

St. Cecilia School Service Hour Descriptions



Student Support –

All On Campus Volunteers Must be Fingerprinted and Complete Safe Environment Training

Art Aide

The art program at St. Cecilia School gives our children the opportunity to learn while creating masterpieces. Art aides help in the classroom by setting out needed supplies, mounting and displaying art, and assisting with organization and clean up.

Hours to be arranged in advance with the art teacher.

Book Fair Aide

Every year St. Cecilia Catholic School holds a Scholastic Book Fair in October. All proceeds are used to ensure the upkeep of our library and current book selection. **Approximately 20 volunteers are needed to work the Book Fair.**

Hours: 8:30 am–11:30 am or 11:30 am–2:30 pm

Classroom Helper

Service hours may be earned by volunteering in your child's classroom. Please make sure these service hours are arranged in advance with the teacher.

Electives Instructor

During the spring, 7th & 8th grade students select an Elective course. If you have an interesting trade, hobby, or special talent you are willing to share, please consider volunteering as an Electives instructor. These courses are held each Wednesday afternoon for five consecutive weeks during the school day.

Library Aide

Library aides help by checking in and re-shelving books, as well as maintaining the organization of the book collection.

Hours to be arranged in advance with the librarian.

Science Lab Aide

Science Lab aides assist with lab preparation, supervision and clean up, and also occasionally taking inventory of supplies.

Hours to be arranged in advance with the science teacher.

CARE (Catholic Action Responsibility Education Committee)

This committee will coordinate Christian Service opportunities for students and their families. Members will work with teachers for age appropriate ideas.

Approximately 6 to 8 parents are needed on an on-going basis throughout the school year.

Choice Lunch Service

Parents are needed to help serve Choice Lunches and may opt to receive free lunches in lieu of service hours.

M, T, TH, F from 11:00 am-12:30 pm

Health Room

Volunteers will provide valuable care to our injured or ill students. A medical background is not necessary, just a caring, sympathetic disposition.

Hours: 12:00pm –2:30 pm

Ice Cream Sales

Ice Cream and popsicles are made available to the students during lunch on Thursdays. Two parents are needed to help set-up and serve these frozen treats.

Hours: 11:45 am–1:00 pm

Playground Lunch Supervisor

Parents assist the school staff during lunch to supervise the students and ensure that safety and proper manners in actions and words are enforced. Approximately 3 parents per day.

Hours: 11:45am–12:45pm.

Double service hours may be logged for playground supervision.

Room Parent

Room parents will coordinate directly with their classroom teacher and parents to organize activities such as: class parties, field trips, auction projects, theme days, fund-raisers, and dances.

This is an annual commitment and parents are needed on an on-going basis throughout the school year.

Safety Committee

The Safety Committee is responsible for our school's disaster preparedness programs. Committee members organize and coordinate emergency procedures, drills, and trainings. This committee also inventories and replenishes emergency supplies, as needed. **Approximately 6 to 8 parents are needed on an on-going basis throughout the school year.**

Yearbook Committee

The school yearbook is made possible by a group of dedicated parents who attend and take photographs of the many school activities. A team of parents is also needed to log, compile, and prepare captions for the photographs.

Approximately 10 parents are needed on an on-going basis throughout the school year.

Hospitality

Christmas Program/Spring Show Props and Costumes

Volunteers are needed to help make props and/or costumes for the Christmas/Spring Show.

Christmas Program/Spring Show Set Up/Clean Up

Approximately 10 parents are needed to help set up before the Christmas/Spring Show and assist with clean up and help move props back to the school.

Double service hours may be logged for Christmas/Spring Show Clean Up.

Grandparents and Grandpals Day

Volunteers are needed for set up, serving and clean up. Photographers are needed to take photos of each student with their grandparent/grandpal. A hard copy of the photos should be returned to school the following Monday.

Jump Start the School Year

This event happens right before school starts and serves as a time for parents to attend a meeting while students visit their classrooms to drop off school supplies. Volunteers are needed for refreshment donations and to help set up and clean up.

Lenten Soup Dinner

Our school hosts one of the St. Cecilia Church Soup Dinners during the Lenten season. Volunteers are needed for set up, serving, and clean up. This is another opportunity to earn service hours in the evening.

Miscellaneous Events

Throughout the year PTG hosts morning and evening events. Volunteers are needed for refreshment donations and to help set up and clean up.

Santa Photo Day

The Student Council sponsors this event and parent volunteers are needed for supervision.

Approximately 6 volunteers are needed.

Hours: 8:30 am–11:30 am

Summer Backyard Barbeque

Our school hosts one of the St. Cecilia Church Summer Backyard Barbeques during the summer. This is a great way to spend time with other church and school families while earning services hours during the summer.

Volunteers are needed for set up, serving, and cleanup.

Sunday Coffee and Donuts

A Chairperson and Parent volunteers are needed on a monthly basis to help host the school sponsored Sunday coffee and donut social after 7:30am and 9:00am Masses.

Teacher Appreciation Week

Volunteers are needed to coordinate and plan with the Hospitality Chairperson to make this a special week of thanks for our hard working teachers. (Provide flowers, lunch, thank you notes, etc.)

Welcome Angels

The school assigns a "Welcome Angel" family to each new family in the school. Welcome Angels initially help orientate new families with school activities and procedures then continue to assist them throughout the school year with occasional phone calls.

Approximately 20 families are needed on an on-going basis throughout the school year.

Office Support

Data Entry/Database

Volunteers are needed to maintain our records. Attention to detail and a basic knowledge of MS Excel are necessary. Some of this work can be done from home.

Mailings

Volunteers are needed to prepare various mailings throughout the year.

Work Done at Home

Occasionally, volunteers are needed to stuff envelopes or prepare packets at home and bring them back to school the next day.

Fundraising Committees

Each family must make a commitment of 10+ service hours to one of these fundraisers.

Auction Committee (Fall)

The annual auction is a vital part of raising money to support the needs of our school. The committee meetings take place beginning in March, and there is also a team of "day-of" volunteers. The planning committee is always looking for volunteers to assist with decorations, solicitation/advertising, Silent/Live Auction, etc. The Day of Support is responsible for set up/clean up, redemption, etc. Each of the following committees provides excellent opportunities to get service hours outside of the school day.

Most of these hours are logged between September and the November auction. Clean up receives triple service hours.

Jog-A-Thon (Spring)

Volunteers are needed to help on the planning team and to help the day of the Jog-A-Thon.

Athletics Department

Winning Score

Winning Score provides support to St. Cecilia's Athletic and Music Programs by sponsoring fundraisers and events to ensure its continued growth and success. They have programs such as Hot Lunch Wednesdays and Spirit Games with snack bars, and many more exciting events in the works.

Winning Score Hot Lunch Service (Wednesdays)

Every Wednesday, throughout the school year, hot lunch is available for purchase to support Winning Score.

Volunteers are needed from 11:00 am-1:00 pm on their scheduled Wednesdays.

Coaches

The sports seasons last approximately 8-10 weeks. During this time, students practice for 60-90 minutes each Monday through Thursday afternoon, under the guidance of their coach. Students also compete in 10 games per season, some of which are away games within the Diocese of Orange.

Team Parent

The team parent is responsible for coordinating volunteers for sports teams. They coordinate drivers, snack bar, scorekeeper, etc.

One team parent is needed per team.

Field Day

This is a day that the students look forward to all year. Come join in on the fun and help supervise games and activities in the morning or afternoon.

Field Day is held on the second to last day of school.

Parish Support

**A maximum of 10 service hours may be worked to support the parish.

Parish Rummage Sale

St. Cecilia Church hosts an annual Rummage Sale. Volunteers are needed for set up, clean up, and day of sales.

Family Fellowship Ministry

The Family Fellowship Ministry at St. Cecilia Church is dedicated to serving families, and more specifically, focusing on families with small children. Volunteers can help teach Children's Liturgy of the Word (one Sunday a month at 11:00 am Mass) or help serve on the planning committees for the Happy Birthday Jesus Party and/or the Easter Egg Hunt.