

Return initialed Volunteer Contract to school office  
by September 14, 2015

Keep HSA Handbook for  
your records.

## OUR LADY OF SORROWS SCHOOL VOLUNTEER SERVICE CONTRACT 2015-2016

A commitment to service is a central value of Catholic schools, instilling a sense of responsibility and charity in our students and maintaining a strong sense of community at OLS. There is always a need for volunteers at OLS. The more time each family can offer the more successful each fundraiser or special event. Everyone is encouraged to begin their service hours early in the year and to continue to volunteer as much as their schedule will allow.

Below is a list of volunteer opportunities that will allow you to easily meet your 15-hour service requirement. Please initial beside the events for which you are interested in volunteering. A detailed description of each event is provided in the attached HSA handbook. You will be contacted with specifics closer to the date of the event.

Your HSA Fee of \$200 has been included in your tuition. It will be refunded in a timely manner upon completion of your 15 hours of volunteer service. (For PreK ONLY families - HSA fee is \$100 / 7hr service obligation.)

**EMAIL IS THE PRIMARY METHOD OF COMMUNICATION. PLEASE PROVIDE AT LEAST ONE EMAIL ADDRESS PER FAMILY. MAKE SURE TO REGULARLY CHECK THE EMAIL ADDRESS YOU PROVIDE BELOW. PLEASE CONTACT VOLUNTEER COORDINATOR BECKY SABNEKAR: [bjuarez@hotmail.com](mailto:bjuarez@hotmail.com) OR DIANA TYNAN: [dianatynan03@gmail.com](mailto:dianatynan03@gmail.com) WITH QUESTIONS.**

Oldest Child's Name: \_\_\_\_\_ Grade of Oldest Child: \_\_\_\_\_

Contact email: \_\_\_\_\_

Contact phone: Home: \_\_\_\_\_ Cell: \_\_\_\_\_

I, \_\_\_\_\_ choose to complete my fifteen (15) hours

(please print clearly)

of service by participating in the following committee(s):

COMMITTEE	CHAIRPERSON(s)	DATE(S)/TIME	DAY (choose)	INITIAL
CAFETERIA	Jennifer McTernan	Daily 10:00am - 1:00pm	M-T-W-Th-F	<input type="checkbox"/>

Availability: \_\_\_\_\_

TRICKY TRAY Diana Tynan / Karen McKeon

In addition to your donation, Tricky Tray requires many volunteers to be successful. More details are available in the following HSA Handbook.

Business Solicitations, Wrapping, Hanging Flyers, etc. Daily, Start of School thru November 12

Set-up, Ticket Sales, Security, Clean-up, etc. Friday, November 13 (set-up), 8:00am - 6:00pm  
Saturday, November 14 (event), 5:00pm - 11:00pm

WREATH SALE Keri Donohue After Each Mass: November 29;  
December 5 & 6 ; December 12 & 13; December 20

<b>SECRET SANTA SHOPPE</b>	<b>Tara Evans/Yolonda Severe</b>	<b>Week of December 1</b> <b>All shifts during school hours.</b>	<input type="checkbox"/>
<b>BREAKFAST WITH SANTA</b>	<b>Melanie Chambers</b> <b>Co-Chair Needed</b>	<b>Saturday, December 5 (set-up), Time TBD</b> <b>Sunday, December 6 (event), 7:00am – 12:30pm</b>	<input type="checkbox"/>
<b>OPEN HOUSE</b>	<b>Frank McKeon</b>	<b>Sunday, January 31, 10:00am - 2:00pm</b> <b>Please plan on volunteering the entire day.</b>	<input type="checkbox"/>
<b>BOOK FAIR</b>	<b>Marjorie Cross/Nancy Schaefer</b>	<b>Sunday, January 31, 9:30am - 1:30pm</b> <b>Monday, February 1 –Friday, February 5</b> <b>during school hours.</b>	<input type="checkbox"/>
<b>FAMILY FUN NIGHT</b>	<b>Diana Tynan</b>	<b>Saturday, February 6 6:00pm - 9:00pm</b> <b>Set-up TBD</b>	<input type="checkbox"/>
<b>FISH FRY</b>	<b>Anne Servitto</b> <b>Co-Chair Needed</b>	<b>Friday, February 26 4:30pm - 9:00pm</b>	<input type="checkbox"/>
<b>BINGO NIGHT</b>	<b>Michelle Lomuscio</b>	<b>Saturday, April 16 6:00pm – 11:00pm</b>	<input type="checkbox"/>
<b>SCHOOL PLAY</b>	<b>Deirdre LaBarre/Chuck Chambers</b>	<b>Thursday, April 30 &amp; Friday, May 1</b> <b>6:00pm - 9:00pm</b>	<input type="checkbox"/>
<b>FIELD DAY</b>	<b>Becky Sabnekar/Diana Tynan</b>	<b>Thursday, May 19 7:00am-Noon</b>	<input type="checkbox"/>

**YOU MUST SIGN IN/OUT WHEN VOLUNTEERING.** If you do not sign in, your hours will not be recorded. The Chairperson for each committee will submit sign in/out sheets to the HSA Volunteer Coordinator in order to ensure completion of service hours. If your fifteen (15) hours of service are not completed, your \$200 fee will not be refunded.

**PLEASE RETURN THIS SIGNED CONTRACT TO THE SCHOOL OFFICE, CARE OF HSA BY SEPTEMBER 14, 2015.**  
Keep the white HSA Handbook for your records.

Respectfully,

**Msgr. Robert Emery**  
Pastor

**Sr. Judith Blair, SCC**  
Principal

**Diana Tynan**  
HSA President

I have read the above and understand the importance of a commitment to service at Our Lady of Sorrows School.

Please Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

## **HOME SCHOOL ASSOCIATION HANDBOOK**

The following includes detailed descriptions of the Committees listed on the service contract and additional HSA fundraisers and events. Dates and times are subject to change.

You will be contacted with specific details for each volunteer opportunity you selected closer to the event date. If you have any questions about a specific event, please contact HSA Volunteer Coordinator Becky Sabnekar: [bjuares@hotmail.com](mailto:bjuares@hotmail.com). If you are interested in chairing an open committee please contact Diana Tynan: [dianatynan03@gmail.com](mailto:dianatynan03@gmail.com).

### **CAFETERIA – CHAIRPERSON JENNIFER MCTERNAN**

**Daily 10:00am-1:30pm**

Volunteers assist Mrs. McTernan in preparing and serving school lunch to the students. In order to effectively run the kitchen Mrs. McTernan must schedule volunteers in advance. It is preferable to commit to a set weekday for the year but set dates, such as every other week, can be scheduled in advance. A minimum of 5 shifts for this duty is strongly preferred. In the past the kitchen has become unnecessarily crowded during the months of May and June, therefore we ask all volunteers to begin their shifts prior to April 15. Please contact Mrs. McTernan via the school office for details.

### **FUNDRAISER: KID STUFF COUPON BOOK – CHAIRPERSON NANCY SCHAEFER**

KID STUFF Coupon Books are packed with valuable coupons for hundreds of national and local retailers, restaurants, amusements and more. Coupon Books are \$25 each and can be ordered through the school office with payment c/o Nancy Schaefer. Please make checks payable to OLS HSA.

### **FAMILY FUN NIGHT – CHAIRPERSON DIANA TYNAN**

**Saturday, February 6 6:30pm**

A fun night for the whole family! Come to the gym to dance to a DJ, play games and enjoy pizza, salad and dessert while socializing with other members of the OLS family. Volunteers will be needed late morning or early afternoon to set-up, as well as both nights from 6:00pm until approximately 10:00pm to help serve food and clean up after the event.

### **FUNDRAISER: TRICKY TRAY - CHAIRPERSONS KAREN McKEON & DIANA TYNAN**

**Ongoing from September 1-Saturday, November 14**

Tricky Tray is the biggest fundraiser for OLS, last year it raised over \$34,000! This event requires a huge amount of work and can only happen with the help of everyone at OLS. Each family is expected to make either a \$50 cash donation to be used to purchase prizes or to donate an item of equal or greater value. In addition to this very important donation, many volunteers are needed to make this night successful.

For those not familiar with a Tricky Tray, it is a raffle in which we assemble hundreds of donated and purchased prizes, including tickets for professional sporting events, Broadway shows, cash and lottery prizes, wine and spirits, designer and luxury goods and gift certificates for many wonderful area shops and restaurants. It is also a fun night out and if you are lucky you won't leave empty handed!

From the start of school through November 12, assistance will be needed daily (including weekends) to solicit business donations, hang flyers, wrap and organize prizes and prepare event materials. You may volunteer by arrangement with Diana Tynan. This is a good fit for those who need a more flexible service opportunity.

The event will be held on Saturday, November 14. Set-up assistance will be needed Friday, November 13 from 8am until approximately 5pm.

On Saturday, November 15, volunteers will be needed from 5:00pm through cleanup at approximately midnight. We need at least 20 volunteers for this event so don't hesitate to sign-up! We promise you will be allowed to join in the fun while you are working.

**FUNDRAISER: WREATH SALE – CHAIRPERSON KERI DONOHUE**

**After Each Mass November 29; December 5 & 6; December 12 & 13; December 20**

Volunteers are needed after Mass each on the above dates to sell wreaths, white pine garland and grave blankets and pillows outside the Church. Get some fresh air while ticking off your volunteer requirement bright and early in the morning!

**SECRET SANTA SHOPPE - CHAIRPERSONS TARA EVANS & YOLONDA SEVERE**

**Week of December 1**

At the Secret Santa Shoppe, students will have the opportunity to purchase small gifts for friends and family at very reasonable prices. This is a favorite activity for the students! Volunteers are needed to help set up the shop, assist students as they make purchases and to pack up the shop at the end of the week. Exact shopping times will be based on volunteer availability; you will be contacted in November to confirm your availability.

**BREAKFAST WITH SANTA - CHAIRPERSON MELANIE CHAMBERS CO-CHAIR NEEDED**

**Set-up: Saturday, December 6 Time TBD**

**Event: Sunday, December 7 7:00am-12:30pm**

A great tradition for the whole family! The OLS Breakfast with Santa allows your family to enjoy a delicious breakfast while waiting for elves to escort the children to have their picture taken with Santa. Volunteers are needed to help set up the cafeteria on Saturday, December 6. On Sunday, December 7 volunteers will help prepare and serve food and clean up during and after the event. Perks of this service include a decadent French toast buffet and Mrs. McTernan's famous homemade crumb cake. A co-chair is needed to assist with coordinating this event. The co-chair will receive between 8 and 15 service hours upon completion.

**OPEN HOUSE - CHAIRPERSON FRANK MCKEON/SAB MARKETING COMMITTEE**

**Sunday, January 31 10:30am-2:00pm**

Immediately following the 9:30 Mass, OLS hosts its annual Open House to kick off Catholic Schools' week. This is the time for our school to shine. Parents, coaches, staff and faculty will all be in attendance providing information about everything from academics, extracurricular activities, sports and more. Volunteers will be needed before and after the Open House to assist with planning, set up and clean up. During the Open House volunteers will perform a variety of functions including tours, serving refreshments, minding student volunteers and other students in attendance and keeping the cafeteria and gym sparkling during the event. If you would like to volunteer for this service please plan on arriving early and attending the entire Open House.

**BOOK FAIR - CHAIRPERSONS MARJORIE CROSS & NANCY SCHAEFER**

**Sunday, January 31 During Open House and Monday-Friday, February 1-5**

Books and assorted supplies will be available during our Scholastic Book Fair. Parents may send in money with their students who will then have the opportunity to make purchases during the day. Volunteers are needed to help the children select books and work the register. OLS celebrates teacher appreciation during Catholic Schools' week and purchasing a book for your child's classroom makes a wonderful gift. Actual Book Fair hours will be determined based on volunteer availability, an email will be sent with details.

**FUNDRAISER: EASTER CANDY SALE - CHAIRPERSON PATRICIA HOLLINGSWORTH**

**Kickoff date to come, sale will commence prior to Easter break.**

The Gertrude Hawk Easter Candy sale is an OLS classic and a favorite fundraiser for those with a sweet tooth. Catalogues will be sent home with students and everyone is encouraged to sell candy to family, friends and co-workers. Volunteers may be needed to help prepare candy delivery for pickup.

**FISH FRY - CHAIRPERSON ANNE SERVITTO / CO-CHAIR NEEDED**

**Friday, February 26 5:30pm-8:30pm**

This event returned to OLS in 2012 and has been a great success. Delicious fried fish is freshly prepared on premises by a local restaurant. Dinners are available for quick take-out on your way home or to be enjoyed with other school and parish families in our cafeteria. Fun and games are available for the kids and a bake sale provides delectable dessert. Volunteers will be needed from 4:30pm-9pm to help set-up, serve food, staff the bake sale and clean up. A co-chair is needed to assist with coordinating this event. The co-chair will receive between 8 and 15 service hours upon completion of this fundraiser.

**FUNDRAISER: BINGO NIGHT – CHAIRPERSON MICHELLE LOMUSCIO**

**Saturday, April 16 7:00pm-11:00pm**

Mark your calendars for the inaugural Bingo Night at OLS! This is sure to be a fun and exciting evening and a great way to raise some money for our school. Many hands will be needed the night of the event so please consider signing up. Additional details to come.

**SCHOOL PLAY - CHAIRPERSON DEIRDRE LABARRE (VOLUNTEERS) / CHUCK CHAMBERS (PLAY BILL)**

**Thursday, May 5 & Friday, May 6 6:00pm-approximately 9:00pm**

The OLS school play is a highlight of the year and an 8<sup>th</sup> grade rite of passage. Starring our Middle School students, with cameos by every class, a professionally produced musical such as The Sound of Music, Sister Act Again and Footloose wow parents and showcase our talented, hardworking students. Volunteers are needed the night of the event to sell tickets and concessions. Assistance may also be needed prior to the play to solicit advertisements, organize ticket sales, etc.

**FIELD DAY - CHAIRPERSONS BECKY SABNEKAR & DIANA TYNAN**

**Thursday, May 19 7:00am-Noon**

The last hurrah of the school year! Grades K-8 meet at Meadowland Field in South Orange for fun in the sun as they play a variety of field events organized by our physical education teacher Mr. Diefes, including potato sack races, water games, a spirited kickball game for the Middle School and dancing to a DJ to round out the day. Volunteers are needed to help set up and work the events, serve water and fruit and clean up the field at the end of the day.