

Saint Francis Xavier School  
Volunteer Directory  
2009-2010



All of us are very busy these days, and finding time often seems impossible. Your efforts to get involved at St. Francis will make a huge difference in the quality of education that we can provide. Keeping the cost of tuition manageable is also very important. The most valuable benefit to volunteering is that you can change a child's life forever by showing him/her that you care enough to support our school.

May God bless each and every one of you as you fill out your volunteer forms and share your gifts with others.

### **AFCAAM Tutoring**

Chair: Lisa Barrett 278-1250 Sr. Jo Streva 334-7707

The AFCAAM (AFrican-CAribbean-American) Catholic Community Center (at 3681 Michigan Ave.) conducts an after school reading program for children ages 6-13. Each year our middle school students are invited to tutor these students which involves playing educational games, reviewing vocabulary, and practicing sight words in a friendly, relaxed atmosphere. For our students to participate in this weekly ministry we need volunteer parents to drive on Tuesdays. Students depart from St. Francis at 3:00pm and from AFCAAM at 4:30pm so they are usually back by 4:45pm to meet their rides at our Heitman entrance. Of course, drivers have the option of staying with their passengers to be a tutor too!

### **Art Room Assistants**

Volunteers are needed occasionally to help in the art classes and will be called on as needed.

### **Athletic Booster Club**

Assistants are needed to set-up and serve or sell refreshments for any athletic events or programs.

### **Butterfly Garden**

Do you have a "Green Thumb?" Maybe you could help with the weeding, pruning, and fertilizing of the Butterfly Garden. We have come a long way to provide the children with a Natural Habitat. Maybe you could help provide the research to aid children in learning about butterflies and their environment.

### **Campbell Soup Labels**

Be a cut-up at home! This program allows the exchange of labels for much needed educational equipment. Six people are needed to cut, sort, and count. Label bonus offers occur during the year. This job allows you the flexibility to work at home when it's convenient for you. For more information log on to [www.labels4education.com](http://www.labels4education.com)

### **Catholic Schools Week/Book Fair/Field Day/Grandparents Day**

1. Volunteers are needed during the entire week to help the Media Center with the annual book fair.  
Chair: Emily Kinney 334-7707 (Media Specialist)
2. The field days are very popular and Mrs. Lavender and Mr. LoVerde welcome volunteers to help with field events.  
Co-Chairs: Mrs. Lavender and Mr. LoVerde 334-7707
3. Also, music needs some volunteers to assist with the musical production on Grandparent's Day when children from Pre-K, Kindergarten, and Grades 1, 2, & 3 bring joy to our guests.

### **Computer Lab**

Here's your chance to surf the Internet or just find out what it's all about. No experience is necessary. Due to the increase in Computer Technology at St. Francis, many volunteers are needed for various times on a regular basis. In addition to helping with the Internet, help will also be needed for the web page.

### **General Mills Box Tops**

Be a cut-up at home! This program allows St. Francis Xavier School to receive 10¢ per box top, which is allocated for playground maintenance. Six people are needed to cut, sort, and count. This job allows you the flexibility to work at home when it's convenient for you. For more information log on to [www.boxtops4education.com](http://www.boxtops4education.com)

### **Golf Tournament**

Volunteers are needed to help organize our annual tournament. From soliciting raffle prizes from local businesses to driving the drink cart on tournament day, our volunteers make this great fund-raiser one of the highlights of the school year.

### **Graduation Dance (May)**

Chairs: 7<sup>th</sup> Grade parents needed for Chair. To volunteer, please call Ms. Ortenzo, Principal & Mr. Reynolds, Asst. Principal 334-7707

Volunteers are needed from the seventh grade parents to assist in the planning, the preparation, and the holding of the event.

### **Lunchroom/Cafeteria "Garden of Eating"**

Chair: Barbara Boger 334-7707

Volunteers are needed daily, Monday through Friday, from 11AM to 1 PM, to help serve lunches to our students. Pick a day that works for you and come join the fun.

\*\*\*\*Special Note: Volunteers are needed in the Pre-K classroom to help with their lunchtime (12:00-12:30PM).

### **Magazine Drive (Aug/Sept)**

This September project gives us 40% of the total money collected for magazine subscriptions. These funds contribute equipment and programs for our school that are not already budgeted each year. Bookkeepers are needed all day, for 4-5 days, over a three-week period. You must be able to run a calculator and balance numbers. Calculators with tapes are used. If you have a calculator, please bring it with you. Volunteers are needed for prize distribution days. Again, this is 4-5 days over a three-week period. This group works directly with the children. This is a great way to get to know the students and meet new friends.

### **Mentoring Families**

Sign up to mentor a new family just starting at St. Francis. Welcome them with a phone call or two during the year and invite them to sit with you at mass or a Home and School meeting. They may have a question that they would like to ask a fellow parent. A friendly face can make all the difference to a new family trying to adjust to a new school.

### **Multi-Media Center (Library)**

Chair: Mrs. Emily Kinney 334-7707

If you like reading and wish to share your enthusiasm with students, this is the place for you! Volunteers are needed daily, weekly, or monthly. You can help sort, catalog and shelve books and assist children with the computer search system. You can read to the younger children or even help at the annual book fair. There is also an opportunity for you to help in the television production area.

### **Music Department**

If you'd like to work on projects at home, we need you. Some of our students will be making instruments this year, requiring preparation time. Your assistance would be greatly appreciated and you could work right from home.

### **National Young Readers' Day (November)**

This is an annual event held at school. This group plans a day when students are visited by storytellers, authors, and celebrity readers. Students are invited to dress up as their favorite book character.

### **New Family Picnic (August)**

Chair: Home and School Association-Vice President

The H & S officers look forward to welcoming the new families to our school with a picnic the Saturday before the first day of school. Volunteers are needed to help grill burgers, serve food, clean up, and man the welcome table. Many 8<sup>th</sup> graders use this as service time for Confirmation.

### **Parish Liaison**

Contact: Sister Jo Streva 334-7707

Volunteers represent SFX and serve as a liaison between the school and their parish community.

### **Parents on Patrol**

Morning Chair: Bernadette Murray

Afternoon Chair: Chris Wadsworth

Morning (7:30-8:00 AM) and Afternoon (2:55-3:25 PM) teams are coordinated to direct students and cars transporting students. The safety of our children rests with these volunteers.

### **Playground Maintenance**

Each year moms, dads, and kids gather for the annual renewal of our playground. A few years ago, hundreds of volunteers built the playground over a five-day period under the supervision of Robert Leathers Co. In keeping with this tradition, our inter-generational group meets to rake mulch, sand boards, re-nail boards, fix the tire swing, and re-seal the entire playground, picnic benches, courtyard benches and tables. This is a great way to involve the entire family and meet new friends. We start at 8 AM and finish by 1 PM. Contact the front office to volunteer.

### **Rainbows**

Chair: Jackie Gelardi, Guidance Counselor 334-7707

Rainbows For All God's Children is aimed toward a process of healing through self-esteem, trust, GOD, and forgiveness for those children who are grieving over

the loss of a loved one or experiencing the divorce of a family. Volunteers are trained to help children work through their grief. Meetings of this group are held regularly through the week. This is a wonderful area in which to volunteer.

### **Scouting**

Cub Scout Chair: Vanessa Brewer

Girl Scout Chair:

Boy Scout Troop 35 Chair: Carl Steinhoff 225-0552

School sponsored troops are everywhere at St. Francis. Join your child in the fun and be a Scout Leader or Assistant!

### **School Board**

The school board consists of Father Mullen, Mrs. Anderson, Ms. Ortenzo, 7 elected members and 1 appointed member. The board meets once a month and is responsible for monitoring the school budget, supporting school policies, and overseeing the educational focus of our school.

\*\*\* School Board elections are held each spring. If you are interested please call the school office.

### **SFX Family Picnic**

Chairs: NEEDED

This is an annual event that is FUN, FUN, and FUN!!! Many opportunities arise for volunteers to help for 1-½ hours during the picnic. Areas include the drink wagon, food set-up, raffle tickets, sign-in table, games, entertainment, prize solicitation, and clean up. Every year is bigger and better so don't be left out!

### **Skating Parties**

Chair: Mary Dowling 267-3539

Help is needed for the Family Harvest Skating Party in regards to stuffing treat bags, donating candy and treats one day after school.

### **Student Connection**

Chair: Sr. Jo Streva 334-7707

Each day a group of middle school students leads the entire school body in a prayer reflection during the St. Francis News morning broadcast. This prayer, based on a weekly scripture verse and virtue, taking form in stories, poems, or gospel dramatizations, is planned and presented by the team with the assistance of parent volunteers and Sr. Jo Streva. This joint collaboration models the

importance of sharing our personal experiences of God among our youth, parents, and staff to strengthen our faith and witness. Parent volunteers work in teams to prepare weekly scripts and meet with students. Parents are asked to serve for 10 week periods.

### **Teacher and Staff Appreciation Day**

Chairs: NEEDED

This is a very special breakfast for the teachers and teacher aides. Volunteers are needed to help plan this event. Planning for this event will begin in March.

### **Uniform Exchange**

Chair: Eileen McIltrout 694-6755

If you love getting a bargain, this is the place for you. Five people are needed to help on exchange days for sorting and distribution of used uniforms.

### **Yellow Envelope Preparation**

To volunteer, please call Mrs. Cheatham at school: 334-7707.

Information is on the school web page address: [www.stfrancisfortmyers.com](http://www.stfrancisfortmyers.com)  
Volunteers are needed on an on-call basis.

### **Yearbook Preparation**

Chair: Tina DiCharia Frey: 340-5636

Volunteers are limited to 8<sup>th</sup> Grade parents. Those signing up will assist in developing their yearbook. Also, you might need to help sell ads as well as the yearbooks. Proofreading skills come in very handy in this job. 8<sup>th</sup> Grade parents will find this rewarding as yearbooks hold memories forever for each of us. As our children leave to enter high school, it is special to have memories to look back on.