

# HOLY ANGELS CATHOLIC ELEMENTARY SCHOOL

230 North 8th Avenue • West Bend, WI 53095  
(262) 338-1148      www.has.pvt.k12.wi.us

*Our Mission: To proclaim the Gospel, serve others, and praise God  
as we grow in faith, knowledge, values, and respect.*

Dear Parent,

Last year, it was so exciting to see so many parents volunteering their time in classrooms and around the school in other capacities. I am humbled by the way so many parents came forward to serve our school community in so many ways!

It's really a sign of strength for Holy Angels to have so many parents active in not just fund raising, but also in forming policy, coordinating programs, organizing activities, helping in the classroom, coaching, supervising the playground, helping in the health room, and the list goes on. In seeing their parents share their time and talent in some manner, our students truly learn what it means to "serve others" as our Mission states. Thanks for being such wonderful role models!

Attached is a partial listing of ways in which parents are called upon to serve the school community. Without this involvement by parents and others, we simply couldn't offer the many excellent opportunities for all of our students. Please take some time to look over the various areas and sign up for as many as you are comfortable. Every family is expected to sign up for the Fund Raising section. In addition, there are other areas in need of parental involvement. To make things easier for you to fill out this information, feel free to write comments (such as which parent is interested in helping out).

I know firsthand that "time" is perhaps God's most precious gift to each of us. I also know that we are called to use God's gifts and I hope that you feel the need to step forward so that we can have the best possible school for all of our children. We are in special need of parents in areas such as: health room, the PAC, and events such as the Gifts from the Heart Raffle. Each year is an opportunity to build on an excellent foundation with new ideas and new directions. One of my greatest hopes is that our school will continue to foster and support an attitude of service on the part of our parents.

**There is a Volunteer Enrollment Form which the archdiocese requires for all volunteers. The form is another response to the concerns for the safety and well-being of our children. If you plan to volunteer anywhere this year, please complete the form and return it to the office (there are two forms included). Also, all volunteers MUST attend a "Safe Environment Education" (formerly Safeguarding All of God's Family or VIRTUS) training session if they have contact with students (this is a one-time requirement). There are SEE sessions planned in the area in September. Sign up is online at <[www.archmil.org](http://www.archmil.org)>, follow the "Safe Environment" link in the lower left corner.**

We know that there may be changes in work or child care schedules throughout the year, but parents are asked to be generous with their offering of time as they sign up for what might be possible areas of involvement.

We ask that you complete and return this form with other materials at the Open House. I truly appreciate all of the help many parents have given to Holy Angels School. Your spirit of service and being a volunteer is a real sign of the presence of the Spirit in our school community.

Blessings,

*Anne T Weise*

Anne Weise  
Principal

FAMILY NAME: \_\_\_\_\_

PHONE NO: \_\_\_\_\_

**FUND RAISING AND SUPERVISION:**

**Fund Raising Events:**

Full support of all families is expected since our fund raising efforts keep everyone's Instructional Fee as low as possible while still providing an excellent program of instruction to our students. The income from the fund raisers, along with the Instructional Fee, pays for all instructional costs, except salaries/benefits and utilities. Each family should check at least one fund raiser in which you are willing to work. ( \*\*\* designates areas of "critical need")

\_\_\_\_\_ "Gifts From the Heart" Raffle (Mar 18)

\_\_\_\_\_ Co-Chair

\_\_\_\_\_ Committee work \*\*\*

\_\_\_\_\_ Other # :

\_\_\_\_\_ Fish Fry (Mar 18)

\_\_\_\_\_ Planning Committee

\_\_\_\_\_ Kitchen #

\_\_\_\_\_ Dining Room #

\_\_\_\_\_ Desserts #

\_\_\_\_\_ Tickets / Publicity #

\_\_\_\_\_ Set up or Clean up #

# denotes day of the event only

\_\_\_\_\_ Soles Walk for Catholic Schools (Oct 16)

\_\_\_\_\_ Calendar of Ca\$h

\_\_\_\_\_ Prepare distribution # / Process returns #

\_\_\_\_\_ Scrip Program

\_\_\_\_\_ Monthly sales/orders in church

**Playground / Lunchroom Supervision:**

In order to provide our students with proper supervision on the playground, adults are needed to supervise from Noon until 1:00pm each day. Each family with students in grades K5 through 8 is expected to "take their turn" (eight times per year / two each quarter) or make a donation of \$100 (which is used to pay supervisors when the "take your turn" list is exhausted).

\_\_\_\_\_ I will sign up for eight days of playground supervision and follow the Playground Supervisor's Handbook. [Please note: the sign up calendar continues to be available in the school office.]

or

\_\_\_\_\_ I wish to donate \$100 to the Playground Fund to help cover the cost of supervision and other playground expenses.

**FAMILY NAME:** \_\_\_\_\_ **PHONE NO:** \_\_\_\_\_

**PROGRAMS AND ACTIVITIES:**

There are many programs and activities which provide our students with varied and exciting opportunities for enjoyment, success, challenge and growth. In this section, many programs are listed which need your time and talent. Please choose one or more areas where you might be interested in helping out during the school year. If in doubt sign up anyway, it'll help us in contacting anyone who might be interested as things come up!

**Hot Lunch Program:**

Volunteers are needed to help with various small projects such as: collecting money and issuing tickets, punching tickets in the serving line, and helping with serving. (Typical times: 11:30am-12:30pm)

\_\_\_\_\_ I'm willing to volunteer as a clerk or helper in the Hot Lunch Program.

**Development Committee:**

This committee helps to coordinate many activities which contribute to the overall vitality of the school. These include: public relations/recruitment/marketing, alumni activities, special events/fund raisers, grant writing, annual fund, and planned giving.

\_\_\_\_\_ I'm interested in being part of the Development Committee (help give direction to the following activities; short meetings about every 5-6 weeks)

I'm interested in more information about helping in the area of:

- \_\_\_\_\_ Public Relations/Recruitment/Marketing (be part of a team that promotes the great things that happen at Holy Angels to help increase enrollment)
- \_\_\_\_\_ Alumni Activities (be a "class rep" for one or more classes to identify graduates for database)
- \_\_\_\_\_ Fund Raising Coordination (help in coordination of fundraisers)
- \_\_\_\_\_ Annual Fund (assist with preparation of mailing in November)
- \_\_\_\_\_ Grant Writing (identify and write grants in support of Holy Angels School programs)
- \_\_\_\_\_ HAM (assist with publishing articles for the Holy Angels Messenger; 2 issues/year)

**Parents' Activities Committee (HAS-PAC):**

Parents can help plan activities in one or more specific events (see below). Each group will meet as needed to coordinate the PAC activity. There are activity coordinators in place for the 2021-2022 school year, however, more help is needed...

- \_\_\_\_\_ Beginning of the Year Open House (August 30th)
- \_\_\_\_\_ Adult Trivia Night (Saturday, October 2nd)
- \_\_\_\_\_ Trunk-or-Treat (Friday, October 29th)
- \_\_\_\_\_ Kick-Off to Catholic Schools Week (Saturday, January 29th)
- \_\_\_\_\_ Teacher Appreciation Week (May 2-6th)
- \_\_\_\_\_ New Family Mentoring...contact/welcome new families (beginning of the school year)
- \_\_\_\_\_ Summer Water-n-Weed (in the summer!)
- \_\_\_\_\_ PAC Liaison to Development Committee...contact person to help keep information flowing

**Health Room Volunteers:**

The Health Room is staffed by volunteers during the lunch hour. Health Room volunteers are important in providing simple first aid for everyday accidents which are part of playground activities. Training is available through the Red Cross. \*\*\* This is an area of critical need.

\_\_\_\_\_ I'm interested in being a Health Room volunteer. Please contact me with more information.

**Athletic Committee Activities:**

\_\_\_\_\_ Athletic Committee Member (Equipment Management) \*\*\* This is an area of critical need

\_\_\_\_\_ Coach / Assistant (to be included in pool for consideration as a coach/assistant)

Girls Volleyball-Grade: \_\_\_\_\_ Head Coach: \_\_\_\_\_ Assistant: \_\_\_\_\_

Boys Volleyball-Grade: \_\_\_\_\_ Head Coach: \_\_\_\_\_ Assistant: \_\_\_\_\_

Girls Basketball-Grade: \_\_\_\_\_ Head Coach: \_\_\_\_\_ Assistant: \_\_\_\_\_

Boys Basketball-Grade: \_\_\_\_\_ Head Coach: \_\_\_\_\_ Assistant: \_\_\_\_\_

Intramural Volleyball (gr 4): \_\_\_\_\_ Intramural Basketball (gr 4): \_\_\_\_\_

Dance Squad: \_\_\_\_\_

\_\_\_\_\_ Holy Angels Classic Volleyball Tournament (October 18-24):

\_\_\_\_\_ Admissions

\_\_\_\_\_ Concessions

\_\_\_\_\_ Scoring / Timekeeping

\_\_\_\_\_ Set-Up / Clean-Up

\_\_\_\_\_ Announcing

\_\_\_\_\_ Other: \_\_\_\_\_

\_\_\_\_\_ Holy Angels Classic Basketball Tournament (January 10-15/ January 17-22):

\_\_\_\_\_ Admissions, Half-time Event

\_\_\_\_\_ Security

\_\_\_\_\_ Concessions

\_\_\_\_\_ Scoring / Timekeeping

\_\_\_\_\_ Set-Up / Clean-Up

\_\_\_\_\_ Other: \_\_\_\_\_

\_\_\_\_\_ Announcing

Help is also needed in the production of the basketball tournament booklet:

\_\_\_\_\_ Helping with advertising/donation solicitation or mailing \*\*\*area of critical need

\_\_\_\_\_ Learn about and help with booklet layout and production

**H.A.S. - H.O.P.E. Club:**

The Helping Other People and the Environment Club is an outside-of-school service organization. Parents serve as a "guide on the side" as students plan and implement service activities. Meetings with students are after-school as needed.

\_\_\_\_\_ I'd like to volunteer or get more information about the program.

**Library Media Center / Computer Lab Volunteer:**

Volunteers are needed to help our LMC Coordinator with re-shelving of returned books (Mon. / Wed. / Fri.) and the end-of-year inventory of library resources. Volunteers assist students under the direction of the classroom teacher when students use the computer lab; guided instruction and student projects are easier with additional help for students.

\_\_\_\_\_ I'm interested in helping with re-shelving of books; grade \_\_\_\_\_

\_\_\_\_\_ I'm interested in helping with end-of-year LMC inventory

\_\_\_\_\_ I'm interested in helping in the Computer Lab

FAMILY NAME: \_\_\_\_\_ PHONE NO: \_\_\_\_\_

**Forensics:**

Forensics is open to all students in grades 6, 7 and 8. Parents are needed to serve as listeners, drivers, and judges.

\_\_\_\_\_ Assistant Coach

\_\_\_\_\_ I'm interested in helping in some way; please contact me.

**Chess Club:**

The Holy Angels Chess Club meets once or twice a month after school for coaching and spirited competition. It is open to students in all grades.

\_\_\_\_\_ I'm interested in helping to supervise players during competition. \*\*\* area of critical need

**Future Scientists and Engineers of America :**

Parent volunteers are needed to work with students in grades 4-8 on science and engineering problem solving activities. After school meetings may be several weeks in a row, followed by a break, and then another problem solving activity.

\_\_\_\_\_ I'm interested in coordinating or presenting an activity session; please contact me.

\_\_\_\_\_ I'm interested in helping out; please contact me.

**Musical Productions:**

Parents are needed for various aspects of production such as scenery, costumes, make-up, choreography, lighting/sound, accompaniment, direction, and the like. Lots of student interest in this.

\_\_\_\_\_ I'm interested in the \_\_\_\_\_ Christmas / \_\_\_\_\_ Spring Performance. I can help out in the area of \_\_\_\_\_.

**Parade Float Production:**

Students may be participating in the Christmas parade. Help is needed in preparing float.

\_\_\_\_\_ I'm interested in helping with float design/construction.

**Computer/Technology Guru:**

Someone with a background in technology is needed to help solve occasional technology glitches or to set up new hardware/software.

\_\_\_\_\_ I'm interested in sharing my time and expertise in technology.

**Office / Secretarial Aide:**

From time to time, help is needed in the office preparing mailings, record keeping, making phone contacts, typing, copying and laminating. Teachers are always in need of assistance in copying materials for students.

\_\_\_\_\_ I'm interested in helping out in the office. I feel comfortable with the following: \_\_\_\_\_  
\_\_\_\_\_.

Availability - Days of the Week: Mon Tue Wed Thu Fri Time of Day: AM PM

**Holy Angels Yearbook:**

The 2021-2022 Yearbook will be coordinated by interested parents who work with students on the Yearbook Staff. We are in need of the following:

- \_\_\_\_\_ Co-Coordinator (additional help is appreciated)
- \_\_\_\_\_ Photographer - for capturing the year's events
- \_\_\_\_\_ Student Advisor - work with students is creating copy for yearbook
- \_\_\_\_\_ Editors - to help student editors put together sections of the Yearbook
- \_\_\_\_\_ Other: \_\_\_\_\_

**Junior Achievement:**

The Junior Achievement Program provides students with exposure to the "real world" of business and economics. Volunteers present curriculum provided by Junior Achievement during 5-8 (depending on the grade level) 45-minute sessions sometime during the school year (flexible scheduling).

\_\_\_\_\_ I'd like to volunteer or get more information about the program.

**Room Parent / Instructional Aides:**

Room Parents coordinate many activities in cooperation with the classroom teacher. These include: emergency hotline for school emergencies, classroom celebrations and special projects. Middle School activities also include events associated with graduation such as the reception and any social events.

\_\_\_\_\_ Yes, I'd like to volunteer to be a Room Parent for grade(s) Signups in classrooms at Open House.

\_\_\_\_\_ Yes, I'd like to help out as an instructional aide in grade(s) \_\_\_\_\_.

**Other:**

As the year progresses, we usually find ourselves looking for people with certain talents to help our school community. You may have that very talent we're looking for! If there are things you enjoy doing and are good at (not necessarily the same), please indicate those areas of time and talent below...