

Kingswood 2010-2011 Volunteer Opportunities (Fundraising Related)

Fall Fundraiser (September)

Walkathon – *This committee would develop a theme, find sponsors for the event, copy and distribute walkathon paperwork and count contributions. Previous years' forms are available on disk for the committee.*

October

Annual Appeal—*stuff envelopes, stamp, and mail.*

Financial Aid Fundraiser (December)

Fannie May Candy Sales—*promote the event through the green envelopes, count orders, and send in the forms. This year, Fannie May will ship orders DIRECTLY to the seller's home. Previous years' forms are available on disk for the committee.*

February Benefit Dinner

- **Benefit Committee** – *Oversee operations of February Benefit Dinner, including theme, date, site, entertainment & menu.*
- **Stuff Benefit Folders** - *Usually 2- 3 hours at school one day after drop-off. In late August/early September.*
- **Raffle Committee** - *Decide on rules, prizes, price, marketing, sales contest. Can do from home.*
- **Invitation Design** - *Design invitations and have them printed. September-November.*
- **Stuff Invitation Envelopes** - *Usually 2- 3 hours at school one day after drop-off. In early January.*
- **Publicity** -*Event promotion. Can be done from home.*
- **Dedicated Auction Solicitation Team** -*In addition to having families solicit donations, we will have a team of dedicated specialists to efficiently and effectively seek donations. Training session will be offered. Can be done from home using phone, email, or fax. List of prior donors and leads will be supplied.*
- **Dedicated Ad Solicitation Team** - *Similar to dedicated auction team. Training session will be offered. Can be done from home using phone, email, or fax. List of prior advertisers and leads will be supplied.*
- **Auction Inventory Team** - *Something for both computer whizzes and artistic types: keep a database of donations (need email and Excel experience), package donations into themed baskets, make signs & fill out bid sheets for auction baskets. January- February.*
- **Ad Book Committee** - *Create ad book. Must have computer access.*
- **Video/Slide Presentation** -*Work with the Benefit Committee to create a presentation.*
- **Basket Wrappers** - *Wrap baskets and fill out bid sheets the week before the benefit.*
- **Table Assignments** - *Must have computer access and be able to work with Excel spreadsheets.*
- **Set-up & Transport** - *Transport auction items & decorations to site, decorate, set up. Usually 2- 3 hours the morning of the benefit.*
- **Check-out** - *Collect money for auction items. Usually 10:30- 12:00 the evening of the benefit.*
- **Clean-up** - *Collect décor, unsold auction items, auction signs. Usually 11:30- midnight the evening of the Benefit.*

Other Volunteer Jobs

(Please sign up for at least two per family)

Lunchroom Helper – *A great way to get to know your children’s classmates. Consider also signing up as a substitute. Please indicate how many times per month you would like to help and which days of the week you are available. We especially need help on Tuesdays and Thursdays.*

Room Parent – *Work with the teacher to coordinate a few special events and parties throughout the year, as well as providing snacks during Terra Nova testing. Serve as a “Welcoming Parent” for that grade to new families who may enroll later in the school year. Please indicate grade level when you sign up.*

Office Help – *Assist staff with day-to-day running of Kingswood. Duties may include filing, photocopying, stuffing green envelopes. Time commitment is minimal and hours are flexible.*

Admissions Assistant – *Help us get the word out about our school into the community. Help Jan Whitten by copying and preparing materials.*

Open House Volunteer – *Greet new families at our monthly Open Houses, help with tours of our school.*

Library Help – *Help keep our library organized by putting books back on the shelves, entering data into the computer, etc. Time commitment is minimal and hours are flexible.*

School Pictures – *Guide students between the classroom and the photo area. Picture Day is usually in September, with retake day in early November.*

Hearing & Vision Screening – *Shuttle students between the classroom and screening area. Screening usually takes place in January.*

Flowers for Mass – *Purchase a bouquet of flowers for the Friday weekly mass at Kingswood. We can have several volunteers for this. Please indicate how often you would like to do this when you sign up (for example, once per month).*

Teacher Appreciation – *Organize occasional forms of appreciation for our dedicated teachers. Arrange for teacher gifts at Christmas and Teacher Appreciation Week in May.*

Manna Marketing Assistant – *Veronica Huerta is in charge of this program at school and can use an assistant to help promote this program and be a back-up for her. Mrs. Huerta will continue to handle the orders. Can be done exclusively from home.*

Family Meal Coordinator – *Coordinate meals for a family in need due to sickness, death in the family, birth of a baby, etc. Can be done exclusively from home.*

Cinema Saturday Helpers – *Supervise students at our Cinema Saturday events. We need 3 adults for each event. This is approximately 2-3 times per school year from 4:30 p.m. to 8:15 p.m.*

KAPA Events Helper – *You can help by setting up for various KAPA events, clean up after events or babysitting. We can use several volunteers for this.*

Photographer – *You can help by taking pictures of our students at various events. We can use several volunteers for this.*

Yearbook – *Help coordinate and put together our school yearbook. Must have computer access.*