

2020-2021 Volunteer Packet St Charles Borromeo School

Please return this whole packet (do not cut, tear, or remove any pages) to the school office (on or before) **8/11/20 - The first day of school**

THE BODY OF CHRIST WORKS TOGETHER!

1 Corinthians 12:4-12 there are different kinds of gifts, but they are all from the same Spirit. There are different ways to serve but the same Lord to serve. And there are different ways that God works through people but the same God. God works in all of us in everything we do, and ...though there are many parts to a body, all those parts make only one body. So it is with Christ.

Parents,

We truly are one body in Christ. Thank you for volunteering. Thank you for sharing your gifts!

Sincerely,
Rob Sordelet, Principal

The goal is to “capture” volunteer information once, disseminate it to committees, and then committees contact you directly as events unfold throughout the year.

Dates have been included wherever possible, so as you sign up for activities, please jot notes on your calendar NOW to jog your memory later.

These listed volunteer opportunities are open to parents, grandparents, parishioners, senior citizens, and friends of St Charles. Extended volunteer time with individual students may require volunteers to agree to a criminal history background check per Diocesan Policy. Additional copies of this packet are available in the school office.

So that the committee chairpersons can contact you easily,
PLEASE complete names, phone numbers, e-mail addresses, and children’s names/room numbers **in each separate section.**

For your convenience, school room numbers:

PreK AM Mrs. Hoersten	PreK PM Mrs. Dickerson	PreK-2 (All day) Mrs. Tippmann	
K-51 Mrs. Win	K-52 Mrs. Conroy	K-53 Mrs. Weidner	K-54 Mrs. Groves
1-22 Mrs. Sturm	1-24 Mrs. Richardson	1-26 Mrs. Ensley	
2-23 Mrs. Frazier	2-25 Mr. Hoy	2-27 Ms. Heiny	
3-9 Mrs. Wilson	3-10 Mrs. Chaney	3-11 Mrs. Thomas	
4-12 Ms. Spieth	4-13 Mrs. Sordelet	4-14 Mrs. Pikel	
5-15 Mrs. Reeves	5-16 Mrs. Coleman	5-17 Mrs. Baron	
6-18 Mr. Bullerman	6-19 Mrs. Silkworth	6-20 Mrs. Bullerman	
7-4 Mr. McClead	7-5 Mr. Williams	7-6 Mrs. Patino	
8-3 Mrs. Kovacs	8-7 Mr. Heimann	8-8 Mrs. Richter	

PLEASE USE **BLACK INK** AND WRITE CLEARLY.

Newsletter Stapling

****This is an area that needs more volunteers****

8 – 10 am Fridays (if there is no school on Friday, stapling is done Thursday)

Kari Smith home 485-5287 cell 223-4547 or email ksmith827@comcast.net

Name _____ e-mail _____

Cell Phone # _____ Child's Name/Room# _____

What is the best way to contact you? _____

One-month rotation—staple each week in that month (circle all available months)

August September October November December January February March April May

Friends with whom you prefer to work: _____

_____ Please list me as a backup person

Name(s): _____ Daytime Phone #'s _____

Cafeteria

****4 volunteers are needed DAILY to adequately serve lunch****

10:30 am – noon Most communication is done through email. Even if you only volunteer 1 day a year or just occasionally, please sign up with your email. Every month I will email a link so you can pick the days you want to work.

Stephanie Keefer 260-415-7200 Stephanie.m.keefer@gmail.com

Volunteer PERKS:

Parents with preschoolers are welcome to volunteer.

Great volunteer opportunity for parents, grandparents or any relative.

Free lunch on the day you volunteer.

Flexible schedule: you pick the days you want to volunteer.

You can see your child at lunchtime and make sure they are eating their veggies.

Free, virtually invisible, disposable hairnet provided.

Socialize with other parents.

Name _____ e-mail _____

Phone # _____ cell # _____ Child's Name/Room# _____

New Students Club

This group/club for new students is under the direction of the school social worker. Groups meet during the 1st quarter for 30 minutes each week. Help is needed directing activities and for the party at the end of September or early October. Mrs. Sarah Robinson, Social Worker 969-4036 sarahrobinson@stcharlesschoolfw.org

Name _____ E-mail _____

Phone # _____ cell # _____ Child's Name/Room# _____

School Pictures

Monday, September 14, 2020 for grades PreK - 8th from 8 am – noon. Make-ups Monday 10/19/20 from 8 am – 10 am. Beth Miller 241-4555 cell

Name _____ Volunteer to help keep students organized/quiet at St Charles

E-mail: _____

Phone # _____ cell # _____ Child's Name/Room# _____

.....

Annual Student Health Screenings

****Many Volunteers Are Needed****

Volunteers are needed to help with vision and hearing screenings. Nurses are needed for the screenings. Non-medical volunteers are needed to keep students quiet and send them through screening stations in a timely manner. Your help is needed and greatly appreciated.

Name _____ Volunteer for Tuesday, September 29th (1/2 day)

Name _____ Volunteer for Wednesday, September 30th (1/2 day)

Phone # _____ cell # _____ Child's Name/Room# _____

Notes: _____ () I AM AN RN

.....

Book Fair

****Many volunteers are needed for this event****

Each fall, the school holds a book fair during parent/teacher conferences. This is a fundraiser for the library as well as a great opportunity for families to purchase new books. This fair lasts a total of three days October 28-30 (**during and after school hours are needed**). Please sign your information below if you are interested in helping. Please write neatly. ☺ There will be a sign-up email sent to you in early October.

Coordinated by: Mrs. Knox, Librarian 260-969-4041 theresaknox@stcharlesschoolfw.org

Name _____ E-mail _____

Phone # _____ cell # _____ Child's Name/Room# _____

.....

Library Cleaning

Monday & Tuesday of the last full week of school in May. Volunteer to wash shelves/tables/chairs.

Coordinated by: Mrs. Knox, Librarian 260-969-4041 theresaknox@stcharlesschoolfw.org

Name _____ E-mail _____

Phone # _____ cell # _____ Child's Name/Room# _____

Grandparents' / Special Persons' Day Reception

Monday, November 23, 2020 from 8:15 - 10:30 am

Jennifer Hogan 260-255-1118 jage402@frontier.com Jen Prado 260-416-7411 jennaprado@yahoo.com

Name: _____ Volunteer to serve/clean up coffee and cookies 8 – 11 am

E-mail: _____

Phone # _____ cell # _____ Child's Name/Room# _____

.....

Spirit Shop

Monday, November 23, 2020, 9 – 10 am during Grandparents'/Special Persons' Day Reception

Mandy Thurber 260-492-7983 mathurber@aol.com

Name _____ Volunteer for cash sales at Grandparents'/Special Persons' Day

E-mail address: _____

Phone # _____ cell # _____ Child's Name/Room# _____

.....

Pre-K and Kindergarten Registration

Tuesday, January 19, 2021. Distribute packets, photocopy birth certificates, check forms, & collect fees.

Danielle Meyer 485-8919 cell 602-8144 dabameyer@gmail.com

Name _____ Volunteer Tuesday 1/19/2021 Hession Center 1 – 2:30 pm

Name _____ Volunteer Tuesday 1/19/2021 Art Room 6 – 7:00 pm

E-mail: _____

Phone # _____ cell # _____ Child's Name/Room# _____

.....

Science Fair

****This is an area that needs more volunteers****

Thursday, January 28, 2021. All students in grades 4 and 7 prepare science projects each year, so this is a huge/fun event. Many judges are needed (background in math/health/science/engineering fields). Lunch is provided for the judges. Mrs. Sordelet, Mrs. Coleman, Mrs. Silkworth and Mr. Williams (teachers)

Name _____ Judge (all grades) Thursday, January 28, 2021 8:15 am – 2:30 pm

E-mail: _____

Phone # _____ cell # _____ Child's Name/Room# _____

Borromeo Bash

Saturday, February 6, 2021. A fun night to get together as a school and parish: food, drinks, casino, live/silent auction. This event at St Charles needs MANY volunteers to successfully raise money for the school while providing an entertaining, adult night out. Kari Smith home 485-5287 cell 223-4547 or email ksmith827@comcast.net

Name _____ provide event sponsorship or donate auction item

Name _____ volunteer during event (check-in, check-out, casino, etc.)

E-mail: _____

Cell # _____ Child's Name/Room# _____

.....

Honors' Academic Breakfast Receptions

Wednesday, April 14, 2021 for 5th/6th grade reception. Thursday, April 15, 2021 for 7th/8th grade reception. Emily Walden (parent), 492-7851 home, 341-2981 cell, thewaldens@comcast.net

Name _____ Volunteer to set up (6:15 am) and serve (7 am) 4/14/21 for 5th/6th Reception

Name _____ Volunteer to clean up 4/14/21 for 5th/6th Reception (8 am)

Name _____ Volunteer to set up (6:15 am) and serve (7 am) 4/15/21 for 7th/8th Reception

Name _____ Volunteer to clean up 4/15/21 for 7th/8th Reception (8 am)

E-mail: _____

Phone # _____ cell # _____ Child's Name/Room# _____

.....

Graduation Reception

8th Grade graduation *tentatively* Tuesday, May 25, 2021, 7 pm. Traditionally, 7th grade parents help with the reception following graduation.

Name _____ Volunteer to coordinate reception with assistant principal - 7th grade parent.

Name _____ Volunteer to help serve and clean up following the reception - 7th grade parent

E-mail: _____

Phone # _____ cell # _____ Child's Name/Room# _____

First Communion Lunch

Monday, May 3, 2021. Traditionally 3rd grade parents coordinate this event; 2nd grade parents set up/serve/clean up on the day of the event. This lunch is sponsored by 2nd grade parent donations (price to be determined later). First Communion Lunch is separate from the Religious Education Office/Sacrament Preparation and school.

Name _____ Volunteer to coordinate event - 3rd grade parents

Name _____ Volunteer to help set up (9:30 - 11:30 am) - 2nd grade parents

Name _____ Volunteer to help serve/clean up (11:30 am - 1:30 pm) - 2nd grade parents

Name _____ Volunteer to donate bulk food and/or supplies for First Communion Lunch

E-mail: _____

Phone # _____ cell # _____ Child's Name/Room# _____

.....

Used Uniform Sale

Tentatively Friday, May 28, 2021 -- 2:30 pm – 5:30 pm

Audrey Clauser amclauser@yahoo.com Kate Sweigert kate.sweigert@gmail.com

Name _____ Volunteer for cash sales (2:30 – 5:30 pm) on or about the last day of school

E-mail: _____

Phone # _____ cell # _____ Child's Name/Room# _____

.....

Girl Scouts

Please contact Sydney Wilder 260-413-9585 or srwilder2@gmail.com for more information or to get registered ahead of time with Girl Scouts of America.

Name _____ Volunteer to help 2nd and 3rd grade Brownies (last Monday of each month from 3-5 pm)

Name _____ Volunteer to help Kindergarten and 1st grade Daisies (1st & 3rd Tuesday of each month from 3-4 pm)

E-mail: _____

Phone # _____ cell # _____ Child's Name/Room# _____

SCRIP – Peggy Lehn, Madonna Ryan (staff members) 969-4027

SCRIP (Substitute Currency Reaps in Profits) is a **YEAR ROUND** parish fundraiser in which the program purchases gift certificates from local and national companies at a discounted value and then re-sells them at face value, thereby generating a profit. That profit is shared 50% to the parish and 50% SCRIP credit to you.

**** THIS IS A 12-MONTH COMMITMENT ****
Schedule runs October 2020 through September 2021

Please check as many areas in which you are interested in helping.

- Mondays – Deliver orders to the classrooms 2:30 - 3 pm (**once a month**)
- Fridays – Deliver orders to the classrooms 2:30 - 3 pm (**once a month**)
- Tuesdays/Wednesdays – Drivers to pick up gift certificates from local merchants (**weekly**)
- Thursdays – Help count new inventory 8-10 am (**weekly**)
- Fridays – Help at Cash Sales (**1½ hrs. approx. every 4 weeks**)
- Saturdays – Help at Cash Sales after 5 pm Mass (**1/2 hr. approx. every 4 weeks**)
- Sundays – Help with Cash Sales 9:45 - 11:15 am (**1½ hrs. approx. every 4 weeks**)
- Be on sub list for any of the above jobs. **Specify job & day:** _____

These areas have a significant need for more volunteers!

Please PRINT legibly and double check your email address.

Name: _____ Child's Name & Room #: _____

Phone #: _____ Cell #: _____

Email address: _____

Vex Robotics Club

Coaches Mr. Jared Hoy and Mr. Keith Heimann lead students in 5th-8th grade who are interested in building robots for competition in *VEX IQ*. Topics addressed include engineering, problem solving, computer programming, and teamwork. Students participate in competition with the potential to move on to state or beyond. We are always looking for possible grants and corporate sponsorship for our teams.

robotics@stcharlesschoolfw.org

Name _____ My employer sponsors *VEX IQ*

Name _____ Volunteers needed for mentors (engineers, programmers, etc.)

E-mail: _____

Phone # _____ cell # _____ Child's Name/Room# _____

Teacher Appreciation

This committee consists of parents who like to do something extra for our very special, hard-working staff. Specific dates need to be confirmed, in advance for all events, with Mr. Sordelet, Principal

E-mail: _____

Phone # _____ cell # _____ Child's Name/Room# _____

Volunteer for as many Teacher Appreciation events as you like by writing your name on the line.

September - Teacher/Staff Dessert or Snack

Jen Eisaman 260-414-0058 jeneisaman@msn.com

Name _____ volunteer to provide dessert or snack

October - Teacher Conference Dinner - 10/29/20

Jenny Steigmeyer 471-3433, Emily Walden 492-7851 thewaldens@comcast.net

Name _____ volunteer to provide food

Name _____ volunteer to serve/clean up

December - Staff Christmas Breakfast 12/xx/20 TBD (approx. 6:45 am)

Stephanie Keefer 260-415-7200 stephanie.m.keefer@gmail.com

Name _____ volunteer to provide food

Name _____ volunteer to serve/clean up

January - Teacher/Staff Luncheon for Catholic Schools Week 2/3/21

Judy Smith 260-579-1303 judyjoannsmith@gmail.com

Name _____ volunteer to provide food

Name _____ volunteer to serve/clean up

February - Mardi Gras Party Luncheon on Fat Tuesday 2/16/21

Melissa Thompson 740-2108 melissa@jatoffortwayne.com

****This committee needs a new co-chairperson****

Name _____ volunteer to co-chair

Name _____ volunteer to provide food

Name _____ volunteer to serve/clean up

May - End of Year Luncheon (on or about the) Last Day of School

Chelsea Lavelle 260-450-8207 clavelle1234@gmail.com

Name _____ volunteer to provide food

Name _____ volunteer to serve/clean up

August - Back to School Luncheon **August 2021**

Camy Rodenbeck 760-8339 camyr@hotmail.com,

****This committee needs a new co-chairperson****

Name _____ volunteer to co-chair

Name _____ volunteer to provide food

Name _____ volunteer to serve/clean up

Enrichment Program

Provides academic opportunities for students demonstrating high ability in mathematics or language arts. Mrs. Martha Berghoff, teacher/coordinator marthaberghoff@stcharlesschoolfw.org

****This is an area that needs more volunteers****

BOOK CLUB--This program needs facilitators. Each group of a dozen students meets weekly from October to May to read and discuss literature with an adult leader. Materials and training are provided.

Name: _____ Circle preferred grade level: 2 3 4 5 6

Phone: _____ Email: _____

Comments: _____

MATH SUPERSTARS--This program needs leaders. Each week from October to May, a leader teaches a 30-minute lesson to a dozen students. Then, the children do similar problems at home. Leaders keep track of correct answers and award prizes for points. Materials and training are provided.

Name: _____ Circle preferred grade level: 2 3 4 5

Phone: _____ Email: _____

Comments: _____

JUNIOR HIGH MATH TUTORS--Math tutors are needed. Volunteers work with a small group (2-6) of mathematically gifted 6th, 7th, or 8th graders in algebra and/or geometry. The time slot will be arranged between the volunteer and the math teacher. Interested in more information? Please sign below.

Name: _____

Phone: _____ Email: _____

Comments: _____

.....

Resource Department—Volunteer Tutors

****This is an area that needs more volunteers****

Can you commit to a regularly scheduled time, such as a 2-3-hour block per week, to work with our *youngest students* that may be struggling academically? Training and materials will be provided. Mrs. Amy O'Boyle, coordinator amyoboyle@stcharlesschoolfw.org

Name: _____

Phone: _____ Email: _____

Comments: _____

Athletic Department Volunteer Opportunities

Please complete:

E-mail: _____

Phone # _____ cell # _____ Child's Name/Room# _____

Then, volunteer for as many Athletic events as you like below:

ATHLETIC CONCESSION STAND

**** Athletic Department needs a Concession Stand Coordinator ****

Check all seasons that apply: Fall Sports Winter Sports Spring Sports

Name _____ Volunteer to help coordinate or co-coordinate

Name _____ Volunteer for inventory/purchasing

ATHLETIC SPORTS PEP RALLY

Celebrate the start of the Fall, Winter and Spring Sports Seasons

Name _____ volunteer to help with Pep Rally

Please select which Pep Rally that you would like to help with:

_____ Fall (Football, Volleyball, Cross Country, and Cheerleading)

_____ Winter (Girls Basketball, Boys Basketball and Cheerleading)

_____ Spring (Boys Soccer, Girls Soccer, Softball and Track)

ATHLETIC PANCAKE BREAKFAST WITH SANTA

Sunday, December 13, 2020. All proceeds go to Athletic Association.

Name _____ Volunteer to help with Planning/Organization

Name _____ Volunteer to Cook and Serve 7:30 - 10:30 am

Name _____ Volunteer to Cook and Serve 10:30 am – 1 pm

Name _____ Volunteer for clean up after 1 pm

ATHLETIC PHYSICAL DAY (May 2021)

**** Athletic Department needs Registered Nurses for this day ****

Name _____ Volunteer to help with Physical Stations

Name _____ Volunteer to help with Paperwork Check-in

Registered Nurse? Yes _____ No _____

ATHLETIC AWARDS BANQUET

Celebrate Cardinal athletics with awards/potluck dinner for 7th & 8th grade athletes/families. (May 2021)

Name _____ Volunteer for planning

Name _____ Volunteer for set/up serve

Name _____ Volunteer for clean up

ATHLETIC KETTMAN GOLF OUTING

Join us for this Athletic Association Tradition (golf, prizes refreshments) annual fundraiser. (June 2021)

Name _____ Volunteer to help with a Sponsorship/Donate

Name _____ Volunteer to Donate a Prize: _____ (list)

Name _____ Volunteer to help with Planning/Organization

Fine Arts Boosters

The Fine Arts Boosters support all fine art related school activities.

Through the craft bazaar and General Mills Box Tops collection, they are able to fund:

1. Art, music, band, choir, chimes and orchestra teachers/directors
2. Student participation in the F.A.M.E festival
3. Enrichment programs during school year (marionettes, plays, music)

Contact Mr. Kevin Hoersten at the school office 484-3392 or schooloffice@stcharlesschoolfw.org.

Please complete:

E-mail: _____

Phone # _____ cell # _____ Child's Name/Room# _____

Then, volunteer for as many Fine Arts events as you like below:

FINE ARTS COMMITTEE

Meets monthly, day TBD – Aug., Sept., Oct., Jan., Feb., Mar., Apr.

All parents are eligible, all students study art and music in school.

Name _____ Volunteer to serve on Fine Arts Committee
(serve as an officer, liaison, find performers, help with activities, etc.)

BOX TOP COLLECTION

Meets once/week during contests, usually for 4 consecutive weeks in February and October.

Christina Wulpi wulpi2018@gmail.com & Theresa Cornwell tree@ljacketlady.com

Name _____ Volunteer to help with box top counting/bundling.

SPRING CONCERT

Thursday, May 6, 2021

Name _____ Volunteer for serving/clean up refreshments after concert (8:15-9pm)