



PRINCE *of* PEACE *Catholic School*

“A School Filled with Faith, Love, and Academic Excellence”

2012 SAC Accredited

2020-2021 PTO Volunteer Handbook

1209 Brushy Creek Road
Taylors, SC 29687
864-331-2145
www.popcatholicsschool.org

Dear Parents,

In this handbook, you will find a list of the volunteer positions available for the 2020-2021 school year. Please read over the opportunities and find ones that interest you. Each position is a one-year commitment.

In addition to the hours you volunteer at POP School, you will also receive volunteer hours for church ministries that bridge the school and the church; for example, the Knights of Columbus cooking at a school event. We are also always in need of volunteers representing the school for the ministry fair, First Holy Communion, and Confirmation. The PTO will also credit one volunteer hour for attending PTO general meetings where there is no child performance and/or activity.

When volunteering at school, please sign in to the school using the sign in sheet in the lobby and remember to check out when leaving. A Google form link will be provided to you to record all your hours. Please remember to record all of your volunteer hours as each school family is required to volunteer for a minimum of 20 hours per school year (10 hours for ½ day K4 families).

Please read through this handbook carefully, sign the Volunteer Pledge sheet, and return it to the school office the first week 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!

In gratitude,

PTO Board

2020–2021 PTO Board Members

President – Tracy Rozsa
trrozsa@yahoo.com

Vice-President – James Supulski
jamesupulski@gmail.com

Secretary – Barbara Tripp
barbara.a.tripp@gmail.com

Treasurer – Tom Reardon
reardont6@gmail.com

POP Art Party Chair – Allison Novotney
allisonnovotney@yahoo.com

Teacher Representative – Beverly Farley
beverly.farley@popcatholicsschool.org

Parent Teacher Organization Mission Statement

Enrich. Encourage. Enlighten.

Enriching the lives of parents, teachers, and students by fostering a sense of community through volunteer opportunities and social events and by allocating resources to the school;

Encouraging the growth of the Christian faith by promoting Catholic Schools; and

Enlightening parents and teachers by providing information about important events occurring in the school community and by exposing parents and teachers to information that will add value to their daily lives.

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 Prince of Peace Catholic School.

Volunteer Code of Conduct

Our children are the most important gift 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

In order to volunteer, all records need to be updated at school including Safe Haven Training certificate, background screening, abuse policy and volunteer acknowledgement form. If you have not been cleared but have provided all the paperwork, you can still volunteer at events where there is no direct contact with students. Please contact the school office to obtain volunteer forms and Safe Haven Training information.

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

- **Dependability:** The school relies on your support. We ask that you follow through on volunteer commitments by being on time. 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 Code of Conduct.
- **Supervision of Minors:** We understand volunteering can be a challenge when you still have small children at home. As a courtesy, preschool age children are permitted to accompany parents for volunteer duties in the school as long as they are not disruptive. Please note, if preschool children are not monitored closely, you may be asked to seek another volunteer opportunity. This will be at the discretion of the principal, pastor, and vice principals. When chaperoning a field trip, parents are responsible for the safety of all students in their group. Therefore, younger siblings are not allowed to accompany parents on field trips. Preschool age children not permitted when the volunteer is supervising students in the absence of faculty or staff as the focus of the volunteer is the safety of the students in their care.
- **Volunteer Dress:** Dress in an appropriate manner for the school setting.
- **Sign In-Procedure:** You must sign in each time you come to school on the sign in sheet in the lobby. Please wear your volunteer badge at all times during your time on campus.
- Always be respectful of the learning environment. Hallways and offices are not suitable areas for socialization.
- Talk to your school volunteer director, principal, or PTO officers when you have questions, problems, or need advice.

Volunteer Chairpersons Chart

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|--------------------------|-----------------------|--------------------------|---------------------|
| Mardi Gras Dance | POPtoberfest | Room Parent Coordinator | POP Art Party |
| Bulletin Boards | All Saints Week | New Family Mentor | Rewards Coordinator |
| Student Uniform Exchange | Father-Daughter Dance | Volunteer Hours Recorder | School Store |
| Family to Family | Catholic Schools Week | | |

Volunteer Positions

| Title | Volunteers Needed | Hours Required | When | Where |
|---|-------------------|------------------------|----------------|---------------|
| Bulletin Boards Coordinator | 1 | 1 hour/month | Monthly | School |
| Collect information and update content on the two school bulletin boards; one is outside the school main entrance and the other in the PAC. Content will come from POP in the news, pictures submitted by class event photographers, etc. | | | | |
| Student Uniform Exchange Chairperson | 1 | 1-2 hours/month | Varies | School |
| Organize student uniforms as they are dropped off for donation, keep uniform exchange area at school tidy, assist families as needed. | | | | |
| Family 2 Family Chairperson | 1 | 2 hours/month | Varies | Home |
| Oversee meal arrangements for families with new babies, family loss, illness in families, etc. | | | | |
| Family 2 Family Volunteer | Varies | 1-2 hours/month | Varies | Home |
| Family to Family is a ministry made up of volunteers who provide meals and other help to school families who are in need. Be it a hospitalization, job loss, financial strain, new baby, illness, or other circumstances, Family to Family puts out the request for assistance and our church and school family members step in to help out according to their ability and availability! This ministry has become a big part of the heart of POP, allowing families to reach out to support each other during the ups and downs in life. In previous years, we've run this ministry with a small core group of volunteers, but we noticed that more people outside of this list wanted to jump in and help (and we also noticed that the need for help often grows beyond what a small group could handle!) So, this year we are opening the meal sign ups to anyone who wants to participate and we encourage everyone to jump in and help out (or ask for help) at any time! Volunteer hours can be earned for every meal sent! | | | | |

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| Recycling Volunteer | 3 | 1 hour/month | 1 time per week | School |
| Collect recycling items from office on a weekly basis and take them to the recycling center. Volunteer needed for Mondays, Wednesdays and Fridays. | | | | |
| POPtoberfest Chairperson | 1 | 30 hours | Summer to October | Home and School |
| Assist PTO Board with all aspects of POPtoberfest. | | | | |
| POPtoberfest Planning Committee | 6 | 20 hours | Summer to October | Home and School |
| Assist POPtoberfest Chairperson with planning all aspects of POPtoberfest. <i>Contact: POPtoberfest Chairperson</i> | | | | |
| POPtoberfest Volunteers | Many | Various | Summer to October | Home/School |
| Assist POPtoberfest Chairperson with various volunteer opportunities before and during POPtoberfest. <i>Contact: POPtoberfest Chairperson</i> | | | | |
| All Saints Week Chairperson | 1 | 15-20 hours | All Saints Week | School |
| Coordinate the week's activities, including balloon launch, popcorn and All Saints' parade. | | | | |
| Balloon Launch | 4 | 4 hours | All Saints Week | School |
| Assist All Saints' Week Chairperson with inflating balloons, balloon launch, and clean up. <i>Contact: All Saints Week Chairperson</i> | | | | |
| Popcorn and a Movie | 4 | 2 hours | All Saints Week | School |
| Assist All Saints' Week Coordinator with popping popcorn and clean up. <i>Contact: All Saints Week Chairperson</i> | | | | |
| Father-Daughter Dance Chairperson | 2 | 30 hours | October–November | PAC |
| Assist PTO Board with all aspects of the event including planning, set up, and clean up. | | | | |
| Father-Daughter Dance Volunteers | 10 | 2–5 hours | November | PAC |
| Assist the Chairperson with planning the event. Volunteers also needed to set up, clean up, and help during the event. <i>Contact: Father-Daughter Dance Chairperson</i> | | | | |
| Parent Appreciation Volunteer | 4 | 2 hours | January | School |
| Assist PTO Board with distributing parent treats during afternoon carline for Parent Appreciation Day. | | | | |
| Grandparents Tea Volunteer | 6 | 5 hours | January | School |
| Assist Grandparent Tea Chairperson with set up, serving, and clean up. <i>Contact: Grandparent Tea Chairperson</i> | | | | |

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| Mardi Gras Dance Chair | 1 | 30 hours | February | School |
| Assist PTO Board with all aspects of the event including planning, set up, and clean up. | | | | |
| Mardi Gras Dance Volunteers | 10 | 2-5 hours | February | School |
| Assist the Chairperson with planning the event. Volunteers also needed to set up, clean up, and help during the event. <i>Contact: Mardi Gras Dance Chairperson</i> | | | | |
| Volunteer Coordinator | 1 | 30 hours | Varies | Home |
| Send out requests as needed for various events and volunteer opportunities. <i>Contact: PTO Vice President</i> | | | | |
| Room Parent Coordinator(s) | 2 | Varies | As needed | School |
| Inform room parents about upcoming events and coordinate. Make a folder for each classroom parent with their class roster, a room parent duties letter, a room parent email list, teachers birthdays list, their teacher's favorites list, the related arts teacher's name they are responsible for, sample letters/emails for class party requests, etc. Have a meeting at the beginning of the school year with the room parents to explain the room parent duties and to hand out the folders. Organize volunteer class coverage for special teacher lunch events through the room parents when needed throughout the year. Email volunteer list to office manager and receptionist ahead of time to check if volunteers are qualified. Have a meeting with the room parents to organize Teacher Appreciation Week. | | | | |
| Room Parent | 2 per class | 2-4 hours/month | As needed | School |
| Meet with teacher at the beginning of the school year to plan the year with fieldtrips, parties, etc. Assist the teacher in planning holiday parties. Solicit volunteers for projects as requested by the teacher. Help with Principal's Day. Oversee POP Art Party class project. Assist with Teacher Appreciation Week. Coordinate Christmas and end-of-year teacher gifts with classroom parents. <i>Contact: Room Parent Chairperson(s)</i> | | | | |
| Lunch Buddy | 2-3 for each session | TBD | TBD | School |
| Help set up tables (1 st session). Relieve teacher during lunch; supervise children. Help wipe down tables or monitor older students who wipe down tables after lunch, fold tables up (2 nd session). Be prompt and reliable. Notify PTO Volunteer Coordinator as soon as possible if you are unable to fulfill your obligation on any given day. Adhere to all lunchroom rules as set forth by the teachers. Help younger students with their lunch. Require that all students remain in their seats. Require that students request permission to leave their seats. Properly monitor younger siblings at all times. Require all students to dispose of trash at the end of lunch. | | | | |

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| New Family Mentor Coordinator | 1 | 2 hours/month | Varies | Home |
| Oversee the Family Mentor program. Assign new families a mentor and put new families in touch with assigned mentor. <i>Contact: Director of Volunteers</i> | | | | |
| New Family Mentor Volunteer | 15-20 | 2 hours/month | Varies | Home |
| Inform new families of school events, procedures, policies, etc. throughout the year. <i>Contact: New Family Mentor Coordinator</i> | | | | |
| Volunteer Hours Recorder Chairperson | 1 | Varies | As Needed | Home |
| Create and maintain a spreadsheet for all school families tracking their volunteer hours throughout the school year. Communicate with office to update as families reach the 20 hours required. Knowledge of Excel, Word, and mail merge is helpful. Ideal position for parents who prefer to earn their hours on their own schedule from home. | | | | |
| Rewards Programs Chairperson | 1 | 5 hours/month | All year | Home |
| Collect Box Tops from classroom rep. on a quarterly basis and submit to redeem; determine quarterly incentives for most collected. | | | | |
| Reward Programs Coordinator Classroom Helper | 1 per classroom | 2 hours/quarter | All year | Home |
| Clip and count Box Tops from assigned classroom and give to coordinator for submission. | | | | |
| School Store Chairperson | 1 | 2 hours/month | Varies | Home and School |
| Coordinate with PTO Board and School for items to stock school store. | | | | |
| Fall/Spring Book Fair Volunteer | 2 | 20 hours | Fall, Spring | School Library |
| Help with set up, take down, and check out. Also assist students with book selections. | | | | |
| POP Art Party Co-Chair | Minimum 2 | Varies | Year Round | Varies |
| All committees report to the POP Art Party Co-Chairs. Handles all aspects of the event: location, theme, decorations, donations, sponsorships, etc. Co-chairs are responsible for creating and managing all committees. Co-chairs may divide event responsibilities amongst the chair and vice-chairs as necessary. | | | | |
| POP Art Party Vice-Chair | Minimum 2 | Varies | Year Round | Varies |
| This position is a 2-year POP Art Party commitment. Year 1 is a collaborative “training” with the current POP Art Party co-chairs. Year 2 the vice-chairs transition to POP Art Party Co-Chairs and train the next set of Vice-Chairs. | | | | |

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| Donations Committee Members | 10+ | Varies | September to May | Varies |
| Assist in soliciting local and internet businesses for donations, pick up donations, and complete Donor Form for each donation. Needs to follow up with the businesses they have contacted and have not heard back from. | | | | |
| Class Project Volunteer | 1–2 per class | Varies | February to May | School |
| Responsible for working with each class to ensure the class project to be used in the live auction is completed on schedule. Advertise to students and their families to solicit donations based on the project theme. Will create a class package from student donations for the assigned class. | | | | |
| Auction Item Packaging Committee | 3–5 | Varies | POP Art Party Week | Varies |
| Use artistic innovation to create aesthetically appealing displays of grouped auction items for Lucky Star, silent, and live auction items. | | | | |
| Auction Set Up Volunteers | 5 | 2+ hours | Day of POP Art Party | Hyatt |
| Set up silent auction and Lucky Star tables for POP Art Party event. | | | | |
| Auction Take Down Volunteers | 5 | 2+ hours | Day of POP Art Party | Hyatt |
| Take down all auction displays for the POP Art Party. Assist in transporting items to chairperson the following Monday. | | | | |
| Venue Set Up Volunteers | 5+ | 2+ hours | POP Art Party Week | Hyatt |
| Set up dining room décor, hang up event signs, set up sign in and checkout tables for POP Art Party event. Must be able to follow event co-chairs instructions. | | | | |
| Venue Take Down Volunteers | 5 | 2+ hours | POP Art Party Week | Hyatt |
| Take down all materials for the POP Art Party. Assist in transporting items to chairperson the following Monday. | | | | |
| Auction Closers | 2 | 2 hours | Day of POP Art Party | Hyatt |
| Assist with closing of silent auction sections. Take auction info to computers quickly. There will be 3 auction sections closing in 30-minute intervals. | | | | |
| Auction Runners | 8 (2 per section) | 2 hours | Day of POP Art Party | Hyatt |
| Checking receipts and handing out items. Package auction items for ease of check out. | | | | |
| Thank You Note Correspondents | 5–10 | 2–4 hours/week | May | Home |
| Hand write and address thank you notes to donors for POP Art Party donations. Returns written thank you notes to the school or co-chair to be mailed out. | | | | |

Volunteer Pledge

** Return this form to the school office by the first week of school.*

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

I understand that as a volunteer working with children and/or youth, I need to submit to a Background Check and attend Safe Haven Training.

I understand that any action inconsistent with the Code of Conduct or failure to take action mandated by the Code of Conduct may result in my removal as a volunteer.

I understand that bringing preschool children to school is a courtesy and as such, preschool children should behave in a non-disruptive manner if accompanying their parent(s) while volunteering. Failure to comply may result in my being asked to seek another volunteer opportunity. This will be at the discretion of the pastor, principal, and vice principals.

I understand that preschool children are not permitted to accompany their parents when volunteering involves the supervision of students (i.e. on field trips, during Teacher Luncheons, etc.) as the primary focus should be the safety of the students.

I understand that my family is expected to volunteer a minimum of 20 hours during the school year (this includes families of full-day K4 students). Families of only ½ day K4 students are asked to volunteer 10 hours during the school year. If I choose not to meet the 20-hour minimum (10 hours for ½ day K4), I agree to pay a fee of \$200.00 (\$100.00 for ½ day K4) or \$10 per hour for each hour short of 20 hours (10 hours for ½ day K4).

I will uphold the expectations for 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 will follow the rules, policies, and procedures outlined in the Volunteer Handbook to the best of my ability.

Family Name

Volunteer's Printed Name

Volunteer's Signature

Date

Updated 7/23/20