

2015/2016 Family Service Agreement Volunteer Opportunities

Mandatory Parent Meeting at ICS **May 20, 7PM. Sign-ups will take place at the meeting!!**

Dear ICS Parents,

Please take a few moments to look over the many volunteer opportunities that are available for the 2015/16 school year at Immaculate Conception School. Consider volunteering in areas where you have served in the past and share your expertise with those who are new, or try your hand at something new! Every volunteer position is important! No matter where you decide to serve, we need you!

Sign-ups for the 2015/16 school year will take place following the spring Mandatory Parent Meeting on May 20th at 7 PM in the ICS cafeteria. If you are unable to attend the meeting, contact the HSA volunteer coordinator, Becky Davidson with your selections and we will make every effort to sign you up for those areas of service. If the positions are filled you will be contacted by Becky Davidson in the weeks following the meeting and she will assist you in meeting your volunteer commitment. Contact Becky @ 655-3713 or bdavidson393@gmail.com

In order for the Home & School Association to meet their fundraising goals for the 2015/16 school year we are asking for everyone to commit to the following:

Each family must sign up for a **minimum** of 5 volunteer positions:

- **2** major fundraisers (Section A)
- **1** Event or Activity (Section B)
- **2** In-School Services (Section C)

Thank you for your service and commitment,
The Home & School Association Board

USE THIS ONLY IF YOU HAVE HAD OR ANTICIPATE CHANGES

Please help us update the 2013/2014 ICS Family Directory by completing the information below for your family.

Submit Form To: Colleen in the office

Family Name: _____
Parents: (Father) _____ (Mother) _____
Child & Grade (fall 2013): _____
Child & Grade: _____ Child & Grade: _____
Child & Grade: _____ Child & Grade: _____
Phone: (Home) _____ (Cell) _____
Address: _____
City: _____ State: NY Zip Code: _____

E-mail: _____

Pot o' Gold (March 14 th)	Pot O' Gold- Saturday in March 5, 2016 Each family receives three raffle tickets to sell (\$50/ea) for this annual event. A St. Patrick's Day themed party is held in March with a grand prize of \$10,000. Workers help coordinate events, tend bar, and set up/clean up.
Chair (3-4)	<i>Dan Flaherty</i>
Chair-Ticket Sales (1)	Flaherty
Corned Beef Chair (1)	
MC (2)	
Food/Refreshment Chair (1)	
	General Workers
Setup (Evening Before) (10)	
Event Workers (20)	
Cleanup (10)	

<i>Christmas Bazaar</i>	Christmas Bazaar- Sunday, December 6, 2015 The Christmas Bazaar is an annual event. Several Chairs are needed to assist with the coordination of this large fundraiser. We also need many volunteers to help coordinate booths, set-up and clean up, and work the day of the bazaar. This event usually raises about \$15,000.
Planning Committee (3-4)	
Decorations Chair (1)	
Pancake Breakfast Parents need to coordinate with Holy Name (7th Gr. Parent) (3)	
Booths	Booth Chairs
Theme Baskets (2)	<i>Threse Cich</i>
Wreath Booth (1)	<i>Cheryl Gicewicz</i>
Snack Bar (2)	
Gift Shoppe (1)	
Arts & Crafts (1)	<i>Renee Metro</i>
Baked Goods and Candy Booth (1)	<i>Catherine Stine</i>
Santa's Spa Booth (1)	
Photos with Santa Booth (2)	Kerry Doyle
Children's Booth (1)	<i>Felicia Mullane</i>
Christmas Shoppe Booth (1)	Lincoln Cutting
50/50 Split (1)	Becky Davidson
Farmers Market (1)	Rachell Laubish
Cake Walk (1)	
Face Painting (2)	
Please sign up to Start making crafts i.e. sewing, farmers market items (jam, jellies, salsa, chili sauce, applesauce). Also need woodcrafting items, ornaments, etc.	
	General Volunteers Day of Event
Booth Worker (Volunteer at Event) (40)	
Setup Volunteer- Evening Before (20)	
Cleanup Crew (after event) (20)	

<h1><i>Scrip</i></h1>	Scrip Program- Year round This program sells gift cards to a variety of businesses in and around East Aurora. Volunteers will be scheduled to sell the gift cards 15 minutes before and after mass . The school makes approximately 5% profit which generates over \$25,000 annually!
Chair (1)	<i>Becky Davidson</i>
Co-Chair (1)	<i>Eileen Martin , Ann Granville</i>
Mass Scheduler (sends weekly reminders to volunteers) (1)	<i>Eileen Martin</i>
Mass Scrip Sales Volunteers	
Saturday 4:30 Mass (15+)	
Sunday 8:00 Mass (15+)	
Sunday 9:30 Mass (15+)	
Sunday 11:15 Mass (15+)	

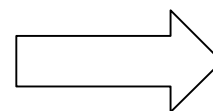
<h2><i>Festa con Vino</i></h2> (October 17, 2015)	Festa Con Vino (October 17, 2015) A wine tasting, Silent Auction, and Theme Basket event, which is held at the school. This is an adults only event. We need a large number of workers to help with auction prep, ticket sales, setup/cleanup, kitchen, bar, and decorations. This event raised over \$28,000 last year.
Chairs (2)	<i>Sara Finnerty</i>
Sub-Committee Chairs	
Silent Auction Chair (1)	
Silent Auction Committee (5)	
Bar Area (1)	
Food/Catering (2)	<i>J'neene Sexton</i>
Decorations (1)	
Backroom (1)	
Set up and Clean up Chair (1)	
Registration Table (1)	
Ticket Sales (1)	<i>Becky Davidson</i>
Theme Baskets (2)	<i>Therese Cich</i>
General Workers	
Bar Tenders (8)	
MC (1)	
Silent Auction Helpers (4)	
50/50(4)	
Backroom Help (4)	
Kitchen Prep (day before 9 to 3) (4)	
Kitchen Prep (day of) (4)	
Kitchen (During Event) (15)	
Workers at Event (20)	
Setup- Evening Before (20)	
Cleanup (After Event) (20)	
Theme Baskets (3-4)	

Section A continues on next page...

Marketing Committee	Marketing/Public Relations- Year round Assist w/taking pictures, writing short articles, publicizing school events, etc. w/ local newspapers, fliers, and church bulletins. Work w/chairs and committees of various fundraisers to promote events.
Marketing Manager/Chairperson (1)	(Oversee Marketing Activities) <i>J'Neene Sexton</i>
Co-Chair/Media Manager (1)	(Writes press releases; acquires approval from event chairs and school principal; submits them to all media contacts for each event; Keeps the Contact List up to date.)
Graphic Designers(2)	(Design flyers, posters, print ads, brochures, etc.) Leslie Taylor, Carrie Howe, Scott McKee
Writer (1)	(Provides all necessary write-ups outside of Press Releases. IE: Bulletins, Event donations, Principal requests, etc.)
Photographer (1)	(Responsible for building and maintaining inventory of event photos by attending event or reaching out to others who are able to share electronic photos. Photos are used for news articles, press releases, brochures; end of year video. Be familiar with all ICS activities.)

Golf Outing (June 3, 2016)	Golf Outing June 3, 2016 First Annual Golf Outing. Baskets and silent auction. Tasks for workers include 50/50 raffles, Registration, skill competition monitors.
Chair (1)	Chuck Nuttle
Basket Raffle:	Deb & Joel Jusiak
Sponsorships	Jon Hart
Sponsorships, signs and favors:	Frank and Mary Kay LaForce, Pat Keem, Chelsey Smith and Sue Barnhart
1:00 PM workers (12)	
4:30 PM Workers (6)	

Go on to next page for Section B- Events and Activities



Section B (3 pages)**Events and Activities****Sign up for at least 1 of the following opportunities in Section B**

<i>Solicitations</i>	Solicitation of Donations- Year round Help Fundraising Event Chairs in contacting businesses and organizations to solicit donations for use at school fundraisers.
Solicitations Volunteer (4 – 5)	

<i>Guardian Angel May 20, 2016</i>	Guardian Angel Program- Year-Round We need parents to assist with coordinating events, contacting participants, sending mailers, and to work at the brunch.
Coordinator/Database Manager (2)	<i>Laurie Warner would like to mentor someone</i>
Reception Coordinator(1)	
Mailers (August & Spring) (3- 4)	
Mailers (Christmas) (3 – 4)	
Reception Setup (2)	
Bakers (10 – 12)	
Reception Helpers (4 - 5)	

SPRING DANCE (Father/Daughter Dance) DATE TBA	
Chair	
Workers (20)	

Santa's Secret Shop	Santa's Secret Shop- 2 Days in December 2015 We need a group of workers to assist with working at Santa's Secret Shop. It is usually a one or two day commitment. This event is held during the school day.
Chairperson (1)	
Co-Chair (1)	<i>Cynthia Kupczyk and Lisa Courtney</i>
Volunteer (1 day) (5)	
Volunteer (Both days) (5)	

Book Fair	Book Fair- Fall 2015 and Spring 2016 (during school day) We need workers for set up on the day prior to each fair, work during each Book Fair and after for clean-up and packing of books to be returned.
Chairperson (1)	<i>Anna McDonald</i>
Co-Chair (1)	
Fall 2014 (10)	
Catholic Schools Week(10)	
Spring 2015(10)	

Alumni Association (Reunion weekend)	
Chair	J'Neene Sexton
Volunteers to work booth (10)	

<i>Easter Candy Sale</i>	Easter Candy Sale- Spring 2016 We need parents to organize sale, send home fliers, compile and distribute orders.
Chairperson (1)	<i>Trish Skutnik</i>
Co-Chair (1)	
Volunteer Helpers (unload from truck, sort & pass out Friday) (15 - 20)	

Friday Lenten Fish Fries	Fish Fries During Lent-Grades 7 & 8 February 26th – 8th Grade March 11th – 7th Grade ALL 7th and 8th grade parents and students work. The students in the 7 th and 8 th grades each hold a fish fry on a Friday during Lent to help raise funds for their grades functions. The parent coordinator is responsible for scheduling the vendor, ordering food and coordinating the students for working the events.
7th Grade Coordinator (1)	
8th Grade Coordinator (1)	

Volunteer Coordinator	Volunteer Coordinator- HSA Secretary Responsible for collecting volunteer assignments, notifying chairs with lists of volunteers, and tracking volunteer hours worked.
Coordinator (1)	<i>Becky Davidson</i>

Turkey –Trot November 25, 2015	This event will take place on November 25, 2015, if the weather permits the children will walk around Hamilin Park, if the weather does not permit they will walk inside the gym and around the school. Planners are responsible for producing the punch cards, coordinating the volunteers, and planning the activities related to the day of the event.
Chair and co-chair (2 – 3)	
Volunteers (# to be determined)	

Catholic Schools Week	Catholic Schools Week January 24-30, 2016 Open House Coordinators work with Marketing Committee to promote the events of the week. They schedule parent volunteers for various activities throughout the week. Volunteers conduct tours at Open House, record names of visitors, act as greeters, provide refreshments, and assist in the classrooms at Open House.
Coordinators (2)	
Open House Volunteers (evening) (20)	
Response to Love Dinner(10)	J'Neene Sexton chair

Technology Committee	Technology Committee Work on the committee which reviews needs and goals of the technology program at the school. Will be contacted by the school office/Miss Adamski. Will also need someone to serve as the ICS website coordinator to regularly update the school website with important news, information for school families, information from teachers, etc.
Chairperson (1)	
Website Manager (1)	<i>Leslie Taylor, Roxanne Perry</i>
Member (1)	

Supply Inventory Coordinator	Supply Inventory Coordinator This is a new position. Will need to inventory all the supplies including uniforms, supplies for lunch, pancake breakfasts, fish fry's, chicken barbeque. Also, inventory the bingo room which is mainly used for Festa and the Christmas Bazaar.
Coordinator (1)	

Welcome Committee	Welcome/Sunshine Committee Organize a welcome get together for new families during the summer. Communicate with new families to answer questions regarding events, sports, activities, etc. of ICS.
Committee (3-4)	

Sunshine Committee	Sunshine Committee Assist school families with food, flowers, cards, and support when the need arises.
Committee (2)	

Boxtops for Education	Responsible for setting up a collection process for donated Boxtops, collecting the donations, submitting them for reimbursement of funds, and maintaining reports to show amount of funds earned through the program and their distribution.
Coordinator (1)	Amy Dittmar

Abitibi	Abitibi Paper Recycling This is the school paper recycling program. A coordinator is responsible for acting as the contact person between the school and Abitibi. They also monitor the bins and schedule pick-ups with the company.
Coordinator (1)	Jerry Thompson

Gardening and Grounds Committee	Gardening and Grounds Committee Work throughout the year on the gardening and grounds.
Workers (6)	Donna Hofer chair

Section C (3 pages) In-school Service

Cafeteria Monitors	Cafeteria Monitors assist with students during lunches. You must be available during school lunch times (11:40 AM – 1:00 PM). Consider signing up for multiple days.
	K – 8 (as many volunteers as we can get)
Mondays 11:40 – 1:00	
Tuesdays 11:40 – 1:00	
Wednesdays 11:40-1:00	
Thursdays 11:40 – 1:00	
Fridays 11:40 – 1:00	

Hot Lunch	Hot Lunch Volunteers provide baked goods and/or serve on hot lunch days one Friday a month. Sign up for a minimum 2 or 3 month commitment.
Chairperson (1)	<i>J'Neene Sexton</i>
	Workers (10:00 – 1:00)
September 25 and October 23 (8)	
December 11 (8)	
January 22 and March 4 (8)	
April 1 and May 13 (8)	
	Bakers
Sept. – Oct. (12)	
Nov. – Dec. (12)	
Jan. – March (12)	
April – June (12)	

<h1>Pizza!</h1>	<p>Wednesday Pizza Assist with serving pizza during lunches on Wednesdays twice a month (or LESS if more people sign up!)</p>
<p>Coordinator (1)</p>	<p><i>Sarah McDonnell</i></p>
<p>Bi-weekly Worker (8 – 10)</p>	

<p>Thanksgiving Feast Friday, November 20, 2015</p>	<p>Every Year we hold a Thanksgiving Feast that has each grade make a different dish, during school. Helpers are needed for set up, reheating/prepping, serving and clean up.</p>
<p>Feast day workers (as many as we can get)</p>	<p>J'Neene Sexton - Coordinator</p>

<p>Field Days</p>	<p>Field Days- June 7 (K-4) June 9 (5-8) Coordinators are responsible for organizing games, food, and activities at Hamlin Park. Volunteers assist with walking the students from school to the park, helping with the games and activities, serve lunches and supervise students. (1 day Grades K-4, 1 day for Grades 5 – 8)</p>
<p>Coordinators (3-4)</p>	<p>5th – 8th grade – K – 4th grade -</p>
<p>Grades K – 4 Volunteers (20 - 30)</p>	
<p>Grades 5 - 8 Volunteers (20 – 30)</p>	

<p>SCIENCE PROGRAM</p>	<p>Our Science Program has grown significantly in the last couple of years and there is a need for parent volunteers, engineers and managers to assist the ICS students with the many projects, experiments, and competitions in which they are involved. (Knowledge of science is helpful, but not necessary for volunteering.)</p>
<p>Director</p>	
<p>Science Olympics (K – 8th Grades) January 29, 2016 9:00 AM – 12:00 PM (During Catholic Schools Week)</p> <p>Volunteers (20)</p>	

<i>School Library Workers</i>	School Library Helpers Assist and support school library staff (usually during school hours). Need at least 2 people/day
Monday 12:30 – 3:00	
Tuesday 12:30 – 3:00	
Wednesday 12:30 – 3:00	
Thursday 12:30 – 3:00	
Friday 12:30 – 3:00	
Book Repair (2)	

<i>Class Liaisons</i>	Class Liaisons Assist with coordinating events in their class, contacting parents, sending mailers, making phone calls to notify classroom parents of important information, working at the teacher brunch. (Sign a list for the grade you would like to have and Miss Adamski will contact you.)
Kindergarten (2)	
First Grade (2)	
Second Grade (2)	Jessica Russo
Third Grade (2)	
Fourth Grade (2)	
Fifth Grade (2)	
Sixth Grade (2)	
Seventh Grade (2)	
Eighth Grade (2)	

Teacher Appreciation Luncheons	Teacher Appreciation Luncheons (Coordinator and Server must be available during the day of the luncheon) Plan and organize a lunch for the teachers. The coordinator is responsible for planning the lunch and coordinating the volunteers to provide and serve lunch on one afternoon during school.
	October 20, 2015
Coordinator (1)	
Food Prep/Baker (4)	
Server/Worker (at luncheon) (3)	
	February 9, 2016
Coordinator (1)	
Food Prep/Baker (4)	
Server/Worker (at luncheon) (3)	
Teacher Appreciation Lunch	May 3, 2016
Coordinator (1)	
Food Prep/Baker (4)	
Server/Worker (at luncheon) (3)	
Uniform Exchange <i>Monday, June 16 afternoon</i> <i>Tue, June 17 morning</i>	Uniform Exchange Coordinate the sale of gently used uniforms at the end of the school year (Usually a day in mid-June). Volunteers assist the coordinator to sort the clothing, set up and cleanup the day of the event. Must be available during the morning on a weekday.
Coordinator (1)	<i>Julie Benzin</i>
Volunteers (6)	
Thursday Folders	Thursday Folder Stuffer Parents help sort and insert information that is sent home in the students' Thursday folders. Must be available Thursday mornings.
Volunteers (5-6)	Dawn Rumfola
Outdoor Skate January 29	Outdoor Skate Outing Held on a Friday afternoon during Catholic Schools week at Time Warner Ice Rink. The coordinator reserves ice time (several months in advance of event), coordinates with parent volunteers, organizes hot chocolate at the school after the skate. Parent volunteers help with skates, walk students to and from the rink, and supervise the skaters. Additional parent volunteers accompany students, who do not wish to skate, to the Boys and Girls Club, supervise students at the club, and walk them back to school at the end of the day.
Coordinator (1)	
Skate Volunteers (15)	
Boys & Girls Club Volunteers (6 – 8)	

ICS Athletics*: Volunteers **must** attend a mandatory coach’s meeting at the beginning of the school year to review rules, regulations, expectations, Code of Ethics, schedules, etc.

*Volunteers **must** complete VIRTUS Training and CPR/AED & 1st Aid training courses in order to coach a sport.

Section C Athletics (2 pages)

<p>Athletic Committee</p>	<p>Athletic Committee Immaculate Conception has an outstanding athletic program and it continues to grow each year. Our volunteers who coach the boys and girls are the life blood of the program. Join the great team of leaders in our athletic program. Meets after school hours to plan, review, and consult regarding sports program.</p>
<p>Athletic Director (1)</p>	<p><i>Dave Whittemore</i></p>
<p>Assistant Athletic Director (1)</p>	<p><i>Michael Marlor</i></p>
<p>Gym Scheduler (1)</p>	<p><i>Trish Skutnik</i></p>
<p>Concession Stand Coordinator</p>	<p>Concession Stand Coordinator Coordinate with parents for each sport to help sell snacks and water for each sport.</p>

Soccer	Fall Sport
3rd and 4th Grade Coaches (2)	
5th and 6th Grade Coaches (2)	Pat Keem and Karen Keyes
7th and 8th grade coaches (2)	

Baseball/ Volleyball	Fall Sports	
	Coach (1)	Assistant Coach (1)
Varsity Boy's Baseball		Norm Duennebacke Bill Steinwachs
7/8 Grade Girl's Volleyball	<i>Lance Over</i>	
5th/6th Grade Girl's Volleyball	Tammy Nuttle	

Basketball	Winter Sports	
	Coach (1)	Assistant Coach (1)
7th/8th Grade Boy's Basketball	<i>Ben Granville</i>	
7th/8th Grade Girl's Basketball	<i>Michael Marlor</i>	<i>Dave Whittemore</i>
5th/6th Grade Boy's Basketball		
5th/6th Grade Girl's Basketball	Vincent Doyle	Mark Mruk
3rd/4th Grade Boys Basketball	Jason Keem	
3rd/4th Grade Girls Basketball		

Track	Spring Sports Assistant coaches need to attend practices and meets. Grades 3-4 meet after school 2 or 3 days/week. Meets are usually on Saturdays.	
Coach (1)	Nicole Serra	
Assistant Coach (2)	Becky Davidson	
	Parent Volunteers (8-10)	
Long Jump		
Standing Long Jump		
Softball Throw		
Sprint/Relay		

