

HSA Signup Genius Descriptions

Below are short descriptions of the committees, dates (when available), and volunteer commitment. If you have any questions, please contact svmshsapres@gmail.com.

Board Position: Treasurer in Training

What: Job shadows the current HSA Co-Treasurers budget & reimbursement process to have an understanding of role to assume 2-year term during the 24/25 & 25/26 academic year.

When: Throughout academic year, flexible from computer working hours.

Who: Financial background, and those good with bookkeeping.

Volunteer Commitment:

- Attend budget planning meeting and assist with responsibilities during the 23/34 academic year.
- Assume Co-Treasurer responsibilities during the 25/26 academic year.

Class Parent Coordinator

What: Serve as liaison between class parents, HSA Board and school administrators for class parties and events.

- Compiles comprehensive list of class parents from teachers.
- Hosts back to school meeting with class parents to review specific grade level classroom responsibilities and answer questions.

When: Host a back-to-school meeting in person or virtually.

Who: Best for a SVMS parent who has been a part of the SVMS community for a couple of years.

Volunteer Commitment: Preliminary work begins before school year. Coordinating of class parents via email/phone at beginning of academic year. Periodic email/text communication throughout the year.

175th Birthday Committee:

What: SVMS celebrates the 175 years during the 23/24 academic year. School administrators, Ed Council and HSA will celebrate throughout the year. Assist in planning celebrations and weaving the birthday theme into existing HSA events.

When: Planning begins in Summer 2023 and will carry on throughout the school year.

Volunteer Commitment: Meetings throughout the school year.

Book Swap

What: Book swap to allow students to bring in old books and pick up new books for summer reading. In 2023 an author presented her book and a "Kick off to Summer Reading" program was introduced.

When: Hosted during the final weeks of school, after school.

Volunteer Commitment: Planning begins in late Spring to advertise event. Book collection and sorting is held the days leading up to the event. The event takes place immediately after school in early June.

Bottle Hill Day

What: SVMS and St. Vincent Marty Church host a booth at Madison's Bottle Hill Day. HSA and Education Council Co-host a booth at Bottle Hill Day to promote the school. Volunteers are needed to work the booth and handout freebies.

When: Saturday, October 7th

Who: Anyone who is passionate about SVMS and is looking for a weekend volunteer commitment.

Volunteer Commitment: Work a shift manning the booth at Bottle Hill Day.

Breakfast with Santa:

What: A SVMS tradition where the gym is transformed into a holiday wonderland. Families can snap their photo with Madison Santa, enjoy breakfast, music, and games. The committee organizes signups, decorations, food, DJ and games.

When: Saturday morning in December

Volunteer Commitment: Planning begins in early October with meetings held in person and virtually. Day of event help required.

Catholic Schools Week

What: Help celebrate Catholic education with a fun filled week of special events. Deb Logan has chaired the event for several years and works like a well-oiled machine. Join Deb's team for a chance to celebrate Catholic Schools. The 23/24 academic year is the 175th Birthday for SVMS – celebration events can be coordinated with Catholic Schools Week.

When: January 28-February 3

Who: Members of the SVMS community with availability during the school day.

Volunteer Commitment: Planning begins in late Fall. Requires planning meetings and in person help the week of the event.

Catholic Schools Week (CSW) Photo Collage

What: CSW culminates with a short slide show presentation of the week's events. Students fill the gym to watch a short video of photos taken throughout the week that include community service, all school mass, ice cream, and assemblies.

Who: Can create a slide show set to music?

Volunteer Commitment: Week of January 28-February 3, 2024. Photos will be emailed to you each night. The slideshow needs to be ready to present to students on Friday, February 3.

Catholic Schools Week Family Night

What: The SVMS gym turns into an Italian Trattoria with food donated by a SVMS family (Noelle Van Slyck). A DJ entertains the students while adults visit with old and new friends.

When: One evening (historically Thursday night) during the week of January 28-February 3.

Volunteer Commitment: Assist Noelle in booking DJ, simple décor for tables, advertising event, and recruiting volunteers to assist with setup, serving and cleanup.

Catholic Schools Week In School Day of Service K-5

What: In conjunction with Community Service Chairs plan and execute community service projects for grades K-5 during Catholic Schools Week.

When: January 28-February 3.

Volunteer Commitment: Assist in planning events in late Fall. Be available for in school coordination one day during the week of January 28-February 3.

Catholic School Week Liturgy

What: All school mass held to celebrate Catholic Schools Weeks. Students participate in readings, bringing of gifts to the altar, etc..

When: One day during the week of January 28-February 3.

Volunteer Commitment: Collaborate with Deb Logan and Parish Office in early January to plan mass and student volunteers needed. Send out Signup Genius to recruit student volunteers. Attend to assist in coordinating student volunteers.

Christmas Shop

What: The SVSM school gym turns into a Christmas shop where students can purchase up to 10 gifts for family and friends. Over 5,000 gifts are purchased, wrapped, and sold to the students.

When: Wrapping begins in October for several weeks. Wrapping is completed at home.

Christmas Shop - work shifts during the school day 2 days in mid-December

Who: Great for volunteers who can wrap in the evenings. Availability during the school day to work shifts in December.

Volunteer Commitment: Gift wrapping begins in October. Volunteers will pick up unwrapped gifts & paper near the preschool playground after drop-off and wrap at home. Twice a week wrapped gifts are exchanged for unwrapped gifts. In December during a 2 day period assist with setup and help students shop for gifts.

Community Service

What: Activities include sandwich making, bingo at Pine Acres, in school donation drives, and the Catholic Schools Week Day of Service.

When: Activities occur throughout the school year.

Volunteer Commitment: Planning begins in late Summer, coordination of events throughout school year.

Community Service Middle School parents will coordinate the Middle School Community Service club and activities in conjunction with K-5 Community Service Chairs.

Volunteer Commitment:

- Plan Catholic Schools Week Day of Community Service.
- Schedule and Execute Bingo at Pine Acres

Cultural Arts

What: Plan cultural arts program/assembly for students.

When: Program will occur throughout the year.

Volunteer Commitment: In conjunction with help from Ed Council research, plan and execute cultural arts program at SVMS.

Field Day Refreshments

What: Student participate in Field Day activities at Dodge Field in Madison. HSA provides water and a s treat.

When: A morning in late May, school day is typically a half day.

Who: Able to attend field day in late May.

Volunteer Commitment: Purchase an ice cream snack or book an ice cream truck. Attend Field Day to distribute/coordinate snacks. Communicate to SVMS community via Enews or Classroom parents what snack will be served.

Health and Wellness:

What: In conjunction with Ed Council and School administrators plan and execute a health and wellness program for students and their families. This year a parent speaker was introduced.

When: Events typically occur during school hours – committee members should have flexibility to volunteer during the school day.

Volunteer Commitment: Planning starts in late summer and events throughout year.

Ladies Night:

What: Adult females at SVMS to join for a night of fun to meet friends new and old. Previous nights have included happy hour, painting, and community service. T

When: Anytime throughout the school year.

Volunteer Commitment: Plan, advertise and execute event. Collect digital payment.

Mens Nights

What: Adult men at SVMS to join for a night of fun to meet friends new and old. Previous nights have included happy hour and games.

When: Anytime throughout the school year.

Volunteer Commitment: Plan, advertise and execute event. Collect digital payment.

Landscaping

What: Maintain the gardens outside of the school with seasonal decorations and maintain Mary Statue Garden. Liaise with Randal of any shrubs/bushes that need to be replaced.

When: Throughout the school year.

Who: Availability after school and on weekends.

Volunteer Commitment: Purchase or reuse garden decorations and place in school gardens.

Minted

What: Minted.com offers a rebate program to SVMS to receive a discount donation via a coupon code.

When: Throughout school year.

Who: Perfect for the volunteer looking to serve from their home or computer.

Volunteer Commitment: Promote Minted coupon code via E-News in October, November, December for Christmas card season. Promote again in Spring semester for graduation and communion cards.

New Families Welcome

What: Help new families get acquainted with SVMS with new family home visits and a ice cream social for students.

When: August and early September.

Who: Best suited for families who have been at SVMS for at least 2 years.

Volunteer Commitment: Introduce yourself to new families in August, touch base in September to answer any questions about the new school year. Be available to family to answer questions over phone/text.

Preschool Easter Egg Hunt

What: PreK families host a Eater Egg hunt event with crafts and light snack.

When: Planning begins in early March. Event held during school day before Easter break.

Who: Parents of Pre-School children.

Volunteer Commitment: Plan and execute crafts, egg hunt and snack for Pre School families.

School Store

What: Plan, prepare and order school store items.

When: Throughout the school year.

Who: Availability after school and on weekends for afterschool popup shops.

Volunteer Commitment: Availability at school events such as Breakfast with Santa, Basketball games, concerts to host a Pop-Up Shop and sell spirit wear items.

Shop with Scrips (Raise Right)

What: Raise Right (previously Scrips) is an HSA fundraiser where families purchase gift cards to local and national vendors, a portion of the purchase is returned to HSA.

When: Throughout academic year at end of grading periods.

Who: Perfect for the volunteer looking for a remote volunteer role

Volunteer Commitment: At the end of each grading period perform an audit of Scrip's purchases against HAS contracts. Provide updates to families on commitment fulfillment progress.

Trunk or Treat

What: The SVMS parking lot is transformed into a night of ghosts and goblins. SVMS families volunteer to host a 'decorated trunk' and distribute candy to the students. Costumes, fun music and sweet treats – it's an event not to miss!

When: Planning takes place in September-October. Event occurs on a Friday night in late October.

Volunteer Commitment: Assist the Chairpersons in recruiting trunk hosts, promoting the event, securing candy donations, setting up/breaking down the event and staffing the event.

Trunk or Treat Hosts

What: Host a themed trunk during our annual Trunk or Treat program. Trunk hosts decorate their vehicles and pass out candy or other treats to trick or treaters.

When: Friday night in October – date TBD.

Who: Volunteers looking for after school opportunities.

Volunteer Commitment: Decorate your car on a Friday night in October and attend event to distribute candy to students.

Uniform Exchange:

What: SVMS drop off gently used uniforms and can pickup new uniforms at 'pop up shops' throughout the year.

When: Throughout school year at pre-defined dates.

Volunteer Commitment: Must be available outside of school hours to help organize uniform donations and host seasonal uniform exchanges on campus. On-site commitment is roughly 3-4 hours every season (summer, fall, winter, and spring). Must be flexible to assist with events held in the months of July, August, October and April. Summer events are held during the day; events held during the school year are after school and early evening.

Uniform Exchange Laundry

Volunteer Commitment: Must be available to wash, dry and fold 2-3 loads of laundry at home in each of the fall, winter, and spring seasons as unclaimed lost-and-found uniform items return to the uniform closet. No in-person commitment is required except to gather and return laundry.

Scholastic Book Fair

What: The Scholastic Book Fair is an annual event held in the library. Funds raised allow the librarian to purchase new books. Help is needed to assist students with shopping/decision making and paying for books.

When: Held during and after school day January 28-February 3, 2024. *Please note these are tentative dates

Volunteer Commitment: Must be available for shifts to assist the librarian in ringing up books during the school day and immediately after school when book fair is open.

Playground Equipment:

What: HSA purchases playground equipment for students to use during recess.

When: 3x/year after grading periods.

Volunteer Commitment: Send teachers email in late August requesting playground equipment requests for new school year.

Family Events – Formerly Hospitality Committee:

What: Plan and Execute Back to School Mass Breakfast, Catholic Schools Week Breakfast, and Grandparents Day Refreshments.

When: Back to School Mass Breakfast: Sunday in September

Catholic Schools Week Breakfast: Sunday during the week of

Grandparents Day: Weekday morning during May.

Volunteer Commitment: Available on Sunday to set up, work, and clean up after mass breakfast. Morning availability in May to setup, work, and cleanup Grandparents breakfast.

Teacher Appreciation Week - Formerly Hospitality Committee:

What: Plan and execute Teacher Appreciation Week gifts, breakfast, lunches, etc..

When: May 6-10th, 2024

Volunteer Commitment: Availability during the morning or afternoon to setup/cleanup meals/snacks.

Teacher Events: - Formerly Hospitality Committee:

What: Plan and execute 3-4 breakfasts/lunches/snacks throughout the school year and stocks the teachers lounges.

When: Throughout the school year.

Volunteer Commitment: Teacher lounge stocking can be done during or after school hours. Early morning and mid day availability to setup/cleanup breakfasts and lunches.

8th Grade Graduation Chairs/Committee (4 Chairs/6 Committee)

- These chairs and committee members will be responsible for all activities associated with 8th-grade graduation, inclusive of the class trip, week of graduation events, graduation party, class gifts, etc...all while working very closely with Sister Noreen and Mrs. Gisoldi. These chairs will also be responsible for all communication with the class and class families about all events.

Middle School Dance - Fall (6 Committee Spots/2 per grade)

- This committee will be comprised of 2 volunteers per grade (6th, 7th & 8th) and will be responsible for organizing and running the Fall dance for the Middle School, inclusive of decorating, refreshments, entertainment, and chaperone recruitment.

Middle School Semi-Formal - Spring (4 Committee Spots/2 per grade)

- This committee will be comprised of 2 volunteers per grade (7th & 8th) and will be responsible for organizing and running the Spring Semi-Formal for the 7th and 8th grades, inclusive of decorating, refreshments, entertainment, and chaperone recruitment.

Middle School Fundraising/Community Building Committee (6 Committee Spots/2 per grade)

- This committee will work **collectively** to lead and execute middle school fundraising and community building that will benefit the entire school/HSA. They will be responsible for 3-4 small efforts such as Cherrydale Fundraising, and Chipotle night, and 2 larger efforts, TBD. The school year will be kicked off with a meeting held with the Middle School HSA representatives and this committee to discuss the vision and identify key themes/events. Please note, this committee is **NOT** responsible for 8th-grade graduation.