

SANTA FE CATHOLIC PARENT SERVICE VOLUNTEER FORM 2011/2012

In an effort to better utilize our volunteers we are asking that you complete this form and return to the school office. All volunteers must be fingerprinted with the Diocese of Orlando before being allowed to volunteer at school or at a Santa Fe function. Please remember that all parents are required to complete a minimum of 20 service hours each school year. Two of the 20 hours must be for Renaissance and /or you may donate an item (\$30 value) for the auction to replace the 2 hours. You do have the option to pay \$200 in lieu of the service requirement. Do not hesitate to contact the Development Office to volunteer. We do our best to organize volunteers and help parents earn their volunteer hours.

Student(s) names: _____

Grade _____

Grade _____

Parent(s) information:

Mother: _____ Home Phone: _____ Cell Phone: _____ Email: _____

Father: _____ Home Phone: _____ Cell Phone: _____ Email: _____

Mother place of employment _____ Father place of employment _____

Lunch Service: Aug. 12 – Sept. 1. Assist with preparing and serving lunch the first three weeks of school, approx .10:00 am-1:00 p.m.

____ Aug. 12 ____ Aug. 1 ____ Aug. 16 ____ Aug. 17 ____ Aug. 18 ____ Aug. 19 ____ Aug. 22 ____ Aug. 23
____ Aug. 24 ____ Aug. 25 ____ Aug. 26 ____ Aug. 29 ____ Aug. 30 ____ Aug. 31 ____ Sept. 1

Yankee Candle Sale: Sale begins August 16, for three weeks. ____ Be at school to help with distribution of order. (date TBA)

Night on Broadway Dinner Theatre, October 8: A musical review and dinner.

____ Set up night before ____ Check in at door ____ Server/moderator ____ Dishwashing ____ Breakdown/cleanup

Golf Tournament, Sunday, October 16: At Schalamar Creek Golf Club.

____ Sponsorships ____ Check-in ____ Sit on hole as a witness ____ Work anywhere needed

Tailgate Party, October 28: Annual BBQ dinner before the Homecoming football game, 5:30-7:00 p.m.

____ Set-up ____ Serve during the BBQ ____ Clean-up ____ Donate desserts

Youth Conference, October 14: Each year Santa Fe hosts a Youth Conference; this conference invites the 7th and 8th grade students from our feeder parish schools to join with our 9th graders for a day of prayer, worship, service projects and workshops.

____ Drinks ____ Snacks ____ Set-up ____ Clean-up ____ Serve lunch ____ Chaperone ____ Registration

Carrabba's Lunch, November 5th: 11:30-1:00 p.m, Carrabba's on S. Florida Ave, Lakeland.

____ Pre-sell tickets \$10 each ____ Help serve at Carrabba's ____ Help run take- out orders at Carrabba's ____ Help seat guests

Market Day: We are in need of individuals to assist with the distribution one day a month, in the MPC, 12:00-3:00 pm.

____ 9/12 ____ 10/3 ____ 10/31 ____ 11/28 ____ 2/6 ____ 3/5 ____ 4/2 ____ 4/30

Hospitality: Santa Fe hosts events during the year. Help is needed with donation of food, set -up, clean-up and serving during the event.

____ Back to School Night, 8/16 ____ International Tasting, 11/14 ____ Jr. Class Ring Ceremony, 11/7

____ Christmas Luncheon for Teachers & Staff, 12/15 ____ Honor Roll Breakfast, 2/2 ____ Teacher & Staff Appreciation Luncheon, 5/30

Renaissance: *Our annual Renaissance dinner auction will take place **March 3, 2012**. This is our largest fundraiser and it takes the combined efforts of many volunteers to make it happen. As mentioned earlier on this form, each family is required to work at least 2 hours on this event and/or make a donation to the auction. This is the perfect opportunity to meet more of our Santa Fe parents; it is a fun evening no matter what part you play. You will not want to miss this one! Due to the atmosphere of the evening, students are not permitted to volunteer. This is an adult only function. (the only students permitted are SFC seniors that are approved ambassador)*

Acquisitions - Obtain donations for the event. Visit local businesses seeking donations, working from a master list provided by SFC.

Decorations - Help in assembling decorations before the event.

Auction Display – Maintain inventory of auction items and set up displays of auction items, March 1 & 2.

Check-in/ Check-out - Greet guests upon arrival, distribute auction packets, and assist with the check-in process. After auction closes assist with organizing purchased items with bidder.

Servers - Be a Santa Fe Server, you will be helping with table maintenance and serving desserts, refilling of water glasses, clear table at conclusion of the live auction.. (dress code: black pants/white dress shirt)

Caterer Assistants - Assist the caterer with their need.

Bartenders - Bartending experience preferred. Responsible for tending bar all evening, and the breakdown and clean up of bar area. (dress code: black pants/white dress shirt) Time needed, approx. 4:00 pm-1:00 am.

Bar back - Assisting the bartenders with refilling ice bins, coolers and running trash. (dress code: black pants/white dress shirt) Time needed, approx. 4:00 pm-1:00 am.

Dishwashing - Cleaning dishes, utensils, glasses and tableware. There are two stations, one in the MPC kitchen, and one in Crimson Hall kitchen. This job runs from approx 8:00 pm-1:30 am.

Clean-up - Begins at midnight. This includes: breaking down all tables and moving them back to the MPC, moving all props, items and equipment back to Crimson Hall. This is a crucial job. We need to have the gymnasium empty and the MPC set up for BINGO for the next morning. Volunteers with trucks are a plus!

General Event Help - Will help with anything.

After-Event General Duties - The week following Renaissance assist the Development Office with various tasks.

Athletics: *The athletic department needs willing volunteers to assist with the many activities that make our athletic programs successful.*

Concession Stand Collecting Parking Fee Selling Tickets Maintain Fields Score Keeping

Lakeland Christmas Parade: *Assist in preparing a float for the Lakeland Christmas Parade. This parade takes place Thursday, December 1. Volunteers are needed to work on a committee with Mrs. Pfund and students creating and assembling the float.*

Coordinate Donate Supplies Carpentry / Electrical Skills Trailer for Float

Drama Department:

Fine Arts Exposé & AP Art Show, April 12 Spring Musical, April 19-21 Lunch for Cast & Crew

Parent Talents: *During the year Santa Fe is in need of specialized skills to help enhance and maintain the facilities.*

Plumbing Painting Tile Work Landscaping Carpentry Electric

Office Volunteers: *During the year various departments at Santa Fe are in need of assistance in general office skills.*

Monday Tuesday Wednesday Thursday Friday

Santa Fe Sunday: *Will assist with Santa Fe Sunday at their parish and may be called on during the year to deliver mailings and flyers to the parish and/or feeder school. Parish Name: _____*

Meet and greet parishioners before and after mass Hand out Santa Fe pamphlets after Mass