

## Service Hour Opportunities Sheet ~ 2021-2022

### **Per the Tuition Contract**

Each family (grades 4K-5) is required to work 20 hours using any of the events listed on the Service Hour Opportunities Sheet. \$40 per hour will be charged for any of the 20 hours not met. Pay out total (no hours worked) is \$800.

- Unless otherwise noted, each hour worked equals one hour of service.
- Anyone 21 years of age and older can do Service Hours.
- Non-Assumption B.V.M. School children **cannot** accompany any volunteer working Service Hours for a school family.

\*Activities may need to be cancelled due to unforeseen circumstances, such as not enough volunteers.

**Please Note:** A bold, capitalized **V** indicates that you must have completed all three parts of the **Virtus process** to help with this activity.

<b>Event</b>	<b>Responsibilities</b>	<b>Time of Year</b>
Playground/Lunchroom Supervisor	~ Maintain student safety in the lunchroom and on the playground, using established rules from the Assumption BVM School Lunchroom & Playground Supervisor Handbook. <b>V</b> <b>NOTE:</b> Serving as a playground/lunchroom supervisor <u>fulfills the 20 Service Hours</u> commitment. <b>Substitutes</b> ~ Same as above.	School Year
After School Care Supervisor	~ Supervise Preschool – Grade 5 students. <b>V</b> ~ Distribute school-provided snacks. ~ Provide activities & homework help. ~ Hours are school days from 2:15-6:00 pm. End time dependent on when students are picked up.	School Year
Board of Total Catholic Education	<i>By appointment of Pastor only.</i> <b>NOTE:</b> Serving as president or a board member <u>fulfills the 20 Service Hours</u> commitment.	September through June
Home & School Meetings	<b>Chairperson</b> ~ Plan and facilitate monthly meetings. ~ Follow up with event chairperson for any activities scheduled for that month. <b>NOTE:</b> Serving as a chairperson <u>fulfills the 20 Service Hours</u> commitment. <b>Committee Attendees (Note: All parents are members of the Home &amp; School Association.)</b> ~ Attend monthly meetings.	September through May
Marketing Committee	<b>Chairperson</b> ~ Plan and facilitate 4-5 meetings per school year (with help from administrator). ~ Coordinate with staff and teachers to help maintain Facebook Page. ~ Help maintain and initiate marketing strategies to increase school enrollment. ~ Work with administrator on other Marketing ideas. <b>NOTE:</b> Serving as a chairperson <u>fulfills the 20 Service Hours</u> commitment. <b>Committee Attendees</b> ~ Attend 4-5 meetings per school year. ~ Help with Marketing events.	School Year

Wellness Committee	<p><b>Chairperson</b>  ~ Plan and facilitate 4-5 Wellness meetings per school year (with help from administrator).  ~ Coordinate with staff and teachers to incorporate Wellness activities.</p> <p><b>Committee Attendees:</b>  ~ Attend 4-5 meetings per school year.  ~ Help with Wellness events.</p>	School Year
Early Childhood Outreach Committee	<p><b>Chairperson</b>  ~ Plan and facilitate 4-5 Outreach meetings per school year (with help from administrator).  ~ Coordinate with staff and preschool teachers to incorporate Outreach activities.</p> <p><b>Committee Attendees:</b>  ~ Attend 4-5 meetings per school year.  ~ Help with Outreach events.</p>	School Year
School Picture Day Helper	<p>~ Helper would go to each classroom and bring the students to &amp; from the room where pictures are being taken. Monitor students to make sure they are prepared for the photographer. <b>V</b>  ~ The time frame needed would be 7:45-11:25 am.  <b>NOTE:</b> Serving as a helper fulfills 4 Service Hours of commitment.</p>	September
Fall Open House	<p><b>Chairperson</b>  ~ Coordinate activities for Open House. Possible ideas: Silent Auction and Sweet Treat Walk. <b>V</b></p> <p><b>Helpers</b>  ~ Assist with activities.  ~ Set up &amp; clean up.</p>	October
Alumni Booyah Sale	<p><b>Cooks (2)</b> <i>Appointed by Alumni Association.</i>  <b>NOTE:</b> Serving as a cook fulfills the 20 Service Hours commitment.</p> <p><b>Helpers:</b>  ~ Chop vegetables and clean the parish kitchen.  ~ Debone the chicken.  ~ Stir Booyah to cool it down. <b>V</b>  ~ Assist with set up and sales. <b>V</b>  ~ Clean dishes and the Booyah area.</p>	Fall & Spring
NORSEC Electronics Recycling event	<p><b>Chairperson</b>  ~ Create and distribute signs around Pulaski to advertise the event.  ~ Assist NORSEC staff with removal and transfer of donated electronics on the day of the event.  <b>NOTE:</b> Serving as a chairperson fulfills 7 Service Hours of commitment.</p>	October
Scholastic Book Fair	<p><b>Chairperson</b>  ~ Prepare decorations for display. Students help with decorations.  ~ Display all books, posters, and other items for sale.  ~ Assist families while shopping.  ~ Assemble “secret wish lists” for parents.</p>	November

	<ul style="list-style-type: none"> <li>~ Run the cash register.</li> <li>~ On last day, pack up remaining inventory, count money from sales, run report of all sales.</li> </ul> <p><b>NOTE:</b> Serving as a chairperson <u>fulfills the 20 Service Hours</u> commitment.</p> <p><b>Helpers</b></p> <ul style="list-style-type: none"> <li>~ Help display all books, posters, and other items for sale.</li> <li>~ Assist families while shopping.</li> <li>~ Assemble “secret wish lists” for parents.</li> <li>~ Run the cash register.</li> <li>~ On the last day, pack up remaining inventory.</li> </ul>	
Seroogy’s Candy/ Coffee Sale	<p><b>Chairperson</b></p> <ul style="list-style-type: none"> <li>~ Contact Seroogy’s to set up sale.</li> <li>~ Get order forms ready for family envelopes, including writing any additional notes on forms.</li> <li>~ Tally all sales and count money. Place the order.</li> <li>~ Pick up and organize orders by family on delivery day.</li> </ul> <p><b>NOTE:</b> Serving as a chairperson <u>fulfills 10 Service Hours</u> of commitment.</p>	To be determined
Santa’s Secret Shop	<p><b>Chairperson</b></p> <ul style="list-style-type: none"> <li>~ Contact Holiday Treasures to set up sale.</li> <li>~ Provide all materials for family envelope.</li> <li>~ Decorate sale area. Display all inventory, arranging by category.</li> <li>~ Help students shop. <b>V</b></li> <li>~ Pack up any remaining inventory. Count money. Run report of all sales.</li> </ul> <p><b>NOTE:</b> Serving as a chairperson <u>fulfills 12 Service Hours</u> of commitment.</p> <p><b>Helpers</b></p> <ul style="list-style-type: none"> <li>~ Help students shop. <b>V</b></li> <li>~ Pack up any remaining inventory.</li> </ul>	December
4 <sup>th</sup> & 5 <sup>th</sup> Grade Basketball	<p><b>Girls coach V</b></p> <ul style="list-style-type: none"> <li>~ 2 volunteers; must be able to complete the season.</li> </ul> <p><b>Boys coach V</b></p> <ul style="list-style-type: none"> <li>~ 2 volunteers; must be able to complete the season.</li> </ul> <p><b>NOTE:</b> Serving as a coach <u>fulfills the 20 Service Hours</u> commitment.</p>	Nov. – Feb.
Basketball Concession Stand	<p><b>2 Helpers ~ Girls’ game</b></p> <ul style="list-style-type: none"> <li>~ Set up all inventory. Sell food and beverages to customers.</li> </ul> <p><b>2 Helpers ~ Boys’ game</b></p> <ul style="list-style-type: none"> <li>~ Sell food and beverages to customers. Clean up and take inventory of remaining items.</li> </ul>	Nov. – Feb.
Family Dance - CSW	<ul style="list-style-type: none"> <li>~ Put up decorations for the dance. <b>V</b></li> <li>~ Set up food &amp; beverages. Hand out food &amp; beverages to families.</li> <li>~ Plan and facilitate games for younger children. <b>V</b></li> <li>~ Plan and facilitate games for older children. <b>V</b></li> </ul>	End of Jan./ Beg. of Feb.

	~ Take down the decorations and clean up the Concession Stand.	
Fruit Sale	<p><b>Chairperson</b></p> <ul style="list-style-type: none"> <li>~ Fill in pricing on the order forms.</li> <li>~ Tally the order forms and count money.</li> <li>~ Send sales report to vendor.</li> <li>~ On delivery day, unload the truck and organize orders by family.</li> <li>~ Help families load their vehicles.</li> <li>~ Call customers who have not picked up their orders.</li> </ul> <p><b>NOTE:</b> Serving as a chairperson <u>fulfills 12 Service Hours</u> of commitment.</p> <p><b>Helpers</b></p> <ul style="list-style-type: none"> <li>~ Fill in pricing on the order forms.</li> <li>~ Tally the order forms and count money.</li> <li>~ On delivery day, unload the truck and organize orders by family.</li> <li>~ Help families load their vehicles.</li> </ul>	February
Rummage Sale	<p><b>Chairpersons (2)</b></p> <ul style="list-style-type: none"> <li>~ Inventory all items as they arrive.</li> <li>~ Sort and price items.</li> <li>~ Set up all items in an organized display.</li> <li>~ During sale days, help customers find items and restock items.</li> <li>~ Pack up remaining items to give to St. Vincent de Paul. Clean the area.</li> <li>~ Count money from sales each day.</li> </ul> <p><b>NOTE:</b> Serving as a chairperson <u>fulfills the 20 Service Hours</u> commitment.</p> <p><b>Helpers</b></p> <ul style="list-style-type: none"> <li>~ Sort and price items.</li> <li>~ Set up all items in an organized display.</li> <li>~ During sale days, help customers find items and restock items.</li> <li>~ Run the cash register.</li> <li>~ Pack up remaining items to give to St. Vincent de Paul. Clean the area.</li> </ul>	February <b>This year it will be held in October.</b>
Running Club	Adult volunteer runners assist and keep track of students. <b>V</b>	March-June
Staff Appreciation Luncheon	<p><b>Chairperson</b></p> <ul style="list-style-type: none"> <li>~ Collect and organize food &amp; beverages.</li> <li>~ Decorate and set up the luncheon area.</li> <li>~ Cover the office, lunchroom, and recess during the luncheon.</li> <li>~ Clean up the luncheon area and the staff kitchen.</li> </ul> <p><b>NOTE:</b> Serving as a chairperson <u>fulfills 10 Service Hours</u> of commitment.</p> <p><b>Helpers</b></p> <ul style="list-style-type: none"> <li>~ Assist with organizing food &amp; beverages.</li> <li>~ Decorate and set up the luncheon area.</li> </ul>	May

	<ul style="list-style-type: none"> <li>~ Cover the office, lunchroom, and recess during the luncheon.</li> <li>~ Clean up the luncheon area and the staff kitchen.</li> </ul>	
Read-a-Thon	<p><b>Chairperson</b></p> <ul style="list-style-type: none"> <li>~ Coordinate program with principal.</li> <li>~ Set up and import all students on the Read-a-Thon website.</li> <li>~ Send communications to parents and school staff.</li> <li>~ Send thank you notes to all business sponsors.</li> </ul> <p><b>Helpers</b></p> <ul style="list-style-type: none"> <li>~ Contact local businesses for possible donations.</li> </ul>	Spring
End of Year Picnic	<p><b>Chairperson</b></p> <ul style="list-style-type: none"> <li>~ Get contract and secure key for the Pavilion at Memorial Park.</li> <li>~ Set up food, beverages and paper products for the picnic.</li> <li>~ Clean up after the picnic. Return key to the Village of Pulaski office.</li> </ul> <p><b>Helpers</b></p> <ul style="list-style-type: none"> <li>~ Set up food, beverages and paper products for the picnic.</li> <li>~ Clean up after the picnic.</li> </ul>	June
Polka Days Parade & Float	<p><b>Chairperson</b></p> <ul style="list-style-type: none"> <li>~ Plan and facilitate creation of float. <b>V</b></li> <li>~ Determine what the giveaway will be. Order and organize items to distribute.</li> <li>~ March in the Polka Days Parade. <b>V</b></li> <li>~ Make sure all students are “delivered” back to their parents.</li> </ul> <p><b>Helpers</b></p> <ul style="list-style-type: none"> <li>~ Assist with creation of float. <b>V</b></li> <li>~ Help organize giveaway item for parade.</li> <li>~ March in the Polka Days Parade. <b>V</b></li> </ul>	July
Pre-approved Miscellaneous Activities	<p>Assist with activities/jobs that become available during the school year. Can also be ideas from parents.</p> <p>Need administrative approval.</p>	