



2016-2017 Volunteer Form

Parent 1 Name _____ Parent 2 Name _____
 Parent 1 Email _____ Parent 2 Email _____
 Parent 1 Cell Phone _____ Parent 2 Cell Phone _____
 Parent 1 Work Phone _____ Parent 2 Work Phone _____
 Home Phone _____
 Address _____

How would you like to volunteer?

I like to volunteer as a part of my regular schedule.

 I can serve as a coordinator for projects and/or committees.
 I have connections to these types of local businesses.

Parent 1

- Once a week
- Monthly
- Other _____
- Yes No
- Caterer/Restaurant
- Entertainment
- Florist
- Printing/Graphic Design
- Videography/Photography

Parent 2

- Once a week
- Monthly
- Other _____
- Yes No
- Caterer/Restaurant
- Entertainment
- Florist
- Printing/Graphic Design
- Videography/Photography

Please check all the volunteer opportunities that interest you, and for which you will be available.

CHATSWORTH CAMPUS (MIDDLE SCHOOL)

	Parent 1	Parent 2
Fundraising and Events		
Chaminade Fund	<input type="radio"/>	<input type="radio"/>
Golf Tournament	<input type="radio"/>	<input type="radio"/>
Holly Berry	<input type="radio"/>	<input type="radio"/>
Spring Gala	<input type="radio"/>	<input type="radio"/>
General Support		
6 th Grade International Faire	<input type="radio"/>	<input type="radio"/>
Admissions/Open House	<input type="radio"/>	<input type="radio"/>
Community Service	<input type="radio"/>	<input type="radio"/>
Drop Zone/Lost and Found	<input type="radio"/>	<input type="radio"/>
Family Fun Day	<input type="radio"/>	<input type="radio"/>
Mother Son Game Night	<input type="radio"/>	<input type="radio"/>
Health/Attendance Office	<input type="radio"/>	<input type="radio"/>
Hospitality Committee	<input type="radio"/>	<input type="radio"/>
Library Assistant	<input type="radio"/>	<input type="radio"/>
Father Daughter Dance	<input type="radio"/>	<input type="radio"/>
Office Support/Mailings	<input type="radio"/>	<input type="radio"/>
Photography	<input type="radio"/>	<input type="radio"/>
Retreat Hospitality (Campus Ministry)	<input type="radio"/>	<input type="radio"/>
House Parent	<input type="radio"/>	<input type="radio"/>
Lunch Ranger	<input type="radio"/>	<input type="radio"/>
Student Store	<input type="radio"/>	<input type="radio"/>
The Arts		
Band Parents Committee	<input type="radio"/>	<input type="radio"/>
C-Notes (Choir)	<input type="radio"/>	<input type="radio"/>
Arts Projects	<input type="radio"/>	<input type="radio"/>
Athletics		
Chaminade Boosters	<input type="radio"/>	<input type="radio"/>

WEST HILLS CAMPUS (HIGH SCHOOL)

	Parent 1	Parent 2
Team Parent	<input type="radio"/>	<input type="radio"/>
Fundraising and Events		
Chaminade Fund/Phonathon	<input type="radio"/>	<input type="radio"/>
Golf Tournament	<input type="radio"/>	<input type="radio"/>
Spring Gala	<input type="radio"/>	<input type="radio"/>
Homecoming	<input type="radio"/>	<input type="radio"/>
Post Prom Party	<input type="radio"/>	<input type="radio"/>
General Support		
Campus Ministry	<input type="radio"/>	<input type="radio"/>
Club Mentor	<input type="radio"/>	<input type="radio"/>
Hospitality Committee	<input type="radio"/>	<input type="radio"/>
Library	<input type="radio"/>	<input type="radio"/>
Office Support/Mailings	<input type="radio"/>	<input type="radio"/>
Photography	<input type="radio"/>	<input type="radio"/>
Robotics	<input type="radio"/>	<input type="radio"/>
Science Fair	<input type="radio"/>	<input type="radio"/>
Student Store	<input type="radio"/>	<input type="radio"/>
The Arts		
Arts Projects	<input type="radio"/>	<input type="radio"/>
Band Parents Committee	<input type="radio"/>	<input type="radio"/>
Friends of the Tutor Center	<input type="radio"/>	<input type="radio"/>
Athletics		
Chaminade Boosters	<input type="radio"/>	<input type="radio"/>
Concessions	<input type="radio"/>	<input type="radio"/>
Football Chain Gang	<input type="radio"/>	<input type="radio"/>
Security	<input type="radio"/>	<input type="radio"/>

*Volunteers who will have regular contact with students or chaperone overnight trips, must be fingerprinted and have their backgrounds checked. Any volunteer who drives for the school must have an acceptable driving record and proof of insurance.

CHAMINADE COLLEGE PREPARATORY VOLUNTEER JOB DESCRIPTIONS

Fundraising and Events (Both campuses)

- **Chaminade Fund:** Contact other parents and secure their support of The Chaminade Fund, which provides unrestricted and restricted support for the school.
- **Golf Tournament:** Committee members help to market this event, secure auction items and prizes. Day-of volunteers help at registration or on the course. Proceeds from this effort support tuition assistance.
- **Holly Berry:** Holly Berry is a Christmas luncheon and boutique including a table decorating competition. There are many ways to get involved with this annual tradition.
- **Spring Gala:** Solicit prizes/auction items, prepare program, coordinate publicity, sell tickets, handle reservations, work with students in senior show and dance routines, and assemble auction baskets, computer work and more.
- **Homecoming:** Staff booths, sell food, decorate, and general support for concessions.
- **Post Prom Party:** Post Prom is an after-party event which offers students a safe, alcohol-free and drug-free alternative to private parties and hotels sponsored by the Parents' Association. Volunteers help with decorating, check-in, chaperone, and take down.

General Support (Chatsworth Campus)

- **6th grade international Faire:** Assist teachers with set up, music and parade.
- **Admissions/Open House:** Recruit volunteers, organizing mailings, stuffing packages, meet new families, and coordinate the open house.
- **Community Service:** Assist with various collections and service activities during the year.
- **Drop zone/Lost and Found:** Catalog lost items and supervise backpack/large item storage area. Needed each school day.
- **Family Fun Day:** Assist with the planning and execution of Sunday event.
- **Mother Son Game Night:** Assist in the planning, setup and volunteer the night of the event (preferably dads).
- **Health/Attendance office:** Handle minor illnesses, cuts and bruises. Assist personnel with attendance follow up and phone calls. Two hour increments each week/month. Needed each day.
- **Hospitality Committee:** Prepare refreshments and serve guests for special, on campus, day and evening events.
- **Library Assistant:** Assist with the cataloging and shelving of books, periodicals and other resources, assist with student projects and book fair, prepare materials for research information instruction. One day per week.
- **Father Daughter Dance:** Be part of the planning committee help with the details of this event including theme, setup, hospitality, and decorations, planning and organizing the night of.
- **Office Support/Mailings:** Typing, filing and mailings as needed by the school office or other Chaminade departments. Making phone calls.
- **Photography:** Assist Chaminade marketing and communications manager by photographing various Chaminade events campus, throughout the school year.
- **Retreat Hospitality (Campus Ministry):** Serve snack and lunch during on-campus student retreats.
- **House parent:** Assist X-block teachers when needed, and provide classroom support for special "treat days" and parties. The House Parent Program sponsors Family Fun Day.
- **Lunch Ranger:** Supervise students during lunch and relieve teachers on special teacher appreciation days.
- **Student Store:** Stock and sell snacks and drinks M W & F afterschool.

The Arts (Chatsworth Campus)

- **Band Parents Committee:** Staff student concerts and special events both on and off campus.
- **Band Parent Assistant:** Assistant to Ms. Snyder to help with trip details and organizing and planning of all band events and activities.
- **C-Notes (Choir):** Assist with costumes, rehearsals, and performances.
- **C-Notes Assistant (Choir):** Assistant to Mrs. Rohrs to help with trip details and organizing and planning of all C-Note events and activities.
- **Arts Projects:** Help with costumes, props and equipment, construction and maintenance. Teacher aids for quarter class performances, chaperones, drivers and telephone committee.

Athletics (Chatsworth Campus)

- **Chaminade Boosters:** Sell uniforms after school to support to **ALL** student programs.
- **Team Parent:** Assist in coordinating transportation for away games. Provide refreshments.

General Support (West Hills Campus)

- **Campus Ministry:** Assist the Campus Ministry and Retreat Program with the 9th Grade Retreat and other vital services.
- **Club Mentor:** Match parents with an on campus club as a mentor.
- **Hospitality Committee:** Prepare refreshments for various on-campus special events. Events take place during the day and evenings.
- **Library:** Assist with the cataloging and shelving of books, periodicals and other resources, assist with student projects and book fair, prepare materials for research information instruction. One day per week.
- **Office Support/Mailings:** Typing, filing and mailings as needed by the school office or other Chaminade departments. Making phone calls.
- **Photography:** Assist Chaminade marketing and communications manager by photographing various Chaminade events campus, throughout the school year.
- **Robotics:** Assist with on and off site events and general support to moderator. Various times and days.
- **Science Fair:** Assist with the preparation and judging of science fairs.
- **Student Store:** Supervise students as they sell snacks during the morning break.

The Arts (West Hills)

- **Arts Projects:** Help build sets, assemble costumes, hang art shows, and more.
- **Band Parents Committee:** Staff student concerts and special events both on and off campus.
- **Friends of the Tutor Center:** Assist with reservations and concessions for productions in the Tutor Center.

Athletics (West Hills)

- **Chaminade Boosters:** Provide support to athletic programs.
- **Concessions:** Sell food and spirit gear during sporting events. Help with the cooking of food sold.
- **Football Chain Gang:** Assist with first down chains during home football games.
- **Game Night Security:** Assist with Stadium Club security and other athletic sporting event security as needed.