

Dear Rosary Parents and Guardians:

Rosary School is built on the principals of faith, community, service and Christian love. Our goal is to build and maintain a Rosary community that promotes the involvement of students and parents in the school. The students of Rosary worked this year on completing service hours and you have been a great help in guiding your children toward this accomplishment.

I am excited to announce the initiation of a new service program, called *TIME AND TALENT*, which will require parents and guardians to serve a minimum of 20 hours per school year (10 hours for single parents). This will help Rosary School remain the outstanding school that it is and one worthy to be honored as a National Blue Ribbon school. These hours of your time will help Rosary fulfill the positions of volunteerism that are necessary each year.

Each family will receive a letter informing them of the many volunteer positions that are needed each year. This will be done through our website, www.rosaryschool.com and the Rosary School Bulldog Newsletter. Your requirement will be to select your favorite areas to sign up for and complete your 20 hours during the year. A binder will be placed in the school foyer where your hours will be documented by you upon completion. This program will run from June 1st to May 1st each year. You will receive two notices throughout the year to inform you of needed hours to complete your goal. At the end of this time the Time & Talent coordinator will notify families of hours not fulfilled. There will be a fee of \$10.00 per hour not served by May 1st. Please remember it is your responsibility to record hours in the Time & Talent book if you want to avoid being charged for unearned hours. Any money collected will be used for teacher professional development.

The volunteer hours you are completing will provide Rosary School with the help we need each year. Our school will be strengthened because of you and you will be a tremendous part of this strength. Thank you for your continuous support for your children.

Yours in Christ,

Mrs. Karen Lynn, Principal

ROSARY CATHOLIC SCHOOL
A NATIONAL BLUE RIBBON SCHOOL

Year-long Fundraising

- ✓ (101) Rosary Auction Coordinator
- ✓ (102) Rosary Auction Coordinator-Assistant
- ✓ (103) Rosary Auction Worker
- ✓ (104) Oktoberfest Coordinator
- ✓ (105) Oktoberfest Coordinator-Assistant
- ✓ (106) Oktoberfest Worker

Seasonal Fundraising

- ✓ (201) Book Fair Spring/Fall ***
- ✓ (202) Trivia Night Coordinator
- ✓ (203) Trivia Night Worker
- ✓ (204) Turkey Bingo Coordinator ***
- ✓ (205) Turkey Bingo Worker ***
- ✓ (206) St. Nick Shoppe Coordinator
- ✓ (207) St. Nick Shoppe Worker
- ✓ (208) Fall Fundraiser Coordinator ***
- ✓ (209) Fall Fundraiser ***
- ✓ (210) Spaghetti Dinner

Classroom Activities

- ✓ (301) Classroom Party ***
- ✓ (302) Fieldtrips ***
- ✓ (303) Auction Project Coordinator ***
- ✓ (304) Oktoberfest Classroom Booth Coordinator ***

School Support

- ✓ (401) Cafeteria ***
- ✓ (402) Ms. Patty's Lunch ***
- ✓ (403) Car Pool AM/PM ***
- ✓ (404) Box Top Coordinator

- ✓ (405) Time & Talent Program Coordinator
- ✓ (406) Field Day Coordinator***
- ✓ (407) Field Day Worker ***
- ✓ (408) Awards Assembly ***
- ✓ (409) Home and School Association
- ✓ (410) HASA General Meetings
- ✓ (411) School Advisory Council Member
- ✓ (412) Boy Scout Leader ***
- ✓ (413) Girl Scout Leader ***
- ✓ (414) Recess Duty Coordinator ***
- ✓ (415) Recess Duty ***
- ✓ (416) Yearbook Photographer ***
- ✓ (417) Bulldog Newsletter Editor
- ✓ (418) Publicity
- ✓ (419) Teacher Appreciation Week***
- ✓ (420) Substitute Teacher***
- ✓ (421) Hearing, Vision, Speech Screening***
- ✓ (422) Picture Day***
- ✓ (423) Used Uniform Sale Coordinator

Sports

- ✓ (501) Track Meet ***
- ✓ (502) Coach ***
- ✓ (503) Concession Stand Coordinator***
- ✓ (504) Concession Stand ***
- ✓ (505) Sports Uniform Coordinator
- ✓ (506) Sports Coordinator

Other

- ✓ (601) International Dinner

Any service opportunity with *** indicates that Safe Environment Certification is required. Please contact the parish office at 405-528-0485.

Year-long Fundraising

✓ (101) Rosary Auction Coordinator

(Completion of this position will automatically accumulate the 20 hour requirement). The Rosary Auction is composed of numerous tasks and requirements. As Auction Coordinator this position requires year-long commitment to schedule yearly meetings, recruit entertainment and volunteers, create a theme, organize volunteers and volunteer tasks, and many other tasks to coordinate Rosary's largest fundraising event.

✓ (102) Rosary Auction Coordinator-Assistant

(Completion of this position will automatically accumulate 20 hours).The coordinator assistant will work closely with the auction coordinator through this year-long commitment in all tasks involved with coordinating the Rosary Auction.

✓ (103) Rosary Auction Worker

The Rosary Auction is composed of numerous tasks and requirements. For this particular event areas of service range from set-up, clean-up, class auction coordinator, or other tasks throughout the planning of Rosary Auction. Please contact the Auction Coordinator for more information on ways to volunteer.

✓ (104) Oktoberfest Coordinator

(Completion of this position will automatically accumulate the 20 hour requirement). This position requires year-long commitment (beginning early summer) to schedule meetings, recruit entertainment and volunteers, assist in the t-shirt design, organize volunteers and volunteer tasks, and many other tasks to coordinate Rosary's second largest fundraising event.

✓ (105) Oktoberfest Coordinator-Assistant

(Completion of this position will automatically accumulate 20 hours).The coordinator assistant will work closely with the Oktoberfest coordinator through this year-long commitment in all tasks involved with coordinating Oktoberfest.

✓ (106) Oktoberfest Worker

(The 30min requirement per student enrollment will also counts towards *Time & Talent requirement hours*) For this particular event areas of service range from, set-up, clean-up, Rosary Run, t-shirt sales, gathering donations, or other tasks throughout the planning of Oktoberfest. Please contact the Oktoberfest Coordinator for more information on ways to volunteer.

Seasonal Fundraising

✓ (201) Book Fair Spring/Fall ***

Work with the school librarian to set-up and man book fair during the spring and/or fall.

✓ (202) Trivia Night Coordinator

(Completion of this position will automatically acquire 5 hours). Work with school administrator to coordinate fall trivia night; organize questions, activities, and prizes.

✓ (203) Trivia Night Worker

Assist with fall trivia night, organizing activities, gathering prizes, set-up, clean-up, and assist with tasks during Trivia Night.

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✓ (204) Turkey Bingo Coordinator ***

(Completion of this position will automatically acquire 5 hours). Work with the eighth grade class to coordinate Turkey Bingo. Help purchase turkeys, recruit M.C., coordinate parent volunteers, and publicize event through Bulldog.

✓ (205) Turkey Bingo Worker ***

Work with the eighth grade class and Turkey Bingo coordinator to stage Turkey Bingo.

✓ (206) St. Nick Shoppe Coordinator

Purchase items for St. Nick Shoppe, organize volunteers, organize and implement St. Nick Shoppe, collect and count money from sales.

✓ (207) St. Nick Shoppe Worker

Work during St. Nick Shoppe hours as classes come to shop. Help set-up, organize, and clean-up St. Nick Shoppe.

✓ (208) Fall Fundraiser Coordinator ***

(Completion of this position will automatically acquire 5 hours). This includes deciding on the fundraiser, contacting company, promoting the fundraiser, collecting money from sales, distributing materials and items to classrooms, and any additional tasks.

✓ (209) Fall Fundraiser ***

Working with the fall fundraiser coordinator this position will assist with collecting, organizing, and distributing product materials to classrooms and students.

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✓ (210) Spaghetti Dinner

Work with middle school science teacher to coordinate and put-on spaghetti dinner.

Classroom Activities

✓ (301) Classroom Party ***

Helps coordinate classroom holiday parties (Halloween, Christmas, & Valentine's Day). Works with classroom parents to gather snacks and organize activities for students. Attends classroom party to help chaperone.

✓ (302) Fieldtrips ***

Works with classroom to carpool students for class fieldtrips during the school year. Responsible for helping supervise small group of students during fieldtrip. (You will receive 2 hrs for ½ day fieldtrip and 4 hrs for a full-day fieldtrip)

✓ (303) Auction Project Coordinator ***

Work with classroom teacher and Auction Coordinator to organize and complete a class project for the Rosary Auction.

✓ (304) Oktoberfest Classroom Booth Coordinator ***

Work with Oktoberfest Coordinator to organize and staff classroom booth for Oktoberfest. All classroom parents are expected to donate a minimum of 30 min per student enrolled.

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School Support

✓ (401) Cafeteria ***

Works with the cafeteria during breakfast and lunch hours to serve student meals.

✓ (402) Ms. Patty's Lunch ***

Works in the school office during Ms. Patty's lunch and is responsible for answering the phone, helping students with cuts & bumps, and other office tasks as they arise.

(403) Car Pool AM/PM ***

Attends car pool duties in the morning and/or afternoon. Must arrive at 7:45am for the morning shift or 3:00pm for the afternoon shift. Responsible for setting up cones and directing traffic. This is a year-long commitment, but only have to work a minimum of one shift per week.

✓ (404) Box Top Coordinator

Promotes & publicizes the Box Top program, along with soup labels, and receipt program. Is responsible for finding box top counters for each grade, gathering all box tops and mailing them in for reimbursement, as well as tallying classroom totals.

✓ (405) Time & Talent Program Coordinator

Responsible for managing service hour book, tallying family hours, and sending out two yearly reminders of current total hours completed.

✓ (406) Field Day Coordinator***

Organize activities, man activities, record scores, and other tasks as needed.

✓ (407) Field Day Worker ***

Work with Field Day coordinator to organize activities, man activities, record scores, and other tasks as needed.

✓ (408) Awards Assembly ***

Work with faculty to organize, print certificates, and schedule end of the year awards assembly.

✓ (409) Home and School Association

(Completion of this position will automatically accumulate 20 hours).Member of the HASA executive board. Attend monthly meetings and complete task requirements as assigned. This position is voted in by the general assembly.

✓ (410) HASA General Meetings

Attend quarterly HASA general meetings. Each meeting is worth one hour towards Time & Talent.

✓ (411) School Advisory Council Member

(Completion of this position will automatically accumulate 20 hours).Member of the SAC executive board. Attend monthly meetings and complete task requirements as assigned. This position is approved the principal and school pastor.

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✓ (412) Boy Scout Leader ***

This is a year-long commitment. Troop leaders will work with Boy Scout members throughout the year through meetings, community activities, and fundraising activities.

✓ (413) Girl Scout Leader ***

This is a year-long commitment. Troop leaders will work with Girl Scout members throughout the year through meetings, community activities, and fundraising activities.

✓ (414) Recess Duty Coordinator ***

This is a year-long commitment and will receive ten hours towards Time & Talent. This position requires coordinating recess volunteers for each school day and recess time. If volunteers are unable to fulfill their day the coordinator is responsible for finding a substitute for that day.

✓ (415) Recess Duty ***

Monitor students during recess along with a classroom teacher. This is a semester-long commitment but only requires one day per week commitment (either lunch or recess duty). If you know you will be absent one day during the semester please call the coordinator ahead of time to find a substitute.

✓ (416) Yearbook Photographer ***

This is a year-long position and will receive 20 hrs. The volunteer will be working with the yearbook

coordinator, taking photographs, organizing sales, and other tasks as they arise. You must attend all school events.

✓ (417) Bulldog Newsletter Editor

This is a year-long committee and will receive 20 hrs. Work with various groups and committees to publish events and news through the Bulldog Newsletter.

✓ (418) Publicity

This position requires a yearlong commitment and will receive 20 hrs. Working with the school administrator, this position will include developing different approaches to build Rosary's image in the community, contact community publicity outlets, and other tasks as assigned.

✓ (419) Teacher Appreciation Week***

Working with HASA volunteer coordinator to organize teacher appreciation week, any special activities, and volunteer to cover classrooms for teacher lunch.

✓ (420) Substitute Teacher***

(This position will acquire 3hrs for ½ a day and 6hrs for a full day) Volunteer to substitute teach during teacher absences. Substitute teacher will follow teacher lesson plans and complete lunch/recess duty if necessary.

✓ (421) Hearing, Vision, & Speech Screening***

Work with school office to assist in hearing, vision, and speech screening of students.

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✓ (422) Picture Day***

Assist during fall class pictures during picture day. Help collect money, line up students, and other tasks as classes are taking their pictures.

✓ (423) Used Uniform Sale Coordinator

(This position will accumulate 10 hours). Collect used uniforms from office the week prior to the used uniform sale. Organize and sort uniforms by size, set-up uniform sale, collect monies, clean-up after used uniform sales, and sort unsold uniforms after sale, as well as any other additional tasks.

Sports

✓ (501) Track Meet ***

Work with track meet coordinator to time students during track events, register participants, record times during track events, and other tasks as needed. (working ½ day will receive 2 hrs & working full-day will receive 4 hrs)

✓ (502) Coach ***

Coach or assistant head coach in a school sport (basketball, soccer, baseball, or volleyball). Only the head coach and one assistant will receive volunteer credit. (Each head coach and one assistant coach will receive 20 hrs).

✓ (503) Concession Stand Coordinator ***

(Completion of this position will automatically accumulate 20 hours). Organize and schedule concession stand workers for Rosary Sporting events. Work the concession stand during Rosary sporting events.

✓ (504) Concession Stand ***

Work the concession stand during Rosary sporting events. Parents whose students play a sport for Rosary may use their required concession stand hour requirement towards their Time & Talent requirement.

✓ (505) Sports Uniform Coordinator

Sort, disperse, and collect uniforms for each grade level and sport. Coordinator is also responsible for handling uniforms that are returned in poor condition and need to be replaced.

✓ (506) Sports Coordinator

(This is a year-long position and will accumulate 20 hours upon completion). Work with volunteer coaches to organize grade level teams, inform coaches of important events or meetings, collect & hand out trophies, and other tasks as necessary.

Other

✓ (601) International Dinner

This event occurs during the summer. Volunteers may assist in the set-up, clean-up, or cooking and serving a dish during the dinner.

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