

Calling All Volunteers



The Notre Dame Parent Association needs your help. As you may know, our primary mission is fundraising for the school. Our biggest event is our **Annual Auction which will be on March 7, 2009**. That one event takes a lot of parent volunteers to make a success. But you may not know that we also coordinate and sponsor over a dozen fun-filled social events throughout the school year, plus the Tiger Cage Store and supporting school programs.

Volunteer opportunities for these events are abundant so please join in the fun. It is a great way to get to know other NDB parents and their families as well as being part of a community that embraces fellowship and a dedication to the positive educational experience of our daughters.

Please choose one or more areas that either parent would like to volunteer his/her time. Parent Association Class Representatives will be contacting you shortly with more information:

SOCIAL EVENTS

- _____ Invitations
- _____ Food and Beverage service
- _____ Refreshments – food, drinks/water
- _____ Supplies – cups, paper plates, utensils, etc.
- _____ Reservations
- _____ Decorations
- _____ Set-up/Clean-up for events
- _____ Mailings - Stuffing & labeling envelopes, invitations, forms

TIGER CAGE STORE

- _____ Mon Tue Wed Thu Fri 7:30-8:15 a.m.
- _____ Mon Tue Wed Thu Fri 10-10:30 a.m.
- _____ Mon Tue Wed Thu 11 a.m.-1 p.m.

ADMISSIONS OFFICE AMBASSADORS

- _____ Open House, shadow program, etc.

DEVELOPMENT OFFICE/ANNUAL GIVING

- _____ Office help
- _____ Experienced in Raiser's Edge

ANNUAL AUCTION

- _____ Administration – mailings, reservations
- _____ Decorations – artistic abilities to create props & physically decorate the space
- _____ Staffing Auction Tables (night of event)
- _____ Reservations (Check-In on night of event)
- _____ Clean-up (morning after event)
- _____ Raffle Sales – Tracking ticket sales & organizing incentives for students
- _____ Mailings
- _____ Solicitations – Phone call follow-up & updating donor lists
- _____ Silent Auction Gifts – Organizing & wrapping
- _____ Invitation & Catalog Design/Layout – Experienced in Adobe Illustrator, InDesign or Quark
- _____ Student Supervision – Organizing & costuming (night of event)
- _____ Underwriting – Soliciting companies for large donations
- _____ Live Auction Solicitations

Name(s): _____

Phone: _____ Email(s): _____

Student Name(s): _____ Grade(s): _____

PLEASE RETURN THIS FORM TO THE FRONT OFFICE BY SEPTEMBER 1, 2008 – THANK YOU!