

John Paul II Volunteer Service Hours Inventory Sheet

Please check off those areas in which you are interested. We will use this information to help find more volunteers when needed and it will help us to get to know your interests better. You may still be asked to help with other projects but we appreciate your help to make our Catholic school a success! **RETURN TO THE SCHOOL ASAP!** Thank you and God Bless☺!

Family Name _____ School Year _____

___ **Registration** ___ help at PTO information table ___ welcome people ___ put packets together
___ run off copies

___ **Public Relations Committee (Parish Liason, Marketing, Recruitment)**

___ **Autumn Classic:** ___ Co-Chair ___ Committees ___ Calling businesses for donations
___ Picking up donations ___ Get letters out to businesses ___ Write thank you notes
___ Inventory items ___ Organize program book ___ Silent Auction ___ Decorating
___ PR (letters out to parents, parishes, radio) ___ clean-up ___ food ___ photography
___ put class baskets together

___ **October Dance:** ___ Chairpersons ___ organize workers ___ decorating ___ setup
___ clean-up ___ checkout table ___ order food/pop ___ work in kitchen ___ entertainment
___ photography

___ **Carnival:** ___ Games Chairperson(s) ___ set-up games ___ make posters ___ prize room chair
___ worker ___ food/kitchen ___ send out letter to assign baked goods, etc. ___ order food/pop
___ set up kitchen ___ general clean up ___ raffle chairperson(s) ___ order prizes ___ tickets made
___ staple tickets ___ present tickets to classes ___ count tickets & money weekly ___ raffle table
___ draw winners of raffle

___ **Teacher Appreciation Luncheon:** ___ Committee ___ organize food ___ decorate ___ invitations
___ entertainment ___ find volunteers to help at school ___ make food ___ set up ___ clean up

___ **Office Help:** ___ parent packets/wkly ___ make copies ___ help when staff ill ___ donate items
___ count box tops, grocery receipts/saver cards, Campbell soup labels, milk caps ___ other

___ **"Minis-Trees" program:** See tree in school front office

___ **Classrooms:** ___ room parent ___ drive for field trips ___ reading ___ prepare art projects
___ help in classroom ___ plan parties ___ hand out programs at Concerts ___ fingerprinting 1st
graders ___ other

___ **Kindergarten Round-up:** ___ make copies ___ put packets together ___ help in classrooms
___ help get treat bags together ___ call for helpers ___ help with crafts ___ set-up ___ clean-up

___ **Lunchroom:** ___ help for 1-2 hours

Talent Show: organize send out flyers make popcorn make signs set-up
 clean-up make programs

Scrip: Chairperson order & keep track

Golf Tournament: raffle tickets committee work at tournament contact donors
(see Bunny Koester)

Custodial work: mowing painting other

Library: put books on shelf cleaning help from 1-2 on M,W, F donate books
 other

Working at Monthly Fund Raisers: (Pizza Ranch, Burger King, cookie dough, etc.)

PTO (Parent Teacher Organization): officer (Pres.,VP, Secretary, Treasurer-2yr. terms)
 attend meetings

Gym: Jump Rope for Heart Fitness testing game day donations other

Take pictures for special events

Help in the computer class

Web site &/or computer projects

Education Committee

Other Committees

OTHER: _____
