

## **Cardinal Hickey Academy**

### **Volunteer Opportunities for the 2009-2010 School Year**

The activities and events listed on the attached identify many (although not all) of the volunteer opportunities for parents during the 2009-2010 school year. Each family is asked to review and identify any areas in which they might like to assist. A brief description of each position is on the reverse side of the form. If each family would sign up for two or three areas, it would be most appreciated. You are not committing yourself by returning this form. You are simply indicating your willingness to be contacted and provided more information.

While the lunch/recess volunteer program is limited to grades K-4, with these volunteers traveling with the students from classroom to lunchroom/recess, we would like to recruit additional parent volunteers to help solely in the lunchroom.

Please remember that all adult volunteers at Cardinal Hickey Academy must be in full compliance with the Archdiocese of Washington's Child Protection Policy prior to being allowed to volunteer. As stated previously, there are four components to full compliance.

1. Submission of a volunteer application to the Archdiocese followed by a successful background investigation (including fingerprinting by Archdiocesan personnel)
2. Review of the Archdiocese of Washington's Child Protection Policy and submission of Appendix E of the policy document
3. Attendance at the Archdiocese sponsored awareness workshop, *Protecting God's Children*
4. On-line registration at the Virtus Website

Copies of the Child Protection Policy and Volunteer Application are available in the school office. We plan to schedule a presentation of *Protecting God's Children* prior to the start of school. We will advise you as to the dates when it will be offered at Jesus the Good Shepherd, Jesus the Divine Word, St. Anthony or St. John Vianney. You may register for the workshop at any location by logging on to the Archdiocese of Washington website at [www.adw.org](http://www.adw.org) and clicking on "Protecting Our Children."

Again, please consider signing up for a few areas. Your participation will go a long way in making this yet another great school year. Thank you!

Family Name: \_\_\_\_\_

My child(ren) will be in grade(s) \_\_\_\_\_

Telephone Number: H \_\_\_\_\_ W \_\_\_\_\_ C \_\_\_\_\_

E-mail Address \_\_\_\_\_

I am interested in volunteering in the following area(s):

- Academic Coach
    - Math
    - Science
      - Science Fair Judge
    - Spelling
    - Technology
    - Other: \_\_\_\_\_
  - Auction Gala – numerous opportunities surrounding this November 14<sup>th</sup> event (Coordinator – Mr. John Collins)
  - Back to School Family Picnic (Coordinator – Mrs. Lin Whetzel)
  - Book Fair Coordinator (October & April)
    - Volunteer
  - Cardinal Hickey Academy Dads (CHAD) – numerous opportunities (Coordinator – Mr. Greg Snearly)
  - Faith Rally Coordinator – January
    - Volunteer
  - Fall Festival – October
    - Games
    - Treats/drinks
  - Grandparents' Day
  - Hospitality Baking – refreshments for PIE & other meetings as needed
    - Co-Coordinator
    - Set-up
    - Clean-up
  - Host Student/Family (Coordinator – Mrs. Judy Ball)
  - Hot Lunch Program (Coordinator – Mrs. Susan Donavin)
  - Ink Cartridge Recycle Program (Coordinator – Mrs. Jennifer Poudrier)
  - Library (Coordinator – Mrs. Michelle Banaszak)
  - Lunch/Recess Volunteers – Gr. K-4, 12:00-1:00
- P.M. daily (Coordinator – Mrs. Nicole Casper)  
9 Kindergarten 9 1<sup>st</sup> grade  
9 2<sup>nd</sup> grade 9 3<sup>rd</sup> grade 9 4th grade
  - Physical Education (Teacher – Mrs. Theresa Mills)
    - Athletic Assistant
    - Physical Fitness Testing - May
    - Field Day Volunteer – May
  - Picture Day Assistant (Coordinator – Mrs. Christine Fulginiti)
  - P.I.E. Executive Committee Grade Representative – parent school liaison, monthly meetings
  - Room Mother (Coordinator-Mrs. Nadine Smith)
    - (Gr \_\_\_\_\_)
  - Spring Musical – numerous opportunities surrounding production, May (Director – Ms. Carole Page)
  - Technology (Coordinator – Mrs. Susan Cleary)
  - Used Uniform Sale (Coordinator – Mrs. Kristi Nicholson)
  - Volunteer Coordinator
  - Yearbook Coordinator
  - Other: \_\_\_\_\_

**Please see a brief description of each volunteer duty on reverse side.**

**Academic Coach** ~ Assist with special teams to compete in area contests or competitions.

**Auction Gala** ~ Numerous opportunities surrounding this yearly Winter fund raiser event.

**Back to School Family Picnic** ~ Assist in coordinating our first new back to school event!

**Book Fair** ~ Assist students and coordinator during the book fairs.

**CHAD (Cardinal Hickey Academy Dads)** ~ Opportunities for Dads to help out with various events (Auction Gala, Grandparents' Day, Pancake Breakfast, Field Day) and needs of the school throughout the year. Plans and organizes the annual Golf Tournament in May.

**Faith Rally** ~ Assist in planning and implementing our second annual Faith Rally in January.

**Fall Festival** ~ Assist room mothers preparing for a day of games and fun for the students.

**Grandparents' Day** ~ Assist room mothers setting up before and cleaning up after.

**Hospitality Baking** ~ Parents needed to provide refreshments for school events (New parents orientation, Back to School nights, Christmas program, Piano recitals, CHA band concerts, School play, and Spring concert). Assistance is needed to set-up and clean-up after each event.

**Host Family** ~ Welcome and support new families and students at CHA.

**Hot Lunch** ~ Coordinates student orders, orders lunches with vendors, and is present on hot lunch days (two Fridays per month) to assist with set-up and distribution of lunch.

**Ink Cartridge Recycle Program** ~ Package and ship items for rebates.

**Library** ~ Assist librarian during classes (grades K-4) with children (locating books, reading stories, etc.) and shelving books.

**Lunch/Recess Volunteers** ~ Assist students and teachers during the lunch/recess hour daily from 12:00 P.M. to 1:00 P.M. Grades K-4 only.

**Physical Education: Teacher-Mrs. Theresa Mills** ~ Volunteers needed to assist Mrs. Mills with organizing various sporting events and uniforms.

**Picture Day Assistant** ~ Assist the students and photographer as needed during the school picture taking process.

**PIE Executive Committee Grade Representatives** ~ Representatives needed for each grade to serve on the PIE Executive Committee as parent liaison to discuss school related ideas and concerns.

**Room Mothers** ~ Representatives for each grade to help coordinate various classroom activities and parties, as well as, to assist with the Fall Festival, Grandparents' Day and Field Day.

**School Play** ~ Numerous opportunities surrounding this drama production

**Technology** ~ The scholastic software club - once a month: send out printed brochure, collect money, place order and distribute software purchases.

**Used Uniform Sale** ~ Assist coordinator during the used uniform sales throughout the school year.

**Volunteer Coordinator** ~ Collects and organizes volunteer information and forwards to appropriate committee heads and assists in providing ADW Child Protection Policy requirements.

**Yearbook** ~ Coordinate with yearbook company, take photographs, and organize layout.