**Service Opportunities & Approximate Service Hours**

**Classroom Service**

* Room Parents (10+ hours)   
  Each grade will have a parent representative, who helps oversee auction basket coordination,

classroom parties and other classroom needs

* Classroom Activity Assistant (1 hour per activity)

Helping with a class party or activity

* Auction Basket Coordinator (5+ hours)

Develop, organize and create a classroom donation of a themed basket for the Auction & Gala

* Field Trip Chaperones (varies per trip)

Chaperone classroom field trips as requested by teachers

* Spring Plant Sale (6+ hours)

Help students plant seeds in April/May, water seedlings for about 4 weeks, and sell plants in May

* Science Fair – Elementary classroom projects (6+ hours)

Help in classrooms at various times during the school day during the month of January

**Kitchen Service**

* Daily Kitchen Help (2 hours per shift)

Assist Chef Gina with lunch prep, service, and clean-up (Shifts available 10:30am – 12:30pm everyday)

* Thanksgiving Dinner Preparations (2 hours per shift)

Assist Chef Gina with turkey dinner prep, Nov. 13-16, 2-hr shifts, times will vary

* Thanksgiving Dinner Service (2 hours)

Serve our community dinner Nov. 16, 10:30am – 12:30pm

**Administrative Service**

* Book Fair (1 hour per shift)

Set up Nov. 10 and/or clean-up Nov. 17. Work shifts before and after school the week of Nov. 13-17

* Lost & Found Coordinators (approx. 10 hours)

Organize lost and found items monthly, helping return items to owners. Twice a year take unclaimed

items to the thrift store.

* Box Tops Submission (approx. 10 hours)

Prepare ‘Box Tops’ 2-3 times during the school year for submission to the national fundraiser.

* Office Coverage during Children’s Mass (hours vary)

Cover the office on certain Thursday mornings so Ms. Heidi can attend the school Mass. Other times as needed.

* Maintenance Help (hours vary per job)

Assist Dan MacVeigh in caring for our school campus. Varied seasonal work with flexible scheduling includes mowing, leaf raking, touch-up painting, snow removal, safety inspections, etc.

* Uniforms (5+ hours)

Organize uniform swap in the summer.

**Catholic Schools Week Celebration**

* Carnival Games (2 hours)

Jan. 27, 6 – 8pm, run various carnival games

* Carnival Food & Bar Service (2 hours)

Assist with food prep prior to event and/or set-up, serve and clean-up kitchen & bar Jan. 27, 6 – 8pm

**Science Fair/History Day Judging**

* Review, interview and judge Middle School projects, ranking awards on a date TBD in Feb. (8 – 11am) (3 hours)

**Family Fun Run**

* Help with the organization of this fun event, or volunteer the day of. (Hours vary)

**Auction & Gala**

Some spots have already been filled for this year’s Gala on October 21, but much more help is still needed!

Contact Elesha Kinn, our Auction & Gala Coordinator, to learn more. (ekinn@stcolumbaschooldurango.org)

* Silent Auction Donation Solicitors (10 hours +/- depending on number of calls)

Assist silent auction coordinator with calling on 10 or more businesses and collect items for our silent auction (Aug. – Oct.)

* Live Auction Team Leader – Assist in procuring Live Auction donations (20+ hours)
* Decorations Helpers (5+ hours)

Attend a work day, or work from home on décor items for the event

* Bid Sheet Coordinator – create and organize approx. 200 bid sheets (20+ hours)
* Display Board Coordinator - Create and organize approx. 100 item display boards ( 10+ hours)
* Thank You Note Coordinator – Write and send approx. 200 thank you notes for items donated (10+ hours)
* Auction Booklet & Advertising Sales (20+ hours)

Sell advertising for the event booklet

* Service Coordinator Helpers - Help out the Service Coordinator with selection of food – dinner/appetizers, music, beverages, bar items, party rental equipment (chairs, flatware, plates, etc) (20+ hours)
* After Party Helpers (10+ hours)

Assist with selection of foor, beverage, music, decorations, and set-up for the after party

* Art Project Helpers - Assist with classroom art projects, based on expertise (hours vary, depending on project)
* Set-up Evening – Thursday, Oct. 19, 3 – 9pm, help execute the heavy and/or big Auction set-up (up to 6 hours)
* Set-up Day – all hands on deck!

Friday, Oct. 20, help set-up the Auction & Gala (all day, as much time as you have available)

Set-up includes decorations, tables, silent auction items & live auction items

* Set-up Day Childcare Supervision (4 hours per shift)

Friday, Oct. 20, supervise middle school students who watch children while set-up occurs

Two shifts: 8am –12pm and 12pm – 4pm

* Clean-up – What goes up, must come down! Assist with clean-up of the entire school including Parish Center from the after party. Sunday, Oct. 22, 11am – 3pm (4 hours)

**Miscellaneous Service**

* This list of service opportunities is not exhaustive. Be creative!

If you have another way of serving our school community, please talk to Mr. Chick or Ms. Heidi!

**\*Service opportunities with substantial contact with children require a background check and completion of**

***Shield the Vulnerable*, an online child safety training program required by our Diocese**