

# HOLY FAMILY CATHOLIC SCHOOL

## VOLUNTEER HANDBOOK

### 2011-2012

**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](mailto:srflo@holyfamilycatholicschool.com)

**WEB SITE:** [www.holyfamily-school.com](http://www.holyfamily-school.com)

**DAILY SCHEDULE:** 7:40 a.m. – 3:05 p.m.  
**ABBREVIATED DAYS:** 7:40 a.m. - 12:00 p.m.  
**Lunch/Playground Time:** 11:35 a.m. – 12:10 p.m. (K-3); 12:20 p.m. – 1:05 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

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## **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 or a parent and step parent. Families who wish to be designated as one parent family must submit a written request to the administrator requesting that designation. 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, or any teacher conferences.

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 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.**

## **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., 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, 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, or a Honeywell alert. 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'. If the work is done in school, when the volunteer signs in and out, it is automatically registered for you.

## **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. It is their responsibility to post the activity, the person in charge and the hours on the volunteer section of [www.cloasslogon.com](http://www.cloasslogon.com). In order for hours to be properly recorded and credited, it is the parent's responsibility to:

- Come into school and sign in and sign out; the hours will automatically be credited to the family account. You do not need to go on to the website to log in your hours.
- Post all other volunteer activity on the private side of the website; information will be reviewed and approved by the administrator or her designee.

### **SERVICE OPPORTUNITIES AND FUND-RAISERS**

\*Volunteer positions marked with an asterisk (\*) satisfy the 20-hour service requirement if they relate to the auction.

Others with an asterisk (\*) are required to do four (4) auction hours.

**COORDINATOR** \* - Oversees promotion, distribution, collection of the money for cards, and prepares the money for a bank deposits. Preparations are done generally before school begins in the fall, and is completed within the first month or two of the school year. **Helpers** are needed to help prepare the materials at the beginning of the year.

### **ANNUAL 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 EVENTS ASSISTANT**

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

### **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.

### **ANNUAL AUCTION**

**(asterisk (\*) = 20 service hours)**

**Auction Committee** volunteers work together to complete the tasks needed to insure a successful auction; the Auction Committee consists of the following sub-committees:

**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.

**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.

**Event Planner(s)\*** - Plan and develop the theme for the auction, overseeing the design of the decorations, invitations, and entertainment to reflect the theme. Also make arrangements for auction night, including securing the location/facilities, planning the evening's program, and arranging for food and beverages, equipment rental, and entertainment.

**Event Planner Assistant(s)** – assist Event Planner(s) in preparing for auction night; includes coordinating with other committees as needed, making phone calls.

**Procurement Coordinator\*** - works with procurement committee members to obtain donations for silent and live auction.

**Sponsorship Coordinator\*** - works with sponsorship committee members to obtain auction sponsors.

**Invitation Coordinator\*** - produces the auction invitations; organizes a small group of volunteers to prepare invitations for distribution.

**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.

**Centerpiece/Paddle Coordinator\*** - Coordinates volunteers to design and create centerpieces and paddles for auction night.

**Decoration Coordinator\*** – works with Event Planner(s) and decoration committee members to create and set up decorations.

**Light Construction Coordinator\*** - works with volunteers able to perform light carpentry, electrical, painting, etc., to assist the decorating committee.

**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.

**Class Project Volunteers** – are parent representatives from each grade responsible for working with students to design and create original class projects for the live auction.

**Party Party Coordinator\*** -- the PPC will assist recruiting party party hosts and work with 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

**Party Party Host\*** -- family would organize a party with a 'catchy title' or theme, decide the number of people to be invited, set a date, plan and give the party.

**Reservations/Seating Coordinator\*** - accepts reservation forms, creates the seating layout and master guest list for check-in.

**Silent Auction Set-up Coordinator\*** - works with volunteers to set up silent and live auction items prior to auction night; prepares bid sheets.

**Check-in Coordinator**- works with volunteers auction night to do check-in of guests and distribute paddle numbers.

**Check-out Coordinator\*** – works with volunteers auction night to accept payments for auction items. Oversees entire check-out process, including setting up credit card machines, billing procedures, and accounting.

**Clean-up Coordinator** – organizes a clean-up crew for night of auction and for morning after.

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

**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.

## **YEAR ROUND FUND-RAISERS** **SCRIP PROGRAM**

**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 PROGRAM HELPER** - 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.

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

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

**CAPRISUN COORDINATOR** – Collects, prepares and submits pouches regularly

**ABC SERVICE HOURS COORDINATOR** – Once the papers are into the office, the coordinator will put all the information on an excel spreadsheet; update it when necessary

**NEWSPAPER COLLECTION** – collect newspapers from designated locations weekly (easy service to fulfill your hours – on your own time). Also need a ‘point person’ to make the necessary phone contacts to the team.

### **GENERAL SERVICE PROGRAM LIST**

**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.

**CLASSROOM ASSISTANT** – Helps classroom teacher with paper work, projects, individual tutoring, Friday folders, etc.

**HOME CLASSROOM ASSISTANTS** – Work on school projects for the teacher at home.

**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.

**LIBRARY ASSISTANT** – Helps media specialist with processing books and special projects.

- Laminator – Laminates projects for the teachers.

**WELCOME COMMITTEE COORDINATOR** – Helps organize welcoming events for prospective and new families as well as open house activities.

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

**BUDDY PARENTS** – Help at welcoming events/open houses; offer telephone support. (one per class would be great!)

**ROOM PARENT** – Helps coordinate special events for classrooms, communicates with parents by phone /memo to assist with school projects, needs for the classroom. Helps coordinate auction baskets and class projects. Room parent works with welcoming committee and Buddy Parent.

**HOSPITALITY** -- Sends cards to school community members for births, illnesses, deaths, appreciations, or other occasions. (great ‘at home’ volunteer service)

**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)

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

**NEW UNIFORM COORDINATOR\*** – Oversees distribution of new uniforms at the beginning of school year and keeps track of inventory throughout the school year.

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

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

**BEAUTIFICATION WORKER** – assists on beautification days.

**FRONT OF SCHOOL CARE** – Regularly weeds flower beds at front entrance and south side of school. (great ‘on your own time’ volunteer service)

**SCHOOL REPAIRS/REFURBISHING** – Repairs, painting, electrical, carpentry, etc.

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

**WEB MASTER\*** – Requires knowledge of developing a web site; must maintain and update school website with current information. (already assigned)

**PHOTOGRAPHY** – Taking pictures at school activities, sports programs, or special programs.

**YEARBOOK HELPER** – Help office to collect orders for yearbook or ads; or help with advertising; or do the set up for ads.

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

**SPECIAL SCHOOL PROJECTS** – Assists with writing grants, photography, sewing, bulletin boards, etc.

**ODYSSEY OF THE MIND / MATH CLUB /YEARBOOK** – Help in any of these areas. (See information in Family Handbook, p. 24, 26)

**MAD SCIENCE HELPER** – If we have the Mad Science Program, individual will be present at each session to help the Mad Science Teacher.

**HELP WITH 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!!

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

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

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

**HELP ART TEACHER** – Assist the Art Teacher in Art classes/help hang or change out students' art work.

**BOOK FAIR ASSISTANT**– Sell books at the book fair, helps with setup and closing of book fair.

**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.

**KNIGHTS OF COLUMBUS SPAGHETTI DINNER** – 4<sup>th</sup> Thursday of each month. Help cook, serve, or clean up.

**Coordinate meals/refreshments for 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)**

**Provide meals/refreshments for special school activities – a group of parents will do this. There might be a 'theme' and you will be asked to make something for the occasion.**

**DO YOU HAVE A TALENT THAT WE DID NOT LIST AND YOU WOULD LIKE TO OFFER? Either call the school office or write it on the Volunteer List you are to fill out!!**

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

**SCHOOL ADVISORY COMMISSION MEMBER\*** – Attends monthly commission meetings and assists on committee projects.

**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**

**HOLY FAMILY CATHOLIC SCHOOL**

**VOLUNTEER LIST 2011-2012**

**Explanations and brief descriptions are in the Volunteer Handbook on the website.** Discern how you might share your time and talents. Indicate on this form your areas of interest. If you plan to volunteer and be with children at any time, Level II Fingerprinting must be completed through the Diocese. There is a minimal cost that we ask parents to pay.

**Volunteers must also attend the Safe Environment Workshop required by the Diocese of St. Petersburg. (detailed information is in the Family Handbook and Volunteer Handbook)**

As other "volunteer opportunities" come up, they will be placed on the website, announced through the Honeywell Alert or in the monthly newsletter.

\_\_\_\_\_  
**PARENT/GUARDIAN NAME (Please print)**

Phone number \_\_\_\_\_

\_\_\_\_\_  
**STUDENT(S) NAME**

**Please print parent's name next to activities you are interested in.**

**\*Fulfills service hour commitment for the school year**

Golf committee Coordinator\* \_\_\_\_\_

Golf committee member \_\_\_\_\_

Day of event assistant \_\_\_\_\_

Auction Co-chairs\* Valerie Tyszko and Mark Hanks  
More detailed auction help will be shared at a home school meetings, through Honeywell Alert, newsletters

Scrip Coordinator\* \_\_\_\_\_

Help with the Scrip program \_\_\_\_\_

Campbells Coordinator \_\_\_\_\_

Box Top Coordinator \_\_\_\_\_

Caprisun Coordinator \_\_\_\_\_

ABC Service Hour Coordinator\* \_\_\_\_\_

Newspaper pick-up at designated places \_\_\_\_\_

Coffee and Donuts Coord. \_\_\_\_\_

Coffee & Donuts Sunday Volunteer \_\_\_\_\_

Classroom Assistant \_\_\_\_\_ grade \_\_\_\_\_

Home Assistant \_\_\_\_\_

Lunch Room Assistant\* \_\_\_\_\_

\_\_\_\_\_ Day(s) \_\_\_\_\_

Lunch Room Sub \_\_\_\_\_ Day \_\_\_\_\_

Library Assistant \_\_\_\_\_

Welcome Committee Coor. \_\_\_\_\_

Welcome Committee member \_\_\_\_\_

Buddy Parent \_\_\_\_\_

Room Parent \_\_\_\_\_ grade \_\_\_\_\_

Hospitality \_\_\_\_\_

Washing Art Aprons & Kitchen Towels \_\_\_\_\_

Used uniform Coordinator\* Cheryl Bearce \_\_\_\_\_

Beautification Coordinator \_\_\_\_\_

Beautification Helper \_\_\_\_\_

Front of School Garden Care \_\_\_\_\_

School Repairs/Refurbishing \_\_\_\_\_

Tech Team \_\_\_\_\_

Webmaster for Website Jack Krause \_\_\_\_\_

Photography \_\_\_\_\_

Yearbook Helper \_\_\_\_\_

Computer assistant \_\_\_\_\_

Special school projects \_\_\_\_\_

Odyssey of the Mind Helper \_\_\_\_\_

Mad Science Helper \_\_\_\_\_

Help with the Chess Club \_\_\_\_\_

Adopt - a - Class Coordinator \_\_\_\_\_

Community Resource Coord \_\_\_\_\_

Public Relations (someone to notify newspaper, news stations, etc. of events \_\_\_\_\_

Help Art teacher \_\_\_\_\_

Book Fair Assistant \_\_\_\_\_

Coaching \_\_\_\_\_

Girls \_\_\_\_\_ Boys \_\_\_\_\_ Sport \_\_\_\_\_

Knights of Columbus Spaghetti Dinner \_\_\_\_\_

Coordinate meals/refreshments for in service days, information nights, open house, etc.

Provide meals/refreshments for special school activities \_\_\_\_\_

**Any talent you would like to offer?**

Home and School Board Member\* \_\_\_\_\_

School Advisory Commission Member\* \_\_\_\_\_

**Committees:**

Development \_\_\_\_\_

Strategic Planning \_\_\_\_\_

Marketing \_\_\_\_\_

(see reverse side for description of the above committees)

**(OVER)**

**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:**

**Service hour requirements are 20 hours (4 for Auction) per year (June-April) 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** do an online class for Safe Environment.