

FAMILY NAME \_\_\_\_\_

**Our Lady of Grace Catholic School  
Service Hour Summary  
2009-2010 School Year**

<b>Service Hour Definition:</b>	Service hours provide the pivotal support needed to maintain an enriched school environment. They are donations of your time which are critical to the success of our school. They are defined as hours doing needed work relating to school events, enrichment, safety, fundraising, etc. Items listed below qualify toward your commitment because, by and large, they benefit the school as a whole. The positive benefits of service hours are readily apparent in our classrooms, church, upper field, etc. and greatly enhance the school community we all share with our children.
<b>Service Hour Commitment:</b>	1 child - 30 hours per year; 2 children - 45 hours per school year, 3 or more children - 60 hours per school year
<b>Service Hour Completion Deadline:</b>	March 15th of each school year (hours must be turned in on the appropriate form on or before this date.) NOTE: Service hours earned after 3/15 will qualify for the next school year's commitment. Hours earned before 3/15 may not carry over to the next year.

Event	Description	Time	Location	Date Range	Max hours per year	Contact Person
<b>Advisory Council Member</b>	Serve as member of Advisory Council for predetermined term working on reviewing and establishing school policies and procedures.					Melanie Hagerty
<b>Art Fair Worker</b>	Set up, assist and/or coordinate with Art Teacher art display for Open House		Lauerman Hall	January		Gail Rugee
<b>Art Program Aides</b>	Assist Art Teacher in Grade 1 through 6 art classes	Mon, Thurs and/or Fri afternoon	Lauerman Hall	Throughout school year		Room Parent of Child's Grade
<b>Bike Rodeo Chairperson and Committee</b>	Chairperson - Coordinate event with school faculty and El Cajon Police Department; Committee - assist event chair, work day of event putting students through tests			3/11/2010		John Clements
<b>Bingo Early Bird Shift Worker</b>	Work extra Bingo Night early shift (in addition to mandatory night(s)) if previously arranged by the Bingo Coordinator.	4-7 p.m.	Moloney Center	Thursday nights throughout year		Yvette Skalka
<b>Bingo Worker</b>	Work Bingo selling tear-off and cards and assisting the regular floor crew at the direction of the Floor Chairperson.	Evening	Moloney Center	Thursday nights throughout year		Monica Seitrich
<b>Children's Choir Worker</b>	Assist Music Director with children's choir robes and office duties such as sorting and filing music or preparing music folders					Heidi Lynn
<b>Classroom Parent and Helpers</b>	Classroom Parent - work with teacher to coordinate various class-specific events throughout the school year as needed; Helpers - spend time assisting Classroom Parent as needed.			Throughout school year		Carol Durr
<b>Computer Room Aide</b>	Help Computer Teacher with lower grade computer classes in 45 minute shifts. No computer experience needed.	During school day	School	Throughout school year		Linda Ruiz
<b>Development Volunteer</b>	Assist Development Directors as needed.					Kelli Balistreri
<b>Drivers</b>	Drive students to sports events, choir activities, field trips, etc. NOTE: Driver's Insurance Information is required to be on file in the office prior to volunteering.	Various	Various	Throughout school year		Individual Teachers
<b>Entertainment Books Chairperson and Helpers</b>	Chairperson - 3-4 volunteers needed to coordinate/assist with pickup and sale of coupon books; Helpers - assist chairperson as needed.			October - December		Barbara Ziber
<b>Field Trip Chaperones</b>	Assist teachers on any field trips or outings where teachers need assistance.		Various	Throughout school year		Teachers
<b>First Grade Potluck Chairperson and Helpers</b>	Chairperson - Coordinate event (preferably a parent who has attended event previously); Helpers - assist chairperson as needed.	Evening	Various	10/5/2009		Amy Campagna
<b>Gift Certificate Committee</b>	Sell grocery/local business gift certificates	Various - 1 1/2 hour shifts	Moloney Center	After Sat./ Sun. morning and 12:30 p.m. Masses		Laurie Gomez Arguilez
<b>Golf Tournament Committee</b>	MAJOR FUNDRAISER - Coordinate/assist with planning golf tournament and dinner dance			9/13/2009		Anthony Balistreri
<b>Grandparents' Day Helper</b>	Assist with Grandparents' Day activities			2/3/2010		Cathy Smith

FAMILY NAME \_\_\_\_\_

**Our Lady of Grace Catholic School**  
**Service Hour Summary**  
**2009-2010 School Year**

Page 2 of 3  
 Last revised: 10/22/09

Event	Description	Time	Location	Date Range	Max hours per year	Contact Person
<b>Halloween Carnival Worker</b>	Assist chairperson(s) with setting/up and breaking down carnival, working individual booths, ticket sales, food kitchen, etc.			10/30/2009		Darla Calvet
<b>Head Room Parent</b>	Coordinate activities and communication between Classroom Parents and Faculty					Carol Durr
<b>Health Screening Chairperson and Helpers</b>	Coordinate/assist with Scoliosis, Vision and Hearing screenings for students. Escort students to screenings, record results on health records. Assist with occasional lice checks.			9/25/2009		Rose Whalen
<b>Hospitality Chairperson and Committee</b>	Coordinate Welcome Back Coffee, refreshments for 2 mandatory PTG meetings and select other events throughout the school year			Throughout school year		Debbie Creighton
<b>Hospitality Helper</b>	Provide baked goods for Welcome Back Coffee, certain meetings, etc. at the direction of the Hospitality Chairperson (NOTE: Only items approved by the Hospitality Chairperson can be applied toward service hours).	Various		Throughout school year	1 hour per donated item	Debbie Creighton
<b>Kindergarten Potluck Chairperson and Committee</b>	Chairperson - Coordinate event (preferably a parent who has attended event previously); Helpers - assist chairperson as needed.			9/29/2009		Afsoon Johnston
<b>Library Volunteer</b>	Assist with book selections, restocking shelves and book repair at the direction of the school librarian.	1-3 hours per day	Library	May select a school day throughout school year		Therese Martin
<b>Magazine Drive Chairperson and Committee</b>	MAJOR FUNDRAISER - Coordinate/assist with school-wide magazine drive			September		Kelli Balistreri
<b>Moloney Center Kitchen Compliance</b>	Prepare Bingo Schedule for the school year. Schedule and notify families when due to work Bingo			Throughout school year		Angela Athis Joni Penix
<b>Open House Social Chairperson and Helpers</b>	Chairperson - Organize small social held in conjunction with Open House and Catholic Schools Week; Helpers - assist chairperson as needed.	Evening (one hour shifts available)	Moloney Center	1/29/2010		Phillip and Patricia Vasquez
<b>Parish Appreciation Day Chairperson and Helpers</b>	Chairperson - Coordinate set-up of displays and refreshments for parishioners after Sunday morning Masses; Helpers - assist chairperson.	Sunday morning	Moloney Center	1/31/2010		Kelli Balistreri, Development Director
<b>Parish Worker</b>	Assist with Religious Education, Music Ministry, Food Pantry, Interfaith Shelter, etc. Eucharistic Minister work excluded.	Various	Various	Throughout school year	15	Rectory
<b>Pixie Workshop Chairperson and Committee</b>	Organize and coordinate Pixie Workshop where school children can purchase holiday gifts for their family members at reasonable prices. Includes item selection (Chairperson) and inventory of items sold on consignment, day of staffing, set-up and clean up. Service hours can also be earned by creating crafts for the event.	Various	Lauerman Hall	12/10/2009		Todd & Michelle Raby
<b>PTG Board Member</b>	Serve as member of Parent Teacher Group (PTG) for predetermined term working on fundraising and community-building activities.					Karen Gilcrest
<b>PTG Family Fun Night</b>	Help with preparations, night of event and clean up. Usually includes dinner and Bingo for school families.	Various	Moloney Center	2/5/2010		Valerie Macias Kim Sousa
<b>Religious Education Teacher and Aides</b>	Teach/assist in teaching of religious education.	Various	OLG School	Throughout school year	15	Religious Education Office
<b>Resource Persons</b>	Assist the school administration, faculty and/or students as an advisor or presenter relating to their professional expertise, knowledge or talent	As needed or scheduled	OLG School	Throughout school year		Individual Teachers
<b>School Aide</b>	Assist teachers/office personnel as needed and scheduled.	Various	OLG School	Throughout school year		Suzanne Tanous

FAMILY NAME \_\_\_\_\_

**Our Lady of Grace Catholic School  
Service Hour Summary  
2009-2010 School Year**

<b>Event</b>	<b>Description</b>	<b>Time</b>	<b>Location</b>	<b>Date Range</b>	<b>Max hours per year</b>	<b>Contact Person</b>
<b>Scouting Activities</b>	Lead or co-lead dens and troops based at OLG.	Various	Various	Throughout school year	15 per troop/den	
<b>Sports Coach</b>	Coach and supervise sports teams, attend games and practices, handle scheduling and be responsible for all uniforms and equipment.	Various	Various	Throughout school year		Mary Jo Patrick, Athletic Director
<b>Sports Field Helpers</b>	Line fields, set-up and take down goals, etc. at direction of Athletic Director.	Various	Sports Fields	Throughout school year		Mary Jo Patrick, Athletic Director
<b>Sports Snack Bar Coordinators and Workers</b>	Coordinate purchase of snack bar supplies and schedule. Workers work snack bar for required shift.	Various	Sports Fields	Throughout school year		Kim Collins
<b>Sports Team Parent</b>	Assist coach, chaperone, make telephone calls, etc.	Various	Various	Throughout school year		Coaches
<b>Spring Gala Dinner Dance Chairperson and Committee</b>	MAJOR FUNDRAISER - Coordinate/assist with planning dinner dance and auction			Spring		Kelli Balistreri
<b>Take Home Work Helpers</b>	Work on school projects for teachers, administration and development		School and/or take-home	Throughout school year		Martha Dixon Mary Dixon
<b>Uniform Resale Chairperson and Assistants</b>	Wash, mend, take orders, sell and distribute used uniforms. Chairperson makes brief financial statement to PTG regarding activity (Chairperson and 2-3 assistants needed).	Various	Various	Usually 2-3 times at beginning of school year		Brenda Brooke; Kelly Shortley
<b>Yard Duty Supervisors</b>	Need 9- 10 people daily. Nurses are especially helpful. Rainy days require 1 person per classroom. On-call supervisors are also needed in case regularly scheduled people cannot make it.	Lunchtime (11:30 a.m. - 12:30 p.m.)	OLG School	Weekdays during school year (you can select)		Jill Kunz
<b>Yearbook Chairperson and Helpers</b>	Layout and assemble photographs of school children and events for submission to yearbook publishing company; take photos of school activities throughout the year	Various	Various including some at home work	Throughout school year		Cathy Smith Rose Whalen