

St. Mary School Volunteer Handbook

1121 Main Street Paris, Kentucky 40361 * (859) 987-3815 * <http://stmaryschool.cdlex.org>

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

Dear Volunteers,

May this letter serve as a sign of my gratitude for your willingness to share your time and talent with the faith community of St. Mary 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.

The volunteer requirements, procedures and opportunities are described in this handbook that you will find on our website (<http://stmaryschool.cdlex.org>). Please complete the sign-up form and return it at Back to School Night or return to the School Office.

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,

Richard E. Martinez
Principal

ST. MARY SCHOOL PHILOSOPHY

St. Mary School is a parish school rich in the tradition of Catholic education and committed to academic excellence. **Together**, with the family and parish community, we are dedicated to creating an enthusiastic vision of the future. **Together**, we teach the message of the gospels and formation of Christian values. **Together**, we value the uniqueness and dignity of each person and promote a warm and welcoming community. **Together**, we challenge our students and ourselves to develop the skills to think critically, to express ourselves creatively, and to act responsibly as we become true agents of Christ.

VOLUNTEER HANDBOOK MISSION STATEMENT

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 St. Mary School.

VOLUNTEER REQUIREMENTS

Virtus Training: Virtus; Protecting God's Children, a 3 hour workshop, is suggested for all in-school volunteers. Virtus provides participants with important information regarding signs of abuse and what action to take if abuse is suspected. Monthly updates are sent to participants via e-mail, and participants are expected to complete questions regarding the updates. Notices about scheduled workshops may be accessed online at <http://www.virtus.org>. Volunteers may attend any session at any location, and provide the office with a copy of their certificate of completion. Volunteers need only attend the training 1 time.

Background Check: All volunteers working with children are expected to complete and submit to the school office a Volunteer Background Check. The Volunteer Background Check forms are available in the school office. The school will submit the background checks to the Office of the Administrative Courts, and the principal will screen the results. Should a volunteer be deemed unacceptable, the principal will notify the volunteer of their ineligibility. The Background Check can be obtained from the school office.

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

Confidentiality: A volunteer operates in a position of trust. Personal information pertaining to students 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 in the school are confidential. Volunteers should not discuss these conversations outside of school. Refer any concerns to the Administration.

Right to Amend: St. Mary School reserves the right to amend this handbook. Notice of amendments will be sent to volunteers.

VOLUNTEER PROCEDURES and OPPORTUNITIES:

CLASSROOM/TEACHER SUPPORT

Recess Monitor: Students eat lunch in the classroom or Parish Hall with teachers. In order for teachers to have their own lunch time, recess monitors are necessary. Recess monitors help to insure that students play safely and according to the playground rules.

Volunteer Responsibilities: Assist with distributing lunches, reading a short story to younger classes and clean-up. Monitor recess time on the playground and ensure return of play equipment. (Please remember that no student should leave playground to retrieve a ball from over the fence without direct supervision).

Volunteer Time Commitment: 11:15AM – 1:00PM. Volunteers may sign up for any number of times each month. Classroom teachers will coordinate volunteers.

Field Trips: Field trips are designed to enhance the curriculum with real life experience.

Volunteer Commitment: Parents may be asked to chaperone and drive on field trips

Volunteer Responsibility: Anytime school parents grant permission for the teacher/school to

take students off school ground, they are trusting that the teachers in charge will work hard to ensure the safety and well-being of their child. As a chaperone, you are taking on a portion of that responsibility and trust that parents have granted.

Volunteer Guidelines: The primary goal of the school is to first ensure the safety and well-being and second add to the curriculum by exposing students to experiences that enhance learning. In order to achieve our goals the following guidelines are expected of our chaperones.

Prerequisite Requirements:

- Provide School Secretary a copy of Driver's License and Insurance card.

Day of the trip:

- Chaperones are expected to assist in supervising the children to provide for their safety. Chaperones should not talk on cell phones during the field trip, most especially when driving. Use of cigarettes, alcohol, or drugs is never acceptable at any school function with children present.
- Remember that the teacher is in charge on the field trip and makes decisions for the entire group.
- Make sure all students have and use a seat belt. Adhere to state law in regards to car seats and boosters.
- Adhere to manufacturer's warnings regarding air bag safety.
- Because the intention of taking chaperones on is to supervise the students, provide for their safety and assist the teacher, the taking of siblings is discouraged.
- Supervise children's behavior while being transported. Students are not allowed to hang out windows, gesture to other cars, or act in a way that is distracting to the driver.
- Supervise children's behavior while at the location. It is important that our students represent our school with pride and respect at all times.
- Caravan with the rest of the group, staying together.
- Go only to the location (s) that the permission field trip describes. Follow all traffic laws and speed limits.
- Pit stops are not permitted.
- Follow the assigned route that the teacher provides.

Volunteer Time Commitment: Varies

Copying: Occasionally a volunteer is needed to come to the school office to copy materials for teachers. Mrs. Leer will train volunteers on the process and operation of the copy machine.

Volunteer Responsibility: Select a certain day of the week (consistent for each week) to come in and copy materials for the teachers. Prepare materials and deliver them to the appropriate teacher.

Volunteer Time Commitment: 1-2 hours each week.

Library/PE/Art Assistant or Substitute

Volunteer Responsibilities: Library: Assist with checking books in/out, shelving books, and performing other library tasks. Librarian will provide procedure training; PE: Assist with class PE activities; Art: Assist with Art projects.

Volunteer Time Commitment: 1-2 (or more as requested) hours each week.

Field Day

Chairperson: Teachers will organize, schedule and plan the annual field day.

Volunteer Responsibilities: Assist teachers with running games, rotating students, preparing lunch, serving lunch, set up and clean up.

Time Commitment: 5 hours

SCHOOL COMMUNITY SUPPORT

Summer Social: The Summer Social is a picnic type event that occurs in July prior to the beginning of school. Its purpose is to provide a time for new families to meet current families and all families to be reacquainted before the hustle and bustle of the school year.

Volunteer responsibilities: Set up and clean up after the event.

Volunteer Time Commitment: Approximately 2-3 hours

Date and Times: Varies each year.

New Family Contact

Volunteer Responsibilities: Call families new to St. Mary School, approximately one to two weeks before school starts to welcome them and answer any questions.

Volunteer Time Commitment: Approx. 1 Hour.

Teacher Appreciation Luncheon

Chair Responsibilities: Schedule date and time for luncheon with principal and church secretary to reserve the parish hall. Send flier to all faculty, staff and church staff to invite them to the luncheon. Recruit and organize volunteers to help with set up, decorations, and clean up. Recruit parents to bring in a dish for the Pot Luck Luncheon.

Volunteer responsibilities: Help with planning, set up, clean up and/or bringing in a dish for the Pot Luck Luncheon.

Date and Time: Date TBA (usually the last Friday of Catholic Schools Week)

Christmas Tea and Social: Each December the school hosts a social event for students and their families following the Christmas Concert. The event includes refreshments, music, and classroom auction-themed baskets.

Chair Responsibility: Form a planning committee to select a theme, date and time for the event. Plan the event with consideration to theme, entertainment, games, activities, refreshments, budget, etc. Create a flier to communicate and promote event to school families. Recruit, organize and oversee volunteers.

Volunteer Responsibilities: Assist with planning, entertainment, games, refreshment, communication, set up and clean up.

Date and Time: December 3-4 Hours

Cards for Special Situations

Volunteer Responsibilities: Volunteers will send cards to St. Mary School families for any special situations such as births, illness, or deaths.

Time Commitment: Varies (as requested).

COMMUNITY OUTREACH SUPPORT

Mardi Gras Mission Party: St. Mary School celebrates the beginning of Lent each year with a school-wide Mission Party designed for fun and fellowship. Funds raised go to various charities.
Volunteer Responsibilities: help set-up, serve refreshments, staff games and clean-up.
Volunteer Time Commitment: 2-3 hours during event

Advent/Lenten Charities:

Volunteer Responsibility: Assist faculty in organizing charity giving during Advent & Lent.
Volunteer Time Commitment: varies during Advent & Lent

FUNDRAISER SUPPORT

Golf Tournament

Chair Responsibilities: Set date and time with local course, place media ads, flyers, recruit volunteers, teams, sponsorship, prizes, refreshments day of event.
Volunteer Responsibility: Assist with Chair responsibilities
Volunteer Time Commitment: 4 - 6 Hours day of event.

Bourbon Co. Harvest Festival: Each fall the school will host a social event for the community as a fund-raiser for St. Mary School.

Chair Responsibilities: Form a planning committee to plan the event. Schedule date and time with the principal, PTS and community organizers to reserve space and equipment. Plan decorations, entertainment, theme, food, organize volunteers to help with event, create flier to promote event, collect money, and track records for planning purposes. Shop for supplies as needed.

Volunteer Responsibilities: Assist chairperson with planning, shopping, record keeping, set up, clean up and promotion event.

Date and Time: Late September/ October

Volunteer Time Commitment: Varies/approx. 6 hours day of event

Book Fair

Volunteer Responsibilities: Book Fair Volunteers assist at the Joseph Beth Book Fair during class visits and Family Night (for providing and serving refreshments).

Date and Time: Fall or Spring date TBA.

Volunteer Time Commitment: Shifts are 2 hours at pre-arranged times.

Box Tops for Education, Nestle Water Labels, Campbell's Soup Labels, Old Printer

Cartridges: As a school fundraiser students collect and bring in Box Tops for Education, Nestle Water Labels, Campbell's Soup Labels, and old printer cartridges

Chair Responsibilities: Send out periodic reminders in the school newsletter and church bulletin for families to save and turn-in listed items. Count the items that are turned in and send to the appropriate vendor for school credit

Volunteer Time Commitment: Varies throughout school-year (Approximately 2 to 3 turn-in drives per year)

Sally Foster Gift wrap Sales

Chair Responsibilities: Coordinate with Mrs. Leer and Sally Foster Representative to set dates for sale and delivery of product. Create fliers to communicate sale to school families, field questions from school families, organize volunteers to help with record keeping, order

collections and order distribution.

Volunteer Responsibilities: Assist chairperson with order collections, record keeping, order processing, and order distribution. Assist chair person with student incentives and motivation.

Volunteer Time Commitment: Varies throughout Fall and early Winter

Pecan Sales

Chair Responsibilities: Coordinate with PTS to set dates for sale, and other school fundraiser chairs for sales opportunities. Create and facilitate an incentive program. Create fliers to communicate sale to school families, field questions from school families, organize volunteers to help with record keeping, order collections and order distribution.

Volunteer Responsibilities: Assist chairperson with order collections, record keeping, order processing, and order distribution. Assist chair person with student incentives and motivation.

Time Commitment: Varies throughout November and December

***Please note each family is asked to sell once case of product (24 bags)**

Farm Machinery Auction Concessions Sales

Volunteer Responsibilities: Set-up, clean-up, prepare requested food items and/or purchase concession products for auction concession stand. Prepare and sell food day of the event.

Volunteer Time Commitment: 2 Hour Shifts Day of event/All families asked to provide food items.

Date and Time: Last Saturday in February

St. Mary Gala: The St. Mary Gala is an annual fundraising event that raises in excess of \$40,000+. The event is an adult evening with food, drink, entertainment and a Live and silent auction.

Chair Responsibilities: Organize planning committee to plan, organize and oversee all aspects of this event. Special attention needs to be given to Gaming Laws in regard to any raffles. The chairperson needs to work with the business manager for the parish to ensure that all guidelines are adhered to.

Volunteer Responsibilities: Assist the chair person and committee with any necessary details involved with the event. Each family is asked to provide names and addresses for invitees and auction items.

Date and Time: Late Spring date TBA with much planning time throughout the fall and winter.

SCHOOL COMMITTEES SUPPORT

Parent Teacher Society (PTS) Organization: The purpose PTS is to assist teachers and students by providing support for educational, spiritual, and recreational needs. It will also promote community between administration, teachers and parents. The PTS will help foster a positive school climate. This shall be accomplished by providing moral, logistical, and financial support to the school community and by providing educational opportunities for the parents. Each member of the PTS Board serves a 1 year term, with the exception of the Vice Chair, who may serve a second year in the leadership role of Chairperson.

The PTS meets the second Thursday of the each month to discuss, plan and organize school events. In addition, board members take on leadership roles to help organize various activities throughout the year. Specific roles include: President, Vice President, Secretary, and Treasurer.

Each spring the PTS will encourage volunteers to submit their names as potential board

members. A slate of nominees will be prepared and voted on at the general board meeting (meaning the entire school parent population votes) in May. Terms run June to May.

Marketing Committee

The Marketing committee is an ad hoc committee of the PTS. The purpose of the Marketing committee is to explore options for promoting our school to the public with the purpose of increasing and maintaining enrollment. In addition, the Marketing Committee assists other public efforts, such as advertising for school events (The Gala for example).

Facilities Committee

The Facilities Committee is an ad-hoc committee of the PTS. The purpose of this committee is to explore options for funding and implementing improvements to the St. Mary School Physical grounds and buildings.

Academic Committee

The Academic Committee is an ad-hoc committee of the PTS. This committee will advise the principal on academic needs including, but not limited to, hardware and software available to enhance school programs.

Fundraising Committee

The Fundraising Committee is an ad-hoc committee of the PTS. This committee will review the effectiveness of current fundraisers and consider suggestions for additional fundraisers.

ST. MARY SCHOOL - VOLUNTEER SIGN UP SHEET

Please print this page, check areas on which you are willing to serve. If you are willing to be the chairperson, please check mark the line marked "chair" located in the parenthesis. **Return this sheet on Back to School night or send to the office, prior to September 1st.**

Name (print): _____ Phone: _____

E-mail: _____

Children's Name/Grade:

CLASSROOM/TEACHER SUPPORT

____ Lunch /Recess Monitor

____ Copying

____ Library/PE/Art (____ Assistant/ ____ Substitute)

____ Field Trip Chaperone

____ Field Day

SCHOOL COMMUNITY SUPPORT

____ Summer Social

____ Teacher Appreciation Luncheon (____ Chair)

____ Cards for Special Situations

____ New Family Contact

____ Christmas Tea (____ Chair)

COMMUNITY OUTREACH SUPPORT

____ Mardi Gras Mission Party

____ Advent/Lenten Charities

FUNDRAISER SUPPORT

____ Golf Tournament (____ Chair)

____ Box Tops/H2O Labels/Soup Label/Cartridge (____ Chair)

____ Pecan Sales (____ Chair)

____ Sally Foster Gift Wrap (____ Chair)

____ Harvest Festival (____ Chair)

____ Book Fair

____ Farm Auction Concessions

____ Gala (____ Chair)

SCHOOL COMMITTEES SUPPORT

_____ Marketing
_____ Academic

_____ Facilities
_____ Fundraising

VOLUNTEER PLEDGE

I pledge to volunteer my time and talents in service to the children of St. Mary School. I will uphold the expectations of the role of volunteer by observing guidelines outlined in the Volunteer Handbook and by being committed to my duties. I promise to respect the confidentiality of the students, faculty and staff. I have read and understand St. Mary School's mission statement and will follow the policies and procedures outlined in the Volunteer Handbook to the best of my ability.

Volunteer Signature

Date

Please sign and date, and return to Back to School Night or send to the School Office.