

Volunteer Name: _____ Phone: _____ Email address _____

Please Check Here	Committee	Date or Timeframe	Volunteer Duties	Chairperson
	Room Parent <i>Child's name _____</i> <i>Grade: _____</i>	Year Round	<u>MUST be returned by Sept 7th</u> Help plan class parties, prepare donations for the annual auction and other projects as determined by the classroom teacher. If you are interested in room parent, this form	
	Recess Duty	Year Round	Help teachers supervise the children during recess Kindergarten 12:30-1:15 1 st and 2 nd 11:50-12:15 3 rd , 4 th , 5 th 12:40-1:00 6 th , 7 th , 8 th 11:30-11:50	
	Library Aid	Year Round	Assist your child's class with library, reading stories, etc. Pre-K - 5 th grade	Trish Collins pcollins@theimmaculate.org
	Spirit Shop	Year Round	Help sell the ICS spirit wear which is sold regularly throughout the year and at school functions.	Jeannine Wright jeanninewright@earthlink.net
	Teachers' Resource Center	Year Round	Parents are needed in the TRC to laminate, cut and bind various projects for the school and classrooms. This is a 2-3 hour commitment once or twice a month (Either Tuesday before pick up (approx. 12:30 p.m.) or Friday after drop off (approx. 8 a.m.))	Malia Mitchell mmklamitch@msn.com
	Hot Lunch Program	Year Round	Students are offered hot lunch 5 days per week. Four parents are needed each day to help distribute lunches to each classroom. Volunteers are needed from approx. 11:30 - 1:00 one day every other week	Jennifer Hitt jhitt5@verizon.net
	Decorating Committee	Year Round	Help develop ideas for and decorate bulletin boards throughout the school.	Cathy Michael cathymmichael@comcast.net
	Birthday Bash	Year Round	Assist in a monthly school-wide celebration of birthdays. Parents will assist in the creation/distribution of invitations, and attend celebrations.	Pam Stewart Pcmstewart@verizon.com
	Ice Cream Sales	Year Round (Fridays)	Every Friday the students have the chance to buy ice cream using a coupon system. Help is needed to sort and deliver the ice cream during lunch on Fridays (11:00 - 12:45 pm)	Lisa Fox sussex610@juno.com
	Cafeteria Monitor	Year Round	Assist with monitoring students and wiping down tables for about one hour during lunch periods	Beth Ryan bethryan72@verizon.net

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	Middle School Open Gym Nights	9/16 10/28 11/18 12/9 (Candy Cane Social) 4/20	Assist in planning and/or chaperoning for our middle school students. If your child participates in Open Gym night you must volunteer for AT LEAST one month.	Amy Sullivan amylinksul@gmail.com
	Uniform Exchange	Year Round	The uniform exchange offers a recycling program for official ICS uniforms. Parents are needed to assist during the open hours of the exchange as well as organize clothing.	Kathleen Parler k.wobber@parlerwobber.com
	Innisbrook Fund Raiser	Sept - Oct	Assist with the processing and delivery of orders	Anna Sullivan emilymaxdrew@comcast.net
	Mixed Bag	October	Assist with the processing and delivery of orders	Kathe King ifkjk95@msn.com
	Back to School Coffee	Sept 8, 2011	Assist with set-up, food tables, clean-up, etc.	Stephanie Moore mooreresort@verizon.net
	Back to School Movie Night	Sept 9, 2011	Assist with set-up, food tables, stations, clean-up, etc.	Anna Sullivan emilymaxdrew@comcast.net Blandy Becker blandy.becker@gmail.com Nicole Hewitt nhewitt@hewittwaicker.com
	Monster Mash	October 29, 2011	Assist with set-up, food tables, stations, clean-up, etc.	Carrie Sapienza csapienza@comcast.net
	Book Fair	October and March	Assist students in selecting and paying for their purchases	Trish Collins pcollins@theimmaculate.org
	Santa's Workshop <i>Days available: _____</i>	December 6 th and 7 th , 2011	This holiday event gives the students the opportunity to purchase small gifts for their families and friends. Parents are needed throughout each day to help the students with their purchases, to restock inventory, to act as cashiers and to clean-up.	Kim Mercaldo Kim.Mercaldo@Longandfoster.com
	Breakfast With Santa	December 10, 2011	Assist with planning, decorating and working at the event	Cathy Michael cathymmichael@comcast.net
	Race for Education	May, 2011	Assist with making copies, proofing address label sheets and prepare for mailing, assisting with record keeping and set up and clean-up on race day	Kimberly Belmore kbelmore@theimmaculate.org
	Bingo Nights <i>Days available: _____</i>	September 30, November 12, January 20	Assist with acquiring and distributing prizes, set-up, check-in, food tables, and clean up.	Cathy Michael cathymmichael@comcast.net

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	Spring Auction	Mar 3, 2011	Assist with planning, soliciting donations for auction items, auction booklet, set-up, check-in, check-out, etc.	Cathy Michael cathymmichael@comcast.net
	Easter Egg Hunt	Mid April	Assistance is needed for filling eggs prior to the event and hiding the eggs and helping students on the day of the hunt. Grades K -2 only	Mae Wilkinson Ellenmaemd1@hotmail.com
	Grandparents' Mass and Reception	May 4, 2011	Help is needed to greet and direct families during the event.	Cathy Michael cathymmichael@comcast.net
	Ambassador Program	May - Aug	Assist in welcoming new students and their families to ICS. Assign current families new families to the school to welcome. Help plan Kindergarten Social	Need Chairperson!
	General Volunteer	Year Round	Volunteer on an "as needed basis" or "last minute help" for any of the committees listed above.	India Sutter india.suter@verizon.net
	Chick Fil -a Night	Winter TBD	Coordinate with Chick-fil-a, help promote event	Diane Ducharme ducharme.diane@gmail.com
	Indoor Movie Night	Winter TBD	Assist with set-up, food tables, stations, clean-up, etc.	Brian Chrest Brian@chrestcpa.com