

OPEN HSA VOLUNTEER POSITIONS

HELP LEAD THE ICS FAMILY

**Would you like to get involved by sharing your
Time, Talent, & Treasure this school year?
We need your help for success!**

We are looking for volunteers to make this, and future, years the most successful for our students! We also understand that it can be difficult to volunteer your time during the school day, but there are opportunities to volunteer from home or even donate items for events such as Back to School Night, Trunk or Treat, or Catholic Schools Week. We appreciate all of your support!

HSA VOLUNTEER DESCRIPTIONS

HSA Fundraising Chair

- The Fundraising Chair chooses a few fundraisers to raise money for ICS throughout the year - can be quick and easy or more elaborate - it's up to you!
- The goal should be based on the amount needed to fundraise for the school year.
- You are not solely responsible as you will have volunteers to help you see through your plans!

HSA Communications Chair

- The Communications Chair uses multiple methods to spread the word about all HSA happenings.
- They act as a central hub to provide the "who, what, where, and how" for everything! People can't get involved if they don't know about it, so this position is crucial.

HSA Secretary

- The Secretary takes minutes at HSA meetings to provide clarity on what was discussed and decided.
- Sending thank you notes, birthday cards, and sympathy cards is another responsibility the Secretary takes care of.

ICS Classroom Parent

- An ICS Classroom Parent is a great way to get involved in your child's school year. You work with your child's teacher to:
 - Organize class parties throughout the year
 - Coordinate Christmas and end of year teacher gifts with the other class parents (group funded)
 - Plan and organize a class Tricky Tray basket (group funded)
 - Attend an HSA meeting once a month
 - Assist HSA with decorating and snacks for the teacher lounge once a school year
 - Assist HSA with Catholic Schools Week
 - Assist HSA with Teacher Appreciation Week





Interested in volunteering for a specific event? Find events scheduled for this year below!

½ Day Snack Organization

This can be done from home. Involves creating a flyer, collecting money sent in for snacks, and making a list of who purchased for that day. You can also volunteer to sort and distribute snacks on the ½ day. This does not have to be the same volunteer.

Back to School Night

This event is after school. The volunteers help with set up, clean up, and any activities that are going to be held during the event.

Carnival

This is a multi-day event after school/on weekend days and evenings. It has many different volunteer needs such as working in a booth, serving food, cleaning up, ticket sales, etc. More information about specific volunteer needs will be coming shortly.

Trunk or Treat

Volunteers need to create a flyer, manage a signup list for check-in, decorate before the event, and coordinate entertainment/games during the event.

Tricky Tray

This is our biggest fundraising event of the school year! We need as many volunteers as we can. Volunteers help with basket set up, ticket sales, 50/50 Raffle sales, and basket "runners" bring baskets to the winner.

Santa Sale

This is a two-day event during the school day. The volunteers are there to help the children pick out special gifts for their loved ones or package the gifts after purchase. You can also volunteer to help set up or help clean up after the event as well.

Catholic Schools Week

School celebration event that usually takes place end of January. More specific volunteer opportunities for this event will be available soon.

Middle School Dance

This dance is for the 6th-8th grade students. Volunteers create a theme for the dance, make a flyer, collect money, make a guest list, and coordinate entertainment. Volunteers also help decorate the day of the dance, set up refreshments, and help chaperone.

Easter Bunny Breakfast

Volunteers create a flyer, collect the money and create a guest list for check-in, which can all be done from home. Volunteers attend the day of the breakfast, on a Sunday - and help decorate, cook breakfast, serve breakfast, and run games and activities during the event.

Mother/Son Breakfast

Volunteers create a theme for the breakfast, make a flyer, collect money, make a guest list, and coordinate entertainment or an activity for the event. Volunteers also help decorate the day of the breakfast and set up refreshments/breakfast.

Father/Daughter Dance

Volunteers create a theme for the dance, make a flier, collect money, make a guest list, and coordinate entertainment for the dance. We also need volunteers to help decorate the day of the dance and set up refreshments.

Field Day

This volunteer day is usually an all-day commitment. You will be helping the children with a field day activity and help with the color run. This is one of the most fun days to volunteer and see the children have such a great time!

Art Show

Volunteers help hang balloons, artwork, and set up tables. They can also help with assisting families with check-out, welcoming guests and passing out brochures. It is a fun, themed event where you will see all of the students' artwork from throughout the year on display!

IF YOU ARE INTERESTED IN ANY OF THESE OPPORTUNITIES PLEASE SIGN UP AT:

<https://forms.gle/EyoYeZrnKgcRYwkMA>

or e-mail Mrs. Rivera at HSA@icsspotswood.com

