



St. Matthew's School

Preschool and Kindergarten
Teaching from the Heart

Dear Parents,

There are many ways to get involved at St. Matthew's School. For some of our events to take place we need your help as they are completely volunteer driven. Below is a list of school-wide events or opportunities to help. Please take a minute to note what types of activities you are most interested in helping with.

Thank you for volunteering!
Sandy Elkins

Student Name: _____ Teacher: _____

Parent Name: _____

Phone Number: _____

Email: _____

_____ **Clothing Sale**

The clothing sale volunteers would help with the consignment sale or participate as a seller.

_____ **Teacher Appreciation Lunch**

Help is needed in organizing, setting up and cleaning up for an end of the year Teacher Appreciation Lunch.

_____ **Teacher Surprise Lunches**

Help is needed in organizing, setting up and cleaning up for occasional "surprise" lunches from different groups within the school (Shhhh – don't tell the staff). This is a less formal lunch than the Teacher Appreciation Lunch at the end of the year.

_____ **Trunk or Treat**

Interested in helping with the brand-new event? Or would you like to have your trunk open for the children? The event is on the last Saturday of October!

_____ **Hospitality**

The hospitality group provides baked goods for the Christmas Concerts and occasionally other school wide events.

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_____ Winter Carnival

Interested in volunteering at the Winter Carnival? Jobs include running a game, face painting, working the bake sale table and more! It is a ton of fun and is a wonderful event to be a part of. We always need lots of volunteers!

_____ Designer Bag Bingo

We can always use help the night of Bingo in the form of snack bar, bingo card sales, 50/50 raffle, selling raffle tickets for baskets, number caller, and more!

_____ Recess Helper

About 5 times a year we need help with Kindergarten Recess while the staff attends staff meetings and the Teacher Appreciation Lunch. These volunteers must need to have their clearances completed and submitted before helping.

_____ Cut and Copy Center

These volunteers will come in periodically to make copies, cut out shapes using our Ellison die-cut machine and organize paperwork for the teachers. A schedule will be set up for all who are interested to come in about once a month.

_____ Volunteer Coordinator

The Volunteer Coordinator maintains a spreadsheet of all parents interested in volunteering. The spreadsheet is forwarded to the director. This is an easy way to help if you are literate in Excel!

_____ Committee Head

If you want to help organize / coordinate volunteers for any of the above categories, please note the category here:

_____ Scholastics Book Club

One person needed to order the scholastics books three or four times per year. You would need to collect the orders from the secretary, place the order and prep the ordered books for distribution.

_____ Outreach

These people will help with of our outreach projects to local charities throughout the year. Past projects have included Backpacks for Children, Hygiene Packs for Haiti, food collection for local food pantry, diaper drive, meals for women's shelter, sock collection for the homeless and more...

_____ Facebook / Tech Helper

If you are techy and interested in social media, the teachers could always use your help! This is a new opportunity and might include setting up a closed group on Facebook for your class, facilitating communication for parents and anything else you can think of!

Thank you again for volunteering!