



## Saint James School Parent Association

Volunteer Opportunities 2019-2020

**We are better together!** Volunteering with the Parent Association is a great way to get involved in the life of Saint James School and positively impact our children's lives.

### Parent Association

Please check the boxes below to indicate areas in which you are interested in volunteering. This form may be turned into our volunteer coordinator Mrs. Amy Able, in Furlong Hall. It may also be emailed to her at [able@stjweb.org](mailto:able@stjweb.org)

NAME \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

#### **-LEADERSHIP ROLES-**

**Parent Association Board of Directors:** Consistent leadership and collaboration positions the parent organization to work most effectively. Alecia Brightwell will provide a guiding hand as she maintains her role as President for one more year. All other leadership positions will be two year terms, including the presidency in future years.

- Parent Association President - Alecia Brightwell (2019-2020)
- Parent Association President Elect
- Parent Association Treasurer
- Parent Association Assistant Treasurer
- Parent Association Secretary
- Historian

**Hospitality/ Special Events Committee:** Help with events throughout the year such as Open House, Faculty In-service Breakfast, Graduation, Grandparents Day, Trojan Day, Sunset on the Quad, Awards Day, dances and other school events that require food, flowers, decorations and serving.

- Elementary Chair
- Middle School Chair
- High School Chair
- Volunteer (please note the division)

**CONTINUED**

**Room Parent:** Coordinates parent classroom involvement for their division and/or classroom of the school.

- ✓ Elementary Room Parent Coordinator- Kerry Henry
- Room Parent for all classes, grades Pre-K3 through 5  
(specify grade for 2019-2020 school year): \_\_\_\_\_
- ✓ Middle School Room Parent Coordinator-Gail Donaldson
- Room Parent for all classes, grades 6 through 8  
(specify grade for 2019-2020 school year): \_\_\_\_\_

**-EVENTS: CHAIRS & VOLUNTEERS-**

**Dad's Club:** ...for moments we need a dad's help! This may range from setup and cleanup of events to small building projects where manual labor is required.

- ✓ Chair- Martin Harris
- Volunteer

**Fall Festival:** Coordination and organization of the Parent Association's largest school-wide fundraiser, held annually in the Fall. This family-friendly event includes activities and games for children of all ages.

- ✓ Chair - Taylor Covert
- Vice Chair
- Volunteer

**Sunset on the Quad:** This adult-only silent auction and dinner event is held annually during the spring. 100% of the proceeds go back to the designated department or classroom beneficiary at STJ. Volunteering can range from event organization to silent auction procurement.

- ✓ Chair- Alecia Brightwell, Hobbie Dees
- Volunteer

**Teacher Appreciation:** Organizes and coordinates Teacher Appreciation lunches held monthly in each division.

- ✓ Elementary Chair - Kristi Stewart, Megan McCarthy
- ✓ Middle School Chair - Amanda Hagen
- ✓ High School Chair- Beth Cunningham and Monica Barna

**Trojan Day:** Volunteers are needed for this fun-filled school-wide field day in the spring. Volunteer opportunities include concessions and event aids for ages Pre-K through 12th grade as gold and blue battle it out each year!

- Volunteer

**Uniform/Book Exchange Sale:** Donations and sale of used uniforms and donated books that are used in classroom teaching/outside reading held before school begins (usually in June/July).

- ✓ Chair- Kerry Bleiberg and Kristen McLendon
- Volunteer

**CONTINUED**

## **-CLASS/OFFICE AID-**

**Classroom Aids:** Assisting young students and teachers in the classroom with predetermined activities, such as reading.

- Volunteer

**Division/ Department Aids:** Volunteers may be asked to help with administrative tasks such as answering the phones or making copies. It may also involve prep work for specific departmental projects.

- Elementary Office Volunteer
- Middle School Office Volunteer
- High School Office Volunteer
- Admissions Volunteer
- Furlong Hall / Administration Office Volunteer
- Elementary Library Volunteer
- Elementary Art Volunteer

**Lunch Assistants:** Assisting elementary students and teachers in the lunchroom and Pre-K students within their pods.

- Volunteer (Pre-K)
- Volunteer (Elementary)

## **-ADMISSIONS-**

**Parent Admissions Network:** Welcome Saint James families to school by assisting new and potential families through the admissions process. This may include various admissions events such as Open House, Welcome Wednesdays, or volunteering as a new family liaison.

- Volunteer

## **-FUNDRAISING-**

**Box Top/ Capri Sun Pouches:** This year-long fundraiser requires a coordinator who will pick up the box tops and pouches from each school division monthly, count them, enter the total online, and mail them to the appropriate companies to redeem points for Saint James School.

- ✓ Chair- Kristi Stewart

**Gift Wrap Sale:** This elementary and middle school fundraiser position distributes sales packets to school classes and also distributes the purchased gift wrap to students upon delivery back to school. The sale begins in September and runs into October.

- ✓ Elementary/ Middle School Chair - Brooke Bixby
- Volunteer

**Sponsorship and Fundraising Volunteers:** Work with the Saint James School Advancement Office and Parent Association to secure sponsorships and financial gifts that ensure the continued excellence of our School.

- Volunteer

**CONTINUED**

## **-PARENT EDUCATION-**

**Parent Education Committee:** This committee aids in providing educational resources that strengthen the parenting process. This may be through literature or identifying/securing speakers for the STJPA meetings or school-wide gatherings.

- Chair
- Volunteer

## **-SCHOOL COMMUNITY-**

**Great Day Greeters:** Help start out our students' day right! As a door greeter, you are invited to stand at building entry points around campus and be a welcoming presence each morning with hellos, smiles, or a high-five!

- Volunteer

**Parent Representatives:** STJPA aims to exemplify a spirit of unity for the betterment of the school. With that in mind, the Parent Association strives to have a parent volunteer willing to represent the following areas: lower elementary, upper elementary, middle school, and high school, as well as, a parent representing the military and international communities.

- Lower Elementary Representative
- Upper Elementary Representative
- Middle School Representative
- High School Representative
- Military Representative
- International Representative

**School Spirit:** Raising and energizing school-pride surrounding important school and athletic events through planned programs or decorations.

- Volunteer

## **-GROUNDS BEAUTIFICATION-**

**Beautification Committee:** The Beautification Committee volunteers their time to enhance the beauty of the campus. (planters, flower beds, etc.) Projects out of their manpower may be assisted by the STJ Maintenance Staff.

- Chair
- Volunteer

**Community Garden:** Aid in the day-to-day maintenance of crops and special projects related to the Saint James School Community Garden.

- Volunteer

**Do you have a special skill set you are willing to lend to STJ when called upon?  
If so, please note that here:**

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