



# VOLUNTEER OPPORTUNITIES 2016-2017

"Volunteers don't get paid,  
Not because they're worthless,  
but because they're priceless".

~ Sherry Anderson

# ACADEMY PARENTS

## Fall Festival

The **Fall Festival** is an all academy event on **Sunday, October 2, 2016, 11:30 a.m. - 1:30 p.m.** This is a fun family event featuring games, prizes, food, and entertainment. We are seeking enthusiastic, creative parents who enjoy brain-storming and thinking like a kid!!! Please sign-up! Specific volunteer times will be available closer to event. Many volunteers are needed for a successful day!

- \_\_\_\_\_ Decorations (set up decorations day of Festival)
- \_\_\_\_\_ Communications (creating and distributing flyers)
- \_\_\_\_\_ Cake Walk Coordinator
- \_\_\_\_\_ Advanced Ticket Sales
- \_\_\_\_\_ Event Day Ticket Sales
- \_\_\_\_\_ Field Games Coordinator
- \_\_\_\_\_ Craft Coordinator
- \_\_\_\_\_ Take Down (assist with take down & storage of equipment)

If you are interested in this volunteer opportunity please email Kathleen Hogan at [khogan@stmarys.academy](mailto:khogan@stmarys.academy) or go to [stmarys.academy](http://stmarys.academy) and click on Volunteer Opportunities.

# ACADEMY PARENTS

## Lower School Volunteer Opportunities

\_\_\_\_\_ Assist Admissions with events on December 15 & January 19

\_\_\_\_\_ Assist Admissions with events on January 12 and January 24.

\_\_\_\_\_ **Room Parent:** Assists teacher and Academy Parents' Lower School Directors with organizing volunteers as necessary for various events. (*Position assigned by Principal, week of September 5.*) Grade/Teacher: \_\_\_\_\_

\_\_\_\_\_ **Morning Carpool:** Assist Mrs. Swanson at morning carpool from 7:40—8:10 a.m.  
DAYS AVAILABLE: M \_\_\_\_\_ T \_\_\_\_\_ W \_\_\_\_\_ TH \_\_\_\_\_ F \_\_\_\_\_

\_\_\_\_\_ **Lunch:** Volunteer to help in the lunchroom from 11:40—12:40 and/or sign up to eat in classrooms with a homeroom class so teachers can attend special events (roughly 5X/year).

\_\_\_\_\_ **Lower School Dads Committee:** This is a social group for Lower School dads. Organize social activities and other ways to get involved so dads can get to know each other better AND help on special event days (carving pumpkins, building snow forts, etc.)

\_\_\_\_\_ **Field Days and Health Fair:** Assist the P.E. department on the following special days:  
Field Day (JK & K): October 20, 12:15—2:30 pm  
Field Day (3rd, 4th, 5th): October 21, 10:00 am—2:30 pm  
Health Fair (all grades): March 14, 8:00 am—noon  
Field Day (JK & K): May 10, 9:30—11:00 am

**More Volunteer Opportunities:** Sign up at registration/orientation for teacher conference meals, Thanksgiving pies, and Community Outreach.

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# ACADEMY PARENTS

## Middle School Volunteer Opportunities

\_\_\_\_\_ Assist Admissions with events on October 18 & December 7

\_\_\_\_\_ **C.A.T. Rep** (*Community Action Team*): Involvement varies per group. Key responsibility is communication. (*Position assigned in collaboration with teacher and principal by Sept. 7*).

\_\_\_\_\_ **Family Picnic Coordinator**: Organizes picnic meals in cooperation with MS Office for students and families that are during the school year.

\_\_\_\_\_ **Teacher Appreciation Coordinator**: Organizes Treats in conjunction with C.A.T reps Oct., Dec., Feb., and April.

\_\_\_\_\_ **The Island**: Coordinates Middle School Social - February 2017.

\_\_\_\_\_ **8th Grade Continuation Committee**: For 8th grade parents.

\_\_\_\_\_ **8th Grade Graduation Reception Committee**: 6th or 7th grade parent volunteers plan this event.

\_\_\_\_\_ **8th Grade Breakfast Committee**: 8th grade parent volunteers plan this event.

\_\_\_\_\_ **MS Welcome Breakfast**: host new parents at a coffee and welcome

**More Volunteer Opportunities**: Sign up at registration/orientation to help with Tuesday Treats, Thanksgiving pies, Community Outreach.

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# ACADEMY PARENTS

## High School Volunteer Opportunities

\_\_\_\_\_ **Conference Meals: Fall Conferences (September) Spring Conferences (February)**  
Organize and provide meals for parent/teacher/student conferences.

\_\_\_\_\_ **Grade Reps (circle grade) 9th 10th 11th 12th**  
Coordinates parent-sponsored events for parents and/or students. These might be off-campus social events, "student appreciation" activities, or hosting "receptions" at various HS events. Serves as liaison to Advisory Reps and helps implement class phone tree with Advisory Reps.

\_\_\_\_\_ **Presentations of Learning Panel Member:** In March attend and evaluate student presentations and fill out an evaluation of the project. Presentation requires approximately a 4 1/2-hour commitment (morning and/or afternoon), including instruction on the evaluation process.

\_\_\_\_\_ **Assist Admissions** with Open House, Saturday, October 22.

\_\_\_\_\_ **Snack Attack:** Surprise snack days 4 times a year for High School students. Dates set by Ms. Mac.

\_\_\_\_\_ **Thanksgiving Pies:** Bake or bring pies for teachers/staff the Friday (Nov. 18) before Thanksgiving.

\_\_\_\_\_ **Teacher Appreciation Coordinator:** Coordinates and organizes volunteers for Teacher Appreciation four times a year. Works with Academy Parents' Hospitality Director.

**I would like to help with the following:** \_\_\_\_\_

\_\_\_\_\_

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# St. Mary's Academy

## Prayer Group

At St. Mary's Academy Prayer Group we believe prayer can make a positive difference.

If you would value prayer for anything at all, maybe for yourself, your family or a friend, we would like to pray with you. Parents, grandparents, guardians, teachers or interested family members are invited to gather and pray for any special intentions as well as praying for their St. Mary's Academy children, the administration, faculty and staff.

### Regular Prayer Meetings

- When? First Tuesday of each month at 8:15 a.m.
- Where? In the beautiful Campus Chapel located on the east side of the HS Forum.
- Who? All faiths are welcome
- What? We join together in prayer naming the requests received from all three divisions of the school and community-at-large. Monthly meetings are about fifteen minutes to half an hour. Members also take part in a "24/7 Prayer Chain" based on emailed prayer requests. **All petitions are honored with confidentiality.**

If you would like to join this group or if you would like to request prayers, please contact Adriana Williams at [smaprayergroup@gmail.com](mailto:smaprayergroup@gmail.com) with any questions or to let her know if you are interested in joining this group. You can come every month or as often as you can make it. If you would like to join, but cannot physically make it to the campus we will email the prayer outline and you can pray alongside the group wherever you may be. Prayer requests are sent out via email to all members of the group as soon as they are received.

# Advancement Office

## Annual Fund Grade Reps and Advancement Committee Volunteers

**LS, MS, HS**

**Date: Year Round**

The **Advancement Committee** coordinates fundraising that will enhance academic excellence and benefit the St. Mary's Academy community.

2016 - 2017 Annual Fund contributions will be directed towards:

- Create a Piano Lab
- Modernize and Renovate the High School
- Enhance Lower School Science Curriculum
- Upgrade and improve the Robotics Shop
- Add a Middle School Engineering Workshop
- Purchase New Athletic Uniforms
- Install a New Lower School Art Display Case

Ideally, each grade or class will have an Annual Fund representative who serves on the Advancement Committee. This volunteer would assist in fundraising efforts for the Annual Fund campaign.

Serving on the Advancement Committee, which meets formally seven times during the school year, is a great way to be involved at SMA.

The SMA Advancement Committee is also responsible for a number of school events, including:

- |                           |                    |
|---------------------------|--------------------|
| • SMA Golf Tournament     | September 19, 2016 |
| • Grandparents' Day       | November 18, 2016  |
| • Annual Gala and Auction | April 28, 2017     |

\_\_\_\_\_ Yes, I am interested in serving on the Advancement Committee.

\_\_\_\_\_ Yes, I am willing to make calls as an Annual Fund Grade Representative

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# Advancement Office

## Grandparents' Day

LS, MS, HS

Date: Friday, November 18, 2016

**Grandparents' Day** is a morning program held the last school day before Thanksgiving break. It is, as the name suggests, a day for grandparents or grand friends to visit the Academy and see their grandchildren's school, and it is a lot of fun. There is a special assembly followed by a few hours in students' classes. Approximately 15 volunteers are needed to help on the day of the event. Middle School students serve as wait staff.

- \_\_\_\_\_ Prepare invitations for mailing (at SMA, mid-October)
- \_\_\_\_\_ Help prepare centerpieces (at SMA, early November)
- \_\_\_\_\_ Setup on afternoon of **Thursday, November 17, 2016 (1:30 - 2:30 p.m.)**
- \_\_\_\_\_ Help with breakfast on Grandparents' Day, **Friday, November 18, 2016 (7:00 - 9:00 a.m.)**
- \_\_\_\_\_ Help with photos on Grandparents' Day, **Friday, November 18, 2016(9:00 a.m. - Noon)**

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# Advancement Office

## Annual Gala

LS, MS, HS

DATE: Friday, April 28, 2017

Contact: Molly del Monte, Advancement Events Coordinator  
Marlo Wagner, Gala Chair

303-762-8300 x283    mdelmonte@stmarys.academy  
303-841-7502        marlowagner@q.com

Our annual Gala is a St. Mary's Academy's fundraising/community building event dedicated to tuition assistance and school improvements. Each spring parents, faculty, administration, alumnae and friends gather for a fun and festive evening of auction bidding, dining, entertainment and socializing.

We look forward to your support through attendance and volunteerism. How would you like to help?

\_\_\_\_\_ **Class Gifts**     LS     MS     HS *(Check one)*

\_\_\_\_\_ **Clerical Mailings:** Addressing/labeling, folding, stuffing, etc.

\_\_\_\_\_ **Assist in Setup at Site** on day of event (10:00 a.m. – 2:00 p.m.)

\_\_\_\_\_ **Auction Runners:** Work night of event assisting guests with bidding and encouraging them to bid. Help with auction item reconciliation at the end of the evening (5:30 - 10:30 p.m.).

\_\_\_\_\_ **Solicitation:** Obtaining items for live and silent auction.

\_\_\_\_\_ **Where needed**

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# Advancement Office Volunteer Corps

**Date:** Year Round

**Contact:** Kathleen Hogan Advancement Assistant 303-762-8300 x284 [khogan@stmarys.academy](mailto:khogan@stmarys.academy)

The Advancement Office appreciates our "Volunteer Corps" who work on an as-needed basis. Projects include helping with large mailings, occasional general office help, etc.

\_\_\_\_\_ Yes, I am interested in helping the Advancement Office  
on an as-needed basis.

If you are interested in this volunteer opportunity please email Kathleen Hogan at [khogan@stmarys.academy](mailto:khogan@stmarys.academy) or go to [stmarys.academy](http://stmarys.academy) and click on Volunteer Opportunities.

# **SMA History/Loretto Projects The Great Photo Archive Project**

**Date:** Date and time of your choice, preferably before January

**Contact:** Regina Drey SL, Historian/Director of Loretto Projects, [rdrey@stmarys.academy](mailto:rdrey@stmarys.academy)

We are updating our document and photo files to be a stellar, user-friendly archive. Your help will complement the professional digital scanning of old documents and photos already underway.

There are two areas of volunteer assistance needed:

**Digital Photos:** Go through digital photos from 2003-2010 and cull duplicates and poor quality photos. This work is easy; open digital folders, view the photos and delete some.

**Filing Photos:** Help organize hard copy photos.

If you chuckle at awkward photos and smile at happy kids, you will enjoy volunteering!

If you are interested, contact Regina Drey SL at [rdrey@stmarys.academy](mailto:rdrey@stmarys.academy) or 303.762.8300 X261