

## 2018-2019 SCHOOL OF THE INCARNATION VOLUNTEER ACTIVITIES

Committee or Activity	2018-2019 VOLUNTEER ACTIVITY DESCRIPTION	Time Commitment	At Home	Chair/Point of Contact/Email
Room Parent Coordinator	Act as liaison for room parents. Help establish room parent for each homeroom, address questions and send reminders about room parent responsibilities	Ongoing through school year	X	Frannie Schneider <a href="mailto:frannieschneider@gmail.com">frannieschneider@gmail.com</a>
Parent Volunteer Coordinator	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; address questions about opportunities from potential volunteers	Ongoing through school year	X	Amanda McGill <a href="mailto:Aclark0823@gmail.com">Aclark0823@gmail.com</a>
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		Marianne Morton Library Assistant <a href="mailto:mmorton@schooloftheincarnation.org">mmorton@schooloftheincarnation.org</a>
Art Room Helper	Assist Art Teacher with project set-up, clean-up and organization	Times vary and are flexible; email to schedule days/times		Kelly Murphy Art Teacher <a href="mailto:kmurphy@schooloftheincarnation.org">kmurphy@schooloftheincarnation.org</a>
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 26 <sup>th</sup> from 5:30 to 8:30pm		Natalie Gray <a href="mailto:Natcatgray@gmail.com">Natcatgray@gmail.com</a> Meghan Brown <a href="mailto:kenmegbrown@comcast.net">kenmegbrown@comcast.net</a>
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 <a href="mailto:km68gonzales@gmail.com">km68gonzales@gmail.com</a> or <a href="mailto:dabradyy99@yahoo.com">dabradyy99@yahoo.com</a> (NEED CO-CHAIR)
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 1 <sup>st</sup> , morning through 1pm		OPEN – Email HSA FUNdraising Chair Dana Barile <a href="mailto:manadazzie@gmail.com">manadazzie@gmail.com</a>

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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 <sup>th</sup> , morning through afternoon		OPEN – Email HSA FUNdraising Chair Dana Barile <a href="mailto:manadazzie@gmail.com">manadazzie@gmail.com</a>
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 May 2019; Scheduled time slots for Friday, May 7 <sup>th</sup> , evening		OPEN – Email HSA FUNdraising Chair Dana Barile <a href="mailto:manadazzie@gmail.com">manadazzie@gmail.com</a>
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 <a href="mailto:Lgardner04@verizon.net">Lgardner04@verizon.net</a>
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, February 1 <sup>st</sup>		Jen McKee <a href="mailto:Jenandshawn2@verizon.net">Jenandshawn2@verizon.net</a>
Diamonds & Denim Bull Roast	This annual event is a casual, fun dinner dance featuring games of chance to benefit our Tuition Assistance Fund. Assistance is needed with planning, set-up, assisting with games of change, clean-up. Scheduled slots available.	Planning Sep-Nov; Event is Sat, Nov. 3 <sup>rd</sup> 7pm-11pm.		Kerrie Smith Preschool Director <a href="mailto:ksmith@schooloftheincarnation.org">ksmith@schooloftheincarnation.org</a>
Fall Scholastic Book Fair  Spring 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. 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.	Fall: Set-up 9/14; Sales 9/24-9/28; Break down 9/28 Spring: Set-up 3/4; Sales 3/9-3/15; Break down 3/15		Lisa Rich Librarian <a href="mailto:lrich@schooloftheincarnation.org">lrich@schooloftheincarnation.org</a>  Lisa Rich Librarian <a href="mailto:lrich@schooloftheincarnation.org">lrich@schooloftheincarnation.org</a>
Open House	Serve as “ambassador” to prospective parents – welcome parents attending Open House and answer questions.	November 8 <sup>th</sup> 9am-10:30am		Laura Pajerowski Advancement Director

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		January 26 <sup>th</sup> 1pm-3pm		<a href="mailto:Lpajerowski@schooloftheincarnation.org">Lpajerowski@schooloftheincarnation.org</a>
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.	Setup at 3pm Wednesday, December 12 <sup>th</sup> ; Packing day is Thursday, December 13 <sup>th</sup> 8am-12noon		Sandi Dlugonski 4 <sup>th</sup> Grade Teacher <a href="mailto:sdlugonski@schooloftheincarnation.org">sdlugonski@schooloftheincarnation.org</a>
Rainbow Dash	National Junior Honor Society sponsors this run at school for students and families to benefit Catholic Charities.	Saturday, October 6 <sup>th</sup> , 10am-11am		NJHS Moderator Contact school office 410.519.2285
Father-Daughter Dance	PreK-5th grade father/daughter dance; set-up and decorate, check-in guests, help host craft table or refreshment table, clean up after dance	Varying timeslots Friday, February 15, 2019 from 6-10pm		Nicole Murphy <a href="mailto:Naguiar6@hotmail.com">Naguiar6@hotmail.com</a>
Mother-Son All Star Day	PreK- 5 <sup>th</sup> grade mother/son event; Monitor refreshment table	May 19, 2019 from 3-5pm		Deb Asher <a href="mailto:Dabrad99@yahoo.com">Dabrad99@yahoo.com</a>
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 from January 31, 2019 from 9am to 2pm.		Natalie Gray <a href="mailto:Natcatgray@gmail.com">Natcatgray@gmail.com</a> ;  Meghan Brown <a href="mailto:kenmegbrown@comcast.net">kenmegbrown@comcast.net</a>
Flower Grams	Assist with cutting and organizing student messages to teachers; assist with assembling flower arrangements	As available up to two weeks prior to January 30, 2019; flower assembly on January 30, 2019.	X	Deb Asher <a href="mailto:Dabrad99@yahoo.com">Dabrad99@yahoo.com</a>
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 September 24th, November 26th, January 29 <sup>th</sup> , and April 10th; Year-end sale/exchange in June or July		Jennifer Bost Parent Chairperson <a href="mailto:jenstiehl@hotmail.com">jenstiehl@hotmail.com</a>

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Kindergarten Picnic	Assist event chairpersons with set-up, serving, or clean-up; Help with Kindergarten Scavenger Hunt.	Scheduled slots on Saturday, August 24 <sup>th</sup> 11am-3pm		
Field Day	Day of outdoor fun and competition for 1 <sup>st</sup> -7 <sup>th</sup> grades; assist with various games and activities throughout the day	Wednesday, June 12 <sup>th</sup> from 8:30am-12:15pm		Keith Smith PE Teacher <a href="mailto:kbsmith@schooloftheincarnation.org">kbsmith@schooloftheincarnation.org</a>
Volunteer Breakfast	Appreciation breakfast for our school volunteers; assist with set up and breakdown of breakfast; replenish items as needed	Wednesday, June 12 <sup>th</sup> from 7:30am to 8:30am		Deb Asher <a href="mailto:Dabrad99@yahoo.com">Dabrad99@yahoo.com</a>
Lunch/Recess Monitor	Adult supervision in the cafeteria and/or recess to assist staff (PreK through 2 <sup>nd</sup> Grade)	Lunch time varies by grade		Email your child's homeroom teacher to schedule days/times
Vision and Hearing Screening	Assistance in the nurse's office with vision and hearing checks for students			Susan Toth School Nurse <a href="mailto:stoth@schooloftheincarnation.org">stoth@schooloftheincarnation.org</a>