

# St. Mary's Academy

## Alumna Volunteer Opportunities

St. Mary's needs more alumnae to become involved in volunteer activities.

You can provide a service to St. Mary's and reconnect with friends at the same time.

Volunteer with a friend and go out to lunch or dinner afterwards.

Please take a look at the list below and check any areas that are interesting to you. We'll give you a call with the details and invite you to participate as the need arises.

<p><b>Please indicate your areas of interest:</b></p> <p><b>MENTORSHIP PROGRAM</b>          Alumnae are paired with students in a mentoring relationship for one school year. After a brief training and orientation a mentor is asked to meet with her student monthly.</p> <p>Mentor a student (1-year commitment) ___          Provide job-shadowing experiences ___          Career speaker at our Career Day ___          Become a member of our Speakers' Bureau (teachers may call upon you to speak about your area of expertise) ___</p> <p><b>ALUMNAE COUNCIL</b>          Active Membership ___          (Monthly meetings and events)          Auxiliary membership ___          (Some meetings/some events)          Out of town "satellite" membership ___          (Just stay informed via e-mail)</p> <p><b>ST. MARY'S ACADEMY AWARDS</b>          Help in the kitchen ___          Decorations/Set-up ___          Coordinate your class' attendance ___          Research/Interview honorees ___          Write biographies of honorees ___</p>	<p><b>PHONATHON</b>          Calling and renewing pledges (training provided) ___          Calling new donors (training provided) ___          Calling/recruiting volunteers ___</p> <p><b>CLASSLINK REPRESENTATIVE</b>          Each class and area of the country needs a representative. ClassLinks and regional reps serve as the contact person for her class or region and rally involvement and attendance for reunions, SMA events, and more. You don't have to know everyone in your class, just be willing to forward e-mail newsletters and contact people from time to time.</p> <p>Class Rep ___          Regional Rep ___          (list your home region) _____</p> <p><b>EVENTS</b>          Meet-Your-Mentor Night, Career Day, Open House, St. Mary's Academy Awards, Senior Luncheon, Young Alumnae Holiday Social, etc.</p> <p>Greeting ___          Set-up ___          Decorations ___          Clean-up ___          Check-in ___</p>	<p><b>CLERICAL ASSISTANCE</b>          Clerical assistance is needed in the alumnae office. Do you have any time during weekday business hours to volunteer?</p> <p>Mailings ___          Computer work (Word/Excel) ___          Finding addresses of "lost" alumnae ___</p> <p><b>AUCTION</b>          Procure donations from your class ___          Sell Raffle Tickets ___</p> <p><b>Please give me more info on the following activities:</b></p> <p>_____</p> <p>_____</p> <p><b>QUESTIONS?</b> If you have specific questions about any of these volunteer opportunities please contact Melissa Harteloo in the Alumnae Relations Office at melissa.harteloo@stmaryspdx.org or 503 721-7751.</p> <p><b>SPECIAL SKILLS</b>          Please let us know of any special areas of interest and your ideas for active support of St. Mary's. (Please feel free to write your comments on the back of this form.)</p>
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Name \_\_\_\_\_ Graduation Year \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Employer \_\_\_\_\_ E-mail: \_\_\_\_\_