



Hands Events & School Activities *2014 - 2015*



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A Note from our Home and School President

On behalf of the Saint Ambrose of Woodbury Home and School Association (HandS), I would like to extend a warm welcome to both returning and new families to the 2014-2015 school year. The HandS Board is planning a great year of events and activities for you and your family! We are introducing some new events this year! We hope these events offer an enjoyable a way to get involved with our wonderful school community.

HandS event information, volunteer opportunities, and fundraising initiatives can be found on our school website. We are located at www.SaintAmbroseofWoodburySchool.org, by selecting “Resources” from the red menu at the top of the screen. Next, select “Home and School (HandS)” from the blue menu on the left-hand side of the page.

Online you will find a link to the HandS Handbook providing a complete list of events and a brief description of the volunteer needs for each activity. **Please take a moment now to complete the HandS Volunteer Form (bright pink paper) found within this school folder, indicate how you’d like to volunteer this year, and return the form today, or within the first weeks of school.**

Over the past fourteen years, HandS has raised money to fund events and provide needed items for your children and staff. Some of the items purchased have been, but not limited to: library books, reading counts books, classroom Bibles and books, dictionaries, maps, furniture, physical education equipment, playground equipment, classroom computer mini labs, educational software, smart boards, and musical instruments. We fund events such as; the Back to School Teacher luncheon, staff appreciation luncheons in the fall and during Catholic Schools week, the Kindergarten Social, 8th grade graduation and the end of the year hospitality. **This past year, HandS has raised over \$30,000 that went towards technology for our students and staff.**

Over the years, we’ve been blessed with many wonderful volunteers. So many offer their energy, time and creativity to make our events and activities a success. I ask for your continued support as we enter into this new school year. As a parent or guardian of a Saint Ambrose student, you are a member of HandS. I look forward to working with you and I welcome your comments. I can be contacted by phone at (651) 402-4225, or via email at jenk5@yahoo.com.

Thank you and Have a Wonderful Year,

Jennifer Kimlinger
President, HandS

<p>2014-2015 HandS Board Jennifer Kimlinger – President Lisa Wurtinger – Vice President Ann Jones – Treasurer Ann Limegrover – Secretary CJ Hohn – Fundraising Coordinator Kathryn Anderson – Volunteer Coordinator Julie Bray – Communications Coordinator</p>
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What is HandS?

HandS (Home and School Association) is a parent and teacher association formed to provide a strong connection between home and school.

Who are Members of Hands?

All parents and guardians of students and all the staff of Saint Ambrose of Woodbury Catholic School are members of HandS.

What are the HandS Objectives?

- Support the mission, philosophy, goals and objectives of Saint Ambrose of Woodbury Catholic School
- Promote communication and cooperation among parents and faculty
- Welcome parents as active participants in volunteer activities that support the students and faculty
- Offer information to enrich our family lives
- Provide activities and events that will enhance the overall Catholic School experience for students, parents and staff
- Generate funding to support the HandS objectives

HandS History

The HandS Association Board Members held their first meeting on July 29, 1999. Over the years, the Board has developed new activities and events to enhance school life at Saint Ambrose of Woodbury Catholic School. The Board has responded to the needs set forth by the principal and teachers and thus, have built a foundation in which to provide a smooth running Association for the years to come.



VOLUNTEERS

Who Can Volunteer?

Everyone! It takes many dedicated parents and guardians to volunteer their time and efforts to create the success of Saint Ambrose of Woodbury Catholic School.

Volunteering your time can be very rewarding. It is a wonderful way to make a positive influence in a child's life. Volunteering is also a fun opportunity in which to work closely with staff members and meet other parents.

There are more than 70 volunteer opportunities at Saint Ambrose of Woodbury Catholic School. Please consider volunteering your time for the events/activities that interest you and that would fit into your schedule.

Before you can volunteer, please make sure you have completed a background check, signed a Volunteer Code of Conduct and are Virtus Trained. These (3) requirements must be completed before you may volunteer. Please visit www.Virtus.org for training sessions.

What Does An Event Chair Do?

As an Event Chair, you will organize and plan a specific HandS event or activity. A HandS board member and a planning guide will direct you. These planners provide detailed instruction on how to carry out the event. **You do not need to have any experience to volunteer – it is all done for you in the planning guides!**

If there is an event that you are interested in and are not sure you want to chair by yourself, sign-up to Co-Chair an event with a friend and have twice as much fun! We need your time and talents to have a successful year and carry out these activities and events. Please dedicate some time to make a difference in our children's education.

On the following pages you will find descriptions of the volunteer opportunities for HandS events and school activities. **Please consider volunteering by chairing an event or by helping with an event.**

VOLUNTEER RESPONSIBILITIES

An effective school is a partnership between parents, school and students. We are grateful for and dependent upon parent volunteers who enhance the quality of education that we are able to provide all students. We encourage parents to become involved in the educational process, but for the protection of all students we require parents to adhere to very specific responsibilities.

Volunteer Characteristics

- ❑ Honest in approach and attitude
- ❑ Patient when working with students
- ❑ Flexible in responding to the needs of students
- ❑ Prompt and dependable in their attendance
- ❑ Friendly to teachers and children
- ❑ Discreet, sincere and dedicated
- ❑ Appreciative of the efforts of Saint Ambrose of Woodbury Catholic School to provide maximum learning opportunities for every student
- ❑ Supportive of the administration and teaching staff
- ❑ Able to communicate with staff in expressing concerns or questions with teachers

Volunteer Responsibilities

Confidentiality

As you work with staff and students information of a confidential matter may be shared, observed or overheard by you. The problems, abilities, relationships and confidence of students, parents and staff should never be discussed with anyone who does not have a professional right to know. Teachers and volunteers are bound by a code of ethics to keep confidential matters within the school. Staff and students need to know they can trust you. Please do not discuss a child's school progress or difficulties with his/her parents. This is a teacher's responsibility. If a child confides information with you that requires action, please share it only with a teacher or principal.

Safety and Security

For the safety and security of our students, it is important that volunteers sign in at the office and wear a "Parent Volunteer" badge identifying themselves as a volunteer. Please report any suspicious activity or unidentified persons to the staff.

Supervision

Volunteers always work under the supervision of the professional staff at Saint Ambrose.

Support

The teachers and staff are responsible for everything that occurs at Saint Ambrose during the school day or during school sponsored activities. Teachers are responsible for providing curriculum and lesson plans, disciplining students, evaluating achievement and counseling students. Volunteers supplement and support this system.



HandS EVENTS & VOLUNTEER OPPORTUNITIES

The following is a list of all **HandS** sponsored events and activities. You will find a description of the event, as well as a general volunteer job description. Please note that some activities need event chairs and volunteers, while other activities may need volunteers only. The specific needs follow each event name. ***A Planning Guide is available for Event Chairs to use to coordinate all of the activities!***

~~ AUGUST 2014 ~~

Sweatshirts ~ Volunteers

The red sweatshirt is an integral part of the school uniform. Once a year, orders are taken for sweatshirts. Orders are taken at our Back to School Day for distribution in October. **Volunteers** will assist families with sizing and placing orders. They will also help with distribution in October.

Staff Welcome Back Luncheon ~ Event Chair, Volunteers

Help organize a special luncheon for the staff when they return to work in August! An **Event Chair** is needed to plan the meal and organize volunteers. As a **Volunteer**, you will help decorate, serve and clean up after the event.

Back To School Day ~ Event Chair, Volunteers

This is an event in which each school family is asked to spend about 30 minutes sometime during the day to complete final paperwork, order school uniform sweatshirts, buy supplies, meet the child's teacher, etc. An **Event Chair** will work closely with HandS to determine the needs for this day and organize volunteers. Many **Volunteers** are needed to work afternoon or evening shifts at one of the stations.

Good Shepherd Program – Volunteers

New mentoring program beginning at SAW. New families are matched with a SAW Mentor family. The mentor family welcomes the new family and is available throughout the school year for questions. We hope to build this program to include summer grade level get-togethers. **Volunteers** offer to be a mentoring family to the new family.

~~ SEPTEMBER 2014 ~~

Kindergarten Social ~ Event Chair, Volunteers

Volunteers are needed to host a social to gather all Kindergarteners and their families to Saint Ambrose of Woodbury Catholic School. The **Event Chair** will plan the

activities, decide on a location, organize volunteers and oversee all planning details. **Volunteers** will help with organizing and running the activities, set-up and clean-up.

~~ OCTOBER 2014 ~~

Knights of Columbus Marathon for non-public education – Event Chair, Volunteers

This family event invites all students and parents to walk/run a course on the SAW campus on Saturday, October 4. Students are invited, but not required, to ask for donations of support from friends and family members. 100% of the money donated is not only tax deductible, but also goes to the SAW community. The **Event Chair** is responsible for coordinating volunteers and overseeing all aspects of the event. Many **Volunteers** are needed to process donations, supervise the marathon participants, hand out prizes, create and copy flyers.

Magazine Sale/Fundraiser ~ Event Chair, Volunteers

Students are asked to collect new and renewal magazine subscriptions from family and friends to support our school. The **Event Chair** is responsible for coordinating volunteers and overseeing all aspects of the event. Many **Volunteers** are needed to process orders, count money, create and copy flyers.

Teacher Conference Luncheon ~ Event Chair, Volunteers

Lunch is provided for the teachers during conferences in October. **Volunteers** prepare and/or serve the appreciation meal for the teachers. The **Event Chair** is responsible for coordinating volunteers and overseeing all aspects of the event.

~~ NOVEMBER 2014 ~~

Veteran's Day ~ Event Chair, Volunteer

We salute our Veteran's for their service to our country! The **Event Chair** and **Volunteers** work together to create not only a learning event for the students, but a fun one too!

Fall Family Event – Event Chair, Volunteers

We come together to celebrate Mass on a Saturday, followed by Bingo and Pizza. Prizes are handed out at Bingo. There will be a mini Book Fair on site to purchase books and other items before the holidays. The **Event Chair** is responsible for coordinating volunteers and overseeing all aspects of the event. Volunteers are needed to hand out prizes, work the book fair, hand out pizzas, sell Bingo cards and set up/clean up.

~~ DECEMBER 2014 ~~

Saint Ambrose Feast Day ~ Event Chair, Volunteer

This day we show our support of our patron saint! The **Event Chair** and **Volunteers** work together to create a fun moment in the classrooms.

~~ JANUARY 2015~~

Kindergarten Information Night ~ Event Chair, Volunteers

This event is for prospective incoming Kindergarten parents. The evening provides information for parents to learn more about Saint Ambrose of Woodbury school and the Kindergarten program. Current Kindergarten parents are encouraged to **Volunteer** for the evening by providing or serving refreshments and giving school tours. The **Event Chair** coordinates all activities associated with this event.

Staff Appreciation Luncheon ~ Event Chair, Volunteers

In conjunction with Catholic Schools Week, an appreciation day for the Saint Ambrose of Woodbury staff is celebrated. The **Event Chair** works with **Volunteers** to plan and execute this event. **Volunteers** prepare and/or serve the appreciation meal for the teachers.

Inventory Only Uniform Sale ~ Event, Chair Volunteers

The Inventory Only Used Uniform Sale is a great way for parents to purchase used uniforms at deeply discounted prices! **The Event Chair** coordinates all aspects of this event. **Volunteers** are needed to assist with set-up, take-down, and check-out during the sale.

Trivia Extravaganza ~ Event Chair, Volunteers

This event is planned and presented for students in grades 6 through 8. **Volunteers** are needed to work with an **Event Chair** to obtain prizes and refreshments for the event as well as plan, publicize and run the trivia challenge.

~~ FEBRUARY 2015 ~~

Scholastic Book Fair ~ Event Chair, Volunteers

Enjoy shopping for books for the entire family. The Saint Ambrose of Woodbury Scholastic Book Fair will be held in February, in conjunction with parent-teacher conferences. The **Event Chair** works with the principal, the scholastic book representative and other school personnel to conduct a book fair. **Volunteers** are needed to help with a variety of duties from organization, publicity, student contests, sales at check-out, set up and take down.

I Love to Read Month ~ Event Chair, Volunteers

This event promotes reading throughout the month. The **Event Chair** works with faculty to plan, publicize and execute awareness of reading (may also work with Scholastic Book Fair Chair to coordinate efforts where possible). **Volunteers** are needed to assist with organization, publicity and execution.

~~ APRIL 2015 ~~

Twins Game ~ Event Chair, Volunteers

Take us out to the ball game! This event brings families together for fun at Target Field. The **Event Chair** coordinates with the **Volunteers** through correspondence with the

Minnesota Twins and providing Saint Ambrose families with order forms on discount tickets to a game.

~~ MAY 2015 ~~

Bus Driver Appreciation ~ Event Chair, Volunteers

Volunteers are needed to plan and provide recognition to the bus drivers who transport our children safely to school each day. This includes making signs, handing out gifts of appreciation and working with students. The Event Chair organizes the volunteers and all aspects of this event.

Eighth Grade Graduation ~ Event Chair, Volunteers

Our current seventh grade families will host this event. An Event Chair is needed to coordinate the Saint Ambrose of Woodbury 8th Grade Graduation. Many Volunteers will be needed to assist with invitations, decorations, refreshments, etc.

Kindergarten Round Up ~ Event Chair, Volunteers

We welcome the incoming Kindergarteners to experience real class time. They spend time with our Kindergarten teachers learning and having fun with their soon to be classmates. The parents get to hear the Principal and others give a brief presentations. Volunteers are there to answer any questions the new families may have. We also need volunteers to help set up for this event.

Saint Ambrose GALA ~ Event Chair, Volunteers

Assistance is needed on a variety of levels to make this fundraising event a success. Longer commitments include working with the planning committee on auction item procurement, maintaining a database and organizing volunteers. Short-term commitments include setting up on the day of the event, assisting with mailings and helping with check out at the event. More information is available by contacting the school office.

~~ JUNE 2015 ~~

End of the Year Hospitality ~ Event Chair, Volunteers

This is our way to say thank you and to get together one last time before summer vacation. We meet after the last All School Mass of the year. The Event Chair organizes all aspects of this event. The Volunteers provide support in decorating, set-up and take-down of the event.

~~ JULY 2015 ~~

New and Used Uniform Sale ~ Event Chair, Volunteers

The school Used Uniform Sale is a wonderful opportunity to donate uniform items to HandS or to purchase gently used uniform items at a substantial discount. An Event Chair is needed to organize the sale. Volunteers are needed to assist with the organization of the sale, set-up and take-down, and check-out during the sale.

~~ ONGOING ~~

Photographer ~ Volunteers

For key events, HandS is looking for a photographer to take 3-5 pictures to capture the event.

Box Tops/Printer Cartridges ~ Volunteers

Save General Mills Box Tops for Education and earn money for our school. This is a simple way to support our school. The **Event Chair** reports quarterly to the HandS Fundraising Coordinator. **Volunteers** are needed to cut, count and bundle the box tops and milk container lids. The money from these collections is used for various needs of the school.



SCHOOL ACTIVITIES

Academic Triathlon Coach

Two coaches per team are needed for 5th and 6th grade teams. Practices and meets are held outside the school day. Several volunteers are needed to assist in running “mini-triathlons” during March for the 3rd and 4th grade classrooms. These are held during the school day.

All-around Volunteer

Willing to volunteer when needed for projects as they arise.

Art Adventures

Present art during school hours to students in Grades K–5. One hour per week during the month of February. Training is provided through the Minneapolis Institute of Art.

Computer Volunteer

Work with the technology coordinator and classroom teacher to help students in a mini-lab or in the full media lab.

Field Day

Work with a teacher to supervise a student team of mixed grade levels in non-competitive games, help serve a picnic lunch or assist at the nurse’s station. This event is held outside during the last week of school and is weather dependent.

Guest Speaker

Share your expertise with students of varying grade levels! **Science Speakers** especially wanted.

Health Screening Volunteer

One full day at school is required. Volunteers will be trained in the morning to screen the student population in the areas of vision, hearing and scoliosis.

Junior Great Books

Volunteers are needed to lead small discussion groups regarding outstanding works of literature. Second through fifth grade groups meet one hour per week for six week sessions before school in the morning. First grade groups meet one morning per month during the school day. Training and materials are provided.

Junior High Math Helper

Assist the junior high math teacher with special math projects in grades 6-8.

Library Volunteer (starts in October)

Assist a classroom(s) in checking out books and reshelving books.

Lunchroom Coordinator

Help schedule volunteers and confirm that the lunchroom is adequately staffed. This position can be done from your home.

Lunchroom Helpers

Assist the kitchen staff in serving the students at lunchtime from approximately 11:00 – 1:00. Volunteer 1, 2, 3, 4 or 5 days per week. 5-7 volunteers needed daily!

Math Masters Coach – 5th and 6th Grades

Coach 5th and 6th graders for Math Masters math competitions. Materials are provided.

Math Counts Coach – 7th and 8th Grades

Coach 7th and 8th grade students in the Math Counts math competition program.

Photocopy Volunteers

Copy materials for teachers. Days of the week are flexible.

Picture Day

Assist with the photographing of students in October.

Playground Supervisors PAID POSITION

Assure student safety on the playground from approximately 11:00 – 12:30. Minimum requirement is 2 days per week, can work 2, 3, 4 or 5 days per week. Contact Betsy Osterhaus-Hand for more information.

Room Parents

Assist classroom teachers, plan parties, coordinate classroom volunteers and be a contact for HandS.

Scholastic Reading Counts

Assist students in Grades K-2 check-out books and restock shelves in the Reading Counts Library located in the K-2 Hallway.

Science Supply Room Organizer

Two (2) volunteers needed to organize, inventory and replenish science supplies for the Jr. High Supply Room. Inventories will be conducted on a monthly basis.

Science Fair Judges

Judges needed for the 8th grade science fair in January. Evening hours.

Yearbook

Coordinate taking pictures throughout the school year for your child's grade level. Assist with assembling and selling the yearbook.