



**Our Lady of Mercy Home School Association
2011-2012 Volunteer Service Sign-up Form**

Please take a moment to consider how you would like to be involved in our school community. The outstanding commitment by OLMS parents has been key to the success of our school. Together, we can continue to make OLMS a special place for all our children.

As required and noted in the OLMS Handbook, each returning family is required to complete **25** hours of service, new families are required to complete **10** hours of service. Please refer to the OLMS Handbook for more detailed information regarding compliance.

Please check the boxes below to indicate which activities you would like to participate in. Please write your name next to each area you volunteer for and the chairperson(s) will get in touch with you. **Please return this form ASAP to hsa@olmschool.com**

Thank You.

SOCIALS & HOSPITALITY

WHERE HELP IS NEEDED	NAME & PHONE NUMBER
Welcome Tea on 9/2 ~ bake desserts	
Guilford Parade on 9/17 ~ help organize marchers	
October Wine Social on 10/13	
Open Houses in January ~ give Tours	
Open Houses in January ~ bake desserts	
Bingo on 2/10 ~ help coordinate event	
Field Day ~ June ~ help in kitchen	

FALL FESTIVAL ~ Sunday, September 25

WHERE HELP IS NEEDED	NAME & PHONE NUMBER
Set Up ~ come 2 hours early to help set up	
Kitchen ~ help set up food in the gym	
Cook / BBQ ~ cook hotdogs & hamburgers	
Arts & Crafts Tables ~ aid students with crafts	
Field Day Activities ~ help monitor events	
Photography ~ take pictures of families	
Supervisor ~ time shifts with bouncy castles	
Clean Up ~ stay for 1 hour after the event	

KITCHEN ~ "SNACK ATTACK"

Serve lunch (delivered daily by The School House Deli), organize milk distribution, bake cookies and sell various snacks. If interested, you must sign up for the same day at least 2x per month.

DAYS OF THE WEEK	NAME & PHONE NUMBER
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

CHRISTMAS BOUTIQUE ~ Friday, November 4 & Saturday, November 5

Second largest annual school fundraising event. This is a festive 2 day craft show with over 40 vendors and activities for children.

WHERE HELP IS NEEDED	NAME & PHONE NUMBER
Committee	
Set Up	
Decorating	
Valet Parking	
Prep / Sell Food in the Kitchen	
Sell Raffle Tickets	
Welcome Table	
Clean Up	

OLM SPRING AUCTION ~ Largest OLMS Fundraiser ~ Saturday, March 24

WHERE HELP IS NEEDED	NAME & PHONE NUMBER
Committee	
Solicit Auction Items	
Sell Raffle Tickets	
Check in Table	
Set Up	
Check out Purchases	
Advertise	

FALL GIFT WRAP SALES

Fall fundraiser selling wrapping paper & other goods.

WHERE HELP IS NEEDED	NAME & PHONE NUMBER
Assist w/ sorting orders	
Assist w/ distributing orders	

AFTER SCHOOL ENRICHMENT

WHERE HELP IS NEEDED	NAME & PHONE NUMBER
Assist Coordinators with ideas for programs	
Assist with check in & dismissal on event days	

COMMUNITY OUTREACH

WHERE HELP IS NEEDED	NAME & PHONE NUMBER
Assist w/ food & clothing drives	
Assist w/ community service	

CURRICULUM ENRICHMENT

WHERE HELP IS NEEDED	NAME & PHONE NUMBER
Assist w/ program ideas and execution	

BOOK FAIR ~ Monday, December 5 to Friday, December 9

Annual Scholastic Book Fair

WHERE HELP IS NEEDED	NAME & PHONE NUMBER
Set Up	
Sell Books	
Clean Up	

GYM UNIFORM & OLM MERCHANDISE SALES

WHERE HELP IS NEEDED	NAME & PHONE NUMBER
Fill new gym uniform orders	
Maintain gym uniform inventory	
Track & record gym uniform sales deposits	
Order OLM merchandise (sweatshirts, hats, etc)	

SPORTS BOOSTER CLUB

WHERE HELP IS NEEDED	NAME & PHONE NUMBER
Sell snacks at sporting events	
Field maintenance	

SCRIPS PROGRAM

Read separate flyer

WHERE HELP IS NEEDED	NAME & PHONE NUMBER
Process weekly orders	
Distribute weekly orders	
Advertise monthly program specials	

FATHER/DAUGHTER DANCE

A beloved spring event!

WHERE HELP IS NEEDED	NAME & PHONE NUMBER
Assist on planning committee	
Set Up	
Assist at Welcome Table	
Assist in Kitchen	
Bake Desserts	
Clean Up	

MOTHER/SON DANCE

Another beloved spring event!

WHERE HELP IS NEEDED	NAME & PHONE NUMBER
Assist on planning committee	
Set Up	
Assist at Welcome Table	
Assist in Kitchen	
Bake Desserts	
Clean Up	



PARENT SURVEY FORM

FAMILY NAME: _____

The following information will help us get to know your interests and talents.

1. What is your profession? _____
2. Would you be willing to donate your service/talent to a school project/function?
Yes / No (circle)
3. Do you have a family member who has a service/talent that they would be willing to share with the school? Yes / No (circle). If yes, what service?

4. Have you ever worked for or served on a committee for a non-profit before? Yes / No (circle). If yes, which committee? _____
5. What areas of interest do you have in the school? _____

Thank you!

The Home School Association