

DOVES

Dedicated Official Volunteers Emanating Spirit

In order to maintain our tradition of family and excellence at Divine Child Elementary School, participation is vital. We ask that each family volunteer 15 hours of service per school year. Please check/ circle to indicate all volunteer opportunities in which you are interested. Send your completed copy to Elementary School Office marked "DOVES" or email to dcsarbm@yahoo.com

NOTE: A Background Check and a Protecting God's Children certificate of completion are requirements when volunteering at DCES *Class locations can be found online at <http://www.virtus.org>

Parent/Guardian First Name _____ Last Name _____

Parent/Guardian First Name _____ Last Name _____

Address _____ City _____ Zip _____ Email _____

Home Phone _____ Additional Phone _____

*Student Name _____ Grade _____

JOB DESCRIPTIONS:

- **Auction:** Pre-auction help day & evening - Also after auction cleanup. Decorations, Mailings, Clerical Jobs, Item Set-Up.
- **Baking/Food:** Bake or donate food/drinks for any school functions.
- **Cafeteria Monitor:** Monitor children during lunch hour (help maintain the lunchroom, watch children outdoors-paid position). Monitor students in Cafeteria before school. (This is not a paid position)
- **Career Fairs:** Presentation of career to junior high students. (One morning)
- **Market Day Volunteers:** Help sort orders in school cafeteria. This is a once a month commitment.
- **Chaperone/Moderator:** Volunteer for special events such as: Dances, Field Trips, End of the Year Picnic, Chess Club, Math Club, Science Night, Bible Trivia, Youth Ministry events.
- **Computer/Data Entry:** Act as Class helper, Book Club Orders, lunch input.
- **D.C Book Bank:** Maintain accurate records.
- **Library Assistant:** This position requires a regular commitment of specific day(s) per week.
- **Art Class Helper:** Artistic ability required.
- **Bulletin Board Decorator/ Calligrapher:** Artistic ability requested.
- **Book Fair:** Act as cashier or book selector at this spring and fall event.
- **Caring Committee:** Prepare meals, bake or deliver food for those in need within the school, community.
- **Classroom Assistant:** Aid in Computer Class, participate in partner reading, drill math facts, etc.
- **Homeroom Parent:** Requires a commitment to monthly meetings. In charge of putting together end of the school Field Day and other various homeroom tasks.

- **Lunch Supervision/Kitchen Helper:** Help prepare and serve meals in school cafeteria. & serve them. Clean up kitchen & cafeteria. Paid Position**
- **Nurse:** Work in clinic from 9:30-2. Paid Position.
- **Crossing Guard/Bus Patrol:** Insure children's safety at street intersections before and after school.
- **Picture Day Helper:** Helps organize students for school pictures.
- **Easter Cake Raffle Helper:** Provide a baked good and/or assist with wrapping, pricing, and labeling of raffle item.
- **Swap Shop Helper:** Assist committee members with preparation, during, and after tasks.
- **D.C. Apparel:** Assist committee members with displays at CYO Sporting events.
- **Tutor:** Assist students with Math or Reading.
- **Halloween Sock Hop Committee:** Organize games, work with volunteers for the dance.
- **Halloween Sock Hop Helper:** Assist in setting up before or after dance. Assist kids games and dances.
- **Holiday Boutique:** Raffle Ticket assembly, Publicity, Distributing Lawn signs, baking & assisting at bake sale.
- **CYO (Catholic Youth Organization):** Participate in Security, Admissions, Concessions, Score Keeping, 50/50 Raffle and Pop Shots at all Divine Child Elementary School Sports Events.
- **Elementary School Donation:** Providing water, mints (during Iowa testing), scrap paper, envelopes, or other items throughout the school year.

Monetary equivalence to DOVES hour: \$10.00

It is your responsibility to report DOVES hours. If any hours are remaining at the end of the year, a charge will be assessed and report card held until payment is received.