

Our Lady of Victory Catholic School



H.S.A EVENT & VOLUNTEER HANDBOOK 2018-2019



OUR LADY OF VICTORY CATHOLIC SCHOOL

A National Blue Ribbon School of Excellence



HSA Volunteering Positions

Box Top /Soup Label (Chair & a Co-chair are needed)

Chairperson will collect box tops and soup labels from the class rooms and school throughout the year. Make flyers and submit the box tops and labels.

Entrance Decorating (Chair and volunteers year-round)

Chairperson will decorate the front main entrance/front lobby and guest/lobby bathrooms. Decorating should change with the seasons and/or holidays. Chairperson is responsible for the upkeep of the decorations. (I.e. watering of plants)

Ladies Night

Chairpersons to secure a location, pick a theme, plan a menu, secure donations, and organize volunteers. This event requires the assistance of many people to help plan, decorate, obtain raffle items, wrap baskets, sell tickets, set-up and transport items. All donations come from school families.

Cafeteria Volunteer (multiple rotating volunteers needed)

Help serve lunch, punch lunch card, and supervise lunch room daily from 10:45 am to 12:45 pm.

Spirit Nights (Lola Smith - Chair since 2017)

These are social fundraising events that require the Chairperson to schedule Spirit Nights, coordinated with the school calendar and should not conflict with other activities.

Trunk or Treat

Chairperson will organize and advertise the evening, date TBD but always before Halloween. The night includes parents decorating the trunk of their car in the parking lot and giving out candy and trinkets to the kids. Halloween parties with costume contest are held in the cafeteria at the end of the event with a Spooky Spaghetti dinner (dinner ticked prices TBD).

Used Uniform Sale (Cherry Sullivan – Chair since 2009)

Chairperson will organize and advertise the uniform sale. Volunteers will help organize uniforms by size and item. Requires 4-5 extra volunteers to help organize the uniforms over the school year.

Hot Chocolate 5K (Cat Foglesong – Organizer)

Requires volunteers to request and collect sponsorships and donations, and to help advertise the event outside OLV.



OUR LADY OF VICTORY CATHOLIC SCHOOL

A National Blue Ribbon School of Excellence



Breakfast with Santa & Ugly Sweater contest (one Chairperson to work with HSA on planning)

A social event that requires assistance of volunteers to serve a pancake breakfast, decorate, set up/clean up, photos with Santa.

Sports Award Dinner (volunteer)

Work with PE Teacher (Mr. Crane) planning pizza and drinks donation for event, help Mr. Crane with set-up and decorations for athletes and their parents. Works with HSA on Thank You gift for volunteer coach.

Scholastic Book Fair (multiple volunteers)

Help the librarian with the Books Fair from set-up to closing; volunteer will get trained on the checkout procedure. During the Book Fair days, all classes will visit.

Field Day (Many volunteers needed for a 2 day period)

Work side-by-side with PE teacher (Mr. Crane) on set-up and event day.

Clothing and Food Drive for Charity (Chair & Co-Chair needed)

Chairperson advertises in school and the church to collect clothing, shoes, linens, and toys to support the many Archdiocese charity drives throughout the school year. The Chair person will see that the donated items meet time line and get delivered or picked up by the charity.

Bulletin Boards

Chairperson updates the front entrance bulletin boards.

Weekly Rosary (Mrs. Hawkins)

Need volunteer to remind parents to attend this weekly event.

CSW kick-off Tail Gate Party & Football Game at OLM (Cat Foglesong & Mr. Wilkerson)

Need volunteer to help set up for the party and caravan to OLM to cheer them on the kick of game of the start of Catholic School Night at OLM.