

Elementary Building
1320 16th Ave.
Moline, IL 61265
(309) 757-5500
Fax: (309) 762-0545
www.setonschool.com



Middle School Building
1320 17th Ave.
Moline, IL 61265
(309) 764-5418
Fax: (309) 277-0015
office@setonschool.com

VOLUNTEER INFORMATION!

VERY IMPORTANT: PLEASE READ

Please help make the 2018-2019 school year a great one! There are many activities going on at Seton Catholic School, but they cannot happen without volunteers. We need your help! We need EVERYONE'S help! It is our wonderful parents, and their dedication to our school and students, that makes Seton unique.

The following pages list the numerous opportunities to volunteer your time and talent this coming school year. Please look them over carefully; we truly have something for everyone! Some of them will only take minutes, while others may take hours. Some can be done at home, while others may include planning meetings. **We ask that every family volunteer for at least one event, if not more.** Every person makes a difference!

Thanks for taking the time to consider the many opportunities available this coming school year!

We ask that every family please return the sign-up sheet by Tuesday, September 4.

If you have any questions about any of the volunteer opportunities available, feel free to contact Mary Cornelis or me. Thank you in advance for any help you can offer!

Jane Barrett
Principal

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VOLUNTEER FORM

Parent's Name: _____

Student's Name: _____

Phone Number: Cell _____ Home: _____

E-Mail Address: _____

Events

Check if

Interested

School Volunteers *(Throughout Year)*

Head Room Parent (1 needed per homeroom) _____

Room Parents (Several needed) _____

Library Aides _____

Classroom Aides _____

Parents Club *(Throughout Year)*

GM Box Top Program _____

SCRIP Program Volunteers (Needed in morning) _____

Parent Ambassadors _____

Golf Outing *(August)*

Chair Person(s) _____

Event Volunteers _____

Used Uniform Sale *(August & January)*

Chair Person(s) _____

Event Volunteers _____

Filled _____

August Filled/ _____

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Book Fair (October)

Chair Person(s)
Event Volunteers

Filled

Fall Festival (October)

Event Chair Person(s)
Event Volunteers
Auction Chair Person(s)
Auction Committee Volunteers
Set Up / Clean Up Volunteers

Filled

Filled

Wreath Sales (October-November)

Chair Person(s)
Distribution Volunteers

Filled

CSW Spaghetti Dinner/Basket Raffle (January)

Dinner Chair Person(s)
Basket Raffle Chair Person(s)
Game Room Chair Person(s)
Event Volunteers
Set Up / Clean Up Volunteers

Filled

Lenten Fish Fry (March)

Event Chair Person(s)
Volunteers

Filled Event

Walk-A-Thon (April-May)

Event Chair Person(s)
Prizes Chair(s)
Kick Off / Closing Assemblies Chair(s)
Public Relations Chair(s)
Volunteer Coordinator(s)
Event Volunteers

Filled

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John Deere Classic Parking (July)

Event Chair(s)
Volunteers

_____ Event

Please consider getting involved in one of Seton's fundraisers this year as a committee member. Then, next year, consider a chairperson position!

If every Seton family would get involved in some way, the task of fundraising is NOT insurmountable.

Thank you for your consideration.

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Seton Catholic School
VOLUNTEER OPPORTUNITIES

Head Room Parent (1 per homeroom needed)

Coordinate classroom parties/celebrations with the other room parents / parents, teacher may ask your help arranging other classroom events.

Time commitment: 1-2 hours around the time of classroom parties, celebrations, and events.

Room Parent (Several per homeroom needed)

Help with classroom parties/celebrations and special classroom events.

Time commitment: 2-3 hours around the time of classroom parties and/or events.

Library Aide (Several people needed)

Volunteer time to carry out duties which may include reading to a primary class, helping students with book selection, checking books out/in, processing new books.

Time commitment: Morning or afternoon times available

**Training will be provided*

Classroom Aide (Several people needed)

Volunteer time to carry out tasks delegated by a teacher. Tasks may range from correcting paper, changing bulletin boards, helping individual students, copying materials.

Time commitment: Typically, once a week at a mutually agreed upon time

General Mills Box Top Program

Volunteer time to prepare labels for mailing.

Time commitment – Whenever convenient

SCRIP Program

Volunteer time to help process SCRIP orders with school's business manager.

Time commitment: 1 morning, every other week

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Used Uniform Sales

Chairperson(s) Fall Sale: Coordinate event, location, time, and volunteer help.

Time commitment: 5-10 hours coordinating and setting up.

Event Volunteer/Fall: Volunteer time to work event.

Time commitment: 2-4 hours day of event

Chairperson(s) Winter Sale: Coordinate event, location, and volunteer help.

Time commitment: 5-10 hours coordinating and setting up.

Event Volunteer/Winter Sale: Volunteer time to work event.

Time commitment: 2-4 hours, day of the event.

Fall Fundraiser Event

Social Committee Chairperson(s): Coordinate the evening's event, food, entertainment, and decorations. This event is held in October of each school year.

Time commitment: 30-50 hours planning and coordinating with all committee members.

Social Committee Volunteer: Help with planning of event.

Time commitment: 20-30 hours

Auction Committee Chairperson(s): Planning and coordinate the evening's auction event.

Time commitment: 30-50 hours

Auction Committee Volunteer: Help with planning of event

Time commitment: 20-30 hours

Set Up/Clean Up Volunteer: Volunteering the day of the event

Time commitment: 3-4 hours

Event Volunteer: Volunteering the evening of the event

Time commitment: 2-3 hour shift

*****This event is one of Seton's largest, most profitable fundraisers. It takes many, many people to make it a success. PLEASE consider volunteer and helping in some way!***

Wreath Sale

Chairperson(s): Plan, organize, coordinate annual wreath sale event

Time commitment: 30-40 hours

Distribution Volunteer: Volunteer to work the day of distribution

Time commitment: 4-5 hours/Distribution Day

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Spaghetti Dinner/Basket Raffle

Dinner Chairperson(s): Plan, organize, coordinate annual spaghetti dinner
Time commitment: 8-10 hours

Basket Raffle Chairperson(s): Plan, organize, coordinate annual basket raffle
Time commitment: 20-25 hours

Game Room Chairperson(s): Plan, organize, coordinate game room activities,
prizes

Event Volunteer: Volunteer time to work evening of event
Time commitment: 2-3 hours

Clean Up/Set Up Volunteer: Volunteer time to work evening of event
Time commitment: 3-4 hours

Lenten Fish Fry

Chairperson(s): Plan, organize, coordinate Lenten Fish Fry
Time Commitment: 10-15 hours

Event Volunteer: Volunteer time to work evening of Fish Fry
Time Commitment: 3-4 hours

Walk-A-Thon

Event Chairperson(s): Plan, organize, coordinate annual Walk-A-Thon event
Time commitment: 30-50 hours

Prize Chairperson(s): Secure prizes for Walk-A-Thon
Time commitment: 10-20 hours

Kick Off / Closing Assemblies Chairperson(s): Plan, organize, coordinate, assemblies
Time commitment: 10-20 hours

Publicity Chairperson: Secure publicity for the event, the day of and leading up to
Time commitment: 5 hours

Volunteer Coordinator(s): Secure and coordinate volunteers the day of the event
Time commitment: 8-10 hours

Event Volunteer: Work the day of Walk-A-Thon
Time commitment: 3-4 hours on Walk-A-Thon Day

John Deere Classic Parking

Chairperson(s): Organize, coordinate and schedule volunteers for Classic Parking.
Time commitment: 20-30 hours

Event Volunteer: Volunteer to work the event
Time commitment: 4-5 hours day of event