



**Muskegon Catholic  
Central Elementary  
Preschool – Grade 6**

**Opportunity Book**  
2017-18

***Together, we can make great things happen!***

One of the greatest blessings we have at Muskegon Catholic Central is the amount of parental involvement. We are very proud of our partnership with parents and teachers and the many opportunities to work together.

As a part of our continuing commitment to grow as a family, we are pleased to present you with this book of volunteer opportunities. Please take a moment to read through this guide and look for ways to offer your strengths and gifts for the betterment of our school.

**Please join our Home & School meetings the second Monday of each month at 7:00 p.m.**  
We will update any changes in the weekly Newsletter.

### **Home and School Board Members:**

President – Kellie Twining  
Vice President – Kari Belanger  
Treasurer – Amanda Sukup  
Secretary – Beth Adamski

### **Grade Representatives:**

- Preschool: Rachel Kacel
- Kindergarten: Anne Schneller
- Grade 1: Jenn Offman
- Grade 2: Amber Stoner
- Grade 3: Elizabeth DuBois-Quail
- Grade 4: Maria Poort
- Grade 5: Jen Carlton
- Grade 6: Julie Hanson

## **OPPORTUNITIES FOR THE 2017-18 SCHOOL YEAR**

### **1. BIRTHDAY BOARD**

**Coordinator:** Amy Gawron

**Volunteers:** Need one volunteer each month to decorate one of the hallway bulletin boards and put up names of students who are celebrating their birthday during that month.

### **2. PRE- AUCTION PARTY TO BENEFIT THE RAINBOW AUCTION**

**Coordinator:** Plans the adult-only event along with the high school family association coordinator.

**Volunteers:** Assists coordinator in planning and carrying out adult event. May be asked to solicit for raffle donations. This is a fundraising/item donation event that supports the annual Rainbow Auction.

### **3. BE GREEN COMMITTEE**

**Coordinator:** Kellie Twining Organizes volunteers in efforts to reduce/recycle, i.e. Terra Cycle program.

Reports to Home and School Association on efforts and new ideas.

**Volunteers:** Assist coordinator as needed.

#### **4. BACK TO SCHOOL EVENT-AUGUST**

**Co-Coordinators: Amanda Sukup, Kellie Twining and Amber Cashbaugh** With the help of volunteers, organizes picnic and social activities for all families P-6. Picnic is in August shortly before school starts. Event is intended to be a way to reacquaint with old friends and meet any new families.

**Volunteers:** Work with the coordinator for set-up, clean-up, activities, food preparation, etc.

#### **5. RACE FOR EDUCATION FUNDRAISER**

**Co-Coordinators: Jenn Offman and Tricia Hilson**

**Volunteers:** Will assist Co-Coordinators as needed. Volunteers are needed for many duties prior to the event as well as assisting with activities on the day of the Race. Please mark the volunteer sheet accordingly

#### **6. PUMPKIN DECORATING CONTEST-October**

**Coordinator: Amber Cashbaugh**

#### **7. SOUPS ON SERVICE PROJECT – DECEMBER**

**Coordinator: Jenn Offman** Will work with administration, teachers, and the “Soups On” Organization to organize in-school bowl painting project of 12 bowls, which are then auctioned off.

**Volunteers:** Will assist coordinator with planning and implementation of event.

#### **8. GRANDFRIENDS DAY**

**Coordinator:** Plans and organizes craft activity and snack for grandparents (and friends) visit day for grades P-6.

**Volunteers:** Will assist coordinator with planning and implementation of event.

#### **9. VALENTINE DANCE FOR FATHERS & DAUGHTERS**

**Coordinator:** Plans and organizes the dance

**Volunteers:** Will assist coordinator with decorations, flowers, snacks, etc. as determined by the coordinators.

#### **10. READING MONTH - MARCH**

**Coordinator: Kellie Twining** Plans and organizes activities for students during March is Reading Month.

**Volunteers:** Will assist Coordinator with planning and implementation of activities.

#### **11. MOTHER/SON EVENT - MARCH**

**Coordinator:** Plans and organizes an evening excursion for MCCE mothers and their sons.

**Volunteers:** Will assist Coordinator with planning and implementation of activity.

#### **12. STAFF APPRECIATION WEEK - MAY**

**Co-Coordinators: Amber Cashbaugh and Kellie Twining** Plans and organizes special gestures and activities for MCCE teachers for a whole week that culminates with a teacher luncheon at the end of the week.

**Volunteers:** Will assist Coordinator in any capacity needed.

#### **13. MOTHER/DAUGHTER TEA – MAY**

**Coordinator: Amber Cashbaugh** Organizes and plans a Mother’s Day Tea for MCCE mothers and daughters.

**Co-Coordinator:**

**Volunteers:** Will assist co-coordinators in any capacity needed.

#### **14. FIELD DAY – JUNE**

**Coordinators: Stephanie Weber**

**Volunteers:** Assist with set-up, games and activities the day of the event.

#### **15. UNIFORM CLOSET**

**Coordinator: Kellie Twining**

**Volunteers:** Help coordinator keep closet organized by sorting and hanging uniform clothing.

#### **16. BOOK FAIR (November)**

**Coordinator: Kellie Twining**

**Volunteers:** Help coordinator organize, decorate, and run the Book Fair at Barnes & Noble Bookstore

#### **17. LIBRARY AIDE**

**Coordinator: Kellie Twining**

**Volunteers:** Help with organizing and cleaning the Elementary Library

# YES, I WOULD LIKE TO HELP!

NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Please check the boxes below for the activities you would like to volunteer for.

1. BIRTHDAY BOARD: Coordinator: Amy Gawron Volunteer  Month Desired: \_\_\_\_\_
2. RAINBOW AUCTION GIFT GATHERING PARTY: Coordinator  Volunteer
3. BE GREEN COMMITTEE: Coordinator: Kellie Twining Volunteer
4. BACK TO SCHOOL PICNIC (August 2018): Co-Coordinators for 2017-18: Amanda Sukup, Kellie Twining and Amber Cashbaugh Volunteer
5. RACE FOR EDUCATION FUNDRAISER (Sept.-Oct.): Co-Coordinators: Jenn Offman and Tricia Hilson  
Volunteer working up to Race Day   
Volunteer for Race Day only
6. PUMPKIN DECORATING CONTEST: Coordinator: Amber Cashbaugh
7. SOUPS ON SERVICE PROJECT (December): Coordinator: Jenn Offman Volunteer
8. GRANDFRIENDS DAY: Coordinator  Volunteer Day Of Event
9. VALENTINE DANCE FOR FATHERS & DAUGHTERS: Coordinator  Volunteer
10. READING MONTH: Coordinator: Kellie Twining Volunteer
11. MOTHER/SON EVENT (March): Coordinator  Volunteer
12. STAFF APPRECIATION WEEK (MAY): Co-Coordinators: Amber Cashbaugh and Kellie Twining  
Volunteer
13. MOTHER/DAUGHTER TEA (MAY): Coordinator: Amber Cashbaugh Co-Coordinator  Volunteer
14. FIELD DAY-JUNE: Coordinator:  Volunteer Day of Event
15. UNIFORM CLOSET: Coordinator: Kellie Twining Volunteer  Month Desired: \_\_\_\_\_
16. BOOK FAIR (November): Coordinator: Kellie Twining Volunteer
17. LIBRARY AIDE: Coordinator: Kellie Twining Volunteer  Month Desired : \_\_\_\_\_

## MCC Foundation Events

I would like information on volunteering at the following MCC Foundation Events:

Rainbow Auction  Crusader Golf Outing

Please return this form to the Elementary Office on August 23 (Ice Cream Social)