



# ST. MARY'S ACADEMY

Today's Young Woman. Tomorrow's Leader.

## GET INVOLVED – VOLUNTEER!

We invite you to volunteer at St. Mary's Academy. Volunteers are essential in supporting the St. Mary's experience by volunteering your time, talents and enthusiasm to help with our fundraising activities! There are many opportunities to volunteer – all of which help the school and its students.

Please check the box(es) next to the volunteer opportunities you would like to participate in and return to Courtney Day in the Development Department. Can be sent via mail to St. Mary's Academy, Attn. Courtney Day, 1615 SW Fifth Avenue, Portland, OR 97201 or email to: Courtneyd@stmaryspdx.org, or drop off in the front office.

YOUR NAME \_\_\_\_\_

### WHY YOUR HELP IS NEEDED

St. Mary's fundraising activities raise nearly \$2 million each year in support of the school. These funds are vital to the school's annual operation and to sustaining the academic excellence and co-curricular activities offered to 620 young women. The gap between the tuition rate and the actual cost of education is \$3,940 per student, or more than \$2.4 million each year. St. Mary's fundraising activities help to meet that gap, as well as provide nearly \$1 million in tuition assistance to 42% of students. Your help as a St. Mary's volunteer makes a difference in meeting these needs!

### VOLUNTEER OPPORTUNITIES

#### Phonathon

The Phonathon Program raises support for the St. Mary's Fund. Held in the fall and spring, parent and alumnae participation in the phonathon is a fun way to connect with other parents, past parents, alumnae and friends, and help generate vital funding for the school. Volunteers receive training to effectively and comfortably make telephone calls. Volunteers are needed for:

- October 18, 2010; 6:00 – 9:15pm
- October 19, 2010; 6:00 – 9:15pm
- October 20, 2010; 6:00 – 9:15pm
- October 21, 2010; 6:00 – 9:15pm
- October 25, 2010; 6:00 – 9:15pm
- October 26, 2010; 6:00 – 9:15pm
- October 27, 2010; 6:00 – 9:15pm
- March 7, 2011; 6:00 – 9:15pm
- March 8, 2011; 6:00 – 9:15pm
- March 9, 2011; 6:00 – 9:15pm
- March 10, 2011; 6:00 – 9:15pm



#### Blues Bridge Walk

St. Mary's student fundraiser is held in the fall. All students are encouraged to participate and show their school spirit! As a SMA parent, you can support your daughter by helping her fundraise, which kicks off on September 20, and volunteer on October 7 to celebrate with and help guide 600 students on a fun walk.

- Walk Chaperone – walk with your daughter's TA along the 3-mile route.
  - Thursday, October 7, 2010; 9:45am – 12:00 noon
  - Location – Meet in front hall at St. Mary's Academy
- Movie Day Chaperone – help chaperone movie day at the Bagdad Theater
  - Monday, October 25, 2010; 8:30am – 3:00pm
  - Location – Meet at St. Mary's Academy



## Food for Thought Luncheon

This is your chance to help with an event that raises support for St. Mary's need-based tuition assistance program.

- Food for Thought Committee Member
  - Attend pre-event committee meetings
  - Fill a Food for Thought table (10 guests)
  - Assist with event promotion, attendance and other event logistics
- Luncheon Set-Up – volunteer duties include placement of centerpieces, table numbers, programs, donation envelopes, pens and other SMA materials at each table.
  - November 16, 2010; 8:30am - approximately 10:30am
  - Location - Portland Hilton Grand Ballroom, 921 SW Sixth Avenue
- Ambassador Escorts - Escort Student Ambassadors to and from St. Mary's and the Portland Hilton. Requires walking.
  - November 16, 2010; 10:00am - 2:00pm
  - Location - Meet in front hall at St. Mary's Academy
- Marians Escorts - Escort the Marian singers to and from St. Mary's and the Portland Hilton. Requires walking.
  - November 16, 2010; 10:00am - 12:30pm
  - Location - Meet in front hall at St. Mary's Academy



## Auction

Be part of the school's largest fundraising event of the year! The 23rd annual auction on April 9, 2011 is expected to raise more than \$700,000. Parent and alumnae volunteers play a key role in assisting with procurement, selling raffle tickets, event decorations, and day-of-event activities. Whether you can give only a short amount of time, or wish to be part of the auction planning committee, your time, talents and enthusiasm are greatly welcomed and appreciated!

- Auction Committee Chairs – please contact Courtney Day at: [courtneyd@stmaryspdx.org](mailto:courtneyd@stmaryspdx.org) for more information about open Committee Chair Positions.
- Raffle Squad – You could sell the winning raffle ticket for a new car or trip! Join the team that leads raffle ticket sales. A great way to help support the auction pre-event!
- Procurement Team – Do you have great ideas about what would make fantastic auction packages? Do you know people who might be able to donate these great items? The Procurement Team is the place for you!
- Week of Auction Prep – Assist with packaging of silent auction items, gift certificate stuffing, basketing and other tasks to prepare for the auction.
  - Monday, April 4; 3:30pm - 6:00pm
  - Location - St. Mary's Academy
- Silent/Super-Silent Auction Set-Up – Assist with unloading all auction items at the Oregon Convention Center. Help set-up tables and get all items to their appropriate place.
  - Friday, April 8; 11:00am - 4:00pm
  - Location - Portland Ballroom, Oregon Convention Center
- Auction Set-Up and Decorations - Help with final touches on silent auction area and placement of table decorations.
  - Saturday, April 9; 9:00am - 3:00pm
  - Location - Portland Ballroom, Oregon Convention Center
- Auction Night – We have many volunteer opportunities auction night that help the evening to run smoothly including: Coat Check, Volunteer Check-In, Check-In, Check-Out, Silent Auction, Super Silent/Premier Auction, Item Pick-Up and Breakdown.
  - Saturday, April 9, 2011 – Times vary, but approximately 4:30pm – 11:00pm (most assignments are shifts within this time frame)
  - Location - Portland Ballroom Foyer, Oregon Convention Center

