

# **Mercy Mothers Club Volunteer Activity Descriptions**

## **Auction**

**Timing:** Late February/early March

**Purpose:** Mercy High School holds an Auction each year in order to raise money for the school. The Auction is the largest fundraiser for the school and is supported by the Mothers Club and the Dads Club. The money raised by the Auction helps to "Zap the Gap" between the actual cost of educating Mercy High School students and the tuition paid by students. Money is raised through bids on themed baskets, which have been donated by various organizations and people. There is also a raffle and live auction.

**Chairperson:** 1; subcommittee chairs and coordinators: numerous

There is a committee chairperson who is responsible for the event and there are also multiple coordinators and subcommittee chairs who work under the chairperson. The Mothers Club committees include: Basket Committee, Acquisitions Committee, Advertising Committee, Bid Monitor Committee, Display Committee, and Transportation Committee. Additionally, a Volunteer Coordinator is needed as are Hosts for gift gathering parties.

**Participants:** Moms, dads and student volunteers

### **Volunteer activities:**

#### **Basket Committee:**

- Package and label all themed baskets.

#### **Acquisitions Committee:**

- Review all correspondence and forms with the Special Events Director/Auction Chairperson and make changes as required.
- Assist Special Events Director in coordinating mailings to potential contributors.

- Lead the Acquisition Committee in acquiring all auction items.
- Work with the Special Events Director to acquire significant raffle items.
- Work with the Catalog Committee to ensure that all items and documentation are submitted correctly.
- Give status report at General Meetings.
- Maintain information flow with the Catalog Committee Chairperson.
- Contact all volunteers interested in working on the committee.

#### Advertising Committee

- Review all correspondence and forms with the Special Events Director and make changes as required.
- Assist Special Events Director in coordinating mailings to potential advertisers.
- Work with the Special Events Director to ensure all ads are submitted correctly.
- Send emails to local businesses, parents, etc. to obtain advertising.
- Give status report at General Meetings.
- Contact all volunteers interested in working on the committee.

#### Bid Monitor Committee

- Conduct Bid Monitor meeting two weeks prior to auction week.
- Monitor all silent auction tables throughout the evening.
- Close out silent auction tables in accordance with evening schedule or Master of Ceremony's direction.
- Give status report at General Meetings.
- Contact all volunteers interested in working on the committee.

#### Display Committee

- Set up all items for display and corresponding bid sheets on various themed tables.
- Coordinate decoration of display tables with auction theme.
- Coordinate with Catalogue Committee for proper display of items.
- Cross check all auction items against the catalog lists when setting up. Ensure items have correct bid sheets.
- Give status report at General Meetings.
- Contact all volunteers interested in working on the committee.

#### Transportation Committee

- Help move all acquisitions, display items, decorations etc. from Mercy to Rock Financial Center Thursday before the auction.

- Coordinate volunteers on the Sunday after the auction to transport decorations and items not sold back to Mercy from Rock Financial.
- Give status report at General Meetings.
- Contact all volunteers interested in working on the committee.
- Ensure sign in sheets are available for students and parents prior to transporting items.

### Volunteer Coordinator

- Organize and supervise student volunteers during the night of the auction.
- Assign 2 student volunteers for each billboard and identify these volunteers to the Bid Monitor Chairperson.
- Give status report at General Meetings

### Hosts for Gift Gathering Party

Host a gift gathering party to collect items for the auction.

**Number of Volunteers desired:** unlimited

## **Baking Committee**

**Timing:** throughout the year

**Purpose:** Bake desserts or other items for the Mothers Club monthly meetings.

**Chairperson:** 1

**Participants:** Moms

**Volunteer activities:** Chairperson organizes and contacts volunteers to prepare and deliver baked goods. Volunteers bake cakes, cookies, and various desserts which will be used at the Mercy Mothers Club monthly meetings.

**Number of Volunteers desired:** unlimited

# **Fashion Show**

**Timing:** October

**Purpose:** The Fashion Show is a major fundraiser hosted by the Mothers Club.

**Chairperson:** 2 or 3

**Participants:** Moms, daughters and guests

**Volunteer activities:** The Chairpersons plan and execute the Fashion show at a local venue. They work with local department stores to make sure there are clothes and accessories to model and they find models for the event. The chairpersons send out invitations. The chairpersons and volunteers secure sponsors to support the event. Volunteers greet guests at the Fashion Show and assist with food arrangements and food service. Volunteers assemble gifts bags for all guests and assemble gift baskets for the raffle.

**Number of Volunteers desired:** 15 to 20

# **Sweepstakes Drive**

**Timing:** April/May

**Purpose:** The Sweepstakes Drive is another school wide fundraising event which helps raise funds needed to operate the school.

**Chairperson:** 1 - 2

**Participants:** Moms

**Volunteer activities:** The chairperson is responsible for the preliminary setup of the Sweepstakes Drive including the dissemination of information to students, parents and faculty. The chairperson is also encouraged to provide input regarding incentives, theme and generating enthusiasm. Accurate records need to be kept for the calculation of class, advisor and individual totals. Follow up with students is required during the school day. Experience with Excel is necessary. Volunteers along with the chairperson count money daily during Sweepstakes Drive.

**Number of Volunteers desired:** 8 to 10

## **Hospitality/Celebrations**

The Hospitality/Celebrations Committee is divided into 2 subcommittees: Mothers Club Meetings and School Events. The Mothers Club Meetings subcommittee is responsible for providing food for the monthly Mothers Club meetings. The School Events subcommittee is responsible for providing hostesses and in some cases refreshments for school events and works in conjunction with school administration.

### **1. Mothers Club meetings**

**Timing:** throughout the year

**Purpose:** Provide refreshments for Mothers Club meetings.

**Chairperson:** 1 or 2

**Participants:** Moms

**Volunteer activities:** Chairperson and volunteers provide food food for the monthly Mothers Club meetings. The chair and volunteers are responsible for purchasing food, beverages, paper products etc. to be served/used at the monthly meetings. (Costs reimbursed by the Mothers Club) The Chair of the Mothers Club Meetings Committee also coordinates with the Chairperson of the Baking Committee to secure baked goods for the Mothers Club Meetings.

**Number of Volunteers desired:** unlimited

## **2. School events**

**Timing:** throughout the year-6 events

**Purpose:** Provide refreshments and/or hostesses for various school events.

**Chairperson:** 1 or 2

**Participants:** Moms

**Volunteer activities:** Chairperson arranges for volunteers to hostess at the Open Houses (November and February), and New Student Information Night (February). Chairperson arranges for volunteers and secures food for the Mercy Parent Night (September) and Parent-Teacher Conferences (October and March). The food is ordered through the Mercy Cafeteria.

**Number of Volunteers desired:** unlimited

# **Mother/Daughter Evening of Reflection**

**Timing:** December

**Purpose:** An evening of spiritual reflection with mothers and daughters gathering for Mass and dinner.

**Chairperson:** 1

**Participants:** Moms and students

**Volunteer activities:** Chairperson coordinates a dinner and Mass for mothers and daughters. The event is usually held off premises at a local church with dining facilities.

**Number of Volunteers desired:** 5 to 10

# **New Mom Dinner**

**Timing:** September

**Purpose:** Welcome new moms to Mercy High School

**Chairperson:** 1-2; subcommittee chairs: 8

**Volunteer activities:** Chairperson establishes the date of the event in consultation with the Mothers' Club Executive Board and administration.

Chairperson, in conjunction with subcommittee chairs, works on invitations, food, mass, programs, table/center pieces and clean up.

**Number of Volunteers desired:** 10

## **Prayer Circle**

**Timing:** All year long; weekly

**Purpose:** An opportunity for weekly prayer to support the Mercy community.

**Chairperson:** 1

**Participants:** all parents

**Volunteer activities:** Volunteers assist the chairperson with a weekly prayer meeting in the school chapel area.

**Number of Volunteers desired:** unlimited

## **New Student Registration**

**Timing:** March and April

**Purpose:** Greet new students and assist with registration.

**Chairperson:** 1

**Participants:** Moms

**Volunteer activities:** Chairperson organizes and contacts volunteers. Volunteers direct new students to different stations to guide them through the student registration process.

**Number of Volunteers desired:** 10-15

# **Senior All Night Party**

**Timing:** June event (evening of graduation)

Monthly evening meetings beginning in December through May are needed to accomplish this June event.

**Purpose:** Celebrations for all seniors the night of their graduation.

**Chairperson:** 2; subcommittee chairs: 6-8

**Participants:** Moms and dads

**Volunteer activities:** The senior students and parents choose a theme for this event. The chairpersons then work with the subcommittee chairs to carry out the theme for this memorable party held the evening of graduation. Some of the sub committees that have been used in the past are:

Gift : Volunteers acquire items for college life and mementos of the seniors' Mercy years.

Bag/Check Room: An area for the girls to store their purses and other items.

Decorations: Carries out the theme of the party through design and decoration.

Events: Previous activities have included: spa room, laser tag, movies, and dancing.

Food/Hospitality: The menu for this event is selected by the chairpersons and subcommittee chairs. In the past junior parents have assisted with the food preparation. Volunteers prepare the food early in the day and setup while the senior parents attend the graduation ceremony.

Chaperone/Security: Recruits and organizes parents to watch over the activities and monitor the grounds to ensure the safety of the girls. Chaperones who work the final shift are asked to help return the hallways to their usual clean condition.

**Number of Volunteers desired:** 30 to 50

## **Spare Uniform Sale**

**Timing:** August and other times during the year

**Purpose:** Collect and sell used uniforms throughout the year.

**Chairperson:** 1

**Participants:** Moms

**Volunteer activities:** Chairperson oversees and organizes the volunteers. Volunteers collect donated student uniforms from the front office. Volunteers wash and hang the donated items and then sell the uniforms at various school events (e.g. Used Book Sale, New Student Registration,) and throughout the year.

**Number of Volunteers desired:** 4 to 5

## **Fall Play/Spring Musical Luncheon**

**Timing:** November and March

**Purpose:** Assist in preparing and distributing a lunch for children who attend the fall play or spring musical.

**Chairperson:** 1

**Participants:** Moms and dads

**Volunteer activities:** Chairperson contacts the volunteers to work either one or both days. Chairperson works with Mrs. Sill and school cafeteria personnel in developing a menu. The chairperson labels paper bags for appropriate sandwiches.

Day One: Volunteers make and package lunches on the day before the performance.

Day Two: Volunteers usher, set out lunches, clean up lunch area

following children's lunch, pick up debris on auditorium floor following the performance and in general help as needed.

**Number of Volunteers desired:** Day one: 5-10 to make lunches; Day two: 4-5 to help during lunch.

## **Faculty/Staff Appreciation Luncheon**

**Timing:** June

**Purpose:** Organize a luncheon for the faculty and staff in appreciation for all the work they have done throughout the year.

**Chairperson:** 1

**Participants:** Moms

**Volunteer activities:** Chairperson sets the date of the event after consultation with Administration. Chairperson contacts moms and/or caterer and organizes the event. Volunteers are needed to provide food, set tables, serve food and cleanup.

**Number of Volunteers desired:** 10

## **Staff/Faculty Appreciation Dinner**

**Timing:** February

**Purpose:** Organize a dinner for the faculty and staff in appreciation for all the work they have done throughout the year.

**Chairperson:** 1

**Participants:** Moms

**Volunteer activities:** Chairperson contacts volunteers to purchase centerpieces, wine, and cake. These items are paid for by the Mothers Club. Volunteers are also needed to create nametags prior to the event and

to greet staff on the evening of this event. The event is held off site and is a catered dinner.

**Number of Volunteers desired: 3**

## **Used Book Sale**

**Timing:** August

**Purpose:** Largest Mothers Club fundraising event. Volunteers collect, price, and sell used school books collected from students prior to the beginning of the school year. The entire process takes place over 5 days in August. Three days require the help of volunteers.

**Chairperson:** 1-2

**Participants:** Moms and students

**Volunteer activities:** Chairpersons contact volunteers to set up a work schedule for the event.

On the first day, generally a Monday, volunteers collect and price the books.

On the second day, generally a Tuesday, volunteers sell the books.

On the third/ fourth day, the chairpersons work with the Mothers' Club Treasurer to arrange payment for books that have been sold. (Students receive 90% of the sale price. The remaining 10% of the sale price goes to the Mothers Club.) The chairpersons and Mothers Club Treasurer write out checks or obtain cashier's checks for each student's portion of the sale price.

On the fifth day, generally a Friday, the chairpersons and volunteers distribute checks for the sold books and returns unsold books to the students.

**Number of Volunteers desired: 20-25**

# **New Parent Picnic**

**Timing:** June

**Purpose:** Welcome new parents to Mercy High School.

**Chairperson:** 1

**Participants:** Moms and dads

**Volunteer activities:** This event is held in conjunction with the Dads Club. Chairperson contacts the Dads Club and coordinates the purchase of food (hamburgers and hot dogs, chips, etc.) and beverages (beer, wine, pop and water). The Dads Club cooks at the event and the Mothers Club helps set up. Volunteers setup, greet parents and cleanup. The Mothers Club Executive Board attends as well in order to answer questions and encourage moms to participate in the Mothers Club.

**Number of Volunteers desired:** 2 to 3