



# 2017-18 VOLUNTEER FORM

PARENT 1 INFORMATION			
Name		Cell Phone	
E-mail		Work Phone	
Address		City, Zip Code	
PARENT 2 INFORMATION			
Name		Cell Phone	
E-mail		Work Phone	

I'M ABLE TO VOLUNTEER ON A REGULAR BASIS					
PARENT 1	Once a week		Monthly	Other:	
PARENT 2	Once a week		Monthly	Other:	
Comments:					
I CAN SERVE AS A COORDINATOR FOR PROJECTS AND/OR COMMITTEES					
PARENT 1	Yes	No	Comments:		
PARENT 2	Yes	No	Comments:		
I HAVE CONNECTIONS TO THESE TYPES OF LOCAL BUSINESSES (Check any that apply)					
PARENT 1	Caterer/Restaurant	Entertainment	Printing	Florist	Other
PARENT 2	Caterer/Restaurant	Entertainment	Printing	Florist	Other
Comments:					

Please Place a Check Next to **ALL** Volunteer Opportunities that Interest You, and for Which You Will Be Available

CHATSWORTH CAMPUS (MIDDLE SCHOOL)	Parent 1		Parent 2		WEST HILLS CAMPUS (HIGH SCHOOL)	Parent 1		Parent 2	
<b>FUNDRAISING &amp; EVENTS</b>					<b>FUNDRAISING &amp; EVENTS</b>				
Chaminade Fund/Phone-a-thon					Chaminade Fund/Phone-a-thon				
Gala & Auction (3/24/18)					Gala & Auction (3/24/18)				
Golf Tournament (Fall)					Golf Tournament (Fall)				
Holly Berry Luncheon (12/3/17)					Holly Berry Luncheon (12/3/17)				
<b>COMMUNITY EVENTS</b>					<b>COMMUNITY EVENTS</b>				
Family Fun Night (5/11/18)					Homecoming (9/15/17)				
Father-Daughter Dance (2/24/18)					Post-Prom Party (4/21/18-4/22/18)				
Mother-Son Game Night (10/21/17)					<b>GENERAL SUPPORT</b>				
<b>GENERAL SUPPORT</b>					Campus Ministry				
Admissions Events/Open House					Club Mentor				
Community Service					Hospitality Committee				
Drop Zone/Lost & Found					Library Assistant				
Health/Attendance Office					Office Support/Mailings				
Hospitality Committee					Photography at School Events				
House Parent					Robotics				
Library Assistant					Science Fair				
Lunch Ranger/Lunchtime Supervision					Student Store (on campus after school)				
Office Support/Mailings					<b>THE ARTS</b>				
Photography at School Events					Arts Projects				
Retreat Hospitality (Campus Ministry)					Band Parents' Committee				
Student Store (on campus after school)					Performing Arts (Friends of Tutor Center)				
<b>ARTS &amp; ATHLETICS</b>					<b>ATHLETICS</b>				
Arts Projects					Boosters Merchandise & Support				
Band Parents' Committee					Concessions				
C-Notes (Choir)					Football Chain Gang				
Sports Team Parent					Game-Night Security				

**BEFORE YOU VOLUNTEER:**

Volunteers who will have regular contact with students or who chaperone overnight trips must be **FINGERPRINTED & BACKGROUND CHECKED**, and must also go through **appropriate online training** and have a **TB test**. Paperwork is available at the Chatsworth campus; see Betty Defensor at [bdefensor@chaminade.org](mailto:bdefensor@chaminade.org)

**DRIVERS**

If you would like to be a **DRIVER** for a team/group, please contact Betty Defensor at [bdefensor@chaminade.org](mailto:bdefensor@chaminade.org) so she can file the proper paperwork to allow you to drive students to activities. Any volunteer who drives for the school must have an **acceptable driving record & proof of insurance**.

**\*SEE NEXT PAGE FOR VOLUNTEER JOB DESCRIPTIONS**

## VOLUNTEER JOB DESCRIPTIONS: Chaminade College Preparatory

<b>FUNDRAISING &amp; EVENTS (both campuses)</b>					<i>[Unless otherwise noted, contact Advancement Office for details]</i>
Event	Date	Location	Event Description	Help Needed	
<b>CHAMINADE FUND</b>	Year-Round	N/A	Fundraising effort that provides unrestricted and restricted support for the school (Phone-a-Thon)	Contact other parents and secure their support of The Chaminade Fund	
<b>FAMILY FUN NIGHT</b>	5/11/18	Middle School	Carnival-like event to welcome new families	Assist with the planning and execution of; volunteer the afternoon/evening of the event ( <i>contact Annette Damien for details</i> )	
<b>FATHER-DAUGHTER DANCE</b>	2/24/18	Middle School	Dance for Dads and their Middle School daughters	Assist in the planning, setup, decorating & clean up and volunteer at the event	
<b>GALA &amp; AUCTION</b>	3/24/18	Off-Campus	Elegant evening of entertainment & fabulous auction items; our biggest fundraiser of the year!	Solicit auction items, prepare program, coordinate publicity, sell tickets, handle reservations, work with students in Senior Show/dance routines, assemble auction baskets, data entry & more	
<b>GOLF TOURNAMENT</b>	Fall	Off-Campus	Active fundraiser on the links! Proceeds support tuition assistance	Help plan the event and secure auction items & prizes; day-of volunteers help at registration or on the course ( <i>contact Alumni Office for details</i> )	
<b>HOLLY BERRY LUNCHEON</b>	12/3/17	High School	Christmas luncheon and boutique fundraiser that includes a table-decorating competition	There are many ways to get involved with this annual tradition; lots of decoration & set up help needed!	
<b>HOMECOMING</b>	9/15/17	High School	All-school event with food & merchandise booths to celebrate Homecoming	Help staff booths, sell food, decorate, and provide general support for concessions	
<b>MOTHER-SON GAME NIGHT</b>	10/21/17	Middle School	Fun and casual event for Moms and their Middle School sons	Assist in the planning, setup, decorating and clean up and volunteer at the event; we also need help gathering raffle items. <b>DADS—WE NEED YOU!</b>	
<b>POST-PROM PARTY</b>	4/21/18-4/22/18	High School	Mandatory after-Prom party that offers students a safe, alcohol-free and drug-free alternative to private parties and hotels	Help with decorating, check-in, chaperoning, security and clean up	

<b>GENERAL SUPPORT (Chatsworth Campus-Middle School)</b>	
Volunteer Opportunity	Help Needed
<b>Admissions/Open House</b>	Recruit volunteers, organizing mailings, stuffing packages, meet new families, and coordinate the open house
<b>Community Service</b>	Assist with various collections and service activities during the year
<b>Drop Zone/Lost &amp; Found</b>	Catalog lost items and supervise backpack/large item storage area. Needed each school day
<b>Health/Attendance Office</b>	Handle minor illnesses, cuts & bruises. Assist personnel with attendance follow up & phone calls. Two hour increments each week/month. Needed each day
<b>Hospitality Committee</b>	Prepare refreshments and serve guests for special, on campus, day and evening events
<b>House Parent</b>	Assist X-block teachers when needed; provide classroom support for special “treat days” and parties. The House Parent Program sponsors Family Fun Night
<b>Library Assistant</b>	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
<b>Lunch Ranger/Lunchtime Supervision</b>	Supervise students during lunch (needed all days; choose one or multiple days) and allow all teachers to take lunch breaks and to relieve teachers on special teacher appreciation days
<b>Office Support/Mailings</b>	Typing, filing and mailings as needed by the school office or other Chaminade departments. Making phone calls
<b>Photography at School Events</b>	Assist Chaminade Marketing & Communications by photographing various school events (student activities, arts, athletics, etc.) throughout the school year
<b>Retreat Hospitality (Campus Ministry)</b>	Serve snack and lunch during on-campus student retreats
<b>Student Store</b> (on campus, after school)	Stock and sell snacks and drinks and/or Boosters uniforms & Spirit Wear to students at our on-campus Store Monday, Wednesday and Friday after school ( <i>proceeds go back to school</i> )

## VOLUNTEER JOB DESCRIPTIONS: Chaminade College Preparatory

<b>ARTS &amp; ATHLETICS (Chatsworth Campus-Middle School)</b>	
Volunteer Opportunity	Help Needed
<b>Arts Projects</b>	Help with costumes, props and equipment, construction and maintenance. Teacher aids for quarter class performances, chaperones, drivers and telephone committee
<b>Band Parent Assistant</b>	Assistant to Ms. Snyder to help with trip details and organizing and planning of all band events and activities
<b>Band Parents' Committee</b>	Staff student concerts and special events both on and off campus
<b>C-Notes Parent (Choir)</b>	Assist with costumes, rehearsals, and performances
<b>C-Notes Assistant</b>	Assistant to Mrs. Rohrs to help with trip details and organizing and planning of all C-Notes events and activities
<b>Team Parent</b>	Assist in coordinating transportation for away games. Provide refreshments

<b>GENERAL SUPPORT (West Hills Campus-High School)</b>	
Volunteer Opportunity	Help Needed
<b>Campus Ministry</b>	Assist the Campus Ministry and Retreat Program with the 9 <sup>th</sup> Grade Retreat and other vital services
<b>Club Mentor</b>	Parents are matched with an on-campus club as a mentor
<b>Hospitality Committee</b>	Prepare refreshments for various on-campus special events. Events take place during the day and evenings
<b>Library Assistant</b>	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
<b>Office Support/Mailings</b>	Typing, filing and mailings as needed by the school office or other Chaminade departments. Making phone calls
<b>Photography at School Events</b>	Assist Chaminade Marketing & Communications by photographing various school events (student activities, arts, athletics, etc.) throughout the school year
<b>Retreat Hospitality/Campus Ministry</b>	Serve snack and lunch during on-campus student retreats
<b>Robotics</b>	Assist with on and off site events and general support to moderator. Various times and days
<b>Science Fair</b>	Assist with the preparation and judging of science fairs
<b>Student Store</b> (on campus, after school)	Stock & sell Boosters uniforms & Spirit Wear to students at our on-campus store Tuesday & Thursday after school ( <i>proceeds go back to school</i> )

<b>THE ARTS (West Hills Campus-High School)</b>	
Volunteer Opportunity	Help Needed
<b>Arts Projects</b>	Help build sets, assemble costumes, hang art shows, and more
<b>Band Parents' Committee</b>	Staff student concerts and special events both on and off campus
<b>Performing Arts/Friends of the Tutor Center</b>	Assist with reservations and concessions for productions in the Tutor Center

<b>ATHLETICS (West Hills Campus-High School)</b>	
Volunteer Opportunity	Help Needed
<b>Boosters Merchandise &amp; Support</b>	Help stock & sell Spirit Wear & merchandise at athletic events; provide support to athletic programs
<b>Concessions</b>	Sell food and spirit gear during sporting events. Help prepare/cook food sold
<b>Football Chain Gang</b>	Assist with first-down chains during home football games
<b>Game-Night Security</b>	Assist with Stadium Club security and other athletic sporting event security as needed

***Thank you for volunteering your time and talent for the benefit of our students.  
We will contact you regarding the opportunities that interest you.***