

**Thank you for checking out these opportunities to enhance the ministry of CLA for more and more students!**

**A special “THANKS” to Tami Runyon – mother of Junior student, Courtney – who has volunteered to be our Parent Volunteer Coordinator! You can contact her by e-mail: [lov2shop70@hotmail.com](mailto:lov2shop70@hotmail.com), or by phone: 815-577-8703.**

**Parents can check the latest description updates here in this listing, and in the school office. Extra forms will be available in the school office, or you can download them at this website.**

**Statements on number of hours served will be issued at each semester. Thank you for your willingness to make CLA the BEST it can be! We’re better together!**

**General Contact Information:**

<b>Linda Bailey</b>	<b>Board President</b>	<a href="mailto:Linda.bailey@trinitylisle.org">Linda.bailey@trinitylisle.org</a>
<b>Ray Blackburn</b>	<b>Admin. Team Leader</b>	<a href="mailto:blackburnr@alcatel-lucent.com">blackburnr@alcatel-lucent.com</a>
<b>Kathy Blackburn</b>	<b>Dean of Students</b>	<a href="mailto:Kayburnleo@aol.com">Kayburnleo@aol.com</a>
<b>Dave Raabe</b>	<b>Lead Teacher</b>	contact at school

**Administrative**

Phone Calling  
Office Assistance

**Capital Campaign**

TBD

**Facility**

Building Maintenance  
Saturday Work Crew  
Snow Removal

**Faculty**

Accreditation  
Staff Luncheon

**Fund Raising**

Autumn Leaves Gala  
SCRIP Orders  
Plant Sale  
Spirit Wear  
Project 12 Baskets

**Leadership**

Administrative Team Member  
Board Member  
Parent Liaison  
Parent Volunteer Coordinator

**Marketing**

Plainfield Homecoming Parade  
Plainfield Chamber 5K Harvest Run/Walk  
Plainfield Chamber Network Night  
Marketing Committee Chairperson  
Plainfield Irish Parade  
Photographer  
Open House Hospitality Coordinator  
Delivering Promotional Fliers

**Student Life**

Field Trip Chaperone/Transportation  
Hot Lunch  
Home Game Concessions  
Student Transportation (to school)  
Student Transportation (to games)  
Holiday Décor

### Phone Calling

**General Volunteer Need:** Make Reminder Phone Calls

**Specific Duties:** Call parents for Parents Night, monthly Parents Meetings

**Dates/Time:** per school calendar, hours flexible

**Number of hours:** 10

**Number of Volunteers:** 1 - 3

**Supervised by:** School Secretary

### Phone Calling

**General Volunteer Need:** Make Reminder Phone Calls

**Specific Duties:** call delegates, pastors, parents for Association Meetings

**Dates/Time:** per school calendar, hours flexible

**Number of hours:** 6

**Number of Volunteers:** 1

**Supervised by:** Board Secretary

### Phone Calling

**General Volunteer Need:** Make Reminder Phone Calls

**Specific Duties:** parents, donors, supports for Golf Outing, Gala, Plant Sale, etc.

**Dates/Time:** per school calendar, hours flexible

**Number of hours:** 30-40

**Number of Volunteers:** 2-3

**Supervised by:** Event Chairperson

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## Office Assistance

**General Volunteer Need:** Staff school office

**Specific Duties:** cover phones, receive deliveries, field questions during Admin Asst vacation, sick days

**Dates/Time:** unknown, but short notice, 7:30 a.m. - 3:30 p.m.

**Number of hours:** 80

**Number of Volunteers:** 4

**Supervised by:** Lead Teacher and Dean of Students

**Building Maintenance**

**General Volunteer Need:** Building Maintenance

**Specific Duties:** Sweep floors - first floor, plus computer lab and 2nd floor restrooms

**Dates/Time:** Daily, 3:30 to 4:30 p.m. (after classes)

**Number of hours:** 160 hours (one hour per school day)

**Number of Volunteers:** 40 to 80

**Supervised by:** Facilities Manager

**Building Maintenance**

**General Volunteer Need:** Building Maintenance

**Specific Duties:** Wet Mop floors - first floor, plus computer lab and 2nd floor restrooms

**Dates/Time:** Monthly, probably Saturday (so floors can dry without traffic)

**Number of hours:** 50 hours (5 hours per month)

**Number of Volunteers:** 10

**Supervised by:** Facilities Manager

**Building Maintenance**

**General Volunteer Need:** Building Maintenance

**Specific Duties:** Empty all wastebaskets, trash cans, take to dumpster

**Dates/Time:** Daily, 3:30 to 4:30 p.m. (after classes)

**Number of hours:** 160 hours (one hour per school day)

**Number of Volunteers:** 40 to 80

**Supervised by:** Facilities Manager

**Building Maintenance**

**General Volunteer Need:** Building Maintenance

**Specific Duties:** Refill toilet paper, paper towels in all dispensers

**Dates/Time:** Every other day, 3:30 to 4:30 p.m. (after classes)

**Number of hours:** 80 hours (one hour per 2 school days)

**Number of Volunteers:** 20 to 40

**Supervised by:** Facilities Manager

**Mondays: 1 hour**

Empty trash both floors – (15 minutes)  
Dust mop (or vacuum) and wet mop floors: (40 minutes)  
    Rooms 104 and 106  
    The hall way  
    All three bathrooms  
Vacuum floor mats by west door – (5 minutes)

**Tuesdays: 1 hour**

Bathrooms both floors (30 minutes)  
    Check/replenish paper supplies  
    Clean mirrors and sinks  
    Clean toilets/urinals  
    Dust flat surfaces  
Clean microwaves and carts (10 minutes)  
Clean stairwell (20 minutes)  
    Dust handrails and stringers  
    Dust sills and flat surfaces  
    Sweep stairs  
    Vacuum landings

**Wednesdays: 55 minutes**

Empty trash both floors – (15 minutes)  
Dust mop (or vacuum) floors: (20 minutes)  
    Rooms 104 and 106  
    The hall way – 1<sup>st</sup> floor  
Vacuum rooms 107, 108, and 109 (15 minutes)  
Dust the tops of the lockers both floors (5 minutes)

**Thursdays: 1 hour**

Bathrooms both floors (30 minutes)  
    Check/replenish paper supplies  
    Clean mirrors and sinks  
    Clean toilets/urinals  
    Dust flat surfaces  
Vacuum all upstairs classrooms and hallway (30 minutes)  
    2<sup>nd</sup> floor hall way:  
        Dust window sills  
        Flat surfaces  
        Dust water cooler

**Fridays: 1 hour**

Empty trash both floors – (15 minutes)  
Dust mop (or vacuum) floors: (20 minutes)  
    Rooms 104 and 106  
    The hall way – 1<sup>st</sup> floor  
    1<sup>st</sup> floor bathrooms  
Dust water cooler, fridg on 1<sup>st</sup> floor, table and window sills in room 108  
(5minutes)  
Staff kitchen (20 minutes)  
    Clean sink and counters  
    Dust sills and flat surfaces  
    Vacuum or dust mop floor

**Saturday Work Crew**

**General Volunteer Need:** Saturday Work Crew

**Specific Duties:** Light Carpentry

**Dates/Time:** Saturday Work Dates (to be announced), 8:00 - 4:00)

**Number of hours:** 160

**Number of Volunteers:** 1

**Supervised by:** Facilities Manager

**Parent Volunteer**

**Facility**

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**Saturday Work Crew**

**General Volunteer Need:** Saturday Work Crew

**Specific Duties:** Painting

**Dates/Time:** Saturday Work Dates (to be announced), 8:00 - 4:00)

**Number of hours:** 160

**Number of Volunteers:** 1

**Supervised by:** Facilities Manager

**Parent Volunteer**

**Facility**

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**Saturday Work Crew**

**General Volunteer Need:** Saturday Work Crew

**Specific Duties:** Light electrical work, repairs

**Dates/Time:** Saturday Work Dates (to be announced), 8:00 - 4:00)

**Number of hours:** 80

**Number of Volunteers:** 1

**Supervised by:** Facilities Manager

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**Saturday Work Crew**

**General Volunteer Need:** Saturday Work Crew

**Specific Duties:** furniture repairs (welding)

**Dates/Time:** Saturday Work Dates (to be announced), 8:00 - 4:00)

**Number of hours:** 80

**Number of Volunteers:** 1

**Supervised by:** Facilities Manager

**Saturday Work Crew**

**General Volunteer Need:** Saturday Work Crew

**Specific Duties:** outside landscaping

**Dates/Time:** Saturday Work Dates Seasonal (to be announced), 8:00 - 4:00)

**Number of hours:** 100

**Number of Volunteers:** 1

**Supervised by:** Facilities Manager

**Saturday Work Crew**

**General Volunteer Need:** Saturday Work Crew

**Specific Duties:** lawn mowing, trimming

**Dates/Time:** Saturday Work Dates Seasonal (to be announced), 8:00 - 4:00)

**Number of hours:** 100

**Number of Volunteers:** 1

**Supervised by:** Facilities Manager

**Saturday Work Crew**

**General Volunteer Need:** Saturday Work Crew

**Specific Duties:** parking lot maintenance

**Dates/Time:** Saturday Work Dates (to be announced), 8:00 - 4:00)

**Number of hours:** 80

**Number of Volunteers:** 1

**Supervised by:** Facilities Manager

**Parent Volunteer**

**Facility**

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**Saturday Work Crew**

**General Volunteer Need:** Saturday Work Crew

**Specific Duties:** window washing (outside)

**Dates/Time:** Saturday Work Dates Seasonal (to be announced), 8:00 - 4:00)

**Number of hours:** 60

**Number of Volunteers:** 1

**Supervised by:** Facilities Manager

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**Snow Removal**

**General Volunteer Need:** Snow Removal

**Specific Duties:** snow plow parking lot and driveway

**Dates/Time:** dates per weather, time is 5:00 a.m. to 7:30 a.m.

**Number of hours:** 20

**Number of Volunteers:** 1

**Supervised by:** Facilities Manager

**Snow Removal**

**General Volunteer Need:** Snow Removal

**Specific Duties:** shovel snow and salt sidewalks, outside stairs, clear emergency exits

**Dates/Time:** dates per weather, time is 5:00 a.m. to 7:30 a.m.

**Number of hours:** 40

**Number of Volunteers:** 2

**Supervised by:** Facilities Manager

**Accreditation**

**General Volunteer Need:** Helper for Accreditation

**Specific Duties:** per staff

**Dates/Time:** unknown

**Number of hours:** 120

**Number of Volunteers:** 5-10

**Supervised by:** Staff

**Staff Luncheon**

**General Volunteer Need:** Lutheran Schools Week Staff Luncheon

**Specific Duties:** plan, prepare, serve, clean up luncheon for staff

**Dates/Time:** March 6 or 7, 10:00 a.m. to 2:00 p.m.

**Number of hours:** 12

**Number of Volunteers:** 1-2

**Supervised by:** Board of Directors

**Staff Luncheon**

**General Volunteer Need:** Lutheran Schools Week Staff Luncheon

**Specific Duties:** supervise entire student body during staff luncheon

**Dates/Time:** March 6 or 7, 11:00 a.m. to 1:00 p.m.

**Number of hours:** 2, but they're two tough hours!

**Number of Volunteers:** 2-4

**Supervised by:** Board of Directors

**Autumn Leaves Gala**

**General Volunteer Need:** Helper for Gala Auction

**Specific Duties:** solicit donations

**Dates/Time:** flexible, but before Oct 15 (Oct 30??)

**Number of hours:** 100

**Number of Volunteers:** 10-20

**Supervised by:** Gala Chairperson, Lisa Steinwart

**Autumn Leaves Gala**

**General Volunteer Need:** Helper for Gala Auction

**Specific Duties:** catalog donations

**Dates/Time:** flexible, but before Oct 15 (Oct 30??)

**Number of hours:** 50

**Number of Volunteers:** 3-5

**Supervised by:** Gala Chairperson, Lisa Steinwart

**Autumn Leaves Gala**

**General Volunteer Need:** Helper for Gala Auction

**Specific Duties:** store donations

**Dates/Time:** flexible, but before Nov 9

**Number of hours:** 20-40

**Number of Volunteers:** 2

**Supervised by:** Gala Chairperson, Lisa Steinwart

**Autumn Leaves Gala**

**General Volunteer Need:** Helper for Gala Auction

**Specific Duties:** set up banquet hall, arrange donated items

**Dates/Time:** Nov 9, 8:00 a.m. to 5:00 p.m.

**Number of hours:** 80

**Number of Volunteers:** 10

**Supervised by:** Gala Chairperson, Lisa Steinwart

**Autumn Leaves Gala**

**General Volunteer Need:** Helper for Gala Auction

**Specific Duties:** move donations from storage location to banquet hall

**Dates/Time:** Nov 9, 8:00 a.m. to 12:00 p.m.

**Number of hours:** 12

**Number of Volunteers:** 3-5

**Supervised by:** Gala Chairperson, Lisa Steinwart

**Autumn Leaves Gala**

**General Volunteer Need:** Helper for Gala Auction

**Specific Duties:** prepare and install decorations for banquet hall

**Dates/Time:** Prepare:flexible, but before Nov 9. Install: Nov 9, 8:00 a.m. to 5:00 p.m.

**Number of hours:** 60

**Number of Volunteers:** 2-3

**Supervised by:** Gala Chairperson, Lisa Steinwart

### SCRIP Orders

**General Volunteer Need:** Scrip Orders

**Specific Duties:** create publicity and promotions, send reminders to past customers

**Dates/Time:** ongoing, flexible hours

**Number of hours:** 30

**Number of Volunteers:** 1

**Supervised by:** Scrip Coordinator

**SCRIP Orders**

**General Volunteer Need:** Scrip Orders

**Specific Duties:** gather orders and payments

**Dates/Time:** ongoing, flexible hours

**Number of hours:** 80

**Number of Volunteers:** 2

**Supervised by:** Scrip Coordinator

**SCRIP Orders**

**General Volunteer Need:** Scrip Orders

**Specific Duties:** order gift cards, receive and inventory cards

**Dates/Time:** ongoing, flexible hours

**Number of hours:** 20

**Number of Volunteers:** 1

**Supervised by:** Scrip Coordinator

**SCRIP Orders**

**General Volunteer Need:** Scrip Orders

**Specific Duties:** deliver/distribute gift cards

**Dates/Time:** according to scrip schedule

**Number of hours:** 20

**Number of Volunteers:** 1

**Supervised by:** Scrip Coordinator

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### Plant Sale

**General Volunteer Need:** Plant Sale

**Specific Duties:** Distribute order forms, publicize event

**Dates/Time:** April/May

**Number of hours:** 20

**Number of Volunteers:** 1

**Supervised by:** Fund Raising Coordinator

**Plant Sale**

**General Volunteer Need:** Plant Sale

**Specific Duties:** Collect Order Forms and Payment; Place Order

**Dates/Time:** April/May

**Number of hours:** 20

**Number of Volunteers:** 1

**Supervised by:** Fund Raising Coordinator

## Plant Sale

**General Volunteer Need:** Plant Sale

**Specific Duties:** Arrange for Delivery and Pick Up; Recruit volunteer students and families to help on pick up day

**Dates/Time:** May

**Number of hours:** 20

**Number of Volunteers:** 1

**Supervised by:** Fund Raising Coordinator

### Spirit Wear

**General Volunteer Need:** Spirit Wear Orders and Supply

**Specific Duties:** Monitor Inventory of Spirit-wear; Order spirit-wear when supplies are low

**Dates/Time:** flexible

**Number of hours:** 20

**Number of Volunteers:** 1

**Supervised by:** Office Secretary

**Project 12 Baskets**

**General Volunteer Need:** Project 12 Baskets Site Coordinator

**Specific Duties:** Pick up and delivery of items; promote the program; report progress

**Dates/Time:** flexible

**Number of hours:** 20

**Number of Volunteers:** 1

**Supervised by:** Fund-Raising Coordinator

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**Administrative Team**

**General Volunteer Need:** Serve as member of the Volunteer Administrative Team

**Specific Duties:** Various roles including facility, marketing, fund-raising, etc..

**Dates/Time:** meeting as a team on various Mondays (2 per month); flexible

**Number of hours:** 50 – 100

**Number of Volunteers:** varies

**Supervised by:** Ray Blackburn – Administrative Team Leader

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## Board Member

**General Volunteer Need:** Board Member

**Specific Duties:** Attend Board Meetings, serve as advocate for school, other various leadership roles.

**Dates/Time:** Board Meetings – First Thursday of each month; other tasks vary

**Number of hours:** 30-40+

**Number of Volunteers:** as openings are presented

**Supervised by:** Board President

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## Parent Volunteer

## Leadership

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### Parent Liaison

**General Volunteer Need:** Lead Parent Organization

**Specific Duties:** organize parent meetings, serve as liaison between administration and parents.

**Dates/Time:** per school calendar, hours flexible

**Number of hours:** 30-40

**Number of Volunteers:** 1

**Supervised by:** Administrative Team Leader

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**Parent Volunteer Coordinator**

**General Volunteer Need:** Supervise Parent Volunteer Program

**Specific Duties:** maintain volunteer needs and opportunities; collect and record parent volunteer hours; produce serving statements at school semester breaks for each family.

**Dates/Time:** hours flexible

**Number of hours:** 30-40

**Number of Volunteers:** 1

**Supervised by:** Administrative Team

**Plainfield Homecoming Parade**

**General Volunteer Need:** Float Creation

**Specific Duties:** Secure vehicle and materials needed to create a float for parade; assemble a team of people to put the float together; arrange for disassembly and vehicle return.

**Dates/Time:** September – Parade is Saturday, September 29, 2007

**Number of hours:** 20

**Number of Volunteers:** 1 - 2

**Supervised by:** Linda Bailey

**Plainfield Homecoming Parade**

**General Volunteer Need:** Student Volunteer Coordinator; Candy Collector

**Specific Duties:** distribute information about the parade to school families; sign up students to walk in parade; collect candy to be handed out on parade day.

**Dates/Time:** Parade is Saturday, September 29<sup>th</sup>, 2007

**Number of hours:** 10+

**Number of Volunteers:** 1

**Supervised by:** Linda Bailey

**Plainfield Harvest 5K Walk/Run**

**General Volunteer Need:** “Man” the school booth at the 5K Event

**Specific Duties:** Set up information table and distribute information about the school

**Dates/Time:** Event – Sunday, September 30<sup>th</sup>, 2007

**Number of hours:** 10

**Number of Volunteers:** 1 - 3

**Supervised by:** Kathy Blackburn

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**Plainfield Chamber Network Nights**

**General Volunteer Need:** Attend Plainfield Chamber of Commerce Network Nights

**Specific Duties:** Represent CLA at PACC Network Nights

**Dates/Time:** 2<sup>nd</sup> Wednesdays of each month; 5:00 – 7:00 pm; various locations

**Number of hours:** 20

**Number of Volunteers:** 1 - 2

**Supervised by:** Linda Bailey

**Parent Volunteer**

**Marketing**

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**Marketing Committee Chairperson**

**General Volunteer Need:** Lead the Marketing Team

**Specific Duties:** Recruit and meet with marketing team to determine focus and needs for marketing the school.

**Dates/Time:** flexible

**Number of hours:** 80

**Number of Volunteers:** 2

**Supervised by:** Linda Bailey

**Plainfield Irish Parade**

**General Volunteer Need:** Student Volunteer Coordinator; Candy Collector

**Specific Duties:** distribute information about the parade to school families; sign up students to walk in parade; collect candy to be handed out on parade day.

**Dates/Time:** Parade is usually around St. Patrick's Day

**Number of hours:** 10+

**Number of Volunteers:** 1

**Supervised by:** Linda Bailey

**Photographer**

**General Volunteer Need:** Take Photos at school events

**Specific Duties:** attend school events and take pictures as needed

**Dates/Time:** various

**Number of hours:** 20

**Number of Volunteers:** 1

**Supervised by:** Mr. Raabe; Linda Bailey

**Open House – Hospitality Coordinator**

**General Volunteer Need:** Organize Refreshments for Open House dates

**Specific Duties:** organize parent and board help for open house hospitality

**Dates/Time:** as scheduled

**Number of hours:** 20

**Number of Volunteers:** 1

**Supervised by:** Kathy Blackburn

## Deliver Fliers

**General Volunteer Need:** Deliver promotional fliers

**Specific Duties:** pick up fliers at school or printers and deliver to various venues for distribution

**Dates/Time:** flexible, as needed

**Number of hours:** 10

**Number of Volunteers:** 1

**Supervised by:** Linda Bailey

**Field Trip Chaperone/Transportation**

**General Volunteer Need:** Hot Lunch

**Specific Duties:** Select dates and restaurants, advertise, take orders, collect money

**Dates/Time:** twice a month, time flexible

**Number of hours:** four hours a month

**Number of Volunteers:** 1

**Supervised by:** School Secretary

**Hot Lunch**

**General Volunteer Need:** Hot Lunch

**Specific Duties:** Select dates and restaurants, advertise, take orders, collect money

**Dates/Time:** twice a month, time flexible

**Number of hours:** four hours a month

**Number of Volunteers:** 1

**Supervised by:** School Secretary

**Hot Lunch**

General Volunteer Need: Hot Lunch

Specific Duties: Order food, pickup and pay for food, distribute food, any clean up

Dates/Time: twice a month, Fridays at school lunch time (11:00 - 12:00 a.m.)

Number of hours: four hours a month

Number of Volunteers: 2 to 10

Supervised by: Hot Lunch Coordinator volunteer

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**Home Game Concessions**

**General Volunteer Need:** Coordinate Concession Sales for Home Games

**Specific Duties:** Purchase Concession Supplies; Collect money and organize volunteers.

**Dates/Time:** as per schedule

**Number of hours:** 20 - 40

**Number of Volunteers:** 2

**Supervised by:** Athletic Director

**Student Transportation**

**General Volunteer Need:** Transport students

**Specific Duties:** drive to and/or from school to home

**Dates/Time:** school days, 7:00 - 8:00 a.m., 3:00 - 4:00 p.m.

**Number of hours:** 400

**Number of Volunteers:** 10-20

**Supervised by:** Principal

**Student Transportation**

**General Volunteer Need:** Transport students

**Specific Duties:** drive players to/from volleyball practice

**Dates/Time:** Aug 22 thru Oct 19, 3 days a week

**Number of hours:** 24

**Number of Volunteers:** 1-3

**Supervised by:** Volleyball coach

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**Student Transportation**

**General Volunteer Need:** Transport students

**Specific Duties:** drive players to/from volleyball home games

**Dates/Time:** Sept 5 thru Oct 19, per volleyball schedule

**Number of hours:** 15

**Number of Volunteers:** 1-3

**Supervised by:** Volleyball coach

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**Student Transportation**

**General Volunteer Need:** Transport students

**Specific Duties:** drive players to/from volleyball away games

**Dates/Time:** Sept 5 thru Oct 19, per volleyball schedule

**Number of hours:** 15

**Number of Volunteers:** 1-3

**Supervised by:** Volleyball coach

**Student Transportation**

**General Volunteer Need:** Transport students

**Specific Duties:** drive players to/from basketball practice

**Dates/Time:** Aug 22 thru Oct 19, 3 days a week

**Number of hours:** 24

**Number of Volunteers:** 1-3

**Supervised by:** Basketball coach

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**Student Transportation**

**General Volunteer Need:** Transport students

**Specific Duties:** drive players to/from basketball home games

**Dates/Time:** Sept 5 thru Oct 19, per basketball schedule

**Number of hours:** 15

**Number of Volunteers:** 1-3

**Supervised by:** Basketball coach

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**Student Transportation**

**General Volunteer Need:** Transport students

**Specific Duties:** drive players to/from basketball away games

**Dates/Time:** Sept 5 thru Oct 19, per basketball schedule

**Number of hours:** 15

**Number of Volunteers:** 1-3

**Supervised by:** Basketball coach

**Student Transportation**

**General Volunteer Need:** Transport students

**Specific Duties:** drive students to/from school field trips

**Dates/Time:** per school calendar

**Number of hours:** 24

**Number of Volunteers:** 3

**Supervised by:** Sponsoring teacher

**Holiday Décor`**

**General Volunteer Need:** Decorate Building for holiday

**Specific Duties:** put up and take down and store away Christmas decorations for inside and outside of building

**Dates/Time:** Nov 23 to Dec 2, hours outside of class hours

**Number of hours:** 10

**Number of Volunteers:** 1-2

**Supervised by:** Facilities Manager