

SEA VOLUNTEER SIGN UP FORM

SEA is soliciting volunteers to staff various school and PTA-sponsored events in the upcoming school year. These activities are made possible only through the efforts and dedication of many parents, faculty, administration, and friends of SEA.

Please consider becoming involved in the SEA community by signing up for as many events as your schedule allows. If you have any questions about volunteering, or a particular event, please contact Jennifer Muse at 412-422-0921 or jjmuse5437@gmail.com. In addition to helping the school, your involvement provides a great opportunity to learn more about SEA and get to know others in the community. Please return this letter to the front office. Drop it off, mail or fax it to 412-521-2988. Thank you for your commitment to our school!

FALL PICNIC: (September 10, 2010) Join other SEA families at this informal picnic on St. Lucy's Field.

_____ Volunteer _____ Help with set up _____ Help with clean up _____ Organize activities

PTA STORE: Located near the gymnasium, the PTA Store sells school supplies, SEA clothing and used uniform items. Staffing is needed from 7:45 - 8:10AM and from 3:10 - 3:35PM. Volunteers work prescheduled shifts on a weekly, biweekly, or monthly basis. Substitutes are occasionally needed.

_____ Volunteer _____ A.M. _____ P.M. _____ Day
(Mon-Wed-Thur)

HOSPITALITY COMMITTEE: Provide light refreshments or volunteer for set up/clean up for various events during the year, including Admissions Open Houses, the New Parent Reception, and non-class sponsored Chapel Coffees. Coordinate Faculty/Staff Appreciation Breakfast or other hospitality event.

_____ Volunteer _____ Provide refreshment _____ Help with set up _____ Help with clean up

LIBRARY COMMITTEE: Volunteers for shelving books and checking out/in students' choices during library periods. Assistance is also needed for record keeping and correspondence for the Birthday Book program. Volunteers are regularly scheduled for 1 or 2 hours weekly or every other week.

_____ Volunteer _____ Preferred grade/day

PUBLIC RELATIONS COMMITTEE: Help to publicize school events by assisting with mailings and other communications that advise families of school activities.

_____ Volunteer

HOLIDAY BAZAAR: (Friday, December 3, 2010) The Bazaar provides the children with an opportunity to buy affordable holiday gifts for family members. Volunteers are needed for the following:

- _____ Raffle: Organize raffle of prizes donated by the St. Edmund's community.
- _____ Set up: Done on Thursday, December 3rd after Chapel.
- _____ Staffing: Volunteer on Bazaar day to assist shoppers, wrap gifts, and work as cashiers.
- _____ Clean up: Dismantle displays and pack unsold items at close of Bazaar.

BOOK FAIR: Planned by the school librarian and the PTA, this March sale provides students and parents

the opportunity to purchase books for themselves or as gifts. Proceeds directly benefit the Library.

_____ Volunteer

ALUMNI REUNION: Assist the Development Office with this annual reunion of past and present SEA students.

_____ Volunteer

ANNUAL FUND CLASS REPRESENTATIVE: Assist the Development Office by volunteering to act as a class representative for the Annual Fund Drive.

_____ Volunteer

GREAT EVENT COMMITTEE: Assist the Development Office with the biggest fundraising event of the year.

_____ Volunteer

CARNIVAL: (June 3, 2011) The grand finale to the school year, the Carnival offers games and activities for all ages. Food, music, prizes and fun are included. Volunteers are needed to assist with:

_____ Tickets Sales _____ Prize Counter _____ Games
_____ Food _____ Set up _____ Clean up

HOST FAMILY COMMITTEE CHAIR/HOST FAMILY: Individuals are needed to assist the Admissions Office by organizing and hosting newly accepted families during our New Parent Reception and to provide assistance with the transition to SEA.

_____ Committee Chair Volunteer _____ Host Family Volunteer

TOUR GUIDE ASSISTANT: Assist the Admissions Office and faculty representatives on guided tours of the school during Open Houses.

_____ Volunteer

Name: _____

Phone number(s) _____ Best time to call _____

Email Address _____

Child/children and grade(s) _____

Comments _____

