



# Parent Volunteer Handbook

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2014-2015 Academic Year

*We are pleased to welcome you as a member of our St. Peter's Catholic School Volunteer Team. It is our desire to have every family actively volunteering at school. You are our most valuable resource and your help is essential in enhancing the education of our students.*

*We ask you to take a few moments and read through this handbook. It contains St. Peter's Volunteer Policies and Procedures as well as detailed descriptions of how you can volunteer. This information will help you better understand the volunteer program at St. Peter's. If you have any questions regarding these policies, procedures or your own volunteer service please call the school office.*

*We look forward to seeing you at school and thank you for being our partner in your child's education.*

# General Volunteer Policies & Procedures

## **Volunteer Service Commitment – All Families**

During the school year we ask each family to be responsible for volunteering 15-20 hours to the school. We have many opportunities to fulfill your obligation and look forward to your involvement.

## **Volunteer Opportunities**

There are many ways to volunteer at St. Peter's Catholic School. A description of some of the various activities that need volunteers can be found in this handbook. Please note there are lots other activities throughout the year, especially in the classroom, that require volunteers with little advance notice. Please be on the lookout for these activities.

## **Signing up as a volunteer and keeping track of volunteer hours**

The SPS **Volunteer Sign Up Form** can be found on the school website, [www.stpeterscatholicschool.com](http://www.stpeterscatholicschool.com) under the "Parents" heading. You can click on the link for the **Volunteer Opportunities** and sign up for volunteer activities by clicking the boxes for activities that interest you. This is an electronic form so please remember to "submit" when you are done.

As you volunteer your time fill out the **Service Hours Log**, which can be found on the school website, [www.stpeterscatholicschool.com](http://www.stpeterscatholicschool.com) under the "Parents" heading. You can also find notebooks in the school lobby containing these same sheets. Please be sure to print out the form for your use throughout the year and turn it in to the school office at the end of the school year. Thanks so much for your support!

## **Volunteer Training (Required)**

In compliance with the Diocese of Raleigh's Child & Youth Protection Program, **all** volunteers are required to attend a Child Abuse & Neglect Workshop. Please check the school website for workshop dates ([www.stpeterscatholicschool.com](http://www.stpeterscatholicschool.com)). The workshops are usually held early in the school year at St. Peter's Catholic School. Potential volunteers must attend a workshop before participating in any school activities. Your name will be added to our list of available volunteers once you have completed a workshop. Volunteers must recertify every 5 years.

Volunteer drivers must present a copy of a valid driver's license and proof of insurance to the school office, in addition to the above.

## **Sign-In Procedure**

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign-in at the office when he/she enters the school for any reason. All visitors and/or volunteers are required to wear a designated sticker, which is picked up at the school office. Visitors and/or volunteers should sign out at the time of departure.

## **Dependability**

The school relies on your support. Volunteers should try to keep all appointments and be prompt. We are aware that unavoidable situations can arise and prevent you from meeting your commitment. If this happens, please call the school office at 752-3529 or person coordinating the activity, so other arrangements can be made, if necessary.

### **Confidentiality**

Volunteers operate in a position of trust. Personal information pertaining to students, faculty and staff must be kept confidential. Children's actions, responses, progress or problems at school are not for sharing in the community. Conversations between parents, teachers and students are confidential. Volunteers should not discuss these conversations outside the school. Student confidentiality is covered under the Federal Educational Rights and Privacy Act (FERPA). Refer any concerns to the school Administration.

### **Volunteer Dress**

St. Peter's School has very detailed expectations for student dress. Although volunteers do not have a dress code requirement (except for the front office), it is expected that volunteers reflect the image of St. Peter's School and wear modest clothing while working in the school or during school activities. This includes a moderate length for skirts and shorts, conservative blouses and tops and no workout apparel or tank tops.

### **Expectations**

One of the most important things a volunteer can do is follow a teacher's lead. Please follow the teacher's directions and do not try to change a teacher's procedures or lesson plans. Please refrain from using a teacher's first name in front of students. When you are volunteering or chaperoning, siblings should not accompany you to the activity. Last, but not least, please remember you are the face and voice of St. Peter's Catholic School in the community. We trust you will always be our Goodwill Ambassador.

## **Volunteer Opportunities**

Parental involvement is vital to a child's education. When families take an active role in their children's education research shows that children benefit academically, as well as socially. Your involvement in the environment where your child spends most of their time allows you to know what is happening at school & facilitates conversation with your child about school.

St. Peter's Catholic School provides many opportunities for you to get involved on a regular or occasional basis. Please take a look at the list below and decide how you can get involved. Contact the person listed for each event if you would like more details. Your time and talents are greatly appreciated. To sign up for an activity, please go to [www.stpeterscatholicschool.com](http://www.stpeterscatholicschool.com) under the "Parents" header and click on the Volunteer Sign-Up Form link.

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## **ONGOING COMMITMENT**

### **Athletic Booster Club -- Contact: Megan Getz, Athletic Director**

Enthusiastic volunteers are needed to help support Wildcat Athletics. Duties include but are not limited to: running the admission tables and concession stands at various sporting events.

### **Athletics -- Contact: Megan Getz, Athletic Director**

The team sports offered at St. Peter's (baseball, basketball, cheerleading (grades 5-8), pep squad (grades K-4) cross country, football, soccer, softball and volleyball) are looking for coaching and assistant coaching volunteers. Depending on the sport, there is a need for volunteers to work in the following areas: admissions, concessions, field security, run the clock, set-up & clean-up the gym, keep the stat books, scorekeepers and of course, team parents and Sports Award Nights. Time commitment varies throughout the year, depending on the sport.

**Beta Club – Contact: Jean King, Faculty Advisor**

Parents of Beta Club Students are needed to help with: 1) the Initiation Ceremony at the beginning of the school year; 2) special reward lunches/trips for each 9 week marking period and 3) Beta Club and School wide Service Projects

**Cafeteria Volunteer - Contact: Carie Lamson, Coordinator**

Volunteers are needed to work in the school cafeteria to check in students, pass out drinks & collect money. Two parents per day (sometimes 3) are needed from 11:10 am – 1:10 pm. The number of people volunteering will determine how frequently volunteers are scheduled. Most volunteers work once a month and you can indicate the days of the week you are able to work. The coordinator uses Volunteer Spot, an online sign up which allows volunteers to select days that fit their schedule. Students love to see your smiling face at lunch.

**Fellowship of Christian Athletes (FCA) – Contact: Joe Blick, Middle School Religion Teacher**

This club (for middle school students) meets twice per month on a Friday morning. Volunteers are needed to coordinate speakers/program with Joe Blick and to get donuts for the meeting.

**Lost & Found – Contact: Joanne Galinas, Chair**

Once a month 1-3 volunteers are needed to tidy-up the school's Lost & Found. Volunteers would be folding & organizing clothing and purging un-labeled lunch boxes and damaged clothing.

**Morning Drop-off –Brother Patrick Drive Contact: Kimberly Taylor, Chair**

**4<sup>th</sup> Street Contact: Anne Kennedy, Chair**

Every day 3-4 volunteers with smiling & friendly faces assist students who are dropped off for school on:

Brother Patrick Drive: From 7:45am – 8:00am

4<sup>th</sup> Street: From 7:30am – 8:00am

**Speakers Bureau – Contact: Page Watson, Assistant Principal or specific teacher**

At various times throughout the year faculty/administrators look for speakers with a specific interest (i.e., occupation, hobbies, travel experiences, knowledge of foreign countries, etc). If you have experiences or talents you are willing to share with our students please indicate your willingness and subject matter when signing up or talk to your child(ren)'s teacher.

**Substitute Teachers – Contact: Doreen Flock, Administrative Assistant**

The school would like to build up its database of qualified/degreed individuals willing to work as substitute teachers. Substitutes are typically needed on demand with very little advance notice. If you would like to be added to our database, please indicate the grade level or subject you are qualified/willing to teach and stop by the school office to fill out an applications. All substitute teachers must complete the Diocesan Child Abuse & Neglect Workshop and have 2 years of college/community college credit or equivalent. PLEASE CONTACT THE SCHOOL OFFICE AT 752-3529.

**Teacher Appreciation – Contact: NEED REPLACEMENT, Chair**

Coordinating activities throughout the year centered on appreciation for Teachers and School Staff. Volunteers are needed to help throughout the year with luncheons, drawings for prizes, snacks for staff meetings, etc. LOOK FOR A SEPARATE SIGN-UP SHEET AT THE START OF THE SCHOOL YEAR.

## **Home School Association (HSA)**

### **HSA-Family Programs – Contact: NEED REPLACEMENT, Chair**

Sponsors events such as the Welcome Back Social & Pizza Bingo. Volunteers needed to help set-up and staff events.

### **HSA-Painless Fundraising – Contact: Melissa Schreiber & Julie McCaffrey, Co-Chairs**

Identifies easy ways to bring in additional funds for school needs. Activities include Dine Around, Adams Car Wash & Give Back programs such as Food Lion, Harris Teeter & Target. Volunteers are needed to help staff events at participating locations.

### **HSA-Publicity – Contact: Doug Smith, Committee Chair**

Responsible for getting the word out about HSA events and activities via newsletter, HSA webpage, Facebook & email blasts.

### **HSA-Spirit Committee –Contact: Trish Blanchard & Erin Greenleaf, Co-Chairs**

Plans Spirit Night at various SPS sports events throughout the school year. In addition, they will coordinate the ordering and sales of SPS Spirit Wear.

### **HSA-Wildcat Ambassador –Contact: Carrie Stockwell, Committee Chair**

Will find ways to better support SPS families including, but not limited to a New Parent Informational Night, “buddy” program for new families to help them get acquainted with the “ins and outs” of SPS and Mass prayer cards to support families in need of prayer.

### **HSA-Volunteer Coordinator – Contact: Carie Lamson**

Gathers all volunteer information and updates the Parent Volunteer Handbook. Compiles all information from the online & paper volunteer sign-up sheets and distributes to HSA and SPS staff.

## **ONE TIME COMMITMENTS**

### **September**

#### **Innisbrook Fundraiser – Contact: Nancy Sturgis , Chair**

Families sell items from the Innisbroock catalog in August/September. Volunteers are needed in mid to late October to help sort boxes when they are delivered to school and to help distribute boxes to students/families during afternoon pick-up.

### **October**

#### **Halloween Carnival (October 30th) – Contact: Patrick Reid, Chair**

#### **Halloween Carnival Clean-up (October 31st )**

We need all hands on deck to run this fun & festive event for the whole community. We have separate committees set up to make it EASY to get involved in our biggest fundraiser!! Help is needed in each of the following committees & setting up the country store along with other miscellaneous tasks. We also need help cleaning up the following day. Many hands make light work. (Note: Classroom specific activities will offer sign ups in the classroom.)

## **Halloween Carnival Sub Committees**

**Sponsors, Advertising & Signage** – Alicia Delemere, Andrew Overman, Amy Klingensmith

**Raffle & Silent Auction** – Gia Kean & Dawn Kendrick

**Decorations & Set Up** – Erica Morris & Annie Blaubach

**Food Vendors, Craft Vendors & Permits** – Erin Greenleaf

**Wristbands, Punch Cards & T-shirts** – Trish Blanchard, Jennifer Byrnes

**Games by Class, Country Store & Cake Walk** – Debbie Hatoum & Robin Edmison

**Money Runners, Garbage Control & Breakdown** – Carie Lamson & Beth Hinson

## **November**

**Grandparents/Special Friends Day (November 25th) – Contact: Megan Getz, Athletic Director**

A day set aside to welcome Grandparents/Special Friends of our students to the school so that they may experience their grandchildren's learning environment. Grades K-5 joyfully entertain grandparents/special friends with a variety of songs and dances at this special program. Volunteers are needed to help direct grandparents to the gym and classrooms after the event.

## **December**

**Primary Music Program (grades K-2, December 9th) – Contact: Jessica Merrill, Music Teacher**

During weekly music classes students have the opportunity to build a repertoire of songs to entertain parents and guests at grade-level-specific music programs. Volunteers are needed to help set up, break down and store risers for the program. This process includes heavy lifting and requires strong arms and a good back! Additional opportunities may arise during the school year and will be made known as time progresses.

## **January**

**Catholic School Week (January 26 - 30) – Contact: Beth Hinson & Carie Lamson, Co-Chairs**

During this annual salute to Catholic Schools, each day of the week celebrates a special occasion or extends gratitude to those who are an important part of Catholic education (i.e. teachers, staff, volunteers, pastors and administrators). Volunteers are needed to help with a variety of duties, including coordinating the Faculty & Staff Appreciation Day. .

**Faculty/Student Basketball Game (January 30th) – Contact: Megan Getz, Athletic Director**

This Friday afternoon event is a fun way to end Catholic Schools Week. Volunteers are needed to referee the game and to help watch over the classes of those faculty members who are playing in the game.

## **March**

**Intermediate Music Program (grades 3-5, March 31st) – Contact: Jessica Merrill, Music Teacher**

During weekly music classes students have the opportunity to build a repertoire of songs to entertain parents and guests. Volunteers are needed to help set up, break down and store risers for the program. This process includes heavy lifting and requires strong arms and a good back! Additional opportunities may arise during the school year and will be made known as time progresses.

## **May**

### **Field Day (May 15th) – Contact: Megan Getz, Athletic Director**

A day of fun filled games and activities for students in Junior Kindergarten through 5<sup>th</sup> grade. Volunteers will assist during the event with setting up tents, supervising games, assisting with the lunch break, etc. Time commitment is 2-3 hours. **Requests for volunteers are made via Volunteer Spot a few weeks prior to the event, so be on the lookout.**

## **GENERAL CLASSROOM VOLUNTEERS**

During Open Houses (at the beginning of the school year) many teachers let parents know of their need for classroom volunteers and will have sign-up sheets posted (i.e. classroom events, field trips, school fund-raisers, library, art, etc.). Please be sure to look at the classroom opportunities and see if you are able to volunteer for any of those specific activities. Below are descriptions of a few of those activities.

### **Art – Contact your child’s teacher and/or room parent to help and for specific times & details**

Assistance is needed during the weekly art classes for JK through 3<sup>rd</sup> grade and occasionally in other grades. Volunteer activities include helping to set up supplies 5-10 minutes prior to class time and helping students with questions during the creative process. Volunteers are coordinated by each classroom teacher and/or room parent.

### **Book Fairs (September 8th-12th 2014 & March 23rd-27th 2015) – Contact: Kim Jordan, Librarian**

Students have the opportunity to purchase books during their class library time. This is a large and academically oriented fundraiser for the school. We also offer a family night so families can come together to the book fair. Parent volunteers assist as cashiers, help children select books & write wish lists. The schedule is flexible. **Requests for volunteers are made via Volunteer Spot a few weeks prior to the book fair, so be on the lookout.**

### **Field Trip Chaperone/Driver – Contact your child’s teacher and/or room parent for specific times & further details**

Throughout the year drivers/chaperones are needed for class field trips. Usually the field trip dates are mentioned during the open house. Drivers will be asked to complete specific forms before being allowed to drive students. Please ask in the office for the eligibility forms.

### **Halloween Carnival**

Each class has an activity or game that needs to be staffed by parent volunteers the night of the carnival. Sign up for your classroom’s activity is coordinated by the room mom. Also, it is a tradition at our school for families to provide a baked good or freezer item for the country store and provide an item for the cake walk. Your participation will help us stock the country store with tasty and savory items and stock the cake walk with lots of fun and whimsical cakes/cupcakes!

### **Library – Contact: Kim Jordan, Librarian**

Join your child in class during their library time! Volunteers assist for 1 hour periods with a variety of clerical functions, such as book check-out, processing, shelving, typing, filing, etc. Please indicate if you would like to help with only your child’s class or with any class.

**Lunch Room Monitor - Contact your child's teacher and/or room parent for specific times & further details**

At least once a month 2 parents are needed to take students to the lunchroom and supervise the class during the regular lunch period. This is a nice way to give your child's teachers a little break each month.

**Math SuperStars (grades K-5) – Contact: Gia Kean, Program Coordinator (confirm)**

This is a voluntary math enrichment program available to students in Kindergarten through 5<sup>th</sup> grade.

**Volunteers sign up via permission forms sent home after the start of school.**

**Room Parents – Contact your child's teacher for a list of specific duties**

Two to four parents are needed for each classroom to assist and be the primary contact for the teacher(s) and to aid in coordinating volunteers for various classroom & school activities. Additional parent volunteers are needed to assist the room parents throughout the year.