



H I G H S C H O O L

2011-2012
Volunteer Book

Throughout the year, St. Francis DeSales High School facilitates many school activities, events and projects. These events could not happen successfully without the assistance of our DeSales family. This book allows you to match your skills and talents with the many volunteer opportunities available.

All volunteers of St. Francis DeSales High School who have unsupervised access to children must submit a criminal background check for the safety of our children. In addition to the background check, all adults who work with children in a paid or volunteer capacity must complete a 4-hour session entitled "Protecting God's Children." Registration for this class is done online. Go to www.virtusonline.org.

Click on "Registration" (in yellow, below the login button). Your organization is Columbus, Ohio (Diocese). Follow the instructions to create a User ID and password, and complete the form as directed. Select a class time and location. Click "submit" when you are finished. If you are successfully registered, you will receive an electronic confirmation. For more information or assistance, please call Linda Crandall at 267-7808.

Fundraising

The Office of Institutional Advancement hosts three annual event fundraisers for the school. We have a Wine Tasting in the fall, a Live and Silent Auction in the spring and a Golf Outing in the summer. Proceeds from all three events directly benefit the students at St. Francis DeSales High School. Volunteers are crucial for both the planning and executing of each event.

Friends in the Courtyard, September 28, 2011

“Friends in the Courtyard” is a night of fine wine tasting and a live and silent auction. The event takes place in the beautiful Courtyard at St. Francis DeSales High School. The Wine Tasting Planning Committee works with the Advancement Office and DAA to organize this event. There are two chairpersons along with a few subcommittees to assist in the planning and management of this event. Several planning meetings will be held.

Casino Royale Live and Silent Auction, April 28, 2012

The Casino Royale is SFDHS’ largest fundraising event. The night is filled with fabulous food and drinks, casino gaming and a live and silent auction. The Auction Planning Committee works closely with the Advancement Office to organize this event. There are two chairpersons along with many subcommittees to assist in the planning and management of this event. Several planning meetings will be held.

Stallion Golf Outing, Date TBD, 2012

The Stallion Golf Outing takes place at New Albany Links Golf Club. The outing begins with a shot-gun start along with fun-filled games throughout the outing, raffle items, and good food. The Golf Committee works closely with the Advancement and Athletics Offices. There are two chairpersons along with a few subcommittees to assist in the planning and execution of this event.

Subcommittees for fundraising events include:

Chairperson

To take the lead role in organizing the event planning team.

Decorating Committee

Responsible for the design, planning and set-up of the decorations.

Sponsorship Committee

Solicit event sponsorship support from businesses, organizations and individuals.

Donation Committee

Gather donations from local community members, businesses, school organizations, and families of SFDHS for both the silent and live auctions. Also aid in preparing item descriptions for the auction catalog and prepare bid sheets for each item.

Raffle Committee

Responsible for obtaining a large ticket raffle item for the auction and organizing ticket sales both prior to and at the event. Also responsible for gathering smaller ticket items used for the casino raffles.

Program Committee

Design event program and solicit program advertising.

Set-up/Clean-up Committee

Help with set-up and tear down. May need to be at one meeting, but otherwise, not much up-front planning needed.

Casino Gaming Committee

Responsible for securing a casino company for the Casino Royale Live and Silent Auction.

Invitations Committee

Responsible for designing event invitations as well as preparing them to be mailed out (stuffing, stamping, addressing...)

Thank You Committee

Responsible for making sure all individuals and companies who donated, sponsored, or purchased an item for the event are promptly sent a thank you letter.

Food/Beverages

Help with planning the menu and coordinating the bar.

Data Entry Committee

Responsible for entering all important data into auction computer program and assisting with check-in and check-out the night of the event.

Phonathon, Dates TBD

The Phonathon is an annual fundraising event to benefit the Annual Fund Drive, an unrestricted fund that meets the most pressing needs of our school and our students. Parents, alumni and student volunteers call SFDHS alumni/families requesting a gift to the Annual Fund. You can volunteer for one or more of these important phonathon evenings.

Admissions

Fall Open House, and Co-Curricular Night, November 6, 2011 and March 13, 2012

An opportunity for 6th, 7th, and 8th grade students and their parents to experience the life as a future St. Francis DeSales student. Volunteers are needed to provide tours, answer questions, set-up and clean-up.

Feeder School Dance, March 17, 2012

A night for our feeder school students to come to DeSales to dance and socialize with students from other feeder schools. We hold one dance in the fall and another in the spring. Volunteer chaperones are needed, especially those who have current 7th and 8th grade feeder school students.

Discovery Nights, Dates TBD

Prospective students and their parents attend an informational session at our school. You can volunteer to speak or answer questions from a parent's perspective.

Student Activities

Homecoming Dance, October 29, 2011

Parent chaperones and help with dance decorations/set up are needed.

Winter Dance, January 14, 2012

Parent chaperones and help with dance decorations/set up are needed.

Career Fair, March 20, 2012

An evening where students have the opportunity to meet and ask questions to a variety of professionals from our St. Francis DeSales community.

Spirit Day, May 18, 2012

Help prepare food and run concessions during the day.

After-Prom, May 19, 2012

This is a well-supervised and safe event after the Junior/Senior Prom. Volunteer chaperones are needed as well as parents to help plan the event.

Service Events

Urban Plunge, March 22, 26, 29

A day for juniors to assist various outreach organizations in our community. Volunteers are needed to help chaperone groups.

Christmas in the Courtyard, December 8

A night for seniors to help the children at St. Stephen Community Center experience the joy of Christmas. Volunteers are needed to help set-up, serve dinner and assist with games and crafts.

School Support

Spirit Shop

Parent volunteers are needed to man the Spirit Shop in the school during regular school hours and during home athletic events. Contact Jim Purcell at 267-7808 for more information.

Classroom Support

Provide assistance by being a guest speaker for special class projects or by being a volunteer substitute teacher.

Hospitality

Provides assistance and refreshments for special events such as the Open Houses, Evening of the Arts, and Baccalaureate Reception.

Graduation, June 2, 2011

Parents are needed to distribute programs and help assist families to the stadium.

Homecoming Family Picnic, October 23, 2011

Parents are needed to assist with set up and tear down at the event.

Media Center

Parents are needed to assist in the Media Center Monday-Thursday from noon-4pm and Friday from noon-3pm.

After School Support

Parents are needed to oversee students in the cafeteria who are waiting for rides and practices to begin in after school from 3pm-5:30pm.

Contact Information

Activity/Event	Contact Person	Contact Phone/Email
Friends in the Courtyard Casino Royale Dinner Auction Stallion Golf Outing Phonathon	Michele Moriarty	267-7808 ext. 130 mmoriart@cdeeducation.org
Fall Open House Winter Open House Discovery Nights Feeder School Dances	Julie Barber	267-7808 ext. 116 jubarber@cdeeducation.org
Career Fair Homecoming Family Picnic	Colleen Herr	267-78-8 ext. 142 cherr@cdeeducation.org
Homecoming Dance Winter Dance Spirit Day	Karen Cofojohn	267-7808 ext. 129 kcofojoh@cdeeducation.org
Urban Plunge Christmas in the Courtyard	Andrea Pore	267-7808 ext. 143 apore@cdeeducation.org
After Prom	Bill Steller	267-7808 ext. 145 bsteller@cdeeducation.org
Spirit Shop	Jim Purcell	614-267-7808 jpurcell@cdeeducation.org
Classroom Support	Lisa Hoyer	267-7808 ext. 140 lhoyer@cdeeducation.org
Graduation	Jim Jones	267-7808 ext. 115 jjones@cdeeducation.org
Media Center	Pam VanArsdale	267-7808 ext. 125 pvanars@cdeeducation.org
After School	Rob Dvorak	267-7808 ext. 230 rdvorak@cdeeducation.org