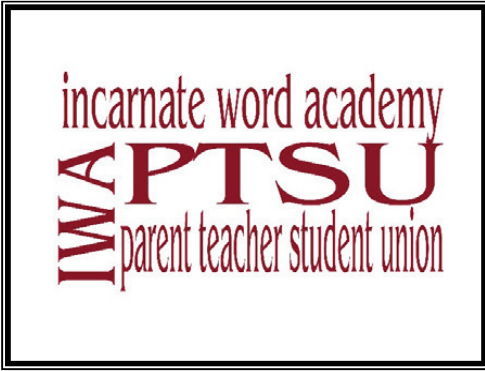


PTSU COMMITTEE SIGN-UP FORM

Volunteer Opportunities!



The IWA PTSU would like to welcome all families to the 2009-2010 school year! The Incarnate Word Parent-Teacher-Student Union (PTSU) is a volunteer organization whose members strive to provide activities and events for the students and families of IWA in an effort to unite us as a community. Throughout the year, the PTSU, in conjunction with the school administrators and staff, works to identify priorities and programs that will enrich the educational experience of all students and engages in a variety of activities to generate supplemental funding needed to implement these programs.

In order for these activities and events to be successful, we rely on the generous support of all families of Incarnate Word Academy. This is why we are asking for those families who are willing and able to volunteer, to join together with us so that we can continue to provide the IWA community with these events.

Below is a list of events with a brief description of where we need your help. **Even if you can only give an hour of your time, it is very much needed and appreciated!** Please let us know how you would be willing to contribute by completing the following:

Your Name:	
Best way to contact you:	
Child(ren)'s Name and Room #	
<input type="checkbox"/> YES! I would love to volunteer	<input type="checkbox"/> I am unable to volunteer at this time

PLEASE MARK YOUR SELECTION CLEARLY BY FILLING IN THE BOX NEXT TO THE POSITION THAT YOU WOULD LIKE TO VOLUNTEER FOR

FALL EVENTS

HAYRIDE

Thursday, October 8th 5:30pm – 9:00pm Cleveland Metroparks Strongsville Chalet
(Family entertainment and activities)

ALL VOLUNTEERS COMPLETING ANY 1 HOUR SHIFT WILL RECEIVE 1 FREE HAYRIDE TICKET

Craft Committee – 2 volunteers per shift to oversee craft

- First Shift** - 5:30pm – 6:30pm
- Second Shift** – 6:30pm – 7:30pm

Games Committee – 2 volunteers per game/per shift

Game 1

- First Shift** - 5:30pm – 6:30pm
- Second Shift** - 6:30pm – 7:30pm
- Third Shift** - 7:30pm – 8:30pm

Game 2

- First Shift** - 5:30pm – 6:30pm
- Second Shift** - 6:30pm – 7:30pm
- Third Shift** - 7:30pm – 8:30pm

HALLOWEEN PARTY

Saturday, October 24th 5:30pm – 9:30pm St. Joseph Hall

(Dinner, Dancing, Costume Contests and Activities)

- Chairperson** – coordinates entire event along with sub-committees
- Food Chair** – coordinates food/oversees food committee
- Food Committee** – kitchen help (4 volunteers needed – 5:00pm - 8:30pm)
- Decorations Chair** – coordinates decorations/oversees decorations committee
- Decorations Committee** – decorates St. Joseph Hall (10 volunteers needed – 11:00am - 4pm)
- Clean-Up Committee** – decoration removal, clear tables etc. (8 volunteers needed – 9:30pm – 11:00pm)
- Raffle table** – sell raffle tickets – 1 hour shifts (4 volunteers needed 5:30pm – 9:00pm)
- Activity Committee** – plan/host activities for the children (4 volunteers needed – 5:30pm – 9:00pm)

WINTER EVENTS

SANTA SHOP

Tuesday, December 1st – Friday, December 4th St. Joseph Hall

This is a very big event and takes a substantial amount of work and volunteers. Even if you can only give an hour of your time, it is very much needed and also very much appreciated!

- Donate items for raffle** – (i.e. *Webkinz, gift cards, DVDs, girl/boy items*) – held at the end of the week
- Inventory** – verify, count and sort Santa shop items after delivery from vendor (6 volunteers needed)
- Set-Up/Preview Day** (12/01/09) – 10 volunteers needed
- Shop Day 1** (12/02/09) – 27 volunteers needed
 - Cashier**
 - Help Students Shop**
 - Wrap**
 - Restock**
- Shop Day 2** (12/03/09) – 27 volunteers needed
 - Cashier**
 - Help Students Shop**
 - Wrap**
 - Restock**
- Inventory** (12/03/09) – verify, count and repackage remaining Santa shop items for return to vendor (10 volunteers needed)
- Raffle Day** (12/04/09) – 4 volunteers needed

BREAKFAST WITH SANTA

Saturday, December 5th St. Joseph Hall 8:00am – 12:00noon

- Chairperson** – coordinates entire event along with sub-committees
- Food Committee** – kitchen help (6 volunteers needed)
- Decorations Chair** – coordinates decorations/oversees decorations committee
- Decorations Committee** – decorates St. Joseph Hall
 - Friday Set-Up – 4 volunteers needed (during the day)
 - Saturday Set-Up – 8 volunteers needed (3:00am – 8:00am)
- Clean-Up Committee** – (11:00am – 1:00pm)
 - Food & Kitchen Clean-Up** – (6 volunteers needed)
 - St. Joseph Hall Clean-Up** – remove decorations, clear tables (8 volunteers needed)
- Raffle table** – sell raffle tickets – 1 hour shifts (6 volunteers needed)
- Photographer** – Pictures with Santa (Camera Provided – 8:00am – 11:00am)

SPRING EVENTS

FATHER/DAUGHTER DANCE

Sunday, April 18th 12:30pm – 4:00pm St. Michael's Woodside

- Donations committee** – gather donations for raffle prizes (3 volunteers needed)
- Sign-in table** – Check guests in upon arrival (2 volunteers needed - 12:30pm – 1:30pm)
- Raffle table** – sell raffle tickets – (2 volunteers needed - 12:30pm – 3:30pm)

STANDING COMMITTEES

SPIRITUAL COMMITTEE

FAMILY MASSES HELD IN ST. JOSEPH HALL

Please indicate which Mass (or Masses) you would like to volunteer for and which area you would be willing to help

- Sunday, November 15th** – 9:00am
- Saturday, April 24th** – 4:00pm
- Sunday, June 6th** – 9:30am

- Set-Up/Decorations** – (2 – 3 hours before the Mass)
- Greet** – greet and check off names (1 ½ hours before the Mass)
- Kitchen Help** – prepare food (1 – 2 hours before Mass and also during Mass)
- Serve Food** – serve hot food cafeteria style (after Mass for about 1 hour)
- Juice/Coffee Stations** – maintain the areas to keep stocked and clean (after Mass for about 1 hour)
- Runner** – make sure that the food tables are stocked and clean, run hot food out when needed (after Mass for 1 ½ hours)
- Clean-Up** – clean the kitchen and tables – Speedy Maintenance will do the heavy lifting (1 – 1 ½ hours after event is over)
- Donate breakfast pastries or bread** – 40 pieces
- Eucharistic Minister** – (must be certified)

HOSPITALITY COMMITTEE

Teacher Conferences (11/09/09 – 11/12/09)

Meals are prepared for the teachers throughout the week of Parent-Teacher conferences. Volunteers will be needed to send in specific items to prepare meals or even possibly side dishes and desserts. Additionally, help is needed to set up from the meals each night.

- Send in items only*
- Monday** – help assemble and deliver dinner for teachers (3 volunteers needed - 12:30pm – 2:30pm)
- Tuesday – (dinner)**
 - Set-Up** – (3 volunteers needed – 12:30pm – 3:00pm)
 - Maintenance** – (2 volunteers needed – 3:45pm – 4:30pm)
 - Clean-Up** – (3 volunteers needed – 5:00pm – 6:30pm)
- Wednesday – (dinner)**
 - Set-Up** – (3 volunteers needed – 12:30pm – 3:00pm)
 - Maintenance** – (2 volunteers needed – 3:45pm – 4:30pm)
 - Clean-Up** – (3 volunteers needed – 5:00pm – 6:30pm)
- Thursday – (lunch)**
 - Set-Up** – (3 volunteers needed – 9:00am – 11:30am)
 - Serve and Clean-Up** – (3 volunteers needed 11:30am – 2:00pm)

Catholic Schools Week (January)

Lunch is prepared for the teachers and staff for Teacher Appreciation Day celebrating Catholic Schools Week.

- Send in items only*
- Set-Up** – (3 volunteers needed – 9:00am – 11:30am)
- Serve and Clean-Up** – (3 volunteers needed 11:30am – 2:00pm)

8th Grade Graduation (06/07/10)

- Set-Up** – (2 volunteers needed 11:30am – 2:00pm)
- Serve and Clean-Up** – (6 volunteers needed 6:00pm – 10:30pm)

New Family Welcome Breakfast (September)

Help welcome the newest members of our IWA family

- 4 volunteers needed – 7:30am – 10:00am

SUNSHINE COMMITTEE

The main purpose of this committee is to reach out to IWA families experiencing unusual hardship due to a hospitalization, death, or serious illness. This helping hands committee offers prayers, spiritual support, and meal preparation when needed to IWA families in a crisis. Members send cards and notes of encouragement and try to meet the needs of each family on an individualized basis.

- Please add my name to your list of volunteers needed to spread “a little sunshine”**