

## Volunteers



Bishop Guertin High School has a proud history of involvement and support by parents, family members, alumni, and friends. Volunteers offer significant help in keeping BG running smoothly. Each volunteer is a valued member of the Bishop Guertin High School community. This is also a wonderful opportunity to meet other BG parents.

Once again we come to you seeking your time, energy, and talents. Listed in this brochure are areas that we will need assistance throughout the year. Please take a moment to look over the array of opportunities and see if there is an area that might interest you. Any amount of time you are able to give would be greatly appreciated.

Please fill out the volunteer form and return it to Theresa Lucier, Special Events & Relations Manager, as soon as possible or you are also welcome to sign up at [www.bghs.org/volunteer](http://www.bghs.org/volunteer) through our website. Thank you for your support.



## Thank You!

*Thank you volunteers for contributing to Bishop Guertin High School!*



## Bishop Guertin

## Volunteer Opportunities



### Bishop Guertin High School

194 Lund Road  
Nashua, NH 03060  
[www.bghs.org/Volunteer](http://www.bghs.org/Volunteer)

**Special Events Office**  
(603) 889-4107 ext. 4332  
E-mail: [Luciert@bghs.org](mailto:Luciert@bghs.org)



194 Lund Road, Nashua, NH 03060  
603-889-4107 ext. 4332  
[www.bghs.org/volunteer](http://www.bghs.org/volunteer)

## 2020-2021 Volunteer Application

(Return this form by mail, drop off, or online at [www.bghs.org/volunteer](http://www.bghs.org/volunteer))

Last Name		First Name			
Student(s) Name(s)		Grade(s)			
Address					
City		State	Zip		
Telephone		Cell Phone			
E-Mail					
Availability:	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday
	<input type="checkbox"/> Mornings	<input type="checkbox"/> Afternoons	<input type="checkbox"/> Entire School Day		
Previous job skills or volunteer experience					

## Volunteer opportunities

(Please check all that may be of interest to you.)

### Administrative for Various Offices

- Assist with administrative tasks such as mailings, filing, and data entry.
- Volunteers (2) needed to assist with the archives continually updating BG scrap books used for reunions, open houses, etc... Other duties include clipping out events from the local newspapers and updating school bulletin board.

### BG Phone Tree (Great opportunity for someone who doesn't have a lot of time to volunteer.)

- Volunteers are only needed a few times a year to make phone calls to other BG parents for Holly Day Fair Bake Sale and Legacy Gala Dinner Auction donations. **(WE REALLY NEED HELP WITH THIS!)**

### Annual Walk-A-Thon (Wed., Oct. 7, 2020 Rain Date: Thurs., Oct. 8, 2020)

- Walk the route in Mine Falls Park with students, either with your student's group or with another group on the day of the event.
- Assist with organizing and tallying student mailers prior to the event.
- Assist with sponsor data entry after the event.

### FIRST Robotics Team 811

- Help is needed to assist BG's award-winning FIRST Robotics team by working with students, sharing your mechanical, electrical, and software engineering management, and/or marketing skills. Assistance in these areas will help our students as they build a robot to compete in the Annual FIRST Robotics Competitions.

### Print Shop

- Assist with copying, data entry & supply disbursement. Hours needed are morning Mon. - Fri., 8:00-11:00 a.m. (Volunteer one or more days)

## Volunteer opportunities

### 47<sup>th</sup> Annual Holly Day Fair (The Fair is Sat. Dec. 5, 2020)

#### Craft & Basket Nights

- Donate** a gift certificate to Michael's, Hobby Lobby, or Wal-mart to help purchase items needed for the Holly Day Fair.
- Donate already-made gift baskets or themed items to fill a basket! (We can cello it up if you can't!)
- Create & Decorate Baskets for Basket Raffle Table. **Tues., Dec. 1, 6:30-9:00 p.m.**

#### Cardinal Christmas Coffee & Preview Sale (Fri., Dec. 4, 7:30-9:00 a.m.)

- Assist in setting up for the Preview Sale. (**Thurs. Dec. 3, 10:00 a.m.**)
- Volunteer during the Preview Sale. (**Fri., Dec. 4, 7:30-9:00 a.m.**)

#### Day of the Fair (Sat. Dec. 5, 2020)

- 7:30 - 11:00 a.m.  11:00 a.m. - 2:30 p.m.  Entire Day
- 8:30 a.m. - 2:00 p.m. Work in Holly Fair Day Kitchen prepping and serving food.

### Annual Legacy Gala & Dinner Auction (Event: Sat., April 10, 2021)

#### Procurement Committee:

- Help solicit auction items by asking people you know or local companies.

#### Marketing Coordinators:

- Assist with making signage for auction items and bid sheets.

#### Auction Coordinators:

- Assist in cataloging auction items.
- Assist setting up auction items (**Fri. April 9, 9:00 a.m.- 2:25 p.m.**)

#### Creative Committee:

- Assist with creatively implementing the event's theme in the field house.
- Help with decorating the field house for the event. (**Thurs. April 8, 2:00-4:00 p.m.**)

#### Logistics Committee:

- Assist with getting auction items to Gala location and setting up tables and chairs. (**Thurs. April 8, 5:30-7:00 p.m.**)
- Assist with clean up and take down of tables & chairs. (**Sun. April 11, 8:00 a.m. - until finished . . . this is usually Noon**)

#### Gala Night: (Sat. April 10, 6:00-11:00 p.m.)

- Auction table attendants and other tasks.