

2019-2020 SCHOOL OF THE INCARNATION VOLUNTEER ACTIVITIES

Committee or Activity	2019-2020 VOLUNTEER ACTIVITY DESCRIPTION	Time Commitment	At Home	Chair/Point of Contact/Email
Room Parent Coordinator	Act as liaison for room parents. Help establish room and birthday parent for each homeroom, address questions and send reminders about room parent responsibilities; assists with signup for Gala class basket representatives; work closely with Hospitality Committee	Ongoing through school year	X	Frannie Schneider frannieschneider@gmail.com
V.I.P. Volunteer Committee	Act as liaison for those interested in volunteering. Help recruit Committee Chairs for various volunteer opportunities and help Committee Chairs with volunteer recruitment as needed; oversee recognition of volunteer hours and incentives; address questions about opportunities from potential volunteers	Ongoing through school year	X	Nicole Murphy Naguiar6@hotmail.com
Hospitality Committee	Assist with the refreshment table at Parent Informative Socials, help with the Birthday Angels program (celebrate teacher birthdays), assist with the Teacher Appreciation Luncheon and the teacher year-end breakfast and works closely with the Room Parent Coordinator to foster hospitality throughout the school community	Ongoing through school year		Meghan Brown kenmegbrown@comcast.net Frannie Schneider Frannieschneider@gmail.com
Parish Liaison	Work with Advancement Director and respective Parish point of contact to ensure that lines of communication between the Parish and school are open and information is shared	Ongoing through school year	X	Casey Boswell Advancement Director Cboswell@schooloftheincarnation.org
Library Helper	Assist librarians with shelving books, keeping stacks organized, check-in & check-out of books, other responsibilities as needed	Times vary and are flexible; email to schedule days/times		Ann Wheeler Library Assistant awheeler@schooloftheincarnation.org
Art Room Helper	Assist Art Teacher with project set-up, clean-up and organization; assist with Art Show (date TBD)	Times vary and are flexible; email to schedule days/times		Kelly Murphy Art Teacher kmurphy@schooloftheincarnation.org
Fundraising – Trunk or Treat	Halloween costume contests, parade and trick or treating in the school parking lot. Assist with check-in and parking of participants; help hand out pizza orders; help with clean up	Scheduled time slots on Friday, October 25 th from 5:30 to 8:30pm		Meghan Brown kenmegbrown@comcast.net Michelle Kunzelman Michelle.kunzelman@gmail.com

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Fundraising – SCRIP Sales	SCRIP is a school gift card program where Incarnation buys the gift cards at a discount to sell at full face value. The school keeps the difference. Help needed with fulfilling orders and lobby sales a few times during the school year.	Teams meet once a week at school during a mutually agreed upon time		Kim Gonzales km68gonzales@gmail.com (VACANT CO-CHAIR) Contact Nicole Murphy
Fundraising – Christmas Bazaar	Christmas Bazaar and pancake breakfast with Santa. Assist with planning and securing vendors; assist with set-up, cooking, serving, craft tables, and clean-up on the event day	Planning from September 2018 to December 2018; Scheduled time slots for Saturday, December 7th, morning through 1pm		Dana Barile manadazzie@gmail.com
Fundraising – Irish Fest	Irish festival with Irish bands, dancing, food, beer and whiskey tasting. Activities for kids. Assist with planning and securing vendors & entertainment; assist with set-up, check-in, and clean-up on the event day	Planning from October 2018 to March 2019; Scheduled time slots for Saturday, March 9 th , morning through afternoon		VACANT Contact Nicole Murphy
Fundraising – Gala/Silent Auction	Biggest HSA fundraiser of the year. Adult evening of dinner, dancing and auctions. Assist with planning and securing donations, class baskets, program sponsors & entertainment; secure catering; invitations and ticket sales; assist with set-up, check-in, check-out, and clean-up on the event day	Planning from September 2018 to April 2019; Scheduled time slots for Friday, April 24 th , evening		Michael Bodendorf mbodendorf@hotmail.com (VACANT CO-CHAIR) Contact Nicole Murphy
Fundraising – Box Tops/Community Partners	Box Tops 4 Education offers cash to schools that collect and submit qualifying box tops. Assist with collecting and counting box tops	Based on classroom contests from September through April	X	Laura Gardner Lgardner04@verizon.net
Family Bingo	Family fun night of Bingo, pizza and prizes. Help secure prize donations; assist with set-up, check-in, calling numbers, serving pizza and snacks, and clean-up on event day	Scheduled time slots for Friday evening, November 22nd		Neena McDonnaugh Dst10@me.com
Fall Scholastic Book Fair	Book fairs to raise money for the library. Setup of Scholastic book fair, assist with student selections and sales, cleanup and reorganize library at end of fair.	Fall: Set-up 9/28; Sales 10/4-10/11; Break down 10/11		Lisa Rich Librarian Lrich@

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Spring Scholastic Book Fair	Scheduled time slots available. Book fairs to raise money for the library. Setup of Scholastic book fair, assist with student selections and sales, cleanup and reorganize library at end of fair. Scheduled time slots available.	Spring: Set-up 2/29; Sales 3/7-3/13; Break down 3/13		schooloftheincarnation.org Lisa Rich Librarian Lrich@schooloftheincarnation.org
Open House	Serve as “ambassador” to prospective parents – welcome parents attending Open House and answer questions.	November 11 th 10am-1pm January 25 th 10am-1pm		Casey Boswell Advancement Director Cboswell@schooloftheincarnation.org
Giving Back	Homeless drive that delivers warm clothes to over 4,000 on streets and in shelters. Students pack over 1,000 backpacks for the homeless. Help setup of inventory and help students on packing day.	TBD in mid-December for set up and packing of backpacks		Sandi Dlugonski 4 th Grade Teacher sdlugonski@schooloftheincarnation.org
Rainbow Dash	National Junior Honor Society sponsors this run at school for students and families to benefit Catholic Charities.	Saturday, October 5 th , 10am-11am		Kristin Jacobs kjacobs@schooloftheincarnation.org
Father-Daughter Sports Night	PreK-5th grade father/daughter event at API consisting of games and sports; Monitor refreshment table	Friday, March 27th, from 6:30-8:30pm		Michael Good mjgood1971@hotmail.com
Mother-Son All Star Day	PreK- 5 th grade mother/son event at API consisting of games and sports; Monitor refreshment table	Sunday, May 17th from 3- 5pm		Michael Good mjgood1971@hotmail.com
Teacher Appreciation Luncheon	Assist in annual Teacher Appreciation Luncheon honoring our teachers and staff; prepare dishes, set-up, decorations, assist as lunchroom or recess monitors, hosting luncheon, or clean up	Varying timeslots on January 30th from 9am to 2pm.		Meghan Brown kenmegbrown@comcast.net Frannie Schneider Frannieschneider@gmail.com
Flower Grams	Assist with organizing student messages to teachers; assist with pick up and delivery of flower arrangements to teachers and staff	As available up to two weeks prior to January	X	Michael Good mjgood1971@hotmail.com

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		30th; flower delivery on January 30th.		
Uniform Exchange	Sale or exchange of gently used uniforms held prior to quarterly HSA Parent meetings; assist with collection, inspection, and organization of uniforms; assist during sales events	5:30 to 7pm on October 1st, November 26th, January 21st, and April 28th; Year-end sale/exchange in June or July		Jennifer Bost Parent Chairperson jenstiehl@hotmail.com
Field Day	Day of outdoor fun and competition for 1 st -7 th grades; assist with various games and activities throughout the day	Wednesday, June 10 th from 8:30am-12:15pm		Keith Smith PE Teacher kbsmith@schooloftheincarnation.org
Lunch/Recess Monitor	Adult supervision in the cafeteria and/or recess to assist staff (PreK through 2 nd Grade)	Lunch time varies by grade		Email your child's homeroom teacher to schedule days/times