



Sacred Heart Family Service Commitment Program



Sacred Heart needs more than tuition dollars to operate efficiently and effectively. Family involvement is essential for the success of the school as it not only helps keep tuition low, but also helps to build a strong sense of community and ownership. Parent and Family Involvement has always been the cornerstone of our school. This expectation of family and parent volunteer service within our school has always been somewhat of an unwritten rule. To better explain the benefits as well as to invite everyone to get involved, we felt the need to put this expectation in writing.

This coming school year, Sacred Heart is asking each family to contribute a minimum of 20 hours of volunteer service (July 1-June 30). We have found that many families already meet or easily surpass this hourly requirement. For this, we are extremely grateful. There are many opportunities throughout the school year for families to become involved. Listed below are just some of the activities that would qualify for the family service hours:

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| Concession Stand | Phone-a-thon | Enrollment |
| Homecoming BBQ | Bishop Fitzsimons Golf Tournament | Teacher Appreciation Breakfast |
| Concession Supplies | Knight Corner | ITBS snacks |
| Concession set up | Booster Club Officer | Wellness Fair |
| School maintenance | Booster Club BB/SB Tournament | Catholic Schools Week |
| Trash/clean up after games | Gate Worker | Auction Solicitation |
| Bus Driver | Clock Keeper | Auction Committee |
| Van Driver | Line Judge | Auction Worker |
| Dance Sponsor | Game Book | Football Fundraiser Tickets |
| Sports Program | Film/Video | Announcer |
| Booster Club Griller | Chaperons | |

All these volunteer activities provide an important function for overall school operations. It is important to also note that these hours are different from the student service hour requirement and the volunteer fundraising activities for specific groups or organizations. These types of activities would not count towards the 20 hours requirement. Examples of volunteer activities that would not count towards the 20 hour requirement would be:

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| FB Carwash | Team Sport Dinners |
| BB Fireworks Stand | Cheer Curb painting |
| Music Booster Trash bag Sales | Honduras Concession Stand |
| Enchilada Fundraising Event | |

To help monitor this program, we will develop a process in which your family service can be tracked and accurately recorded. Whenever you do something helpful for the school, you would simply fill out a parent service hour form and turn into our service project coordinator. These forms can be dropped off at school or found on our website and e-mailed directly to volunteer coordinator. Please do not be shy about reporting your service hours. We want to know. Not only will it help us track hours accurately, we will be able to properly recognize those families who give so much of their time and talents to our school. Each quarter, we will send out a report of service hours to each family letting them know what we have recorded for their family service hour requirement.

Special Event	Description	Detail/Task
Annual Knights Call Phon-a-thon November 10-13, 2013	Alumni Fundraiser	Student/Parent Volunteer 2 hour shift(s) from calling location to call Alumni. Alumni will receive letter prior to Phon-a-thon. (Sunday 2-8pm Mon/Tues/Wed 6-8pm)
Annual Charity Auction Saturday, March 22, 2014 Auction Chairpersons, Jerry & Cara Ivey	Fundraiser to support general budget for school.	Volunteer Hours can be obtained by chairing a committee, being on a committees, Family Clean-Up night and/or by working shifts the night of the auction. Committee chairs will attend monthly meetings and inform/organize their committee.
Auction	Arts & Crafts Committee	<u>Chair-Kathy Hale</u> Assist with obtaining items, set up and teardown of display. (December - March / Week of auction. 6-20 hours)
Auction	Beverage Committee	<u>Chair-Kim Fine</u> Assist with inventory count, pick up supplies, set up bar area, tear down bar area. (Feb. - March / Week of auction 6-20 hours)
Auction	Catalog Committee	<u>Chair-Liz Dix</u> Assist with data input 6-20 hours
Auction	Decorations Committee	<u>Chair-Amy Jo Stover</u> Assist with decoration ideas for theme of auction. Prepwork and set up/tear down of auction decoration. (December - March up to 6-40 hours)
Auction	Finance Committee	<u>Chair-Jenny Vonlintel</u> : Attend auction meetings, work with Event Coordinator for set up, & find volunteers to work shifts auction night (20 hours) Others needed to volunteer auction night (2-10 hours)
Auction	Fine & Super Silent Committee	<u>Chair-Kathy Stack</u> Attend auction meetings, work with Event Coordinator for items, set up, & find volunteers to work shifts auction night (40 hours) Other committee to assist to help set-up/tear-down. (10-20 hours)
Auction	Food/Kitchen Committee	<u>Chair-Shawn Simon, and Nancy & Gib Schuessler.</u> Assist with food/kitchen supplies, duties for the Friday-Donors Night, and auction night meal preparation. (6-20 hrs)
Auction	Game Committee	<u>Chair-Marci Donatell & Cerci Munson</u> Chair: Attend auction meetings, work with Event Coordinator to organize auction games: ideas/details/supplies (20-40 hrs) <u>Stretch Game Chairs:</u> Gregg & Angela Lyon
Auction	Gift Basket Committee	<u>Chair-Lori Wetter</u> Assist chair with set-up/tear-down of basket display. (6-10 hrs)
Auction	Operations Committee	<u>Chair- Kirk Stover</u> Assist with maintaining supplies and set-up/tear-down of auction room. (Week of auction 20-40 hrs)
Auction	Live Auction	<u>Chair-Margaret Brown</u> Assist with obtaining items, photoing items, set-up/display/tear-down of items (20-40 hrs)
Auction	Printing Committee	<u>Chair-Carolyn Wedel</u> Assist with printing jobs, organize the collation of the auction book (6-10 hrs)
Auction	Publicity Committee	<u>Chair-Chair Needed</u> Assist with arranging local marketing of auction, markee signs, radio announcements, pre & post newspaper articles, and publications (4-6 hrs)
Auction	Silent Auction Committee	<u>Chair-Beth Prendergast & Cara Ivey</u> Assist with logging/tagging items, section organization, set-up/tear-down of silent sections (20-40 hrs)

Auction	Solicitations Committee	<u>Chairs: Anderson/Butts/Doll/Woolsoncroft/Vandervoort</u> Teams needing solicitors to place calls to potential donors for auction support and items. 2 solicitation periods (6-10 hrs)
Annual Bishop Fitzsimons Golf Tournament – 26th July 10-11, 2014	Fundraiser to support the Endowment Fund	Soliciting previous sponsors for tournament donations. Tournament takes place at the Salina Country Club. Student/Parent Volunteer 2 hour shift(s) Students can caddy and parents can work at registration or event hole. (2-8 hours)