



Old Mission School

Parent Service hours for 2009-2010

Try new jobs...meet new people!

All jobs listed are open to all parents.

Please put your initials in the spaces provided.

If you are interested in sharing a job with someone, list both of your names next to the job.

The Old Mission School parent volunteer requirement is at least 10 hours

These hours do not include your Thrift Store hours. (15)

If you have any questions about a volunteer job or description, please contact Shoshana Morgan at 462-8033.

Student Name

Grades

Father/Guardian Name

Phone Number

E-Mail address

Mother/Guardian

Phone Number

E-Mail address

We are asking all parents to return this completed form to
the office by April 9, 2009

Parent Club Vice-President		Mark Initials
Attend all Parent Club Board meetings. Assist the president in organizing Parent Club projects and volunteers. This job satisfies all service hours except Thrift Store hours.	OMS	<input type="text"/>
	Nativity	<input type="text"/>

Parent Club Secretary		Mark Initials
Attend all Parent Club Board meetings. Prepare and distribute minutes to the board members, as well as prepare a "highlights" page for the school-wide newsletter. This job satisfies all service hours except Thrift Store hours.	OMS	<input type="text"/>
	Nativity	<input type="text"/>

Parent Club Board, Parent Representative		Mark Initials
Attend monthly Parent Club meetings and help organize and communicate regularly with your class through an e-mail distribution list. Each class will need one representative. Meetings are held the first Tuesday of the month at 1:00 PM at the Nativity campus. Representatives needed for each classroom starting with P1 to 8 th grade. This job satisfies all service hours except Thrift Store hours. Please circle grade: P1 P2 TK K 1 2 3 4 5 6 7 8	OMS	<input type="text"/>
	Nativity	<input type="text"/>

Classroom Parent		Mark Initials
Organize class parties (P1-6) and teacher gifts throughout the year. Coordinate and organize faculty meeting refreshments for one meeting a year. Coordinate teacher Wish Lists. This job satisfies all service hours except Thrift Store hours. Please circle grade: P1 P2 TK K 1 2 3 4 5 6 7 8	OMS	<input type="text"/>
	Nativity	<input type="text"/>

New Family Coordinator		Mark Initials
Welcome and greet new families. Promote and communicate school activities to new family. Plan, organize, and promote family events. Must attend the new parent orientation a few days before school starts and organize hospitality. This is a job that begins during the summer. This job satisfies all service hours except Thrift Store hours.	OMS	<input type="text"/>
	Nativity	<input type="text"/>

Mission Family Ads Coordinator		Mark Initials
Coordinate dates with OMS secretary. Announce Ad availability in the OMS newsletter. Create ad forms, collect ads, organize and produce the ads for the newsletter. The ads appear once a month. This job satisfies all service hours except Thrift Store hours.	OMS	<input type="text"/>
	Nativity	<input type="text"/>
Welcome Tea Coordinator, Nativity Campus		Mark Initials
Welcome families back to school and coordinate refreshments for the Welcome Tea on the first day of school.	Nativity	<input type="text"/>
Welcome Tea Assistants, OMS		Mark Initials
Help provide and serve refreshments for the Welcome Tea on the first day of school.	OMS	<input type="text"/>
Welcome Tea Assistants, Nativity Campus		Mark Initials
Help provide and serve refreshments for the Welcome Tea on the first day of school.	Nativity	<input type="text"/>
Back to School Night Hospitality, Nativity Campus		Mark Initials
Coordinate refreshments for Back to School Night in September.	Nativity	<input type="text"/>
Back to School Night Assistants OMS		Mark Initials
Help provide and serve refreshments for Back to School Night in September.	OMS	<input type="text"/>
Back to School Night Assistants Nativity Campus		Mark Initials
Help provide and serve refreshments for Back to School Night in September.	Nativity	<input type="text"/>
Walk-A-Thon Chair, OMS		Mark Initials
Coordinate, organize, promote, and supervise aspects of the October event. This job satisfies all service hours except Thrift Store hours.	OMS	<input type="text"/>

Walk-A-Thon “Spirit” Coordinator		Mark Initials
Will work closely with the WAT chair. Help to promote and build excitement for the WAT. Will lead assemblies and visit the classrooms, and contact the teachers to promote the WAT. Will help to find donations for prizes for the WAT. This job satisfies all service hours except Thrift Store hours.	OMS	<input type="text"/>

Walk-A-Thon First Aid Coordinator		Mark Initials
Staff the first aid station during the WAT. A nurse or doctor is preferred.	OMS	<input type="text"/>

Walk-A-Thon Safety Stations Coordinator		Mark Initials
Coordinate and organize the volunteer safety stations workers for the WAT.	OMS	<input type="text"/>

Walk-A-Thon T-Shirt Coordinator		Mark Initials
Design the WAT t-shirt artwork with input from the committee and administration. Work with the t-shirt vendor to ensure ordering and delivery.	OMS	<input type="text"/>

Walk-A-Thon Coordinator, Nativity Campus		Mark Initials
Coordinate, organize, promote, and supervise aspects of the October event on the Nativity Campus under the guidance of the WAT Chair. This job satisfies all service hours except Thrift Store hours.	Nativity	<input type="text"/>

Walk-A-Thon Obstacle Course Coordinator, Nativity Campus		Mark Initials
Design and coordinate the obstacle course for WAT on the Nativity campus. Coordinate the volunteers and materials needed for the obstacle course.	Nativity	<input type="text"/>

Walk-A-Thon Refreshments Coordinator, Nativity Campus		Mark Initials
Coordinate and organize the refreshments for the students. The refreshments are provided by Nativity Campus parents.	Nativity	<input type="text"/>

Home Tour Director		Mark Initials
Oversee the Home Tour committee and coordinate the entire event. The Home tour is scheduled in November. This job satisfies all service hours except Thrift Store hours.	OMS	<input type="text"/>

Home Tour House Selector			Mark Initials
Coordinate the selection and presentation of the Home Tour houses. This job satisfies all service hours except Thrift Store hours.	OMS	<input type="text"/>	
	Nativity	<input type="text"/>	
Home Tour PR Coordinator			Mark Initials
Promote and market the event in the community through newspaper, TV, radio etc. This job satisfies all service hours except Thrift Store hours.	OMS	<input type="text"/>	
	Nativity	<input type="text"/>	
Home Tour Treasurer			Mark Initials
Coordinate finances for all aspects of the Home Tour. This job satisfies all service hours except Thrift Store hours.	OMS	<input type="text"/>	
	Nativity	<input type="text"/>	
Home Tour Marketplace Coordinator:			Mark Initials
Obtain and coordinate vendors for each of the houses. This job satisfies all service hours except Thrift Store hours.	OMS	<input type="text"/>	
	Nativity	<input type="text"/>	
Home Tour Lunch Coordinator			Mark Initials
Coordinate lunch at one of the houses for the Home Tour. This job satisfies all service hours except Thrift Store hours.	OMS	<input type="text"/>	
	Nativity	<input type="text"/>	
Home Tour Florist Coordinator			Mark Initials
Coordinate all florists for the Home Tour. This job satisfies all service hours except Thrift Store hours.	OMS	<input type="text"/>	
	Nativity	<input type="text"/>	
Home Tour Brochure Coordinator			Mark Initials
Oversee the production of the Home Tour brochure. This job satisfies all service hours except Thrift Store hours.	OMS	<input type="text"/>	
	Nativity	<input type="text"/>	
Home Tour Brochure Advertising Coordinator			Mark Initials
Handle advertising space for the Home Tour brochure with already established advertisers. This job satisfies all service hours except Thrift Store hours.	OMS	<input type="text"/>	
	Nativity	<input type="text"/>	

Home Tour House Writer			Mark Initials	
View each of the 4 houses and write a detailed description of each of the houses for the Home Tour brochure. Must be available during the daytime to view the homes. This job satisfies all service hours except Thrift Store hours.	OMS	<input type="text"/>		
	Nativity	<input type="text"/>		
Home Tour Volunteer Coordinator			Mark Initials	
Coordinate the volunteers for the houses on the Home Tour. This job satisfies all service hours except Thrift Store hours.	OMS	<input type="text"/>		
	Nativity	<input type="text"/>		
Home Tour Volunteers			Mark Initials	
Work at one of the houses as a docent or ticket seller the day of the Home Tour.	OMS	<input type="text"/>		
	Nativity	<input type="text"/>		
Christmas Boutique Volunteers			Mark Initials	
Attend workshops, work the day of the boutique, or complete projects at home.	OMS	<input type="text"/>		
	Nativity	<input type="text"/>		
Catholic School's Week, Grandparent's Day Coordinator			Mark Initials	
Coordinate corsages and boutonnieres for Grandparents Day. Organize welcome committee and refreshments.	OMS	<input type="text"/>		
	Nativity	<input type="text"/>		
Catholic School's Week, Grandparent's Day Volunteers			Mark Initials	
Assist with Grandparents Day. Welcome the grandparents and help to serve refreshments.	OMS	<input type="text"/>		
	Nativity	<input type="text"/>		
Catholic School's Week, Hot Dog Lunch Coordinator			Mark Initials	
Organize and prepare hot dog lunch during Catholic Schools Week. The event is usually on Friday.	OMS	<input type="text"/>		
	Nativity	<input type="text"/>		
Catholic School's Week, Hot Dog Lunch Volunteers:			Mark Initials	
Assist with organization and preparation of hot dog lunch during Catholic Schools Week. The event is usually on Friday	OMS	<input type="text"/>		
	Nativity	<input type="text"/>		

Staff Appreciation Day Chair		Mark Initials
Organize and oversee the Staff Appreciation Day in the spring. This job satisfies all service hours except Thrift Store hours.	OMS	<input type="text"/>
Staff Appreciation Day Bouquet Coordinator, OMS		Mark Initials
Arrange for the children to bring in flowers on the morning of the event. Coordinate the volunteers, flower arranging and vases needed for the event.	OMS	<input type="text"/>
Staff Appreciation Day Breakfast Coordinator, OMS		Mark Initials
Coordinate and manage the volunteers and the food needed for the breakfast.	OMS	<input type="text"/>
Staff Appreciation Day Lunch Coordinator, OMS		Mark Initials
Coordinate and arrange the lunch, decorations and volunteers needed for the lunch.	OMS	<input type="text"/>
Staff Appreciation Day Coordinator, Nativity Campus		Mark Initials
Coordinate and oversee activities and volunteers for staff appreciation day on the Nativity Campus. Will work closely with the Staff Appreciation Day Chair. This job satisfies all service hours except Thrift Store hours.	Nativity	<input type="text"/>
Staff Appreciation Day Bouquet Coordinator, Nativity Campus		Mark Initials
Arrange for the children to bring in flowers on the morning of the event. Coordinate the volunteers, flower arranging and vases needed for the event.	Nativity	<input type="text"/>
Staff Appreciation Day Breakfast Coordinator, Nativity Campus		Mark Initials
Coordinate and manage the volunteers and food needed for the breakfast.	Nativity	<input type="text"/>

Staff Appreciation Day Lunch Coordinator		
Nativity Campus		Mark Initials
Coordinate and arrange the lunch, decorations and volunteers needed for the lunch.	Nativity	<input type="text"/>
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Book Fair Coordinator		
		Mark Initials
Organize Book Fair in conjunction with Scholastic Books and the administration. Promote, order books, inventory the books provided, schedule volunteers for set-up, selling and clean-up. Event held during the week of International Day.	OMS	<input type="text"/>
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Book Fair Volunteers:		
		Mark Initials
Assist during the Book Fair by setting-up, selling or cleaning-up. Event held during the week of International Day.	OMS	<input type="text"/>
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5K Fun Run Volunteer Coordinator		
		Mark Initials
Will coordinate all of the volunteers needed for the race and set-up under the guidance of the director. There will be a minimum of 6 meetings you will need to attend. This job satisfies all service hours except Thrift Store hours.	OMS	<input type="text"/>
	Nativity	<input type="text"/>
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5K Fun Run Awards Coordinator		
		Mark Initials
Will coordinate and administer all award needed for the event under the guidance of the director. There will be a minimum of 6 meetings you will need to attend. This job satisfies all service hours except Thrift Store hours.	OMS	<input type="text"/>
	Nativity	<input type="text"/>
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5K Fun Run Security Coordinator		
		Mark Initials
Will coordinate security, safety and parking for the event. Will work under the guidance of the director. There will be a minimum of 6 meetings you will need to attend. This job satisfies all service hours except Thrift Store hours.	OMS	<input type="text"/>
	Nativity	<input type="text"/>
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5K Fun Run Advertising Coordinator		
		Mark Initials
Will coordinate advertising and marketing for the event. Will work under the guidance of the director. There will be a minimum of 6 meetings you will need to attend. This job satisfies all service hours except Thrift Store hours.	OMS	<input type="text"/>
	Nativity	<input type="text"/>
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5K Fun Run Food and Beverages Coordinator		Mark Initials
Will coordinate and provide the food and beverages needed for the event. Will work under the guidance of the director. There will be a minimum of 6 meetings you will need to attend. This job satisfies all service hours except Thrift Store hours.	OMS	<input type="text"/>
	Nativity	<input type="text"/>

5K Fun Run Aid Station Coordinator		Mark Initials
Will coordinate the aid stations for the event. Nurses or doctors preferred. Will work under the guidance of the director. There will be a minimum of 6 meetings you will need to attend. This job satisfies all service hours except Thrift Store hours.	OMS	<input type="text"/>
	Nativity	<input type="text"/>

5K Fun Run Sponsor Coordinator		Mark Initials
Will coordinate and locate sponsors for the event. Will work under the guidance of the director. There will be a minimum of 6 meetings you will need to attend. This job satisfies all service hours except Thrift Store hours.	OMS	<input type="text"/>
	Nativity	<input type="text"/>

5K Fun Run Results and Numbering Coordinator		Mark Initials
Will coordinate the numbering of runners and the results. Will work under the guidance of the director. There will be a minimum of 6 meetings you will need to attend. This job satisfies all service hours except Thrift Store hours.	OMS	<input type="text"/>
	Nativity	<input type="text"/>

5K Fun Run "Green" Coordinator		Mark Initials
Will assure that the event is kept as green as possible, coordinate e-mail to all of the participants and volunteers. Will work under the guidance of the director. There will be a minimum of 6 meetings you will need to attend. This job satisfies all service hours except Thrift Store hours.	OMS	<input type="text"/>
	Nativity	<input type="text"/>

5K Fun Run School Liaison		Mark Initials
Works with to help promote the green/environmental/exercise ideas. Coordinate the communication between the organizers and the school, staff, teachers and administrators. May speak at assemblies to promote this event. Will work under the guidance of the director. There will be a minimum of 6 meetings you will need to attend. This job satisfies all service hours except Thrift Store hours.	OMS	<input type="text"/>
	Nativity	<input type="text"/>

5K Fun Run “Spirit” Coordinator		Mark Initials
This person will come up with creative ideas to make the race fun and unique for all of the participants. Will work under the guidance of the director. There will be a minimum of 6 meetings you will need to attend. This job satisfies all service hours except Thrift Store hours.	OMS	<input type="text"/>
	Nativity	<input type="text"/>
5K Fun Run Volunteers		Mark Initials
Volunteers need on the day of the event to set-up, clean-up, be a course marshall, parking attendant and other volunteers as needed.	OMS	<input type="text"/>
	Nativity	<input type="text"/>
Open House Hospitality Coordinator, OMS		Mark Initials
Coordinate refreshments for Open House in April.	OMS	<input type="text"/>
Open House Hospitality Assistants		Mark Initials
Help provide and serve refreshments for Open House in April.	OMS	<input type="text"/>
Open House Hospitality Coordinator, Nativity Campus		Mark Initials
Coordinate refreshments for Open House in April.	Nativity	<input type="text"/>
Open House Hospitality Assistants, Nativity Campus		Mark Initials
Coordinate refreshments for Open House in April.	Nativity	<input type="text"/>
Art Night Assistants		Mark Initials
Assist Mary Cowitz with the Art Auction held at the Open House in April.	OMS	<input type="text"/>
Variety Show Director		Mark Initials
Organize, create, promote, market, audition, manage and direct Variety Show. Event held in May. This job satisfies all service hours except Thrift Store hours.	OMS	<input type="text"/>
Variety Show Coordinators		Mark Initials
Help to organize, create, promote, market, audition, manage and direct Variety Show. Event held in May. This job satisfies all service hours except Thrift Store hours.	OMS	<input type="text"/>

Variety Show Assistants		Mark Initials
Assist with promoting, marketing, auditioning and creating the Variety Show. Event held in May.	OMS	<input type="text"/>
Pizza Day Coordinator		Mark Initials
Organize and coordinate pizza fundraiser. Including ordering pizzas, coordinating volunteers and coordinating drink buyer. This job satisfies all service hours except Thrift Store hours.	OMS	<input type="text"/>
Pizza Day Drink Buyer		Mark Initials
Purchase and stock drinks for the pizza lunch every Monday. The drinks are reimbursed by the Parent Club. This job satisfies all service hours except Thrift Store hours.	OMS	<input type="text"/>
Pizza Day Committee		Mark Initials
Assist Pizza Day Coordinator in organizing pizza day. This job requires lunchtime work one Monday per month throughout the school year. 3-4 volunteers needed This job satisfies all service hours except Thrift Store hours..	OMS	<input type="text"/>
Pizza Day Volunteers		Mark Initials
See your kids at lunch time! Set up materials and distribute pizza when it is delivered. This job requires lunch time work on Mondays. We need a lot of people to help!	OMS	<input type="text"/>
Eucharistic Ministers		Mark Initials
Assist with weekly school masses. Required training will be provided. Masses are held Wednesdays at 8:00 AM.	OMS	<input type="text"/>
Donut Day Coordinator		Mark Initials
Coordinate the distribution of donuts quarterly after school masses.	OMS	<input type="text"/>
Donut Day Volunteers		Mark Initials
Help with distribution of donuts quarterly after school masses.	OMS	<input type="text"/>

Box Top Collector/Compiler		Mark Initials
Collect box tops from the school office at least once per month and send them in for rebates twice yearly.	OMS	<input type="text"/>

Scrip Sellers		Mark Initials
Sell Scrip at OMS on a M, T, Th. or F before school. Sell Scrip at Nativity on Wed. before or after school. We need a lot of parents to do this. Please contact Ruth or Linda for further information.	OMS	<input type="text"/>
	Nativity	<input type="text"/>

Thank You Note Writers		Mark Initials
Compose and send thank you notes at the direction of the Parent Club for various activities and for chairpersons of different events throughout the year.	OMS	<input type="text"/>
	Nativity	<input type="text"/>