

### **Baking/Cooking**

**Teacher Appreciation:** Cook, bake, and/or serve food for a special lunch served once a month by the PTO for the faculty and staff.

**Parent/Teacher Conferences:** Prepare and donate baked items, or fruit, vegetable, or cheese platters, for the November and/or February conference days.

**Hospitality Events:** Prepare/provide food for special events and receptions during the school year.

### **Fundraising Activities**

**Dinner and Auction Gala:** Support the Development Office in preparing and conducting the Dinner and Auction in one or more ways: soliciting donations; advertising and/or sponsorships; preparing and arranging theme baskets of items donated by Advisories or various contributors; taking reservations and preparing seating plans; designing and preparing the event Program; publicity; decorations and table centerpieces; administrative/office support; and “Day of” Activities including transporting items, setup, security, and checkout. Activities begin in May 2000 and continue through and beyond the day of the Gala.

**Golf Tournament:** Join in this fun event by playing, helping the Development Office solicit gifts and sponsors, and/or helping the “Day of” with registration, hole spotting, and conducting the silent auction.

### **Hospitality and Other Special Events**

**Open House for Prospective Students:** Set up and serve refreshments during the October Open House.

**Used Book & Uniform Sale:** Collect and price used books and uniforms at the end of the school year, and sell them in August.

**New Parent Mixer:** Set up and serve refreshments at reception for parents of freshmen and transfer students.

**National Honor Society Induction:** Set up and serve refreshments at a reception for students and their families.

**Junior Ring Mass:** Set up and serve refreshments at a reception for the Junior Class and families.

**Spring Clean-Up:** Help organize and work with the Yard, Paint, Scrub or Food Crews.

**Freshmen Registration (Class of 2010):** Set up and serve refreshments during Freshmen Registration.

**Freshmen Mothers’ Tea (Class of 2010):** Arrange and conduct the tea for mothers of incoming Freshmen.

**Senior Farewell Mass & Reception:** Set up and serve refreshments at a reception for the Senior Class and their families.

**Baccalaureate Reception:** Set up and serve refreshments after Baccalaureate Mass for at a reception for members of the Senior Class and their families. (preferably Junior parents)

**All Night Graduation Party:** Plan, organize, decorate or staff the All Night Graduation Party for the Senior Class.

### **In-School Volunteer Activities**

**Library:** Work with librarians assisting students and organizing materials, usually a morning or afternoon one or two days a month.

**Bookstore:** Take a shift staffing the improved and expanded bookstore.

**Office Assistance:** Help the Development Office with mailings and other office tasks associated with events it sponsors throughout the school year.

**Chaperones:** Needed for school dances.