

NDE VOLUNTEER JOB DESCRIPTIONS

Updated Aug 9, 2011

The following list is of SCHOOL WIDE Volunteer opportunities at NDE. All positions listed fulfill the 40 HR volunteer commitment.

EXECUTIVE BOARD POSITIONS

Elected Offices (6 total)

President

Job Description:

- 1) President shall preside at all meetings of this organization, and be an ex-officio member of all committees except the nominating committee.
- 2) Appoint standing committee chairpersons, and other committee chairpersons as the need arises.
- 3) Countersign all checks drawn and signed by the Treasurer.
- 4) Arrange with the Spirituality Chairperson a remembrance on the death or serious illness of members of the Parent Teacher Organization, the faculty or their families.
- 5) To perform such duties as pertain to the office.

Time Required:

- Attend Executive Board meetings and Parent Teacher Organization monthly meetings
- Attend Committee Meetings, Meetings with Principal
- 160+ hours
- Busiest Time: Sun up to Sunset
- Can be done by someone with full-time job with considerable flexibility or part time job

Vice-President of Programs and Volunteer Efforts

Job Description:

- 1) Vice-President of Programs and Volunteer Efforts shall execute the duties of the President in the absence of the President.
- 2) Act as program chairperson for the year. Coordinate special events, guest speakers and parent education trainings.
- 3) Oversee NDE volunteer program by working closely with the volunteer coordinator to ensure effective and timely delivery, communication and tracking of volunteer services.
- 4) Oversee new family welcome program & work closely with school administration to ensure effective bridging of communication to new families.
- 5) Conduct annual survey to gather parent feedback on PTO events for the year to determine effectiveness and direction for future.
- 6) Assume the position of President in the event that office is vacated.

Time Required:

- Attend Executive Board meetings and Parent Teacher Organization monthly meetings
- 60-80 Hours
- Busiest Time: Summer/Fall

- Can be done by someone with full-time job

Vice-President of Fundraising

Job Description:

- 1) Shall oversee all fundraising for the PTO, including one primary fundraising event, such as Christmas at Ralston.
- 2) Ensure that the Principal and the President of the Executive Board are provided with details of all who donate to any fundraising effort and ensure that Thank You notes are sent to all donors.
- 3) Encouraged to appoint one or more subcommittees necessary to carry out successful fundraising efforts.

Time Required:

- Attend Executive Board meetings and Parent Teacher Organization monthly meetings.
- Oversee Fundraising Committee Meetings
- 160+ hours
- Busiest Time: Summer, Fall through December
- Can be done by someone with full-time job, with flexible hours

Secretary

Job Description: The executive board position of Recording Secretary keeps the NDE community informed of what transpires at the NDE Parent Teacher Organization meetings.

Responsibilities include:

- 1) Attend monthly Parent Teacher Organization meetings and monthly meetings of the Executive Board, record and report the minutes in a timely manner. (It is preferred to have the minutes completed a week after the meeting.)
- 2) The minutes should be taken as concisely as possible and should record any actions taken by the Executive Board. Record outcome of discussions (not every detail). The minutes should follow a format that includes the time the meeting is called to order, officers' reports, old business, room mothers' reports, etc., and the time the meeting was adjourned.
- 3) Take attendance at the Parent Teacher Organization meetings by providing a sign-in sheet that is passed around and then collected at the end of the meeting. Keep the attendance record in the Secretary binder.
- 4) Distribute copies of the minutes to the Principal and the Executive Board. One copy can be put on the bulletin board and posted to the website, electronic weekly information newsletter or by other electronic notification. Keep the original in your Secretary binder.
- 5) Work with the school Technology Coordinator to notify members, through electronic means of Parent Teacher Organization meetings and/or shall have the meetings posted on the electronic board as well as on the NDE website.
- 6) Solicit information, on a monthly basis, for the weekly information newsletter (WIN) or other newsletter or electronic notification. Work with the school Technology

Coordinator to ensure that the Technology coordinator has sufficient assistance in publishing the WIN or other electronic newsletter or notification.

- 7) Be in charge of all official correspondence to be sent out or received by or directed to the Parent Teacher Organization or Executive Board, including Thank You notes that are not otherwise sent by the Principal or the Vice-President of Fundraising..
- 8) Read all communication at the meetings.

Time Required:

- Attend Executive Board meetings and Parent Teacher Organization monthly meetings.
- 40+
- Busiest Time: around Parent Teacher Organization meetings and monthly WIN deadlines
- Can be done by someone with full-time job

Treasurer

Job Description:

- 1) Receive all monies and pay all disbursements or expenses as authorized by the organization, and to keep a detailed record of the same. NDE currently uses QuickBooks.
- 2) Report at each meeting the monies collected and the bills paid since the previous meeting. Prepare a budget to be reviewed and approved by the Principal and Executive Board at the beginning of the year. Treasurer reports shall be prepared for each Executive Board meeting and shall include a budget to actual analysis. Before donating money to the school, the Treasurer shall provide the Principal and Executive Board with updated copies of the budget to actual analysis to date.
- 3) Sign with the President, or, in the absence of the President, the Vice-President of Programs or the Principal, all checks drawn for the expenses of the organization.
- 4) Maintain bank accounts, make all deposits, and check bank statements.
- 5) Ensure that a balance of \$750, or the minimum required by the bank remains in the treasury at the close of the school year.
- 6) Present the Principal with a check representing the proceeds from the Organization fundraising activities and to assign all monies in excess of expenditures to the Principal to be used for the school.

Time Required:

- Attend Executive Board meetings and Parent Teacher Organization monthly meetings.
- 80+ hours
- Busiest Time: Early Fall with back to school fundraising activities (uniform sales, free dress stickers, directories) and November, December & January processing Christmas at Ralston revenues and expenses.
- Can be done by someone with full-time job

Parliamentarian

Job Description:

- 1) Give advice on parliamentary procedure.
- 2) Work in conjunction with the President and the Principal in publishing the annual directory and in updating and publishing job descriptions for the elected and appointed offices.
- 3) Parliamentarian shall assemble a nominating committee, instruct them in their duties and appoint a chairman and instruct the Executive Board at the April meeting.
- 4) Read Article IV, Section 5, pertaining to the nomination and election of officers at the March meeting.
- 5) Responsible for the installation of officers at the May meeting.

Time Required:

- Attend Executive Board meetings and Parent Teacher Organization monthly meetings.
- Advise on parliamentary procedure.
- Participate in the formation of a nominating committee for new officers and organize and proceed over installation ceremony to install new officers.
- 40+ Hours
- Busiest Time: March and April when the nominating committee is formed and new officers are installed
- Can be done by someone with full-time job

Non-Elected Executive Board Positions (34):

ALL THE POSITIONS BELOW FULFILL THE 40 HOUR VOLUNTEER COMMITMENT

Art in Action Coordinator (1 positions)

Job Description:

- 1) Meet with Principal in Spring to determine budget for Art in Action and set date for Art Show for the following year.
- 2) May/Summer take inventory of Art supplies and purchase supplies approved by Principal from Art and Action and other art supplies stores.
- 3) Attend Welcome Back Coffee, solicit at least 2 docents per classroom to teach Art in Action and additional classroom volunteers to assist docents. Meet with docents to go over Docent responsibilities and send out docent training date and information for signing up for training.
- 4) Communicate periodically with Master Docents to ensure volunteers signed up are showing up.
- 5) Coordinate display of artwork in the spring with Principal, Teachers and Class Docents.

Time Required:

- 40+ Hours
- Busiest Time: Summer/Fall
- Can be done by someone with full time job with flexible hours.

Athletic Director (1 position)

Job Description:

- 1) Shall aid in the communication among the sports directors, the Board and Membership and shall keep them all informed of time, date and location of sports events for the boys and girls.
- 2) Shall post the information listed above in the school calendar and WIN in conjunction with the Secretary.

Time Required:

- Attend Sports meetings for the Catholic Schools league
- Attend Executive Board and Parent Teacher Organization monthly meetings.
- 40+ hours
- Busiest Time: Beginning of each Sports Season
- Can be done by someone with full time job with flexible hours.

Coordinating Room Parent (2 positions)

Job Description:

- 1) Guidance, training, information and support to room parents.
- 2) Assists Social Chair in the coordination of School Picnic.
- 3) Coordination of and participation in meals for teachers' conferences.
- 4) Work with school Principal and Executive Board on an as need basis.

Time Required:

- Attend Executive Board meetings and Parents club monthly meetings.
- Organize and Attend Room Parent Kick-off Meeting
- 40+ (20+ per person, if job is shared)
- Busiest Time: Aug. thru Sept. for school picnic.
- Can be done by someone with full-time job

Spirituality Coordinator (2 positions) 1 OPEN POSITION

Building community and discipleship. This can be done in a number of ways, but this year, we offered a bi-monthly prayer group, encouraged moms to gather for weekly walks around campus, and responded to families in need of prayers or support. The response to families who need support can vary from praying for the family during prayer group meeting and sending cards, to coordinating meals/flowers or other support through the room parents. The room parents also play an important role in responding to parents in their classes, since they often know the families more personally, and are often the first to hear of situations that come up.

1. Leads the Parents club monthly meetings with a prayer.
2. Coordinate with the school's Spiritual Director to offer additional support as needed.

Time Required:

- Attend Executive Board meetings and Parent Teacher Organization monthly meetings.
- 4-5 hours/month, 40+ total.
- Can be done by someone with full-time job.

Committee Chair Positions:

Birthday Angel (1 position)

Job Description:

- 1) Pick up presents that have been donated several times per month and take them to the Boys and Girls Club.
- 2) On the last Friday of the month, throw a birthday party for about 120 children with cake and arts and crafts. Each child gets to choose a

Time Required:

- 5-7 hours per month
- Busiest time: last Friday of the month
- Can be done by someone with full time job, with flexibility on Fridays.

Birthday Book Coordinator (1 position)

Job Description:

- 1) The Birthday Book Club coordinator sends out birthday greeting card to each student around his/her birthday. An insert is enclosed in the birthday card for him/her to select and purchase a book from the Library on that special day.
- 2) Maintain and update the school master list from the office re student birthdays.
- 3) Group each student according to the month of his/her birthday. Prepare two sets of this monthly list, one for Sister Catherine and keep one. Twice a month, prepare the cards and include them in the pile for distribution in the Wednesday envelope

Time Required:

- Busiest Time: Beginning of school year
- Takes about ½ hour twice a month to prepare and distribute cards to students in classrooms
- Can be done by someone with full time job

Book Fair Coordinator (1 position)

Job Description:

- 1) Coordinate parent volunteer schedule to staff book fair in partnership with Kepler's. Notify library and handle logistics
- 2) Publicize event in the WIN well ahead of event
- 3) Work with Sarah Maennle and Kepler staff
- 4) Create volunteer schedule for week
- 5) Send out notification to room moms to get sign ups to fill parent volunteer slots including set up and clean up
- 6) Be present for set up and clean up if possible
- 7) Remind all volunteers of time slot.
- 8) Handle gift cards for teachers and staff (we purchased a Kepler's gift card for all 22 members of the faculty so they could purchase books during the fair)

Time Required:

- High during week of book fair (April 30-May 4 - this date may change)
- Moderate weeks prior to event.

Class Art Docent (at least 2 per grade)

Job Description:

- 1) Meet with teacher the first week of school to determine number of lessons and calendar dates/times for Art in Action and assign the docent in charge to teach each lesson. Usually there is 1 lesson per month (8 or 9 total)
- 2) Get list of volunteers to assist from room parents and/or Art in Action Chair and coordinate dates for volunteers to help.
- 3) In September attend Art in Action training in Menlo Park.
- 4) For each lesson, research lesson, get supplies out of book room and teach lesson.
- 5) Assist Art In Action coordinator and teacher to hang art at the end of year. Assist in taking down art and return to the students to take home.

Time Required:

- Busiest Time: September and May
- 2 hours for training
- 4+ hours for each lesson
- 8+ hours to prepare for Art Display
- Can be done by someone with flexible hours.

Family Welcome/Farewell Chair (1 position)

- 1) Assign buddy families to all new families to the school in the spring.
- 1) Provide guidelines for the welcoming family to make contact with the new members of the Notre Dame Elementary School community.
- 2) Provide information and guidance to new families regarding school procedures, fundraising, Christmas at Ralston, etc.
- 3) Write appreciation letters to families whose youngest child will be graduating from NDE.
- 4) Work with Principal and school secretary to determine graduating families and new families as well as President.

Time Required:

- Busiest Times: Spring/Summer
- 40+ Hours
- Can be done by someone with full time job.

Health Coordinator (2 positions)

Job Description:

- 1) Health chairperson shall arrange with the Principal for an on-going health program, i.e. scheduling hearing/eye testing and checking immunization records.

Time Required:

- 40+ (20+ if shared)
- Busiest Time: Beginning of year to confirm all immunization records are up to date and date of hearing/eye testing.
- Can be done by someone with full-time job, with flexible hours

Hospitality Coordinators (2 positions)

Job Description:

- 1) Purchase and stock bulk supplies for the kitchen before school starts. (Store supplies at their home).
- 2) Prepare, or form committees to prepare refreshments for the New Parent Welcome, Welcome Coffee, Installation Ceremony and Parent's Club meetings as directed by President.
- 3) Purchase supplies the day before each event.
- 4) Set up about an hour before the event and clean up afterwards.
- 5) Provide name tags as necessary.

Time Required:

- Attend Parent Teacher Organization monthly meetings
- Must shop before every event to purchase fresh food
- 40+ hours
- Busiest Time: the first few weeks of school and end of school
- Can be done by someone with full-time job, with flexible hours

Hot Lunch and Playground Coordinator (1 position)

Job Description:

- 1) School Lunch chair shall work with the Principal and lunch providers to schedule and organize healthy hot lunches for the students.
- 2) Responsible for staffing the kitchen with volunteers to serve hot lunch, including labeling lunches and dropping off at the classrooms or serving at the lunch hour.
- 3) Making labels and running the reports for lunches from the hot lunch website.
- 4) Helping with the website for parents having difficulty – fielding calls for lunch discrepancies.
- 5) Solicit Volunteers for Playground duty at lunch time.
- 6) Fill in or assist in finding replacements for volunteers.

Time Required:

- 1 – 2 hrs every Sunday – running reports making labels and emailing the volunteers reminding them of their schedule
- In the first month maybe two I came to the school during lunch to make sure the process of the lunches ran smooth
- 40+ total Hours
- Can be done by someone with full-time job, with flexible hours around lunch

Library Aide Coordinator (1 position)

Job Description:

The NDE Library Coordinator schedules and organizes volunteers and events to assist Sister Catherine in the library. Specific responsibilities include:

- 1) Creating, updating and communicating a monthly schedule of volunteers for five mornings and three afternoons each week. This includes giving updates to the office and Sister Catherine on schedule changes as well as supporting aides with schedule changes throughout the year.
- 2) Representing the library at the "Welcome Coffee."
- 3) Organizing an orientation event for aides at the beginning of the school year with Sister Catherine.
- 4) Speaking about library duty at the "New Parents Welcome," if requested.
- 5) Organizing volunteers for the yearend book inventory.
- 6) Assisting Sister Catherine in any way possible.

Time Required:

- 15-20 hours over the summer to do first pass schedule and contact volunteers (email and spreadsheet skills are helpful)
- 1-2 hours each month with ongoing schedule changes & communication
- 10 hours throughout the year, organizing special events
- 30 hours throughout the year, serving as an aide
- Busiest Time: Late summer and first weeks of school with volunteers starting on Day 1, new volunteers orientation, etc.
- Can be done by someone with full-time job, with flexible hours

Parking Lot Coordinator (1 position)

Job Description:

- 1) Publish parking lot rules, carpool, and sign in procedure for volunteers.
- 2) Distribute name signs to families.
- 3) Obtain at least 6 volunteers (including one lead person) to work the carpool line for each day of the school week and prepare a work schedule. (Ideally, this person will work as a volunteer at least one day a week so they are familiar with day to day operations).
- 4) Monitor parking lot once for compliance with loading and parking space procedures.

Time Required:

- 8+ in August to solicit volunteers, provide guidelines to volunteers and make family signs
- 1/2 hour every two weeks
- Can be done by someone with full time job with flexible hours

Product Sales Chair (1-2 positions)

Job Description:

- 1) Sell the following products:
- 2) Family Directory, Free Dress Passes, Spirit Tshirts, NDE reusable bags, NDE yearbooks, NDE water bottles (new?)
- 3) Market items for sale in the WIN or at events
- 4) Develop pricing strategy (e.g. 1 free dress pass for \$5, 3 for \$10)
- 5) Collect cash/ checks and turn them into treasurer monthly
- 6) Keep a running tally of revenues and inventory
- 7) Attend the following events or recruit volunteers to sell at: New Parents Welcome: Aug 25 evening; Welcome Back Coffee - Aug 26 8am - 9:30am; Back to school picnic, Sunday, Sept 25 11-3pm
- 8) Be available to sell ad hoc at school periodically

Time required:

- Moderate to high during the main events listed above
- Light to moderate during the year
- Can be done by someone with full-time job, with flexible hours

Publicity (1 position)

Job Description:

- 1) Publicity chair works as liaison between NDE and local communities, including promotion of Christmas at Ralston, as well as contacting local newspapers to promote articles of interest at NDE.
- 2) Work with principal and Christmas at Ralston co-chairs to obtain information and articles of interest.
- 3) Maintain list of publications and contacts at each publication.

Time Required:

- Busiest Time: All-Year
- 40+ hours
- Can be done by someone with full-time job

Room Parent (2 per class)

Job Description:

- 1) Meet with teacher the first week of school to determine what support is requested.
- 2) Obtain and coordinate volunteers for class activities and drivers for field trips. Prepare Volunteer Packet (paper or online) to present and hand out at Back to School Night.
- 3) Obtain volunteer assistance and donations for school picnic.
- 4) Obtain volunteer assistance and donations for meals during teachers' conferences.
- 5) Report any family needs to Spirituality Coordinator.
- 6) Work with Teacher and Parents throughout the year.
- 7) Make sure all supplies to be donated by parents are available by deadline.

Time Required:

- 40+ hours
- Busiest Time: The beginning of the school year
- Can be done by someone with full-time job, with flexible hours

Social Events Chair (2 positions)

Job Description:

- 5) Social Events shall be responsible for organizing one or more parent social activities (i.e. school picnic in the fall), which will facilitate community building among PTO members.

Time Required:

- Busiest Times: Summer/Fall for School Picnic
- 40+ Hours
- Can be done by someone with flexible hours in the fall

Teacher Appreciation Chairs (3 persons can split up A, B and C or share all 3)

A. Teacher Wish List Coordinator

Job Description:

- 1) Communicate with Teachers to find out the school supply needs of each classroom
- 2) Advertise the Teachers' supply needs per class in the WIN.

Time Required:

- 6-8 hours
- Can be done by someone with full time job

B. Christmas Lunch Coordinators

Job Description:

- 1) Make arrangements for donation of food or arrangements for food preparation.
- 2) Coordinate donations of bread, wine, dessert and other foods not donated.
- 3) Verify date for event and complete forms with Ralston Hall re table placement and set up of the room.
- 4) Rent necessary dishes and tablecloths.
- 5) Arrange for and decorate Ralston Hall the day of the event.
- 6) Get volunteers to assist in set up, serve, and clean up.
- 7) Arrange for prayer and entertainment (children play piano/violin)
- 8) Order Gift Cards for Teachers

Time Required:

- 6-8 hours the day of the event
- 20-25 hours preparation, shopping, coordinating food, volunteers, donations
- Busiest Time: the day of the event (1st or 2nd Monday in December)
- Can be done by someone with full time job, with flexible hours in December

C. Teacher Appreciation Week

Job Description:

- 1) Coordinate special treats for the Teachers for 1 week in the Spring.
- 2) Work with Coordinating Room Parents and Room Parents to help with the treats, work with School Secretary for when and where treats should be delivered and to reserve Ralston Hall for Potluck Teacher Dinner.
- 3) Example of what has been done in the past:

Monday: Children of each class are asked to write Thank You notes to their teachers to be collected by room parents and given to coordinator to put in a binder to be given to the teachers at the end of the week

Monday -Flowers to the teachers .

Tuesday - Coffee and Bagels to the Teachers

Wednesday - Cookies to the Teachers

Thursday -Teacher Appreciation Potluck Dinner for all Teachers and Faculty at Ralston Hall.

Parents bring food to share, make sure time is late enough for parents that work. All Faculty invited.

Friday -The Thank You Binders presented to the Teachers

Time Required:

- 20+ hours preparation, shopping, coordinating food, volunteers, donations
- Busiest Time: Teacher Appreciation Week (in April or May)
- Can be done by someone with full-time job, with some flexibility

Uniform Exchange Coordinator (1 position)

Job Description:

- 1) Uniform chair shall collect used uniforms from the members and exchange or sell them to other Club members through the Uniform Exchange described below.
- 2) Order and collect money for new logo shirts. This is done all summer. The shirts are passed out on the 1st day of school.
- 3) Organize and run the used uniform exchange & sale 2 times per year: end of year and back to school coffee.

Time Required:

- 30-35+ hours
- Busiest Time: August/September and June
- Uniform Exchange occurs at school during school hours
- Can be done by someone with full-time job, with some flexibility

Volunteer Hours Coordinator (1 position)

Job Description:

- 1) Oversee the distribution and compilation of the annual volunteer service lists and the hours of service performed by each family. Need to know/get to know families
- 2) Report to VP of Programs and Volunteers in early spring as to family volunteer hours performed
- 3) Contact families who need volunteer hours with volunteer opportunities by either contacting them directly or reporting opportunities in the WIN.

Time Required:

- 40+ Hours
- Busiest Time: Fall, to educate new parents and Spring for reporting volunteer hours
- Can be done by someone with full time job

Yearbook Chair (2 positions)

Job Description:

- 1) Prepare an annual yearbook for the school and work with the school Technology Coordinator in collecting Class Pictures from Life Touch and preparing the school yearbook. Coordinates with Room Parent Coordinator and Room Parents to collect pictures from each class throughout the year.

Time Required:

- Approximately 50 hours per year
- Busiest Time: Spring
- Can be done by a person with a full-time job with flexible hours

CHRISTMAS AT RALSTON:

FOR QUESTIONS ABOUT POSITIONS BELOW, PLEASE CONTACT KAREN STUART, VP FUNDRAISING

Gala Chair

Job Description:

- 1) Organize and oversee the dining/bar portion of event.
- 2) Work with caterer to ensure that the evening runs smoothly, tastes delicious and is tons of fun.
- 3) Sets up bar and obtains all supplies

Time Required:

- 30+
- Busiest Time: Oct – Nov
- Can do with full time job but must be at the event

Gala Volunteer Coordinator

Job Description:

- 1) Organize and oversee volunteers for the Gala
- 2) Schedule parent assignments (check-in, check-out, raffle ticket sales, bar ticket sales)
- 3) Reminds parents of volunteer assignment and fills in where needed during event

Time Required:

- 30+
- Busiest Time: Oct-Nov
- Can do work from home but need to be at the Gala

Underwriting Co-Chair

Job Description

- 1) Work closely with solicitation team and help procure and secure additional underwriting to cover the event expenses.

- 2) Track all in kind donations and advertisements and send information to Catalog Chair for appropriate advertising in catalog

Time Required:

- 25 +/-
- Busiest Time: Sept - Oct

Solicitation Co-Chair 1 OPEN

Job Description:

- 1) Work with a team to brainstorm, procure and organize all donations to the silent (and possibly live) auction.
- 2) Send letters to all previous donors and follow up with phone calls.
- 3) Send letter out to NDE families to solicit donations.

Time Required:

- 30+/-
- Busiest Time: Aug - Oct

Silent Auction Chair 1 OPEN

Job Description:

- 1) Assembles a team of 5 to 10 individuals to put the silent auction together.
- 2) Throughout the beginning of the school year, collects donated items and keeps a spreadsheet of these items.
- 3) Meets with team monthly to group items together and write a short description of the items.
- 4) Sends descriptions of silent auction items to software input person.
- 5) Ensures items are decorated and wrapped prior to event night with team members.
- 6) Guides team to set up each section/category of items using decorating items as necessary to enhance display.
- 7) Ensures team takes down silent auction tables during event and brings items to check out.

Time Required:

- Busiest Time: September to Event Day (can have a full time job and fulfill duty from home).

Software input

Job Description:

- 1) Inputs all information about Christmas at Ralston events into software working with Gala and Luncheon Chairs
- 2) Inputs all silent auction and live auction items into software
- 3) Ensures information in software is kept up to date
- 4) Keeps the PTO Board aware of ticket sales completed through software program and donations received.

Time Required:

- Busiest Time: September to Event Day (can have a full time job and fulfill duty from home)

Catalog Co-Chair

Job Description:

- 1) Ensure that all descriptions and letters are received from appropriate committees chairs (Live auction, underwriting, in-kind donations, Principal's letter, event description, etc.).
- 2) Format catalog with graphics, advertising, written descriptions, etc.
- 3) Print catalog and auction numbers.
- 4) Prepare Addendum of items that are received after catalog is printed.

Time Required:

- Busiest Time: October – Event Day

Live Auction 1 OPEN

Job Description:

- 1) Solicit (with help from the solicitation committee), organize, oversee and display all live auction items.
- 2) Assemble a team of 4 to 5 people to record high bidders the night of the event

Time Required:

- 30 +/-
- Busiest Time: Sept - Oct

Class Project Coordinator

Job Description:

- 1) Ensure that every class is involved in a project that will be in the Live Auction
- 2) Communicate with parent volunteers from each class
- 3) Help with ideas for projects
- 4) Ensure project arrives event night and is displayed appropriately with guidance from Gala Chair
- 5) Enlists some volunteers from each class to work with Live Auction Chair to record high bidders the night of the event on class room projects
 - a. This team will bring items to check out for appropriate distribution.

Time Required:

- 20+/-
- Busiest Time: Sept. to event (Can work full time or work from home)

Set-Up Team (Gala and Auctions)

Job Description:

- 1) Assist Gala and Auction Coordinators to prepare Ralston Hall for the event

Time Required:

- Day of event

Check-Out Chair

Job Description:

- 1) Assemble check out team to work night of event.
- 2) Set up payment system at Ralston Hall the day of the event.
- 3) Set up schedule for checkout area for night of the event.

Time Required:

- Busiest Time: 1 week prior to event night - event night.

Raffle Ticket Coordinator

Job Description:

- 1) Have raffle tickets printed.
- 2) Distribute tickets to NDE families.
- 3) Obtain volunteers to sell raffle tickets for tree raffle to guests the evening of the event.
- 4) Manage the drawing the night of the event.

Time Required:

- Busiest Time: November - event night.

Tree Chair

Job Description:

- 1) Organize, aid and oversee tree design teams to insure a variety of tree designs and to provide design advice, as requested.
- 2) Purchase and distribute trees as needed (should be done at the end of event for savings).
- 3) Arrange for transportation of trees to Ralston Hall.

Time Required:

- 20+/-
- Busiest Time: Oct - Nov

Tree Design Team

Job Description:

- 1) Write and present Tree Coordinator with written description of tree for catalog.
- 2) Purchase decorations and decorate tree. (wire decorations to the tree).
- 3) Assemble tree at Ralston Hall prior to the event.
- 4) After the Gala, pack the tree for transportation to the winner.

Time Required:

- 20+/- (depending on the number of members on the team)
- Busiest Time: Oct - Nov

Luncheon Co-Chair

Job Description:

- 1) Determine theme for luncheon.
- 2) Plan menu and put food out to bid from 3 caterers.
- 3) Recruit volunteers and prepare schedule.
- 4) Prepare floor plan and submit room set-up plans to NDE secretary.
- 5) Write and print program.
- 6) Make seating chart and obtain approval from Principal.
- 7) Purchase centerpieces.
- 8) Advertise the event in local communities (Belmont and San Carlos), with NDE families and NDE alumni.
- 9) Coordinate with 8th grade room moms re serving.
- 10) Manage the day of the event.
- 11) Clean up.

Time Required:

- Start in September and busy through Christmas

Luncheon Check- In (Need 4 people for each day of event)

Job Description:

- 1) Greet guests when they arrive.
- 2) Check them in (name tags, favors, etc.).

Time Required:

- Day of event: 11 a.m. to 1 p.m.

Luncheon Cleanup Crew (Need 10 people for each day of event)

Job Description:

- 1) Clear tables and work.

Time Required:

- Day of event: 1:15 p.m. to 2:30 p.m.

Luncheon Kitchen Prep (Need 5 people for each day of event)

Job Description:

- 1) Make salads, food preparation, arrangement of food on plates.
- 2) Assist caterer in the kitchen in whatever manner needed.

Time Required:

- Day of event: 8:30 a.m. to 11 a.m.

Luncheon Server (Need 6 people for each day of event)

Job Description:

- 1) Serve guests coffee and tea.
- 2) Assist 8th graders with the service of food.

Time Required:

- Day of event: 11: a.m. to 1:00 p.m.

Raffle Ticket Seller (Need 6 people for each day of event)

Job Description:

- 1) Sell raffle tickets for luncheon prizes and for tree tickets to guests.

Time Required:

- Day of event: 11 a.m. to 2 p.m.

SPORTS:

Boys Baseball Commissioner

Job Description:

- 1) Attend PPSL (Peninsula Parish Sports League) meetings during the school year regarding rules, grievances.
- 2) Send parents the sport sign up forms for various seasons and collect money.
- 3) Conduct try outs.
- 4) Prepare rosters, divide teams, work with other schools to combined teams, and confirm student eligibility with principal.
- 5) Verify that coaches have complied with PPSL rules.
- 6) Schedule practice times and games with the NDHS and coaches.
- 7) Attend all home games and assist with scorekeeping.
- 8) Report scores for all games to PPSL within 24 hours of the games.
- 9) Mark boundaries for sports before games, if necessary.

Time Required:

- Busiest Time: sport season

Boys Baseball Coach (one per grade)

Job Description:

- 1) Coach assigned team approximately 2 practices and 1 game per week during their sport season.

Time Required:

- Attend all games and practices.

Boys Baseball Scorekeeper/Timer

Job Description:

- 1) Attend home games and keep the score.

Time Required:

- Busiest Time: sport season

Boys Baseball Team Parent (one per grade)

Job Description:

- 1) Liaison between team members and coaches.
- 2) Arrange team party and coach gifts.

Time Required:

- Busiest Time: sport season

Boys Basketball Commissioner

Job Description:

- 1) Attend PPSL (Peninsula Parish Sports League) meetings during the school year regarding rules, grievances.
- 2) Send parents the sport sign up forms for various seasons and collect money.
- 3) Conduct try outs.
- 4) Prepare rosters, divide teams, work with other schools to combined teams, and confirm student eligibility with principal.
- 5) Verify coaches have complied with PPSL rules.
- 6) Schedule practice times and games with the NDHS and coaches.
- 7) Attend all home games and assist with scorekeeping.
- 8) Report scores for all games to PPSL within 24 hours of the games.
- 9) Mark boundaries for sports before games, if necessary.

Time Required:

- Busiest Time: sport season

Boys Basketball Coach (one per grade)

Job Description:

- 1) Coach assigned team approximately 2 practices and 1 game per week during their sport season.

Time Required:

- Attend all games and practices.

Boys Basketball Scorekeeper/Timer

Job Description:

- 1) Attend home games and keep the score.

Time Required:

- Busiest Time: sport season

Boys Basketball Team Parent (one per grade)

Job Description:

- 1) Liaison between team members and coaches.
- 2) Arrange team party and coach gifts.

Time Required:

- Busiest Time: sport season

Boys Uniforms

Job Description:

- 1) Assign and distribute uniforms to team members with laundry instructions, track uniforms, collect uniforms at end of season.

Time Required:

- Busiest Time: sport season

Girls Volleyball Commissioner

- 1) Attend PPSL (Peninsula Parish Sports League) meetings during the school year regarding rules, grievances.
- 2) Send parents the sport sign up forms for various seasons and collect money.
- 3) Conduct try outs.
- 4) Prepare rosters, divide teams, work with other schools to combined teams, and confirm student eligibility with principal.
- 5) Verify coaches have complied with PPSL rules.
- 6) Schedule practice times and games with the NDHS and coaches.
- 7) Attend all home games and assist with scorekeeping.
- 8) Report scores for all games to PPSL within 24 hours of the games.
- 9) Mark boundaries for sports before games, if necessary.

Time Required:

- Busiest Time: sport season

Girls Volleyball Coach (one per grade)

Job Description:

- 1) Coach assigned team approximately 2 practices and 1 game per week during their sport season.

Time Required:

- Attend all games and practices.

Girls Volleyball Scorekeeper/Timer

Job Description:

- 1) Attend home games and keep the score.

Time Required:

- Busiest Time: sport season

Girls Volleyball Team Parent (one per grade)

Job Description:

- 1) Liaison between team members and coaches.
- 2) Arrange team party and coach gifts.
- 3) Arrange for female presence at all practices if all coaches are male.

Time Required:

- Busiest Time: sport season

Girls Basketball Commissioner 1 OPEN

- 1) Attend PPSL (Peninsula Parish Sports League) meetings during the school year regarding rules, grievances.
- 2) Send parents the sport sign up forms for various seasons and collect money.
- 3) Conduct try outs.
- 4) Prepare rosters, divide teams, work with other schools to combined teams, and confirm student eligibility with principal.
- 5) Verify coaches have complied with PPSL rules.
- 6) Schedule practice times and games with the NDHS and coaches.
- 7) Attend all home games and assist with scorekeeping.
- 8) Report scores for all games to PPSL within 24 hours of the games.
- 9) Mark boundaries for sports before games, if necessary.

Time Required:

- Busiest Time: sport season

Girls Basketball Coach (one per grade)

Job Description:

- 1) Coach assigned team approximately 2 practices and 1 game per week during their sport season.

Time Required:

- Attend all games and practices.

Girls Scorekeeper/Timer

Job Description:

- 1) Attend home games and keep the score.

Time Required:

- Busiest Time: sport season

Girls Team Parent (one per grade)

Job Description:

- 1) Liaison between team members and coaches.
- 2) Arrange team party and coach gifts.
- 3) Arrange for female presence at all practices if all coaches are male.

Time Required:

- Busiest Time: sport season

Girls Uniforms

Job Description:

- 1) Assign and distribute uniforms to team members with laundry instructions, track uniforms, collect uniforms at end of season.

Time Required:

- Busiest Time: sport season

Track Coach

Job Description:

- 1) Coach team members at approximately 2 practices per week and track meets.

Time Required:

- Busiest Time: sport season

Track Team Parent

Job Description:

- 1) Liaison between team members and coaches.
- 2) Arrange team party and coach gifts.
- 3) Arrange for female presence at all practices if all coaches are male.

Time Required:

- Busiest Time: sport season

Technology Committee:

Job Description:

- 1) Work with Principal and Computer teacher to support Technology needs of the school and attend periodic meetings for future technology planning

Time Required: 20+ hours depending on needs