All parents and guardians must volunteer during the school year. Each two-parent family is required to contribute 30 hours per year -- 20 Community/Fundraising hours and 10 Auction hours. Each single parent family is required to contribute 20 hours per year -- 10 Community/Fundraising hours and 10 Auction hours. Please visit www.themadeleine.edu/school/parents_club to indicate where you would like to volunteer and your contact information will be forwarded to the committee chair. There will also be opportunities to sign up for volunteer hours at the New Family Potluck and at Back-to-School Night in September.

All volunteers MUST complete the Archdiocesan Background Check and the Called to Protect Training when working with children. The background check is valid for 3 years and the training is done online yearly after the initial Called to Protect meeting.

When volunteering on campus, please sign in at the front office before beginning your volunteer assignment. This is a safety precaution that is necessary for the office staff to account for everyone in the building.

If you are volunteering in the classroom, please check with the teacher before your volunteer time regarding bringing your preschool child into the classroom. Some volunteer jobs are incompatible with younger children.

The school relies on volunteer commitments. In case of illness or emergency, a call to the office or committee chair is appreciated, if you are unable to come at your scheduled volunteer time.

The volunteer is expected to respect and enforce school rules. Respect for the privacy of others is essential. School volunteers must not share information regarding individual students, staff, or any school records and files.

The parent workroom is available for projects, but the staff lounge is reserved for staff only.

We have an online Volunteer Log, which can be found at www.themadeleine.edu/hours, where you can note your volunteer activities and hours. If you are unable to fulfill your volunteer service, you will be billed $20 for each unworked hour.
Volunteer Opportunities

Fundraising

The Madeleine Auction

The Auction chairs this year are Jim Jones, Alyssa Pace, Kristin Rios and Jeff Robertson. The success of the auction is greatly dependent on volunteer services and the generosity of the donations. Begin to consider what you can give or donate and what you can do to be part of a successful 2015 Auction. Watch for the Auction webpage online this summer for opportunities to volunteer and donate. As written in the yearly tuition agreement, every family is expected to donate 10 hours to the auction and $200 in donated items or services. Donations must be in by October 15, 2015, in order to be included in the auction catalog. Parents who do not meet their donation requirement will be billed $250 after the October 15th deadline.

Jogathon

This is our second biggest fundraiser of the year. Students gather pledges for their 50 minute run around the Field of Dreams. The Jogathon is scheduled for May 6, and volunteers are needed for data entry, set up, tallying, and clean up. Shelby Walker and Kelsi Charlesworth O’Connor are the people to contact if you would like to help with this “super-fun” fundraiser. Contact Shelby and Kelsi at jogathon@themadeleine.edu.

Scrip

Scrip is the purchase of gift cards to local businesses where you’re most likely to shop. There is no extra cost to you and the school earns thousands of dollars per year through this successful program. Cash or checks are preferred, but you may buy with a credit card and pay the service fee. Per the tuition agreement, each family is required to purchase $2,000 in scrip per year. It is sold every morning in the scrip office and on Friday mornings in the Garden Room. Volunteers will be needed to accomplish this. Contact Anne Palmer for more information at 503-281-5777.

Book Fair

Cheri Krebs is the Book Fair coordinator. Volunteers are needed to set up, sell, tear-down, and cleanup. The first Book Fair is in early December and again in the spring. Contact Cheri Krebs at krebs.cheri@gmail.com.
Volunteer Opportunities
Community

BRIDGE PROGRAM
Caryn Fiedler heads this program which connects new families with current families at the school. The goal of the program is to be a resource for new families by answering their questions, reminding them of upcoming events, and helping them navigate their first year at the Madeleine. Contact Caryn at fiedler3fam@gmail.com.

BACK TO SCHOOL BBQ CELEBRATION
We'll kick off the new school year with a BBQ at 11:30 a.m. on September 8th. All are welcome to come and eat hot dogs, grilled burgers, chips and ice cream. This will be held after class lets out on the first day of school. This is the first chance to get in some volunteer hours. Jonas Allen will be coordinating and looking for volunteers to help with set up, serving, and clean up. Contact Jonas at jonas_m_Allen@hotmail.com.

ROOM REPS
We need one to three reps per grade for a one year commitment. Responsibilities include, but are not limited to:
- Communicating with the classroom teacher regarding plans and budget for all activities
- Coordinating class parties
- Coordinating Auction classroom projects
- Coordinating Madeleine Marketplace classroom projects/activities
- Planning a simple “Teacher Appreciation Day”
- Organizing Coffee & Donut service after Mass one Sunday in the school year (schedule to be distributed by the church office in September)
- Helping with Conference Day hospitality when needed
- Working with the teacher to recruit volunteers for specific projects or helping out with special events

Contact Kristin Rios at kristinrios@mac.com if you are interested in being a Room Rep.

PARENTS CLUB THURSDAY LUNCHES (Begins the 2nd week of School)
Molly Briscoe is the Parents Club Lunch Coordinator. Each Thursday we need 5-6 people to serve lunch to our students. This involves set up, food prep, serving, cleanup, and a year-long commitment. We must have faithful volunteers for our hot lunch program to be successful. Contact Molly at mollyfaherty@yahoo.com.

OPEN HOUSE
Volunteers are needed during our two day Open House on February 1st and 2nd to showcase our school to prospective parents. Tasks include acting as tour guides, welcoming new families, answering questions, and providing hospitality. Contact Caryn Fiedler at fiedler3fam@gmail.com.
SPAGHETTI DINNER
The annual Madeleine Spaghetti Dinner will be held Saturday, February 20th in the Parish Hall. Bring the entire family for a fun evening. Serving hundreds requires many volunteer hands! We need volunteers for set up, serving, and clean up.

MADELEINE SCHOOL GARDEN/PARKING LOT CLEANUP
We need volunteers to help on a monthly basis with weeding and clean up of the parking lot and the garden area. Daniela Grogro is the coordinator for this project. Contact Daniela at 503-412-9474 or Daniela.grogro@nike.com.

GRANDPARENTS & VERY SPECIAL PERSONS TEA
This is a special time when the students get to show off what they are learning and give the grandparents and special people in their lives a glimpse into their school day. This year the event will be held on May 19th. The kids really look forward to this and love the opportunity to honor their grandparents and special people. Volunteers are needed to greet our visitors, serve food, and help with clean up. Contact Anne Gaber at gaber20@msn.com.

ALUMNI RELATIONS
The Alumni are an important part of our Madeleine community! Volunteers are needed throughout the year to help with special events, mailings and data entry. Contact Lynn Robinson at lrobinson@themadeleine.edu if you are interested in helping with any or all of these opportunities.

CYO (Catholic Youth Organization)
Aimee Holzschuh is our Athletic Director. She coordinates signups for all the sporting activities associated with CYO. CYO is for boys (except volleyball) and girls in grades 3rd – 8th. Volleyball sign-ups are in the spring and the first week of school. Basketball sign-ups are the first week of October. Track sign-ups are the first week of February. Contact Aimee Holzschuh if you are interested in coaching, being a team parent, or helping in any way, aimeeholzschuh@msn.com.

OTHER SCHOOL ACTIVITIES
Many other events will arise during the school year that need volunteer help. Read the Friday Footnotes and Sunday Church bulletin for details.

PARISH ACTIVITIES
The Madeleine Parish is very active and has a variety of events and programs during the school year in which volunteers are needed. Some of them include the Wine Tasting, Parish Picnic, Madeleine Marketplace and Christmas Tree Lighting, Faith Formation, and Mardi Gras, as well as service opportunities. Check the Sunday Church bulletin and the Friday Footnotes for information.