

# ***It takes ALL of us to build a “school like no other”!***

2016-17 Providence Academy Volunteer Opportunities

*Sign up for Providence Academy’s 2016-17 volunteer opportunities is located on the “Volunteer” page of the Providence Academy website. From the [www.providenceacademy.org](http://www.providenceacademy.org) homepage, click on “For Parents” at the top of the page, then “Volunteer”. If viewing this document electronically, you may also click on the embedded links.*



## **All School Volunteer Opportunities**



### **Parent Party Hosts**

Parent parties are held annually to allow parents to get to know other parents of children in the same grade. Parties have traditionally been held at a parent host's home, although a host may choose to hold the party at another venue. A group of parents may join together to host a party as well. Parties will be held on Friday or Saturday evenings. If hosts are not found for a grade there will not be a parent party for that grade. PAPA reimburses hosts \$7.50/child in the grade for cost of beverages, paper products, etc. In most cases, the host asks guests to bring an appetizer or dessert to share. PAPA provides printed invitations, envelopes, address labels, return labels and stamps. The host assembles and mails the invitations. If you have questions or want more information about hosting a party for parents in your child's grade please contact PAPA Secretary, Heidi Happe at 763-744-7379 or [heidihappe@yahoo.com](mailto:heidihappe@yahoo.com).

### **Grade Level Representatives—NEW this year!**

Grade Level Representatives can be individuals or parent couples that serve as a point person and communication link for each grade. Responsibilities include: promote the mission of the school, attend and provide feedback on Gala, attend Coffee and Conversation meetings for your grade, actively nominate others in the community to serve in volunteer positions, communicate with your PAPA Executive Committee member to ensure open lines of communication with the parent community, attend meetings as needed, and assist Admissions in welcoming new families as needed. In Lower School, may serve as a point person for Classroom Representatives.

### **Fall Fun Fair**

Hooray for the Fall Fun Fair!! The annual Lower School Fall Fun Fair is a carnival-like event for children of all ages to enjoy. This year's Fall Fun Fair will be October 29, 2016 from 11am to 2pm. Please help make this fun event a success by volunteering for set up, clean up, making a donation, or by working a station during the carnival. Volunteers can be Middle School or older, and should report to the PA Gym area for further instruction. Please note there are 3 SignUpGenius tabs of volunteer and donation options. For Fun Fair questions contact Stacey Brown at [erin.browns.mom@gmail.com](mailto:erin.browns.mom@gmail.com).

### **Fall Fun Fair Cake Walk**

Cakes! Cakes! Cakes! Please sign up to donate a cake (or several!) for the Fall Fun Fair's cake walk. This fun and popular event could not happen without your generously donated treats. Store bought cakes/cupcakes should be dropped off at school on the tables near the statue of Mary on the afternoon of Friday, October 28, 2016. Cakes should be in disposable containers and should not require refrigeration. For questions please contact Kristin Shane at [kristin.shane@gmail.com](mailto:kristin.shane@gmail.com). Thank you in advance for making this Fun Fair tradition a delicious hit!

### **Faculty Meals for Parent Teacher Conferences**

PAPA is in need of volunteers to organize meals for PA faculty during Parent Teacher conferences. Meals can be purchased using PAPA funds and/or supplied via parent volunteers. Dates of meals are November 2nd and 3rd, March 9th and April 6th. This is a great opportunity for parents looking to volunteer during non-school hours.

### **Faculty Meeting Snacks**

Please consider showing your support for PA's fabulous faculty by providing a snack for one of their meetings. All donations are appreciated, but simple snacks such as fruit, vegetables with dip or hummus, meat and cheese trays, crackers, bagels with cream cheese and smaller sized cookies are faculty favorites. Food should be delivered to the corresponding Administration Office on disposable platters by 3:00 p.m. on the day you volunteer for. Please provide enough for 25 people unless otherwise noted. Contact PAPA Secretary, Heidi Happe with any questions at [Heidihappe@yahoo.com](mailto:Heidihappe@yahoo.com).

### **Faculty Christmas Breakfast**

HO! HO! HO! Spread the spirit of the holiday season by helping to organize a breakfast for Providence Academy's fabulous faculty members. Help is needed setting up and serving the morning of the breakfast, as well as purchasing food items, paper products, or center pieces prior to the breakfast. Please contact Faculty Breakfast Coordinator Debbie Larson with any questions at [debbie.dove@siriuscom.com](mailto:debbie.dove@siriuscom.com)

### **Uniform Sale**

Please consider helping to organize Providence Academy's annual used uniform sale. Volunteers are needed to help sort donated clothing as well as help sell items during the August sale. Volunteer hours can be flexible, and are generally done during the summer months. This is a great opportunity for parents looking to stay in touch with others over the summer months, or for those who have kids in summer camps at school...drop your child off for their activity and spend an hour or two with other volunteers helping to make the uniform sale a success.

### **Uniform Sale Coordinator(s)**

The Uniform Sale Coordinator(s) oversee the collection, sorting and selling of used uniforms for the PA community. Donations are collected in June, and items are sorted at designated times with volunteer help. In addition, the Coordinator(s) will work with Administration to host outside uniform vendors and PE uniforms at the sale. The Uniform Sale is generally held the 2<sup>nd</sup> week of August. A two year commitment is requested.

### **Providence Academy Gala**

The 2017 Providence Academy Gala will take place Saturday, January 28, 2017 at the Medina Golf and Country Club. The Gala Coordinators are in need of volunteers to help on day of the Gala with on-site set-up including table decorations and wine bottle labeling. Please consider helping to make Providence Academy's only fundraising event a success! For questions contact Gala Co-Coordinator Alise McGregor at [alise@LNNEST.com](mailto:alise@LNNEST.com).

### **Gala Coordinator(s)**

The Gala Coordinator(s) work with the PAPA Board and Development Office to plan and execute the annual gala. Responsibilities include: selections and contracts associated with the event location, overall theme and décor, food and beverages, and entertainment. In addition, Chair(s) work with the Development Office to promote and support the execution of the auction process. A two year commitment is requested.

*Note: position currently filled for 2016-17. Sign up to learn about future Gala Coordinator(s) opportunities.*

### **Spirit Store**

The Spirit Store at Providence Academy is proud to serve the community of parents, students, faculty and staff at Providence by providing spirit wear and other school-supporting products, as well as necessities such as paper, notebooks, pens and pencils. Please consider volunteering to staff the store during either daytime or evening hours. Shift times can be reoccurring or flexible. This is a great activity for spending time with friends and meeting new people. Sign up to volunteer your time, or learn more about the Spirit Store's staffing needs. For questions contact Spirit Store Coordinator, Shahnaz Costa, at [shcosta@aol.com](mailto:shcosta@aol.com)

### **Spirit Store Coordinator(s)**

The Spirit Store Coordinator(s) work with PA's Business Office to oversee the purchasing and selling of PA Spirit wear. Responsibilities include: source new products, oversee organization and sale of existing products, host sales, promote the Spirit Store during special events, and oversee volunteers to staff Spirit Store hours. Position may be easily be

divided into two parts: a point person to do the buying for the store, and a point person to schedule volunteers to work at the store.

*Note: position currently filled for 2016-17. Sign up to learn about future Spirit Store Coordinator(s) opportunities.*

### **Health Screening**

Providence Academy's annual Health Screening is scheduled for January 25th and 26th, 2017, with a re-screening date of February 9, 2017. Parent volunteers are instrumental in the success of this event. Training is provided on the day of the event by Health Staff for all volunteer duties. Please consider spending a part, or full day getting to know other parents and ensuring our kids have the hearing and vision assistance they need for success. This volunteer activity does require completed Virtus training, and a signed Code of Conduct and Background Check form on file. Contact Karen Hillen with questions at [karenhillen66@comcast.net](mailto:karenhillen66@comcast.net).

### **Grandparents/Special Persons Days**

Grandparents/Special persons day is a wonderful opportunity for PA students to share their school with loved ones. Volunteers are needed to help with a variety of tasks including guest check in, flower distribution, and lunch room assistance. Providence Academy will host Lower School guests on Thursday, October 6, 2016, and Middle and Upper School guests on Friday, October 7, 2016. Thank you in advance for helping to share the PA spirit with others! For questions please contact Dawn Schommer at [dawn.schommer@providenceacademy.org](mailto:dawn.schommer@providenceacademy.org).

### **Admissions Ambassador**

Do you want to share your love of Providence Academy with others? The PA Admissions team is looking for parents to assist with activities and events for the upcoming school year. Tour guides are needed for both open house events and for "on call" tour opportunities. Training will be provided for interested parents. Sign up to learn more about this fun and rewarding experience. For questions please contact PA's Enrollment Manager, Josh Anderson at [josh.anderson@providenceacademy.org](mailto:josh.anderson@providenceacademy.org).

### **NET Housing Host**

The need for host families exists because NET team members spend a year away from their own families to share their faith with PA students. Hosting obligations are generally for two weeks and are scheduled in advance to host two to four netters. General hosting responsibilities include:

*Breakfast:* At your house (which can be as simple as leaving out cereal and milk)

*Lunch:* Do not need to provide as they will eat school lunch

*Dinner:* Pack a bag for them to eat during evening school activities and make dinner 2-3 nights a week

Every team member has their own sleeping bag and pillow, so floors, couches, or air mattresses work just fine; beds are not necessary. The team provides their own transportation and do not rely on hosts for taking them to and from their events or ministry. For more information contact Richard Carrillo at [Richard.carrillo@providenceacademy](mailto:Richard.carrillo@providenceacademy) or sign up to be contacted about hosting opportunities.



---

# Lower School Volunteer Opportunities

---



### **Lower School Classroom Representatives**

Classroom Representatives assist the teacher with coordinating classroom volunteers and events in each Lower School classroom. Your child's classroom teacher will discuss the needs of their specific classroom during the first weeks of the school year. Most coordination for volunteers is done via email or using the PACubs website. Funds are provided from the Providence Academy Parent Association (PAPA) for each grade to cover costs for items needed for classroom activities. Classroom Representatives also may help coordinate parent and family functions, and facilitate hospitality of

new families to their grades. Classroom Representatives do NOT need to attend all classroom events and activities. Teacher assignments will be mailed during the last weeks of August. Once received, sign up if you are interested in serving for your child's classroom. For questions contact Maureen Flynn at [jandmflynn@gmail.com](mailto:jandmflynn@gmail.com) for grades Prek-2nd, or Susan Marshall at [susanmarshall@midspecinc.com](mailto:susanmarshall@midspecinc.com) for grades 3rd-5th. Note: Room Rep Kick Off Meeting will be Thursday, Sept 15, 2016 at 8:30am.

### **Lower School Family Service Project**

Sign your family up to join the Lower School Family Service Project in the Great Room on Sunday, March 5th from 2:00 to 3:30 p.m. This is a great opportunity for younger students to serve a variety of charities and organizations in a fun, family-friendly atmosphere. Please contact Family Service Coordinator Suzanne Varecka with questions at [svarecka@WAM-MN.com](mailto:svarecka@WAM-MN.com) or (480) 262-1851.

### **Lower School Family Service Project Planning Committee**

Please consider joining the planning committee for the Lower School Spring Family Service Project. This popular event will take place on Sunday, March 5th, 2017, and is in need of a few volunteers to help organize the activities prior to the big day. Please contact Family Service Project Coordinator Suzanne Varecka at [svarecka@WAM-MN.com](mailto:svarecka@WAM-MN.com) or (480) 262-1851 with any questions.

### **LS Service Project Coordinator**

The Lower School Service Project Coordinator(s) oversee the sub-committee volunteers and activities for the annual Lower School Spring Service Project day. Duties include work with Administration and community organizations to identify needs and plan activities accordingly. Prior year information and contacts available for assistance.

*Note: position currently filled for 2016-17. Sign up to learn about future LS Service Project Coordinator(s) opportunities.*

### **Lower School Homecoming Ice Cream Social**

Please join us for the annual Lower School Homecoming Ice Cream Social on September 28, 2016 from 1:30 to 3:00pm to hand out ice cream, toppings and utensils to students. Volunteers should sign in at the security desk and report to the Great Room. Volunteers are encouraged to show their PA pride by wearing spirit wear to this fun homecoming event. Virtus Training is required. Please contact Susan Marshall with any questions at [susanmarshall@midspecinc.com](mailto:susanmarshall@midspecinc.com).

### **Lower School Sock Hop**

The Lower School Sock Hop on Friday, February 3, 2017 promises to be a night of "back to the 50's" fun for Lower School families. It includes dancing, games, food and an opportunity to enjoy a night out as a family. Help is needed to plan the event, as well as the afternoon of the Sock Hop to set up decorations, during the event to replenish food/beverages supplies, and after the event to take down decorations and collect trash. Contact Maureen Flynn with any questions at [jandmflynn@gmail.com](mailto:jandmflynn@gmail.com).

### **Fall Fun Fair Coordinator(s)**

The Lower School Fall Fun Fair Coordinator(s) oversee the sub-committee volunteers and event execution of the annual Lower School Fall Fun Fair. Proceeds for this event fund the Family Service Project and other needs throughout the school year. Responsibilities include: contracts for inflatables and vendors, overall decisions on event activities and layouts, lead meetings with sub-committee volunteers and monitor budget. A two year commitment is requested.

*Note: position currently filled for 2016-17. Sign up to learn about future Fall Fun Fair Coordinator(s) opportunities.*

### **Lower School Picture Day**

Please consider volunteering to assist teachers and photographers with the student picture process. When arriving for your volunteer slot check in with the security desk, and then the Lower School Administration office for further direction. Virtus training is required for this volunteer opportunity. Contact Amanda Gregory with questions at [Amanda.gregory@providenceacademy.org](mailto:Amanda.gregory@providenceacademy.org).



---

## Middle School Volunteer Opportunities

---



### **8<sup>th</sup> Grade Transition Banquet (volunteer opportunity for 7<sup>th</sup> grade parents)**

The 8th Grade Transition Banquet will take place on May 24, 2017. PAPA is in need of four 7th grade parents to help set tables in the Great Room with name tents, table numbers, cards and flowers; and assist with general decorating and organizational needs. This is a wonderful opportunity to get a “behind the scenes” preview of this event! Set-up activities typically begin around 4:00pm on the day of the banquet, and last approximately 1-2 hours. If you have questions about this opportunity, please e-mail Sandy Pawlyszyn, MS PAPA Representative at [Sandyfp@gmail.com](mailto:Sandyfp@gmail.com).

### **Middle School Fall Service Day**

Middle School students have a school sponsored Day of Service on Wednesday, October 19, 2016 (the day before MEA break) where each grade level participates in a different service activity for portion of the school day. Please consider signing up to chaperone one of the activities. Service project details will be provided closer to the event. If you have questions about this opportunity, please e-mail Sandy Pawlyszyn, MS PAPA Representative at [Sandyfp@gmail.com](mailto:Sandyfp@gmail.com).

### **Middle School Homecoming Party**

The Homecoming Middle School Party takes place Saturday night before Homecoming week, September 24, 2016. PAPA is in need of parent volunteers to help chaperone this event. Middle School students enjoy an evening of friendship as they participate in a variety of activities including a dance, and group games. This is an excellent opportunity to get to know other parents, and spend time with your child and his/her friends! If you have questions about this opportunity, please e-mail MS PAPA Representative Sandy Pawlyszyn, at [Sandyfp@gmail.com](mailto:Sandyfp@gmail.com).



---

## Upper School Volunteer Opportunities

---



### **Upper School Mother Son Night**

PAPA is looking for a group of 3-5 people to help plan the annual Upper School Mother/Son Night. This popular and fun event is usually held in either late January or early February. Prior year information is available to help guide and streamline the planning process. For questions please contact Helen Healy at [momhealy@team-spine.com](mailto:momhealy@team-spine.com).

### **Upper School Father Daughter Dance**

PAPA is looking for 3-5 volunteers to help plan the annual Upper School Father/Daughter Dance. This popular and fun event is usually held in either late January or early February. Prior year information is available to help guide and streamline the planning process. For questions please contact Helen Healy at [momhealy@team-spine.com](mailto:momhealy@team-spine.com).