



ST. FRANCIS DE SALES
ELEMENTARY SCHOOL

VOLUNTEER CATALOGUE

School and Parish Participation Program

JUNE 1, 2023

ST. FRANCIS DE SALES SCHOOL
6656 Balmoral Street, Burnaby, BC V5E 1J1

St. Francis de Sales Participation Program 2023-24						RCAV School Year Theme : Living, Celebrating and Proclaiming Our Faith			
Activity	# Total Volunteers Required	Estimated Hours (Approx Only)	Volunteer Hours Available Outside of School Hours?	Description	Event Date(s)	Activity Time(s)	Volunteer Tasks / Duties	Coordinator / Mentor	Coordinator Contact Info
<p>FUNDRAISING ACTIVITIES: There will be three (3) main fundraiser opportunities for families to participate in order to meet the fundraising requirement. AT LEAST ONE (1) of the following three (3) activities should be selected as part of the 50 hours' participation requirement and meets the fundraising requirement.</p>									
Walkathon	40	5-30	Y	Work collaboratively with the Walkathon Team to support SFdS' largest fundraiser of the year!	October	8:00AM - 2:00PM; other times are flexible as needed	Tasks include providing lunch at Deer Lake, setting up/taking down games/activities, manning stations on the course, transporting items to the park and back to school, soliciting donations for prizes	Denise and Carlo Valdecantos-Sayo	
Christmas Sales	24	20	Y	Work collaboratively with the Christmas Fundraising Team in support of 1 of the school's 4 major fundraisers to promote and coordinate Purdy's Chocolate Sales and other sales campaigns.	October - November	Times are flexible as needed.	Event includes advertising; obtaining order forms/info; sales after school and after weekend Masses; counting and sorting orders when they arrive; supervising parent pickup of orders; submitting financial details to book keeper, etc.	COORDINATOR REQUIRED	
Read-a-thon	10	20	Y	Work collaboratively as a Read-a-thon Team to plan and execute on School-wide Read-a-Thon to promote love for reading and support one of the 4 main school fundraisers.	January – February	Times are flexible as needed.	Act as class representative to promote reading time and pledges amongst students; track class statistics for school reading dashboard; respond to parent inquiries as needed.	COORDINATOR REQUIRED	

PARTICIPATION ACTIVITIES: Any of the following activities may be selected as part of the 50 hours' participation requirement.
The following activities DO NOT meet the fundraising participation requirement.
The eligible hours listed is an approximation of the time commitment required.
ACTUAL completed volunteer hours must be reported accurately and approved by the Activity Coordinator.

Alumni Community and Social Media Support	2	40	Y	Engage the alumni community through the SFdS alumni social media platforms (Facebook, Instagram) to promote alumni involvement in school and parish events.	Full Year Commitment	1hr/week	Collaborate with school office to update alumni contact information. Spend approx. 1 hr/week ensuring our alumni are aware of upcoming events. Use social media to invite alumni to school fundraisers.		
Basketball Tournament Fire and Ice	9	10	N	Annual basketball tournament hosted at SFdS.	January	10:30AM - 3:30PM	Help with concession and referees for the in-house basketball tournament; referees would need to be present at 9:00.	Mrs. Wihak	iwihak@sfds.school
Book Swap	2	20	Y	Coordinate a Book Swap to kick-off the Read-a-thon fundraiser and Family Literacy Day January 27, 2024.	January	Flexible for the planning and sorting. Lunch time and after-school on the event date	Plan and execute a one-day book swap event. Tasks include inventory of donated books, inspecting the condition of the donated books, sorting by the grade level (primary and intermediate), and overseeing on the day of the sale. Source the book swap sale bag, price the bag for the sale, distribute the sold bag prior to the event. Also includes handling of the excess books after the event.	COORDINATOR REQUIRED: (contact Rossa Sung by October 1 if interested)	leesunghousehold@gmail.com
Bottle Recycling	1	20	Y	Support the school's commitment towards reducing waste and caring for the environment through the bottle recycling program.	Full Year Commitment	1hr/week	Pick-up returnable juice boxes, bottles and cans from school once per week; Drop off recycling at Edmonds Return-It Depot (7496 Edmonds Street, Burnaby) for credit towards school account	Mr. Bencze	tbencze@sfds.school
Breakfast with Santa	65	20	Y	Annual school and parish event to celebrate the Christmas season with St. Nicholas!	December	6:00AM – 4:00PM	Parent and youth volunteer positions available for ticket sales, grocery shopping, kitchen roles, decorating, kids' crafts and activity stations, MCs, St Nicholas and elves.	Jon Geronimo, Lem Bawagan & Joselyn Navarro	bws.sfds@gmail.com

Chair Slip Covers Laundry	2	10	Y	Assist with laundering of chair slip covers used during various school events.	Full Year Commitment	Times are flexible as needed	Launder chair slip covers used at school events, particularly after First Communion (April) and after Farewell (June)	School Office	office@sfds.school
Music Festival Drivers	10	3	N	Support our choir members as our school participates as a competitor in various Music Festivals. Volunteer drivers needed to transport our choir members to the competition and back to school.	April - May	AM, approx. 2-3 hrs	Volunteer drivers will need to stay for the performance of our intermediate choir, and drive students back to school.	Mrs. Wihak	jwihak@sfds.school
Chess Club	3	20	Y	Coach and mentor students and develop their skills and passion for the game of chess.	November - May	After school, 1hr / week	Supervise and mentor student chess games after school.	COORDINATOR REQUIRED	
Christmas Performance	6	10	Y	Support the student performances in the annual Christmas program.	December	Classroom and dress rehearsals Nov/Dec; matinee and evening shows	Provide assistance to Mrs. Wihak / Ms. Walmsley in preparation for the performances. Experience in set design and simple costuming is an asset.	Ms. Walmsley (contact by Nov 1 if interested)	jwalmsley@sfds.school
Classroom Communications & Teacher Support	9	50	Y	Bring your classroom parents together as a team! Distribute upcoming weekly schedule o keep everyone organized and in-the-know. / Distribute important information from school, teachers or fundraising committees in a timely manner. / Help solicit volunteers or other needs throughout the year from your class. CC/ teacher, classroom communications overall coordinator on all emails.	Full Year Commitment	Weekly communications and as needed; Availability to meet once per term	Act as liaison between class parent group and class teacher; Send out weekly class reminders and ad hoc communications as required by the school office and/or class teacher	ASSIGNED	
Confirmation	30	5	Y	Provide assistance in preparation for Gr. 7 Confirmation Ceremony and Reception.	April - May	5:00PM-10:00PM	May include decorating, set-up of tables, kitchen set-up and clean-up, food service, etc. ***Gr 5 Parents Only***	COORDINATOR REQUIRED: (contact Mr. Penney by Feb if interested)	mpenney@sfds.school

Field Trip Supervisors / Drivers	30	2	N	Volunteer to support as a driver and/or supervisor at the various field trips for the various classes throughout the school year.	Various	As needed and planned by classroom teachers	Provide driving and supervisory support to the classroom teacher during class field trips.	Classroom Teachers	Please contact the respective classroom teacher for the various field trips as planned throughout the school year.
First Communion	30	5	Y	Provide assistance in preparation for Gr. 2 First Communion ceremony and reception	April		May include decorating, set-up of tables, kitchen set-up and clean-up, food service, etc. ***Gr 1 Parents Only***	COORDINATOR REQUIRED: (contact Mrs. Wagner by February 28 if interested)	mwagner@sfds.school
GIVERS	1	30 - 35 (2 hrs bi-weekly from Sept to Apr along with prep time)	Y	The objective of the club is to cultivate Catholic leadership that models our school's core values.	Full Year Commitment	Times are flexible	As a parent lead, you will be responsible for overseeing GIVERS consisting of Gr. 5 to Gr. 7 students. There will be a mentorship as well as a template to follow.	Please contact Rossa Sung if interested	leesunghousehold@gmail.com
Grade 7 Farewell	30	5	Y	Provide assistance in preparation for Gr. 7 Farewell reception	June		May include decorating, set-up of tables, kitchen set-up and clean-up, food service, take down, etc. ***Gr 6 Parents Only***	COORDINATOR REQUIRED: (contact Mr. Chapman by March 1 if interested)	gchapman@sfds.school
Grade 7 Spirit Day	8	10	Y	Supervise & Accompany Grade 7 Class to Spirit Day Sessions.	November	8:00AM to 5:00PM	Volunteers may take the bus with students or drive themselves; ***Full day commitment required ***Grade 7 Parents Only***	Mrs. Nash	inash@sfds.school
Grade 7 Visit to Westminster Abbey	8	10	N	Supervise and accompany Grade 7 Class on Confirmation preparation retreat to Westminster Abbey in Mission.	April	8:00AM to 5:00PM	Volunteers may take the bus with students or drive themselves. ***Full day commitment required. ***Grade 7 Parents Only**	Mrs. Nash	inash@sfds.school
Home Reading Bags	2	50	Y	Support the Home Reading Program for Grades 1-2.	Full Year Commitment	Times are flexible	Process student reading materials weekly in collaboration with Class Teacher.	ASSIGNED	iwihak@sfds.school
Hot Lunches	51	25	N	Work collaboratively with Hot Lunch Coordinator and Hot Lunch Teams to prepare lunch for students	Full Year Commitment	1x per month	Schedule provided in advance; Includes ordering, pick-up, kitchen coordination, set-up, clean-up, etc.; must practice food safety handling procedures; Hot Lunches	Sandra Rodriguez	

							scheduled on Wednesdays and Fridays throughout the year. Each type of Hot Lunch is assigned to a team, and each team can expect to volunteer approximately 1x per month.		
Jerseys and Gym Pinnies Laundry	2	10	Y	Assist with laundering of school sports pinnies used by the students for the various sports teams.	Full Year Commitment	1x / month; Times are flexible	Laundry sports pinnies used in the various sports throughout the school year monthly.	School Office	office@sfd.sschool
Kitchen Cleaning	2	10	Y	Support general cleaning and organization of school kitchen in preparation for upcoming school year.	September	Times are flexible	General cleaning; check kitchen equipment in good working order; organize supplies and equipment.		
Library Support	6	40	N	Support library operations facilitating class visits throughout the week to promote learning and literacy amongst students.	Full Year Commitment	2 hours/week; 8:30AM-10:30AM or 1:00PM-3:00PM	Enter books returned into computer system; organize and shelve books; general dusting and maintaining organization in library.	Mr. Small (contact by Aug 30 if interested)	asmall@sfd.sschool
Mezzanine / Community Room Inventory Management	2	25	Y	Coordinate before and after each event with the planners and decorations crews to ensure the mezzanine and community room stay organized and items are put away properly and labelled.	Full Year Commitment	Times are flexible on weekends; 4-6 hrs every 2 months	Organize and sort inventory equipment, supplies, décor, etc.; cleaning of mezzanine and community room	Michael Navarro	
Morning Park Safety Inspector	10	30	N	This position will do a safety inspection of the park each morning before school starts.	Full Year Commitment	Weekday mornings 8:00AM - 9:00AM	Responsibilities includes inspection of the public washroom and a search for any needles or objects that are a potential safety concern. Litter is collected as well. Schedule will be rotated amongst volunteer team; please indicate which days of the week you are available.	Mrs. Wihak	iwihak@sfd.sschool
Movie Nights	6	10	Y	Host Movie Nights in school gym as a fun family activity.	Full Year Commitment	2-3 times per school year	Tasks include advertising the event, selling tickets to families, choosing a suitable movie, set up, clean up, purchasing snacks, managing technology to screen the movie, booking the gym.	COORDINATOR REQUIRED	

Musical Accompaniment	1	50	N	Support piano musical accompaniment in the various school musical performances.	Full Year Commitment		Piano accompaniment may include Christmas Performance, Spring Performance, Chancellor Music Festival, choir performances, etc.	ASSIGNED	iwihak@sfd.school
OnVolunteer System Administrator	1	20	Y	Provide system administration support for PEC Community Engagement Leads and Mrs. Wihak	Full Year Commitment	Times are flexible	Provide reporting, data mining, etc. as requested / Provide support to school parents with system issues and troubleshooting with reasonable response times.	ASSIGNED	
Parish Ministry Support	20	25	Y	Alpha Program Participation	Full Program Commitment	Mid-January – March; Wednesday evenings	Commitment to participate fully and consistently attend ALL weekly sessions including Holy Spirit weekend.	Fr. Mark McGuckin	Please contact Fr. Mark to register through the Parish Office.
	2-4	33	Y	Alpha Series Child Minding	June 6 - Aug 15, Tuesday evenings	Weekly Tuesdays 5:30 pm - 8:30 pm	Volunteer adult supervisor for child minding service and activities during the Alpha series for children aged 1.5 to 11 years old.	Nathan Cabalfin	
	12	10	Y	Children's Liturgy: Lead children's liturgy sessions to support young Catholic learning and Mass engagement.	Full Year Commitment	Saturday 5:00PM, Sunday 9:00AM and 11:00AM Masses; 1-2x per month	Please contact Marguerite Goldsmith at the parish office for more details.	Marguerite Goldsmith	sfds.religioused@rcav.org
	Multiple	50	Y	PREP Instructors and PREP Instructor Assistants: Lead and support the instruction of religious education through the PREP program for students Gr K - 12	Full Year Commitment	Wednesday evenings	Please contact Marguerite Goldsmith at the parish office for more details.	Marguerite Goldsmith	sfds.religioused@rcav.org
	2	10	Y	Church Linens: Assist with the laundering of Church linens and altar server garments used in the Church	Full Year Commitment	Times are flexible	Please contact Marguerite Goldsmith at the parish office for more details.	Marguerite Goldsmith	sfds.religioused@rcav.org
	6	10	Y	Church Reception Support: Assist with coordination and planning of	Full Year Commitment	Times dependent on reception needs	Please contact Marguerite Goldsmith at the parish office for more details.	Marguerite Goldsmith	sfds.religioused@rcav.org

				reception events such as funerals, etc.					
	2	10	Y	Gardening: Assist with general gardening and maintenance of Parish grounds.	Full Year Commitment	Times are flexible as needed	Please contact Marguerite Goldsmith at the parish office for more details.	Marguerite Goldsmith	sfds.religioused@rcav.org
	4	40	Y	Parish Mass Collection Accounting: Responsible for supporting the Parish and pastor in accounting for the Mass collections. / Monday availability for this role will be required. / Approximately 3-4 positions available.	Full Year Commitment	1-2 Mondays per month, approximately 3 hours	Please contact Fr Mark at the parish office for more details.	Father Mark McGuckin	604.434.1328
Parking Patrol	10	20	N	This position will monitor safety practices of vehicles during drop-off and pick-up.	Full Year Commitment	Weekday mornings 8:30AM-9:00AM; Weekday afternoons 2:30PM - 3:00PM	Responsibilities include monitoring the safety of students during pick-up and drop-off periods before and after school by ensuring vehicles are flowing through safely and respecting the parking rules around the school. Schedule will be rotated amongst volunteer team; please indicate which days of the week you are available	COORDINATOR REQUIRED: Please contact Mrs. Wihak if interested	iwihak@sfd.sschool
PEC	7	50	Y	The role of the Parish Education Committee is to implement policies and decisions of the CISVA Board of Directors; develop local policies in collaboration with the Principal and Pastor; and participate in long-term planning and ensure the safe and orderly operation of the school in consultation with school stakeholders: Pastor, Principal and parents.	Full Year Commitment	Attend meetings 1x / month approx. 3 hrs each	Roles include Chair, Vice Chair, Treasurer, Secretary, Maintenance, and Community Engagement (2)	COORDINATOR Mrs. Wihak ASSIGNED	iwihak@sfd.sschool
Photographers	2	30	N	Provide photography support to capture school moments and memories.	Full Year Commitment	Attend school and parish events as needed	Take and provide photos of various school and parish events (notably: sports events, Walkathon, Breakfast with Santa, Christmas	Mrs. Wihak	iwihak@sfd.sschool

							Performance, Spring Fair, Play Day. etc.) throughout the year which will be captured in the school yearbook.		
Play Day	20	8	N	Volunteers Needed to support school's annual day of play!	June	8:30AM - 3:30PM	Tasks include crosswalk patrol, running a water station, shopping for/preparing hot lunch: hot dogs, drinks, chips (coordinated by Sandra Rodriguez), etc.	Mrs. Wihak	iwihak@sfds.school
Popcorn Days	4	5	N	Last Wednesdays of the month, prepare popcorn (starting at 1:00) for sales at 2:00 when students are dismissed on early dismissal days.	September - May; Last Wednesday of the month	1:00PM - 3:00PM	Prep the popcorn machine and cleanup afterwards. Manage sales by preparing a cash box, counting money afterwards.	COORDINATOR REQUIRED	
Preschool Support	1	50	Y	Assist with various tasks in our preschool throughout the school year.	Full Year Commitment	Times are flexible as needed	Tasks may include preparing supplies and materials, general help around classroom, etc.	Mrs. Chondroyannos	mchondroyannos@sfds.school
School Maintenance & Custodial Support	20	5	Y	Support the various maintenance and repair tasks required at the school.	Dates are flexible; during Christmas and Spring Breaks, as well as in the summer; ***Summer help counts towards the following year.	Times are flexible	Helping with various tasks such as wiping desks and furniture down, repair, etc. Can be coordinated by contacting Mr. Bencze to schedule your work.	Mr. Bencze	tbencze@sfds.school
	8	10	Y	Coaching, referees, drivers for transporting team members, and any other support for the school's sports programs.	Cross Country	September - October, weekday mornings	Cross Country - monitor students Gr 3-7 as they train in the morning by running laps around the gravel field.	Mr. Chapman	gchapman@sfds.school
	8	40	Y		Soccer	August - September (Boys Gr 4-5, Gr 6-7); March - April (Girls Gr 4-5; Gr 6-7)	Referees: needed for games; schedule TBD September; Soccer - Boys' team Gr 4/5: organize practices twice/week, coach at games once/week; season starts in late August	Mr. Chapman	gchapman@sfds.school

Sports						<p>until late September.</p> <p>Boys' team Gr 6/7: organize practices twice/week, coach at games once/week; season starts in late August until late September.</p> <p>Girls' team Gr 4/5: organize practices twice/week, coach at games once/week; season starts in early March until late April.</p> <p>girls' team Gr 6/7: organize practices twice/week, coach at games once/week; season starts in early March until late April.</p>			
Sports	5	40	Y		Basketball	December - February	<p>Basketball: girls'/boys' team gr. 5, 6, 7: organize practices twice/week, coach at games once/week; season starts in early December until late February. One coach needed for each team.</p>	Mr. Chapman	gchapman@sfd.sschool
	2	40	Y		Volleyball	September - November	<p>Volleyball: work with teacher coaches to train girls from grades 5, 6, 7 for competitive play; help run practices after school; one parent/team.</p>	Mr. Chapman	gchapman@sfd.sschool
	2	40	Y		Badminton	February-April	<p>Badminton: work with teacher coaches to train boys/girls from grades 6, 7 for competitive play; help run practices after school; one parent/team.</p>	Mr. Chapman	gchapman@sfd.sschool
	4	30	Y		Track & Field	April-June	<p>Track & Field: Assist teacher coaches manage students Gr 3-7 at practices and track meets.</p>	Mr. Chapman	gchapman@sfd.sschool
Spring Fair	40	30	Y	Be part of the team in creating the largest school and community gathering of the year! The purpose of the Spring Fair is to strengthen community connections.	May	Times are flexible as needed	<p>The planning committee will be responsible for planning the event including Food/Concession; Games & Prizes; Volunteer Engagement; Ticket Sales; Community & Vendor Engagement; Security; and Finances.</p>	Ellen Raquepo	

Spring Performance	6	10	Y	Support the student performances in the annual Spring program.	March	Times are flexible as needed.	Provide assistance to Mrs. Wihak / Ms. Walmsley in preparation for the performances. Experience in set design and simple costuming is an asset.	Mrs. Walmsley (contact in January if interested)	jwalmsley@sfds.school
Spring Plant Sale	10	20	Y	Work collaboratively with the Spring Plant Sales Team to coordinate and promote sales for Mother's Day.	April - May	Times are flexible as needed.	Event includes advertising; obtaining order forms/info; sales after school and after weekend Masses; counting and sorting orders when they arrive; supervising parent pickup of orders; submitting financial details to book keeper, etc.	COORDINATOR REQUIRED	
Uniform Sale	5	10	Y	Sale of previously worn St. Francis de Sales uniform pieces that are in excellent condition for donation. All proceeds will go towards St. Francis de Sales School.	September and May	Sales dates in September and May; approx. 4 hrs each	Tasks include taking inventory of parent donated uniforms, sorting, pricing, overseeing on the day of the sale. Coordinate sales and track incoming uniform pieces that are in excellent condition for donation or for consignment. Acceptable items include: kilts, tunics, cardigans, vests, etc.	School Office (contact Mrs. Hatzisavva if you are interested)	office@sfds.school
Weekday Altar Server Schedule	1	10	Y	Coordinate Altar Server Schedule for Weekday Morning Masses at 8:15AM; students are eligible for volunteer hours for completed altar serving	Full Year Commitment	Times are flexible as needed; approx. 1hr / month	Collect consent forms of students volunteering to serve at weekday morning Masses; create Weekday Mass Altar Server list by grade; create Weekday Mass Altar Serving Schedule and provide file as well as printed copy for Lead Teacher for distribution; make adjustments to schedule as needed.	Mr. Penney (contact by Sept 9 if interested)	mpenney@sfds.school
Zipper Book Bag Organization	1	6	Y	Support and organization of the reading program for Grades K, 1, 2, and 3.	August, last week	Times are flexible	Help with labelling the zipper bags for students in K-Gr. 3; distribute to classrooms.	School Office	office@sfds.school