



Prince Of Peace
CATHOLIC • SCHOOL

Volunteer Handbook 2010-2011

“God does not choose the qualified.
He qualifies the chosen.”

--Mother Teresa

Dear Parents,

In this handbook, you will find a list of the volunteer positions available for the 2010-2011 school year. Please read over the opportunities and sign up for those that are of interest to you.

Please remember to record all of your volunteer hours. When volunteering at school, record your hours on your family's page in the volunteer sign-in booklet located on the counter in the school lobby. When volunteering outside of the school, use the enclosed Volunteer Report Card to track volunteering hours. A volunteer report card will also come home in the PTO folder at the end of each quarter as a reminder.

Please read and sign the last page of this handbook. Return it with your child on the first day of school.

Thank you in advance for all of your devoted time to Prince of Peace Catholic School. It is your dedication that makes our school truly great!

God Bless,

Judy McCallion
Director of Volunteers
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VOLUNTEER CODE OF CONDUCT

Our children are the most important gifts God has entrusted to us. As a volunteer, I promise to strictly follow the rules and guidelines in this booklet as a condition of my providing services to the children and youth at Prince of Peace Catholic School.

VOLUNTEER GUIDELINES

Volunteers are required to submit a background check form and attend Virtus Training.

You are an important part of the school team and are asked to cooperate with the school staff and administration in the following ways:

- Always be on time. Your prompt and regular attendance is important to the children and teachers.
- Dress in an appropriate manner for the school setting.
- Sign in each time you come to school on the sign in sheet in the front office AND remember to log your hours on your family's page in the volunteer log book.
- Wear your volunteer badge.
- Always be respectful of the learning environment. The hallways and offices are not suitable areas for socialization.
- Telephone the school office as early as possible when you know that you cannot fulfill your volunteer duties.
- Respect the confidentiality of all students, teachers, resource staff and administrators.
- Talk to your school volunteer director, principal, or PTO Officers when you have questions, problems, or need advice.

TEAM SPIRIT IS ESSENTIAL!

VOLUNTEER INCENTIVE PROGRAMS

The Prince of Peace PTO is a volunteer-based group whose primary goal is to enhance and enrich the education and development of POP students, through fund-raising and various other projects and programs. Active participation from all PTO members is both expected and appreciated. In an effort to formally recognize and thank those who step into leadership roles and/or who go above and beyond expectations, the Volunteer Incentive Program has been developed.

- Quarterly awards will be based solely on time quoted in the Volunteer Sign In book and Volunteer Report Cards. Volunteers will be recognized in the School Newsletter or at a PTO Meeting. The top five families with the most volunteer hours will be designated “Patriots”. The volunteer family with the most hours will be awarded the title of “Star Patriots.” Board members cannot participate.
- Quarterly Classroom Competition - The classroom with the highest percentage of volunteer participation over a nine-week period will receive a \$25 gift certificate.
- Volunteer of the Year - Awarded to a volunteer based on time and other intangibles. Someone who could always be counted on when needed. Board members cannot participate.

LUNCH BUDDY RULES

- Be prompt and reliable.
- Notify your lunch buddy coordinator as soon as possible if you are unable to fulfill your obligation on any given day.
- Help set-up tables.
- Adhere to all lunchroom rules as set forth by the teachers.
- Require that all students remain in their seats.
- Help younger students with their lunch.
- Require that students request permission to leave their seats.
- Require that all students display appropriate mealtime manners.
- Properly monitor younger siblings at all times.
- Report student behavior to the teacher upon his/her return, if necessary.
- Require all students to dispose of trash at the end of lunch.
- Help wipe down tables or monitor older students who wipe down tables after lunch.
- Help close and roll tables away.

ROOM PARENT DUTIES

- Assist Lunch Buddy Coordinator in finding responsible lunch buddies for each month. (if needed)
- Assist the teacher in planning holiday parties (All Saints Day, Christmas & Valentine's Day).
- Solicit volunteers for projects as requested by the teacher.
- Coordinate POP Art Party class art project.
- Help with Principal's Day.
- Assist with Teacher Appreciation Week.
- Coordinate Christmas and End-of-Year teacher gifts with classroom parents.

Please DO NOT:

- Interrupt a class in session.
- Plan an activity without teacher knowledge and input.

Volunteer Positions

I. EXTENDED VOLUNTEERS					
Title	Number of Volunteers Needed	Volunteer Hours	When	Where	Job Description
Room Parent	1 per class	2-4 hrs. per month	As needed	School	Assist with parties and field trip; coordinate lunch buddy schedule; help organize Principal's Day and Teacher Appreciation Week; solicit volunteers for various classroom projects; and oversee POP Party class project.
Lunch Buddy	3 for 1st & 2 for 2nd Session	45 min. per session	1 st Session (11:30-12:10) 2 nd Session (12:05-12:40)	School	Relieve teacher during lunch; supervise children. Help wipe down tables after lunch. Assist with cafeteria operations.
Lunch Buddy Coordinator	1	2-3 hrs. per month	As needed	Home	Help Room Parents with initial set up of Lunch Buddy Calendar, send weekly e-mail reminders to Lunch Buddies, send out LB calendar monthly, and create Monthly calendar for Lunchroom.
Family 2 Family	1	2 hrs. per month	Varies	Home	Oversee meal arrangements for families with new babies, family loss, illness in families, etc.
PTO Folder Chairperson	1	1 hr. per week	Wednesday	School	Collect and copy items to be put in PTO folders; organize volunteers to stuff folders each week.
PTO Folder Stuffer	4	2 hrs. per month	Wednesday	School	Stuff PTO folders.
Hospitality Chairperson	1	2-3 hrs. per event	Varies	School	Plan and coordinate small hospitality events for teachers, school guests, open house, etc.
St. Vincent DePaul Volunteer	6	2 hrs. per month	1 day per month	School	Set up collection of canned goods; record number of items and money collected.
Recycling Volunteer	1	1 hr. per month	1 time per week	School	Collect recycling items from office on a weekly basis and take them to the recycling center.
Boxtops for Education Coordinator	1	5 hrs. per month	all year	Home	Collect Boxtops from classroom rep. on a quarterly basis and submit to General Mills; determine quarterly incentives for most collected.

Volunteer Positions

Title	Number of Volunteers Needed	Volunteer Hours	When	Where	Job Description
Boxtops for Education Classroom Helper	1 per classroom	2 hrs. per quarter	all year	Home	Clip and count Boxtops from assigned classroom and give to coordinator.
Campbell Soup Labels Coordinator	1	5 hrs. per month	all year	Home	Collect soup labels from classroom rep. on a quarterly basis and submit to Campbell's; determine quarterly incentives for most collected.
Campbell Soup Labels Classroom Helper	1 per classroom	2 hrs. per quarter	all year	Home	Clip and count soup labels from assigned classroom and give to coordinator.
Puffs Label Coordinator	1	4hrs. per quarter	all year	Home	Collect labels from the classroom rep. on a quarterly basis and submit to Puffs, determine quarterly incentives for most collected.
Puffs Labels Classroom Helper	1 per classroom	2 hrs. per quarter	all year	Home	Clip and count puffs labels from assigned classroom and give to coordinator.
Grocery Loyalty Program	1	10 hrs. per quarter	all year	Home	Distribute sign-up sheets for program to school parents and parishioners; keep track of grocer donations.
Spirit Wear Volunteer	1	1-2 hrs. per month	Varies	Home	Prepare and distribute quarterly orders for logo T-shirts and sweatshirts.
Yearbook Photographers	1 per class	2-3 hrs. per month	all year	Home & School	Assist in providing photos for yearbook and communications director.
Library Volunteers	1 per class	45 minutes per week	various scheduled library times	School	Shelve books, check out books, and assist media specialist with other library tasks
Scrips Coordinator	1	1-2 hrs. per week	all year	Home	Promote Scrips program to school families via newsletter, carline, etc.
New Family Mentor Chairperson	1	2 hrs per month	varies	Home	Oversee the Mentor program. Assign new families a mentor and put new families in touch with assigned mentor.

Volunteer Positions

Title	Number of Volunteers Needed	Volunteer Hours	When	Where	Job Description
Donut Sunday Coordinator	1	4 hours twice per year	Sundays	Church	Set up date with church office. Order donuts. Request check for donuts. Set up, serve, and clean-up on Sunday
Dad Squad	10	Varies	Weekends	School	Manual labor that may include heavy lifting and cleaning. (i.e. replacing mulch on Playground)
New Family Mentor	15-20	2 hrs per month	varies	Home	Inform new families of school events, procedures, policies etc. throughout the year.
II. SPECIAL PROGRAMS					
All Saints Week	10	3-4 hrs.	Oct. 25-29	School	Assist Director of Programs with all of the week's activities.
Catholic Schools' Week	10	5 hrs.	Jan. 30-Feb. 4	School	Assist Director of Programs with all of the week's activities. Appreciate teachers, students, staff and volunteers with special meals, family night, etc
III. Fundraisers					
Citrus Sale					
Citrus Sale Chairperson	1	10+ hrs.	Oct. -Dec.	Evenings/Weekends	Assist Way and Means Director with all aspects of citrus sale.
Citrus Sale Volunteer	2	2-5 hrs.	Oct.- Dec.	Evenings/Weekends	Assist with citrus sale including money collection, communication/advertising, follow-up reminders and distribution.
Bake Sale					
Fall Bake Sale Chair Person	1	5 hrs.	Nov.6	School/Weekends	Assist Ways and Means Director with all aspects of Bake Sale.
Fall Bake Sale Volunteer	10	2-5 hrs.	Nov. 6	School/Weekends	Help with school's booth at Holiday Bazaar; collect baked goods from parents; and price items.

Volunteer Positions

Title	Number of Volunteers Needed	Volunteer Hours	When	Where	Job Description
Book Fair					
Book Fair Chair Person	2 1 for each Book Fair	30 hrs.	Dec. & May	School	Assist Ways and Means Director with all aspects of Book Fair.
Book Fair Volunteer	12	1-3 hrs.	Dec. & May	School	Help with set-up, check out; assist students in book selection.
POP Art Party					
Local Donations Committee	6	varies	October - April	Varies	Assist Donations Chairman in soliciting local businesses for donations, pick up donations & complete Donor Form for each donation.
Internet Donations Committee	4	varies	October - April	Home	Send internet solicitation e-mails to companies, follow up communication & complete Donor Form for each donation.
Thank you note Correspondent (Local)	1	2-4 hrs. per week	April & May	Home	Hand write and address thank you notes to parish family & local donors for POP Art Party donations.
Thank you note Correspondent (Corporations)	1	2-4 hrs. per week	May	Home	Type and print thank you letters to corporations utilizing mail merge list.
BMW Charity Golf Tournament					
BMW Charity Golf Tournament Chair	1	5 hrs.	May	Home	Assist Ways and Means Director with all aspects of POP's role in the Golf Tournament

SIGN AND RETURN FORM

I have read and understand the volunteer handbook for Prince of Peace Catholic School.

I understand that as a volunteer working with children and/or youth, I am required to submit a Background Check and attend Virtus Training. I understand that any action inconsistent with this Code of Conduct or failure to take action mandated by this Code of Conduct may result in my removal as a volunteer. I am also aware that my family is expected to volunteer a minimum of 20 hours for the year. If I choose not to meet this 20 hour minimum, I agree to pay a fee of \$200.00.

Volunteer's Printed Name

Volunteer's Signature

Date

