

# 2011~2012 VOLUNTEER GUIDE

## EVENTS

### **Auction (March 24, 2012)**

Sue Rojee ([srojee@bishopfeehan.com](mailto:srojee@bishopfeehan.com))

Annual Fundraising event that includes silent and live auctions, raffles, entertainment and dinner, as well as an on-line component, run by the Advancement Office and a committee of parents:

- **Chairpersons:** Oversee all aspects of the Auction
- **Gift Acquisitions:** Solicit and secure donations, seek potential sponsorships
- **Cataloging:** Data entry of donor and gift details and detailed item descriptions
- **Setup/Breakdown:** Transport donations, decorations, etc., to site the day before the event; the day of the event, set up table displays and items to be sold, set guest tables with centerpieces; at the end of the evening, gather and remove decorations, display props, unsold items, etc., to be transported back to the school
- **Checkout/Item Distribution:** To work auction night; brief training session mandatory; process all purchases and payments and distribute items to guests
- **General help:** Throughout the course of the event planning, short term projects, including decorations, mailings, arranging items in gift baskets; some tasks can be done at home

### **Feehan Day (May 25, 2012)**

Lynn Gale ([lgale@bishopfeehan.com](mailto:lgale@bishopfeehan.com))

Half-day of activities including dunk tank, music, and games:

- Station monitors to supervise games
- Solicit donations of bottled water and freeze pops to serve to students

### **Golf Tournament (June 4, 2012)**

Mary Forget ([mforget@bishopfeehan.com](mailto:mforget@bishopfeehan.com))

Annual golf tournament that includes on-course challenges, silent and live auctions, lunch and dinner, run by the Advancement Office and a committee of volunteers:

- **Gift Acquisitions:** Solicit and secure tee and green sponsors and golf auction items from area businesses
- **Day Of:** Set up and staff registration, premium and auction tables; collect money at challenge holes; distribute snacks and drinks to designated holes; break down registration table and relocate auction items to the dining location

## **Grandparents Days (October 12, 2011/Freshmen and May 29, 2012/Seniors)**

Sue Rojee ([srojee@bishopfeehan.com](mailto:srojee@bishopfeehan.com))

Grandparents are invited to the cafeteria for a brief presentation and refreshments:

- Set-up tables and food stations, staff food/drink tables, breakdown at conclusion

## **Homecoming (October 15, 2011)**

Sue Rojee ([srojee@bishopfeehan.com](mailto:srojee@bishopfeehan.com))

Full day of activities which includes Alumni/Family BBQ, football game and mass for deceased alumni/faculty-staff:

- **Alumni/Family BBQ:** Set up guest and merchandise tables, assist with serving, check in alumni and family members, sell Feehan merchandise and clean-up
- **Football Game:** Greet alumni and obtain e-mail addresses at alumni tent and distribute alumni gifts
- **Mass for Deceased Alumni and Faculty:** Donate food and drinks for the reception following the mass, set up cafeteria, clean-up after reception

## **Phonathon (October and March)**

Chris Servant ([cservant@bishopfeehan.com](mailto:cservant@bishopfeehan.com))

Solicit gifts to the Annual Fund from Feehan alumni and parents weeknights from 6:30 to 8:30 p.m.

- **Callers:** Make solicitation calls for Annual Fund donations (training and script provided)

## **Teacher Appreciation Brunches (October, December, March & May)**

Bill Runey ([bruney@bishopfeehan.com](mailto:bruney@bishopfeehan.com))

Each grade will host one teacher appreciation brunch during the aforementioned months.

- Solicit parents to prepare food and send it to school on the selected date
- Decoration/Set-Up/Clean-Up

## ONGOING

### **Admissions/Student Life Office**

Lynn Gale ([lgale@bishopfeehan.com](mailto:lgale@bishopfeehan.com))

- Clerical Support
- Mailings
- Student Activities, including Ring Mass, Dances and Intramural Activities

### **Advancement Office**

Lisa Dean ([ldean@bishopfeehan.com](mailto:ldean@bishopfeehan.com))

- Clerical Support
- Mailings

### **Clerical**

Lisa Luongo ([lluongo@bishopfeehan.com](mailto:lluongo@bishopfeehan.com))

- Clerical Support
- Phone Coverage
- Mailings

### **Copy Center**

Kim Fowler ([kfowler@bishopfeehan.com](mailto:kfowler@bishopfeehan.com))

- On a weekly basis, make copies (tests, quizzes, assignments, etc.) for teachers

### **Facilities Beautification**

Al Svendsen ([asvendsen@bishopfeehan.com](mailto:asvendsen@bishopfeehan.com))

- Lend a hand to spruce up the campus grounds or facilities by landscaping and painting

### **Library**

Robyn York, Librarian ([ryork@bishopfeehan.com](mailto:ryork@bishopfeehan.com))

- Aid with library maintenance, including reshelving books and straightening shelves

Thank you for your consideration!

If you have suggestions to offer,  
please contact Principal Bill Runey  
[bruney@bishopfeehan.com](mailto:bruney@bishopfeehan.com)

GO SHAMROCKS!