

Name: _____ Email: _____

Volunteers are needed for the following.

School Support:

- _____ Dollar for Dollar
- _____ Chair
- _____ Assistant
- _____ Lunch Coordinator (s)
- _____ Assistant

*shadow the current coordinator to then take over

- _____ Hospitality
- _____ Field Day
- _____ Sports Award Dinner
- _____ Track Dinner
- _____ Walk to School Day
- _____ Box Tops/Soup Labels
- _____ H. S. Information Night
- _____ Entrance Decorating
- _____ Bulletin Boards

Potential 2017-18 Event:

- _____ Designer Handbag Bingo (ladies night)

Fundraisers/Events: (please circle)

- Trunk or Treat
- Chair
- Committee
- Santa Breakfast
- Chair
- Committee
- Movie Night
- Chair
- Committee
- Wrapping Paper / Cookie Sale
- Chair
- Restaurant Night
- Chair

Committee members needed:

- _____ Spring Blue Ribbon Gala
- _____ Walk- a-Thon
- _____ Book Fair
- _____ Dad's Night

In order to participate as a volunteer, "Protecting God's Children" workshop is required. **Thank you for your dedication and support!!!**

If you have any questions, please feel free to contact Krista Barabas @ krista.barabas@gmail.com, 917-710-1240 OR Stephany Gubler @ sgubler@verizon.net, 201-747-6279

2017-2018 St. Elizabeth School

Class Parent Volunteer Form

Prek 3 -6th Grade - Two Parents

Grade 7 – Typically Three Parents

Grade 8 – Typically Four Parents

Responsibilities include but are not limited to:

- Act as a liaison between teachers, head class parents and parents; liaison between HSA and parents; sending out emails to class
- Assist teachers with class parties, class trips, and special events as needed throughout the year (i.e. Walk-A-Thon, Pancake Breakfast)
- Attend monthly HSA meetings
- Follow guidelines in the class parent handbook
- Coordinate 2 class baskets and a craft for fundraising events during the year
- Work within HSA budgets for all events, and meet with HSA Treasurer/HSA President (7th and 8th grades) to discuss budgets as needed

Name: _____

Email: _____

1st Choice Child's Name and upcoming Grade:

2nd Choice Child's Name and upcoming Grade:

Have you even been a class parent for this child? YES NO

In order to participate as a volunteer, "Protecting Gods Children" workshop is required.

If you have any questions, please feel free to contact Stephany Gubler @ 201-747-6279, sgubler@verizon.net OR Krista Barabas @ 917-710-1240, krista.barabas@gmail.com

2017-2018 St. Elizabeth School HSA

Sports Volunteer Form

Please indicate below which position you would like to do. Volunteers will be notified via email as to which position they are being asked to fill.

Volleyball (please circle):

Director

GIRLS:

Grade _____

Head Coach

Assistant Coach

BOYS:

Grade _____

Head Coach

Assistant Coach

Name: _____ **Email:** _____

Cheerleading (please circle)		
Director		
GIRLS 3 rd & 4 th	GIRLS 5 th & 6 th	GIRLS 7 th & 8 th
Head Coach	Head Coach	Head Coach
Assistant Coach	Assistant Coach	Assistant Coach

Name: _____ **Email:** _____

Basketball (please circle)		
GIRLS 3 rd & 4 th	GIRLS 5 th & 6 th	GIRLS 7 th & 8 th
Head Coach	Head Coach	Head Coach
Assistant Coach	Assistant Coach	Assistant Coach

Name: _____ **Email:** _____

Basketball (please circle)		
BOYS 3rd & 4th	BOYS 5th & 6th	BOYS 7th & 8th
Head Coach	Head Coach	Head Coach
Assistant Coach	Assistant Coach	Assistant Coach

Name: _____ **Email:** _____

Basketball Clinic: Held in winter months. Volunteers attend and supervise approximately 15 children on Saturday morning to expose our younger children to basketball fundamentals, teamwork and sportsmanship.

Basketball Clinic (please circle)		
Kindergarten	1st Grade	2nd Grade
Head Coach	Head Coach	Head Coach
Assistant Coach	Assistant Coach	Assistant Coach

Name: _____ **Email:** _____

Track (please circle)		
Assist @ Practice	Assist @ Track Meet	
Running	Concession	Events - Jumping
Jumping	Concession - Shopping	Events - Throwing
Throwing	Check in Table	Assemble Medals (@ home)
	Scorer's Tent	

Name: _____ **Email:** _____

In order to participate as a sports volunteer, "Protecting God's Children" workshop is required. Coaches are required to take Rutgers and CPR certification.

Thank you for your dedication and support!!!

If you have any questions, please feel free to contact Stephany Gubler @ 201-747-6279, sgubler@verizon.net OR Krista Barabas @ 917-710-1240, krista.barabas@gmail.com

2017-18 FUNDRAISING / EVENTS

Spring Blue Ribbon Gala

The Gala is our biggest fundraising event of the year and many volunteers are needed to assist with the planning and operation of this event. Volunteers are needed to help with soliciting donations from the school community and area businesses for silent and live auction and corporate sponsorships. Also for ticketing, decorations, 50/50, volunteer coordinator, basket wrapping, etc.

Dollar for Dollars

Chairperson / Assistant coordinates the selling of gift cards to families throughout the year. Gift cards are available from the school office, online with Shop with Scrip and/or the extended monthly order form. Chairperson /Assistant would take inventory, order cards as needed, fill orders, etc. Current contract requirement is to purchase \$3,000 worth of gift cards per family.

Lunch Coordinator / Assistant

Lunch Coordinator / Assistant volunteers to run the lunch program. Responsibilities include: securing vendors (negotiating price and contracts), purchasing all paper products and silverware, purchasing all snacks offered to the students. In addition, lunch chairperson collects all lunch orders and checks from the school community to be submitted to the treasurer. They then create spreadsheets for each day detailing all children who should receive lunch that day and print labels. Also, lunch chair supports the lunch moms when they are short on staff.

High School Information Night

Chairperson arranges visits by local high schools to St. Elizabeth School. 7th and 8th grade student and their parents living in our local community are invited to attend. Schools invited but not limited to: St. Joseph Regional, Bergen Catholic, Delbarton, Don Bosco, DePaul, Paramus Catholic, Regis, Mary Help of Christians, IHA, AHA, and Portsmouth Abbey (Rhode Island).

Hospitality

Chairperson will coordinate teacher luncheons and the pancake breakfast that starts off Catholic Schools Week with the HSA Board. Teacher luncheons are Tuesday, 9/5, Christmas, end of Catholic Schools week. Most are catered events in the Elizabeth room using local restaurants/catering places. Responsibilities include ordering food, set up and clean up from the event, table decoration, etc.

Restaurant Night

Chairperson will coordinate fundraising days with local restaurants throughout the school year. The restaurants will donate a percentage of the St. Elizabeth families orders to the school. Current restaurant participants include but not limited to: Pizzeria Mandara, Blue Moon Mexican Cafe, Rocca. Percentage has been 15%-20%.

Trunk or Treat

Chairperson and volunteers will organize and advertise the evening which includes families decorating cars in the parking lot and give out a trinket / candy to the kids. Event may include DJ, Games, contests, etc. Pizza and drinks are sold.

Movie Night

Chairperson and volunteers to coordinate movie night(s) for the school and concession stand. Dates to be determined by openings in the school calendar.

Walk-a-Thon

Requires chairperson and committee to coordinate fundraiser with facility, class parents, students and parents. Class Parents plan the food and table decorating for each class. The event may include tattoo, face painting, clean up, etc. Weather permitting, class Halloween parties are held at the end of the event in the parking lot.

Genovese Wrapping Paper Sale

Chairperson will coordinate with Genovese to sell wrapping paper, cookies and other items. Sale starts at the beginning of October and orders are delivered by Thanksgiving. Includes distributing catalogs with order forms, and receiving/distributing orders.

Santa Breakfast

Chairperson and volunteers coordinate a social event for the children and families that includes pictures with Santa and breakfast. Volunteers needed to organize a pancake breakfast, decorations, set up/clean up, arrange cooking schedule, ticket sales, photos with Santa, games, crafts, and/or entertainment.

Box Top /Soup Label

Chairperson will collect box tops and soup labels from the church and school throughout the year and submit them for payment.

Sports Award Dinner

Chairpersons and volunteers to secure a location, plan menu, track ticket sales, manage coaches gifts, plan decorations for all fall and winter athletes and their parents. Sports include Volleyball, Cheerleading and Basketball.

Entrance Decorating

Chairperson will decorate the front main entrance, and the Pre-K and Kindergarten entrance. Decorating should change with the seasons and/or holidays. Chairperson is responsible for the upkeep of the decorations.

Track Dinner

Chairperson and volunteers to secure caterer, plan menu, decorations and entertainment, track ticket sales and manage coaches gifts for all the track coaches. Location of the event is the gym.

Dad's Night

A group of dads create skits, perform them, and put together all aspects of the show which takes place on the stage in the cafeteria. Coordinate selling tickets, DVDs, and t-shirts.

Walk to School

Chairperson organizes a walk to school day from the Wyckoff library to school twice per year (fall and spring) on a Friday. This involves coordinating with the Wyckoff police. At school all participants receive water, an apple and trinket (stickers). All participants get to wear their gym uniform.

Book Fair (Scholastic)

Chairperson to coordinate with Scholastic Book Club to sell books over a 3 day period. Volunteers needed to assist the students when they visit the the book fair in school. This coincides with back to school night.

Field Day

Chairperson to coordinate all games, a BBQ lunch and (school coordinated) swim time at the Wyckoff Y. Many volunteers are needed to make this event a success.

Bulletin Boards

Chairperson updates the front entrance bulletin boards. The left side with current school events. The right side with the latest home school association information from the brown envelope.

Designer Handbag Bingo (ladies night)- Potential for 2017

Handbag Bingo is a new fundraiser possible for 2017. This event is where all attendees play bingo to win great handbags! Chairperson and volunteers to pick venue, set up decorations, 50/50, basket wrapping, coordinate handbag donations, etc.