

HOLY FAMILY CATHOLIC SCHOOL

VOLUNTEER HANDBOOK

2012-2013

Kindergarten through Grade 8
In partnership with Early Childhood Program
PreK 2/3/4

SCHOOL PHONE: (727) 526-8194 • **FAX:** (727) 527-6567

EXTENDED SCHOOL DAY PROGRAM: (727) 522-0225

EARLY CHILDHOOD CENTER: (727) 525-8489

E-MAIL: srflo@holyfamilycatholicschool.com

WEB SITE: www.holyfamily-school.com

DAILY SCHEDULE:	7:40 a.m. – 3:05 p.m.
ABBREVIATED DAYS:	7:40 a.m. - 12:00 p.m.
Every Monday	2:10 dismissal.
Lunch/Playground Time:	11:50 a.m. – 12:30 p.m. (K-3); 12:40 p.m. – 1:15 p.m. (4-8)
OFFICE HOURS:	7:30 a.m. - 3:30 p.m.

All school business should be transacted during these hours.

All volunteers must sign in when entering the building; sign out before leaving.
There are no exceptions.

INTRODUCTION

Dear Volunteers,

***“I have given you a model to follow, so that as I have done for you,
you should also do.”***

John 13:15

May this letter serve as a sign of my gratitude for your willingness to share your time and talent with the faith community of Holy Family Catholic School.

The faculty and staff look forward to working with you to promote the value of service as you join in the teaching ministry of the Church. I encourage you to ask for help, direction, or advice as you participate in the numerous opportunities to volunteer.

Volunteers in the Catholic Schools of the Diocese of Saint Petersburg add a great dimension and enrichment to the life of the school/center. Volunteers benefit students as they enhance student-adult ratio in areas such as: supervised playground monitors, lunchroom monitors, library aides, extra drivers for field trips, as classroom assistants, etc.

Volunteers are valued members of the school community. Under the direction and supervision of the Administrator and the school/center staff, volunteers assist in the provision of educational and other services to students, faculty and staff.

This handbook should give you all the necessary information to choose an area of volunteerism with which you are comfortable and can share your talents.

Together let us pray that God, who began this good work in us, may carry it through to completion.

I thank you for your priceless gift of gratuitous service.

In gratitude,

Sister Flo
Principal

TABLE OF CONTENTS

INTRODUCTION	2
VOLUNTEER HANDBOOK MISSION STATEMENT	4
MISSION STATEMENT OF HOLY FAMILY PARISH	4
MISSION STATEMENT OF HOLY FAMILY CATHOLIC SCHOOL	4
PROCEDURES AND POLICIES	4
ABC (ACTIVE BEYOND COMMITMENT) SERVICE HOURS PROGRAM	4
APPROPRIATE SELECTIONS OF PROGRAM ACTIVITIES	5
Volunteer Requirements	5
Dependability	6
Confidentiality	6
Volunteer Dress Code	6
Description and Routine(s) of specific Volunteer Activities	6
Supervision of Volunteers	6
Behavior Management	6
Health Emergency and Safety Procedures	6
Child Abuse	7
Scheduling of Volunteers	7
VOLUNTEER DRIVERS	7
Volunteer Driver Guidelines:	7
RECORDING OF VOLUNTEER HOURS	8
SERVICE OPPORTUNITIES AND FUND-RAISERS	8
AUCTION SERVICE HOUR REQUIREMENT	8
SERVICE HOUR OPPORTUNITIES (sign-up at www.signupgenius.com)	8
DIRECTIONS ON HOW TO SIGN UP ON SIGNUPGENIUS:	8
WEEK BEFORE SCHOOL STARTS JOBS	9
AFTER SCHOOL ACTIVITY HELPERS	9
AT-HOME JOBS (ON YOUR OWN TIME)	9
EARLY AUCTION JOBS	10
FUNDRAISING	10
GENERAL	11
HOSPITALITY	11
OFFICE	11
SPECIALTY	12
SPORTS COACHING	12
GOLF TOURNAMENT	12
BOOK FAIR ASSISTANT	12
AUCTION	12
Other	14
PLEASE NOTE: Service hours can be earned by donating items (i.e., copy paper, equipment, supplies, items for the classroom from teacher suggestion, etc.) One service hour = Item store value of \$25	14
INFORMATION REGARDING COMMITTEES OF THE SCHOOL ADVISORY COMMISSION	15
ABC SERVICE PROGRAM AGREEMENT:	15

VOLUNTEER HANDBOOK MISSION STATEMENT

“For the Son of Man came not to be served but to serve...” (Mark 10:45)

Research indicates that parent volunteerism in schools enhances student self-esteem, increases academic achievement and improves student behavior and attendance. We appreciate the priceless service that you provide us and we have created this Volunteer Handbook to assist you. We want to make sure that you are well informed on all aspects of volunteering at Holy Family Catholic School.

MISSION STATEMENT OF HOLY FAMILY PARISH

Following the example of our patrons Jesus, Mary, and Joseph, we are dedicated to prayer, community, and education. Our goal as disciples is to continue the work of Jesus in our neighborhood. We invite and welcome all to journey with us as members of God’s Holy Family.

MISSION STATEMENT OF HOLY FAMILY CATHOLIC SCHOOL

With Jesus, Mary and Joseph as our models, Holy Family Parish Catholic School prepares students for roles in the church, home, civic and global communities by educating them in their Catholic faith and in those skills necessary to foster academic excellence.

All volunteers are expected to uphold the mission and goals of Holy Family Catholic School.

PROCEDURES AND POLICIES

The School Advisory Commission of Holy Family Catholic School, with the approval and guidance of the pastor, recognizes the need to encourage full participation of the parents in the necessary fund raising and volunteer programs of our school. Maintaining a high quality of education, while keeping tuition at a manageable level, requires the generous cooperation of all our families. For this reason, the School Advisory Commission (SAC), in conjunction with school administration and the Home and School Association, administers a parent involvement program. Since its success is vital to both the financial stability and community spirit of our school, it is expected that all families of students at Holy Family School will be equal and active partners in this program.

ABC (ACTIVE BEYOND COMMITMENT) SERVICE HOURS PROGRAM

Each two parent family is responsible for twenty (20) hours of service to the school per year (June through May); single parent families will provide ten (10) hours. Two parent families are defined as households with two natural parents, a parent and step parent, or parents who have joint custody of the children. Families who wish to be designated as one parent family must submit a written request to the administrator specifically requesting this. **This request must be renewed each year.** Extended family members and friends over the age of 21 may work service hours for a family, but are NOT TRANSFERABLE from one family to another.

Volunteer hours can be accumulated in numerous ways (see Service Opportunities and Fundraiser section, beginning on page 8). An ABC Parent Activities List must be completed indicating desired areas of service. It is the responsibility of the parent to sign up, follow up, independently seek ways to complete service hours, and to keep track of service hours on the volunteer section of the website.

If a family cannot donate time in this service program, the school will accept a monetary donation of \$25 per hour in lieu of this service. However, because of the two-fold nature of the program as described above, the school would prefer the total participation of the parents in this effort.

There are four mandatory Home and School meetings during the school year; parents can earn two hours per meeting per family. This does not include the new parent orientation meeting in August, the individual class meetings that the teachers conduct at the beginning of the school year, any teacher conferences, or any meetings attended for the sacrament program.

Four (4) hours must be committed to the school Auction. Each family is required to assist with the auction in one of the following ways:

- ♥ Volunteer 4 hours working on any auction committee; or
- ♥ Solicit or donate one (1) sponsorship, \$100 value.

The remaining hours are to be fulfilled according to parents' interests and talents and/or time restraint. If a family is experiencing extenuating circumstances, they should contact the administrator.

Holy Family fundraising program is essential to the life of the school. We expect each family's wholehearted support of this program as much as we count on their support of any other program of the school.

Parents of eighth grade students who have not fulfilled their parent service hours will have to pay the hour rate owed for the remainder of hours needed in order to receive final grades. Final report cards/diploma will be held until obligations are met.

Parents of students in ECC2 - grade 7 who have not fulfilled their parent service hours will have to pay the \$25 per hour rate owed for the remaining hours owed in order for their children to receive a report card and/or be re-registered.

With the acceptance of registration or re-registration, a family makes a commitment to fulfill the required service hours or pay in lieu of this service commitment.

APPROPRIATE SELECTIONS OF PROGRAM ACTIVITIES

Volunteers may be involved in a variety of activities that span many programs within a school or center. The volunteer should carefully consider his/her special skills, interests and talents when choosing a volunteer position.

It is important that, prior to accepting a volunteer position, the volunteer clearly understands the requirements and responsibilities of his/her assignment. Activities that involve specific physical, mental or time requirements, such as a reporting time for monitoring the cafeteria, are noted in this handbook.

Prior to choosing an activity, the volunteer should be certain that it conforms to his/her preferences and schedule.

Volunteer Requirements

In accordance with the updated directives of the Diocese of St. Petersburg, all volunteers who work with students, in any capacity, must adhere to the following requirements:

1. Complete a Volunteer Application Form to be used for Background Screening Level II fingerprinting. Parents are requested to cover the cost of fingerprinting (\$50) by including a check with the application **
2. Complete the Diocesan Safe Environment Training provided by the Diocese. **
3. Sign in at the school office when entering the building and wear the provided volunteer badge at all times. Sign out in the office before leaving the building.

** #1 & 2 must be completed before the person is able to volunteer in the school.

Renewal of Safe Environment is required every 5 years – the volunteer does not need to attend a workshop but can do this renewal on line. Fingerprinting must also be completed every 5 years.

Dependability

The school relies on your support. We ask that you follow through on tasks by attending to scheduled times and please give notice of absence whenever possible.

Confidentiality

In the course of volunteer work, confidential information about student or teachers may be learned. This information must remain confidential in any setting inside or outside the school/center, just as one would wish his/her own privacy rights to be respected. At times, the volunteer may come into possession of information about students that may need to be conveyed to the volunteer's supervisor (teacher or administrator). If appropriate in the judgment of the administrator, other persons on a "need to know" basis may be advised by the administrator to include, but not be limited to, parents/guardians, and pastor.

Volunteer Dress Code

Holy Family Catholic School has very detailed expectation for students dress. Although volunteers do not have a dress code requirement, it is expected that volunteers reflect the image of Holy Family Catholic School and wear modest clothing while working in the school or during school activities. This includes a moderate length for skirts and shorts and conservative blouses and tops.

Description and Routine(s) of specific Volunteer Activities

Volunteer activities are conducted in accordance with the time set for a scheduled activity. Volunteers are under the direct supervision of the faculty or staff member in charge of the designated activity (in the school setting) or the school person in charge of an outside the school setting activity. All volunteer activities will be publicized and scheduled in advance.

Supervision of Volunteers

The Administrator is responsible for the total school/center operation. The Administrator supervises all who serve in any capacity in the school/center and in official school-related activities. The Administrator may delegate the supervisory role to a designated member of the school/center staff for specific activities. Volunteers will be expected to review and adhere to Policies and Procedures contained in the Parent/Student Handbook.

Behavior Management

It is the goal of Catholic schools/centers to instruct students in formation of a Catholic conscience so that they will choose behaviors which foster responsibility. In order to accomplish this, volunteers should manage students in positive and constructive ways while they uphold the School's/Center's Code of Conduct. This can be accomplished through intervention and encouragement techniques and strategies which are administered through proximity, eye contact, and privacy. In addition to supporting the Code of Conduct, volunteers are expected to support the decisions of administrator and teachers. A volunteer may not employ corporal punishment as a means of controlling a student who has misbehaved.

Health Emergency and Safety Procedures

All situations should be dealt with individually with prudent, adult judgment as the primary response to any illness or injury, simple scrapes, small cuts, bruises etc.; these will be taken care of in the school/center clinic or office. If a student falls or bumps himself/herself, the situation should be taken seriously. The volunteer should observe the student for a few minutes and check vital signs. If the student seems to be stabilized, an adult (**not** another student) should accompany the injured student to the clinic or office for observation. Do not send the child with

another student. If there is only one adult present at the site of the injury, the volunteer should contact the office for assistance.

Serious injury such as a possible broken bone, severe bleeding or allergic reaction should be dealt with immediately and with caution. The volunteer should NOT MOVE THE STUDENT NOR LEAVE THE STUDENT, but should contact the office for assistance. The volunteer should move other students from the proximity of the situation as soon as possible. Keep the affected child as still and comfortable as possible until help comes.

Never dispense any medication (not even aspirin or tylenol) to any child. All volunteers are encouraged to undergo first aid and CPR training.

Child Abuse

Chapter 415.504, Florida Statutes protects children from abuse and/or neglect. Abuse is defined as including any non-accidental injury, sexual battery, financial or sexual exploitation, or injury to the intellectual or psychological capacity of a person by the parents or other persons responsible for the child's welfare. Neglect is failure to provide adequate food, clothing, and shelter, health care or needed supervision.

Under Florida Law, anyone who suspects child abuse is legally obligated to report that abuse. It is the volunteer's responsibility to inform the school/center administrator of any suspicions of abuse. If, for some reason, the administrator declines to make a report based on a volunteer's suspicions, the volunteer still has a legal obligation to report. The child abuse hotline number is 1-800-342-9152.

Scheduling of Volunteers

Notice of the need for volunteers for a specific activity is relayed through the coordinator/chairperson, through individual teacher correspondence, the Friday folder, monthly newsletter, a Honeywell alert, or the 'signupgenius' program. It is the parent/guardian's responsibility to fulfill the Service Hour Contract with the stated time constraints. Service Hours are logged in the private section of the Website under 'Volunteer'. (subject to change with the new database program).

VOLUNTEER DRIVERS

Anyone providing transportation must have a valid Florida Drivers License and automobile liability insurance with limits of at least \$100,000 bodily injury for each person, \$300,000 bodily injury per accident, and \$50,000 for property damage. The vehicle used must be in safe operating condition, and the number of passengers must not exceed the maximum occupancy for that vehicle. The Diocese of St. Petersburg provides insurance coverage, but only as a secondary source after a driver's insurance. In order to be covered under the Diocesan Plan, proof of insurance must be furnished. The school office personnel will ask for a copy or proof of insurance and as well as a valid license.

Volunteer Driver Guidelines:

No alcohol consumption prior to or during the volunteer driving event

No smoking

Student and driver must wear seatbelts

No volunteer driver should ever transport a youth alone

Maintain possession of the passenger information sheet at all times during the volunteer driving event

Because sports activities are considered a school activity, the same rules apply for those driving students to and from a sports activity.

RECORDING OF VOLUNTEER HOURS

Parents are responsible for keeping an accurate account of their hours worked. Due to a change in the database program, information regarding how hours will be accounted for will be given at the beginning of the school year. If a parent does hours before this, they are to keep track of the hours until information is given as to how to record service hours.

SERVICE OPPORTUNITIES AND FUND-RAISERS

All Holy Family Catholic School volunteer opportunities can be found online at signupgenius.com. Please create an account (no spam email will be sent to you) and include your BEST contact phone number for each opportunity for which you sign up. You will receive email reminders approximately 10 days prior to the timeframe set for the volunteer opportunity for which you sign-up.

The ‘signupgenius’ list is in the same order as the list of opportunities on pages 8-14. The descriptive should help you decide if that volunteer service is something that you can commit to.

Volunteer positions marked with an asterisk () satisfy the 20-hour service requirement if they do not relate to the auction. Auction related positions marked with an asterisk (*) satisfy the 20-hour of service for the school year. .

AUCTION SERVICE HOUR REQUIREMENT

As part of the 20-hour service requirement, each family is required to perform at least four (4) hours of service specifically for our annual auction fundraiser, held each year in the spring. The auction not only helps keep tuition affordable, but is a valuable and rewarding community-building experience as well. Coordinators and workers are needed in many areas. Volunteers may elect to work on one or more subcommittees, or “teams” (duties of team coordinators are listed below). Some volunteers assist with projects during the months or weeks leading up to the auction, while others work on the night of the auction. *Note that those who elect to work at the auction may be required to purchase an admission ticket.* While actual volunteer service is strongly preferred (and necessary to spread the workload fairly), there are three options that will satisfy the four-hour requirement:

- 1) Volunteer to work a minimum of four (4) hours on any auction team.
- 2) Volunteer to host a themed fundraising party during the year following the auction.
- 3) Procure or personally donate a \$100 or higher sponsorship.

As with regular service hours, unfulfilled auction hours will be billed at the rate of \$25 per hour.

SERVICE HOUR OPPORTUNITIES (sign-up at www.signupgenius.com)

DIRECTIONS ON HOW TO SIGN UP ON SIGNUPGENIUS:

Go to www.signupgenius.com

Click – Create a sign up

Enter the email address of the sign up list’s creator: falcons@holycatholicfamily.com

Under ‘Find a Sign Up’

Click General Service Hours 2012-2013; it will ask for a password: school

You are ready to choose your volunteer service1!

The list is in the same order as the descriptions in this handbook. Read the descriptions below and click – sign up.

The number next to the available slot indicates the number of people needed for that volunteer service. The sooner you sign up the better the opportunity to have your first choice.

WEEK BEFORE SCHOOL STARTS JOBS

NEW UNIFORM ASSISTANT– helps with distribution of new uniforms in August.

SCHOOL SUPPLIES SALES – helps with distribution of school supplies in August.

USED UNIFORM ASSISTANT – helps with distribution of used uniforms during used uniform sales scheduled throughout the year.

AFTER SCHOOL ACTIVITY HELPERS

BOOKWORMS HELPER – helps librarian and Kindergarten and 1st Grade once monthly.

CHESS CLUB – If you know how to play chess and have some time each week for an hour after school, this is the service for you!!

MAD SCIENCE HELPER – Individual will be present at each session to help the Mad Science Teacher.

ODYSSEY OF THE MIND COACHING AND JUDGING* – Helps with Coaching and Judging of teams for annual competition.

ROBOTICS TEAM COACHES –helps with coaching of team in preparation for competition.

SCIENCE DAY VOLUNTEERS – helps teachers and students with annual Science Day in June.

AT-HOME JOBS (ON YOUR OWN TIME)

ABC SERVICE HOURS COORDINATOR – tracks volunteer hours available and logged. Updates volunteer activities as needed. Works with the office as necessary,

ADOPT-A-CLASS COORDINATOR – Prepares and distributes recognition awards to sponsors.

BEAUTIFICATION COORDINATOR – Organizes /schedules outdoor projects (school grounds and play area)

BEAUTIFICATION WORKER – assists on beautification and mulch days.

BOXTOPS COORDINATOR – Collects, reports and submits Boxtops three times a year

CAMPBELL SOUP LABELS COORDINATOR – Collects, reports and submits labels for points.

CAPRISUN COORDINATOR – Collects, prepares and submits pouches regularly

COKE REWARDS PROGRAM – collects caps and “tear-off” from fridge packs with reward codes from Coca-Cola beverages. Online submission – easy work-at-home job.

NEWSPAPER COLLECTION COORDINATOR – coordinates newspaper collection volunteers to pick-up newspapers; makes the necessary phone contacts to the team.

NEWSPAPER COLLECTION VOLUNTEER – collect newspapers from designated locations weekly (easy service to fulfill your hours – on your own time).

SCRIP SALES COORDINATOR* -- Updates order forms monthly, submits final order to Great Lakes Scrip Company for processing; oversees Scrip Sales Assistant Coordinator, as well as maintaining scrip in-school inventory and producing monthly spreadsheets reporting income to Home and School Association Board.

SCRIP SALES ASSISTANT - Commits to selling Scrip cards at Sunday masses, Knights of Columbus Spaghetti Dinners, Lenten Fish Fry dinners, school parent meetings and any other occasion deemed appropriate by the administrator.

SODA MACHINE – Machine is checked by staff person, contact is made with this person who looks for good sales, purchases, stocks soda machine and is reimbursed for the purchase of sodas.

TECH TEAM VOLUNTEER – Helps to set up, clean, and maintain computer hardware—a few times during the year.

TYSON A+ PROGRAM LABELS COORDINATOR – Collects, prepares and submits labels regularly.

WASHING OF ART APRONS AND KITCHEN TOWELS – Towels are washed weekly and Aprons are washed once a month or more often if necessary. (great ‘at home’ volunteer service)

WEEDING PLANTERS - Regularly weeds flower beds at front entrance and south side of school. (great ‘on your own time’ volunteer service).

YEARBOOK AD COORDINATOR – Help office to collect orders for and set-up ads for yearbook.

ART TEACHER HELPER – Assist the Art Teacher in Art classes/help hang or change out students’ art work.

ENTERPRISE VILLAGE VOLUNTEER – works with 5th Grade teacher. Available for 5th grade field trip as a volunteer during this one day event.

FINANCE PARK VOLUNTEER – works with 8th Grade teacher. Available for 8th grade field trip as a volunteer during this one day event.

EARLY AUCTION JOBS

AUCTION (CO) CHAIRPERSON(S)* - works with all committee leaders to verify that the auction preparations are being completed; acts as liaison between committees; coordinates all aspects of the auction.

CLASS BASKET COORDINATOR* - coordinates and assists the classroom basket volunteers in creating individual class baskets for raffle; organizes the raffle ticket sales prior to the auction.

CLASS PROJECT COORDINATOR – coordinates the classroom parents and assists the class project volunteers.

PARTY, PARTY! COORDINATOR* -- assists in recruiting Party, Party! hosts and will help them to set up a catchy theme, date for the event and be responsible for the decoration on the Party, Party! table at the auction. They will also work with the host to advertise the event in the auction newsletter and program.

PROCUREMENT COORDINATOR* - works with procurement committee members to obtain donations for silent and live auction.

PROCUREMENT COMMITTEE MEMBER – works with Procurement Coordinator to obtain item donations for both silent and live auction.

SPONSORSHIP COORDINATOR* - works with sponsorship committee members to obtain auction sponsors.

SPONSORSHIP COMMITTEE MEMBER – works with Sponsorship Coordinator to obtain monetary sponsors for the auction.

FUNDRAISING

ARTSTAMPS COORDINATOR – works with art teacher for annual fundraiser. Helps to submit and then distribute purchased items to students.

DISCOUNT BOOK SALES COORDINATOR – oversees sale of Discount Coupon book sale. Distributes paid books and coordinates money and deposits with school treasurer. We require one coordinator for the “Big School” and one for the ECC. This is a beginning of the year fundraiser.

SPIRIT NIGHT (RESTAURANTS) COORDINATOR – coordinates and schedule Spirit Night opportunities with local restaurants; promotes events for students.

GENERAL

OTHER TALENT TO SHARE – special talents in areas not covered on volunteer opportunities list. Call the school office and write it on the Volunteer List sign-up.

HOSPITALITY

BUDDY PARENTS – Help at welcoming events/open houses; offer telephone support. (two per grade including all ECC grades)

COFFEE AND DONUTS COORDINATOR – Organizes volunteers during the weeks that the Home and School Association is responsible for the Sunday coffee and donuts after each mass.

COFFEE AND DONUTS VOLUNTEERS – Select times that he/she will serve coffee and donuts after masses during the weeks that the Home and School Association is responsible.

HOSPITALITY -- Sends cards to school community members for births, illnesses, deaths, appreciations, or other occasions. (great ‘at home’ volunteer service). May work with Welcome Committee to coordinate meals/refreshments for special school activities, in-service days, information nights, open house, etc. Also, do the purchasing for the ‘social’ for the Home and School General Meetings (4 times a year).

KNIGHTS OF COLUMBUS SPAGHETTI DINNER – one Thursday of each month. Help serve or clean up.

WELCOME COMMITTEE COORDINATOR – Helps organize welcoming events for prospective and new families as well as open house activities. Works with hospitality person.

WELCOME COMMITTEE MEMBER – Works with the committee coordinator for the above events.

OFFICE

COMMUNICATIONS COORDINATOR – works with all committees to send out information to parents as needed; prepares fliers and announcements for student take home folders; makes phone calls for committees as needed.

COMMUNITY RESOURCE COORDINATOR – Helps procure speakers and outside resources for educational purposes.

COMPUTER ASSISTANT – Requires proficiency in Word, Excel and PowerPoint. This person could do a variety of work: certificates, awards, keeping inventory updated, etc.

FIRST AID KIT ORGANIZER – works with Mrs. Crabtree to keep First Aid Kit stocked and organized.

FLEDGLINGS SUPPORT VOLUNTEER - works with Mrs. Schultz to assemble this annual student-writing compilation.

HOME AND SCHOOL ASSOCIATION BOARD MEMBER* – attends monthly executive board meetings and assists on committee fund-raising projects.

OFFICE SUPPORT – assists office with answering phones and other duties as required.

PUBLIC RELATIONS COORDINATOR – promotes Holy Family Catholic School within the community through the media, real estate offices, etc.

PUBLIC RELATIONS VOLUNTEER – assists the P.R. Coordinator with public relations communications.

SCHOOL ADVISORY COMMISSION MEMBER* – attends monthly commission meetings and assists on committee projects. See more specific committees on page 15

SCHOOL REPAIRS/REFURBISHING – repairs, painting, electrical, carpentry, etc.

USED UNIFORM COORDINATOR* – keeps the inventory of used uniforms and schedules used uniform sales throughout the year.

SPECIALTY

BUSINESS PARTNERSHIP COMMITTEE – These individuals would work with a member of the School Advisory Commission to contact businesses, share information about the school, and encourage the business to become partners with the school.

GRANT WRITING—This individual should be knowledgeable on how to write grants; research information on possible grants and work with administration to write a grant for the school.

SIP VISITATION & HOSPITALITY COORDINATOR – Specific to October 3 – 5, 2012. works with Ms. Ferguson to prepare for the visiting team of the school accreditation.

SIP VISITATION & HOSPITALITY VOLUNTEER – Specific to October 3 – 5, 2012. works with SIP Visitation & Hospitality Coordinator to prepare for the 3 day visit of accreditation team.

SPEAKERS'S BUREAU COORDINATOR – research and develop a list of speakers or programs on relevant topics for students and/or parents.

SPORTS COACHING

ATHLETICS* – Opportunities are available in athletics for coaching both girls' and boys' sports (basketball, soccer, track); girls' volleyball and boys' flag football. These positions are assigned and supervised by the PE/Athletic coach. Also in need of Track Day of Event Volunteers.

LUNCHROOM SUPPORT COORDINATOR – works with Mrs. Schultz. Coordinates lunchroom assistants schedule to make sure lunchtime runs smoothly.

LUNCHROOM ASSISTANTS – Adults are needed daily in the lunchroom for 1½ hours to help with lunch transactions, clean tables, and help supervise students in the lunchroom and on the playground. This is a critical need for lunchtime to run smoothly. Subs are also needed.

GOLF TOURNAMENT

GOLF COORDINATOR* - Oversees all golf committees, schedules meetings, and coordinates golf activities.

GOLF COMMITTEE MEMBER - Solicits donated items for raffle, attends organizational meetings, and procures hole sponsors.

DAY OF EVENT ASSISTANT -

- a.) Responsible for welcome table, registration, and assignment of foursomes.
- b.) Hole in one / closet pin
- c.) Dinner / Clean up

BOOK FAIR ASSISTANT

Works with our Librarian. Sells books at the annual Book Fair, helps with setup and closing of book fair.

AUCTION

CENTERPIECE/PADDLE COORDINATOR* - coordinates committee members to design and create centerpieces and paddles for auction night.

CENTERPIECE/PADDLE COMMITTEE MEMBER - works with Centerpiece/Paddle Coordinator to create centerpieces and paddles for auction night.

CHECK-IN COORDINATOR*- coordinates and directs volunteers for auction night to do check-in of guests and distribute paddle numbers.

CHECK-IN VOLUNTEER- works with coordinator on auction night to do check-in of guests and distribute paddle numbers.

CHECK-OUT COORDINATOR* – coordinates and directs volunteers on auction night to accept payments for auction items. Oversees entire check-out process; including setting up credit card machines, billing procedures and accounting.

CHECK-OUT VOLUNTEER – works with coordinator on auction night to accept payments for auction items. Supports entire check-out process; including running of credit card machines, billing procedures and accounting.

CLASS BASKET SALES ASSISTANT - works with Class Basket Coordinator to sell class basket raffle tickets prior to the auction. May include after-mass sales, in Diffley Hall or other sales opportunities.

CLEAN-UP COORDINATOR – organizes a clean-up crew for night of auction and for morning after.

CLEAN-UP VOLUNTEER – works with Clean-up Coordinator as part of clean-up crew for night of auction and for morning after.

DECORATION COORDINATOR* – works with committee members to create and set up decorations for auction.

DECORATION COMMITTEE MEMBER – works with Decoration Coordinator to create and set up decorations for auction.

INVITATION COORDINATOR* - works with volunteers to produce the auction invitations.

INVITATION VOLUNTEER - works with Invitation Coordinator to produce the auction invitations and distribute.

LIGHT CONSTRUCTION COORDINATOR* - works with volunteers able to perform light carpentry, electrical, painting, etc., to assist the decorating committee for auction.

LIGHT CONSTRUCTION VOLUNTEER - works with Light Construction Coordinator to perform light carpentry, electrical, painting, etc., to assist the decorating committee for auction.

PROGRAM BOOK DESIGNER - designs and executes layout of the auction program book; coordinates with procurement and sponsorship committees to obtain information and ads to be included in the program.

RESERVATIONS/SEATING COORDINATOR - accepts reservation forms, creates the seating layout and master guest list for check-in.

SECURITY COORDINATOR – works with and oversees security committee auction night. Responsibilities include admittance, silent auction security, monitoring bid sheets and closing of silent auction.

SILENT AUCTION SET-UP COORDINATOR* - coordinates volunteers to set up silent and live auction items prior to auction night; prepares bid sheets.

SILENT AUCTION DAYTIME SET-UP VOLUNTEER - works with Silent Auction Set-up Coordinator to set up silent and live auction items during the day(s) prior to auction night.

SILENT AUCTION EVENING SET-UP VOLUNTEER - works with Silent Auction Set-up Coordinator to set up silent and live auction items during the evening(s) prior to auction night.

VOLUNTEER COORDINATOR – assists the auction co-chairs by helping recruit volunteers and assigning them to teams; maintains a volunteer database and submits the team rosters to the program book designer prior to publication.

Other

DRIVING – Drivers are needed for field trips (hours vary). See requirements under Field Trips (Volunteer handbook, p. 7; Family Handbook p. 15)

PLEASE NOTE: Service hours can be earned by donating items (i.e., copy paper, equipment, supplies, items for the classroom from teacher suggestion, etc.) One service hour = Item store value of \$25

INFORMATION REGARDING COMMITTEES OF THE SCHOOL ADVISORY COMMISSION.

Any parent who is interested in the following committees is encouraged to join the committee of your choice. Please indicate this interest on the reverse side and someone will contact you. You do not have to be a member of the School Advisory Commission.

Development Committee is to increase support for the school and the Endowment Fund to insure financial stability for the future. The committee is made up of one School Advisory Commission member and three or more parents. Meetings are held four times throughout the year.

Strategic Planning and Long Range Planning Committees work together to formulate a specific plan to achieve the goals and mission of the school by utilizing our resources of people, time and talent; they will also help to implement the plan and update it annually. The committees create a strategic long-range plan that articulates our school community. The goals are to define future expectations, develop a vision, outline realistic goals in areas such as enrollment. The committee has at least one School Advisory Commission member and three or more parents.

Marketing Committee and Public Relations are necessary to inform our community of the successes that our school achieves academically, spiritually, and socially. By sharing this information, we can increase enrollment and gain greater support from our Parish and local community. The committee is made up of at least one SAC member and three or more interested parents.

ABC SERVICE PROGRAM AGREEMENT:

Service hour requirements are 20 hours (4 for Auction) per year (June-mid May) for all families unless a letter is received by the administrator from a single parent to designate a 10-hour requirement for that family (2 for Auction). Hours not served are billed at \$25/hour and must be paid by mid-May of the school year.

___ I agree to do the required service hours (4 need to be done for School Auction)

I need to:

___ attend a Safe Environment Workshop.

___ have my Level II fingerprints done through the Diocese

___ I have my Fingerprints done and have attended a Safe Environment Workshop***

___ I choose to pay \$500 in lieu of doing the hours (payment due by the end of September)

Signature

Date

*** Every 5 years, a volunteer must have fingerprinting done again **and** renew their Safe Environment by either attending a class or renewing online.