

ST MARY'S
ACADEMY
FAITH COMMUNITY JUSTICE RESPECT

VOLUNTEER
OPPORTUNITIES

“Volunteers don’t get paid,
Not because they’re worthless,
but because they’re priceless”.

~ Sherry Anderson

ACADEMY PARENTS

Fall Festival

Contact: Lisa Cowden 303-662-0774 tcowden@comcast.net

The **Fall Festival** is an all academy event on **Sunday, October 2, 2011**. This is a fun family event featuring games, prizes, food, and entertainment. We are seeking enthusiastic, creative parents who enjoy brainstorming and thinking like a kid!!! Please sign-up! Specific volunteer times will be available closer to event. Many volunteers are needed for a successful day!

- _____ Food and Beverage (create a menu, order food, beverages and ice)
- _____ Decorations (set up decorations day of Festival)
- _____ Communications (creating and distributing flyers)
- _____ Cake Walk Coordinator
- _____ Advanced Ticket Sales
- _____ Field Games Coordinator
- _____ Craft Coordinator

If you are interested in this volunteer opportunity please email Jackie Neal at jackie_neal@smanet.org or go to www.smanet.org and click on Volunteer Opportunities.

ACADEMY PARENTS

Lakeside Night

Contact: Lisa Cowden 303-662-0774 tcowden@comcast.net

A fun evening for the entire family scheduled for **Tuesday, May 8, 2012!**

Advance Ticket Sales

Event Day Ticket Sales

Yes, I am interested in helping. Please call me with opportunities.

If you are interested in this volunteer opportunity please email Jackie Neal at jackie_neal@smanet.org or go to www.smanet.org and click on Volunteer Opportunities.

ACADEMY PARENTS

Lower School Volunteer Opportunities

Contact: Rhondi Clark 303-346-5901 rhondiclark@gmail.com
Lynn Malik 303-870-0089 ljacobsmalik@gmail.com

_____ **SMA Fall Open House:** Assist Admissions with Fall Open House, Sunday, November 6.

_____ **Room Parent:** Assists teacher and Academy Parents' Lower School Directors with organizing volunteers as necessary for various events. (*Position assigned by Principal, week of September 5.*)

_____ **Hot Lunch Coordinator:** Organizes and sets up for the meals two times a year.

_____ **Tuesday Treats Coordinator:** Organizes Tuesday Treats in conjunction with hospitality rep and room parents.

_____ **Small Hands Committee:** Volunteers will be asked to assist on an as needed basis with Lower School Learning projects.

_____ **5th Grade Continuation Committee:** Fourth Grade parents needed to plan this event.

_____ **LS Yearbook Committee:** Lower School parents needed to create LS Yearbook. Needs include: photographer and layout & design committee.

_____ **SMA Spring Open House:** Assist Admissions with the spring Open House. Date TBD.

More Volunteer Opportunities: Sign up at registration/orientation for teacher conference meals, Tuesday Treats, Thanksgiving pies, Community Outreach.

If you are interested in this volunteer opportunity please email Jackie Neal at jackie_neal@smanet.org or go to www.smanet.org and click on Volunteer Opportunities.

ACADEMY PARENTS

Middle School Volunteer Opportunities

Contact: Mary Frances Hummel 303-798-5764 mfh@cbtcompany.com
Vanessa McCormick 303-504-5770 vvmccormick@gmail.com

_____ **SMA Fall Open House:** Assist Admissions with Fall Open House, Sunday, November 6.

_____ **C.A.T. Rep:** Assists the teacher with organizing volunteers as necessary for various events.
(Position assigned by Principal, week of September 5).

_____ **Family Feast Coordinator:** Organizes catered meals in cooperation with Principal for students and families that are held three times a year.

_____ **Tuesday Treats Coordinator:** Organizes Tuesday Treats in conjunction with C.A.T reps.

_____ **Parent/Principal Coffee Coordinator:** Assists the Principal and organizes refreshments for the coffee meetings. (4-5 coffee meetings per year)

_____ **8th Grade Graduation Committee:** 8th grade parent volunteers needed to plan this event.

_____ **8th Grade Commencement Committee:** 7th grade parent volunteers needed to plan this event.

_____ **8th Grade Breakfast Committee:** 8th grade parent volunteers needed to plan this event.

More Volunteer Opportunities: Sign up at registration/orientation to help with Tuesday Treats, Thanksgiving pies, Community Outreach.

If you are interested in this volunteer opportunity please email Jackie Neal at jackie_neal@smanet.org or go to www.smanet.org and click on Volunteer Opportunities.

ACADEMY PARENTS

High School Volunteer Opportunities

Contact: **Phyllis Chrisman** **303-795-1211** **pchrisman@comcast.net**
 Patty Haas **303-221-3030** **pattyhaas@mac.com**

_____ **After-Prom:** Junior parents needed to organize after-prom activities. Junior and Senior parents needed to chaperone event.

_____ **Communications Committee:** Helps gather information, creates flyers and/or mailings.

_____ **Conference Meals: Fall Conferences (September) Spring Conferences (February)**
Organize and provide meals for parent/teacher/student conferences.

_____ **Grade Reps (circle grade) 9th 10th 11th 12th**
Coordinates parent-sponsored events for parents and/or students. These might be off-campus social events, "student appreciation" activities, or hosting "receptions" at various HS events. Serves as liaison to Advisory Reps and helps implement class phone tree with Advisory Reps.

_____ **Mother/Daughter Mass Floral Centerpieces:** Donate centerpieces for the event.

_____ **Presentations of Learning Panel Member:** In April, read and evaluate six student packets of written material, attend and evaluate their presentation, and fill out an evaluation of the project. Presentation requires approximately a 4 1/2-hour commitment, including instruction on the evaluation process.

_____ **Race for the Cure: (October)** Sign-up sheet for runners.

_____ **Academy Parents Fundraiser:** Assist with sales October 2 - 14

_____ **SMA Fall Open House:** Assist Admissions with Fall Open House, Sunday, November 6.

_____ **Snack Attack:** Surprise snack days 4 times a year for High School students. Dates set by Ms. Mac.

_____ **Thanksgiving Pies:** Bake or bring pies for teachers/staff Monday before Thanksgiving.

_____ **Tuesday Treats Coordinator:** Coordinates and organizes volunteers for Tuesday Treats and Thanksgiving pies. Works with Academy Parents' Hospitality Director.

_____ **Wildcat Sports Rep:** Volunteer to be a team parent to assist with the sports banquet and work with your daughters' coaches to coordinate other team needs (carpool, team dinners, etc.). If you don't want all the responsibilities of a team parent, then please list below what you would like to get involved with in our athletic department. Please circle the season preferred. Thank you!

Fall / Winter / Spring

I would like to help with the following: _____

If you are interested in this volunteer opportunity please email Jackie Neal at jackie_neal@smanet.org or go to www.smanet.org and click on Volunteer Opportunities.

St. Mary's Academy Prayer Group

Contact: Jaiun Kim 720-200-0903 jaiunlamontkim@comcast.net

The St. Mary's Academy Prayer Group meets on the first Tuesday of each month at 8:15 a.m. in the Campus Chapel (located on the east side of the HS Forum). All faiths are welcome. We join together in prayer over requests received from all three divisions of the school and the community -at-large.

Monthly meetings are about half an hour.

Members also take part in a "24/7 Prayer Chain" based on emailed prayer requests. All petitions are honored with confidentiality.

Quotes from previous Prayer Group members:

"It feels good to pray for others and deepens my own faith..."

"I want to tell everyone about this beautiful chapel right on Campus!"

"What a real sense of community I get through prayer."

ACADEMY PARENTS

Hospitality

Contact: **Angie State** **303-756-3516** **ajscsd@aol.com**
 Marlo Wagner **303-841-7502** **marlowagner@q.com**

_____ **Lower School Hospitality Rep:** Coordinates and organizes volunteers for Tuesday Treats and Thanksgiving pies. Coordinates parent volunteers from various organizations (Band, Choir and Orchestra) to assist with refreshments at their events. Work with Academy Parents' Hospitality Director.

_____ **Middle School Hospitality Rep:** Coordinates and organizes volunteers for Tuesday Treats and Thanksgiving pies. Coordinates parent volunteers from various organizations (Band, Choir and Orchestra). Work with Academy Parents' Hospitality Director.

_____ **Middle School Orchestra/Band Cookie Parent:** Bring and set out cookies for the Middle School Concert

_____ **High School Hospitality Rep:** Coordinates and organizes volunteers for Tuesday Treats and Thanksgiving pies. Coordinates parent volunteers from various organizations (Band, Choir and Orchestra). Work with Academy Parents' Hospitality Director.

_____ **Thanksgiving Pies:** Sign up to collect and box pies for teachers Thanksgiving pies prior to break.

_____ **Faculty/Staff Appreciation Luncheon - April 23, 2012 :**
Join a committee that creates, sets up and provides an Appreciation Luncheon for the staff and faculty of SMA.

If you are interested in this volunteer opportunity please email Jackie Neal at jackie_neal@smanet.org or go to www.smanet.org and click on Volunteer Opportunities.

ADMISSIONS

Open House Volunteers

Contact: Susan Twining 303-762-8300 x241

_____ SMA Fall Open House for all divisions on Sunday, November 6.

- Help on the day of event.
- Provide and set-up food for staff/faculty lunch.

_____ SMA Spring Open House for Lower School and Middle School in April.

- Help on the day of event.

_____ Host daytime or evening gathering for potential parents.

If you are interested in this volunteer opportunity please email Jackie Neal at jackie_neal@smenet.org or go to www.smanet.org and click on Volunteer Opportunities.

Advancement Office

Grandparents' Day

LS, MS, HS

Date: November 22, 2011

Contact:

Jackie Neal, Advancement Assistant

303-762-8300 x284

Grandparents' Day is a morning program held the last school day before Thanksgiving break. It is, as the name suggests, a day for grandparents or grand friends to visit the Academy and see their grandchildren's school, and it is a lot of fun. There is a special assembly in the Forum, followed by a few hours in students' classes. Approximately 15 volunteers are needed to help on the day of the event. Middle School students serve as wait staff.

- _____ Prepare invitations for mailing (at SMA, mid-October)
- _____ Help prepare centerpieces (at SMA, early November)
- _____ Setup on afternoon of **Monday, November 21, 2011**
- _____ Help with breakfast on Grandparents' Day, **Tuesday, November 22, 2011**
- _____ Help with photos on Grandparents' Day, **Tuesday, November 22, 2011**

If you are interested in this volunteer opportunity please email Jackie Neal at jackie_neal@smanet.org or go to www.smanet.org and click on Volunteer Opportunities.

Advancement Office

Annual Gala and Auction

LS, MS, HS

DATE: Friday, April 20, 2012

Contact: **Jackie Neal**

303-762-8300 x284

jackie_neal@smanet.org

Our annual Gala is a St. Mary's Academy's fundraising event dedicated to tuition assistance. Each spring parents, faculty, administration, alumnae and friends gather for a fun and festive evening of auction bidding, dining, entertainment and socializing.

We look forward to your support through attendance and volunteerism. How would you like to help?

_____ **Class Gifts** **LS** **MS** **HS** *(Check one)*

_____ **Clerical Mailings:** Addressing/labeling, folding, stuffing, etc.

_____ **Assist in Setup at Site** on day of event (10:00 a.m. – 2:00 p.m.)

_____ **Registration of Guests** the night of event (6:00 p.m. – 7:30 p.m.)

_____ **Solicitation Committee:** Obtaining items for live and silent auction.

_____ **Auction Runners:** Work night of event during auction and dinner.

_____ **Where needed**

If you are interested in this volunteer opportunity please email Jackie Neal at jackie_neal@smanet.org or go to www.smanet.org and click on Volunteer Opportunities.

Advancement Office Volunteer Corps

Date: Year Round

Contact: Jackie Neal, Advancement Assistant 303-762-8300 x284 jackie_neal@smanet.org

The Advancement Office appreciates our “Volunteer Corps” who work on an as-needed basis. Projects include collating, mailings, gift-wrap, etc.

_____ Yes, I am interested in helping the Advancement Office
on an as-needed basis.

If you are interested in this volunteer opportunity please email Jackie Neal at jackie_neal@smanet.org or go to www.smanet.org and click on Volunteer Opportunities.

Advancement Office

Lower School Carpool Helper

Date: September - May (school days only)

Time: 7:40 - 8:10 a.m.

Contact: Jackie Neal, Advancement Assistant 303-762-8300 x284 jackie_neal@smanet.org

Assist Lower School Principal Mary Jane Frederick with Lower School carpool, directing traffic flow, assisting students safely to the sidewalk and greeting people good morning. ☺

Schedule coordinated by Jackie Neal, Advancement Assistant. If you have questions about this great service opportunity call Jackie at 303-762-8300 x 284

DAYS AVAILABLE: M ____ T ____ W ____ TH ____ F ____

If you are interested in this volunteer opportunity please email Jackie Neal at jackie_neal@smanet.org or go to www.smanet.org and click on Volunteer Opportunities.

SMA History/Archives

Contact: Regina Drey, SL, Director of Communications 303-762-8300, x261

Preserve SMA history and prepare for the 200th anniversary of the Sisters of Loretto in 2012 and SMA's 150th birthday in 2014 by helping with our photo and print archives and other projects.

_____ Computer Input

_____ Scanning Photos

_____ iMovie Production

_____ Miscellaneous as needed