



Newman Catholic Schools
SCRIP / Development Office Volunteer Opportunities

Monday a.m. School Volunteers

Organize orders at school offices, verify inventory and bring orders to Development / SCRIP office at NCHS. 2 – 4 people needed. Weekly, bi-weekly, or monthly commitment depending upon interest per school. 1-2 hours.

Wednesday a.m. School Volunteers

2 teams of 2 people needed to fill orders and deliver them to the schools. Hours are approximately 9:30-11:30 biweekly.

SALES:

Staff desk, answer phone, fill walk-in orders, preferably in two-hour shifts. (8:00-10:00 etc.)
It is our hope to have the Scrip Office open the following hours, but will depend on volunteers.

Monday 8:00-4:00

Wednesday 8:00-4:00

Thursday 8:00-2:30

Friday 8:00-12:00

First choice: DAY: _____ TIME: _____

Second choice: DAY: _____ TIME: _____

FILING:

Monthly help needed filing orders. Flexible hours M-F from 8:00 – 4:00.

ORDER ENTRY:

Computer order entry on Tuesday, Thursday or Friday between 8:00 – 4:00.

HOLIDAY HELP:

Extra help covering desk on Monday & Wednesday mornings from mid-November thru Christmas.

CREDITS:

4 people needed quarterly to verify family credit amounts. 2-hour commitment.

INVENTORY:

2 people needed monthly to count inventory. 1 – 2 hour commitment.

SCRIP VOLUNTEER COORDINATOR:

Need someone to create the monthly volunteer schedule.

DEVELOPMENT OFFICE VOLUNTEER:

Assist with various tasks in the NCS Development office including mailings (sorting, labeling, folding, stuffing etc.). Help is needed at various times during the year and we will contact you when projects arise. Feel free to share our need with grandparents, friends etc., that would like to share their extra time. (Call Julie in the Development office at 842-4805 with any questions.)

Please return form to the Development / Scrip Office at

Newman Catholic High School or to your school office.

You may also call Juliana Franzen, NCS SCRIP Coordinator at 842-8895.

Thank you for your support of Newman Catholic Schools!

Name: _____

Telephone: _____