

Parent Volunteer Committee (PVC) Descriptions

Use this reference guide to assist you with the online sign up for the volunteer committees that interest you. The time commitment and number of volunteers needed for each committee varies. Please contact a member of the PVC Board for any questions about a committee, or to contact a chairperson of a particular committee.

<i>PVC President:</i>	<i>Cynthia Richards</i>	pvcpresident@olgcp parish.net
<i>PVC Vice President:</i>	<i>Susie Heineman</i>	pvcdoves@olgcp parish.net
<i>PVC Treasurer:</i>	<i>Robin Padula</i>	pvctreasurer@olgcp parish.net
<i>PVC Secretary:</i>	<i>Lisa Postl</i>	pvcsecretary@olgcp parish.net

ART APPRECIATION PARENT

This program is coordinated through the Plymouth Community Arts Council. It is an opportunity to work in your child's classroom once a month sharing art, sculpture, or culture boxes. No art experience is needed, just a desire to present art and culture to children.

BAKING

Calling all bakers! This committee shares their baking talents to provide treats such as brownies, cookies, or muffins at various school functions.

BOUTONNIERE AND BOW BALL

This committee helps plan our annual Ball which includes set-up, clean-up, decorating and providing refreshments. It is open to all K-8 girls and their father, grandfather, uncle, godfather, or adult family friend.

BOX TOPS FOR EDUCATION PROGRAM

Earn your DOVES (volunteer hours) in the comfort of your own home! OLGC collects Box Tops year-round in our classrooms. We need volunteers to help sort, clip, and count the Box Tops in order to submit them. Twice a year (October and February), your child will bring home an envelope full of Box Tops. You will be provided with detailed instructions and ample notice on when to expect the Box Tops and when they are due back to school. *(Great news for seasoned Box Top Volunteers – Box Tops for Education has updated their requirements for submittals and it is no longer necessary to cut along the tiny dotted lines!)*

BUDDY BUNCH (WELCOMING COMMITTEE)

This committee is looking for friendly families to connect with new OLGC school families that join us at any point in the year.

BULLETIN BOARD

Use your talent to create bulletin board displays in the hallway, or to keep the Church information board up to date. You may only be called one time all year. Background paper, die cut shapes and the birthday list are provided by the school.

CHRISTMAS SHOP – NEW SIGN-UP FOR 2017-18!

Students will have an opportunity to shop for Christmas gifts for their family and friends. Volunteers are needed to help decorate the Christmas shop, unpack/sort merchandise, wrap gifts, and provide “cashier” services.

CRAFTERS, MAKERS, AND DOERS – NEW FOR 2017-18!

OLGC School will soon be offering Catechesis of the Good Shepherd; a Montessori-based way of forming children in the faith in a special learning environment called the “Atrium.” Many of the materials are handmade, painted, stained, and sewn. It takes a team of people to fill an Atrium with all that is needed. All items have detailed instructions. Most items require purchasing the supplies needed to follow the directions. If you are crafty, or enjoy woodworking or painting, our school Atrium needs your talents! See the Catechist of the Good Shepherd website for more information: www.cgsusa.org.

CRUSADER CASH RAFFLE AND BASH – NEW FOR 2017!

Help make our school’s largest fundraiser a success! Your help is needed for the fall Bash scheduled for November 3 at the OLGC Parish Social Hall. It will be a fun-filled evening with a light dinner, a silent and live auction, cash raffle, and much more. We especially need help with soliciting donations for auction items, securing sponsorships, and on-site auction management.

CRUSADER CLEANERS – NEW FOR 2017-18!

This committee will lend a helping hand to assist cleaning staff with light, detailed sprucing up of our school on a bi-monthly basis. Think of this as helping to straighten up the school before major school functions (similar to volunteers who help remove unnecessary items from the church pews).

DINING FOR DOLLARS – NEW FOR 2017-18!

Dining out has never been so easy to raise money for the school! Families will present a flier to the participating restaurant on the selected date and the restaurant will return a portion of the earnings back to OLGC school. Volunteers are needed to contact participating restaurants, set up available dates, and print promotional fliers.

EUCCHARISTIC MINISTERS/SACRISTANS

Volunteers are needed to serve as Eucharistic Ministers and Sacristans for all-school Masses as well as divisional Masses during the school day. Sacristans set up each Mass, and clean up and wash the vessels after Mass. Training will be provided for those who are new to this ministry.

FIRST AID STATION VOLUNTEERS

This group will provide first aid to students during the recess and lunch period. Care provided is covered under the school’s insurance policy. You do not need to be a registered nurse to provide first aid to the children.

HOSPITALITY COMMITTEE

Volunteers are needed to set-up, staff and clean-up reception areas (coffee, cookies, etc.) for school activities throughout the year.

JUNIOR ACHIEVEMENT (JA)

JA provides students the opportunity to learn about financial literacy, entrepreneurship, and work readiness through hands-on activities. Volunteers will be given a “kit” with all of the materials and instructions. Times will be arranged with each teacher and this program is usually run during the month of May. Most businesses support JA and are willing to give you the time you need in the classroom.

LAMINATING

Projects include binding, laminating, and cutting teacher and student materials. No experience is necessary and you will be properly trained. This is an excellent position if you have a younger child as they are welcome to stay in the Graphics Room with you.

LANDSCAPING AND OUTSIDE DECORATING

If you enjoy gardening and working outside, then this committee is for you. Our goal is to maintain the planting beds and outdoor seasonal decorations around the school property.

LIBRARY BOOK FAIR - Fall and Spring

A book fair is held in the library where children can purchase books. Profits are used to buy new library books and materials. Volunteers are needed to set-up, take-down, and help students shop. Daytime and evening volunteers are needed.

LIBRARY HELPERS

Sign up to volunteer in the library when your child attends library class! You will assist the librarian with checking in/out books and other tasks.

LOST AND FOUND

Volunteers make scheduled visits to the school lost and found and return named items to classrooms.

LUNCHROOM HELPERS

This is a great way to see your kids at school. You will be needed from approximately 11:30 a.m. to 1:00 p.m., which covers grades K through 6. Lunchroom duties include helping the children with their lunches, reminding the children to clean-up after themselves, collecting garbage, and helping wash the tables.

MAGAZINE AND COOKIE DOUGH FUNDRAISER

Help is needed to sort and distribute cookie dough orders. The time commitment will be between 4-5 hours on one day only.

MOTHER & SON BOWLING

This committee is looking for volunteers to help with the planning process of our annual Mom & Son Event, which will include invitations, ticket collection & tracking, set up, clean up and more! This event will be open to all K-8 boys and their Mothers (or special Mother figure).

PARKING LOT ATTENDANTS - MORNING DROP-OFF

Volunteers oversee the morning parking lot drop off lane, ensuring students a safe entry to OLGC. Volunteers are scheduled for 30 minutes during drop-off.

PARKING LOT ATTENDANTS - AFTERNOON PICK-UP

Volunteers oversee the afternoon parking lot for pick-up, ensuring students a safe exit from OLG. Volunteers are scheduled for 30 minutes during pick-up.

PLAYGROUND HELPERS

This is a great way to see your kids at school. You will be needed from approximately 11:30 a.m. to 1:00 p.m., which covers grades 1 through 8. Playground duties (even during the cold months) include: watching the children, assisting the playground supervisors, retrieving the balls from the streets, etc.

RECYCLE FOR EDUCATION

Donate your empty printer cartridges (laser and inkjet), used MP3 players, PDA's, laptops, and used cell phones to OLG school to be recycled. Help our school and environment at the same time!

ROOM PARENT

Each classroom needs one Head Room Parent who meets with the teacher to discuss classroom needs, and coordinates classroom projects and activities with the Room Parents. The Head Room Parent also collects money for (and shops for) class gifts. Kindergarten – 4th grade will need 4 Room Parents per class. The 5th – 8th Grades will need only one additional Room Parent per class.

SCHOOL PICTURE DAY - September

Volunteers are needed to help students on picture day. Time commitment is between 2 and 4 ½ hours and volunteers will be recruited in the spring for the following fall.

SCRIP (GIFT CARD TUITION CREDIT PROGRAM)

Super Certificates is run every month throughout the school year and every week between Thanksgiving and Christmas. Volunteer opportunities include sorting orders, computer entry, collecting certificates and filling orders.

SKATING PARTY

Join your OLG school family for after-school roller skating! Volunteers are needed to help coordinate the outing and supervise children.

SPIRIT SHOP

The OLG Spirit Shop sells fun clothing and accessories with the OLG monogram. Major sales take place on Parent Night, Parent-Teacher Conferences, Book Fairs and at other school functions. Volunteers will assist on sale dates and coordinate delivery of merchandise.

SPRING FESTIVAL

Classrooms are turned into game rooms for an evening of fun and chance to win prizes. Many volunteers are needed for this evening and for the weeks before the fun begins.

STAFF APPRECIATION LUNCHEON – Spring

This committee coordinates a “thank you” luncheon to the OLGC Staff, hosted by the parents and funded by the PVC General Fund. Help is needed with event set up, food preparation, serving, clean up, and food donations.

USED UNIFORMS

Volunteers are needed to coordinate collection, organization and distribution of used uniforms that are donated. Mending skills are helpful, but not necessary. Volunteers are also needed to store inventory at their homes.