



Volunteer Opportunity Descriptions 2021-2022

Back to School Picnic

The co-chairs organize the Back to School Picnic at the beginning of the school year. All St. Elizabeth's families are invited to attend a two-hour picnic, where entertainment (DJ, games, moon bounces, face painting, etc.) is provided. Parent and middle school student volunteers assist with set-up, clean up, and supervision of activities during the picnic.

Backyard BBQ

St. Elizabeth's Backyard BBQ is held every other year in early May. The adults-only evening includes an auction, dinner, and drinks. It offers a great way for parents and staff to mix and mingle while supporting our school. Proceeds from the Backyard BBQ support our school. The co-chairs are responsible for the theme, décor, catering, advertising for the event, ticket sales, setup and cleanup. The co-chairs and committee members collect donations that come from our school community and local businesses towards our auction.

Bingo Night

Bingo Night is scheduled on the Friday evening of Catholic Schools Week. The co-chairs will advertise the event, collect donations for prizes and raffle baskets, put together raffle baskets, manage sign-up/ order forms, manage parent and middle school student volunteers and distribute requests for donated baked goods. Additionally, the co-chairs coordinate drinks, pizza and/or salads with vendors and collect food orders and payments. The night of the event the co-chairs will set up, clean up, and oversee middle school and adult volunteers.

Book Fair

The co-chairs help the school librarian set up and break down the fall and spring Book Fairs. Parent volunteers staff cash registers and check out for students during the week. A variety of time slots are available.

Catholic Schools Week

The co-chairs plan activities for the 5 days of Catholic Schools Week typically held at the end of January or beginning of February. Each day involves events and activities that require detailed communication and coordination in order to honor the students, parents, staff and clergy of St. Elizabeth's School.

Christmas Decorating Committee

The co-chairs coordinate parent and student volunteers to decorate the school for Christmas (typically) over Thanksgiving Weekend. They are also responsible to arrange volunteers to take down the decorations prior to the start of school in January.

Church Bulletin Board

This volunteer manages designs for the school bulletin board, located in the church commons. This bulletin board is to facilitate the link between the school and the parish. The purpose is to keep the parish up to date on current events happening at school. The board is changed approximately every month but may be more or less often depending on need. The board is typically decorated with pictures and flyers. The commitment includes purchasing materials and arranging them on the board.

Dinner Nights Out (DNO)

The co-chairs contact various local restaurants to schedule and hold fundraising dinners where a portion of the diners' checks are donated to the school. The co-chairs plan the event dates and market the events to the school via the carpool sign, Homeroom Parent Weekly Email Updates, News and Events, the school's social media and website.

Donuts for Dad

This Kindergarten/First grade event is typically held in March. Volunteers arrive at 7am one Friday morning in March to decorate the APR. The volunteers help hand out drinks and donuts and cleanup afterwards. One volunteer is also needed to pick up the donuts and another volunteer picks up the decorations.

Father/Daughter Dance

Grades K-5 are invited to the Father/Daughter dance. The co-chairs are responsible for creating the theme and invitations for the 2-hour Father/Daughter Dance. The co-chairs will coordinate volunteers, collect RSVPs and payment for the dance, plan food, schedule photographer and DJ at the dance.

Fundraising/Volunteer Reporting

The co-chairs monitor the fundraising obligation and required volunteer hours for each St. Elizabeth School family. The co-chairs are responsible for managing the website, merging all the fundraising and volunteer data for reports and billing.

Golf Classic

The Golf Classic co-chairs are responsible for advertising for the event, recruiting golfers to play, and soliciting sponsors and donations for raffle baskets. Parent volunteers are also needed the day of for the registration table and raffle ticket purchases.

Graduation Dinner

The co-chairs are 7th grade parents, who plan and coordinate a congratulatory dinner for the graduating 8th grade students and their parents. The dinner is typically held the night before 8th grade graduation. The co-chairs are responsible for invitations, decorating, selecting caterer and menu, purchasing paper products, coordinating servers and developing a program.

Grandparents/Special Person's Day

The co-chairs are responsible for coordinating the day in October when each student in JK through Fourth Grade invites Grandparents/Special Persons to spend a morning at the school visiting his/her classroom. Parent volunteers are needed to provide baked goods for the church commons reception.

Greg Gannon Food Drive

The co-chairs support the annual canned food drive for The Southern Maryland Food Bank. Parent and student volunteers distribute bags to area neighborhoods in November and collect the canned food in the beginning of December. Adult and 7th grade volunteers are also needed to set up bags to distribute to our student body the Friday prior to Thanksgiving in the church commons.

Homeroom Parent Coordinator

The coordinator oversees and monitors the homeroom parents. This position requires consistent email contact between the school and parents and a working knowledge of SignUp.com. The Homeroom Parent Coordinator is also responsible for coordinating training in early September for Homeroom Parents to review their responsibilities for the upcoming school year. Most of the work is done in the late summer while setting up homeroom calendars and email accounts. Each week the homeroom parent coordinator emails the homeroom parents the information that will be passed school wide.

Homeroom Parents

Each homeroom (Preschool- 8th Grade) is assigned two Homeroom Parents. Homeroom Parents are responsible for sending out school wide communications to their classes from the Homeroom Parent Coordinator weekly. Homeroom Parents also meet with their teachers at the beginning of the school year to plan the year and expectations. The Homeroom Parents help their teachers in coordinating volunteers for classroom parties and volunteers for the specials' classes (JK-3rd Grade Art and Library). This is a great volunteer opportunity for working parents, as communication is mainly through email.

Hospitality

The co-chairs are responsible for providing tablecloths, centerpieces/decorations, paper products, utensils, and coffee for a variety of school functions during the school year. These events include the Kindergarten Orientation Night, Opening Day celebrations, Back to School Nights, Halloween Parade, Pastries for Parents (JK), and Graduation Ceremonies for JK and Kindergarten. The co-chairs recruit parent volunteers to serve on the Hospitality Committee who assist in set-up and clean-up of the events.

Fall Fundraiser

The co-chairs advertise and manage St. E's fall fundraiser.

Mother/Son Event

Grades K-5 are invited to the Mother/Son Event. The co-chairs will plan and host a fun event for Mothers and Sons during the school year. The committee will coordinate volunteers, collect RSVPs and payment for the event, plan food, schedule photographer and/or DJ/entertainment.

Mother's Day Tea

The co-chairs help with set up and clean up for this Kindergarten/First grade event that takes place the Friday before Mother's Day. The co-chairs coordinate with Kindergarten and First grade teachers to choose and purchase refreshments.

New Family Welcome Committee

The co-chairs work with the Admissions director to help plan the New Family Orientation Night in May and pair current families with an incoming family. Parent volunteers sign up to be "buddy families". Parent volunteers are responsible for welcoming new families to the school by answering questions throughout the spring, summer, and early fall, and attending the New Family Orientation Night in May. We typically need the largest number of parent volunteers for Preschool, Kindergarten, and Middle School (6th grade).

Outreach Coordinator

Volunteers work with the coordinator on various school wide outreach projects that demonstrate St. E's commitment to the greater community. Examples of past projects include Walk for a Purpose Halloween Parade, Backpack Collection for Comfort Cases, Blessing Bags for the Homebound, Mom's Night Out and Jacket Drives.

Recess Volunteer Calendar

This chair is responsible for overseeing the daily recess volunteer calendar using SignUp.com. The committee chair is responsible for building the calendar for the year and monitoring the calendar to make sure volunteer slots are filled. The chair will communicate to the school the volunteer coverage for the month. The majority of the work is done over the summer when the calendar is created.

Rex Reed Truck Touch Day

The co-chairs plan and oversee a fun morning of car and truck exploration in late April for our Preschool through Second Grade students. The co-chairs reach out to local companies, organizations, and families in our community to coordinate car and truck displays in the back-parking lot. Volunteers on the day of the event are also needed for set up and clean up.

Santa's Workshop

The co-chairs plan and run a week in December where a temporary store is set up in the school library where students can purchase inexpensive (\$1 - \$7) Christmas gifts for their family members. The co-chairs and parent volunteers are responsible for purchasing and tagging items, decorating the 'store', assisting children with their gift selections and wrapping gifts and storing items for the next year. Purchasing of gifts and tagging occurs during the Christmas break and into January when these gift items are on sale. These items are stored for the following year.

Spirit Shop

The co-chairs are responsible for assisting administration in managing and selling the Spirit Shop merchandise to our school community. The chairs will help promote and oversee sales throughout the year as well as inventory/restock merchandise as needed.

Staff Appreciation

The co-chairs plan monthly meals and other small tokens throughout the year to recognize the efforts of the school staff. The co-chairs recruit parent volunteers to serve on the Staff Appreciation committee who are responsible for providing meals, paper products, desserts, etc. for the lunches.

Staff Christmas Luncheon

The co-chairs plan and host the annual Staff Christmas Luncheon for St. E's staff and faculty. The luncheon takes place on the half day before Christmas break in the church commons. The co-chairs are responsible for planning a theme, menu and invitation. The co-chairs will recruit parent volunteers to donate items for the luncheon, help decorate and setup, assist with serving the food and cleanup.

Trivia Night

Trivia Night is held every other year. The co-chairs plan a fun-filled middle school trivia night. The co-chairs coordinate parent volunteers for set up and cleanup of the event.

Uniform Exchange

The co-chairs oversee the Uniform Exchange program over the school year. This program allows families to donate gently used school uniforms and select items needed. The co-chairs keep the Uniform Exchange donations organized. The Uniform Exchange co-chairs host several Pop Ups throughout the school year for families to pickup items they need.