



ST. AUGUSTINE

CATHOLIC SCHOOL

VOLUNTEER HANDBOOK

2018 - 2019

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ST. AUGUSTINE
CATHOLIC SCHOOL

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 St. Augustine 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.

The volunteer application forms are enclosed in this book or you can obtain an application online through the school website: www.staugustinece.org. Please complete the forms (print them out if accessed online) and return them 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,

Denise P. Rios

Denise P. Rios, M.Ed.
Principal

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"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 St. Augustine Catholic School.

Mission Statement of St. Augustine Catholic School

*The mission of St. Augustine Catholic School
is to enable all children to see themselves and others
in the heart of Christ*

Philosophy

St. Augustine Catholic School endorses the call of the Catholic Bishops of the United States to express its educational ministry through the objectives of personal spirituality, social justice, and a strong academic program in accord with the Curriculum Guide for Catholic Schools in the Archdiocese of Galveston-Houston.

1. To develop the total Christian personality by instilling in the students a respect for life and reverence for Christian living
2. To develop within the school a strong religious education program based on the Catholic Theology, Scripture, Liturgical experience, and service so that each child will grow and develop in the Christian way of life
3. To facilitate the intellectual, social, and physical development of each child through a variety of instructional methods such as small and large group instruction, departmental classes and other tools for basic knowledge and formation

PROCEDURES AND POLICIES

Application Process

All volunteers are required to fill out a Volunteer Application. Volunteers can either fill out the application provided in the handbook or access the application online by visiting the St. Augustine Catholic School website (www.staugustinecs.org). The information you provide on these forms will be held in the **strictest confidence**. Please fill out **all** of the information requested, sign and date and return to the Principal's Office. Please keep the Archdiocesan Code of Conduct for your records.

School Hours

Grades Pre-K through 8 are in class from 7:50 AM – 3:15 PM. The school gates are opened for students at 7:30 AM in the car pool line. If you need to leave your student at the school earlier, you may drop them off in BASC (Before and Afterschool Care) as early as 6:30 AM. Fees will apply.

School Office Hours

The school office is open from 7:50 AM – 3:45 PM Mondays through Thursdays and 9:30 AM – 3:45 PM on Fridays.

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 building for any reason. All visitors and/or volunteers are required to wear a designated badge or sticker that may be picked up in the office. Visitors and/or volunteers are to return the badge and sign-out at the time of departure. **All visitors must be Virtus trained in order to volunteer.** There are no exceptions to this rule.

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

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. All volunteers will be required to sign the Volunteer Pledge.

Health and Safety

A First-Aid kit will be available on every field trip. Chaperones should at no time administer any medication to a student. This includes, but is not limited to over-the-counter medications.

Volunteer Dress

St. Augustine Catholic School has very detailed expectations for student dress. Although volunteers do not have a dress code requirement, it is expected that volunteers reflect the image of St. Augustine Catholic 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, no workout apparel, and no jeans in the front office.

Responsibility

The Administration of St. Augustine Catholic School is accountable for facilitating, monitoring, evaluating and providing continuity for the success of the volunteer program. The staff is committed to welcoming volunteers, informing them about their tasks, encouraging their initiatives and celebrating their efforts. Volunteers are expected to adhere to school rules and procedures, perform assigned tasks to the best of their ability, work cooperatively with all staff and seek clarification when necessary.

Inclement Weather

If it should be necessary to close the school because of weather conditions, an announcement will be made over television. School closing will be posted on local TV stations, via the IRIS communication system, Gradelink, and on the school website www.staugustinecs.org. The IRIS notification system will be initiated before all other communication to contact all families.

Emergency Drills

State Law requires that fire drills be held monthly. During the fire drills, students should follow these regulations:

1. Rise in silence when the alarm sounds
2. Close windows and doors
3. Walk to the assigned place briskly, in single file at all times, and in silence
4. Stand in a column of two's, facing away from the building
5. Return to building when signal is given

Tornado drills are held periodically. The procedures are:

1. Rise in silence when the alarm sounds
2. Walk briskly to the assigned place in single file
3. Sit, face wall, and put hands over head
4. Return to classroom when signal is given

Field Trips

1. Parents who chaperone a field trip may not bring pre-school or school-age siblings on the field trip.
2. All chaperones must be 21 years of age or older
3. Chaperones should not smoke while on the field trip
4. Chaperones should dress modestly and appropriately on the field trip. Teachers will notify all chaperones of the appropriate dress code for the trip
5. Chaperones should refrain from cell phone use while on the field trip
6. Chaperones should not allow students to use their cell phones on the field trip
7. Chaperones should be involved in active supervision while on the field trip and not engaged in social conversation with other chaperones
8. Chaperones may be held responsible for accidents or injuries that happen due to their negligence

**The following sections (Child Safety & Legal Issues) derived from the United States Conference of Catholic Bishops guidelines regarding the Protection Of All God's Children encompasses both school and church.*

CHILD SAFETY & LEGAL ISSUES

Guidelines for the Supervision of Minors

Guidelines include, but are not limited to, the following:

1. Church personnel are responsible for releasing minors in their care at the close of activities only to parents, legal guardians or other persons designated by parents or legal guardians in writing
2. Programs for minors should not be administered by only one adult without additional adult supervision
3. Church personnel should report uncontrollable or unusual behavior of minors to parents as soon as possible
4. Facilities should be monitored during church services, and all school and other activities.
5. Parents should be encouraged to be part of all services and programs in which their children and young people are involved
6. Parental permission should be obtained, including a signed medical treatment authorization form before taking minors on trips. Have minors use a "buddy system" whenever they go on trips away from church property
7. Always obtain parental approval before permitting any minor to participate in athletic or other activities that involve potential risk

SAFE ENVIRONMENT VISION STATEMENT Archdiocese of Galveston-Houston

By virtue of our baptism, each of us is called by name to participate in the ministry of Christ who is priest, prophet, and king. In accord with that ministry, we are called as *priest* to share the presence of God with those around us, as *prophet* we speak the truth even in difficult times and call each other to fidelity to God's ways, and as *king* we exemplify the servant leader who generously and conscientiously looks after the welfare of those entrusted to us.

Because all human life is a precious gift from God, we must assure that all persons, especially the young and the vulnerable, are to be treated with dignity, respect, and offered an environment, which promotes safety. A safe environment is one that provides for the protection of the physical, emotional, and spiritual health and well being of each person. More than simply offering protection from danger, a safe environment within our context also reflects the reality that the Church sees itself as a sanctuary, that is, a "sacred space" where one finds protection, security, support, guidance, and the presence of God. Thus the entire church community must live in a way that is consistent with that covenant by fostering environments that not only are safe, but also are healthy.

The Safe Environment Program of the Archdiocese of Galveston-Houston strives to empower parishes, schools, families, and individuals to create and foster safe and healthy environments for children and youth in all aspects of their lives. We strive to achieve this through preventive measures, as well as educational strategies. Prevention of abuse and

neglect of our children and youth is foundational to the Safe Environment Program and constitutes its initial focus. As the program develops, safe and healthy environment training also will include but not be limited to such strategies as education and training in effective parenting, conflict resolution, internet and computer safety, the prevention of harassment, bullying, or violence in any form, healthy and best practices for injury prevention, and attention to safety in the event of emergency or disaster.

Training, support, and resources will be directed to:

All church personnel including lay and religious employees and volunteers, priests and deacons, by supporting them in ministering to their people through implementing and participating in comprehensive safe environment programs.

Children and youth themselves by supporting them in their effort to navigate their way through the confusing and often harmful aspects of the world by developing the necessary knowledge, integrity and self-mastery they need to live a mature and active faith.

Parents who, as the leaders of the “domestic church,” are called to provide the primary safe and formative environment for their children, by supporting the vocation of parenthood and the marital bond, so as to improve the nurturing and formation of their children, who are a gift and who call their parents together in love.

All Persons who out of generosity and care, seek to better their own local environments for the safety and health of children and youth. Everything we do as church must reflect our commitment to respect life in all situations by providing a secure sacred space that safeguards and promotes human dignity, by fostering the development of each individual, and by creating and maintaining a safe and healthy environment for all who come to us seeking an experience of the holy presence of God.

Code of Conduct for Volunteers for St. Augustine Catholic School

PREAMBLE

By virtue of our baptism, all Catholics share in the mission of the Church to continue the work of Jesus Christ. Jesus is Lord and we must seek the Kingdom as He did. We must preach the Good News that there is a God who loves us beyond our imagining. We must give our love and the provisions of life to those who have them in small measure. By our actions we must share our conviction that it is in serving our brothers and sisters that we are reconciled to the Father and that all that passes between us is a function of our relationship with God.

Our call to discipleship is an abundant grace. It is also an awesome responsibility. Church personnel, who publicly represent the Church, whether by office, employment, or appointment, have a special obligation because they have chosen to assume positions of trust. Our brothers and sisters, young and old, invite us into their lives, open their hearts, and share their joys and hopes, their grief and anxieties with us. They are confident that we will listen compassionately and act honorably in their best interest. Because of this trust our behavior, both public and private, has the potential to inspire them to faith and hope and motivate them toward greater generosity and participation. Sadly, it may also scandalize them, weaken or destroy their faith or increase their sense of isolation.

It is essential therefore; that anyone who undertakes a position of leadership or ministry in the Church be constantly mindful of the trust they have been given. To faithfully discharge the responsibilities that accompany our work requires constant prayerful reflection since we must be sustained and supported by God's grace. Our obligations also require each of us to periodically undertake a personal inventory. It is hoped this Code of Conduct will assist us in this task.

These statements do not presume to provide answers to all ethical questions. They present a set of general ethical standards to help guide our day-to-day actions and form a framework for developing policies and discussing ethical questions. It is anticipated, however, that volunteers in the Archdiocese of Galveston-Houston do agree to abide by these principles and understand that disregarding them may lead to remedial action.

CHILD ABUSE LAWS

St. Augustine Catholic School abides by the Child Abuse laws of the State of Texas. This law mandates that all cases of **suspected** abuse and/or neglect be reported to Child Protective Services.

PRINCIPLES

Church personnel of the Archdiocese shall:

- Actively embrace the teachings and precepts of the Catholic Church and work to promote the Gospel of Jesus Christ
- Demonstrate their respect for the rights, dignity and worth of each person from conception to natural death

- Conduct their relationships with others free of deception, manipulation, exploitation or intimidation
- Ensure just treatment for colleagues, employees, volunteers, parishioners and others who may be affected by the administration of their ministries
- Provide a professional education and work environment that is non-discriminatory, free of all forms of physical, sexual, psychological abuse including written or verbal intimidation or harassment
- Accept personal responsibility to protect, to the best of their ability, children, youths, and adults, especially those who are physically or mentally challenged, from all forms of abuse or neglect
- Provide counseling for individuals or groups in a way that protects and respects each person's rights and advances their welfare without benefit to themselves as counselor
- Keep all information received in the course of counseling, spiritual direction or other professional or ministerial contact, in the strictest confidence except as mandated by law
- Refrain from making false accusations against another or revealing the faults and failings of another to those who have no right to know
- Be responsible stewards of Church resources, human and financial, observing canon and civil law and making decisions regarding the disposition of resources, which reflect Catholic Social teachings
- Maintain a high level of competence in their particular ministry. Prudently attend to their own physical, spiritual, mental and emotional well-being
- Avoid accepting or conferring an office, position, assignment or compensation, which may present even the appearance of a conflict of interest
- Examine their own actions and intentions objectively to ensure that their behavior promotes the welfare of the community and exemplifies the strong moral tradition of the Church
- Promptly report incidents of ethical misconduct by other Church personnel to the proper Church and/or civil authority

VOLUNTEER OPPORTUNITIES

AUCTION AND GALA

Chair Responsibilities: Planning, scheduling and organizing the schools largest fundraiser which takes place every other year. Manage a budget and solicit underwriters to help fund event and coordinate sub committees.

Chair Time Commitment: Significant

List of Committee chairs:

Publicity Chair: School, church and community promotions

Ticket Sales Chair: Coordinate development and sale of tickets

Entertainment Chair: Musical entertainment and visuals during live auction

Auction Website Chair: Design and manage auction website and online auction

Software and Data Management Chair: Develop database through data entry

Acquisitions Chair: Request donations from area businesses and school families. Wish list provided. Work with school staff to coordinate school items

Event Extras Chair: Registration, Coat Check, Runners, Checkout, Set -up and Take Down

Auction Catalog Chair: Write item descriptions, layout, design and publishing

Decorations Chair: Table centerpieces, silent auction tables, registration tables

Finance Chair: Manage budget, track expenses, coordinate checkout, donor tax receipts, etc.

Correspondence Chair: Write and send invitations, thank you letters, etc.

Wall of Wine Chair: Request wine donations from vendors and school families

BOX TOPS/CAMPBELL SOUP LABELS

Chair Responsibilities: Coordinate volunteers to help advertise for this program, collect, count and process the box tops and soup labels sent in to the school.

BACK-TO-SCHOOL SOCIAL

Chair Responsibilities: Plan and Organize event. Schedule volunteers to work shifts throughout the event.

Volunteer Responsibilities: The Back-to-School Social is an event that occurs in August. Volunteers set up for the event, serve families, and clean up after the event.

Volunteer Time Commitment: 30 Minute to One-hour shifts

BINGO NIGHT

Chair Responsibilities: Plan and organize the event. Coordinate sub committees to help organize set-up, decorations, the BINGO game, prizes, snack bar etc... See binder for more information.

Chair Time Commitment: 10- 20 hours a week the month prior to bingo. Set up is all day event.

Volunteer Responsibilities: Volunteers are needed in the following areas:

Decorations: helping purchase decorations and decorating the day of the event

Dinner: coordinating dinner in the Blue & gold room prior to playing Bingo

Concessions: Coordinates the volunteers to sell concessions; ensures that there is enough change and food for each seller;

Prizes: purchasing prizes for bingo winners

Volunteer: Schedule volunteers to work on Bingo night

Set-up: Assist with setting up the parish center with tables and chairs

Clean-Up: Assist with the take-down of the parish center, which includes putting away tables and chairs, etc.

BOOK FAIR

Chair Responsibilities: Recruit and schedule volunteers, organize student promotions, develop and place media ads, distribute communications to families, etc.

Chair Time Commitment: Significant time commitment from September 1 through Book Fair.

Volunteer Responsibilities:

Volunteer Coordinator: scheduling volunteers to work the book fair. This includes scheduling set-up and breakdown as well as 2-hour shifts during the fair.

Teacher Previews and Sale Days Coordinator- working with teachers to set times to visit the Book Fair.

Teacher Wish Lists/Gift Certificates Coordinator - ensure that all teachers have filled out a wish list and that they spend their gift certificates before the Book Fair ends.

Decorations Coordinator - enlist the help of other volunteers to decorate the assigned bulletin boards and library in the "Read Around the World" theme.

Story time Coordinator - schedule guest reader and volunteers to assist

Book Fair Volunteers: assist at the Scholastic Book Fair working at checkout (cashier positions), and assisting students during class visits. Shifts are 2 hours at pre-arranged times.

JESSE TREE

Chair Responsibilities: The chair is the liaison between the parish committee head and the school. Chair will maintain a list of all the school volunteers and schedule them for different duties. Chair will update and send flyers for approval for the Jesse Tree monetary donations for gifts to the school office. Chair will collect all completed ornament bags and deliver to parish committee head. Chair will collect monetary donations for the purchase of gifts for the Jesse Tree recipients.

Chair will collect receipts and distribute funds to volunteers who shopped for gifts.

The elementary school children will cut and color all the ornaments that will go on the Jesse Trees at church. The middle school children will have a wrapping party to wrap all the presents donated to the project via the school fundraiser.

Chair Time Commitment: 20 hours

Volunteer Responsibilities: Volunteers will have the opportunity to sign up for different duties. There are approximately 30 jobs available.

1. Copy ornament sheets per Parish's Jesse Tree Chair
2. Divide Ornament sheets and bring to school to be placed in teacher's boxes by the 1st week in November
3. Sort ornaments by organization
4. Shop for gifts with monies donated for the project
5. Coordinate Middle School wrapping party
6. Assist middle school with wrapping party on the 1st Friday in December

Volunteers can also help the parish write the child or adults name on the ornaments.
This event occurs at the church in the evening. No formal training required.

Volunteer Time Commitment: 1-4 hours

JOLLY ELF RUN

Chair Responsibilities: Organize and Plan the Road Race. Manage a budget and solicit sponsors to help fund event. Coordinate sub committees to meet the needs of the event, including: Advertising, T-shirts, registration, food and beverages.

Chair Time Commitment: Significant in the fall and the day of the race

Volunteer Responsibilities: Volunteers are needed in the following areas:
Food & Drinks, Volunteers, Registration, Set-up, Clean-Up, T-shirts, Brochures, and Advertising

LIBRARY/MEDIA CENTER

Chair Responsibilities: Work with Librarian. Schedule volunteers to work in the Library.

Chair Time Commitment: varies

Volunteer Responsibilities:

Wrapping books - Wrapping new books or re-wrapping books in one of several different clear plastic materials, much like wrapping a present. It is an exacting job in that you have to wrap carefully so that the books look nice and will last longer. You will receive training for each type of plastic you use.

Book Hospital - Books sometimes get a bit worn out or well-loved and need a little tender love and repair. So if you are a fixer-upper type and don't mind working with glue and tape than this is a good job for you. Sometimes it takes quite a bit of creativity to repair a book so that it can be returned to the shelf.

Working with the AR books - We are still in the process of identifying all of the Advanced Reader books in our collection. This job involves finding and labeling books.

Shelving books- This job involves getting books back on the shelves so children can check them out. This is a very important job and we would like to have two volunteers on Monday each week and one volunteer each of the other days.

Bulletin Board - There is a bulletin board that needs to be changed monthly and the Librarian will give you general ideas or suggestions and you will take it from there. We would like to get at least two people to work to take responsibility for this.

Prepping lesson materials for Librarian-- This would involve making game pieces, laminating, photocopying, and other jobs to get lesson materials ready for the Librarian.

Volunteer Time Commitment: 2 hours a week on regularly scheduled days

LIGHT THE WORLD

Chair Responsibilities: Meets with the administration and helps to plan the year's events on the school calendar. Manages the budget allotted through the PTO as well as dress down days. Manages the overall program. It is beneficial if this person has experience in both the elementary and middle school projects. The service projects are usually pre-determined for each grade and include one fall and one spring project.

There will be a co-chair for grades Pre-K through 4 and a chair for grades 5-8, who are responsible for reminder emails and helping with contacts or money issues. Coordinate with class volunteers to organize service projects for each grade. Beneficial to have volunteered on at least 1 project previously.

Volunteer Responsibilities: There will be two class coordinators per grade (one per class) to implement the service project. Class Coordinators will work with teachers to determine the best time for the project to occur and schedule parent volunteers to assist with projects. Class Coordinators may also coordinate with third-party sources to assist with education and other resources.

LUNCH

Quarterly Lunch

Chair Responsibilities: Schedule volunteers to work quarterly lunch in Parish Center.

Chair time commitment: 4 times per year, at the end of 1st, 2nd, and 3rd quarters and on Cinco de Mayo

Volunteer Responsibilities: Assist caterer with serving hot lunch to the students for the quarterly Lunch in the Parish Center. Volunteers will work one of 2 shifts. There are 3 quarterly lunches per year.

Volunteer time commitment: 10:30-11:45 or 11:30-12:45 @ 3 times per year (unless requested by school personnel to report at different time)

Hot Lunch

Chair Responsibilities: Schedule volunteers to work daily hot lunch.

Chair time commitment: varies depending on how chair does scheduling

Volunteer Responsibilities: Assisting caterer with serving daily hot lunch to the students. Need 2 volunteers per day.

Volunteer time commitment: 2 hours from 10:30 to 12:30

MASS

Chair Responsibilities: To help coordinate and plan the All School Masses and daily grade Masses on Wednesdays and Thursdays throughout the year. Chairs coordinate readers, petitioners and gift bearers, ushers, altar servers and Eucharistic ministers.

Volunteer responsibilities: Assist as Eucharistic Ministers. 1 or 2 people may be asked to help with coordination of ushers and altar servers.

MIDDLE SCHOOL DANCES 7TH AND 8TH GRADES

Chair Responsibilities: Organize and be present at three dances per year for 7th and 8th grade students. Work with 8th grade students to pick themes, and set up for the dance, organize and purchase the decorations. Also organize chaperones, arrange for a DJ, and work the Parish Center to coordinate the refreshments.

Chair Time commitment: 20 hours

Volunteer Responsibilities: Volunteers are needed to help with decorations, setup and cleanup and chaperone the event.

Volunteer Time Commitment: Varies

PTO NOMINATING COMMITTEE

Volunteer Responsibilities:

1. To take nominations and communicate with nominees to see if he/she is interested in running for PTO board
2. To gather photos and bios of all candidates for PTO election ballot.

PUBLICITY

Photography

Chair Responsibilities: Coordinate a group of volunteers to take pictures of the main events throughout the school year. Submit the pictures to the school for posting on the school website, use for slide show presentations, additions to the year book and school scrapbook.

PR Committee

Chair Responsibilities: Coordinate volunteers to write up events going on at the school to be published on the website and church bulletin.

Scrapbook

Chair Responsibilities: Organize a group of volunteers to create a yearly St. Augustine Catholic School Scrapbook. Coordinate with the photography committee to use pictures taken throughout the school year. Coordinate with PR committee to get write-up for journaling on pages.

ROOM PARENT

Chair Responsibilities: Chair is the link between the Room Parents and the administration. Chair is responsible for sending out communications to room parents regarding reminders for events and last minute volunteer needs.

Chair also coordinates the school-wide voluntary donations toward staff gifts at Christmas and End of Year Staff gifts for the school. This person will get an email out to all classes regarding this voluntary gift. This person will collect donated funds from the front office and keep a spreadsheet of names and a tally of donations. This person will coordinate getting cards made with all the names of those who donated toward the gift to give with the gift.

Chair Time Commitment: varies

Volunteer Responsibilities: Volunteers act as a link between the teacher and the parents to communicate information. Volunteers organize class parties and assist with materials and activities as requested by teachers. Teachers may also ask volunteers to assist with other activities. Organize 2 social events per year. There is a 1-hour orientation/meeting before school starts.

Volunteer Time Commitment: Varies

SCHOOL PICTURES

Chair Responsibilities: The chair is responsible for obtaining the dates for school pictures from the office, recruiting volunteers to assist the photographers on picture taking days and organizing the volunteers, staff, students and photographers to facilitate a pre-assigned time schedule.

Chair Time Commitment: approx: 12-15 hrs.

Volunteer Responsibilities: A few volunteers are needed to assist the photographers on school picture days. The primary responsibilities include organizing the students to get them to

and from their appointments with the photographer, collecting payments and maintaining some records on that day.

Volunteer Time Commitment: Two or three times a year for a period of approximately 4-6 hours.

SOCIAL OUTING 5TH AND 6TH GRADES

Chair Responsibilities: Schedule and coordinate three outings with Creole Lanes or other location, secure volunteers, produce flyers and attend three outings per year.

Chair Time Commitment: 10 – 12 hours

Volunteer Responsibilities: Volunteers are needed to get student volunteers to make posters for the school and to check in students and chaperone the events.

Volunteer Time commitment: Three outings during the school year – chaperone shifts of 1 ¼ hours per outing.

SPORTS APPRECIATION

Chair Responsibilities: Plan and coordinate the event with Athletics Director, produce flyers, purchase mementos, decorate the Parish Center, arrange for refreshments and coordinate volunteers for setup and cleanup.

Chair Time Commitment: 6-8 hours

Volunteer Responsibilities: Assist with decorations, setup and/or cleanup of the Parish Center.

Volunteer Time Commitment: ½ - 1 hour

SPORTS CONCESSIONS

Chair Responsibilities: Chair will purchase items for sale, coordinate volunteers to work at the various games, coordinate with treasurer to have a cash box with money to use for sales, and coordinate with office staff to keep the money in a safe location when not in use.

Chair Time Commitment: varies

Volunteer Reposnsibilities: Volunteers will get food and drinks from storage and keep track of sales during sports games. Volunteer will bring food and drinks back to storage and bring money back with staff to the office

Volunteer Time Commitment: varies

TEACHER APPRECIATION WEEK

Teacher Appreciation Week is a week of activities, typically in April, when we honor our St. Augustine Teachers.

Chair Responsibilities: Coordinating and implementing activities to honor St. Augustineteachers

Chair Time Commitment: Begin planning three months ahead of time. Plan to commit about 5 to 10 hours a week until the last two weeks prior to the event. The set-up is an all-day affair. Chair may spend all day at the school the week of the event.

Volunteer Responsibilities: Volunteers are needed in four main areas:

Planning-Deciding on a theme and planning the week's activities, producing flyers for the teachers and parents.

Decorations-Planning and decorating the Bulletin Board outside the office, organizing decorations for the teacher's doors, assisting with teachers' gifts, and coordinating student projects.

Food-Providing food items for a breakfast, luncheon, healthy snacks day or sweet treats afternoon.

Set-up/Clean-up for food events

Volunteer Time Commitment: Varies

TECHNOLOGY

Chair Responsibilities: Chair will meet with committee to discuss and implement the short-term and long-term goals of technology for the school. Chairs will work with IT staff and computer teacher to determine wants and needs.

Volunteer Responsibilities: Coordinate the technological needs of the school by determining short-term and long-term needs and the potential for grants to assist in obtaining products. Volunteers may assist in designing and implementing changes to IT services.

THANKSGIVING BASKETS

Chair Responsibilities: Responsibilities include being the liaison between the parish and the school for the Thanksgiving basket project. The chair will meet with the principal to inform him/her about the upcoming event. An e-mail/letter needs to be sent to the teachers approximately one month before the event begins to inform the teachers about the event, the important dates, and procedures. The chair will also contact, schedule, and supervise all volunteers helping with events at school and church. The school will assemble approximately 40 Thanksgiving baskets. The chair will also supervise the delivery of the boxes to church. No formal training required.

Chair Time Commitment: 40 hours

Volunteer Responsibilities: Volunteers are responsible for breaking down grocery list and distributing them to each classroom teacher. (i.e. Timmy in Mrs. Parker's room will bring 2 cans of vegetables). They will also sort the Thanksgiving baskets in each classroom and help to deliver the boxes to the church. Volunteers can also help with the church wide distribution of boxes. (1-2 days before delivery date) No formal training required.

Volunteer Time Commitment: 1-5 hours

UNIFORM RE-SALE

Chair Responsibilities: Coordinate and organize the used uniform sale at St. Augustine Catholic School.

Chair Time Commitment: Varies

Volunteer Responsibilities: Volunteers will sort and hang new donations, organize and provide upkeep for uniform areas.

Volunteer Time Commitment: Volunteers commit three times a school year, about 2 hours each.

VISION SCREENING

Chair Responsibilities: The chair is responsible for obtaining the date for vision screening from the school nurse or volunteer vp. It is usually held in mid-October. The chair will be coordinating volunteers to assist the optometrist on the vision screening day and organizing the volunteers, staff, and students to facilitate a pre-assigned time schedule.

Chair Time Commitment: approx. 10 hrs.

Volunteer Responsibilities: A few volunteers are needed to assist the nurses and optometrist on vision screening day. The primary responsibilities include organizing the students to get them to and from their appointments with the optometrist.

Volunteer Time Commitment: once a year for approximately 4-6 hours.

WELCOME

Chair Responsibilities: assigning established school volunteers with new school families

Chair Time Commitment: Varies

Volunteer Responsibilities: Volunteers will welcome families new to St. Augustine Catholic School prior to the start of the school year, and will continue to answer questions and serve as a resource after the start of the school year and throughout the year as needed.

Volunteer Time Commitment: Varies (as requested).

Right to Amend

St. Augustine Catholic School reserves the right to amend this Handbook.
Notice of amendments will be sent to volunteers.



ST. AUGUSTINE
CATHOLIC SCHOOL

VOLUNTEER PLEDGE

I pledge to volunteer my time and talents in service to the children of St. Augustine Catholic School.

I will uphold the expectations to 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. Augustine Catholic School's mission statement and will follow the rules, policies and procedures outlined in the Volunteer Handbook to the best of my ability.

Volunteer Signature

Date

Please sign and date, and return to the Principal's Office with your application.