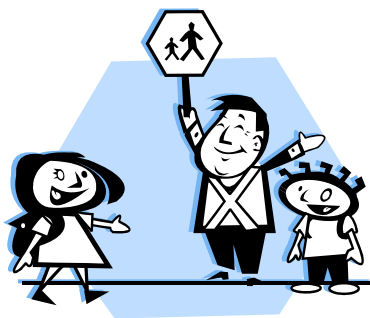


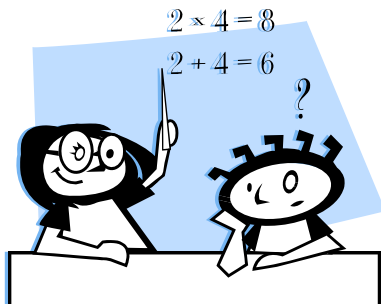
Annunciation School counts on participation by every parent at some point during the year.



Part of what sets Annunciation apart from other schools is the depth and breadth of involvement of our parents. Through your involvement, you not only make the various programs, activities and fundraisers possible, but you also share in



fellowship of the larger community and form bonds with other parents. It enriches both you and your child. **And it really is fun!**



Please print and fill out this form, and drop off at the front office. Or, email your preferences to any of the officers of the Annunciation Parent Organization (APO)

Lisa Erickson, Co-President	keeshandbetty@msn.com
Ryanne Quirk, Co-President	ryquirk@aol.com
Rita Marr-Gehrke, Co-VP	rita@ritamarr.com
Kristin Hartley, Co-VP	kghartley@msn.com
Meg Payne Nelson, Secretary	meg@bromelkamp.com
Kelly LaVine, Treasurer	mkmmllavine@comcast.net

Name: _____

Phone: _____

Email: _____

Student Name(s) and Grade(s): _____

I'm interested in helping with these events:

- Marathon (September)
- Barnes & Noble Book Fair (December)
- Scholastic Book Fair (March)
- Projects Fair (March)
- St Joseph's Day Dinner (March)
- Silent Auction (May)
- Specifically: _____
- Rummage Sale (June)
- Golf Tournament (June)

I'm interested in helping with the following:

- 54th Street Sign
- Alumni Services
- Health Screening
- K-5 Memory book

I would like to be a:

- Room Parent for my child's room: _____
- Lunchtime Parent Monitor
- Playground Parent Monitor
- Tutor
- Coach
- Gym Concession Stand Clerk
- Computer Aide
- Crossing Guard Parent
- School Tour Guide
- Spirit Shop Clerk
- Science Fair Judge
- Girl/Boy Scout parent assistant
- Art Adventure (2 per class)

I'm interested in providing:

- cookies/bars/refreshments for a school event
- supplies from teachers' wish list
- after-school Enrichment opportunity

I'm interested in serving on:

- School Board
- Annunciation Parent Organization (APO)

I'm interested in helping with the following youth-focused Annunciation Parish events:

- SeptemberFest (September)
- Vacation Bible School (June)
- Intergenerational Retreat (August)

VOLUNTEER OPPORTUNITIES

Part of what sets Annunciation apart from other schools is the depth and breadth of involvement of our parents. Through your involvement, you not only make the various programs, activities and fundraisers possible, but you also share in fellowship of the larger community and form bonds with other parents. This enriches both you and your child. As you can see there is something for everyone. Please review the list and submit a volunteer card noting the activities in which you're interested. This information will be entered into our volunteer database and shared with the appropriate contact person for following up with you. Keep this list for future reference and know you can volunteer at any time throughout the year. Watch the Weekender for updates on volunteer opportunities.

GENERAL

PROGRAM	DESCRIPTION	DATE/ COMMITMENT	CONTACT
54th Street Sign	Help change messages on exterior message board.	Ongoing	RyAnne Quirk
Advancement Clerical Support	Help with development mailings on your own time at home	Ongoing	Kathy Vigil
Advancement/Alumni Relations	Help with planning and hosting alumni Gatherings	Ongoing	Kathy Vigil
Alumni Saturday	Provide hospitality after Mass for school alumni. Help needed to decorate, set up, serve food, and clean up the school auditorium for this event.	October	Kathy Vigil
Athletic Coaches	Coach boys or girls after school or on weekends.	Ongoing	Mr. Glenn
Computer Aides	Assist individual students with their math or reading skills on the computer.	Flexible; times scheduled with classroom teacher.	Julie Loney
Crossing Guard Parents	Supervise and assist 5th grade safety patrols. Must be a parent of a 5th grader.	20 minutes before or after school, 2-4 times per month	Ms. Smith Ms. Warne-munde
Golf Tournament	Help with marketing, recruiting, registration or hosting annual golf tournament	June	Kathy Vigil
Gym Concession Stand	Attend school sporting events and staff the concession stand.	Several hours during the event.	Mr. Glenn
Health Screening	Assist the school nurse with vision, hearing and scoliosis evaluations. Training is provided the day of the screening.	One Tue or Wed morning, usually during the winter.	Beth Caffrey
K-5 Memory Book	Help identify and organize pictures of students and staff for the K-5 Memory Book.	January - Picture layout requires 1-2 hours of work at school. 24-hour turnaround required.	Sarah Kuhfuss
Marathon	This is a Catholic Schools fundraising event, held in September. Help is needed the day of the event to set up, serve food, and clean up after the event.	September/ Varies with involvement	Franny & Mike Suck
Parent Monitors – Lunchroom	Help in the lunchroom.	Ongoing	Mandy Hasslen-Gartner
Parent Monitors – Playground	Help out on the playground	Ongoing	Mandy Hasslen-Gartner
Rummage Sale	Help price, sort, set up, and clean up.	June	Terri Bettin Elizabeth Harincar
Scholastic Book Fair	Help set up, provide assistance, take orders, and cashier during the book fair	March - Daytime and evening shifts available.	Mrs. Skala

PROGRAM	DESCRIPTION	DATE/ COMMITMENT	CONTACT
School Store (Spirit Shop)	Sell school related items (ie. School sweatshirts, hats, etc.). Work schedule rotates with other volunteers.	1-2 hours during lunch on Fridays and at school events such as paper-work day and Marathon.	Michelle Makres
School Tours	Give tours to families interested in our school. An orientation will be provided.	Flexible; times scheduled with classroom teacher.	Kate Caffrey
Science Fair Judges	Be part of a team that evaluates the 7th and 8th grade science projects. Science background helpful. Please, no parents of 7 th or 8th graders.	20 minutes before or after school, 2-4 times per month Several hours the day of the Fair.	Leslie Smith
Tutoring/Classroom Volunteering	Work with students needing extra help in reading or math. No training necessary. Teachers provide the materials.	June	Individual Teachers

SCHOOL BOARD

2009-10 PRESIDENT: Jamie Verbrugge

PROGRAM	DESCRIPTION	COMMITMENT	CONTACT
Preview Night	Plan, set up help with tours for incoming elementary parents.	November – 2-3 hrs in evening	Jamie Verbrugge
Middle School Preview Night	Plan, set up help with tours for incoming middle school parents.	April	Jamie Verbrugge
Committees	Finance, Advancement, Facilities, Long-Range Planning, Marketing, Policy.	Monthly meetings	School Board Committee chair

ANNUNCIATION PARENT ORGANIZATION (APO)

2009-10 CO-PRESIDENTS: Lisa Erickson & RyAnne Quirk

PROGRAM	DESCRIPTION	DATE/ COMMITMENT	CONTACT
Art Adventure	Introduce theme-based reproductions of art masterpieces from the Minneapolis Institute of Art to grades K-8. One to two parents per classroom.	3-hour training session in early winter. 4-8 hrs in the classroom in Feb, w/additional prep time.	Lauri Dolezal
After School Enrichment	Coordinating between enrichment programs and the school; updating info on school website.	Ongoing	Carol Eubanks
Barnes & Noble Book Fair	Assist with promotion prior to the book fair.	December	Cynthia Lord
Catholic Schools Week Donut Sunday	Coordinating student volunteers to help with mass and donuts.	January	Sarah Kuhfuss
Cards/Condolences	Acknowledging births and deaths in school community by sending cards and condolences.	All year	Holly Krekula
First Friends	Each family is assigned a new Annunciation family to help out during their first year at the school.	Mixer in late summer; periodic phone calls & e-mails	Julie Steege Teresa Meschini
First Morning coffee	Set up, serve, and/or clean up coffee and treats for parents on the first day of school.	September	Sarah Kuhfuss
Grandparents Christmas Program	Set up, serve, and/or clean up coffee and treats for grandparents during performance.	December	Sarah Kuhfuss
Health Care Volunteers	Help the injured, care for the sick, and do it all during the lunch hour. No training needed. An orientation and first-aid handbook are provided.	1½ hours once or twice a month.	Beth Caffrey

PROGRAM	DESCRIPTION	DATE/ COMMITMENT	CONTACT
Kindergarten Roundup	Set up refreshments, help with decorations, greet incoming kindergarteners and their families, and help in the classroom.	May	Janet Daley
Miscellaneous	Having trouble picking a program or event to assist with? Sign up to be called when the need arises.		Lisa Erickson RyAnne Quirk
Monthly Staff Lunch	2 people to help coordinate arrangements with the respective room parents of whatever grade is hosting that month	Ongoing	Open position Contact APO
Parent Information Night	Bring snacks/bars, set up, serve, and/or clean up in the evening.	September	Sarah Kuhfuss
Projects Fair	Projects Fair is a display of projects that students in grades 1-8 create at home about a subject of their choice. The projects are displayed the week before Spring break.	March Create flyer, registration form, track registrations; judge competition; set up; assist with awards presentation.	Yelena Hardcopf and Mike Erickson
Room Parent	Assist teacher in planning events and parties during the school year. Provide communication between APO and classrooms.	Flexible according to teacher's needs.	Shannon Smith
School Supply Kits	Coordinate school supply lists, marketing of program, pricing, ordering and collection. Handle delivery and distribution of kits at Paperwork Day.	April and August	Open position Contact APO
St Joseph's Day Dinner	(formerly Sloppy Joe dinner) Help organize, set up, serve, or clean up dinner for school families.	March	Open position Contact APO
Teacher Appreciation Week	A week of teacher-oriented activities that occur during the month of May. Help is needed to set up, serve or clean up a luncheon for the teachers.	May	Mandy Hasslen- Gartner
Uniform Sales- New	Assist liaison between uniform companies and school		Jennifer Verbrugge
Uniform Sales- Used	Track inventory and sell uniforms on paperwork day		Stacie Hunt- Vickerman
Volunteer Coordinator	Collect volunteer cards, enter them in the database and distribute to various event/activity chairs	Ongoing	Heather Carsons

SILENT AUCTION

2009-10 CHAIRS: BRITNEY STARK & PEG TUTTLE

TASK/EVENT	DESCRIPTION	COMMITMENT
Auction Night Data Entry	Put together a group of 8 volunteers to do the auction result data entry the night of Auction. Training involved prior to the auction.	Work done from 7 pm – 11 pm during Auction
Bar	Usually a couple does this. Duties include: Coordinating all the beverage ordering (beer, wine, soda, water); purchase napkins, ice and cups; organize the bar shift volunteers; set up both bar areas.	Begins early April (only a few hours). Most work done last couple weeks before Auction.
Business Donations Chair Person	Coordinates and manages all business donation callers. Works closely with Auction Co-Chairs in determining which businesses are solicited.	Jan. 1 – April 1. Most work done in Feb & March
Check-In	Print out and stuff name tags. Place on table A-Z. Swipe credit cards and greet guest when arriving at Auction	2.5 hour commitment the night of Auction. Some credit card training done before auction.
Check-out	Distribute all winning items to the auction guests. Swipe credit cards and take payment for auction items. Training involved prior to Auction	Work done from 10:30 – 12:30 night of Auction. Another shift needed Sun morning after the auction from 10:00 – 1:00
Classroom Art /Pots	Find ideas for kids to create items and/or painted pots planted with flowers for auction. Coordinate times for the kids to paint their classroom pot & glaze it. Finally, coordinate volunteers to plant flowers in the finished piece.	April – May
Classroom Baskets	Create the idea for the baskets, draft letters to be sent to parents, collect donations, organize the basket.	Mar. 1 – May 1
Clean-up	Help clean the school after the auction.	Day after Auction -shifts starting early morning
Decorations	Help transform the school into a place for a party.	Planning starts in Feb; decorating done Friday before Auction; decorations come down day after auction
Display	Create visuals that highlight auction items on display boards, etc.	Starts approx. March
Food	Plan, organize and implement the food buffet for Auction.	Start planning in Feb. More in late April and May.
Heads or Tails	Sell beads the night of Auction for guests to win a predetermined prize	Night of auction – 6:00 – 9:00 pm
Historian	Take pictures of all Auction pre-meetings, set-up and night of. Gather the invitation, flyers and all items used for Auction. Put together a book for future Auction chairs to use as a reference point. Start at Kick-off party – finishes at the completion of the book.	
Invitations	Design and help send out invitations to invitees.	Starts approx. Feb 1st.
Parties	Invent and create new party ideas for the auction. Each party being a different price range. Find families to host the parties.	Start brainstorming in early Feb
Personal Donations	Identify new, exciting items for the auction. Solicit donations from school families.	Planning starts in Feb; majority of work done March - May
Raffle	Create raffle tickets, mail out to families, handle returning raffle money.	Starts approx. mid-March
Set-up	Help set up chairs, tables, sheets over the gym mats, put auction items on the tables, set up table clothes, etc.	Different shifts available Fri and Sat of Auction
Volunteer Coordinator	Gather and coordinate all the volunteers for different shifts at set-up Fri afternoon and Sat morning.	
Wine Cellar	Solicit wine from school parents. Group & price wine.	Mid-March – May