

**Stewardship / Volunteerism  
IHM-St. Casimir School**

Name \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Best time to contact: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Student(s) Name: \_\_\_\_\_

In keeping with the stewardship principles of sharing your time, your talent and your treasure, in thanksgiving to our generous God, we ask you to consider your gifts this year. Please indicate which areas of time and/or talent you are able to donate this year. As particular events approach, we may ask for your time again; by letting us know now, we can begin to plan these events.

<b>Title</b>	<b>Gifts of Time Description</b>	<b>Time Allotment</b>
_____ Library	Supervise students in library	Weekly, 1 hour/wk
_____ Hospitality	Help with light refreshments for a variety of school functions	Time varies with each event
_____ Uniform Sale	Assist with set-up and sale	2-4 hrs., 2 x's per year
_____ Mary Goeddeke Walk-a-Thon	Assist in walking with 6-8 students	morning, September
_____ Mary Goeddeke Mini-Walk	Assist in walking with K-5 students	afternoon, September
_____ Book Fair	Assist coordinators in setting up, staffing, and taking down	Flexible; week in Nov., CSW and May
_____ Adult Social	Committee work or set up event	varied; November event
_____ St. Nicholas Day	Assist in getting surprises for pupils, filling sacks	December 6 distribution
_____ Kindergarten Round-Up	Help move K candidates to testing areas, play and read	February
_____ Winter Concert	Help with costuming	Flexible, January
_____ Winter Concert	Assist with sets and props	Flexible, January
_____ W C Dress Rehearsal	Help teachers with coordinating students	½ day, CSW
_____ Parish Appreciation Day	Plan for day, coordinate with PTO, Marketing, parish	Flexible, January
_____ Mary Goeddeke Basketball	Coordinate raffle ticket sales	Flexible, April
_____ Mary Goeddeke Bball Game	Evening work in ticket sales concessions, admissions, supervising	3-4 hours, April
_____ Seder Meal	Assist in purchasing, planning, and celebrating with classes	3-5 hours, Holy Thursday
_____ Teacher Appreciation Week	Assist in planning lunch and gifts for teachers	2-4 hours, celebrated in early May
_____ Teacher Appreciation Week	Take a classroom or lunch position so teacher/staff can celebrate	2 hours, early May
_____ Field Day K-5	Supervise games	morning
_____ Box Tops for Education	Cut box tops and bundle	Flexible, all year

<input type="checkbox"/> TRIP Order volunteer	Enter and confirm weekly orders	Tuesdays, 8:30 am
<input type="checkbox"/> TRIP Order sorter	Confirm weekly order, sort	Fridays, 7:30 am
<input type="checkbox"/> School Committee	Serve on School Committee	3 years
<input type="checkbox"/> PTO Executive Comm.	Serve as executive or class rep.	2 years
<input type="checkbox"/> Marketing Group	Assist in planning events, evaluating	2 hour mtgs. as needed
<input type="checkbox"/> Athletic Advisory Board	Serve as a coordinator for athletics	annual
<input type="checkbox"/> Mentor family	“Adopt” a new family for the year	1 or more hours, usually by telephone
<input type="checkbox"/> Overnight Field Trips	Chaperone	Length of trip
<input type="checkbox"/> Field Trip Driver	Drive to and from	Times of field trip
<input type="checkbox"/> Student mentor	Meet weekly with a student to review reading/math facts, etc.	Usually weekly 1 hour

### **Gifts of Talent**

- Input database information
  - Maintenance/painting/cleaning
  - Carpentry
  - Substitute teacher
  - Substitute secretary
  - Electrician
  - Electronics repair
  - Scenery/Props work for plays, Winter Concert
  - Costuming
  - Other \_\_\_\_\_
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