

St. Peter's Catholic School - Parent Volunteer Handbook

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.

Thanks again for your time and we wish you a wonderful "volunteer career" at St. Peter's Catholic School.

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. A description of some of the many ways you can volunteer can be found in this handbook, starting on page 2.

The **Volunteer Sign Up Form** and **Service Log** can be found on the school website, www.stpeterscatholicsschool.com under the "Parents" heading. Please print out both forms. Sign up for volunteer activities using the **Volunteer Sign Up Form** and return it to the school office. As you volunteer your time fill out the **Service Log**, which should be turned 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.stpeterscatholicsschool.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.

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

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, so the faculty/staff member can make other arrangements, 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. Refer and 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

There are many ways to volunteer at St. Peter's Catholic School. For your convenience, a **Volunteer Sign Up Form** is posted on our school website, www.stpeterscatholicschool.com. You can print, fill out and return the form to the school office to sign up for a variety of activities. Please note there are many other activities throughout the year, especially in the classroom, that require volunteers with little advance notice. Please be on the lookout for these activities.

2011 - 2012 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 they spend 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. Please note the highlighted events require a large number of volunteers to be successful. Your time and talents are greatly appreciated. To sign up for an activity, please go to www.stpeterscatholicschool.com under the "Parents" section and click on the Volunteer Sign-Up Form.

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

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. Officers will be elected for this school year to head up the Booster Club's various needs

Athletics -- Contact: Megan Getz, Athletic Director

The team sports offered at St. Peter's (baseball, basketball, cheerleading, football, softball, 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 and of course, team parents. 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

Box Tops/Campbell's Soup Labels & other No-Cost Fundraisers – Contact:

The school participates in several additional fundraisers throughout the year (ex. General Mills Box Tops, Harris Teeter milk caps, Campbell Soup labels, soda can pop top collections). Volunteers are needed to help cut and count. Some assistance can be provided from home.

Cafeteria Volunteer - Contact: Jill McGlohon, 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 am – 1 pm. The number of people volunteering will determine how frequently volunteers are scheduled, but usually once or twice a month and you can indicate the days of the week you are able to work. Students love to see your smiling face at lunch.

Fellowship of Christian Athletes (FCA) – Contact: Joe Farris, 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 Farris 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.

Math SuperStars – Contact: Gia Kean, Program Coordinator

This is a voluntary math enrichment program available to students in Kindergarten through 5th grade. One parent volunteer per class is needed to distribute and grade student worksheets. If you are interested in volunteering, please look for a separate volunteer sheet sent home during the first few weeks of school. No math experience is necessary; however, email access is required and basic Excel spreadsheet experience is preferred.

Morning Drop-off –Bro. Patrick Drive Contact: Beth Hinson, Chair and 4th Street Contact: Cindy Kuhn, Chair

Brother Patrick Drive: From 7:45 – 8 am, smiling & friendly faces assist students who are dropped off for school.

4th Street From 7:30 – 8 am, smiling & friendly faces help facilitate quick & safe drop-off of students in front of school.

Typically 3 -4 volunteers per day are needed.

Speakers Bureau – Contact: Doreen Flock, Administrative Assistant or the teacher in need

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.

Teacher Appreciation – Contact: Mary Alligood, Chair

Coordinating activities through out 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 the teacher's lounges, etc.

August

Back to School Fundraiser (August 25th kick-off) – Contact: Barb Delbridge, Chair

Families sell items from the Innisbruck catalog in August/September. Many aspects of this fundraising program are automated and we are not yet sure what volunteers will be needed to do. However, if you think you can help please sign up or contact the Chair for more details.

September

Scholastic Book Fair – Contact: Kim Jordan, Librarian

Students have the opportunity to purchase books during their 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 are needed to assist as cashiers, help children select books & write wish lists. The schedule is flexible.

October

Halloween Carnival (October 27th) – Contact: Susan Patrick & Jill McGlohon, Co-Chairs

Halloween Carnival Clean-up (October 28th)

We need all hands on deck to run this fun & festive event for the whole community. Parents are **required** to 1) staff class games, which are usually organized by grade parents, 2) provide a baked good or freezer item for the country store and 3) provide an item for the cake walk. However, in order to have a successful event, we also need your help in these areas: decorating the school and cleaning-up the school following the festivities. Many hands make light work!

November

Grandparents/Special Friends Day (November 22nd) – Contact: Megan Getz

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 dance 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) – Contact: Katherine Burke, 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 Schools Week (starts January 30th) - Contact: Beth Hinson, Chair

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, volunteers and the principal). Volunteers are needed to help with a variety of duties, including coordinating the Faculty & Staff Appreciation day.

February

Faculty/Student Basketball Game – Contact: Megan Getz, PE Teacher

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.

Intermediate Music Program (grades 3-5) – Contact: Katherine Burke, 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.

March

Scholastic Book Fair – Contact: Kim Jordan, Librarian

Students have the opportunity to purchase books during their 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 are needed to assist as cashiers, help children select books & write wish lists. The schedule is flexible.

April

Annual Auction on April 27th & Auction clean up on April 28th – Contact: Susan Patrick & Jill McGlohon, Co-Chairs

This festive event includes a silent auction, wonderful food and a live auction during an evening of fun, friendship and fundraising. This has become one of the school's largest fundraisers. Many volunteers are needed for: item solicitation & procurement, , marketing, set-up, decorations, and clean-up. Please consider joining the fun!

May

Field Day (May) – Contact: Megan Getz, PE Teacher

A day of fun filled games and activities for students in Junior Kindergarten through 5th 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.

Classroom Volunteers – all grades

During Open Houses (at the beginning of the school year) many teachers will let you know of their need for classroom volunteers and will have sign-up sheets posted (i.e. classroom events, field trips, fund-raisers, library, art). 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 2nd grade and occasionally in other grades. Volunteers are needed to help set up supplies 5-10 minutes prior to class time and to help students with questions during the creative process. Volunteers are coordinated by each classroom teacher and/or room parent.

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.

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.

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.