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## Stewardship/Volunteer Sign Up Form

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St. Louis Catholic School is soliciting volunteers to staff various school and PTC-sponsored events in the upcoming school year. These activities are made possible only through the efforts and dedication of many parents, faculty, administration, and friends of St. Louis School.

Please consider becoming involved in the St. Louis School community by signing up for as many events as your schedule allows and keep in mind your participation in the below events counts towards your stewardship hours (20 hours for Family, 10 hrs for Single). If you have any questions about volunteering or a particular event, please contact the St. Louis School office at (830) 931-3544. In addition to helping the school, your involvement provides a great opportunity to learn more about our wonderful school and get to know others in the community. Thank you for your commitment to our school!

**Catholic Life Raffle Tickets:** A binder is available in the office with the details needed to successfully coordinate this effort; raffle ticket sales run August - January.

- Coordinator (20 hrs)
- Sell Tickets after church/designated locations (shifts available)

**Walk - a - Thon:** A binder is available in the office with the details needed to successfully coordinate the walk-a-thon.

- Bake Sale (shifts available)

**Box Top, Tyson, Campbell's, Capri-Sun, and Kool-aid label coordinator:** A binder is available in the office with the details needed to successfully coordinate the collection and redemption of the collected items.

- Count collected items (shifts available)

**Halloween Fest:** A binder is available in the office with all of the details needed to coordinate the Hallows Fest.

- Chair (20 hours)
- Event Coordinators for each of the following categories: food, prizes, games, dance, decorations (15 hrs)
- Silent Auction Coordinator (20 hours)
- Set up/clean up Coordinator (15 hours)
- Help with set up/clean up (shifts available)
- Work booth (shifts available)

**New Years Eve Dance:** This event is coordinated by school supporters, who donate the proceeds to our school and their only request is assistance with set up and clean up of the event.

- Set Up/Clean Up

**Casino Night:** A binder is available in the office with all of the details needed to successfully coordinate the Casino Night.

- Chair (20 hrs) - responsible for food, dance and oversight of entire event.
- Decorations Coordinator (20 hours)
- Silent Auction Coordinator (20 hours)
- Set up/break down Coordinator (20 hours)
- Raffle coordinator (20 hours)
- Help with Silent Auction (minimum 2 hr shifts available)
- Help with Decorations (minimum 2 hr shifts available)
- Help with Set Up/Clean Up (minimum 2 hr shifts available)

**SCRIPS Coordinator:** A binder is available in the office with the details needed to successfully coordinate the sales and distribution of the SCRIPS cards.

- Coordinator (20 hours)

**Comet Open - Golf Tournament:**

A binder is available in the office with all of the details needed to successfully coordinate the Comet Open scheduled for **May 12, 2012**.

- Registration (shifts available)

**Book Fair/Library Fundraiser**

- Serve (shifts available)
- Book Fair (shifts available)

# Stewardship/Volunteer Sign Up Form (cont. pg. 2 of 2)

## Development Committee:

- Officer (20 hrs)
- St. Louis Day Marketing Booth (shifts available) - August
- Medina County Parade (4 hours) - September
- Christmas in God's Country Parade (4 hours) - November
- Christmas in God's Country Marketing Booth (shifts available) - November
- Old Fashion Christmas Parade (3 hours) - December
- Old Fashion Christmas Marketing Booth (2 hr shifts) - December
- Catholic Schools Week Kick-off Mass Reception (3 hrs) - January
- Catholic Schools Week Grandparents Reception (4 hrs) - February
- Catholic Schools Benefactors Reception (2 hrs) - February
- Fold Newsletters and Fund Drive materials (15 letters = 1 hr)
- Fundraiser Dinner Server (5 hrs) - date to be determined
- 5th Grade Retreat - Serve/Bake (3 hrs)

**Building/Grounds Maintenance Committee:** assist with the school grounds, building, or maintenance projects as needed.

- Building/Grounds Projects

## Other:

- Write Thank you notes at home
- Welcoming Committee (20 hours)
- Social Committee (20 hours)
- First Friday Adoration (1 hour shifts available)
- Historian (20 hours)
- Compile PowerPoint Presentation for a PTC Meeting or Fundraising Event or Catholic Schools Wk (4 hours)

Volunteer Name: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Email address: \_\_\_\_\_

Preferred communication method/best time to call: \_\_\_\_\_

Child/Children and Grade(s): \_\_\_\_\_

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COMMENTS: \_\_\_\_\_

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**PLEASE RETURN FORM BY FRIDAY, AUGUST 24, 2012**