

Available CPTO Volunteer Jobs
2008-2009

Before registering, please review these opportunity listings carefully as they provide a brief description of the task. The link to the registration page follows this listing.

Big Sister Program:

Chairperson shall assign a contact for each new family registered for the upcoming school year. Volunteers shall contact assigned family during the summer and communicate with them during the first month of school to help answer any questions that may occur. Both will attend the NEW FAMILY OPEN HOUSE on Sept 6th, 2008.

Book Fair:

Chairperson shall assist the librarian/staff in coordinating the annual Scholastic Book Fair. Volunteers shall assist the chair and librarian in a variety of ways. You may choose to sign up for, Planning, Labor (setup/breakdown), and Shift Workers.

Box Tops For Education

Shall assist in the collection of General Mills' box tops for the school.

Catholic Schools Week:

Shall assist in the coordination of CSW activities for one week in January, including working with the Principal, teachers, students and families in these activities. Teacher and student appreciation days are celebrated during this week. Budget for this committee is subject to CPTO approval.

Classroom Monitor:

Shall, on occasion, monitor a classroom for a short period while a teacher is attending an in-house seminar or other activity. Teaching is not required. The teacher will leave instructions and work for the students.

Cupcake Sales:

Shall assist in monthly cupcake sales- each grade level will be responsible for a different month. Shall send monthly reminder notices to the grades responsible for the sale that month.

Ditto/Laminating Committee:

Shall assist in the copying of papers, tests and other educational supplements as requested by the teachers. This includes laminating poster, room decorations, etc...as requested by the teachers. Someone from this committee will check the office daily to complete these requests. Large projects that require hole punching, collating, binding, etc... will be sent out to a printer.

End-of-Year School Picnic (May 2009):

Shall help coordinate the end-of-year school picnic. This includes coordinating the date of the Picnic with the principal and administrative assistant. The CPTO must approve the location, date and possible costs. The budget is subject to CPTO approval.

Field Day:

Shall help coordinate the Field Day (Spring) with the PE teacher.

Friday Folder Stuffer:

Shall stuff class papers, school newsletter, principal's letter, etc...

Fundraiser (Signature Fundraising):

Shall assist Suzanne Lorenz & Lisa Bersett in the coordination of selling, promoting and distributing the product. This committee funds all CPTO activities. The budget for this committee is subject to CPTO approval.

Health Room Screening Aide:

Shall assist the school nurse on screening days. These include the hearing/vision screening, scoliosis screening, for upper grades and speech and language assessment for the lower grades.

Kindergarten Ice Cream Social (August 5th 2008):

Shall assist with the summer social @ Millennium Park in Creve Coeur for new kindergarten students and their families. This is a brief gathering where each new student meets his/her assigned teacher and the other students in their class. You will help to supply ice cream and drinks for the event. The budget for this committee is subject to CPTO approval.

Kindergarten Screening:

Shall work with Kindergarten teachers to schedule screening/conference times for incoming kindergarteners for the 2009/2010 school year. Shall also coordinate helpers to greet and assist new students in check-in during screening and conferences.

Library Volunteer:

Shall assist librarian with inventory and by helping students find and check out books, keep track of overdue books, enter new books into the library system etc.

Lunchroom Duty Substitute:

Shall substitute for an assigned volunteer for lunchroom duty- will receive \$15.00/day from parent or family member for whom they substitute.

Music Aide:

Shall assist the music teacher in preparing performances.

New Family Information Night 2009:

Shall coordinate an evening meeting in April/May to distribute school information to new families enrolled for the 2009-2010 school year at Incarnate Word. Speakers will include Mr. Welling and a CPTO Officer.

Parent Social:

This is NOT a fundraising event! Shall coordinate a social event for the IW parents. Some examples: Fall hayride & bonfire, House tour, Cinco de Mayo, etc. Themes and dates need prior approval the CPTO and administration. Admission costs and expenses are subject to CPTO approval.

P.E. Aide (Motor Perception K-2):

Shall assist the P.E. teacher with K-2 Motor Perception Program (one hour sessions).

Room Mother

(Classroom parties- Halloween, Christmas and Valentines/Mardi Gras) Shall coordinate three classroom parties and deliver teacher/aide birthday lunch. (Grades k-5) Shall coordinate service project during party time to include snack & drink. (Grades 6-8)

Room Mother Coordinator (THIS PERSON OVERSEES ALL ROOM MOTHERS):

Shall coordinate all room mothers for school parties and teacher/aide birthdays. Shall assemble a list of those who check the Room Mother box on this form. There are typically two room mothers chosen for each teacher. If more than two volunteers sign up for the same class, names will be drawn from a hat. This person will coordinate party dates/times with the principal and administrative assistant; shall collect and distribute party/birthday monies collected from school families (done at training meeting); shall conduct a training meeting for Room Mothers early in the school year. The principal will work with the agenda/script prior to the training meeting. The room mother coordinator will send out reminders to room mothers to turn in names of party volunteers to office at least one week prior to each party.

School Pictures:

Shall coordinate the date for individual & class pictures with photography studio and school, distribute order forms and coordinate the date for picture retakes.

Science Olympiad:

Shall coordinate the Science Olympiad Evening in the fall of 2008 with outside presenters, science teachers and volunteers. There are chairpersons already assigned. Helpers needed.

Sibling Sitter for Class Parties:

Shall be assigned to supervise 8th graders who are fulfilling their service hours in the sitter rooms while the classroom parties are being attended. You will NOT be assigned during the party that you sign up for in your child's class. There will be one adult supervise per age group.

Speech Team for Grades 6-8:

Shall assist students in an after school program that prepares them for the Bellarmine Speech Meets that are held three times a year. Budget for this committee is subject to CPTO approval.

Speech Team for Grade 5:

Shall assist with the in-house speech training league that prepares students for speech meets the following year. Budget for this committee is subject to CPTO approval.

St. Jude Marathon:

Shall assist with the distribution and collection of St. Jude's Marathon materials and submit all contributions to St. Jude's. We need volunteers only as the chairperson is already appointed.

Teachers' Meeting lunches and Dinner for the November Conferences:

Shall assist in the coordination of lunches for monthly teachers' meetings. Shall coordinate one formal meal and one box meal for the teachers during the evenings of the November Parent/Teacher Conferences. The budget for this committee is subject to CPTO approval.

Trivia Night Planning:

Shall help coordinate the date and theme for this event, organizing trivia questions, recruiting speakers to read the questions, and collecting money for this event.

Trivia Night Labor:

Shall help set-up and break-down the gym before and after the event.

Trivia Night Decorations:

Shall help design, create or procure themed decorations for the event.

Trivia Night Host/Hostess:

Shall help with check-in for the event, will also serve as floor liasons during the event.

Uniform Coordinator:

Shall coordinate the date for uniform fittings with Just Me Apparel and the school office. Shall reserve the Lower Church Hall for the fitting date and coordinate the August 2009 delivery date and time with Just Me Apparel. Shall handle the distribution of uniforms to parents (One weekend in August after masses). Shall coordinate the resale of used uniforms, as well as collection of unwanted and unclaimed uniforms.

Welcoming Party/Open House Sept 6th:

Shall assist in organizing the Welcoming Social at the beginning of the school year for NEW school families. The date and host has been finalized we just need helpers. The budget for this committee is subject to CPTO approval.

Welcome Mass Helpers:

Shall assist the principal, as needed, with the assembly at the beginning of the school year.

Yearbook:

Shall take photos and collect photos from other school families throughout the school year. Shall work with the student's and staff in the Yearbook Club with photo layouts, deadlines, collection of money and distribution of yearbooks. All subsidies of the yearbook are subject to prior CPTO Approval. Due to the technical aspects of this committee, some minor training may be required.