



# INCARNATE WORD ACADEMY

*A Catholic College Preparatory for Young Women, Est. in 1873*

609 Crawford Street Houston, TX 77002 • 713-227-3637 • [www.incarnateword.org](http://www.incarnateword.org)

## 2024-2025 IWA VOLUNTEER OPPORTUNITIES

### ONGOING VOLUNTEER OPPORTUNITIES

#### ANNUAL FUND COMMITTEE

The Parent Annual Fund Committee works with the Advancement Office to help secure financial support from fellow parents for the Annual Fund.

#### ANNUAL GALA AND AUCTION

The Gala and Auction Committee works with the Advancement Office to plan and coordinate the annual Gala and Auction.

#### FALCON BAKERS

Falcon Bakers donate baked treats for certain events throughout the school year (i.e. Open House, Mass Receptions, etc.).

### FIRST SEMESTER VOLUNTEER OPPORTUNITIES

#### AUG 16, 7:00 A.M.-9:00 A.M.

##### BACK TO SCHOOL WELCOME COFFEE

Help welcome parents back to school with a welcome coffee with our principal by setting up, serving and cleaning.

#### SEPT 6, 11:00 A.M. – 12:30 P.M.

##### FALCON FAMILY PICNIC FOR SPIRIT WEEK

Falcon Family Club provides treats and water for Spirit Week at Discovery Green. Volunteers needed to pass out items.

#### OCT 1 - NOV 8

##### FALCON RAFFLE

Volunteers needed to help the Advancement Office count money and raffle tickets collected. Work is each Friday during this 6-week campaign.

#### OCT 2

##### CATHOLIC SCHOOLS COLLEGE NIGHT

Falcon Family Club joins the parent clubs of other Catholic high schools in hosting dinner for the college representatives at Strake Jesuit.

#### OCT 4, 7:30 A.M. – 10:30 A.M.

##### MOTHER/DAUGHTER MASS AND RECEPTION & SPIRIT SHOP SALES

Volunteers needed to provide hospitality, coordinate refreshments, set up, and clean up for the reception following Mass. Great opportunity for Dads to volunteer!

#### NOV 17, 1:00 P.M. – 5:00 P.M.

##### OPEN HOUSE SPIRIT SHOP SALE

Volunteers needed to set up and operate sales for the Spirit Shop during Open House.

#### NOV 22, 8:00 A.M. – 3:00 P.M.

##### THANKSGIVING LUNCHEON & PIES

Falcon Family Club and parents host a Thanksgiving luncheon for the IWA faculty, staff, and students to enjoy together. Volunteers are needed to bake or provide pies and to set up, prepare food, decorate, serve, and clean up at this event.

#### DEC 13, 9:00 A.M. – 12:00 P.M.

##### CHRISTMAS GIFT WRAPPING EVENT

Volunteers needed to wrap personal Christmas gifts brought in by the faculty and staff. All supplies are provided.

#### DEC 20, 9:00 A.M. – 3:00 P.M.

##### FACULTY AND STAFF CHRISTMAS LUNCHEON

Falcon Family Club hosts a Christmas luncheon for the faculty and staff. Volunteers needed to decorate tables, serve faculty, and clean up.



## **SECOND SEMESTER VOLUNTEER OPPORTUNITIES**

**JAN 10, 7:30 A.M. – 10:30 A.M.**

### **FATHER/DAUGHTER MASS AND RECEPTION & SPIRIT SHOP SALES**

Volunteers needed to provide hospitality, coordinate refreshments, set up and clean up for the reception following Mass, as well as coordinate Spirit Shop sales. Great opportunity for Moms to volunteer!

**FEB 7, 7:30 A.M. – 10:30 A.M.**

### **GRANDPARENT MASS AND RECEPTION & SPIRIT SHOP SALES**

Volunteers needed to provide hospitality, coordinate refreshments, set up, and clean up for the reception following Mass.

**APRIL 3, 3:30 P.M. – 6:30 P.M.**

### **NEW STUDENT REGISTRATION SPIRIT SHOP SALE**

Volunteers needed to coordinate set-up, sales, and clean-up of Spirit Shop items for incoming freshmen and transfer families.

**APRIL 4, 7:30 A.M. – 10:30 A.M.**

### **JUNIOR RING CEREMONY AND RECEPTION**

Volunteers needed to provide hospitality, coordinate refreshments, set up, and clean up for the reception following Mass.

**APRIL 15, 6:00 P.M. – 8:00 P.M.**

### **ACADEMIC AWARDS**

Volunteers needed to provide hospitality and coordinate refreshments for students and families at a reception following the awards ceremony.

**APRIL 25**

### **FOUNDATION DAY**

Volunteers needed to help with grilling and serving lunch for all students and faculty as they celebrate the Sisters' arrival to Houston and the foundation of our education. Great opportunity for Dads to volunteer!

**APRIL-TBD**

### **IWA GALA AND AUCTION**

Volunteers needed to assist Advancement Office with planning and coordinating the annual Gala and Auction. Auction committees include: Acquisitions (Silent and Live items), Decorations, and Underwriting.

**MAY 5 – 9**

### **TEACHER APPRECIATION WEEK**

Volunteers needed to coordinate activities to treat teachers with meals, gift cards and other fun events to thank the wonderful faculty of IWA.

**MAY 30, 10 A.M. – 2:00 P.M.**

### **PASS ON THE PLAID**

Volunteers needed to help with sales of gently used uniforms.