

St. James School Parent Involvement Program

...an opportunity for you as a parent to be involved in your child's school!

The success of every school depends on its parent's involvement. St. James School would like to offer you the opportunity to be an involved parent and share your talents to make your child's school the best.

The Parent Involvement Program (PIP) will help you find a way to get involved –be it weekly, monthly, in the school or at home. St. James School Board of Specified Jurisdiction requires each family to give a minimum of 20 hours of their time by assisting with different activities/events. **Please feel free to keep on volunteering your time and talents after reaching your required hours. Your help and commitment are needed and appreciated!**

If 20 hours are not accumulated by May 15, 2012, a fee of \$10 will be assessed for every hour short of the 20 hours required. **In lieu of participating in the PIP program, a payment of \$200 will be due on October 31, 2011.**

It is YOUR responsibility to track your hours and turn in your tracker sheet at the appointed time to Julie in the office.

Each family's hours of participation will be recorded. Your accumulated hours will be communicated to you 3 times a year.

Should you have any questions, please call the office at (847) 432-2277.

Volunteer Opportunities

<i>Weekly</i>		
<i>JOB</i>	<i>DESCRIPTION OF DUTIES</i>	<i>WHERE</i>
Athletic home games	Sell concessions, work the clock, and keep the score book	IC (2 miles south of SJ)
Coaching	Coach girls or boys basketball, volleyball, or cheerleading	School, IC, and away games
Computer Lab	Help students in the computer lab, notably K and 1 st grade	School
Library	Work with the librarian and assist all grades during scheduled library times, enter data, organize books	School

<i>Monthly</i>		
<i>JOB</i>	<i>DESCRIPTION OF DUTIES</i>	<i>WHERE</i>
Second Cup Club Helper	Prepare or buy food and drink for our monthly get-togethers	School
PAFA Special Hot Lunch Helper	Serve lunch to students and help clean up	School
Teacher Appreciation Helper	Plan and implement projects to show the faculty and staff that their work is appreciated	School
Room Parent for Grade _____ (please specify)	Work with the teacher in organizing parties, field trips, and programs; represent the classroom at PAFA meetings, notify parents of school closings/emergencies or reminders	School

Throughout the year			
<i>JOB</i>	<i>DESCRIPTION OF DUTIES</i>	<i>WHERE</i>	
Campbell's Soup Labels	Collect, count, and send out labels	At home	
Box Tops for Education	Collect, count, and send out labels	At home	
Spanish Interpreter	Translate forms into Spanish, communicate with Hispanic families, and translate at events for Hispanic volunteers	At home	
Sunshine Chef	Prepare and deliver meals for families in need (e.g. a new baby, an ill family-member, a death in the family); prepare a Teacher Appreciation Lunch during Catholic Schools Week in February	At home	

Events			
<i>JOB</i>	<i>DESCRIPTION OF DUTIES</i>	<i>WHEN</i>	<i>WHERE</i>
Block Party	Set up tables and games, serve food, man game stations, clean up afterwards	August 21	School
Pancake Breakfast	Help Booster Club set-up, serve, cook, and clean up afterwards	Sep.25,2011 Jan. 29,2012	School
Bake Sale	Set up, sell baked-goods, clean up afterwards	Nov. 6,2011	School
Scholastic Book Fair	Set up, sell books (in 2-hour shifts), clean up afterwards	Sep.14-21 Jan.25-Feb.1	School
Mostaccioli Dinner	Set up, serve food, clean up afterwards	March 17	School

Major Fundraisers			
<i>JOB</i>	<i>DESCRIPTION OF DUTIES</i>	<i>WHEN</i>	<i>WHERE</i>
Dinner Dance & Raffle	Sell raffle tickets, stuff envelopes, publicize event, set up on the night of the event, clean up afterwards, take photographs at the event	April 2012	Highland Park C.C.
Wine-tasting Event	Plan, publicize, solicit auction items, collect and keep track of reservations	Sep. 30	TBA

PAFA Chair Positions (easily earn your 20 service hours)			
<i>JOB</i>	<i>DESCRIPTION OF DUTIES</i>	<i>WHERE</i>	
Room Parent Coordinator	Attend the monthly PAFA meetings, be the liaison between PAFA and all room parents	At home & a little at school	
Sunshine Coordinator	Communicate with Sunshine Chefs and coordinate a week's worth of meals for families in need; also organize a Teacher Appreciation Lunch during Catholic Schools Week in February.	At home	
Teacher Appreciation Coordinator	Communicate with helpers to show our wonderful teachers that they are appreciated all year long with small gestures of kindness such as birthday cards, holiday treats, and random acts of kindness. All supplies provided by PAFA.	At home & a little at school	

Please check off all of the activities you wish to participate in this school year - you may even circle or highlight the specific part of the job you'd like to help with. You will be contacted soon regarding the activities/events you have chosen. Thank you in advance!

Please complete this form and return it, along with the SCHOOL COPY, to St. James on Orientation Days (August 16 & 17) or to the school office prior.

Again, if you have any questions, please call the office at (847) 432-2277.

SCHOOL COPY

Volunteer Opportunities

Please print clearly.

Name: _____

Day phone #: _____

Evening phone #: _____

E-mail: _____

Children's grades: _____

Talents/Skills/Services you might share: _____

Any other suggestions/comments: _____

Check off and circle all that apply. Thank you in advance!

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