

## Volunteer Opportunities at St. Matthew School (2024-25)

#	Event	Description	Month	At the time of the event		Preparing (on campus)		Preparing (at home)		Clean up (on campus)		Clean up (at home)	
				Activity	#hrs	Activity	#hrs	Activity	#hrs	Activity	#hrs	Activity	#hrs
<b>Calendarized events</b>													
1	Summer Icecream Social	Summer social events for new families starting at SMS held before opening day.	July/August	Yes	1-1.5hr		0.25hr						
2	Lake City Festival booth	Seafair neighborhood events during which a group of students and families are organized by the Development Director to host a booth in the Family Zone with free facepainting or craft activities	August	Yes	2-6hrs	No		No		No		No	
3	Uniform Sale	Sale of used school uniform and spirit gear prior to opening day. Held in the community center.	August	Yes	1.5-2hrs	Yes	1-1.5hr	Yes	4-6hrs*	Yes	0.5hr	No	
4	Bingo Night	Open to the community. Help setting up, selling beverages at the bar, cleaning up dinner, checking people in, cleaning up	September	Yes	3-4hrs	Yes	2-3hrs	No		Yes	1hr	No	
5	Family Dance Party	Dance party for students and parents in the community center. Volunteer help needed with decorating/setting up, hosting the concessions, cleaning up	September	Yes	3-4 hrs	Yes	4-6hrs	No		Yes	2hrs	No	
6	Thunder Weekend Mass	Sunday mass with student speakers followed by early learning art hour in the Pre-K and K class rooms	October	Yes	2-3hrs	Yes	0.5hr	No		Yes	0.5hrs	No	
7	Trunk or Treat	Families decorate car trunks for Halloween and hand out candy to visitor	October	Yes	2 hrs	Yes	0.5hr	No		Yes	0.5hrs	No	
8	Conference Week teacher meals	Donate food/drinks, help set up and clean up	November	Yes	1hr	Yes	1hr	Yes	1hr	Yes	1hr	No	
9	Baking for Parish Craft Fair	Holiday shopping with a wide variety of vendors plus bake sale to satisfy your sweet tooth and lunch available for purchase (30+ vendors)	November	Yes	2-5hrs	Yes	1hr	No		No		No	
10	Reindeer Rotations	All grades participate and are encouraged to wear festive holiday attire such as Santa hats, reindeer antlers, red and green clothing, etc. Students visit each classroom where the teacher has planned fun holiday activities such as Christmas Bingo, Hot Chocolate station, etc. Students are in their school families for this activity. Held the Thursday before Xmas break	December	Yes		Yes	2-3hrs	Yes	1-2hrs	Yes		No	
11	Christmas Store	One of the most anticipated annual events where students shop at the "Xmas store" set up in the Community Center Confer Room. Gift items are donated by school families, wrapped by volunteer and students get to purchase gifts for their dear ones.	December	Yes	4-24 hrs	Yes	8-10hrs	No		Yes	3-4hrs	No	
12	CSW Teacher Luncheon	Wednesday of Catholic School Week, donate food, set up, serve food, decorate, clean up, assemble goodie bags	January	Yes	2 hrs	Yes	2 hrs	Yes	1-3 hrs	Yes	1-2 hrs	No	
13	CSW coffee hour/open house	Coffee hour and opens house for new parents to visit school and learn about the school. Additionally free Pre-K and K assessments are conducted..	January	Yes	1-2hrs	Yes	1hr	No		Yes	0.5hr	No	
14	Gala Auction	A major annual school fundraiser with a Gala auction held in the community center. Donated/purchased items are sold to the highest bidder, and includes an online auction too. Food and drinks are served during the event.	March	Yes	2-5hrs	Yes	2-4hrs	No		Yes	2-4hrs	Yes	1-2hrs
15	Crab Feast	Crab feast for parish. Generally have 8th and 7th grade volunteers but might sometimes need parent volunteers	March	Yes	2-3hrs	No		No		Yes	1-2hrs	No	
16	Fun Run (Huff N Puff; Outsourced)	Fun and active fundraiser during which students run as many laps as they can on designated course within a time interval.	May	No		No		No		No		No	
17	Grandparents Day	Special day where students' grandparents/grandfriends are invited guests the Friday of Mother's Day weekend. Begins with a 9am mass hosted by the 2nd grade class, followed by a reception in the Community Center.	May	Yes	2-3.5hrs	Yes	1hr	No		Yes	0.5hr	No	
18	Rainbow International Heritage Festival	A community festival celebrating the many cultures that make up St. Matthew. Includes a food booths, dance performances, crafts and a beer garden.	May	Yes	1.5-4hrs	Yes	3hrs*	No		Yes	2hrs	No	
19	Junior Olympics	Students are divided into their "school families" for a day of friendly field competitions. Pizza is available for sale during lunch. Held the Friday of Memorial Day weekend with a 1:45pm dismissal heading into the three day weekend.	May	Yes	1-3hrs	Yes	1hr	No		Yes	0.5hr	No	
<b>Additional Middle School exclusive volunteering opportunities</b>													
20	Monster Mash	Middle school Halloween celebration held in the Community Center. Includes games, snacks, and beverages. This is a Room Parent responsibility usually led by room parents. Parents plan activities and ask families to contribute the snacks, beverages, and other needed supplies.	October	Yes	2hrs	Yes	1hr	No		Yes	1hr	No	

21	Outdoor Education for 5th & 6th grade	Offsite for 5th and 6th grade students	May	Yes	8-48hrs in total depending on number of volunteers and participation								
22	8th Grade Graduation	Planned by 8th grade. Parents provide all food/beverages/decorations. On campus prep includes food/drink/decoration dropoff; deocrating church.	June	No		Yes	2-3hrs	Yes	1-2hrs	No		No	
23	Breakfast service for 8th grade volunteers	6th grade hosts the breakfast which means they do set up the night before, host the event (food/drink provided by 8th grade), clean up, and prep for evening reception	June	Yes	2-3 hrs	Yes	1-2 hrs	No		Yes	1-2 hrs	Yes	1hr
24	Dinner service for 8th grade volunteers	7th grade hosts the dinner which means they host the event (food/drink provided by 8th grade) and clean up	June	Yes	2-4 hrs	Yes	1-2 hrs	No		Yes	1-2 hrs	Yes	1hr
25	Middle School Dance	8th grade fundraiser to offset cost of graduation. All middle school students can attend. Parents needed to plan, buy/sell concessions, staff it, and clean up	Varies each year; but only once in a year	Yes		Yes		Yes		Yes		No	
<b>Multi-occurrence events + events requiring volunteer support over a long period of time</b>													
25	Recess duty	Supervise students during recess (generally from 12-1pm)	Every day	Yes	0.5-1hr	No		No		No		No	
26	Drop off/pick up duty	Control traffic to ensure smooth & safe drop off and pick up of students	Every day	Yes	0.5hr	No		No		No		No	
27	School commission	Monthly meeting to discuss school and resolve issues; work involved beyond the 1.5hr commission meeting	Monthly	Yes	1.5hr*	No		No		No		No	
28	Auction prep	Help plan and organize auction, contact businesses for sponsorships and donations	Aug to Feb	Opportunity to involve in the auction planning from start of school year (5+ hrs)									
29	Work Parties	As needed across the year, e.g., move back into classrooms volunteering before school begins	Year round	Yes	2-3hrs	No		No		No		No	
30	Adopt-A-Road Clean-Ups	Clean up an assigned street where we are allowed to put up the SMS sign	Once a	Yes	1-2hrs*	No		No		No		No	
31	SCRIP Coordinator	Manages ordering SCRIP gift cards to maintain inventory and fulfill requests. Reconciles inventory monthly and reports it to school finance. Prepares deposits of cash and checks paid by patrons for SCRIP gift cards. Manages Christmas and year-end faculty SCRIP gift program,	Year-round	Excluding selling on Sundays, estimated time commitment is 70 hrs/year									
32	SCRIP Sunday Sellers	Sell SCRIP at coffee hour after the two Sunday Masses (8:30-11:30). Responsible for manning SCRIP table in the community center, logging SCRIP sales and reporting it to Coordinator, locking SCRIP cards and payments in the safe afterward.	Year-round	Yes	3	No		No		No		No	
33	Library Volunteer	Help in the school library to shelve books check them out to students during.	Weekly	Yes	1-2 hrs	No		No		No		No	
34	Field Trip Chaperone	Accompany students on field trips and ensure their safety during the outing.	Varies	Yes	2-6 hrs	No		No		No		No	
35	Field Trip Driver	Drive students to and from field trips.	Varies	Yes	2-6 hrs	No		No		No		No	
36	Wash linens at home	Take school linens home to wash and dry them and then return them to school.	Varies	Yes	1-2 hrs	No		No		No		No	
37	Stuff envelopes at home	Take home materials to stuff envelopes at home and return them to school	Varies	Yes	1-2 hrs	No		No		No		No	
38	Art Docent	Prepare and present art lessons to students. Curriculum will be provided.	Monthly	Yes	1-2 hrs monthly	Yes		Yes		No		No	
39	Distribute flyers at local businesses	Distribute school flyers to local businesses and organizations such as Starbucks and local libraries and community centers.	Varies	Yes	1-2 hrs	No		No		No		No	
40	Distribute yard signs in community	Distribute yard signs at designated locations around Seattle.	Varies, usually Oct, Jan & May	Yes	1-2 hrs	No		No		No		No	
41	CYO coach (soccer, basketball, volleyball, track & field)	Coach soccer, basketball, volleyball or track & field teams as part of the Catholic Youth Organization (CYO) league.	Varies	Yes	2-4 hrs/wkly	No		No		No		No	
42	Photographer	Take photos of students during events or at school and ensure that student privacy policies are followed regarding student photo use.	Year round	Yes		No		No		No		No	
43	Wash used uniforms at home	Take donated used uniforms home, wash them, dry them and return them to school.	Monthly	Yes	1-2 hrs	No		No		No		No	
44	After-Mass Coffee Hour (Sunday Coffee Hour)	Set up, attend and clean up at Coffee Hour after the two Sunday Masses.	School-year (Monthly)	Yes	3	Yes	0.75	No		Yes	0.75	No	
45	Restaurant fundraiser nights	Arrange with restaurants like Red Robin, Chipotle or Mod Pizza, manage event publicity, coordinate with SCRIP to sell Red Robin gift cards.	Year-round	Yes	0.5-1hr			Yes	2-3hrs				













































Food donation needed?	Addtl. Notes
Yes	popsicles/icecream
	In 2023 volunteers were needed for face painting.
	*Requires a uniform sales coordinator to take charge
Yes	Food sold during event
Yes	
Baked goods	
Yes	
	Addtl. opportunity to involve in the community planning from start of school year (5+ hrs)
	Outsourced to Booster company and no volunteers were required in 2024
Yes	
Yes	Sponsored by both the school and parish; *day prior to event
Yes	
yes (bags of candy; drinks)	

Yes	Planning begins in January; Hours range from 1-20 depending on volunteer activities (e.g. buying/preparing concessions v. planning it).
	Clean up at home includes washing tablecloths
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yes; concessions to sell	Hours range from 1-10/15 depending on volunteer activities (e.g. buying/preparing concessions v. planning it)
	*per occurrence
	*per occurrence
	Busiest times are around Christmas and year-end.
	Ideally would have SCRIP seller every Sunday, but currently striving for once a month.
	Insurance and driver form required
	Coordination with restaurant, printing flyers and handing out after school