



**NOTRE DAME**

**Notre Dame Preparatory School  
and  
Marist Academy**

**Parents Club  
Volunteer Activities Catalog  
2020/2021**

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Updated: March 28, 2020**

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**NEW for 2020/2021: Dates and Open Coordinator Positions are now listed on the first page of each activity category**

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If you would like to sign up for an **OPEN** Coordinator or Shadow Position – please contact Becky Ricci at [volunteer@ndpma.org](mailto:volunteer@ndpma.org) now! (signups before May 1st are permitted for these positions...avoid the rush!!)

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Each year, **YOU** – the caring Parents of Notre Dame Preparatory School & Marist Academy Students – Volunteer your precious time to work at school events and activities. As you know, Parent Involvement is an integral part of what makes our school special for both Notre Dame Families and Students.

Together as a community, we volunteer at more than 125 events (equivalent to 7,000 hours). That is a great accomplishment!

We need to continue to make sure these events and activities occur and run smoothly – therefore it's time to take a quick moment and Sign-Up for your upcoming school year Volunteer Assignment.

### **How do I sign up?**

1. Take a moment and review all the activities in the Volunteer Catalog and identify where your time and talents would be best utilized.
2. Fill out the Sign-Up form: <http://ndpma.onvolunteers.com>
3. If you are having trouble with the web portal – please see the following website for help: [OnVolunteers Tips](#)

Each family is required to complete the equivalent of 10 HOURS of Volunteer Service per School Year. Positions will be marked as FULL-TIME (10-hour equivalent) and PART-TIME (5-hour equivalent). You may choose **one** FULL-TIME position or **two** PART-TIME positions to fulfill your yearly commitment. There are a number of volunteer jobs (mainly within hospitality) that are listed by their hours and not called out as Part Time and Full Time. Open Coordinator positions (marked by an \*) are also available and will fulfill your commitment.

**Note:** We prefer your time and talent BUT if you choose **NOT** to Volunteer, please go to the form and sign up to **Opt-Out**. This will serve as your acknowledgement of the Parents Club Policy and you will be billed at a rate of \$70/hour x 10 hours for a total of \$700.

ALSO, Parents with only a Senior Student **MUST** select an assignment that takes place **prior** to January of the graduation year.

### **How do I make a change?**

Prior to June 15, you can go into the Sign-Up Form and make changes.

After June 15, all changes to your volunteer assignments must be approved by the Parents Club Volunteer Coordinator. This is to prevent last minute drop-outs which leave committees and events shorthanded. We understand that things come up.

If you cannot fulfill your commitment **AND** you cannot find your own replacement, please email: - **volunteer@ndpma.org** in advance of your event. All last-minute drop-outs (within 2 days of assigned event) will be considered a 'no show' and will be billed at a rate of \$100/hour.

If you have any questions, please visit [FAQs](#) or feel free to contact me at:- [volunteer@ndpma.org](mailto:volunteer@ndpma.org).

# Notre Dame Preparatory School & Marist Academy

## Parents Club Volunteer Hours

### FAQs

#### **How many Parents Club volunteer hours do I need to complete?**

Each family is required to complete 10 hours of service for the Notre Dame Preparatory School & Marist Academy Parents Club during the school year. You may choose **one** FULL-TIME position (10 hours equivalent) or **two** PART-TIME positions (5 hours equivalent) to fulfill your yearly commitment. Open COORDINATOR positions (indicated as such in the signups) are also available and will automatically fulfill your commitment.

#### **I'm confused, what's the difference between part-time and full-time?**

We switched to this way of organizing hours a few years ago. Many positions are marked as FULL-TIME (10 hour equivalent) and PART-TIME (5 hour equivalent). You may choose **one** FULL-TIME position (10 hours equivalent) or **two** PART-TIME positions (5 hours equivalent) to fulfill your yearly commitment. Open COORDINATOR positions (indicated as such in the signups) are also available and will automatically fulfill your commitment. There are certain volunteer jobs (mainly within hospitality) that are listed by their hours and not called out as Part Time and Full Time. If you choose these types of positions, simply choose enough volunteer positions to meet your 10 hours.

#### **Can a grandparent volunteer instead of a parent?**

Yes, a grandparent or adult family member can work your volunteer hours. Please make sure the job is suitable for him or her. You can simply sign up under your name on the Sign-Up form and either make a note in the comment box, assign their name to the task, or let the coordinator of the event know.

#### **How does opting out work?**

We prefer your time and talent, but if you choose not to volunteer, please select "Opt-Out" on the Sign-Up form. This will serve as your acknowledgement of the Parents Club policy and you will be billed at a rate of \$70/hour x 10 hours for a total of \$700.

#### **I have an unexpected schedule conflict and I have to cancel, what happens now?**

We understand that things come up. If you cannot fulfill your commitment **AND** you cannot find your own replacement, please email [volunteer@ndpma.org](mailto:volunteer@ndpma.org) in advance of your event and the Parents Club Volunteer Coordinator will try to assist in any way possible. You will not be billed for these types of cancellations, but, you are still responsible for making up the hours you missed by signing up for another volunteer opportunity

**Note:** All last-minute drop outs (within 2 days of assigned event) will be considered a no-show and will be billed at a rate of \$100/hour. This is to prevent last minute drop outs which leave committees and events short-handed.

#### **I'm a Coordinator and a parent didn't show up for their volunteer hours on my committee, what do I do?**

Unfortunately this happens from time-to-time and leaves the committee short-handed. Please send the Parents Club Volunteer Coordinator an email at [volunteer@ndpma.org](mailto:volunteer@ndpma.org) and she will notify the family that they will be billed the no-show rate of \$100/hour.

**My friend needed help with her committee and I helped out at the last minute, so I don't have to work the events I signed up for, correct?**

That was kind of you for helping out your friend and the school by putting in more volunteer hours. You still have to work your events that you signed up for during volunteer registration.

**I signed up for more than 10 hours of work, do I have to work all the hours I signed up for?**

Many parents choose to sign up for more than 10 hours of volunteer work and we appreciate their generosity. Please keep in mind that you are responsible for what you sign up for (even beyond the required 10 hours). If you choose to sign up for more than 10 hours of work, the events you signed up for depend on you to fulfill those hours. If you do not work the hours/events you signed up for, you will be billed according to the Parent Club Volunteer Policy.

**I need to change my volunteer assignment, who do I contact?**

We understand that things come up. All changes to your volunteer assignments must be approved by the Parents Club Volunteer Coordinator AFTER June 15 for the following school year. This is to prevent last minute drop outs which leave committees and events short-handed. If you cannot fulfill your commitment **AND** you cannot find your own replacement, please email [volunteer@ndpma.org](mailto:volunteer@ndpma.org) in advance of your event. All last-minute drop outs (within 2 days of assigned event) will be considered a no-show and will be billed at a rate of \$100/hour.

**I have not been contacted by the Coordinator and the event is coming up, what do I do?**

Please send an email to the Parents Club Volunteer Coordinator at [volunteer@ndpma.org](mailto:volunteer@ndpma.org) and she will work with you to get the information.

**The Coordinator of the event I worked didn't have a sign-in form, whom should I let know that I completed my hours?**

Please send an email to the Parents Club Volunteer Coordinator at [volunteer@ndpma.org](mailto:volunteer@ndpma.org). We want to make sure you receive credit for your service hours.

**Do you really track the volunteer's hours?**

Yes! We do this because we value your time and it is only fair that you receive proper credit for your volunteer work.

**Why was there a \$700 charge on my bill for volunteer hours?**

Parents wishing to opt-out of service hours will be billed at a rate of \$70/hour x 10 hours for a total of \$700.

**Why was there a charge for \$850 on my bill for volunteer hours?**

Parents failing to register for service hours by June 15 will be billed at a rate of \$85 per hour.

**I'm interested in volunteering for more than 10 hours, who do I contact?**

That's fantastic! Simply sign up for the extra hours via OnVolunteers. Please note though – you are responsible for all hours you sign up for. Billing policies apply even after you meet your 10 hours. This is because the events and coordinators depend on the volunteers who sign up.

**The date of the event I signed up for says Tentative, TBD, or January 1. When will you know the date?**

As soon as the school notifies the Parents Club of a date we put it on the Sign-Up or let the specific committee members know. Please note that if you see a date of "January 1" for an event it is a placeholder until the school provides the actual date. There are never any volunteer events scheduled for January 1.

**I volunteer for Booster Club hours, do I need to volunteer for Parents Club hours also?**

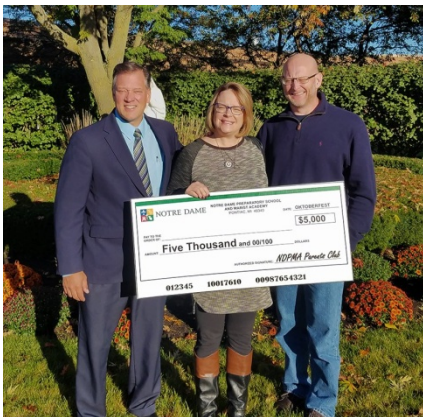
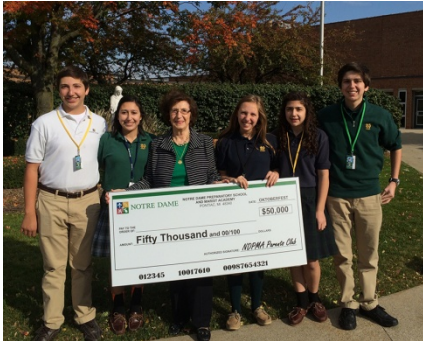
Yes, each family is required to complete an equivalent of 10 hours of service for the Notre Dame Parents Club during the school year. Booster Club hours satisfy your sports obligation (not Parents Club)

**Where do I find the information about volunteering on the NDPMA website?**

It is located under Current Parents >> Parents Club.

**I have a question about my volunteer hours, who do I contact?**

Feel free to contact the Parent Club Volunteer Coordinator at [volunteer@ndpma.org](mailto:volunteer@ndpma.org).



# Super Raffle

2020/21 Notre Dame Preparatory School & Marist Academy		
Assignment	Date	Coordinators
SUPER RAFFLE		
Super Raffle - Data Entry	August-Sept 2020	Kathy Conroy Gayle Hinds
Super Raffle - Raffle Mailing	May/June 2020	Toby Roth Molly Metz
Super Raffle - Ticket Separating	Approximately 1 week before Oktoberfest	Toby Roth Molly Metz

### **Super Raffle - Data Entry**

#### ***Mid August – end of Sept***

Assist the Raffle Chairs in recording all incoming tickets and preparing "day sheets." You will be scheduled to work at the Advancement Office during the school day. Most activity will take place in the mornings (7- 8:00 a.m. or 9 - 11:00 a.m.). A couple of volunteers will be needed the night of the event. You must have basic computer skills.

*Coordinators: 2*

*Part-time positions: 9*

### **Super Raffle - Raffle Mailing**

#### ***May-June (note: this assignment occurs at the end of next school year)***

Volunteers are needed to prepare the Super Raffle mailing for the following school year. Hours will be scheduled in advance with the Chair - some daytime and evening times will be available.

*Coordinators: 2*

*Full-time positions: 4*

*Part-time positions: 16*

### **Super Raffle - Ticket Separating**

#### ***Approximately 1 week before Oktoberfest***

Volunteers needed to separate raffle tickets - this will start in the morning of Oktoberfest and continue into the afternoon as needed. You will be finished in time to attend the event!

*Coordinators: 2*

*Part-time positions: 7*





# Oktoberfest

2020/21 Notre Dame Preparatory School & Marist Academy		
Assignment	Date	Coordinators
<b>OKTOBERFEST</b>		
Oktoberfest - Co-Chairs	Oct 10, 2020	Leslee Risi Laurie Keoleian Shadow: Stacey Babich
Oktoberfest - Decorations	Oct 10, 2020	Cythia Galvin Shadow Needed
Oktoberfest - Assist Caterer, Manage Dinner F	Oct 10, 2020	Janet Bloom
Oktoberfest - Invitations	Fall 2020	Patricia Noga
Oktoberfest - RSVP	Fall 2020	Kristal Grossi
Oktoberfest - Set-up	Oct 9, 2020	Lovell Parker
Oktoberfest - Tear-down	Oct 10, 2020	OPEN
Oktoberfest - Welcome	Oct 10, 2020	Patricia Noga
Oktoberfest - Bar	Oct 10, 2020	Jon Nowak Shadow Needed
Oktoberfest - Door Prize Volunteers	Oct 10, 2020	none needed
Oktoberfest - Marketing	Work begins in August 2020	Jane Fletcher

## **Oktoberfest - Clean-up**

### **Day of Event**

Keep tables clean, empty garbage, clean-up spills and keep the grounds picked-up - during and after the Oktoberfest event, 6 p.m. - midnight.

*Coordinator: 1*

*Part-time positions: 12*

## **Oktoberfest - Decorations**

### **Day of Event**

This committee holds several planning meetings in the evenings. Decorating the gym and tents will take place most of the day of event, but you will be finished in time to attend the event.

*Coordinator: 1*

*Full-time positions: 2*

*Part-time positions: 8*

## **Oktoberfest – Manage Dinner Flow and Desserts**

### **Day of Event Time: 4- 10pm (during the event)**

Before the event, this committee will be responsible for wrapping silverware.

Day of event:

- Manage buffet line
- Calling tables to buffet
- Manage Dinner Flow
- Manage Coffee & Dessert Table
- Tear down buffet line
- Break down tables and put linens away
- Put Poster in Marist closet
- Leave cafe clean

*Coordinator: 1*

*Part-time positions: 13*

## **Oktoberfest - Invitations**

### **Early September**

Help prepare mailings during the evening about 4-6 weeks before the Oktoberfest event. Each volunteer session will be 2.5hrs and the group will meet twice.

You will be able to attend the event.

*Coordinator: 1*

*Part-time positions: 5*

## **Oktoberfest - RSVP**

### **September**

Organizes RSVPs for Ocktoberfest event

*Coordinator: 1*

## **Oktoberfest - Set-up**

### **Day Before Event**

Help lay the tarp on the floor, assemble the dance floor, help with lighting (carrying it into the gym) and set-up tables & chairs in the gym and tent areas. Some work will take place Friday afternoon/evening

(starting at 4 p.m.) with the final set-up completed Saturday morning of event. This is a good job for the guys! You will be finished in time to attend the Oktoberfest event.

*Coordinator: 1*

*Part-time positions: 19*

### **Oktoberfest - Tear-down**

**Day of Event** Time: **approximately 11pm – 1:30 am (after the event until job is done)**

Take down and store all tables, chairs, and decorations set up for the event. Odd jobs as required to return event spaces to pre-Oktoberfest status. You will be able to attend - this assignment begins following the last dance!. You will receive the full **Part Time** credit for working this late shift!

*Coordinators: 2*

*Part-time positions: 15 \*More volunteers added for 2019/2020\**

### **Oktoberfest - Welcome**

**Day of Event**

Volunteers needed as greeters during the event to staff the check-in area. (Approx. 5 - 9:00 p.m.)

*Part-time positions: 14*

### **Oktoberfest - Bar**

**Day of Event**

- Set up bar (not Oktoberfest mugs)
- Serve drinks to guests.
- Clean up bar area and break down bars and entire tent area.

*Please note: Volunteers are required to stay until all clean-up as detailed above has been completed.*

*Coordinator: 1*

*Full-time positions: 7*

### **Oktoberfest – Door Prize Volunteers**

**Day of Event**

Work the door prize area during Oktoberfest.

- Teardown
- Put away Projector, tables, and signs
- Clean up area at the end of the night

*Part-time positions: 2*

### **Oktoberfest – Marketing**

**Early Fall**

- Order yard signs and banners 2 months before Oktoberfest
- Tape up event flyers in the press box (football) in early September so announcers can remind fans
- Put out yard signs, banners & tape up flyers at all concessions stands/school office 1 month before event
- Send a RSVP event flyer to Mike Kelly 3 weeks before event so he can put it on FB/Twitter
- Take down all banners after event

*Full-time positions: 1*



# Fashion Show

2020/21 Notre Dame Preparatory School & Marist Academy		
Assignment	Date	Coordinators
<b>FASHION SHOW</b>		
Fashion Show - Co-Coordinators	March 18, 2021	Rumia Ambrose-Burbank Liz Brisley
Fashion Show - Decorations	March 18, 2021	Liz Brisley
Fashion Show -Wine Pull	March 18, 2021	Ronia Kruse
Fashion Show - Invitations & Seating	February 2021	Michele Chabot Shadow Needed
Fashion Show - Models & Dancers	March 18, 2021	MariLu Fitzgerald Stella Aldo 2 shadows needed
Fashion Show - Silent Auction Acquistions	Jan-March 2021	Alexis Scott Shadow Needed
Fashion Show - Floater	March 18, 2021	Liz Brisley
Fashion Show - Auction Baskets	March 2021	Ingrid Schiefer
Fashion Show - Silent Auction Monitor	March 18, 2021	Ingrid Schiefer

All Fashion Show dates are Tentative

## **Fashion Show - Decorations**

### **March**

Must be available for a 4 hour time block the day of the event to set up decorations and table settings at the hall. The specific time will be determined as we get closer to the event, but will be between the hours of 10 a.m. and 4 pm.

*Full-time positions: 4*

## **Fashion Show - Hair & Make-Up**

### **March**

Assist salon providers during the event. Help style hair for models and ushers. (Professional experience is NOT required but is definitely a plus!) The student models/ushers really appreciate of your help! Work begins at 4 p.m. the day of the event.

*Coordinator: 1*

## **Fashion Show - Invitations & Seating**

### **February**

This assignment takes place about 4-6 weeks before the event, the evening of the event and 1-2 weeks after the event. Meet at the school one evening to prepare invitations for mailing (2-3 hours). Check-in help is needed the evening of the event (2-3 hours). Help writing "**thank you**" notes to all contributors following the event (3-4 hours). Hours may include one or more of the listed assignments. You will be able to attend the Fashion Show.

*Coordinator: 1*

*Full-time positions: 1*

*Part-time positions: 4*

## **Fashion Show - Models & Dancers**

### **March**

Assist models and ushers with fittings at the store and also supervise preparations the night of the event. Clothing must be taken care of and promptly returned by the committee the following day.

*Coordinators: 2*

*Full-time positions: 4*

*Part-time positions: 13*

## **Fashion Show - Silent Auction Acquisitions**

### **Jan-March**

Contact local businesses to acquire donations for the Fashion Show silent auction and fishbowl. Acquisition of items will take place well in advance of the Fashion Show event.

*Coordinator: 1, Full-time positions: 10*

## **Fashion Show - Floater**

### **March**

Volunteers work the day of the Fashion Show. Volunteers are assigned to help in any area that needs additional help. Duties may include, but are not limited to, assisting with set up before the start of the show: seating guests, assisting models and ushers prepare for the show, support clothing/jewelry vendors, and assisting with silent auction. Shifts can be between 4 and 6 hours and may be assigned anytime from 3pm - 10 p.m.

*Part-time positions: 7*

### **Fashion Show - Auction Baskets**

#### ***March***

Meet at the school to assemble baskets for the Fashion Show Silent Auction.

*Part-time positions: 6*

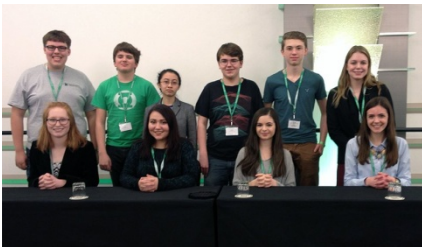
### **Fashion Show – Silent Auction Monitor**

#### ***March***

Monitor silent auction tables, close-out auction sales and help distribute the gifts. You will not be able to attend the show as a guest. Duties are ongoing throughout the evening.

*Coordinator: 1*

*Part-time positions: 6*



# Notre Dame Prep (NDP)

2020/21 Notre Dame Preparatory School & Marist Academy		
Assignment	Date	Coordinators
<b>UPPER DIVISION</b>		
<b>Parents Club Upper Division VP - Ann Stone</b>		
St. Peter Chanel Day of Service	April 16, 2021	Brooke Acre Colleen Ferrara
Junior Prom	April 24, 2021	Bhavna Chaudhary <b>OPEN</b>
Student Volunteer Coordinator	Ongoing	Brian Little
Senior Graduation	May 23, 2021	Carrie Hepner Karyn Dreer
Senior Graduation Set-Up/Tear-down	May 21-23, 2021	Kim Anderson
College Fair	TBD April xx, 2021	Crystal Lawroski
Mother's Brunch	April 18, 2021	Renee Fraser Margie Wells
SANP - Chair	May 23-24, 2021	Michelle Genord <b>Shadow Needed</b>
SANP - Finance	May 23-24, 2021	Juan Webb <b>Shadow Needed</b>
SANP - Food & Entertainment	May 23-24, 2021	Debbie Privert
SANP - Gifts/Raffle Chair	May 23-24, 2021	<b>OPEN</b>
SANP - Security	May 23-24, 2021	Tony Vogel <b>Shadow Needed</b>
SANP - Volunteers & Communications	May 23-24, 2021	Tina Cusac
SANP - Welcome	May 23-24, 2021	Michelle Genord <b>Shadow Needed</b>

## **St. Peter Chanel Day of Service Lunch (NDP)**

### **Day of Event**

Order lunch for NDP and Middle, Unload food, set-up and serve pizza/drinks and clean-up following the student lunch at school. Hours: 8:00 a.m. to approximately noon.

*Coordinators: 2*

*Part-time positions: 14*

## **Junior Prom**

### **Day of Event**

Meet with Junior class moderators and the event planner 1-2 times to finalize details for the Junior Prom. Create and manage a sign-up for junior parents to volunteer to pick up decorations, set up the day before Prom, bring treats for the Prom (baked or purchased) and clean up after prom.

*Coordinators: 2*

*Part-time positions: 2*

## **Student Volunteer Coordinator**

### **Ongoing**

Coordinates NDP student volunteers for Parent Club activities.

*Coordinator: 1*

## **Senior Graduation**

### **Day of Event**

Assist with set-up, greet guests and graduates and clean-up. The event will be from approximately 10:15 am - 3:30 p.m. Senior Parents **DO NOT** work this event, they **ATTEND** it.

*Coordinators: 1*

*Part-time positions: 10*

## **Senior Graduation Set-Up/Tear Down**

### **Day Before, Day of and Day After the Event**

Great job for Dads!! Help with Senior Graduation Set-up Friday afternoon 3:30-6:00 (prep gym, pick up Bordine's order and arrange order); Saturday morning 9:00-11:00 (general graduation set up); Sunday afternoon (if possible) 3:00-6:00 (Graduation break down and return order to Bordine's)

*Coordinator: 1*

*Part-time positions: 12*

## **College Fair**

### **Spring**

Help set-up hospitality for the College Fair the day before (approx. 3 hours) and/or work the day of the Fair (6:30 a.m. - 1 p.m.) You will work with a team of volunteers to provide hospitality to the 100+ college representatives attending. This will include breakfast and lunch as well as clean-up following the event.

*Coordinator: 1*

*Full-time positions: 4: Part-time positions: 6*



## **Mothers' Mass & Brunch**

### **March or April**

Assist with set-up and clean-up for Mothers' Mass and Brunch. This event is on a Sunday.

*Coordinators: 2*

*Full-time positions: 12*

## **Senior All Night Party**

### **May**

Help coordinate the Senior All Night Party which is held after Senior graduation, overnight at Joe Dumars from 10:30 p.m. - 5 a.m. Committee Chairs will meet approximately 5 times during the year and will attend the overnight party.

*Overall Chair: 1*

*Welcome: 1*

*Communications & Volunteers: 1*

*Food & Entertainment: 1*

*Gifts & Raffle: 1*

*Security: 1*

*Finance: 1*



# Middle School

2020/21 Notre Dame Preparatory School & Marist Academy		
Assignment	Date	Coordinators
<b>MIDDLE SCHOOL</b>		
<b>Parents Club Middle School VP - Shannan Heaman</b>		
7/8 Grade Party	May 7, 2021	Connie Currie Shellie Lebanion Amy Kinkade
8th Grade Reception	May 26, 2021	Nina DiMeglio Jeanine Keller Shadow for Jeanine
8th Grade BBQ	May 21, 2021	Michele Kowalkowski
International Day Speaker	March 4, 2021	Kala Parker Joanne Liu
International Day Helper	March 4, 2021	Kala Parker Joanne Liu
Lunch Duty	Every other Tuesday	Amy McLeod
Family Movie Night	2 Dates: TBD	Jessica Yauch
Spaghetti Dinner	September 11, 2020	Donna Maloof
Office Aide	Ongoing	Gitta Judd Gina Rook
Collaboration of the Arts	May 11, 2021	OPEN
Amazing Shake	TBD	OPEN
Parent Potluck Party	March 14, 2021	OPEN

## 7/8 Grade Party

### **May**

Coordinate and plan the 7/8th Grade Dance.

*Coordinators: 3*

## 8th Grade Reception

### **May**

Assist with a Reception following the Graduation Mass at St. Mary of the Hills parish in Rochester. This is usually a week night commitment from 5 p.m. - 9 p.m. 8th grade parents **DO NOT** work this event, they **ATTEND** it.

*Coordinators: 2*

*Part-time positions: 6*

## 8th Grade BBQ

### **May**

Help plan a BBQ (or simply a lunch) for the 8th graders before they go off to their graduation practice.

*Coordinators: 1*

*Part-time positions: 5*

## International Day

### **March**

Coordinators: 2

#### **Speaker**

If you would like to share your heritage and culture or if you have lived in or traveled extensively to another country outside the USA, you can volunteer to be an International Day country host. As a country host, you will organize and plan a presentation that may describe some of the visible and observable aspects of a country's culture (ie, food, language, festivals, dress) and other non-visible elements such as religious beliefs, values, non-verbal communication, attitudes towards age, friendships.

*Full-time positions: 12*

#### **Helper**

Assist International Day Speaker with their "country's" activities on International Day. Approx. 7:00 am - 11:30 am

*Part-time positions: 12*

## Lunch Duty

### **Monthly**

Be with students during lunch and recess at the Middle School campus. Once a month, teachers are given an opportunity to enjoy a staff lunch together while parents supervise the students. Please consider volunteering for this committee so we can continue to offer this monthly "lunch break" to our teaching staff. Lunch times: 10:50 - 11:25 a.m. You will need to work 5-6 spots to fulfil the part-time role. The Chair will contact you to select your dates.

*Coordinator: 1*

*Part-time positions: 12*

## **8th Grade Family Movie Night**

### **September**

Assist with set-up and clean-up at this event.

*Coordinator: 1*

*Part-time positions: 3*

## **Spaghetti Dinner**

### **September**

Assist with setting-up, serving and clean-up at this event.

*Coordinator: 1*

*Part-time positions: 5*

## **Hospitality**

### **Ongoing**

There are several Middle School events throughout the year that require hospitality (set-up, serve food, clean-up); such as, New Student Welcome, New Student Lunch, Information Night, Follow Your Student's Schedule, St. Peter Chanel Day of Service Lunch, Fall Concert, NJHS Induction, etc.

If you are interested in volunteering for these type of events - go to the Hospitality section of the sign-up form and select Hospitality.

*Coordinator: 1*

*Various positions - most are called out by the hours required*

## **Office Aide**

### **Ongoing**

Assist Mrs. McLeod in the Middle School office with a variety of tasks. Must be available during school hours.

*Coordinators: 2*

## **Amazing Shake \*New for 2020/2021\***

### **TBD**

More information coming.... Stay tuned

*Coordinator: TBD*

*Part-time positions: TBD*

## **Parent Potluck Picnic**

### **Sunday afternoon of Irish Week (during/after hall decorating)**

Help organize and coordinate a parent/student pot-luck that will take place after hall decorating on the Sunday before the start of Irish week.

Coordinator Responsibilities

- Meet / Communicate with Student Council to gain information about Irish Week theme
- Work with facilities department to reserve space and supplies needed (tables, chairs, etc.)
- Create a sign-up genius for parents to supply food or other necessary items for the event
- Contact the additional volunteers and direct their work on the day of the event
- Facilitate and manage the tailgate party on Hallway Decorating day

*Coordinator: 1*

*Part-time positions: 2*



# Lower School



2020/21 Notre Dame Preparatory School & Marist Academy		
Assignment	Date	Coordinators
<b>LOWER SCHOOL</b>		
<b>Parents Club Lower School VP - Janet Bloom</b>		
Book Fair	October 12-16, 2020	Annmarie Aratari Heidi Krpichak
Music Concerts	December 9, 2020 May 6, 2021	Jen Wrobel
Daddy/Daughter Dance	April 16, 2021	Michelle Ostin Dana Shook
Fall Family Festival Event Support	September 18, 2020	Michelle (King) Nichols Amanda Dziak
Fall Family Festival Planning Committee	July-September 2020	Michelle (King) Nichols Amanda Dziak
Field Day	June 4, 2021	Jason Gendreau
Fifth Grade Graduation	June 2, 2021	Beth Heimbuch
Grandparent's Day Set-Up	October 7, 2020	Beth Campbell OPEN
Grandparent's Day	October 8, 2020	Beth Campbell OPEN
Hospitality	Various.. See Hospitality	Stephanie Nester
International Day Helper	May 7, 2021	OPEN
International Day Speaker	May 7, 2021	OPEN
LS Play - Costumes	May 2021	OPEN
LS Play - Front of House/Cast Meals	May 14 & 16 2021	OPEN
LS Play - Set	May 2021	Michelle Zimmerman
Lunch Duty	Monthly - Wednesdays	Adriana Piccirilli
St. Peter Chanel Day of service	April 16, 2021	Alison Kline-Kator
Mother/Son Event	March 12, 2021	Meghan Allcorn Kristine Rizzo
Prinipal Coffee & Conversation	Monthly	Jennifer Bassett
Santa Shop	December 7-11, 2020	Stacey McFall Angela Abraham
Teacher Appreciation Week/Lunch	May 10-14, 2020 Lunch on May 12th	Kim Stetson Annmarie Nguyen
Boo Bash	October 18, 2020	Courtney Younan

## **Book Fair**

### **October**

Help with setup and merchandising of the Book Fair. Assist students and teachers with preparing book "wish lists" during the Book Fair Preview Hours. Sell books to student and parent shoppers during sales hours. Restock Book Fair shelves as necessary, keeping books, shelves and displays neatly organized. Help with pack-up and tear-down of Fair. A typical work shift is divided, ie. 1 hr in the morning (7:30 - 8:30 a.m.) and then 2 hrs in the afternoon (2:30 - 4:30 p.m.). (Additional hours will be needed for set-up and tear-down.) Hours will be scheduled on a first-come, first-served basis.

*Coordinators: 2*

*Part-time positions: 15*

## **Music Concert Programs**

### **December and May**

This team of volunteers will be helping the Lower School Music Teacher with TWO concerts - a Christmas and Spring. You will be asked to help with rehearsals during and/or after school a week prior to the concert and the night of the concert.

You will also help the Concert Chair obtain any costumes and props (cutting & sewing when necessary) and searching for and purchasing items needed (within the budget). Assistance with planning, making and setting up stage props and folding concert programs (about 300). Please have some flexibility with your time commitments - these will be special events for our children!

*Coordinator: 1*

*Part-time positions: 4*

## **Daddy/Daughter Dance**

### **April**

Decorate, take pictures, sell tickets, set-up refreshments and clean-up for this fun evening for daughters and their dads. Volunteers should be available to work the event, as well as assist with set up.

*Coordinators: 2*

*Part-time positions: 8*

## **Fall Family Festival**

### **September**

*Coordinators: 2*

#### **Planning Committee**

*July-September*

Planning Committee is for Lower School Parents only. Want to help plan something special for the families at the Notre Dame Marist Grade School? This event takes place at the school for Notre Dame families to enjoy. You will work with this Committee over the summer to plan the event.

*Full-time positions: 5*

## **Fall Family Festival (continued)**

### **Event Support**

#### **September**

Work at the Lower School's Fall Family Festival - various tasks include set-up, food servers, ticket selling, run an activity, clean-up, etc. This is a fun event!

*Part-time positions: 30*

## **Field Day**

### **June**

Help set-up Field Day events, run an activity, clean-up, etc. Approximate time: 7:30am – 1:30pm

*Coordinators: 2*

*Part-time positions: 18*

## **Fifth Grade Graduation**

### **June**

Help set-up, serve and clean-up a nice Brunch after Mass for the 5th Graders and their Parents. Work begins at 8 a.m. until noon. Fifth Grade Parents **cannot** work this event.

*Coordinator: 1*

*Part-time positions: 2*

## **Grandparent's Day**

*Coordinators: 3*

### **Set-Up**

#### **October**

Help set-up the night before Grandparent's Day.

*Coordinator Positions: 3*

*Part-time positions: 6*

### **Day of Event**

#### **October**

Help welcome Grandparents into our school on their Special Day! There will be a Mass for students and our "guests," followed by lunch. Your assistance will be needed for hospitality while our guests are visiting and clean-up following the event.

*Part-time positions: 8*

## **Hospitality: See Hospitality – Lower School Signup**

### **Various Dates**

Serve, set-up and clean-up at 3 -7 social events (depending on the number of hours), which are scheduled during the day or in the evening. Social events include Meet the Faculty, Parent/Teacher Conferences, Principal Coffee, Irish Week Lunch and New Parent Orientation to name a few.

*Coordinator: 1*

*Various positions listed by hours worked*

## **International Day**

*Coordinator: 1*

### **Speakers**

#### **May**

If you would like to share your Heritage or Cultural Traditions or if you have lived in or traveled extensively to another country outside the USA, you can volunteer to be an International Day Speaker. As a Speaker, you will share elements of your culture that make your culture unique. Some visible elements include music, language, storytelling, food, dance, festivals. Some non-visible elements are values, religious beliefs and rituals, rules of social etiquette, notions of beauty, etc. Program is for the entire school day.

*Full-time positions: 10*

### **Event Helper**

#### **May**

Assist International Day Speaker with their "country's" activities on International Day. Approx. 7:00 am - 11:30 am

*Part-time positions: 10*

## **Lower School Play**

### **May**

#### **Costumes**

##### **April-May**

Coordinates and/or designs for the shows minor costume alterations and purchasing.

*Coordinator: 1*

*Full-time positions: 1*

#### **Set Construction**

##### **April-May**

Assists in building or painting the sets or props for the show.

*Coordinator: 1*

*Part-time positions: 2*

#### **Front of House/Cast Meals**

##### **May**

Coordinates front of house volunteers for the one performance. Get ushers, handle tickets, and concessions. Also coordinate cast meals for rehearsals on main campus.

*Coordinator: 1,*

## **Lunch Duty**

### **Monthly**

Be with students during lunch and outside for recess at the Lower School Campus. Once a month, teachers are given an opportunity to enjoy a staff lunch together while parents supervise their class. Please consider volunteering for this committee so we can continue to offer this monthly "lunch break" to our teaching staff. Lunch times: 11:00 - 12:00 p.m. or 11:30 - 12:30 p.m. (The Lunch Duty Coordinator will contact you to select your dates.)

*Coordinator: 1*

*Part-time positions: 20*



## **St. Peter Chanel Day of Service**

### **October**

Volunteer is needed to assist teachers with class projects and set-up, serve snacks/drinks, and clean-up (JK through 5th Grade.)

*Full Time Position:1*

## **Mother/Son Event**

### **March**

This is a great job for Dads! Volunteers needed for set-up, check-in, raffle, and refereeing the games. This is a fun filled evening for Mothers and their Sons to spend quality time together.

*Coordinators: 2,*

*Part-time positions: 3*

## **Principal Coffee and Conversation**

### **Monthly**

Provide refreshments for monthly Principal Coffee and Conversation.

*Coordinator: 1*

## **Santa Shop**

### **December**

Set-up, work during the sale and clean-up. This four-day Christmas Shopping experience is scheduled during the first week of December for students to purchase affordable gifts for their family and friends.

*Coordinators: 2*

*Part-time positions: 14*

## **Teacher Appreciation Lunch**

### **TBD: April**

Help the chair organize a fabulous luncheon event for the faculty and staff of the Lower School.

*Coordinator: 1*

*Part-time positions: 2*

## **Boo Bash**

### **October**

If you love to celebrate Halloween, come with your ideas and join in the planning and setup of Trunk or Treat! Event Runs from 2pm-4pm

*Coordinator: 1*

*Part-time positions: 3*

## **Open House (See Admissions signup)**

### **January**

Work stations at Lower School building - tasks include tour guides, greeters, registration, set-up, clean-up, etc.

*Coordinator: 1*

*Part-time positions: 8*

# Theatre



## 2020/21 Notre Dame Preparatory School & Marist Academy

Assignment	Date	Coordinators
<b>THEATRE</b>		
NDP Fall Musical - Associate Producer	August to early-November 2020	Jennifer Beaudoin Jama Lintol
NDP Fall Musical - Cast Meals	TBD Monday - Thursday - Fall 2020	OPEN
NDP Fall Musical - Choreography	Fall 2020	Donna Pieper
NDP Fall Musical - Costumes	November x-x, 2020. Begin designing in	Juile Bonema
NDP Fall Musical - Front of House	Nov x-x, 2020	OPEN
NDP Fall Musical - Graphics	Fall 2020	Andi Hamze
NDP Fall Musical - Hair and Make-Up	Week of the show	OPEN
NDP Fall Musical - Photography	Mid October and again the week of the show	Brian Dooley
NDP Fall Musical - Production Party	November x, 2020	Carol Spender
NDP Fall Musical - Programs	September - late	OPEN
NDP Fall Musical - Publicity	Mid September- late	OPEN
NDP Fall Musical - Set Construction	September to early-mid Sept to early-	OPEN
NDP Fall Musical - Set Painting	November; several	OPEN
NDP Fall Musical - Sound Design	late October - November	
NDP Fall Musical -Truck Driver	October xx (12-6pm) November xx (6 - 10pm)	Tom Cousins
NDP Spring Play - Producer	February to April 2021	Catherine Spevetz
NDP Spring Play - Costumes	February to early April	OPEN
NDP Spring Play - Set Construction	February to early April	OPEN
Marist Musical - Associate Producer	Work time frame: October - Show Date	Kay Hehl Jenn Beaudoin
Marist Musical - Cast Meals and Par	Week of the show	Loreta Fregoli
Marist Musical - Choreography	Work time frame: October - Show Date	Donna Pieper
Marist Musical - Costumes	Work time frame: October - Show Date	OPEN
Marist Musical - Front of House	February x-x, 2021	Melissa Bissett
Marist Musical - Hair and Make-Up	Week of the show	Paige Greenwell
Marist Musical - Programs	December 2020- end of January 2021	Eden Konja
Marist Musical - Publicity	December 2020- end of January 2021	Danette Meny
Marist Musical - Set Construction	Work time frame: October - Show Date	Chris Milback
Marist Musical - Set Painting	Saturdays in January (9am-2pm)	OPEN
Marist Musical -Truck Driver	Feb x Monday (5-10pm), Feb x Saturday (7-11pm)	Karin Barr

# Notre Dame Prep Fall Musical

## **NDP Fall Musical - Associate Producer**

### ***August to mid-November***

Assist Theatre Program Director with producing the Fall Musical and overseeing all volunteers.

*Associate Producers: 2*

## **NDP Fall Musical - Cast Meals**

### ***Week of Event***

Serve, buy, and possibly cook food for the Musical students during crazy week.

*Coordinator: 1*

*Full-time positions: 6*

## **NDP Fall Musical – Choreography**

### ***September – Day of Event***

*Coordinator: 1*

## **NDP Fall Musical - Costumes**

### ***November – Begin designing in August to mid-November.***

Alterations, purchasing, organizing costumes.

*Coordinator: 1*

*Full-time positions: 2; Part-time positions: 1*

## **NDP Fall Musical - Front of House**

### ***Day of Event***

Volunteers handling tickets, concessions, ushering for the Fall Musical.

*Coordinator:*

*Full-time positions: 2*

## **NDP Fall Musical - Graphics**

### ***Fall***

Design the logo for the t-shirt, publicity, and the program.

*Coordinator: 1*

## **NDP Fall Musical - Hair and Make-Up**

### ***Week of Event***

Assist actors with their hair and makeup for the Fall Musical. Needed during some dress rehearsals too.

*Coordinator:*

*Full-time positions: 4*

## **NDP Fall Musical - Photography**

### ***Mid-October and again the week of the show***

Take headshots of students and take photos during dress rehearsals. Editing skills a plus!

*Coordinator: 1*

## **NDP Fall Musical - Production Party**

### **November**

Plan the cast party for 80-100 people on the Tuesday before we leave for break.

*Coordinator: 1*

## **NDP Fall Musical - Programs**

### **September - early November**

Responsible for creating the program layout for printing. Duties include collecting bios, handle program ads, working with photographer, and proofreading.

*Coordinator: 1*

## **NDP Fall Musical - Publicity**

### **October - mid November**

Coordinate publicity with Notre Dame marketing director. Promote the play to local parishes, families, and surrounding newspapers.

*Coordinator: 2*

## **NDP Fall Musical - Set Construction**

### **Mid-September to mid-November**

Assist in building the sets or props for the Fall Musical.

*Coordinator: 1*

*Full-time positions: 4*

*Part-time positions: 4*

## **NDP Fall Musical - Set Painting**

### **Late September to mid-November; several Saturday paint days**

Paint the sets for the Fall Musical.

*Coordinator: 1*

*Students handle all the painting.*

## **NDP Fall Musical - Sound Design**

### **November**

Coordinator: not needed this year

## **NDP Fall Musical – Truck Driver**

### **Monday of Performance Week (5-10pm) approx**

### **Saturday of Performance Week (7 - 11pm) approx**

Rent a U-haul or find a 26 ft long truck and drive it on load-in and load-out day (this would be over 2 days). Assist with unloading.

*Coordinator: 1*

# Notre Dame Prep Spring Play

## NDP Spring Play - Producer

### **Spring**

Assist Theatre Program Director with producing the show and overseeing all volunteers.

*Producer: 1*

## NDP Spring Play - Costumes

### **February to mid April**

Alterations, purchasing and organizing costumes.

*Coordinator: 1*

*Part-time positions: 2*

## NDP Spring Play - Set Construction

### **February to mid April**

Assist in building the sets or props for the show

*Coordinator: 1*

*Full-time positions: 2*

*Part-time positions: 2*

# Marist Academy (Middle School) Musical

## Marist Musical - Associate Producers

### **October – February**

Assist Theatre Program Director with producing the show and overseeing all volunteers.

*Associate Producers: 2*

## Marist Musical - Cast Meals and Cast Party

### **Week of Event**

Serve, buy, and possibly cook food for the musical students during crazy week including the Cast Party.

*Coordinator: 1*

*Part-time positions: 4*

## Marist Musical - Choreography

### **September – February**

Choreographs the musical.

*Coordinator: 1*

## Marist Musical - Costumes

### **September – February**

Alterations, purchasing and organizing costumes.

*Coordinator: 1*

*Full-time positions: 2; Part-time positions: 1*

## **Marist Musical - Front of House**

### **February - Day of Event**

Volunteers handling tickets, concessions, ushering for the Marist Musical.

*Coordinator: 1*

*Full-time positions: 2; Part-time positions: 2*

## **Marist Musical - Hair and Make-Up**

### **Week of the Event**

Coordinate and instruct hair and makeup volunteers. Help cast members with hair design and makeup application before each performance.

*Coordinator: 1*

## **Marist Musical - Programs**

### **December - January**

Responsible for creating the program layout for printing. Duties include collecting bios, handle program ads, working with photographer, and proofreading.

*Coordinator: 1*

## **Marist Musical - Publicity**

### **December - January**

Coordinate publicity with Notre Dame marketing director. Promote the play to local parishes, families, and surrounding newspapers.

*Coordinator: 1*

*Part-time positions: 1*

## **Marist Musical - Set Construction**

### **October – February**

Assist in building the sets or props for the Marist musical.

*Coordinator: 1*

*Full-time positions: 3*

*Part-time positions: 3*

## **Marist Musical - Set Painting**

### **Saturdays in January**

Paint the sets for the musical.

*Coordinator: 1*

*Full-time positions: 2*

*Part-time positions: 2*

## **Marist Musical – Truck Driver**

### **Monday of Performance Week (5-10pm) approx**

### **Saturday of Performance Week (7 - 11pm) approx**

Rent a U-haul or find a 26 ft long truck and drive it on load-in and load-out day (this would be over 2 days). Assist with unloading.

*Coordinator: 1*

## **Marist Academy (Lower School) Musical**

If you are interested in volunteering for Lower School play - go to the Lower School section of the Sign-Up form.



# Band and Choir

2020/21 Notre Dame Preparatory School & Marist Academy		
Assignment	Date	Coordinators
<b>BAND &amp; CHOIR</b>		
NDP Band President		<a href="#">Ann Marie Allard</a>
NDP Band Volunteer Coordinator		<a href="#">Linda Brouns</a>
Choir - Assistant		<a href="#">Stacey Wernis</a>
Choir - Enrichment		<a href="#">Allison Schulte</a>
Choir - Publicity		<a href="#">Catherine Olis</a>
Choir - Uniforms		<a href="#">Angela Fitzgerald</a>
Choir - Photography		<a href="#">Brian Dooley</a>
Choir - Concert on the Hill		<a href="#">Janice Carraher</a>

Band and Choir  
Dates will be  
communicated by  
the coordinators



## Band General Support

General support where needed doing the following types of activities:

- Video of performances at games, concerts & festivals
- Concert set-up
- Chaperone - buses for pep band, parades, festival, graduation, other outings, etc.
- Open House assistance
- Uniform help
- Helping with Homecoming Band Tailgater & Band Banquet
- Hospitality for Meals for Marchers, home games, etc.

You will schedule your hours with the Band Volunteer Coordinator.

*Coordinator: 1 – Overall Coordinator*

*Full-time positions: 18*

*Part-time positions: 18*

## Band Christmas Concert

### **December**

Provide Hospitality Service: Set-up, Serve, Clean-up food service. Refrigerate left-over perishable food (can take it to the teachers' lounge).

*Coordinator: 1 – Overall Coordinator for Band Hospitality*

*Part-time positions: 3*

## Band Spring Concert

### **May**

Provide Hospitality Service: Set-up, Serve, Clean-up food service. Refrigerate left-over perishable food (can take it to the teachers' lounge).

*Coordinator: 1 – Overall Coordinator for Band Hospitality*

*Part-time positions: 3*

## Choir Christmas Concert

### **December**

There are 4 different jobs that we need help with to make the Pre-Concert Pizza and Choir Christmas Concert a success:

A. Help serve pizza to our choir students before their concert.

Date: **Day of Event**

Dinner will be served at 6pm (Pizza/salad/water should be delivered by 5:45pm).

B. Concert starts at 7pm

1. **Coordinator for the Event:** We need someone to confirm the dates, confirm food order/quantities, contact volunteers, help make Cookie Donation signup genius for Choir Parents, and coordinate decorations. This person should be available on the night of the event to assist where needed.

2. **Pizza before the concert:** Student Dinner Pick-up/Delivery: We need a volunteer to order/pick-up and deliver Cottage Inn Pizza/Salad and Costco waters to the students by 5:45pm. We will provide you with quantities for the order. All expenses will be reimbursed via the Parent Club. This is a 2.5 hour position. The reimbursement form can be found here: [Expense Reimbursement](#)

**3. Concert Set up Crew/Dinner Crew/Clean up Crew:** This is a 5 hour position. Arrive at 4:30pm to help setup and decorate the cafeteria (decorations will be provided). After setup help serve dinner to the students and make sure the cafeteria gets straightened up at the end of the night.

**4. Cookie Tray Crew/Beverage Crew/Clean up Crew:** This is a 3.5 hour position. Arrive by 6pm to take cookies from parents who have volunteered to bake. Arrange them on plates, trays, etc. they will be served during intermission at the "cabaret style seating". FLIK will be providing beverages, make sure they are set up and ready to go. Help clean up at the end of the night.

For Pizza before the concert: Last years pizza order: Cottage Inn; 2 large square, 10 round pizzas, and 2 large salads . This was perfect for 100 people.

The reimbursement form can be found by following this link: [Expense Reimbursement](#)

This event includes a pizza dinner for the choir students before the concert.

*Coordinator: 1*

*Part time Position: 6*

### **Choir Pizza Dinner for Students**

#### ***Day of Event***

Help serve pizza to our choir students before their concert.

#### **Event Details**

Date: ***Day of Event***

Dinner will be served at 6pm (Pizza/salad/water should be delivered by 5:45pm).

Concert starts at 7pm

#### **Volunteer Details:**

\* Two volunteers are needed to work the event from 5:30pm - 7:30pm. This will including setting up the pizza, salad, water, plates, etc. and cleaning up after.

\* We need one volunteer to order/pick-up pizza/salad and purchase/bring water to the event (in addition to working the event). Approximately 100 people are expected. If you are interested in taking care of the pizza/water, please choose the 5 hour job below. Ellie Carter will assist with food requirements and confirm the headcount.

Last years pizza order: Cottage Inn; 2 large square, 10 round pizzas, and 2 large salads . This was perfect for 100 people.

The reimbursement form can be found by following this link: [Expense Reimbursement](#)

*Part-time Position: 3*

## **Choir Concert on Hill**

### ***June***

Help plan the final Chorus event of the school year. Our students audition to perform at this showcase of talent. Weather permitting, it is held on the "hill" at the end of the "B" wing of the high school. Share your time and love of good Music and help continue the tradition!

*Coordinator: 1*

*Full Time Positions: 4*

*Part Time Positions: 12*

## **Choir - Overall Coordinator**

### ***Timing is Flexible***

This person will take the position that Tom Convery has held for the last few years. This person will liaise with Mr. Fazzini to make sure that all choir committees have the resources they need and a general execution plan (Parent Club will supply the volunteers for the different events). This position will also liaise with the Parent Club to make sure events are understood and properly funded. This will require attending the Parent Club Meetings on occasion (the first Wednesday of every month at 6:30pm). This is a 10 hour F/T position).

*Full Time Position: 1*

## **Choir Enrichment**

### ***Timing is Flexible***

Work with Mr. Fazzini to arrange for several activities outside the school day which will provide for application of the skills developed in the choir program. Targeted activities might include:

Trip to weekend musical matinee (Detroit Opera House) with backstage tour.

Christmas Caroling (Mall or Senior Center)

*Full Time Position: 1*

## **Choir Publicity**

### ***Timing is Flexible***

Work with Mr. Fazzini to help spread the good news about choir events. This could include helping to organize a couple nursing home visits, etc. This is a F/T – 10 hour position. No Coordinator responsibilities.

*Full Time Position: 1*

## **Choir Photography Coordinator**

### ***Timing is Flexible***

Mr. Fazzini would like someone to video a few performances so the choir can watch, learn, and improve. The ideal candidate would be available for a few events/year and ideally we could combine this with some Photography as well. This is a F/T, 10-hour position. No Coordinator responsibilities.

\*\*\*\*\*

A video camera and tripod are available for use. Generally parents of participants are willing to video these events for us. The resulting raw videos are excellent complements/feedback for classroom instruction. We would like to title/edit these concert videos into separate clips/videos of individual choir or selection performances.

Arrange for editing of photos and posting of select photos to a cloud directory for the use of the Choir Boosters, Parent Club, and school administrations.

*Full Time Position: 1*

## **Choir Uniforms**

### ***Timing is Flexible***

This is a great position for choir parents. Collect and catalog uniforms at the end of the year. Send out reminder emails (or calls) to families who haven't yet handed in uniforms. This is a F/T – 10 hour position. No Coordinator responsibilities.

*Full Time Positions: 1*

# Speech and Debate



2020/21 Notre Dame Preparatory School & Marist Academy		
Assignment	Date	Coordinators
<b>SPEECH &amp; DEBATE</b>		
Speech/Debate (MS, NDP) Chair	Ongoing	<a href="#">LeAnne Schmidt</a>
Debate/Speech Paperwork Upper/Middle Division	Ongoing	<a href="#">LeAnne Schmidt</a>
Debate Judges - Luck of the Irish Invitational (UD/MD)	March 6, 2021	<a href="#">LeAnne Schmidt</a>
League Tournament Debate Judge (NDP/MS)	TBD	<a href="#">LeAnne Schmidt</a>
Speech/Debate (UD/MD) Tournament Prep Room and Tab Entry	March 6, 2021	<a href="#">LeAnne Schmidt</a>
Michigan Youth in Government	November 22-24, 2020	<a href="#">LeAnne Schmidt</a>
Irish Invitation Debate - Food service & general help	March 6, 2021 Shift 1: 7am - 12pm Shift 2: 10:30am - 3:30pm	<a href="#">LeAnne Schmidt</a>

### **Speech/Debate Paperwork (NDP/Middle School)**

#### **Ongoing**

Log Upper and Middle School student points into the National Registry after tournaments, performances, liturgies, etc. This is ideal for parents who prefer to work on their own time at home and communicate by email with the Head Coach.

*Full-time positions: 2 (one for NDP; one for Middle School)*

### **Debate Judges - Luck of the Irish Invitational (NDP/Middle School)**

#### **Day of Event (7:30am – 4:30pm)**

Judge Speech and Debate events - training provided online - must be able to work the day of the event.

*Full-time positions: 4*

### **League Tournament Debate Judge (NDP/Middle School)**

#### **Dates are TBD**

Judge congressional debate or public forum at after school tournaments from 3:30 to 6:30 pm (approx.) three times during the school year. New judges can complete online training.

*Full-time positions: 2*

### **Speech/Debate (NDP/Middle School) Tournament Prep Room and Tab Entry**

#### **Day of Event (7am – 4pm)**

Data enter scores for events – online training provided prior to event.

*Full-time positions: 1*

### **Michigan Youth in Government Volunteer (FT)**

#### **November**

Attend MYIG event as adult advisor; assist in chaperone responsibilities. The event takes place in Lansing.

*Full-time positions: 1*

### **Luck of the Irish Invitation Debate - Food service & General hospitality**

#### **Day of Event**

Volunteers will help setup, serve food, and cleanup. Food is brought by the coordinator...no orders are needed.

Volunteers will also help the coordinator with sign-in sheets, directing participants to the correct rooms, etc..

*Part Time Positions: 3*



# Campus Ministry

2020/21 Notre Dame Preparatory School & Marist Academy		
Assignment	Date	Coordinators
<b>CAMPUS MINISTRY</b>		
Community Outreach: Angels Place Gar	January 2021 (in the	<a href="#">Della Lawrence</a>
Community Outreach: The Great Give	Nov - Dec, 2020	<a href="#">Meghan Mullen</a> <a href="#">Martha Morgan</a>
Sophomore Retreat (UD)	March x, 2021	<a href="#">Della Lawrence</a>
Liturgical	Various Dates, see OnVolunteers	<a href="#">Meghan Mullen</a> <a href="#">Martha Morgan</a>
Retreat Hospitality	TBD	<a href="#">Della Lawrence</a>
Peer Ministry	Early or Late Spring 2021	<a href="#">Della Lawrence</a>
MLK day of Service	1/16/2021	<a href="#">Della Lawrence</a>
Stations of the Cross	4/30/2021	<a href="#">Della Lawrence</a>

## **Community Outreach: Angels Place Game Night**

### **March**

Serve/work with Campus Ministry to support the NDP Social Justice Committee. Time commitment is 5:00 - 9 p.m. Three drivers and one chaperone is requested.

*Part-time positions: 4*

## **Community Outreach: The Great Give**

### **November -December**

Order and deliver turkeys to non-profit facility in November and pack-up and deliver clothing from Middle School drive to Baldwin Center in December.

*Part-time positions: 2*

## **Sophomore Retreat (NDP)**

### **September**

The Sophomore class participate in a Community Outreach Day. Volunteers will chaperone and accompany the students for the day. Two school days from 7:30 a.m. - 2:30 p.m. Sophomore parents, you **will not** be assigned to your child's group.

*Coordinator: 1*

*Part-time positions: 17*

## **Freshman Retreat (NDP)**

### **September**

Takes place at St. Hugo of the Hills over 2 days.

The Captain will order food and deliver for both days. The workers will help serve and cleanup. Approximately 140 - 190 students participate over both days. Della Lawrence can provide the breakdown for each day.

*Full-time positions: 1 (Captain – helps to organize the part time volunteers)*

*Part time positions: 5 volunteers*

## **Peer Ministry (NDP)**

### **February**

Provide a home cooked lunch on day 2 of the retreat. Captain should organize food and deliver. Volunteers help serve and clean up.

*Full-time positions: 2 (Captain – organizes other volunteers)*

*Part time Positions: 2*

## **Liturgical**

### **Ongoing**

Oversee altar set-up and clean-up for School Masses. Be available 7:45 a.m. - 11 a.m. on Liturgy Day. Schedule of liturgies are posted in the sign-up form. You can choose your dates.

*Coordinators: 2*

*Total hours available: 85 hours*





# Hospitality

## Overall Hospitality Coordinators

### Ongoing

Responsible for coordinating assigned events with Hospitality Captains/Volunteers and School Administration. Duties include contacting your Committee of Assigned Volunteers prior to event, ordering food items, *Coordinator: Lower School – 1, Middle School/NDP: 1*

## Hospitality Event Support

### Many Opportunities - Ongoing

Please see the “Hospitality - Lower School, Hospitality – Middle School, and Hospitality – NDP” signups to see all the ways you can serve. These positions are mostly listed by hours (not “Part Time” and “Full Time”)

## NDP HOSPITALITY:

Assignment	2020/21 SY Date	Day of Week	Shift Time	Shift Hours	# Volunteers	Category	Hospitality Captain	Captain
Honors Convocation and NHS Induction Ceremony	TBD	Thursday	6:30 - 9:30pm	3	2	NDP	Yes	Dawn Dombroski
Fall Conference Goody Bags	October 8, 2020	Thursday	Flexible	3	2	NDP	Yes	OPEN
Fall Conferences #1 (supports UD/MD)	October 8, 2020	Thursday	Shift: 5:00 - 8:30 p.m. event: 5:30 - 8pm	4	4	NDP	Yes	Nicole Esseily (food only)
Fall Conferences #2 (supports UD/MD)	October 9, 2020	Friday	Shift:7:30 - 10:30 a.m. event: 8am-10am	4	4	NDP	Yes	Nicole Esseily (food only)
Spring Conference Goody Bags	March 4, 2021	Thursday	Flexible	3	2	NDP	Yes	OPEN
Spring Conferences (supports UD/MD)	March 4, 2021	Thursday	5:00pm - 8:30 p.m.	3.5	4	NDP	Yes	Nicole Esseily (food only)
Spring Conferences (supports UD/MD)	March 5, 2021	Friday	7:30 - 10:30 a.m.	3	4	NDP	Yes	Nicole Esseily (food only)
Irish Week Lunch (only need UD Volunteers... they serve MD/UD)	March 18, 2021	Thursday	9 a.m -2pm	4	12	NDP	Yes	Kimberly Siegner
Campus Ministry - Freshman Launch	TBD	Sunday	1:00 - 4:00 p.m.	3	2	NDP	No	
Campus Ministry - Freshman Launch	TBD	Sunday	6:00 - 9:00pm	3	2	NDP	No	

## MIDDLE SCHOOL HOSPITALITY:

Assignment	2020/21 SY Date	Day of Week	Shift Time	Shift Hours	# Volunteers	Category	Hospitality Captain	Captain
MS - First day of school Pizza Lunch	8/19/2020	Wednesday	11-12:30pm		3	Middle School	Yes	OPEN
New Student Welcome	August 19, 2020	Wednesday	delivered to MD office by 1pm	1	2	Middle School	Yes	Amy Linenfelser
MS - Follow Your Student's Schedule	August 25, 2020	Tuesday	shift & event time: 6:30-8:30pm	2	2	Middle School	No	
Liturgy Day Snack	September 8, 2020	Tuesday	12:45-1:45pm	1	2	Middle School	Yes	Amy Linenfelser
Testing Day Snack	October 14, 2020	Wednesday	9am - 10am	1	2	Middle School	Yes	Amy Linenfelser
Pancake Snack	November 23, 2020	Tuesday	setup, make & clean up 7:45-10:15am serve 9am	2.5	4	Middle School	No	
Liturgy Day Snack	December 8, 2020	Tuesday	12:45-1:45pm			Middle School	Yes	Amy Linenfelser
Liturgy Day Hot Cocoa	January 6, 2020	Wednesday	11:15am-12:15pm	1	2	Middle School	Yes	Amy Linenfelser
Pancake Snack	February 12, 2021	Friday	setup, make & clean up 7:45-10:15am serve 9am	2.5	4	Middle School	No	
Liturgy Day Snack	3/15/2021	Monday	12:45-1:45pm	1	2	Middle School	Yes	Amy Linenfelser
8th Grade Community Project Night	April 21, 2021	Wednesday	Shift: 6-9pm	3	2	Middle School	No	
St. Peter Chanel Day of Service Lunch & Snack	April 16, 2021	Friday	2 Vol: 9am - 10am 4 Vol: 10:30-12:30	2	6	Middle School	Yes	Kristen VonBerthal
Liturgy Day Snack	April 28, 2021	Wednesday	12:45-1:45pm	1	2	Middle School	Yes	Amy Linenfelser
NJHS New Member Induction	May 5, 2021	Wednesday	6:30 - 8:30	2	2	Middle School	Yes	OPEN
Yearbook Event	May 14, 2021	Friday	11am - 1pm	2	6	Middle School	Yes	OPEN

## LOWER SCHOOL HOSPITALITY:

Assignment	2020/21 SY Date	Day of Week	Shift Time	Shift Hours	# Volunteers	Category	Hospitality Captain	Captain
Family Ice cream Social/Dance Party	August 16, 2020	Sunday	Event: 2-4pm Shift time: 1:15pm - 4:15pm	3	5	Lower School	Yes	OPEN
LS Hospitality - First Day of School Welcome Back Parents	August 19, 2020	Monday	7:30 AM- 8:30 am	1	2	Lower School	Yes	OPEN
Meet the Faculty	August 19, 2020	Monday	event: 7pm Shift time: 6:30pm - 9pm		2	Lower School	No	
Fall Parent/Teacher Conferences (LS)	October 8, 2020	Thursday	Event: 5:30 - 8:00pm 5:00 - 8:30 p.m.	3.5	2	Lower School	Yes	Nicole Esseily (purchasing food for LS, MS, NDP)
Fall Parent/Teacher Conferences (LS)	October 9, 2020	Friday	Event: 8am - 10am Shift: 7:30 - 10:30 am	3	2	Lower School	Yes	Nicole Esseily (purchasing food for LS, MS, NDP)
Tree Lighting	November 18, 2020	Thursday	event: 6:30pm Shift Time: 6pm -8pm	2	2	Lower School	No	
Irish Week Lunch	March 18, 2021	Thursday	10:45 - 11:45	1	3	Lower School	Yes	OPEN
5th Grade Exhibition	April 23, 2021	Friday	6pm - 9pm	3	2	Lower School	No	
LD Art Show	May 26, 2021	Wednesday	6pm - 8pm	2	3	Lower School	No	
New Parent Orientation	May 12, 2021	Wednesday	6:30pm - 8:30pm	2	2	Lower School	No	



# General

2020/21 Notre Dame Preparatory School & Marist Academy		
Assignment	Date	Coordinators
GENERAL		
Advertising Committee	June-August 2020	Kirk Stegmeyer Larry Jack Linda Kallabat
Bookstore	Ongoing	Angela Kayi Erich Estereicher
Ski Club	Winter 2020/2021 Thursdays after school	Laurie Terzano
UD/MD Teacher Appreciation Lunch	TBD Feb 2021	Dana Ignasiak Andrea Schaldenbrand
Used Uniform Sale	June 4, 7, 8, 2021	

## **Advertising Committee**

### **June-August**

Great opportunity to fulfill your full 10 hours of service before school starts! (June - Aug.) You will be responsible for visiting and/or calling area businesses and friends to sell ads for the programs used by our Athletic Dept, as well as such events as the Fashion Show and Golf Outing. Sales experience is helpful but not required. You will work with the Advertising Chair and be required to give periodic updates on your progress.

*Coordinator: 1*

*Full-time positions: 12*

## **Bookstore**

### **Ongoing**

Assist in the Book Store selling spirit wear and accessories during Fall and Spring Conferences, Fall Open House, Freshman Orientation and various events throughout the school year.

*Coordinator: 1*

*Part-time positions: 7*

## **Ski Club**

### **Winter**

Coordinates NDP, Middle, Lower Ski Club activities.

*Coordinators: 1*

*Part-time positions: 7*

## **Teacher Appreciation Lunch**

### **February**

Show your support of the Upper and Middle School Staff by volunteering at the Teacher Appreciation Lunch from 8 a.m. - 2 p.m.

*Coordinator: 1*

*Part-time positions: 4*

## **Used Uniform Sale**

### **June**

Assist at the Used Uniform Sale for all three divisions.

*Coordinator: 3*

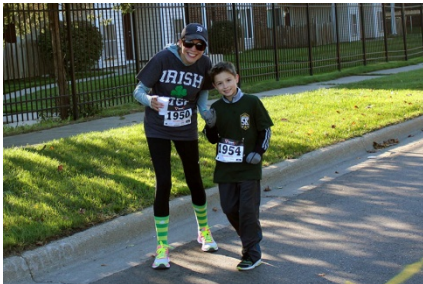
*Part-time positions: 18*

## **Robotics**

### **Ongoing**

Program coordinators for the 3rd - 8th grade for VEX IQ.

*Coordinators: 1*



# Admissions and Advancement

2020/21 Notre Dame Preparatory School & Marist Academy		
Assignment	Date	Coordinators
ADMISSIONS & ADVANCEMENT		
Open House (US/MS)	TBD	Cindy Lance Angela Whalen 2 Shadows
Open House (LS)	TBD	Rosina Thom
Advancement	Dates will be provided by Coordinator	Beth Campbell

# Admissions

## Open House – NDP & Middle School

**October – Day of Event**

*Coordinators: 2*

### Set-Up

#### **Day Before Event**

Help the day before Open House preparing the NDP/Middle campus for visitors:- set-up tables, put-up posters, etc. **Men Needed!**

*Part-time positions: 6*

### Event Support (NDP)

#### **Day of Event**

Opportunity for the public to view our school. Work stations include: - greeters, registration, set-up, clean-up, etc.

*Part-time positions: 10*

## Open House – Lower School

**January – Day of Event**

*Coordinators: 1*

### Event Support (Lower School)

#### **Day of Event**

Opportunity for the public to view our school. Work stations include: - greeters, registration, set-up, clean-up, etc.

*Part-time positions. Part-time positions: 5*

# Advancement

## Advancement Office Aide

### **Ongoing**

*Coordinators: 1*

Miscellaneous office tasks that can be done at the Advancement Office or your own home. Tasks include organizing files, stuffing envelopes, making copies, data entry, phone calls, etc.

*Part-time positions: 4*

## Advancement Event Support

### **Ongoing**

Help a fun event by doing a variety of tasks (serving food, passing out t-shirts, etc.)

*Full-time positions: 11. Part-time positions: 8*