

SAINT CHARLES BORRROMEO

Volunteer Manual • 2026–2027

INTRODUCTORY REMARKS

Saint Charles Borromeo Volunteer Manual • 2026–2027

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HOW TO USE THIS MANUAL

The manual has two Tables of Contents for you to find events/programs based on:

- 1) Chronological Order
- 2) Leadership Team
 - Administrative/Room Parent Program (RPP)
 - Development
 - Volunteer Coordination Team (VCT) Events
 - VCT Yearlong Programs
 - RPP Events
 - RPP Yearlong Programs

HOW TO LOG VOLUNTEER HOURS

Please see school emails and Band for updates on logging volunteer hours (will be available by September 16). Until then, please make a personal note of your hours.

HOW TO CONTRIBUTE PHOTOS

Please upload school event photos and videos [here](#)

BAND COMMUNICATION

Please access Band links [here](#)

EVENTS DETERMINED BY VOLUNTEER AVAILABILITY

All of the events in this manual may or may not happen depending on volunteer availability for leading and carrying out each event. School emails and Band posts will communicate these details as the planning season for each event begins.

THE TRANSCENDENTALS EVENT FRAMEWORK

Every Saint Charles Borromeo event is planned through the lens of the **Three Transcendentals**—**The Good, The Beautiful, and The True**. Together, these teams help create events that foster Christian hospitality, reflect the dignity of our school, and support the mission of Catholic classical education.

The True - Event Leadership & Coordination

"Let all things be done decently and in order." — First Corinthians 14:40

Purpose

To oversee the planning, organization, communication, and execution of each event in service of the school's mission.

Responsibilities

- Serve as Event Lead
- Create event timeline
- Coordinate with school administration
- Schedule volunteers
- Manage event budget
- Secure vendors and donations as needed
- Delegate responsibilities to all teams
- Ensure event checklist is completed
- Oversee event-day operations
- Conduct post-event review and documentation

The Good- Hospitality

"Love one another with brotherly affection. Outdo one another in showing honor." — Romans 12:10

Purpose

To ensure every guest, student, teacher, and volunteer feels welcomed, cared for, and valued.

Responsibilities

- Coordinate refreshments and meals
- Welcome families and guests
- Manage hospitality volunteers
- Set up and maintain food service areas
- Monitor supplies throughout the event
- Assist with volunteer appreciation
- Support teachers and clergy during events
- Help with clean-up of hospitality areas

The Beautiful- Environment & Decorations

"Whatever is true, whatever is honorable... whatever is beautiful... think about these things." (Inspired by Philippians 4:8)

Purpose

To create spaces that reflect the beauty, joy, and dignity of our Catholic faith and school community.

Responsibilities

- Develop event decorating plan
- Coordinate seasonal and liturgical decorations
- Prepare centerpieces, signage, and displays
- Decorate entrances and gathering spaces
- Manage decorating volunteers
- Remove and store decorations after the event
- Maintain reusable décor inventory
- Event Planning Flow

Every event follows the same collaborative process:

1. Vision (The True)

- Volunteer Coordination Team (VCT) provide previous vision and event planning information.
- Collaborate with VCT to define purpose and goals.
 - Meet with school administration as needed.
 - Establish a timeline and budget.

2. Preparation

- **The True** coordinates logistics and volunteers.
- **The Good** develops the hospitality plan.
- **The Beautiful** develops the decoration and environment plan.

3. Event Day

- **The True** oversees operations and problem-solving.
- **The Good** welcomes and serves guests.
- **The Beautiful** prepares and maintains the event environment.

4. Completion

- All teams assist with cleanup.
- Supplies are inventoried.
- Event notes are documented for future volunteer leaders.

School Activity Structure

Principal Tait Jensen

Volunteer Coordination Team
Caitlin
Kimberly
Rachel Sewell, Megan Powell, Maddie McKeegan

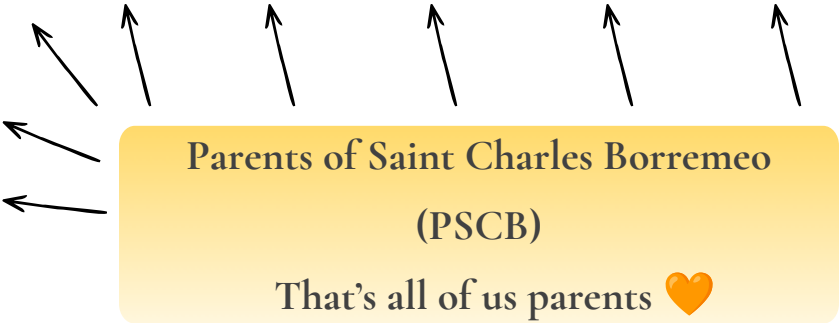
Development Committee
Laura Kolbe

Room Parent Program

Athletic Program

Samantha Marchese

Manny Avelar



ST. CHARLES BORROMEO CATHOLIC CLASSICAL SCHOOL

2026-2027 ACADEMIC CALENDAR

August 2026						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

24-28: Faculty Formation

February 2027						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

31-6: Catholic Schools Week
 10: Ash Wednesday Mass 8:30
 11-12: No School- Faculty Formation
 15: No School-President's Day

September 2026						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

2: First Day of School
 4-7: No School- Labor Day
 8: First Day of Kindergarten
 14-25: Fall Map Testing
 28: No School- Diocese In-Service

March 2027						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

10-11: Early Release- Conferences
 12: No School-Diocese In-Service
 25-2: No School- Easter Break

October 2026						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

7: Student Picture Day
 8: Fund Run
 9: No School- Faculty Formation
 30: End of 1st Qtr

April 2027						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

8: End of 3rd Qtr
 21: All School Photo
 23: No School- Faculty Formation
 26: No School

November 2026						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

4: St. Charles Borromeo Feast Day
 11: No School- Veteran's Day
 18: Student Picture Retakes
 23-24: Early Release Conferences
 25-27: No School-Thanksgiving Break

May 2027						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

28-31: No School- Memorial Day

December 2026						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

4: Night with St. Nicholas
 8: No School- Immaculate Conception
 17: Advent Prayer Service 6:30
 21-1: Christmas Break

June 2027						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

4: Field Day
 9: 8th Grade Promotion Mass
 11: Last Day of School

January 2027						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

4: Classes Resume
 15: No School- Faculty Formation
 18: No School- MLK Day
 22: End 2nd Qtr

July 2027						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

VOLUNTEER COORDINATION CALENDAR

2026-2027 PARENT EVENTS & ACTIVITIES

St. Charles Borromeo Catholic Classical School

AUGUST

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

St. Anthony's Closet Uniform access available periodically (stay tuned to Band)

NOVEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

11/04 St. Charles Borromeo Feast Day Celebrations (Room Parent Program)

11/10 Veterans Day Assembly

11/12 PSCB meeting (all parents welcome)

FEBRUARY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

1/31-2/6 Catholic Schools Week

2/09 PSCB Coffee | meeting after (all parents welcome)

MAY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

5/1 Spring Fundraiser

5/13 PSCB meeting (all parents welcome)

TBD Teacher Appreciation Week

TBD Holy Hoops

TBD Confirmation Reception

SEPTEMBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

9/10 PSCB Coffee | meeting after (all parents welcome)

DECEMBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

12/04 Night with St. Nicholas

12/10 PSCB Coffee | meeting after (all parents welcome)

12/18 Christmas Celebrations (Room Parent Program)

OCTOBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

10/08 Fund Run

10/15 PSCB meeting (all parents welcome)

JANUARY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1/07 PSCB meeting (all parents welcome)

TBD Grandparents Luncheon and Art Walk

1/31-2/6 Catholic Schools Week

MARCH

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

3/11 PSCB meeting (all parents welcome)

TBD Lenten Food Drive

APRIL

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

4/08 PSCB meeting (all parents welcome)

JUNE

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

6/03 last PSCB Coffee | meeting after (all parents welcome)

6/04 Field Day

6/06 Parish and School Picnic

TBD 8th Grade Retreat

6/09 8th Grade Promotion Reception

6/10-11 St. Anthony's Closet: Lost and found (give away 6/11 end of school day)

TBD First Holy Communion Reception

JULY

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Family Picnic - date tbd

St. Anthony's Closet Uniform Organization - dates tbd

PARENTS OF SAINT CHARLES BORRROMEO (PSCB) COFFEE AND MEETING DATES

All parents are welcome at all meetings!

The ☕ PSCB coffees are a time to meet, greet, and connect with our administrators before the PSCB meetings begin (which you are welcome to stay for too!)*

Thursdays unless otherwise noted
Following Daily Mass | Activity Center

SEPT 10  start of school coffee	OCT 15 meeting only	NOV 12 meeting only	DEC 10  coffee	JAN 7 meeting only
FEB 9 *this is a Tuesday  coffee	MAR 11 meeting only	APR 8 meeting only	MAY 13 meeting only	JUN 3  end of school coffee

***Working parents:** If you can't make these coffees or meetings, let us know what would work or what would be helpful for you!
volunteer@stcharlesspokane.org

VOLUNTEER MANUAL AT A GLANCE

Events listed in chronological order

EVENTS

Event	Date	Leadership	Team Support	Quick Support
Parent Coffee	9/10, 12/10, 2/9 (Tue), 6/3	5–10+ hrs	—	1+ hrs
Fund Run	Thu, Oct 8, 2026	25+ hrs	5–10+ hrs	1+ hrs
Veteran's Day Assembly	Tue, Nov 10, 2026	10–15+ hrs	5–10+ hrs	1+ hrs
Night with St. Nicholas	Fri, Dec 4, 2026	25+ hrs	5–10+ hrs	1+ hrs
Grandparent Luncheon & Art Walk	TBD – Jan 2027	15–20+ hrs	5–10+ hrs	1+ hrs
Catholic Schools Week	Jan 31–Feb 6, 2027	20–25+ hrs	5–10+ hrs	1+ hrs
Baby Bottle Drive & Luminaries	During Catholic Schools Week	5–10+ hrs	—	1+ hrs
Family Bingo Night	Friday of Catholic Schools Week	15–20+ hrs	5–10+ hrs	1+ hrs
Middle School Dances	Winter Ball (CSW) & Spring (May)	20–25+ hrs	5–10+ hrs	1+ hrs
Lenten Food Drive	TBD – Lent 2027	10+ hrs	—	1+ hrs
Spring Fundraiser (Gala)	Sat, May 1, 2027	25+ hrs	5–15+ hrs	1–5 hrs
Teacher Appreciation Week	TBD – May 2027	15–20+ hrs	3–5+ hrs	1+ hrs
Holy Hoops	TBD – May	25+ hrs	5–10+ hrs	1+ hrs
Confirmation Reception	May/June (Bishop-dependent)	8–10 hrs	3–5 hrs	1+ hrs
Parish and School Picnic	Sun, June 6, 2027	15+ hrs	5–10+ hrs	1+ hrs
8th Grade Retreat & Silverwood	TBD – Spring	15–20+ hrs	3–5+ hrs	1+ hrs
First Holy Communion Reception	TBD – Corpus Christi Sun.	8–10 hrs	3–5 hrs	1+ hrs
Field Day	Fri, June 4, 2027	25+ hrs	5–10+ hrs	1+ hrs
8th Grade Promotion Reception	Wed, June 9, 2027	15–20+ hrs	5–10+ hrs	1+ hrs

YEAR-ROUND PROGRAMS

Event	Date	Leadership	Team Support	Quick Support
Athletics	Ongoing – year-round	Coach: 25+ hrs	Asst. Coach: 20+ hrs	1+ hrs
BAND (communication app)	Ongoing – year-round	15–20+ hrs	3–5+ hrs	1+ hrs
Room Parent Program	Ongoing – school year	RPP Lead: 25–30+ hrs	Room Parent: 25+ hrs	1+ hrs
Teacher Hospitality	Ongoing – school year	15–20+ hrs	3–5+ hrs	1+ hrs
Saint Anthony's Closet (Lost & Found / Uniforms)	Ongoing – school year	15–20+ hrs	5+ hrs	1+ hrs

Hours shown are an estimated time commitment for each role over the season of the event, not a single sitting. "Leadership" roles own the event start to finish; "Team Support" leads own piece (Hospitality, Decorations, etc.); "Quick Support" is a single task with no ongoing commitment. Several dates are still TBD and will be confirmed as the school year progresses.

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ALL EVENTS

PARENT COFFEE

Parent Coffee is a recurring social gathering that invites parents to connect over coffee and light refreshments during the school year. Volunteers set out signage, coffee, and snacks each month, and select coffees include a brief segment with school or parish leadership. The season begins each fall with the Start of School Coffee, welcoming new and returning families.

Dates: All Thursdays except where noted

September 10, 2026

December 10, 2026

February 9, 2027 (Tuesday)

June 3, 2027

The True:

Leadership and Support (person or team) up to 5-10+ hours

Good fit for: Parents who enjoy building community connections and can commit to light monthly coordination.

Receive training, recruit/train/coordinate Quick Support Volunteers (The Good-Hospitality and The Beautiful); fill in as needed

Quick Support..... 1+ hrs

Good fit for: Parents who enjoy hosting and creating a warm, welcoming space for other families, and doing quick small tasks.

The Good: Hospitality

Lead up, day of, and post-coffee tasks and contributions such as setting up coffee, snacks, and toys, greeting and restocking for families, and cleanup.

The Beautiful: Atmosphere/Signage

Lead up, day of, and post-coffee tasks and contributions such as preparing and posting signage, adding a welcoming touch like a tablecloth or flowers, and collecting signage afterward.

FUND RUN

Date: Thursday October 8, 2026

Fund Run is SCB's second largest annual fundraiser — a pledge and sponsorship campaign that culminates in a school-wide lap run. From summer planning through the October event, the team lines up sponsors and prizes, runs the kickoff assembly, collects and counts pledges, and runs the full day-of schedule of laps, awards, and cleanup.

The True:

Fund Run Lead: from SCB Development Team.....up to 25+ hours

Good fit for: someone who communicates well, thinks ahead, and wants to own the timeline and sponsor relationships for one of the school's biggest fundraising events.

Sets the fundraising goal and timeline each summer, recruits and coordinates the planning team (Sponsors & Prizes and Spirit & Communication), leads planning meetings, oversees sponsor outreach through counting week and event day, and coordinates the day-of schedule with the school office.

Team Leadership and Support.....up to 5–10+ hours

Good fit for: parents who enjoy leading a specific area and coordinating a small team to bring it to life.

The Good: Sponsors & Prizes

Leads and/or recruits volunteers to secure business sponsors, finalize the prize list and sponsor logos, prep the field map/course, and organize the prize cage and day-of prize table.

The Beautiful: Spirit & Communication

Leads and/or recruits volunteers to write and rehearse the kickoff skit with student council, spread the word via newsletter/Band/bulletin, and coordinate day-of spirit (music, decorations, giveaways).

Quick Support.....1+ hrs

Good fit for: parents who want to drop and go or take on a smaller job during counting week or on event day.

The Good: Sponsors & Prizes / The Beautiful: Spirit & Communication

Counts pledge envelopes for a morning shift during counting week, preps the prize table, or helps day-of with set up, lap counting, card tally, first aid, prize distribution, DJ/music, or cleanup.

VETERANS DAY ASSEMBLY

Date: Tuesday November 10, 2026

A deeply meaningful Saint Charles Borromeo tradition, the Veterans Day Assembly brings the whole school together to honor the veterans and active service members in our parish and school families. The morning opens with the Presentation of the Colors, the National Anthem, and the Pledge of Allegiance, followed by veteran recognition, student presentations, and a keynote or guest speaker. Students then break into small groups to hear directly from veterans about what it means to serve your country. The morning closes with a fellowship time and refreshments for veterans and guests. This event offers our community a chance to say thank you and helps students understand the courage, service, and sacrifice these men and women represent.

The True:

Event Leadership (person or team) up to 10–15+ hours

Good fit for: Parents who communicate well, think ahead, and find satisfaction in creating a seamless experience for families in one of our community's larger events.

Plan and oversee the event from initial planning through cleanup, coordinating speakers, Color Guard, classroom breakouts, schedule, and communication between staff, speakers, and volunteer teams.

Team Leadership and Support up to 5–10+ hours

Good fit for: Parents who enjoy leading a specific area — hospitality or decorations — and coordinating a small team to bring it to life.

The Good: Hospitality

Lead and/or recruit volunteers for lead up, day of, and post-event tasks and contributions such as providing and setting up refreshments, and cleanup.

The Beautiful: Decorations/Display

Lead and/or recruit volunteers for day of, and post-event tasks and contributions such as gathering and printing veteran photos for the Honor Wall, decorating the entrance, gym, and hallways, designing signage and the flyer, and restoring décor afterward.

Quick Support..... 1+ hrs

Good fit for: Parents who want to drop and go or take on a smaller job during preparation, day of, or post event.

The Good: Hospitality | The Beautiful: Decorations/Display

Lead up, day of, and post event tasks and contributions such as decorating, setup, gathering and printing veteran photos, providing or serving refreshments, greeting and seating veterans, and taking down decorations.

NIGHT WITH ST. NICHOLAS

Date: Friday December 4, 2026

This cherished Saint Charles Borromeo (SCB) tradition begins with an outdoor gathering at the Nativity, where families join with Father Ratuiste in prayer and sing Advent and Christmas hymns. Following prayer, we proceed indoors to enjoy a festive evening with hot cocoa and cookies, simple crafts and games, photos with Saint Nicholas, and festive karaoke. This joyful event offers families (about 200 people) an opportunity to celebrate the season together while reflecting on the example of the beloved bishop whose generosity and faith inspire the spirit of anticipation of our Savior's Birth.

The True:

Event Leadership (person or team) up to 25+ hours

Good fit for: Parents who communicate well, think ahead, and find satisfaction in creating a seamless experience for families in one of our community's larger events..

Plan and oversee the event from initial planning through cleanup, coordinating volunteers, activity stations, schedule, and communication between all teams.

Team Leadership and Support up to 5-10+ hours

Good fit for: Parents who enjoy leading a specific area — hospitality or decorations — and coordinating a small team to bring it to life.

The Good: Hospitality

Lead and/or recruit volunteers for day of, and post-event tasks and contributions such as providing and setting up refreshments and serving stations, and cleanup with the Decorations Team.

The Beautiful: Decorations

Lead and/or recruit volunteers for day of, and post-event tasks and contributions such as designing and setting up the festive Advent atmosphere and signage, decorating the entrance and activity areas, and restoring decor afterward.

Quick Support..... 1+ hrs

Good fit for: Parents who want to drop and go or take on a smaller job during preparation, day of, or post event.

The Good: Hospitality | The Beautiful: Decorations

Lead up, day of, and post event tasks and contributions such as decorating, setup, baking or buying treats, making cocoa, washing dishes, taking down lights, etc.

GRANDPARENT LUNCHEON & ART WALK

Date: TBD (January 2027)

This inaugural event invites grandparents and other special honored guests onto campus to celebrate the bond between generations. Guests are greeted and given name tags before joining a student-led art walk through classrooms to view artwork and projects made in their honor, enjoying student performances, and sharing a festive luncheon with their students. This joyful gathering gives grandparents and special guests a firsthand look at school life and a chance to be honored for the role they play in their families.

The True:

Event Leadership (person or team) up to 15–20+ hours

Good fit for: Parents who communicate well, think ahead, and find satisfaction in coordinating classrooms, volunteer teams, and logistics to create a seamless experience honoring grandparents and special guests.

Plan and oversee the event from initial planning through cleanup, coordinating classroom art walk logistics, the luncheon, student performances, and communication between all teams.

Team Leadership and Support up to 5–10+ hours

Good fit for: Parents who enjoy leading a specific area — hospitality or the art walk/decorations — and coordinating a small team to bring it to life.

The Good: Hospitality

Lead and/or recruit volunteers for lead-up, day-of, and post-event tasks and contributions such as planning and serving the luncheon, setting up the dining and serving areas, coordinating food orders or donations, and cleanup with the Art Walk/Decorations Team.

The Beautiful: Art Walk & Decorations

Lead and/or recruit volunteers for lead-up, day-of, and post-event tasks and contributions such as coordinating classroom art displays for the art walk, preparing guest name tags and directional signage, decorating the welcome, dining, and hallway spaces, and restoring displays and décor afterward.

Quick Support..... 1+ hrs

Good fit for: Parents who want to drop and go or take on a smaller job during preparation, day of, or post event.

The Good: Hospitality | The Beautiful: Art Walk & Decorations

Lead up, day of, and post event tasks and contributions such as setting up and serving the luncheon, greeting and seating guests, helping prepare art walk displays and signage, and taking down decorations afterward.

CATHOLIC SCHOOLS WEEK

Sunday January 31, 2027 through Saturday February 6th, 2027

A week-long celebration, Sunday through the following Saturday, themed around our parish, nation, faculty, community, students, and vocations, culminating in Family Bingo Night and a parishioner Mass with a Knights of Columbus pancake breakfast. Run by a small planning team with day-specific volunteer needs throughout the week.

The True:

Leadership up to 20–25+ hours

Good fit for: someone who can coordinate a week-long event with many moving pieces and several small volunteer teams across different days.

Builds the week's schedule and flyer with the planning team, and recruits help for hallway banners and bulletin board displays. Sets up SignUpGenius for recess coverage (so teachers can attend Adoration), the Tuesday teacher lunch, and Friday's Family Bingo Night setup/food/clean-up crews.

Coordinates the baby bottle fundraiser (collection schedule, counting, and prize) and the Wake Up Call teacher coffee order, and liaises with the Knights of Columbus for the closing Sunday pancake breakfast, including student greeters and clean-up.

Team Leadership & Support up to 5–10+ hours

Good fit for: parents leading one day or one activity of the week.

The Good: Hospitality

Organizes the Tuesday teacher coffee/lunch and Friday's Family Bingo Night food and snacks; coordinates donuts or treats for the Thursday parent pick-up line; helps run the closing Sunday pancake breakfast with the Knights.

The Beautiful: Decorations

Builds the hallway and bulletin board displays and banner for the week's theme, and sets up decorations and signage for Family Bingo Night.

Quick Support 1+ hrs

Good fit for: anyone with an hour or two on a given day of the week.

The Good: Hospitality | The Beautiful: Decorations

Signs up for a recess-coverage slot, brings a food item for teacher lunch or Bingo Night, helps set up or clean up Bingo Night, or greets and serves at the Sunday pancake breakfast.

LIFE SERVICES BABY BOTTLE COIN DRIVE & KNIGHTS OF COLUMBUS LUMINARIES

Catholic Schools Week

During Catholic Schools Week, Knights of Columbus luminaries are assembled and photographed to help promote the school's Life Services Baby Bottle Coin Drive. Students in the Montessori/Pre-K–2nd, 3rd–5th, and 6th–8th grade bands compete to fill a baby bottle with coins, cash, and checks for Life Services of Spokane, which supports women, men, and families facing unexpected pregnancies. The campaign opens with an assembly at the start of the week and wraps up by week's end, with the winning grade band earning an ice cream (or popsicle) party.

The True:

Leadership and Support (person or team) up to 5–10+ hours

Good fit for: Parents who enjoy owning one focused week — coordinating both luminaries and the coin drive during Catholic Schools Week.

Receive training; coordinate with the Knights of Columbus council on luminaries kits and assembly; coordinate with Life Services of Spokane on the opening assembly; track grade-band totals and the winning group's prize party; recruit/train Quick Support volunteers (The Good – Hospitality and The Beautiful – Atmosphere/Signage); fill in as needed.

Quick Support..... 1+ hrs

Good fit for: Parents who can help with a single quick task during Catholic Schools Week.

The Good: Hospitality

Help distribute and collect classroom bottles, and help serve the winning group's ice cream/popsicle party.

The Beautiful: Atmosphere/Signage

Help assemble luminaries and take photos for the coin drive promotion; design and print campaign flyers and classroom signage.

FAMILY BINGO NIGHT

Friday of Catholic Schools Week

Family Bingo Night is a fun-filled family affair the Friday night of Catholic Schools week and draws around 150 people for an evening of games, pizza, and prizes. The night opens with a prayer and runs through several rounds of bingo with different winning patterns- straight line, four corners, X, plus sign, picture frame, and a final blackout- called from a host script, with a concessions break partway through. Families pre-order pizza through a sign-up form. Being considered for a 8th grade fundraiser.

The True:

Bingo Night Lead up to 15–20+ hours

Good fit for: someone who enjoys hosting or emceeing and can manage the game script and logistics from planning through the final round.

Sets the date (pairing with Catholic Schools Week when applicable), reserves the space, and orders cards, dabbers, and prizes.

Runs or recruits the caller for the night using the game script and pattern slides, and coordinates the pizza pre-order sign-up and pickup.

Team Leadership & Support up to 5–10+ hours

Good fit for: parents who want to lead one piece of the night without owning the whole event.

The Good: Concessions & Pizza

Sets up the pizza pickup and concessions table (popcorn, drinks), and helps run the mid-night break.

The Beautiful: Prizes & Setup

Sets up tables and the prize display, and organizes small prizes for winners.

Quick Support 1+ hrs

Good fit for: anyone who can help set up, run concessions, or clean up.

The Good: Concessions & Pizza | The Beautiful: Prizes & Setup

Helps set up tables and chairs, hands out bingo cards, staff concessions for a shift, or helps clean up afterward.

MIDDLE SCHOOL DANCES

Winter Ball (Saturday of Catholic Schools Week) & Spring Dance (May)

Two dances a year for grades 6–8 — the semi-formal Winter Ball and the casual, theme-based Spring Dance — each run by a small team of middle school parents who handle decor, food, and music, with the principal's office coordinating the DJ or dance instructor and the school calendar.

The True:

Leadership up to 20–25+ hours

Good fit for: someone who can own a dance from date-setting through clean-up — comfortable coordinating a small committee, a sign-up, and a night-of run of show.

Sets the date with the principal before the school calendar is built each May/June, and recruits a planning committee (2 parents per grade, 6th–8th). Decides the theme/colors, and coordinates with the office on the DJ or dance instructor and music.

Builds the SignUpGenius for decorating and food crews, and sends the parent flyer with dress code, schedule, cost (~\$10 via FACTS), and RSVP deadline. Oversees setup, the night-of run of show, and clean-up.

Team Leadership & Support up to 5–10+ hours

Good fit for: parents who want to lead one piece of the dance without owning the whole night.

The Good: Hospitality

Plans simple food (mini sandwiches, pretzels, snacks, punch), staffs the food/drink table during the dance, and organizes clean-up — dishes, leftovers, and sweeping/mopping — afterward.

The Beautiful: Decorations

Pulls decorations from storage and builds the theme — balloon arch, photo backdrop, string lights, and table/gym decor (snowflakes for Winter Ball; the season's theme, e.g. western, for the Spring Dance).

Quick Support 1+ hrs

Good fit for: anyone with an hour or two to give — no ongoing commitment required.

The Good: Hospitality | The Beautiful: Decorations

Helps decorate before the dance, brings a food item from the sign-up, checks students in at the door, or helps sweep and pack up decorations after.

LENTEN FOOD DRIVE

Date: tbd Lent 2027

St. Charles School's Lenten Food Drive, hosted by the Knights of Columbus (KoC), benefits Caritas Food Bank. Classes compete for the most pounds collected, with a reward for the top class — help the school reach its goal of 15,000 pounds of non-perishable food across six Friday collection dates.

The True:

Leadership and Support.....up to 10+ hours

Good fit for: someone who builds relationships easily and enjoys coordinating behind the scenes.

Serve as the volunteer liaison to the Knights of Columbus. Collaborate with the Volunteer Coordination Team (VCT) in communicating with the KoC to learn how they run the drive year to year, and identify where volunteer support would be most helpful (collection-day setup, sorting and counting donations, communications, and more).

Quick Support..... 1+ hrs

Good fit for: volunteers who want one focused, one-time task.

The Good: Communications

Write the community communications announcing and updating the drive for the school and band booster email lists — collection dates, needed and bonus items, and progress toward the 15,000-lb goal.

The Beautiful: Donation Tracker

Design and build the “thermometer” sign that tracks cans and pounds donated toward the 15,000-lb goal; update it after each Friday collection date.

SPRING FUNDRAISER

Saturday May 1, 2027

The Spring Fundraiser is Saint Charles Borromeo's signature annual gala — an evening of dinner, a silent and live auction, and a Fund-a-Need appeal that together raise the majority of the school's discretionary funds for the year. Planning spans several months and draws on a large committee of parent leads covering everything from sponsorships and procurement to décor, hospitality, and the run of show, culminating in one memorable night for the whole school community.

The True:

Gala Chair (from Development Team).....up to 25+ hours

Good fit for: someone who can set the vision for the school's biggest fundraiser and keep a dozen-plus committees moving toward one event, from the opening save-the-date to the closing thank-yous.

Sets the vision, theme, and fundraising goals for the gala and establishes the budget. Recruits and supports each committee lead, approves major decisions, and coordinates with school administration and the pastor.

Runs committee meetings, monitors the timeline, oversees event execution and troubleshooting, and works with the Volunteer Coordinator to set up sign-ups for whatever is needed day-of.

Team Leadership and Support.....up to 5–15+ hours

Good fit for: parents who want to lead one piece of the gala — from décor to check-in to the live auction — without owning the whole event.

Sponsorship Lead

Creates sponsorship packages and recruits business sponsors, tracking commitments and payments and ensuring sponsors are recognized in the program, signage, and event materials. Sends thank-yous after the event.

Procurement & Silent/Live Auction Lead

Solicits auction items and experiences, manages donor relationships and paperwork, and builds auction packages and baskets. Coordinates item storage, staging the day before, and transport and setup at the event.

Decorations & Theme Lead

Develops the décor plan around the gala theme — centerpieces, linens, signage, and stage décor — and recruits and manages the volunteer decorating and teardown teams. Coordinates rental contracts and payments.

Marketing & Communications Lead

Promotes the gala to school families and the community through social media, email, and the newsletter, creates promotional graphics for invites, manages ticket-sales messaging, and builds the run of show.

SPRING FUNDRAISER (PAGE 2)

Team Leadership and Support (continued).....up to 5–15+ hours

Good fit for: parents who want to lead one piece of the gala — from décor to check-in to the live auction — without owning the whole event.

Tickets and Check-In Lead

Manages ticketing and seating assignments, organizes guest check-in and bidder packets, and recruits and trains the welcome team and Click Bid volunteers. Handles guest questions before and during the event.

MC/Entertainment Lead

Coordinates the emcee, speakers, and entertainment; keeps the program on the event timeline; manages A/V needs; and coordinates the paddle raise/Fund-a-Need presentation.

Finance & Data Lead

Tracks revenue and expenses, reconciles sponsorships, ticket sales, and donations, coordinates payment processing, and prepares financial reports with the school business office. Tracks donor records and sends thank-yous for major gifts.

Food & Beverage Lead

Coordinates with the venue, caterer, and food truck; manages the menu and dietary accommodations; finds a bartender and orders wine, beer, and spirits; and secures the event alcohol permit.

Catholic Mission & Spiritual Elements Lead

Coordinates prayer and blessing, weaves the school's mission and student faith stories throughout the evening, and preps the pastor/principal's remarks and mic checks.

Live Auction Lead

Solicits and builds live auction packages, manages donor outreach and follow-up, tracks item values and paperwork, and coordinates live auction logistics the night of.

Buy-In Parties Coordinator

Works with room parents to collect class-experience ideas — father/daughter dance, wine night, campout, teacher experiences — sets pricing and deadlines, and coordinates the sales process.

Fund-a-Need Lead

Identifies the year's mission project with school leadership, gathers stories, photos, and testimonials, sets giving levels, and coordinates the appeal with the emcee and auctioneer.

SPRING FUNDRAISER (PAGE 3)

Team Leadership and Support (continued).....up to 5–15+ hours

Good fit for: parents who want to lead one piece of the gala — from décor to check-in to the live auction — without owning the whole event.

Registration & Guest Experience Lead

Ensures guests move smoothly from arrival through seating, with minimal waiting and a warm first impression.

Logistics & Operations Lead

Coordinates the venue, rentals, tables and chairs, electrical needs, floor layout, parking, and the setup/teardown schedule behind the scenes.

Volunteer Coordinator

Recruits and trains volunteers, builds sign-ups for every role needed, assigns shifts, and staffs event-day coverage so no position is left uncovered.

Dessert Dash & Feeding Frenzy Lead

Organizes the dessert dash and class feeding-frenzy activities, coordinating with room parents on contributions and day-of setup.

Quick Support.....1–5 hrs

Good fit for: anyone with an hour or two to give — no ongoing commitment required.

Across the Teams Above

1–5 hour, one-time jobs that support the teams above — setting up décor and signage, staffing check-in or the welcome table, running items to the auction display, helping with food and beverage setup or bussing, stuffing programs and bidder packets, driving a load of donated items, or helping with post-event teardown and load-out.

TEACHER APPRECIATION WEEK

Date: TBD May 2027

A week each spring to make St. Charles Borromeo teachers and staff feel valued — a welcoming staff room, a shared meal, and small tokens of thanks. It doesn't need to be elaborate; a simple, thoughtful week makes the biggest impact.

The True:

Lead up to 15–20+ hours

Good fit for: someone who can manage sign-ups, coordinate a few volunteers, and see the week through start to finish.

Opens the sign-ups a few weeks ahead for a staff breakfast or lunch and schedules volunteers to decorate the staff room the Friday before the week begins.

Confirms the food and flower budget with Jami before committing to extras like coffee, and oversees the week day-to-day.

Team Leadership and Support up to 3–5+ hours

Good fit for: parents who want to lead one piece of the week.

The Good: Hospitality

Organizes the staff meal — one breakfast or one lunch — working with room parents on dishes and delivery. Coordinates student appreciation cards, if the team decides to include them.

The Beautiful: Decorations

Decorates the staff room before the week begins — simple and welcoming, a theme is optional — and coordinates flowers for teachers, from vases to cutting and arranging.

Quick Support 1+ hrs

Good fit for: anyone with an hour, a dish, or a few flowers to give.

The Good: Hospitality | The Beautiful: Decorations

Brings a dish for the staff meal, helps decorate the staff room, or contributes flowers, vases, or a card for a teacher.

HOLY HOOPS

Date: TBD May

Holy Hoops is our parish's Knights of Columbus-sponsored youth basketball tournament for students in grades 1–8, split into three brackets (1–2, 3–5, 6–8). Teams are organized by parish and largely coached by parents and Chesterton High School students, with games running over several weeks each spring. The season wraps with a spaghetti dinner, a coaches meeting, and treats for the kids on the final night.

The True:

Leadership.....up to 25+ hours

Good fit for: someone who can own Holy Hoops from planning through the final buzzer — comfortable coordinating volunteers, schedules, and communications over several months.

Sets tournament dates and reserves the gym; coordinates with the parish office on the calendar and on advertising in the bulletin and Flocknote. Recruits and organizes coaches (including Chesterton High School students), builds the three brackets, and manages team and player applications and data entry as it comes in.

Lines up referees and assigns them to courts, and plans timekeepers/scorekeepers. Solicits sponsors, plans the volunteer committee, and organizes prizes. Oversees the spaghetti dinner night, including a coaches meeting to go over expectations, and coordinates moving the hoops and gym setup the Monday before the tournament begins.

Team Leadership and Support.....up to 5–10+ hours

Good fit for: parents or parishioners who want to lead one area of the event without carrying the whole tournament.

The Good: Hospitality

Plans and runs the spaghetti dinner — coordinating with the Knights on cooking and lining up salad, cookies, and baby carrots. Organizes popsicles during the tournament and orange slices for the final night.

The Beautiful: Decorations

Updates graphics for the newsletter and bulletin board, and decorates the gym for game nights and the spaghetti dinner.

Quick Support1+ hrs

Good fit for: anyone with just an hour or two to give — no ongoing commitment required.

The Good: Hospitality | The Beautiful: Decorations

Hands out popsicles or orange slices, helps set up or break down tables for the spaghetti dinner, referees or keeps time/score for a game or two, helps move the hoops the Monday before the tournament, or lends a hand with post-event clean up.

CONFIRMATION RECEPTION

June (date is Bishop dependent)

A simple reception hosted after the Confirmation Mass, honoring our newly confirmed students with coffee and cake — organized by 4th grade room parents, following the same pattern as the First Communion reception.

The True:

Leadership up to 8–10 hours

Good fit for: a 4th grade room parent coordinating a single-day reception.

Confirms the reception date and time with the parish once the Confirmation Mass date is set. Orders 1–2 cakes (Costco, about 2 weeks ahead), and checks or reserves tablecloths, cake plates, forks, and napkins.

Sets up coffee and refreshments in the gym or hall after Mass, and organizes clean-up and the return of tables and chairs afterward.

Team Leadership & Support up to 3–5 hours

Good fit for: parents willing to help with one piece of the reception.

The Good: Hospitality

Makes coffee, sets out creamer and sugar, and cuts and serves the cake.

The Beautiful: Decorations

Sets tablecloths and simple centerpieces (flowers), and arranges cake plates and napkins.

Quick Support 1+ hrs

Good fit for: anyone with an hour or two.

The Good: Hospitality | The Beautiful: Decorations

Picks up a cake from Costco, helps set up before Mass, serves cake or coffee, or helps with clean-up after.

FIELD DAY

Date: Friday June 4, 2027

A beloved Saint Charles Borromeo (SCB) tradition, Field Day brings the whole school outdoors for a morning of Saint Family team games, capped off with a soccer game between the graduating class and staff/parents. Families gather for a picnic lunch provided by the St. Charles Knights of Columbus, then head into an afternoon carnival run by the 8th grade class. This community-wide celebration gives every grade, PreK through 8th, a shared day of fun, teamwork, and school spirit before summer break.

The True:

Leadership (person or team) up to 25+ hours

Good fit for: Parents who communicate well, think ahead, and find satisfaction in creating a seamless experience for families in one of our community's largest events of the year.

Plan and oversee Field Day from initial planning through cleanup, coordinating with the PE teacher and school schedule, confirming lunch with the Knights of Columbus, recruiting and assigning team leads, and communicating the day-of timeline between staff, facilities, and volunteer teams.

Team Leadership and Support up to 5–10+ hours

Good fit for: Parents who enjoy leading a specific area — hospitality or field setup — and coordinating a small team to bring it to life.

The Good: Hospitality

Lead and/or recruit volunteers for day of, and post-event tasks and contributions such as coordinating the Knights of Columbus lunch service, stocking the water and first aid tent, prepping and handing out otter pops, and cleanup with the Field Setup Team.

The Beautiful: Field Setup & Carnival

Lead and/or recruit volunteers for day of, and post-event tasks and contributions such as setting up field activity stations and signage, coordinating tents, tables, and chairs with facilities, organizing the 8th grade carnival games, and restoring equipment to storage afterward.

Quick Support 1+ hrs

Good fit for: Parents who want to drop and go or take on a smaller job during preparation, day of, or post event.

The Good: Hospitality | The Beautiful: Field Setup & Carnival

Lead up, day of, and post event tasks and contributions such as setting up field stations, running a carnival game, serving lunch or otter pops, staffing the water/first aid tent, and helping break down and store equipment.

PARISH AND SCHOOL PICNIC

Date: Sunday June 6, 2027 Following Mass

Each spring, St. Charles Borromeo school and parish families gather on the back play field for an afternoon of fellowship, food, and friendly competition. The picnic features a potluck-style meal, the popular BBQ Cookoff where pitmasters compete for the traveling trophy, a cornhole tournament, and pick-up volleyball and kickball for kids and adults. Some years families vote on their favorite BBQ entry amidst the event. Planning committee to discern.

The True:

Leadership (person or team) up to 15+ hours

Good fit for: Parents who enjoy coordinating multiple moving pieces — food, competitions, and logistics — and can start planning in April for an early-June event.

Plan and oversee the picnic from initial planning through cleanup: build a planning team starting in April, confirm the date and reserve the field, determine if BBQ Cookoff will happen and if so coordinate recruiting of 10–12 pitmasters, judges, tasting cups, and the traveling trophy, cornhole tournament sign-up and bracket, order pulled pork, arrange tables, tents, and chairs, and manage bulletin, FlockNote, and signage announcements.

Team Leadership and Support up to 5–10+ hours

Good fit for: Parents who enjoy leading a specific area — food or activities — and coordinating a small team to bring it to life.

The Good: Hospitality/Food

Lead and/or recruit volunteers for potluck coordination (assigning dishes by last name — salads, sides, and desserts), ordering and prepping hot dogs, hamburgers, and buns, setting up the serving and BBQ-tasting stations, keeping water and lemonade stocked, and cleanup.

The Beautiful: Activities & Setup

Lead and/or recruit volunteers for the cornhole tournament sign-up and bracket, volleyball and kickball setup, tables/tents/chairs setup and teardown, and event signage (bulletin graphic, church foyer sign, yard signs).

Quick Support..... 1+ hrs

Good fit for: Parents who want to drop and go or take on a smaller job during prep, day of, or post event.

The Good: Hospitality/Food | The Beautiful: Activities & Setup

Lead-up, day-of, and post-event tasks and contributions such as picking up supplies, setting up or breaking down tables and tents, serving food and drinks, running BBQ Cookoff voting, refilling coolers, and cleanup.

8TH GRADE RETREAT & SILVERWOOD

Date: TBD

The 8th grade class retreat is a day at Ross Point (Post Falls, ID) paired with a trip to Silverwood Theme Park, organized by 8th grade parent volunteers who arrange carpool transportation, chaperones, and day-of logistics for the group.

The True:

Leadership up to 15–20+ hours

Good fit for: an 8th grade parent who can own retreat-day logistics start to finish, comfortable organizing a carpool and a group of chaperones.

Confirms the retreat date and Ross Point details with the school, then builds and manages the carpool sign-up — assigning morning drivers to drop students at Ross Point by 8–8:30 AM and evening drivers to pick everyone up around 7 PM, with drop-back at St. Charles by roughly 7:45 PM.

Recruits chaperones for the day, coordinates the Silverwood outing (tickets, transportation, and timing), and communicates the full schedule and meeting points to parents and drivers ahead of time.

Team Leadership & Support up to 3–5+ hours

Good fit for: parents willing to help with one piece of the day.

The Good: Hospitality

Helps organize snacks or a packed lunch for the retreat and Silverwood day, and checks in with chaperones and drivers throughout the day.

The Beautiful: Send-off

Puts together a simple send-off/welcome-back moment for the group — signage, a group photo, or a note home to families — to mark the day.

Quick Support 1+ hrs

Good fit for: anyone with an hour or two, especially parents who can drive one leg of the trip.

The Good: Hospitality | The Beautiful: Send-off

Drives a morning drop-off or evening pick-up leg, chaperones for part of the day, helps pack or hand out snacks, or takes photos to share with families.

8TH GRADE PROMOTION RECEPTION

Date: Wednesday June 9, 2027

A reception honoring our 8th grade graduates immediately after the Graduation Mass — cake, punch, and a photo/keepsake display in the gym — traditionally planned by 7th grade parents, with input from 8th grade parents, as their introduction to leading it the following year.

The True:

Leadership up to 15–20+ hours

Good fit for: a 7th grade parent ready to lead their first reception, with 8th grade parents on hand to advise.

Consults the school calendar a few weeks out and confirms a lead; reviews and updates the SignUpGenius. Orders two Costco cakes (“Blessings on Our Graduates” or similar), and checks supplies before purchasing — napkins, cake plates, forks, and cups.

Coordinates use of an extra table from Mick if needed, and organizes the Bible and rosary altar setup (arranged in alphabetical order) for the Mass. Oversees day-of setup — tables and chairs at 2:45–3 PM, drinks at 6 PM, cake cutting at 7:15 PM — and clean-up afterward.

Team Leadership & Support up to 5–10+ hours

Good fit for: parents leading one piece of the reception.

The Good: Hospitality

Makes lemonade and sets out water pitchers at 6 PM, cuts and plates the cake at 7:15 PM, and runs clean-up after guests have finished visiting.

The Beautiful: Decorations ("Special Something" team)

Organizes decorations (tape, twine, ribbon, flower balls) two weeks out; prints about 25 photos from the yearbook album for table displays or a slideshow; sets round and rectangular tablecloths (hung, not ironed) and balloons.

Quick Support 1+ hrs

Good fit for: anyone with an hour or two.

The Good: Hospitality | The Beautiful: Decorations ("Special Something" team)

Sets up tables and chairs, hangs a tablecloth, helps arrange a photo display, cuts or serves cake, or joins clean-up after the reception.

FIRST HOLY COMMUNION RECEPTION

Date: TBD

A reception following the First Holy Communion Mass historically on Corpus Christi Sunday, coffee and cake in the gym.

The True:

Leadership up to 8–10 hours

Good fit for: a 1st grade room parent coordinating a single-day reception.

Confirms the Corpus Christi date and setup time (Saturday after the 4 PM Mass, or Sunday morning at 9 AM). Orders two Costco cakes — white and chocolate, about 2 weeks ahead — and counts out 12 round tablecloths (pastels or white).

Checks cake plates, forks, and napkins, and pulls everything into the kitchen cage area ahead of time; arranges flowers if desired (vases are on hand).

Team Leadership & Support up to 3–5 hours

Good fit for: parents willing to help with one piece of the reception.

The Good: Hospitality

Makes coffee at 9 AM (with a backup pot ready), sets out tea, sugar, and creamers, cuts each cake into 70 pieces at 10:30 AM, and serves guests at 11 AM.

The Beautiful: Decorations

Sets the 12 round tablecloths, arranges flowers, and checks over the room's decorations before the reception.

Quick Support 1+ hrs

Good fit for: anyone with an hour or two.

The Good: Hospitality | The Beautiful: Decorations

Picks up a cake from Costco, helps set up tables and tablecloths, serves coffee or cake, or joins the noon clean-up — tables and chairs put away for PE class.

PROGRAMS
SCHOOL-YEAR &
YEAR-ROUND
OPPORTUNITIES
(ALL UNDER VOLUNTEER
COORDINATION TEAM)

ATHLETICS

Ongoing — yearround

Each sports team requires coaches, assistant coaches and parent volunteers.

Fall (August 24 – October 8)

- Cross Country 1st–8th grade boys & girls
- Volleyball 5th–8th grade girls
- Flag Ftb 3rd/4th grade girls & boys
- Tackle Ftb 5th–8th grade boys

Winter I (November 2 – January 31)

- Basketball 3rd/4th grade boys
- Basketball 7th/8th grade girls
- Basketball 7th/8th grade boys

Winter II (February 1 – April 4)

- Basketball 3rd/4th grade girls
- Basketball 5th/6th grade girls
- Basketball 5th/6th grade boys

Spring (April 5 – May 30)

- Softball 5th/6th grade girls
- Softball 7th/8th grade girls
- Baseball 5th/6th grade boys
- Baseball 7th/8th grade boys

The True:

Coaches.....up to 25+ hours

Assistant Coaches.....up to 20+ hours

The Good and Beautiful:

Quick Support.....1+ hrs

A few examples: Lineman for volleyball games, scorekeeping for various sports, coordinating or bringing food for track meets

BAND

Ongoing — year-round

BAND is our parish's family communication app — home to the Main Parents of Saint Charles Borromeo group, the Prayer Group, and a dedicated band for every grade level from Montessori through 8th. Room Parents and the BAND Lead use it to post reminders, share event photos, and keep each classroom and the wider school community connected throughout the year.

The True:

BAND Lead.....up to 15–20+ hours

Good fit for: someone who wants to own communication infrastructure for the whole school year-round — comfortable with app administration, family data, and training new leads.

Serves as Owner/Admin of the Main Parents Band, Prayer Group Band, and all grade-level bands. Leads the annual grade roll-over each summer — cross-checking the FACTS roster against each band's members and removing graduated or unenrolled families.

Renames each band and updates its profile photo, posts the roll-over announcement, and keeps the Master Band Links doc current. Trains and onboards Room Parents/Band co-leads on posting and day-to-day platform management.

Team Leadership and Support.....up to 3–5+ hours

Good fit for: Room Parents or parishioners who want to own communication for one grade or group without managing the whole platform.

The Good: Family Engagement

As grade-level Band co-lead, posts a welcome message each August introducing the Room Parents, shares reminders and event info throughout the year, welcomes new families as they join, and encourages participation in Parents of Saint Charles in Action meetings.

The Beautiful: Visuals & Branding

Updates the band's profile photo and cover image each year to match current branding, and shares event photos and graphics to keep the class page looking current and inviting.

Quick Support.....1+ hrs

Good fit for: anyone with just an hour or two to give — no ongoing commitment required.

The Good: Family Engagement | The Beautiful: Visuals & Branding

Share a few photos from an event for a post, welcome a new family with a quick comment, test an invite link before it's shared, or help proofread an update to a band description.

ROOM PARENT PROGRAM

Ongoing — School year

Room Parents are volunteer liaisons between each classroom and its teacher, usually two per grade from Montessori through 8th, coordinating communication, volunteers, and community for their class throughout the year. Serving as a Room Parent fulfills a family's 25-hour annual volunteer commitment, at roughly 3 hours a month. A few grades carry an extra piece tied to a sacrament reception or a middle school dance, tracked case by case with the current Room Parents.

The True:

RPP Lead up to 25-30+ hours

Good fit for: someone who enjoys matching people well and wants to own recruiting, pairing, and supporting Room Parents across every grade.

Recruits and pairs two Room Parents per class each spring and summer, starting with returning parents, and connects new Room Parents with their teacher before the school year starts.

Runs orientation and sends welcome/kick-off materials, keeps classroom assignments current, and checks in with Room Parents through the year to troubleshoot and share resources.

Room Parent (1-2 per class) up to 25+ hours

Good fit for: parents who want to partner with their child's teacher and own communication and coordination for one classroom all year — this fulfills a family's 25-hour volunteer commitment.

The Good: Communication & Community

Keeps the class BAND active (a welcome message each August, event reminders, photo sharing), welcomes new families, and encourages participation in Parents of St. Charles in Action meetings.

The Beautiful: Events & Celebrations

Partners with the teacher on classroom celebrations and wish lists, and organizes volunteer sign-ups — including for Back-to-School Night — so families can plan ahead.

Quick Support 1+ hrs

Good fit for: anyone with an hour to help one class with a single task.

The Good: Communication & Community | The Beautiful: Events & Celebrations

Helps with a classroom celebration, brings a wish-list item, or covers a single volunteer sign-up slot for a class.

TEACHER HOSPITALITY

School Year

Keeps our teachers cared for all year — a tidy staff room, monthly treats, meals during conference weeks and Catholic Schools Week, birthday/holiday gifts, and the Wake Up Call coffee program — coordinated by room parents throughout the school year.

The True:

Lead up to 15–20+ hours

Good fit for: someone who enjoys steady, low-key coordination and can keep several small recurring commitments moving across the year.

Organizes the monthly treat/snack sign-up and a weekly staff room tidy schedule.
Coordinates meals for fall and spring conference weeks and Catholic Schools Week — typically rotating a breakfast day and a lunch day, with soups, sandwiches, and sides from room parents.

Runs the Wake Up Call coffee order each term, and organizes birthday, Christmas, and end-of-year gifts for teachers, working with room parents to collect contributions and deliver.

Team Leadership & Support up to 3–5+ hours

Good fit for: parents who want to take on one recurring piece.

The Good: Hospitality

Sets up and serves a conference-week meal (a crockpot of soup or chili, sandwiches, and sides), or coordinates one gift occasion (birthday, Christmas, or end of year).

The Beautiful: Presentation

Sets up the staff room spread — crockpots, drinks, desserts — and keeps it tidy through the day; wraps and arranges gifts.

Quick Support 1+ hrs

Good fit for: anyone with an hour or two, or a dish to contribute.

The Good: Hospitality | The Beautiful: Presentation

Brings a crockpot of soup, a side, or a treat for a meal day, tidies the staff room for a week, or contributes to a teacher gift.

SAINT ANTHONY'S CLOSET LOST & FOUND AND UNIFORMS

Ongoing — School year

The Uniform Closet & Lost and Found keeps gently used uniforms clean, sorted, and easy for families to find all year. Donated and unclaimed items are washed, checked for condition, and returned to circulation, with labeled pieces routed straight back to their families. The program's two high-visibility moments — a free “uniform shop” each summer/back-to-school and the end-of-year cleanout display — sit alongside quarterly clean-outs (Conference Week, Thanksgiving Week, and end of year) that keep the closet from overflowing.

The True:

Program Lead up to 15–20+ hours

Good fit for: Parents who like keeping a system running smoothly and enjoy coordinating people, timing, and supplies across the year.

Oversee the Uniform Closet and Lost & Found program year-round, recruit and support the Ongoing Care and Closet Maintenance volunteers, and plan and run the Summer/Back-to-School uniform event and quarterly clean-outs (Conference Week, Thanksgiving Week, and end of year).

The Good: Ongoing Care.....up to 5+ hours

Lead and/or recruit volunteers for monthly (ideal) to quarterly tasks such as receiving donations and Lost & Found items, checking for names and returning labeled pieces to families, washing and prepping uniforms, and posting reminders on BAND.

The Beautiful: Closet Organization & Display.....up to 5+ hours

Lead and/or recruit volunteers for tasks such as keeping items sorted by size and type in the closet, setting up the summer/back-to-school “uniform shop” racks and signage in the gym, and restoring the closet to order after events and clean-outs.

Quick Support 1+ hrs

Good fit for: Parents who want to drop and go or take on a smaller job during a clean-out or event.

The Good: Ongoing Care | The Beautiful: Closet Organization & Display

Sort a bag of donations, wash a load of uniforms, help staff a clean-out day or the summer uniform event, or bag and deliver unclaimed items for donation.