

Parent Participation Program Category Descriptions

Each category has a manager who will be responsible for the organization of the volunteer help required in their area and will be listed beside the category description so the potential volunteers can express their interest to the appropriate manager.

In order to volunteer, the parent/grandparent/sibling 19 or older will require a criminal check. Driving volunteers will need \$2 million insurance on their vehicle, a valid driver's license and have to be registered with the St. Ann's Academy Office

01. Walkathon Stations/Lunch Prep

- Work at the stations on the 20Km route walk with students as per Teacher's request
- Work in the canteen cooking hot-dogs
- Bike the 20km route throughout walkathon
- Counting of money
- Coffee/donuts circulation
- First aid attendance along route

02. Bazaar

- Working booths
- Set-up/clean-up
- Running cakewalk
- Baking and craft donations
- Advertising

03. Spaghetti/Dinner/Dance Live Auction/Silent Auction

- Set-up/clean-up
- Organizing and set-up of Silent Auction
- Getting Auction item donations
- Advertising

04. Golf Tournament- Mr. Tim McCluskey

- At this time the committee and roles are set. The tournament committee will solicit new members if and when needed from the list provided

05. Library – Mrs. Marcy Beauchamp/Mrs. Lou-Anne Marshall

- Supervision and assistance at scheduled times throughout year. Librarian will train.
- Jobs include putting books away, checking books in and out of the library, seasonal decoration, entry of new books into the computer.
- Book Fairs. Book Fair jobs include organizing volunteers, putting together the family reading night and Book Fair promotion to students.

06. One to One Reading – Mrs. Cheryl Gagliano

- Times scheduled for volunteer reading with children in program (3 half hour sessions once a week)
- Volunteers should enjoy reading with young children
- Require parents or community volunteers with very good reading and English skills
- Training given (a 3 hour session to be taken before tutoring)

07. Canteen- Mrs. Mila Skiba/Mrs. Lou-Anne Marshall

- Scheduled participation in preparing lunch Menu, supervising students selling.
- Rolling of coins
- Assistance in prep of meals on special days i.e. Pancake breakfast during Spirit Week, Hot-dogs on Walkathon and Sports Day.

08. Phoning Committee

- Each class requires a representative parent to phone about upcoming events etc.
- Also required to be a "welcome parent " to new families at St. Ann's Academy
- Emergency Phone Pyramid contacts require 6 - 10 willing individuals to disseminate information quickly to classroom parents in an emergency/crisis situation.

09. Yard Clean up Spring/Fall- Mr. John Brownlee

- Follow directions of organizers to clean up school grounds.
- Physical labor
- These will try to be scheduled the day of a Family Mass and BBQ or Breakfast.

10. Classroom assistance –all teachers

- Teachers can be approached regarding specific classroom needs as each teacher and grade have different needs

11. School supervision- Mr. Shawn Chisholm

- Scheduled help at recess , lunch and after school

12. Parking/drop off /pick- up regulation- Mr. Shawn Chisholm

- Scheduled parking lot attendants to ensure our children's safety

13. Lobster Dinner/ Dance/ Silent Auction

- Set-up/clean-up
- Liquor (license and servers) and bartender with `serve it right` certificate.
- Ticket sales and advertising
- Organize lobster cooker
- Hire caterer (research), DJ, decorations
- Kitchen helpers (melt butter, water jugs, coffee and tea)
- Servers to refill water jugs, butter and to clean tables (usually grade 10 parents)
- Organize and set-up of silent auction and putting together silent auction baskets)

14. Athletic Dept. (Elementary & High School Athletic Directors)

- Qualified participants to help coach, referee or drive to games
- Work at Track Meets i.e. Timing and recording times of events, measuring long jump, raking sand pits, setting up for sports
- Work canteen during tournaments for elementary for high school.
- Fundraising - sponsorship in programs

15. Class overnight trips and day field trips - teachers of classes scheduled for trip

- Chaperones and possible driving

16. Graduation – Mr. Byron Green

- Coordination of Fundraising
- Correspondence
- Phoning
- Decorating at Grad
- Grad Fashion Show
- Grad Mass
- Arrangement of photos
- These jobs are usually for parents with graduating grade 12 students and are coordinated under the direction of the teacher or parent sponsor.
- Coat check at Italian Cultural Center.

17. Religious Activities -Mr. Lawrence Beaton

- School Masses. Set-up/clean-up
- Coordinating refreshments for attending parents and clergy.
- Eucharistic Ministers (development of a list of qualified parents)
- Artistic people to develop banners for the various liturgical seasons (i.e. Advent, Christmas, Lent and Easter) that could be hung in gym to add more color to the Masses.
- New altar clothes and table coverings for Masses and the chapel table

18. Religious Retreats- Mr. Kevin Langevin

- ☛ Ordering of food and preparation of food
- ☛ An outreach program to the community of Kamloops is something that would like to be started and transportation of students to various volunteer sites would be required. (see qualifications for volunteer drivers)

19. Music Department - Mr. Tony Cuzzetto and Mr. Rob Petersen

- ☛ Set-up/clean-up for concerts
- ☛ Fundraising
- ☛ Driving to concerts
- ☛ Chaperones

20. Sports Day – Elementary & High School Athletic Directors

- ☛ Work stations
- ☛ Set-up/clean-up

21. Uniform Sales

- ☛ St. Ann's Parent Support Group.

22. Recycling- Mr. Pat Quigley and 'the group'

- ☛ Pick up of recyclable goods

23. Repair and Maintenance- Mr. John Brownlee

- ☛ Change of rooftop filters
- ☛ Cleaning of fan room filters
- ☛ Wash outside windows
- ☛ Organizing of indoor duties such as lubrication of door hinges, replacement of chair and desk feet, dusting of gym ceiling and any additional jobs as priorities dictate.

24. Grounds Keeping – Mr. John Brownlee

- ☛ Scheduled yard work throughout the year
- ☛ Winter snow shoveling, sanding, and sweeping
- ☛ Summer weed trimmer, sweeping grass cuttings on weekends
- ☛ Any other jobs as priorities dictate

25. Family Dances – Grade 7 classes

- ☛ Ticket sales at the door
- ☛ Work in Canteen
- ☛ Booking of music
- ☛ Baking

26. Woodworking Department - Mr. Byron Green

- ☛ Donations of wood need to be picked up throughout the year

27. Art Department – Ms. Philippa Glossop

- Supervision on fieldtrips
- Setting up displays in hall window boxes

28. Computers- Vice-Principals

- Check specific needs with category managers above

29. School Council Member – Mr. Rob Ulrich/Mr. David Giddens

- One hour will be marked down for attending meeting every third Tuesday of the month, generally, to a maximum of 5 hours.
- Must be elected to school council

30. Parent Support Group – Mrs. Ali Semenoff

- Executive members serve a 2 year term
- Meetings are every second Tuesday of the month, generally
- One hour will be marked down for attending PSG monthly meetings up to a maximum of 5 hours.

31. Category Manager

- A manager for each category
- Responsible for putting specific monthly requests for volunteer help into the St. Ann's Academy Monthly newsletter
- Signs PPP cards of various volunteers
- Schedules volunteers for their area

32. Senior Science Department - Mr. Tim McCluskey

- Lab assistant: prepare, set-up and clean-up lab experiment activities in senior and junior science areas
- Some experience is required as well as a knowledge of "WHIMIS"
- Work independently or in cooperation with an instructor

33. Career Day – Ms. Domenica Spina and Mr. Pat Quigley

- Parents could be requested to be a presenter but please **note** that not every parent who wants to speak will be used, as we rotate through different speakers over a 3 year period and reserve the right to select our presenters.

34. Emergency Preparedness – Mr. Byron Green

- ☛ Contact people needed to share information via a phone pyramid
- ☛ Emergency Phone Pyramid requires 6 – 10 individuals to disseminate information quickly to classroom parents in an emergency or crisis situation.
- ☛ Make phone pyramids and class list emergency cards
- ☛ First aid volunteers
- ☛ Counseling
- ☛ Supplies /planning

35. School Promotions – Communications Committee

- ☛ Sending letters of invitation to school events to Alumni and potential students
- ☛ Help at `Open House' events with decorating and refreshments
- ☛ Media
- ☛ Submission of promos in church bulletins
- ☛ Follow up i.e. thank-you cards

36. Miscellaneous – Admin Team.

- ☛ Any extra work required that does not fall into a specific category.