

SMCS Volunteer Opportunities Calendar

All volunteers must be SAFE HAVEN TRAINED

Time Frame Time Commitment	DEPT.	Event/Job	Rough Number of Volunteers	Monetary Ask
May - August Time Commitment based on position or event	PLUS	Committee Chairs & Committees	<ul style="list-style-type: none"> 35 positions 	No
August- May	PLUS	Room Parents Lead class parent organization & messaging throughout the year	<ul style="list-style-type: none"> 1-2 parents per classroom (~45 total) 	Small money collection from parents for classroom or grade level expenses
August-November Typically 1 practice + 1 game/week	Parish Sports	Soccer Team Coaches Head & Assistant coaches for all soccer teams	<ul style="list-style-type: none"> 30-40 parent volunteers 	No
August Signup for individual slots throughout the year	PLUS	Staff Birthday Lunches Sign up to bring each staff member a lunch for their birthday	<ul style="list-style-type: none"> 60 volunteers sign up (individuals can sign up for multiple slots) 	Yes cost of staff lunch
August Signup 30-45 minutes on schedule afternoon	School	Read A Story- PK3-2nd Grade Read a story in your child's classroom	<ul style="list-style-type: none"> Every Parent gets a slot 	No

Time Frame Time Commitment	DEPT.	Event/Job	Rough Number of Volunteers	Monetary Ask
August Sign Up for Monthly events	PLUS- Middle School Ambassador	Middle School Munchies <i>Cookie Bakers</i> -Bake (or buy) cookies (baking preferred and most popular) <i>Cookie Distributors</i> munchies at Lunchtime	<ul style="list-style-type: none"> • 15 Cookie Bakers/month • 9 Cookie Distributors/month (3 per grade, 6th-8th) <p>(parents can sign up for one or both roles; please sign up ONLY ONCE to distribute so all parents have a chance)</p>	Yes Cost of baking or buying munchies
August/September ~ 1-2 Week Commitment	Development	Tiger Fund Committee Encourage TF giving w/in your grade level via texts & emails provided by Dev. Dept.	<ul style="list-style-type: none"> • 2 Chair Couples • 15 Parent Couple Grade Reps • 1 grandparent couple 	Not for committee participation, only for Tiger Fund
September Signup for 6 AALC late afternoon events/year	PLUS	Art a la Carte <i>Chairs</i> - create lessons, organize supplies <i>Class Volunteers</i> -lead pre-curated and themed art lessons in the classroom	<ul style="list-style-type: none"> • 3 Chairs • 12-15 Classroom Volunteers on Art a la Carte days 	No
September Signup for Fall Sports (through November)	School	Fall Athletic Concession Sell concessions during home games. (Students may receive service hours for NJHS or service points for Student Council when volunteering WITH a parent)	<ul style="list-style-type: none"> • 2 Volunteers needed per game. Middle school students can receive service hours for Students Council or NJHS but must be accompanied by an adult. 	No
September	School	Open House Docents Assist with Check in & Tours	<ul style="list-style-type: none"> • 15-20 Parent volunteers 	No

Time Frame Time Commitment	DEPT.	Event/Job	Rough Number of Volunteers	Monetary Ask
Late September/ Early October (10/3 Baskets Due)	PLUS	Take a Chance Basket Builders <ul style="list-style-type: none"> Solicit basket items and compile teacher baskets Acquire items and compile student baskets 	<ul style="list-style-type: none"> Lead Chairperson: 1 Enough volunteers to create 23 total baskets 	Yes-teacher basket donations; student basket items refunded by school within given spending limit
October (10/6 - 10/16 Sales)	PLUS	Take a Chance Tickets <ul style="list-style-type: none"> Pull tickets, write names on each, and place in the correct buckets ("ticket parties") Sell tickets during the school day if not all are sold in advance 	<ul style="list-style-type: none"> Ticket Pull Volunteers: 12-15 volunteers for each (3-4 total pulls) School day ticket sales: 4-6 volunteers 	TAC ticket sales
October (PLUS & Carnival Chairs start planning in May; other committees start in Sept. culminating in the highest needs the week, day, and night of Carnival)	PLUS	Halloween Carnival Committee Chairs: Recruit & organize committee into roles and oversee progress Committee: create map, schedule inflatables, schedule food pre-sales & day of sales, buy & organize prizes, create event volunteer sign up, basement trips	<ul style="list-style-type: none"> Chairs: 2 Asst Chairs: 2 Volunteers: 8-10 	No
October	PLUS	Halloween Events: Pumpkin & Cake Decorating Contest collect pumpkins & cakes during carpool	<ul style="list-style-type: none"> 3-5 volunteers 	No

Time Frame Time Commitment	DEPT.	Event/Job	Rough Number of Volunteers	Monetary Ask
October (October 24, 2025)	PLUS	Halloween Carnival: Day of Set Up, Event/Booth Help, Clean Up	<ul style="list-style-type: none"> ● Set Up: 15-20 volunteers ● Event Help: 100 volunteers (4 shifts at 25 booths) ● Clean Up: 15-20 volunteers 	Cost of food at carnival
November -March 23 (day of Tourney)	Development	Golf Chairs & Committee <i>Chairs</i> begin ~ 4 months out, sponsorship & planning assistance <i>Committee</i> begins ~ 2 months out, volunteer, prize acquisition, and contest coordinators	<ul style="list-style-type: none"> ● Chairs Couples: 2 ● Volunteer Coordinators: 1-2 ● Prize acquisition: 1 ● Contest Coordinator: 1 	No
November Signup For Winter Sports (through February)	School	Winter Athletic Concessions Sell concessions during home games. (Students may receive service hours for NJHS or service points for Student Council when volunteering WITH a parent)	<ul style="list-style-type: none"> ● 2 Volunteers needed per game. Middle school students can receive service hours for Students Council or NJHS but must be accompanied by an adult. 	No
November	School	Thanksgiving Feast Sign up to bring food for the Thanksgiving Feast in PK3-1st Grade.	<ul style="list-style-type: none"> ● 10-12 Classroom parents needed to provide food for class 	Cost of food you sign up to bring, money is often collected for larger items (nuggets, etc)
November (Friday before Thanksgiving, no school)	School	Grandparents' Day help monitor the reception areas during the Open House	<ul style="list-style-type: none"> ● 4-6 Parent Volunteers 	No

Time Frame Time Commitment	DEPT.	Event/Job	Rough Number of Volunteers	Monetary Ask
November - January (Event in late January)	Development	Parent Party Committees Decor, Auction Acquisitions, Sign Up Party Coordinating, Graphics	<ul style="list-style-type: none"> ● Decor: 1-3 volunteers ● Auction: 2-4 volunteers ● Sign Up Parties: 3 volunteers ● Graphics: 2 volunteers 	No
November/ December	PLUS	Adopt-A-Family Assign families to classes, room parents create Sign Up Geniuses based on wishlists & organize collection	<ul style="list-style-type: none"> ● 4 chairs ● Grade Level Coordinators (how many/grade?) 	Yes-parents asked to sign up to buy gifts for their family
December - February Typically 1 practice + 1 game/week	Parish Sports	Basketball Team Coach Head & Assistant coaches for all basketball teams	<ul style="list-style-type: none"> ● 30-40 coaches 	
December	PLUS	Faculty Gift Fund Organize messaging via room parents & other avenues to collect donations for cash Christmas gifts given to each staff & faculty member	<ul style="list-style-type: none"> ● PLUS Chair & Assistant ● Room parents for texts 	Yes
December	PLUS	Day of Giving Coordinate day where school families give collected gifts to their adopted families	<ul style="list-style-type: none"> ● 5-7 volunteers to coordinate (Adopt a Fam Chair + Asst Chair, Grade Level Coordinators, PLUS Chair and Asst Chair) ● All SMCS families invited to attend and volunteer 	No
December	PLUS	Faculty Ornaments Getting a Christmas ornament for each	<ul style="list-style-type: none"> ● 60 parent volunteers 	Yes, cost of ornament

Time Frame Time Commitment	DEPT.	Event/Job	Rough Number of Volunteers	Monetary Ask
		faculty member		
December (last day before break)	PLUS	Faculty Christmas Social sign up to bring snacks/food for the Staff Christmas Social	<ul style="list-style-type: none"> 15-20 volunteers 	Yes-cost of snacks/food
December/January	Development	Parent Party: Auction & Sign Up Party Committee Solicit Auction items & Sign Up Party Hosts	<ul style="list-style-type: none"> 8-10 committee members 	No-just willingness to ask for donations and party hosts
December/May	Development	Parent Party: Sign Up Party Hosts Volunteers willing to host or help host a sign up party February - May	<ul style="list-style-type: none"> 15-25 couples 	Yes-the cost to host the party
January	Development	Parent Party: Day Of Support Work at venue to set up Decor, auctions, etc for party	<ul style="list-style-type: none"> 12-15 volunteers 	No
January & February	Development	Steps for Students Day of: Set Up, Breakfast snacks, Man tent, Clean up & Take Down Participation Incentives for registering	<ul style="list-style-type: none"> 8-10 volunteers 	No
February	PLUS	Father Daughter Dance Invitation, Set Up, Refreshments, Chaperone, Take Down	<ul style="list-style-type: none"> Day of: 10-12 Moms 	No
Spring (March 23, 2026)	Development	Golf Volunteers Set Up, Check in, Bev Carts, Run contests, Party Tent help	<ul style="list-style-type: none"> 30-40 Day of Volunteers 	Party Pass Purchase if staying beyond your Volunteer Shift

Time Frame Time Commitment	DEPT.	Event/Job	Rough Number of Volunteers	Monetary Ask
April		Book Fair Volunteers to help during the Book Fair with student shopping and checkout	<ul style="list-style-type: none"> • 20-30 volunteers 	
Late April/Early May	PLUS	Teacher/Staff Appreciation Week Provide Daily Treats for Teachers & Staff	<ul style="list-style-type: none"> • Volunteers as determined by PLUS Chair & Assistant Chair 	Parents contribute to a teacher raffle with items or gift cards and send in “favorite things” for staff
May	PLUS- Middle School Ambassador	Light of Leadership Reception Roary’s Club asks some 6th Grade Parents to set up & monitor the reception after the mass	<ul style="list-style-type: none"> • 5-7 6th grade parents 	

