

PARENT VOLUNTEER OPPORTUNITIES

Dedicated parents offer their time and talents to give to our children special social and academic opportunities. To keep our tuition costs down, Machebeuf depends on support from our parents. Each family is required to serve a minimum of 10 volunteer hours each year.

DEVELOPMENT/FUNDRAISING: For more information regarding these specific volunteer opportunities, please contact Laura Henry at lhenny@machebeuf.org.

MACHEBEUF 5K FAMILY FUN RUN & WALK: Sunday, September 19, 2010

5K Family Fun Run sponsored by donors and pledges. We need parents to serve on planning committee, event day check-in, crossing guards, water stations, and race stations around BMHS. We also need parents to cook burgers and hot dogs and help with registration.

Time Commitment: Varies depending on committee work, event day 8 hours

ALUMNI HOMECOMING TAILGATE PARTY: Saturday, September 25, 2010

Work check-in at tailgate party prior to football game.

Time Commitment: 3 hours

CHRISTMAS GREENS: October – December 2010

Volunteers are needed to sell trees, wreaths and poinsettias to parishes, help with mailings and distribution of orders at the school from 1pm-6pm on Monday 11/30 and Tuesday 12/1.

Time Commitment: Varies. Distribution is 2 weekdays during the 1st week of December. 2 hour shifts are available

MACHEBEUF WILD WEST BUFFALO BALL: Saturday, April 9, 2011

Largest fundraising activity of the year. Several committees are needed for this extraordinary event and include auction item acquisitions, PR, decorations, event set up, clean up, data entry, event workers.

Time Commitment: Varies with committee with which you are part of and the level of responsibility.

Help on the day before event to set-up and the day of, and clean-up. Planning begins in August and event work goes through May.

ARCHIVIST/SCRAPBOOK:

Volunteers with a panache for scrapbooking and working with photos are needed year around to help with our archiving projects.

Time Commitment: No specific time requirement, can do any number of projects, work can be done at home.

GENERAL DEVELOPMENT VOLUNTEER: ONGOING

Assist in the development office with mailings, data entry and general office or event needs.

Time Commitment: There is no specific time requirement for this and hours and needs are very flexible.

PARENT ASSOCIATION For more information regarding these specific volunteer opportunities, please contact Reniese Johnson at relajo39@aol.com or Tammy Flageolle Flageolle@comcast.net

Parent Association meetings are the third Wednesday of each month. Volunteers will need to periodically attend these meetings to give feedback to the Association on progress of the activities you are involved.

BACK TO SCHOOL NIGHT: Thursday, September 2, 2010

Provide refreshments and hospitality.

Time Commitment: 4 hours

FALL CAMPUS CLEAN UP – Saturday, October 29, 2010 and Saturday, November 6, 2010

Clean grounds, courtyard and inside of school to prepare for open house.

Time Commitment: Up to 6 hours

OPEN HOUSE FOR PROSPECTIVE STUDENTS AND FAMILIES – Sunday, November 7, 2010

A committee of 5 – 10 people needed to help market/decorate/plan for the open house held on Sunday, November 7th. Volunteers are also needed to do follow-up phone calls to prospective families.

Time Commitment: Up to 8 hours

TWELVE DAYS OF CHRISTMAS:

A committee gives special acknowledgment to teachers and staff. It involves creativity, phone calls, arranging for the food, set-up.

Time Commitment: Two hours in late November/early December.

ST. NICK'S GIFTS FOR STUDENTS:

Volunteers make up bags of candy for each student.

Time Commitment: 3 hours

ST. NICHOLAS MASS AND BRUNCH: Sunday, December 5, 2010

This will be the Sunday closest to the Feast of St. Nicholas. Volunteers are needed to set up, cook, help with St. Nicholas visit and children's activities and clean up after the event.

Time Commitment: Up to 8 hours

CATHOLIC EDUCATORS APPRECIATION: February 2011

Purchase gifts for faculty receiving service awards. Make gifts for other faculty.

Time Commitment: Varies

WELCOME RECEPTION: DATE TBD

Welcome newly admitted students and families.

Time Commitment: 4 hours

FACULTY LUNCHEONS – DATES TBD

This committee plans and hosts the Teacher Appreciation Luncheon during Parent/Teacher conferences. There are two conferences each year.

Time Commitment: Up to 10 hours

ACADEMIC AWARDS RECEPTION: April 2011

Contact parents to bring in refreshments. Setup and cleanup at event.

Time Commitment: 4 hours

SPRING CAMPUS CLEANUP: April – May 2011

Obtain volunteers to cleanup the outside area and commons area the day before graduation.

Time Commitment: Up to 6 hours

GRADUATION RECEPTION: May 2011

A group of 5-10 people needed to organize and provide servers, refreshments and decorations for graduates and families held in May.

Time Commitment: Up to 5 hours

AFTER PROM EVENT – Host/Parents from all classes are invited to assist with the event.

Committee organizes the after-prom party held in April. Tasks involve obtaining donations for give-a-way drawings during the evening, securing a place for the event, ordering the food, and obtaining supervision the night of the event.

Time Commitment: *Five to ten hours or less depending on committee.*

SPORTS BOOSTER CLUB

Booster Club meetings are the first Monday of the month.

FALL SPORTS BBQ

Time Commitment: *4 hours*

HOME GAME CONCESSIONS:

Run concessions at home events.

Time Commitment: *Varies depending on the sport*

GOLF TOURNAMENT:

Help obtain sponsors, prizes and do mailings. Work on the day of the tournament.

Time Commitment: *Telephone calls for sponsors. Locate prizes. Work on day of the tournament with check-in, luncheon set-up and clean up*

SCHOOL ACTIVITIES AND OPERATIONS

LIBRARY VOLUNTEERS: Contact: Stephanie Chaney at schaney@machebeuf.org

Individuals needed to help on a regular or one-time basis. Projects include cataloging, covering and repairing books, researching, filing, and other library projects.

Time Commitment: *Varies depending on project from four hours one time to one hour weekly*

CHAPERONE FOR SCHOOL DANCES AND SOCIAL ACTIVITIES: Contact Josh Applegate at japplegate@machebeuf.org

This includes coming to school dances or other all school social activities as parent chaperones and supervisors. This commitment also includes helping to supervising the set-up and clean-up.

Time Commitment: *Student Events and Dances typically run from 8pm – 11pm and we ask that chaperones arrive an hour before and stay up to one hour after the event is over.*

CAMPUS MINISTRY: Contact: Ed Lugo at elugo@machebeuf.org

A small group of individuals to help with overnight retreats and off-campus service projects.

Time Commitment: *Varies*