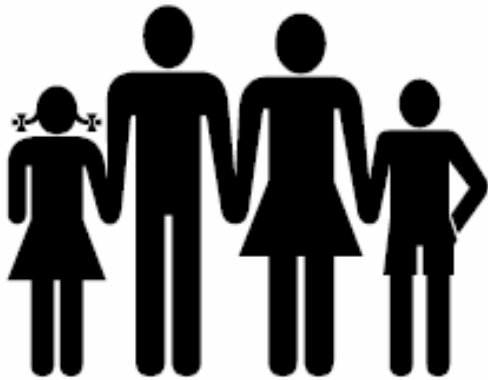


# *St. Kilian School*

*Parent  
Involvement  
Program  
May 2011 to  
April 2012*



**Parents: Please choose at least 1 fish fry, 1 fundraiser, and 1 school program. Return this page and the following two pages to the office.**

**St. Kilian School will host 2 Fish Frys this year. Fish frys are a major fundraiser for our school and help keep tuition rates as low as possible. Please choose at least one, however we are always in need of more volunteers, so sign up for (CIRCLE) as many as you can! As a reminder, each family is expected to bring a dessert for their scheduled Fish Fry.**

FALL FISH FRY – OCTOBER 7, 2011

SPRING FISH FRY – MARCH 9, 2012

*You will be contacted a few weeks before the fish fry to determine your job duty and time slot.*

**RETURN THIS PAGE**

**Following are Fundraisers that financially support our school and keep our tuition rates as low as possible. Full descriptions of the fundraisers are at the back of this booklet.**

**Please sign up for (circle) at least one, (sign-up is on a “first come basis”):**

1) Balloon Rally (1 chairperson + 10 people day of the Rally )

2) Campbell Soup Labels, Box Tops, Milk Caps  
(2-4 volunteers needed)

Soup Labels Coordinator: Cherek  
Milk Caps Coordinator: Waldvogel  
Box Tops Coordinator: Needed

3) Cookie Walk (7 volunteers needed)

Chairperson: Kubisch

4) Craft Fair (8 volunteers needed)

Chairperson: Mandel

5) Market Day Fundraiser (5 volunteers needed)

Chairperson: Kohler

6) Park Clean-up (3 – 6 volunteers needed)

Chairperson: Maher

7) Scrip Volunteer (20 volunteers needed)

Chairperson: Wendt

**RETURN THIS PAGE**

**Following are programs, committees, projects, and events that benefit St. Kilian School. These programs advertise the school to new families, celebrate our Catholic faith, maintain and lower school costs, and keep our school open and “running”. Full descriptions of these programs are at the back of this booklet.**

**Please sign up for (circle) at least one:**

- Advisor to the Student Council (1- 3 volunteers needed) Chairperson: Zuern
- Catholic Schools Week (1 chairperson and 10 volunteers needed)
- Christmas Parade (4 – 6 volunteers needed) Chairperson: Walter
- Clerical (1 – 2 volunteers needed)
- Coaches (17 volunteers needed) Chairperson for Athletic Committee: Kohler
- Dance Chaperone (5 volunteers needed; 5<sup>th</sup> – 8<sup>th</sup> gr.)
- Development Committee Member Chairperson: Stachura
- Drama Club Chairperson: Jude
- Endowment Committee Member
- Forensics (2 - 3 volunteers needed) Chairperson: Buhle
- Home and School Officer (4 positions)  
President: Stachura; VP: Open; Secretary: Jewell; Treasurer: Waldvogel
- Junior Achievement Program (8 volunteers needed)
- Library (4-6 volunteers needed)
- Marketing Committee (8 volunteers) Chairperson: Open
- Playground Assistant (3 – 4 volunteers needed)
- School Committee (by discernment only)  
Chairperson: Glaszcz, VP: Walter; Secretary: Lang; committee members: Stanton, Peters, Hermann
- Ski Club Chairperson: Wendy Dulak
- Socials (3 volunteers needed)
- Teacher Appreciation (3 volunteers needed)
- Technology Committee Member Chairperson: Kubisch

**RETURN THIS PAGE**

## FUNDRAISER DESCRIPTIONS

### Balloon Rally (1 chairperson + 10 people day of the Rally )

<input type="checkbox"/> <b>Duties</b>	Plan, organize, and work a shift at the event for the concession stand at the Hartford Balloon Rally.
<input type="clock"/> <b>Time Commitment</b>	SUMMER EVENT. Planning time and Saturday event. August ??, 2012
<input checked="" type="checkbox"/> <b>Status</b>	This event is complete for this year. Look for sign-up for next summer.

### Campbell Soup Labels, Box Tops, Store Receipts, Milk Caps (2-4 volunteers needed)

<input type="checkbox"/> <b>Duties</b>	Collect, trim, count and bundle.
<input type="clock"/> <b>Time Commitment</b>	Approximately 2-3 hours per month. Can be done at home.
<input checked="" type="checkbox"/> <b>Status</b>	Committee members to contact school office at start of school year for instruction.

### Cookie Walk (1 chairperson and 7 volunteers needed)

<input type="checkbox"/> <b>Duties</b>	Planning, organization, and work a shift at the Cookie Walk event that occurs each December.
<input type="clock"/> <b>Time Commitment</b>	Planning time and Sunday event.
<input checked="" type="checkbox"/> <b>Status</b>	Chairperson to contact committee members.

### Craft Fair (1 chairperson and 7 volunteers needed)

<input type="checkbox"/> <b>Duties</b>	Planning, organization, and work a shift at the Craft Fair event held each Spring.
<input type="clock"/> <b>Time Commitment</b>	Planning time and Saturday event.
<input checked="" type="checkbox"/> <b>Status</b>	Chairperson (Mandel) to contact committee members

### Dinner Auction (20 volunteers needed) – not needed until Fall 2012 (next school year)

<input type="checkbox"/> <b>Duties</b>	Planning, organization, and/or work at the Parish Dinner Auction event held November 6.
<input type="clock"/> <b>Time Commitment</b>	Planning time and Saturday event.
<input checked="" type="checkbox"/> <b>Status</b>	Chairperson to contact committee members

### Market Day Fundraiser (1 chairperson and 5 volunteers needed)

<input type="checkbox"/> <b>Duties</b>	Help unload boxes from conveyor, unpack boxes, organize products and help fill customer orders.
<input type="clock"/> <b>Time Commitment</b>	7:00 a.m. to 10:00 a.m. on one Saturday each month. Early fall to late spring.
<input type="smiley"/> <b>Requirements</b>	Please be on time.
<input type="pencil"/> <b>Special Notes</b>	Children are welcome.
<input checked="" type="checkbox"/> <b>Status</b>	Chairperson (Kohler) to contact committee members

## Park Clean-up (3 – 6 volunteers needed)

<input type="checkbox"/> <b>Duties</b>	Coordinate St. Kilian School's annual park clean-up event, includes planning, collecting money that is raised, scheduling transportation for students at four parks, and soliciting prizes for students who raise the most money.
<input type="checkbox"/> <b>Time Commitment</b>	Planning time before the event day, clean-up occurs on the Friday in Spring before the Parks open.
<input type="checkbox"/> <b>Status</b>	Chairperson (Kohler and Wagner/Maher) to contact committee members.

## Scrip Volunteer

### Scrip Committee Member

<input type="checkbox"/> <b>Duties</b>	Develop and define the policies that govern the operation of the St. Kilian Scrip program. Provide counsel and advice on the operation of the program with other committee members.
<input type="checkbox"/> <b>Time Commitment</b>	One year term. Approximately 2 hour meetings each month excluding July and August.
<input type="checkbox"/> <b>Requirements</b>	Ability to listen, make decisions, be open minded and work with other people.
<input type="checkbox"/> <b>Special Notes</b>	Officer positions of Chairperson, Vice Chairperson and Secretary filled yearly. Sub committee chair positions filled as needed.

### Operations Volunteer

<input type="checkbox"/> <b>Duties</b>	(can choose just one)
<input type="checkbox"/> <b>Sunday</b>	Balance orders and certificates from the weekend sales. Count inventory.
<input type="checkbox"/> <b>Time Commitment</b>	Approximately 2 hours per week rotating with other volunteers.
<input type="checkbox"/> <b>Monday</b>	Tabulate and phone in orders to NSC and local merchants. Make deposits.
<input type="checkbox"/> <b>Time Commitment</b>	Approximately 2 hours per week rotating with other volunteers.
<input type="checkbox"/> <b>Wednesday</b>	Late morning or mid-day. Pick up certificates from local vendors.
<input type="checkbox"/> <b>Time Commitment</b>	Approximately 1 hour per week.
<input type="checkbox"/> <b>Wednesday Evening</b>	Fill orders, get stock ready for sales after weekend liturgies.
<input type="checkbox"/> <b>Thursday Morning</b>	
<input type="checkbox"/> <b>Time Commitment</b>	2 to 4 hours per week to complete all orders received. Rotate with other volunteers weekly, biweekly or monthly.

### Certificate Sales Volunteer

<input type="checkbox"/> <b>Duties</b>	Sell in-stock certificates after weekend Liturgies, Thursdays at 5:30 or at other events as needed. Rotating with other volunteers.
<input type="checkbox"/> <b>Time Commitment</b>	Approximately 1 hour once a month.

# SCHOOL PROGRAM DESCRIPTIONS

## Advisor to the Student Council (1- 3 volunteers needed)

<input type="checkbox"/> <b>Duties</b>	Advise and work with the students of SKS who make up the Student Council.
<input type="clock"/> <b>Time Commitment</b>	Monthly meetings.
<input type="smiley"/> <b>Requirements</b>	Ability to listen, make decisions, be open minded and work with children.
<input type="pencil"/> <b>Special Notes</b>	Parent Advisor is the direct liaison between the students and the principal and staff.

## Catholic Schools Week (1 chairperson and 10 volunteers needed)

<input type="checkbox"/> <b>Duties</b>	Includes planning, organizing, and chaperoning student activities throughout the school week to celebrate Catholic Schools Week. Also includes correspondence with teachers and staff.
<input type="clock"/> <b>Time Commitment</b>	Planning meetings as needed for one week of activities. CSW is usually around the last week of January.
<input type="checkbox"/> <b>Status</b>	Chairperson TBD will contact committee

## Christmas Parade (4 – 6 volunteers needed)

<input type="checkbox"/> <b>Duties</b>	A planning committee discusses ideas for a float following the theme of the parade. Also organizes volunteers to help with the preparation of the float and actual participation in the parade.
<input type="clock"/> <b>Time Commitment</b>	Meetings as needed 1½ to 2 months before the parade, preparation time the week before the parade in November.
<input type="smiley"/> <b>Requirements</b>	The willingness to plan and work on a float for the parade. Most work is done evenings.
<input type="checkbox"/> <b>Status</b>	Need additional members to proceed

## Clerical (1 – 2 volunteers needed)

<input type="checkbox"/> <b>Duties</b>	Run copies for the teachers and school office. Make posters, upkeep school bulletin boards, assemble weekly packets.
<input type="clock"/> <b>Time Commitment</b>	As needed.
<input type="smiley"/> <b>Requirements</b>	Will provide training.
<input type="checkbox"/> <b>Status</b>	Committee members to contact school office at start of school year for instruction.

## Coaches (17 volunteers needed)

<input type="checkbox"/> <b>Duties</b>	Coaches needed for basketball, volleyball, and spirit squad.
<input type="clock"/> <b>Time Commitment</b>	Flexible days of the week after school, weekends for games. Girls volleyball season is in the fall; girls and boys basketball is early Dec. through Feb.; boys volleyball is in spring; Spirit Squad performs during basketball season.
<input type="smiley"/> <b>Requirements</b>	Ability to coach and supervise 5 <sup>th</sup> -8 <sup>th</sup> grade students for basketball and volleyball, and all grades for spirit squad.
<input type="checkbox"/> <b>Status</b>	Athletic committee will contact members

### Dance Chaperone (5 volunteers needed)

<input type="checkbox"/> <b>Duties</b>	Supervise 5 <sup>th</sup> - 8 <sup>th</sup> grade students, sell soda and assist students with set-up and after-dance clean up.
<input type="clock"/> <b>Time Commitment</b>	Approximately 2½ to 3 hours 4 times per year. Dances are held from 7:00 to 9:30 Friday evenings.
<input type="smiley"/> <b>Requirements</b>	Should have a child in 5 <sup>th</sup> , 6 <sup>th</sup> , 7 <sup>th</sup> or 8 <sup>th</sup> grade.
<input type="checkbox"/> <b>Status</b>	Information regarding dances will be sent home prior to each dance.

### Development Committee Member

<input type="checkbox"/> <b>Duties</b>	Develop a long range plan for future funding of Catholic Education at St. Kilian's School. Write thank you notes to sponsors (can be done from home).
<input type="clock"/> <b>Time Commitment</b>	Meetings as called by the chairperson. One year term.
<input type="smiley"/> <b>Requirements</b>	Ability to listen, make decisions, be open minded and work with other people.
<input type="pencil"/> <b>Special Notes</b>	Officer positions of Chairperson, Vice Chairperson and Secretary will be filled yearly. Sub committee Chair positions filled as needed.

### Drama Club

<input type="checkbox"/> <b>Duties</b>	Assist in the production of the Christmas concert and spring play. Help with costumes, sets, props, etc.,
<input type="clock"/> <b>Time Commitment</b>	2X/month

### Endowment Committee Member

<input type="checkbox"/> <b>Duties</b>	Advise parish on investment strategy for the endowment fund.
<input type="clock"/> <b>Time Commitment</b>	Meet approximately once a year.
<input type="checkbox"/> <b>Status</b>	

### Forensics (1 – 2 volunteers needed)

<input type="checkbox"/> <b>Duties</b>	Under direction of the teacher, work with small groups for forensics competition.
<input type="clock"/> <b>Time Commitment</b>	During or after school when needed, evenings and/or Saturdays for competition.
<input type="smiley"/> <b>Requirements</b>	The ability to work with junior high school students. Knowledge of forensics is helpful but not required.
<input type="checkbox"/> <b>Status</b>	Committee members to work with Karin Buhle & Michele Mandel

## Home and School Officer

### Chairperson

<input type="checkbox"/> <b>Duties</b>	Prepare the agenda and preside over the four Home and School meetings. Oversee the fundraiser committees and special events. Serve as or designate a representative to the School Committee and attend the monthly meetings.
<input type="checkbox"/> <b>Requirement</b>	Must be a parent or guardian of a student attending St. Kilian School.

### Vice Chairperson

<input type="checkbox"/> <b>Duties</b>	Assists the Chairperson as needed. Perform the chair duties in his/her absence.
<input type="checkbox"/> <b>Special Note</b>	This is a 2 year term; the second year is served as Chairperson.

### Treasurer

<input type="checkbox"/> <b>Duties</b>	Make deposits and withdrawals as needed to the checking, savings and money market accounts. Pay bills. Assist with the budget. Prepare quarterly financial statement and report at meetings.
<input type="checkbox"/> <b>Requirement</b>	Knowledge of budgeting and light bookkeeping.

### Secretary

<input type="checkbox"/> <b>Duties</b>	Record the minutes from the general meetings and officer meetings.
<input type="checkbox"/> <b>Special Note</b>	All officers are required to attend the four Home and School meetings and officer meetings as scheduled.

## Junior Achievement Program (8 volunteers needed)

<input type="checkbox"/> <b>Duties</b>	Several volunteers are needed to work with students in each grade level regarding Junior Achievement (J.A. is a business community program that works with students on various business scenarios). Each volunteer will be trained by a J.A. consultant and provided a curriculum.
<input type="checkbox"/> <b>Time Commitment</b>	One time per week for five weeks, OR five times throughout a school year.
<input type="checkbox"/> <b>Requirements</b>	Willing to work with students during school hours.
<input type="checkbox"/> <b>Status</b>	Committee members to contact Mr. Zaydel for further instruction

## Library (4-6 volunteers needed)

<input type="checkbox"/> <b>Duties</b>	Sign out books with children, note overdue books, shelve returned books, help with inventory and other clerical tasks.
<input type="checkbox"/> <b>Time Commitment</b>	Half day per week or bimonthly.
<input type="checkbox"/> <b>Requirements</b>	Able to perform clerical tasks and follow the library shelving system. Commitment to scheduled times.
<input type="checkbox"/> <b>Special Notes</b>	May also be asked to assist at the Book Fair.
<input type="checkbox"/> <b>Status</b>	Mrs. Seghers will contact committee members for schedule.

## School Marketing Committee Member

<input type="checkbox"/> <b>Duties</b>	Plan and develop programs which present a positive image of our school to the community and attract new families through advertising, brochures, posters and the like. Also, this committee will promote all programs and events (i.e. fish fry, cookie walk, craft fair, etc.) through advertising, public relations and other marketing communications efforts.
<input type="checkbox"/> <b>Time Commitment</b>	Meet as needed
<input type="checkbox"/> <b>Requirements</b>	Creative, energetic and a positive attitude.

## Playground Assistant (3 – 4 volunteers needed)

<input type="checkbox"/> <b>Duties</b>	Assist the playground supervisors in overseeing children in grades 1 through 8 during the lunch hour.
<input type="checkbox"/> <b>Time Commitment</b>	Flexible days of the week from 11.30 a.m. to 12.50. p.m. as needed on short notice.
<input type="checkbox"/> <b>Requirements</b>	Ability to supervise children of all grade levels on the playground.
<input type="checkbox"/> <b>Status</b>	Committee members to contact school office for schedule.

## Ski Club (1-2 volunteers needed)

<input type="checkbox"/> <b>Duties</b>	Organize students for the school's ski club, coordinate dates with Sunburst, etc.
<input type="checkbox"/> <b>Time Commitment</b>	Winter time frame. Chairperson to determine number of ski dates.
<input type="checkbox"/> <b>Status</b>	Chairperson is Joanne Kubisch

## Socials (3 volunteers needed)

<input type="checkbox"/> <b>Duties</b>	Help at socials for Home and School meetings and various programs throughout the year by pouring juice, setting out food beforehand and helping with clean up at the end.
<input type="checkbox"/> <b>Time Commitment</b>	Approximately 30 minutes before and after the meeting or program, usually in the evening.
<input type="checkbox"/> <b>Status</b>	Mrs. Falk and school office will contact committee members prior to each social event.

## Teacher Appreciation (3 volunteers needed)

<input type="checkbox"/> <b>Duties</b>	Coordinate monthly appreciation gifts for teachers, i.e. food, flowers, etc.
<input type="checkbox"/> <b>Time Commitment</b>	On-going
<input type="checkbox"/> <b>Status</b>	Jewell to contact committee members.

## Technology Committee Member

<input type="checkbox"/> <b>Duties</b>	Be involved in decision making process for new technology at St. Kilian School, install new equipment and software and assist with gathering resources for future technology.
<input type="checkbox"/> <b>Time Commitment</b>	Meet once a month year round.
<input type="checkbox"/> <b>Status</b>	Committee meets monthly, Bell to contact committee

# **VOLUNTEER COMPLETION FORM**

## **RETURN THIS FORM UPON COMPLETION OF YOUR COMMITTEES/PROGRAMS**

**FAMILY NAME:** \_\_\_\_\_

**COMMITTEE(S) SERVED:** \_\_\_\_\_  
(including fish fries)

**DATE SERVED:** \_\_\_\_\_

**COMMITTEE CHAIRPERSON:** \_\_\_\_\_

If you are serving a year-long committee, please turn this form in by April 30, 2012.

All completed forms should be sent through the school office.

**THANK YOU!**