



SHARE HOUR/VOLUNTEER OPPORTUNITIES 2017-2018

The following list is a guide to help you plan how you wish to volunteer throughout the year. Dates, events, and contact information may change, therefore, please be sure to read all materials sent home with your child or listed on our website. Email alerts will notify you of additional needs that come up throughout the year. The PTO email is pto@stjoevan.org if you have any further questions. Volunteer sign up sheets and general information are also available on the PTO bulletin board located in the main hallway.

At this printing, if there is no specific contact name, please email pto@stjoevan.org or call the school at 360.696.2586.

Parish Ministries:

Available year round

See [Parish Resource Guide](#) or contact the parish office at 360.696.4407

Stewardship

Contact: Larry Cadorniga at larryc@stjoevan.org

Faith Formation Catechist

Contact: Tracy Joy at tracyj@stjoevan.org

Lectors/Eucharistic Ministers/Ushers/Greeters

Contact the parish office

Summer Opportunities:

Vacation Bible School: - July 10-14, 2017

Catechist or Aide

Snack preparer

Craft preparer

Babysitter

Contact: Tracy Joy – tracyj@stjoevan.org

School Maintenance:

Small projects helping maintenance/facilities manager available year round

Rake Bark Chips – regular monthly job

Contact Stephen Brown – steveb@stjoevan.org

Golf Tournament:

August 3, 2017

Contact: Shelton Louie – slouie@gslcorp.com

Planning begins in April

Copying for Teachers/office:

August hours available

Day or Some Evening hours available throughout the school year

Contact: School Office – 360.696.2586

Uniform Exchange:

August, September, January, April
Set up/clean up/staffing

On-going opportunities:

Art Room – help Ms. Larkin with a multitude of jobs throughout the year
Assembly set up/clean up
Auction meetings 1x/month – attend/participate
Auction committees: procurement, decorations, set up/clean up, live, super, silent, invitations, thank you's, underwriting – **assistance needed all year**
Birthday Blessings: 1x/month at All-School Masses - set up/clean up
Cafeteria – assist Suzy Knight
Computer projects for office
Copying for teachers/office - **NEEDED WEEKLY**
 Either set a regular schedule of an hour a week, or let us know a few days in advance when you may be available for an extended length of time to assist with copying
CYO - Coaching
Display case arrangements – throughout the year
Drive Field Trips – must have completed background check and complete "Called to Protect" class
In-service luncheons - sign up to bring food for teachers/staff
Library – shelving books/inventory
Lunch Room monitor – 11:30-12:50
Playground monitor – 11:30-12:50
PTO attend/participate meetings 1x/month
PTO: after school programs – (need parent monitors depending on activity)
 Uniform exchanges set up/monitor/clean up – approximately 4x/year
 Year End Picnic/Field Day - June
Special Classroom Activities throughout the year
Take home projects for teachers/office
W.I.S.E. assistant – phone WISE volunteers, bring food for their monthly visit

Specific Events:

Back to School Night: Tuesday, Sept. 14
Set up/Clean up
Help with Uniform Exchange

Picture Day: Thursday, Sept 14
Assist Photographer/Runner

Staff Lunch: Wednesdays, Nov. 8 & 9 Bring food for staff during conferences

Health Screening
Vision/hearing testing - fall

Sock Hop Assembly & Evening: Friday, Sept 29
Planning/decorations/set up/clean up/shifts during event

Holiday Bazaar: Friday, Saturday, Sunday, Nov 17-19
Set up/shifts during/clean up

Family Bingo Night: Friday, Dec 1
Planning/prizes/decorations/set up/clean up/shifts during the event

Photocopying in January
Catholic Schools Week packets Jan 8-12, 2018
Registration Packets

Family Morning: TBD
Set up/clean up – 7:30am-8:30am

Grandparents Day: TBD
Set up/prepare food/greeters/clean up

Scoliosis Screening:
Assist/runner

Auction: Saturday, Feb 24, 2018
Committee work throughout the year
Classroom Projects
Procurement
Set up shifts all day Sat
Evening shifts during the Auction
Contact Auction at auction@stjoevan.org

Golf Tournament Preparation Begins:
Committee work begins in April
Event takes place August 3, 2018
Contact: Shelton Louie –slouie@glscorp.com

Class Picture Day: April
Runner for photographer

Teacher Appreciation Lunch: Friday, May 4, 2018
Bring food
Set up/clean up

Shine & Show: May 24, 2018
Set up
Contact: Jennifer Larkin at jenniferl@stjoevan.org

Jog a Thon – May 18, 2018
Set up/clean up

Field Day/Picnic: Friday, June 1, 2018
Hand out popsicles/replenish water jugs
Plan events/stations for PTO portion (8th Graders run most stations)
Set up/shifts/clean up