

DOVES

Dedicated Official Volunteers Emanating Spirit

Volunteer Resource Sheet

2010 – 2011 School Year

Dear Parents, Guardians, Grandparents, Parishioners, and Friends of Divine Child Elementary School,

Please take this opportunity to volunteer your time and talent, “your spirit” with D.C.E.S. This is your invitation to participate. The following is a list of scheduled events and volunteer opportunities for the school year. If you have questions, please refer to the job descriptions in the DOVES Volunteer Opportunities and Information booklet. The booklet is available online at www.dces.info on the DOVES link. Participation makes for a better school and your help makes the difference. Please sign up below.

Please return this form to the Office by Wednesday, September 15, 2010

Name _____ Home Phone _____ Cell/Work Phone _____

Youngest Child’s Name _____ Grade _____ Homeroom _____

_____ I already have a volunteer job in the elementary school. It is _____

If you volunteer for any position on this form, please indicate the hours of your availability below.

If we know your schedule we can contact you if other opportunities for service develop.

BEST TIME TO CONTACT YOU: _____

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Before School							
AM (8:00-12)							
PM (12-2:45)							
After School (3-6)							
Evening							

VOLUNTEER JOBS

Some Jobs are by Staff Request Only

Check the box next to the Job Title. If other choices are included in the job, please circle your choice(s)
 (**) denotes a job which is a semester or year long commitment

	Jobs	Jobs
	Adult Crossing Guard ** Fulltime Sub	Book Fair – Open House (evening)
	Art Class Helper ** school or home	Cafeteria Supervisor AM
	Artistic Ability	Calligrapher
	AV/Cable Recorder	CARING Committee**
	Auction – Tin Can Alley (Auction night)	Check Papers & Workbooks
	Bake	Choir Helper *
	Bible Trivia ** Helper Videotape Driver	Classroom Assistant **
	Book Club Orders (Monthly) **	Clerical Support
	Bulletin Board Decorator ** Class or Hall	Club Moderator ** _____
	Book Fair Fall M T W Th F AM PM	Cover Books
	Book Fair Spring (daytime only) M T W Th F AM PM	Computer – School Website Manager / Developer

Computer Class Helper **	Lunch Supervision ** Fulltime or Sub
Computer Entry Home or School	Market Day Volunteer
Computer Graphic Design	Math Club Helper (before school)
Computer Maintenance	Media Liaison **
D.C. Apparel	Nurse ** Full time or Sub
D.C. Book Bank	Paper People *
DOVES Computer Input	Parent Guild Board Member **
Easter Cake Raffle Donate or Helper	Parking Lot Parent 7:45 - 8:10 AM
Gym Assistant ** M T W Th F	Phone Caller
Halloween Sock Hop Committee	Picture Day Helper
Halloween Sock Hop 2 hours or 1 hour	Printing Volunteer **
Holiday Boutique Raffle Ticket Assembly *	Provide Scrap Paper
Holiday Boutique Publicity * or Lawn Signs *	Recycling Driver * Paper or Polystyrene
Home Jobs	Researcher (library, music & video)
Homeroom Parent **	Seamstress / Crafting Ability
Hot Lunch Money *	Science Olympiad Helper **
Consumer Programs	Special Skill _____
Hot Lunch Helpers ** M T W Th F Sub	Scoliosis Screening (Spring) Nurse Volunteer
Infant Reporter *	St. Christine's Soup Kitchen (Junior High only)
Junior High Career Day Speaker Profession: _____	Science Night Volunteer (Spring 2011)
Laminator	Swap Shop (June)
Library Aide **	Tutor Math Reading **
	Videographer

AUCTION VOLUNTEER JOBS –Spring 2011

Decorations	Office Clerical
Item Donation	Phone Calling
Mailings	Place a Program Ad
Home Clerical Jobs	Item Set Up
Auction Night Volunteer	Auction Night Clean Up (11 PM to 1 AM)

PLEASE NOTE :

A separate volunteer sheet for the **Holiday Boutique in November 2010** will be sent home in October. A separate volunteer sheet will also come home for the **Auction, Spring 2011** during the 2nd semester.

We need many volunteers!!!

Thanks for your help. A committee chairperson will contact you by school mail or phone as the time of the event approaches.

If you have any questions, please do not hesitate to contact a DOVES Committee member.

Jackie McParlan 724 -0127 Kelly Ritchie 792-0633 Dianne Rich 274-4281
2010-2011 DOVES Committee

YOUR PROMPT RESPONSE IN SIGNING UP IS GREATLY APPRECIATED.

COMMENTS OR SUGGESTIONS: _____
