Reminder: For any service on campus you must have a current TB negative test result on file with the Health Room. Tests are good for four years. Contact the Health Room if you have any questions.

Do you need to volunteer during certain times or on certain days? Here’s a quick reference guide:

• Drive Through AM – on campus at the beginning of the school day

• Drive Through PM – on campus at the end of the school day

• Envelope Stuffers/Unstuffers – on campus during the school day – usually in the mornings

• Facility Support and Logistics – various opportunities including weekdays and weekends, most require your presence on campus

• Friends Together – mostly flexible though there is one Field Trip to plan and attend

• Fundraising Marketing and Sales – many of these opportunities are flexible and may be accomplished weekdays during or after school hours or on weekends. Some of the positions on this committee may be fulfilled from your home/office.

• Hospitality – mostly during the school day though there are some evenings opportunities

• Hot Lunch – on campus during the school day

• Library – on campus during the school day

• Pancake Breakfast – Sunday mornings

• Scrip - some of these opportunities are performed in the Parish Center during the school day, others may be done after school hours or on weekends, please see the description for more details

• Silent Auction – please see the service descriptions for detailed information

• SRE – choose either after school, or evenings, or Sundays

• Tech Support – on campus during the school day

• Yearbook – some use of the school tech lab, photos at school events
Drive-Thru Drop-off and Pick-up Attendants (a.k.a. Carpool)

- **A.M. shift** – Join us as we ensure the safe arrival of our children. Parents serve by putting out the cones, opening car doors, and greeting and assisting the children with their backpacks. For working parents, it's an easy way to be of service before starting your work day **one day each week** usually from 7:40 to 8:05 a.m.

- **P.M. shift** – We are in need of RELIABLE afternoon volunteers to ensure a smooth and safe pick-up for our children. Shift is **every other week** from 2:40 p.m. to 3:25 p.m (Fridays 12:15 – 12:50). Responsibilities include setting up cones, opening the gate, assisting families in the line-up, and breaking down cones. You commit to being in place as soon as the black top clears through the time it takes to load. If you love being outside, please join us!

Envelope Stuffers and Un-stuffers

The front office is in need of several reliable people to insert flyers and remove paperwork/payments into and out of the Wednesday envelopes. We need a total of six people. Two people stuff each Wednesday and one person on Thursday empties, organizes and files the envelopes. This commitment is every other week during the school year. Extra hours are required the first two weeks of the school year and before the Sophisticated Snoop Home Tour.

Facility Support and Logistics (Formerly Work Crew)

Looking to help our school with some physical labor? Most opportunities to fulfill your 20 hour annual service requirement will take place after school hours on weekdays or on weekends. You will have multiple events from which to choose or be assigned. There will be group events as well as single person tasks. Current events such as cleaning and organizing the library remain and new opportunities to volunteer are being added. Here are some examples of added opportunities: set up chairs for the Christmas Concerts, set up tables for ticket sales and other fundraising events, get uniforms set up for used uniform sales events, and other tasks. If some of these opportunities sound good to you, your school needs your help. Sign up!

Friends Together

We need one parent per grade (1st through 8th) to help coordinate this program that fosters a friendship bridge between the children of AMS and their counterparts at our sister parish, St. Lawrence of Brindisi School. You may ask to be signed up for any grade in which you have an enrolled child. This position requires good communication skills and creativity in the planning and coordination of at least three pen pal exchanges during the school year and one field trip in the spring. Priority for this assignment will go to parents who have successfully volunteered in the position previously or have been in the school for at least one year.
Fundraising Marketing and Sales
Have experience in marketing? This new committee needs YOU!!!
Have experience in sales? This new committee needs YOU!!!
Please read on and note your preferences and skills.

This committee will assist the chairpersons of fundraising parent services such as Scrip, 5K, Sophisticated Snoop, Dine Out Nights, Used Uniform Sales, and others in order to increase awareness and ultimately to increase the funds contributed to our school. Here are some of the fun projects in this committee:

- Create promotional and advertising materials
- Use media to promote fundraising. Since much of this is new, you will work with AMPA and the school administration to establish these marketing channels.
- Market to local retailers or other stakeholders the benefits of sponsoring events at such as the 5K, Sophisticated Snoop, Dine Out Nights, Scrip Program, Special Scrip Events, and MORE.
- Graphic artists this service may be for you – designing marketing materials and signage.
- Database management and labeling snail mail promotional materials.
- Staff sales events such as used uniform sales, ticket sales, and other sales or fundraising opportunities. There will be opportunities during the school day as well as at events out of school hours. Good organizational skills are required because you will be accepting payments.

For much of the above you may work from your home/office at hours of your choosing, though you will need to meet deadlines established by the chairpersons of other committees. We anticipate some volunteers on this committee will fulfill their 20 to 30 hour commitment by working on one or two specific projects while others may choose to work on multiple shorter projects throughout the year.

If any of the above appeals to you, sign up!!! Or contact OJ Fansmith for more details at 310-704-2272.

Hospitality
Do you enjoy hosting events? If so, this is the spot for you. Working with a team, you will provide food and drink for several AMPA and/or school events. Events will be during the school day (often in the morning) as well as some evening and weekend events.

Every School Hospitality team member must work the AMPA Welcome Back Breakfast on the first day of school as well as one of the two teacher In-service breakfasts and lunches that occur the two days prior to the start of school year (and hopefully several will volunteer to help coordinate prior to these events).

Additionally, the following events will be divided among all committee members: four AMPA meetings, two Kindergarten screening weekends, New Family night in May, four prospective new family tours, annual Principals’ meeting, the annual Room Parent Orientation meeting in June, and other events as they arise.

Hot Lunch
We have hot lunch Monday through Thursday. For this service you will distribute lunch to the children on your specific day once every four weeks during the school year. Time commitment is from 10:45 to 12:45pm. You will receive lunch credit for your shifts as well. While working your shift you must remain at the Hot Lunch area. Per the administration, no children are permitted behind the serving tables. Lastly, you will be responsible for finding your own replacement from your given list of Hot Lunch volunteers if you are not able to work your Hot Lunch shift. Please indicate which day of the week you prefer / are able to work (M, T, W, or Th).
Library
As a library volunteer, duties will include 1) re-shelving and organizing books 2) providing assistance to students in finding books and during the check-out process 3) processing new books into the system 4) reading to and listening to our early readers and 5) maintaining the used uniform department (we need several volunteers specifically interested in helping with used uniforms).

You will be required to fulfill a weekly shift of one hour, and will be responsible for replacing yourself by calling a fellow volunteer if you are unable to make your shift. Please note that library shifts are not necessarily coordinated with your child’s weekly library visit. You may signup for additional library shifts with your child’s Room Parent at the beginning of the school year but these shifts do not fulfill your Parent Service.

Additionally, all library volunteers are required to staff the annual Book Fair in the Spring (two shifts each).

Pancake Breakfast
Are you busy during the week? If so, this service is for you. The Parish Pancake Breakfast is held once a month September through June. Volunteers help with one or more of the following: set up, serving, or clean up. Shifts are 2-3 hours and fall between 6:30 and noon. The Breakfast dates are the first Sundays of the month during the school year. To receive credit for this service you must support all 10 breakfasts.

Scrip
Be a part of the team that makes our school’s biggest fundraiser a success. Please note your preference:

- Computer Data Entry – This is a once a week commitment ½ hour to an hour a week, anytime during the scrip office hours - great for right after drop-off or before pick-up. There are also input jobs for Sunday mornings.
- Other Data Entry/Inventory/Bookkeeping - We need more people with accounting backgrounds or bookkeeping experience - Quickbooks, bank reconciliations, inventory management – these jobs vary from once a week to once a month, during office hours.
- Spreadsheets – these are occasional mostly at home projects – mostly compiling information for the family scrip statements
- Bank Runner – Pick-up bank deposits and deliver to our local bank in downtown Manhattan Beach – once a week.
- Local Merchant Scrip Pick-up – Pick up scrip at our local merchants (2-3 times/month) – pick the merchants that you frequent, you’re there anyway!
- Data Checkers – Review the sales data entries. This is an at-home task – pick up a stack of input from the scrip office and review at home – good for detail-oriented person.
Silent Auction
The following opportunities fulfill your Parent Service, but DO NOT fulfill your obligation to work your two shifts at the Parish Fair.

- **Execution Committee** – Help with all of the tasks it takes to make the silent auction come together for the Fair. Commit to a total of 20-30 hours the week before the fair through the fair. Daytime and evening hours available from 8am to 8pm or later; in the gym. Sorry, no small children while you work.

- **Post Auction** – Work Sunday from 6PM to 10PM and Monday from 7AM to 2PM in the gym. Yes, this is after the fair. Yes, we are exhausted, but if you can find childcare or schedule some play dates, *this commitment plus a fair shift* fulfills your parent service requirement (though not your family requirement to work two Fair shifts that you are still required to work) for the year! We do follow-up phone calls and try to allow you a break to check the kids, even feed them, but we do need a commitment for that entire time!

- **Silent Auction Phone Committee** – Mid August, September, Mid-October. Committee is expected to work on their own time schedule to make follow-up calls to the businesses, keep track of any changes and pick up donations. All pick ups are in the South Bay, 90% are in Manhattan (and we have runners that can make pick ups for you). Many have donated in years past, others are new. This is a perfect placement for people with a sales background. Great for stay-at-home parents, those with flexible schedules or people looking to fulfill their volunteer commitment early in the year.

Questions about any of the above – please call Tina Sarafa at 310-502-5792.

SRE (School of Religious Education) Catechist / Teacher

- **SRE Teacher 1st through 8th grade**: Teaching a religious education class is always a blessing on a family. You might like to take the grade level of one of your own children – it makes “religion” come alive for your child, not to mention you. Commitment: Either Sunday from 10:45 to 11:45 a.m. after 9:30 a.m. Mass or Tuesday or Wednesday from 3:15 p.m. to 5:00 p.m. for 1st through 6th grade, or 7:00 p.m. to 9:00 p.m. for junior high. Classes meet September through May with three weeks off at Christmas and two weeks off at Easter. For further information, Patti Williams would love to hear from you! Call her at 310-546-4734 or pwilliams@americanmartyrs.org.

- **SRE Teacher High School Confirmation**: Prepare the youth of our parish for the Sacrament of Confirmation. Meetings are Sunday afternoons, 6 sessions from October to May. You act as a facilitator of a small group of high school teens, with lesson plans set up for you by the Confirmation coordinator. It really is not that scary! Contact Monica Leon, YM@americanmartyrs.org

- **SRE Sunday School Teacher**: Interested in celebrating God’s message of love and hope with our parish preschoolers? If you would like to rediscover the beauty of our Lord’s creations through the eyes of a child, consider teaching Sunday Preschool during Sunday 9:30am Mass, September through May. For more information please contact Kristen Holleran at kristenholleran@yahoo.com or 310-292-6550.
Tech Support
The tasks within this service are pretty straightforward and the schools technology staff will train any parent volunteers. All that is required is a general awareness of technology (so that means anyone with a child!!!!), but no intensive skills are needed. You may be assigned to any of the following. Please indicate your preferences.

- Organizing/Tagging/Repairing Chromebooks for all grades at the start of the year, and distribution of Chromebooks to 5th - 8th grade. This starts one to two weeks before school. And the distribution to students happening in the first week of school.
- Maintenance/Repair of Chromebooks as needed during the school year.
- Collection of take-home Chromebooks from 5th - 8th graders during the last two weeks of school. This will include collecting Chromebooks and recording damage.
- Assist with the tagging, maintenance, and imaging of student iPad carts.
- Assist with the tagging, maintenance, and imaging of student Macbook laptop cart.

Once again, these tasks are pretty straightforward and we will train any parent volunteers, so all that you need is a general awareness of technology. You may be assigned to any of the above. Please indicate your preferences.

Yearbook
- **Photography Team**: If you love to take photos and love to share with the yearbook, then this is for you. You’ll be assigned to take photos throughout the school year of classes, team sports, school events, scouts, etc.
- **Layout Team**: Knowledge of Quark, PageMaker, InDesign OR if you are computer savvy and are willing to learn one of the above programs, we need you for the layout/design team.
- **Sales & Distribution**: A working knowledge of Excel spreadsheets and some computer savvy is all you need to coordinate a smooth yearbook distribution event at the end of the year.

We still need people to contribute photographs and help in other ways but these are not Parent Service positions. Please indicate which above position you would prefer.

THANK YOU FOR YOUR SUPPORT OF AMERICAN MARTYRS SCHOOL!