



# St. Joseph School

128 West Humbird Street, Rice Lake, WI 54868  
Phone: 715-234-7721

# OUR SCHOOL WOULDN'T BE HERE WITHOUT VOLUNTEERS!

As long as there have been Catholic Schools, there have been volunteers working behind the scenes. St. Joseph Catholic School is no different. For years we have welcomed and relied on parents to serve as room parents, to assist with hands-on activities, to work in the cafeteria, chaperone events, and to work to raise funds for our school.

We ask each family to volunteer in order to:

- encourage parental involvement in their children's education,
- to provide an opportunity for parents to role model Christian service, and
- to provide each family the opportunity to promote a sense of community in our parish and school.

**Unfortunately, paying tuition and volunteering is not enough. It is essential to the day to day running of our school, for each and every family to commit to raising funds through various fundraising opportunities. In order to follow the Diocese of Superior recommendation for Catholic schools, we need to fundraise 20% of the school's income. To meet this goal each family must do their share in both volunteering and fundraising efforts.**

The publication of this Volunteer / Fundraising Handbook should assist you in choosing the volunteer and fundraising opportunities that best suit your individual needs and talents.

A background check and Safe and Sacred Training are required by the Diocese of Superior when volunteers work directly with our students. If you have any questions, please contact the school. We look forward to working with you.

## PLAYGROUND DUTY

Weekly volunteers and substitutes are needed for daily playground duty. Duties include supervising children so they are safe and encourage them to be moving. Must be familiar with the Playground Rules Booklet and the Playground Volunteer Guidelines.

## PRODUCT LABEL COLLECTION

Organize, count and ship product box tops, milk tops, and labels.

## SELL \$CRIP

Sell \$CRIP before and after one of the weekend masses. Set up the \$CRIP table at least one-half hour before Mass to sell and also sell \$CRIP after Mass. We need help selling \$CRIP at both St. Joseph Church in Rice Lake and at Our Lady Of Lourdes in Dobie.

## SPRING PLAY

Help with costumes and/or make up, choreography, set design, sell tickets, or clean up after the performances.

## SPIRIT OF CHRISTMAS

Help to set up an area in the school to display the needs of families we "adopt" and provide for their Christmas wish list needs. Once items are collected, the Coordinator takes the items to the families.

## TEACHER APPRECIATION WEEK

Parents are needed to plan and organize activities to express thanks to our school staff during the designated week in May. This involves meeting with other parents to select gifts/services for teachers and carry out and/or delivery to teachers during Appreciation Week.

## YEARBOOK COORDINATOR

One or two people are needed each year to help take pictures at various school events, produce, promote, and distribute the school yearbook. This position helps to create a chronological record of events that occurred over the school year. This is a fundraiser for HSO.



### HOME AND SCHOOL ORGANIZATION

A President, Vice-President, Secretary, Treasurer and Publicity roles are needed to lead our monthly Home and School Organization meetings. This parent group helps lead various school events such as the Tailgate Party and Catholic Schools Week (just to name a few). All school parents are automatically members of this important group.

### HOME ROOM PARENT

Help coordinate and plan parties, prepare and serve snacks at parties or assist with various classroom projects and make contact with the other classroom parents as needed for these events.

### HOSPITALITY

Help is needed to purchase and set up coffee, juice and donuts for the annual Diocesan Fall Conference in October, as well as assist with Kindergarten Screening refreshments.

### KINDERGARTEN SCREENING

Assist parents in checking in and help children move from one test area to another. Assist with vision, hearing, motor skills testing and other screening activities as needed.

### LIBRARY AIDE

Do you have a few hours a week to help organize our children's reading corner and read to our younger SJS students? If so, this might be the volunteer opportunity for you!

### LUNCHROOM HELPERS

One day a week (same day each week) throughout the school year, assist in serving lunch to students and staff and help with the clean-up after lunch is served.

### MOVE-A-THON

One month prior to the event, obtain prizes, create event pledge forms for Thursday email. After the event, figure pledge totals and distribute prizes.

### PARENTS AND PASTRIES

Prior to these events (typically one or two a school year) advertise with handout to all parents and pick-up needed supplies, set up in the school gym, make coffee and clean up.

## Each family at St. Joseph School is required, as part of their Tuition, Fundraising and Volunteerism Obligation Agreement to:

- **Volunteer:** A minimum of 35 hours per school year. Families unable to fulfill this requirement must meet with the Principal prior to the beginning of the school year and will have the option to buy out of this obligation for \$450.00.
  - **\$CRIP:** Purchase enough \$CRIP to make \$150 profit for the school (quarterly or semester statements will be sent home). There is a \$150 opt-out fee if desired.
  - **Fundraise:** A minimum of \$300.00 profit per registered child (K-8). Families unable to fulfill this requirement must meet with the Principal prior to the beginning of the school year and will have the option to buy out of this obligation for \$300.00 per registered child.
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### VOLUNTEER OPPORTUNITIES \*\*\*

- Black and Gold Gala
- Book Fair
- Building and Ground Maintenance
- Christmas Pageant
- Christmas Tree Sales
- Downtown Christmas Parade
- Fall Festival and Family Fun Day
- Fish Fry Night
- Home & School Organization Officers
- Homeroom Parent
- Hospitality and/or Parents & Pastries
- Kindergarten Screening
- Lunchroom Helpers
- Move-a-thon
- Playground Duty
- Product Label Collection
- Sell \$CRIP
- Spirit of Christmas
- Spring Theatre
- Teacher Appreciation Week
- Yearbook

\*\*\*Please remember that parent volunteer hours for our Athletic Program is a separate obligation and cannot be counted toward this general volunteer obligation.

## FUNDRAISING OPPORTUNITIES

All SJS families are required to fundraise a minimum of \$300.00 per child and purchase enough SCRIP to earn a minimum of \$150 per family for our school.

Each of our families are asked to participate as fully as they can in the fundraisers that occur on behalf of our school during each school year. No one is expected to do them all, but please pick those that you can do and do them very well! ☺

***Please remember that funds procured for athletics, religious education, classroom fieldtrips and youth programs cannot be counted toward the general fundraising as they are stand-alone programs.***

### List of Major Fundraising Events/Dates

Magazine Sales – September

Black and Gold Gala – November

Book Fair – November

Christmas Tree Sales – November & December

Move-A-Thon – Spring

Lenten Fish Fry – During Lent

Spring Musical – May

### On-going Fundraisers

Magazine Drive (magazines can be ordered all year long)

SCRIP

Collection of various products (Kwik Trip milk tops, Box Tops for Education, printer ink cartridges, etc.)

### BLACK AND GOLD GALA

The Black and Gold Gala is our largest SJS fundraiser. A silent auction, live auction, food, drinks and music are key components to the success of this adults-only event. It is a great night for all! Chairpersons and workers are needed for a variety of positions such as: Procurement, Cashiers, Kitchen Help, Bartending, Set-Up and Clean Up.

### BOOK FAIR

Set up and take display down at close of Book Fair. Assist purchasers with making payment. The profits earned go back directly to classroom to expand classroom library book collections.

### BUILDING & GROUNDS MAINTENANCE

Volunteers needed for gardening/landscaping, cleaning, etc.

### CHRISTMAS PAGEANT

Help with the decoration of the gymnasium and pageant props, costumes, and/or help clean up after the event.

### CHRISTMAS PARADE

The Rice Lake Christmas Parade has traditionally been held on the first Thursday evening in December. A form needs to be completed and returned to the Main Street Association by the chairperson for this committee. Together, volunteers plan and assemble a parade float and walk/ride on the float night of parade.

### CHRISTMAS TREE HAULERS

Assist with the loading/unloading of trees onto/from trucks to our two tree sales lots in Rice Lake (ideal for someone who likes a little physical work).

### CULVERS NIGHT

Adults greet customers at Culver's Restaurant on specific evenings from 4-7 p.m. (About 2-3 times per school year.)

### FAMILY FUN EVENT

Family Fun Event typically occurs during Catholic Schools Week. Helpers are needed with setting up activities, supervising games, coordinating prizes, decorating, and clean-up.

### FALL FESTIVAL

Fall Festival is our version of a safe Halloween Party for our school children. Parents are needed to help plan, organize and assist with the event including set-up of kitchen or games and helping decorate and clean up.

### FRIDAY FISH FRY NIGHT

A great opportunity to help rejuvenate an old Lenten tradition---the Friday Night Fish Fry! Helpers will be needed to set-up, cook, serve and clean-up after this wonderful fundraising event.