

**ST. VERONICA  
CATHOLIC SCHOOL**

**PARENT VOLUNTEER OPPORTUNITIES  
HANDBOOK**



**2006-2007  
ACADEMIC YEAR**

## St. Veronica Catholic School Volunteer Commitment Opportunities

St. Veronica Catholic School is a wonderful place for our children to grow academically and spiritually! As we enter our third year of existence, the PTO has determined that parent involvement and participation in school activities is not only a means to show our support for the faculty and the school, but has become absolutely necessary in order to maintain and expand many of the academic and extracurricular services offered by the school to our children. Educational research also demonstrates that children achieve at a higher levels if parents are involved in their child's education.

Beginning with the 2006-2007 academic year, the parents or legal guardians of each family registered at St. Veronica School are **required to earn a minimum of 60 points for combined volunteer services during the current academic year.** Volunteer opportunities and the points allotted for each activity are attached to this document. If, however, you are unable to participate, you may choose to buy out of the commitment for \$5.00 per point or \$300 per family annually. If you choose to buy out, you must submit a PVC report form with your payment. If a family situation makes completing PVC points impossible, please make an appointment to discuss this with the PTO Executive Board personally and explain your situation. PVC requirements are detailed below. In addition, **all volunteers coming in contact with students are required by the Arlington Diocese to complete a VIRTUS child safety training course. To register for upcoming VIRTUS class entitled "Protecting God's Children," please go to [www.VIRTUS.org](http://www.VIRTUS.org). VIRTUS training must be completed and paperwork received by October 31, 2006.**

## PVC PROGRAM GUIDELINES

Volunteer points are earned by participation in any of the activities listed in the attached PVC Volunteer Opportunities List. This list contains the type of service, points earned for various activities, and estimated time commitment. Every attempt has been made to include all activities; however, as the school grows additional activities may qualify for PVC points. Please feel free to contact the PTO Executive Board to determine if other activities fulfill PVC requirements or if you feel the points assigned to a completed activity are inadequate.

PVC Family Reports will be used to report points accrued. Each family is responsible for reporting its own points. A copy of this form is attached to this document. Additional forms may be obtained from the school office.

PVC Family Reports should be submitted to the PVC Coordinator monthly via the school office. You may also record your volunteer service hours on your family's file card on the counter in the school office, near the volunteer sign in sheets. On a quarterly basis, you will receive a PVC point status report to confirm that we have documented your participation correctly. All points must be accrued by the end of the school year. If your PVC account is not settled, report cards will be held until the balance of the money/points has been reconciled.

Finally, please note that this is the first year for a requirement of this kind, and we will definitely encounter bumps along the way as we create and implement such a large program. The goal of the program is not to create an additional burden on families, but rather to assist the school, the faculty and the students as we all strive to give our children the best education possible. Thank you for your consideration and understanding---and please feel free to offer any suggestions you have to help make this program run smoothly and effectively.

Sincerely,

Fr. Marcus Pollard, Pastor

Glenda Myers, Principal

PTO EXECUTIVE BOARD

Biff Lyons, President/At Large Member '06-07

Ken Coan, Vice President/President '06-07

Mark Bucko, Treasurer/Vice President '06-07

Bev Saenz, Recording Secretary '06-'07

Mike McHale, Corresponding Secretary '06-07,

Jaquie McDonnell, Corresponding Secretary/Treasurer '06-07

Alicia Silva, At Large Member '06-07

Allison Smith, PVC Coordinator '06-'07

**PVC VOLUNTEER OPPORTUNITIES—CONTACT ALLISON SMITH, PVC  
COORDINATOR AT [allisonms@cox.net](mailto:allisonms@cox.net)**

**FUNDRAISING**

**Golf Tourney—Ken Coan, contact                      Time Frame---Spring 2007**

This event may be scheduled in the fall or the spring. A minimum of 8-10 people is needed to coordinate the event. Many opportunities to help including advertising sales, ticket sales after Mass, set-up/hospitality on the day of the event, solicitation of silent and live auction items for social dinner following the event.

**15-20 hour commitment/8-12 volunteers minimum needed**

**Where Accomplished: Home/School/Other**

***POINTS EARNED: COORDINATOR-40 POINTS; VOLUNTEER—15 POINTS***

**Innisbrook/Wrapping Paper—Yvonne Mastracchio and Laura Plank, contacts    Time Frame—  
September/October**

This is the first fundraiser of the school year, beginning Sept. 5 and ending Sept. 25. Volunteers needed to tally orders and offload and distribute orders to students/parents when they arrive. Coordinator distributes additional Innisbrook Flyers throughout the year to extend fundraising efforts.

**3-5 hour commitment/6-9 volunteers needed**

**Where Accomplished: Home/School/Other**

***POINTS EARNED: COORDINATOR-40 POINTS; VOLUNTEER—10 POINTS***

**Grocery Store Bonus Cards --Marlene Davis, coordinator Time Frame—August/September**

Another great at home volunteer opportunity! Coordinator collects Giant and Food Lion Bonus Card numbers from parents and logs this information into the computer to qualify the school for cash rewards. Most of the work for this is completed by October. Also disseminates other passive fundraising information, including Verizon and Staples bonus programs.

**4-6 hour time commitment/1-2 volunteers**

**Where Accomplished: Home**

***POINTS EARNED: 20 POINTS***

**School Supply Boxes—Desiree Cordova coordinator                      Time Frame—April/August**

Last fundraiser of the school year. Volunteers collect orders from parents for school supply kits for the next year. Boxes are delivered prior to the Open House in August; families pick up their boxes at the open house. Volunteers tally orders, sort boxes by grade upon delivery at school and distribute them at the open house.

**6-8 hour time commitment/3-5 volunteers**

**Where Accomplished: Home/School/Other**

***POINTS EARNED: COORDINATOR-- 20 POINTS; VOLUNTEER—5 POINTS***

**PE Uniforms/Spirit Wear**—Yvonne Mastracchio, contact **Time Frame--Spring**

Volunteers help tally orders for PE wear and Adult Spirit Wear, sort product by order upon arrival and distribute orders to school families upon merchandise arrival.

**4-6 hour commitment/4-5 volunteers**

**Where Accomplished: Home/School/Other**

**POINTS EARNED: COORDINATOR—20 POINTS; VOLUNTEER—5 POINTS**

**Used Uniforms**-Denise Pitts, coordinator **Time Frame—Varies in Year**

Volunteers sort used uniforms by size and offer them for sale at the Ice Cream Social, the Open House and various times throughout the school year. Volunteers also makes sure uniforms are clean and without tears, etc.

**4-6 hour time commitment/3-4 volunteers**

**Where Accomplished: Home/School**

**POINTS EARNED: COORDINATOR—20 POINTS; VOLUNTEER—5 POINTS**

**Book Fair**—Melissa Thieda and Desiree Cordova, coordinators **Time Frame—September/October**

Volunteers assist the Librarian in the coordination, set up and sales during the book fair, held in the fall. Many opportunities available to work at the book fair also available.

**Minimum 2 hour time commitment/20-30 volunteers**

**Where Accomplished: Home/School**

**POINTS EARNED: COORDINATOR—30 POINTS; VOLUNTEER—5 POINTS**

**Scrip**—Alicia Silva, coordinator **Time Frame—Throughout the year/weekly**

Volunteers sell scrip from 2:30-after carpool on Friday afternoons. Volunteers pick up the scrip and cashboxes from the parish office and set up the sales table in the school lobby (or outside on nice days). Upon completion of the afternoon sale, volunteer returns boxes to the parish office.

**1 hour time commitment once a month/8 volunteers**

**Where Accomplished: Home/School**

**POINTS EARNED: COORDINATOR: 30 POINTS; VOLUNTEER—5 POINTS**

**Parish Fall Festival Tag/Yard Sale**—Kara Owen, Marcie Rudden and Susan Sawyer, Coordinators **Time Frame—July-September**

Volunteers for this event will help collect, sort, price and sell donated items for the annual Parish Festival's Tag Sale/Yard Sale. Donated items will be brought to the school on the Friday before the Saturday morning sale to be sorted, displayed, priced. On the day of the sale volunteers will collect money for items purchased, then help with the clean up and disposal of remaining items.

**15 hour time commitment annually for coordinator, volunteer time will vary depending upon availability**

**Where Accomplished: School**

**POINTS EARNED: COORDINATOR: 30 POINTS, VOLUNTEER –1 POINT PER HOUR**

## **SOCIAL**

### **Ice Cream Social—Kathy Vestermark      Time Frame—July/August**

This event is a chance for “new” St. Veronica families to meet “old” families before the start of the school year. Typically held late July/early August in the Parish Hall. Volunteers purchase ice cream, toppings, utensils, etc., set up and clean up the parish hall and serve ice cream.

**2-3 hour time commitment/6-8 volunteers**

**Where Accomplished: Home/School**

***POINTS EARNED: COORDINATOR—20 POINTS; VOLUNTEER—5 POINTS***

### **Baking—Elizabeth Cuscino, contact      Time Frame—Throughout the year**

This committee would be “on call” to provide home-baked goodies for various events throughout the year including Open House, Back to School Night, etc. Great opportunity to get your hours while staying home!

**3-5 hour time commitment/8-12 volunteers needed**

**Where Accomplished: Home**

***POINTS EARNED: COORDINATOR—20 POINTS; VOLUNTEER—5 POINTS PER DONATION***

### **Back to School Night      Time Frame--September**

Volunteers coordinate with Mrs. Myers and Mrs. Brennan as to what is needed for Back to School Night. Duties may include copying, setting up refreshments, used uniform sale table, PTO table, etc.

**1-3 hour time commitment/2-4 volunteers**

**Where Accomplished: School**

***POINTS EARNED: ALL VOLUNTEERS—5 POINTS***

### **Guardian Angels—Cathy Pfitzner, contact      Time Frame—Throughout the year**

Volunteers will assist new St. Veronica families who enter the school after the beginning of the school year, helping them get acclimated to various aspects of the school including carpool, PTO volunteer requirements and other volunteer opportunities, school calendar, etc.

**2-4 hour time commitment/3-5 volunteers**

**Where Accomplished: School**

***POINTS EARNED: COORDINATOR—20 POINTS; VOLUNTEER—10 POINTS***

### **Father Daughter Dance—Marie Arnold and Denise Pitts, coord.      Time Frame—February/April**

Event takes place after Easter, open to school and parish families. Many volunteer opportunities, including chairing refreshments, decorations, clean up and ticket sales. Volunteers also needed on the night of the dance.

**7-10 hour time commitment/8-12 volunteers**

**Where Accomplished: Home/School/Other**

***POINTS EARNED: COORDINATOR—30 POINTS; VOLUNTEER—10 POINTS***

**5K—COORDINATOR NEEDED****Time Frame—spring**

Volunteers for this fundraiser would organize and promote a 5k for the school.

**10-20 hour time commitment/15-20 volunteers****Where Accomplished: Home/School/Other*****POINTS EARNED: COORDINATOR-40 POINTS; VOLUNTEER-- 10 POINTS*****SCHOOL COMMUNITY****PTO Executive Board Member**

The PTO General Membership elects executive Board members annually. Duties include attending monthly Executive Board meetings and general PTO meetings. Board members carry out duties specific to the office they hold (President, Vice President, Treasurer, Recording Secretary, Corresponding Secretary, At Large members and PVC Coordinator) as set forth in the PTO by-laws and assist the Principal with various matters as the need arises. Executive Board members also set PTO budget and fundraising goals.

**30-40 hour time commitment****Where Accomplished: School/Home/Other****POINTS EARNED ANNUALLY: 60 POINTS****Box Tops---Richelle Smith, coordinator****Time Frame—Throughout the year**

Great opportunity to volunteer at home! Box Tops coordinator counts and packages box tops from students and submits them to General Mills by the October and March deadlines so the school can receive CASH! Coordinator often runs several contests throughout the year to see which class turns in the most box tops—nominal prizes to the winner.

**20-hour commitment/1-2 volunteers needed****Where Accomplished: Home*****POINTS EARNED: 30 POINTS*****Campbell's Soup Labels---Lynne Thibodeau, coordinator****Time Frame—Throughout the year**

Campbell's Label coordinator collects qualifying Campbell's product labels throughout the year and submits them for school equipment and other items. Coordinator often runs several contests throughout the year to see which class turns in the most labels—nominal prizes to winning class.

**25-30 Hour time commitment/1-2 volunteers needed****Where Accomplished: Home Primarily****POINTS EARNED: 30 POINTS****Christmas Shop—Wendy Meng, contact****Time Frame—November/December**

This annual event allows students to do holiday shopping for family members. Typically held in early December. Volunteers needed to set up the shop, assist students with purchases and clean up after the Shop closes.

**2-4 hour time commitment/7-10 volunteers**

**Where Accomplished: School**

**POINTS EARNED: COORDINATOR—20 POINTS VOLUNTEER—5 POINTS**

**Advent Trees Set Up/Take Down in School Lobby---NEED VOLUNTEERS!!!**

Volunteers set up the annual Advent decorations in the school lobby on the weekend of the first Sunday of Advent (December 1-2-3, 2006), then remove the decorations after Epiphany. May also assist with set up of class made nativity scene.

**2-3 hour time commitment/4-6 volunteers**

**Where Accomplished: School**

**POINTS EARNED: ALL VOLUNTEERS—5 POINTS**

**Catholic Schools Week (various opportunities)**

**Time Frame—Jan 28-Feb 3, 2007**

**Special lunch for teachers—Yunhui Gonty, coordinator**

Volunteers will set up, prepare, serve and clean up for the annual teacher's lunch during CSW. Typically held late January, early February.

**1-3 hour time commitment/10-15 volunteers**

**Where Accomplished: Home/School**

**POINTS EARNED: COORDINATOR: 15 POINTS; VOLUNTEERS-5 POINTS**

**Special Breakfast for teachers—Mary Beth Davies, coordinator**

Volunteers will set up, prepare and clean up for the annual teacher's breakfast during CSW.

**1-3 hour time commitment/6-10 volunteers**

**Where Accomplished: Home/School**

**POINTS EARNED: COORDINATOR: 15 POINTS; VOLUNTEERS-5 POINTS**

**Open House set up—COORDINATOR NEEDED**

Volunteers prepare and clean up refreshment table in lobby for Open Houses during CSW.

**1-2 hour time commitment/1-3 volunteers needed**

**Where Accomplished: School**

**POINTS EARNED: ALL VOLUNTEERS—5 POINTS**

**Family Fun Night COORDINATOR NEEDED!!**

**Time Frame—Jan./Feb.**

Volunteers would organize a Family Fun Night for the Friday night of Catholic Schools Week. Committees would include games, prizes, food, etc. Would work with faculty and parents to ensure sufficient volunteers, activities, etc.

**10-15 hour time commitment/15-20 volunteers**

**Where Accomplished: Home/School/Other**

**POINTS EARNED: COORDINATOR--40 POINTS; VOLUNTEERS—10 POINTS**

**Room Parents for Each Class, K through 7**

Room parents work closely with teacher to plan and implement various classroom activities throughout the year. May be shared by 2 parents, with the approval of the teacher.

**25-40 hour time commitment**

**Where Accomplished: Home/School/Other**  
**POINTS EARNED: 40 POINTS**

**Year Book**-Jennifer Truong, coordinator   **Time Frame—Throughout the year/layout February**  
Volunteers will assist the yearbook coordinators in taking and collecting photos of class and school events throughout the school year and working on yearbook layout. May also assist in collecting and tallying yearbook orders.  
**8-12 hour time commitment/6-8 volunteers**  
**Where Accomplished: Home/School**  
**POINTS EARNED: COORDINATOR—30 POINTS; VOLUNTEERS-10 POINTS**

**Science Fair**                                   **Time Frame--spring**  
Volunteers will assist faculty in setting up and judging of science fair projects presented by upper grades.  
**3-4 hour time commitment/5-7 volunteers**  
**Where Accomplished: School**  
**POINTS EARNED: ALL VOLUNTEERS 10 POINTS**

**Spelling Bee**                                   **Time Frame—Late January/Early February**  
Volunteer would assist faculty during school spelling bee. Typically held during CSW, late January-early February.  
**1-2 hour time commitment/1-2 volunteers**  
**Where Accomplished: School**  
**POINTS EARNED: ALL VOLUNTEERS: 5 POINTS**

**CYO—**Mario and Bev Saenz, contact                                   **Time Frame—Varies with sport**  
Volunteers needed to coach and commission CYO sporting events, including track basketball and tennis.  
**30-50 hour time commitment/8-10 volunteers**  
**Where Accomplished: Home/School/Other**  
**POINTS EARNED: COORDINATOR—50 POINTS; VOLUNTEERS—10 POINTS or more**

**PTO Website ---** Charlene Hilburger and Christine Nielsen, coordinators   **Time Frame—All Year**  
Volunteers would keep the PTO and school websites current and post newsworthy information bi-weekly. A great opportunity for “computer geeks” to get volunteer hours from home! This is a MUCH NEEDED service!!  
**15-20 hour time commitment/2-3 volunteers**  
**Where Accomplished: Home/School**  
**POINTS EARNED: ALL VOLUNTEERS—20 POINTS**

**Art Volunteers**                                   **Time Frame—All Year**  
Volunteers assist Mrs. Lockwood during art class, helping students complete art projects. May also assist by hanging student artwork throughout the school as permitted.  
**30-hour time commitment/4-6 volunteers**  
**Where Accomplished: School**

***POINTS EARNED: VOLUNTEERS—5 POINTS PER CLASS***

**Library Volunteers—Karen Lopatka, coordinator**

**Time Frame—All Year**

Volunteers assist the Librarian during library time, helping children choose age-appropriate books for check out. Will also assist in checking books out and in, as well as reshelving and cataloging new acquisitions.

**30-hour time commitment/3-5 volunteers**

**Where Accomplished: School**

***POINTS EARNED: COORDINATOR—20 POINTS; VOLUNTEERS—5 POINTS PER CLASS***

**Hot Lunch—Various opportunities listed below**

**Hot lunch order coordinator---Karen Mancini**

**Time Frame: All Year**

Maintains and reconciles Hot Lunch order forms, receives student orders quarterly, places lunch orders with the vendors, works as a liaison between the school and the lunch vendors, and distributes lunch tokens and a list of participating students to each classroom teacher on hot lunch day. Also helps on Hot Lunch day in the kitchen to distribute food to students.

**2 hour time commitment per week/1-2 volunteers**

**Where Accomplished: Home/School**

***POINTS EARNED: 40 POINTS***

**Lunchroom shopper ---Connie Bucko**

**Time Frame: All Year**

Purchases various paper products, condiments and bulk fruit and/or chips for hot lunch day. Also helps on Hot Lunch Day in the kitchen to distribute food to students. Works closely with Hot Lunch Coordinator.

**2 hour time commitment per week**

**Where Accomplished: Home/Other**

***POINTS EARNED: 40 POINTS***

**LUNCH VOLUNTEER COORDINATOR –Elizabeth Sullivan and Andria Gregory**

Works with volunteers to ensure there is adequate daily coverage in the lunchroom by parents. Will create a lunch volunteer schedule monthly and forward to the school staff and all lunch volunteers. May also create a pool of “stand-by” lunch volunteers to cover in the case of a parent’s absence.

**20-25 hour time commitment**

**Where Accomplished: Home**

***POINTS EARNED: 40 POINTS***

**Lunch Volunteers**

**Time Frame—All year**

Volunteers needed to supervise the lunchroom and assist children with opening milk cartons, lunch items, etc. Also supervise dismissal of students to recess, after making sure children have finished eating and cleaned up their tables.

**1 1/2 hour time commitment per turn/ 2-3 volunteers needed per day**

**Where Accomplished: School**

***POINTS EARNED: 3 POINTS PER LUNCH***

**RECESS VOLUNTEER COORDINATOR --- Marge Gibbs**

Works with volunteers to ensure there is adequate daily coverage of the playground by parents. Will create a recess volunteer schedule monthly and forward it to the school staff and all recess volunteers. May also create a pool of “stand-by” recess volunteers to cover in the case of a parent’s absence.

**20-25 hour time commitment**

**Where Accomplished: Home**

***POINTS EARNED: 40 POINTS***

**Recess Volunteers**

**Time Frame—All Year**

Volunteers supervise the parking lot/playground area during recess. On indoor recess days volunteers will be assigned to supervise students during recess in the classroom. Monitors children’s whereabouts, keeping them out of prohibited areas.

**THIS IS ONE OF THE MOST NEEDED AND LEAST FILLED VOLUNTEER OPPORTUNITIES AT THE SCHOOL!!**

**1 1/2 hour time commitment per turn/2-3 volunteers needed per day**

**Where Accomplished: School**

***POINTS EARNED: 3 POINTS PER RECESS AUGUST – NOVEMBER AND  
APRIL –JUNE***

***5 POINTS PER RECESS DECEMBER - MARCH***

**Field Day—Deneen Karpovich, lead**

**Time Frame--spring**

Volunteers work with and assist the PE teacher to implement Field Day festivities in May. Several committees may be created, including game committee, award committee, food/snack committee, etc. Will also schedule volunteers to work throughout the day on field day.

**10-15 hour time commitment/15-20 volunteers**

**Where Accomplished: Home/School**

***POINTS EARNED: COORDINATOR—40 POINTS; VOLUNTEERS—15 POINTS***

**School Picture Day**

**Time Frame—fall and spring, 1 day each**

Volunteers would escort students from classroom to picture taking area, help straighten students before being photographed.

**5-9 hour time commitment/2-3 volunteers**

**Where Accomplished: School**

***POINTS EARNED: ALL VOLUNTEERS—10 POINTS***

**Classroom Helper**

Volunteers assist the Room Parents or Faculty Member with different events throughout the year.

**Time commitment varies/ volunteer requirement varies**

**Where Accomplished: School**

***POINTS EARNED: 5 POINTS PER EVENT***

**Chaperone on Field Trip**

Chaperones the students on school sponsored Field Trips.

**Time commitment varies/volunteer requirement varies**

**Where Accomplished: School/Other**

**POINTS EARNED: 5 POINTS PER EVENT**

**Marketing/PR Committee****Time Frame—Yearlong**

This committee would work to get the St. Veronica School name out to local newspapers by submitting articles and photos of school activities for publication.

**15-20 hour time commitment/3-4 volunteers**

**Where Accomplished: Home/School**

**POINTS EARNED: VOLUNTEERS—20 POINTS**

**Service Project Committee—COORDINATOR NEEDED****Time Frame—Varies**

Volunteers would assist faculty and parish in various service projects throughout the year, including Thanksgiving Food Drive, Coat Drive, and other service projects performed by the school.

**20-30 hour time commitment/5-8 volunteers**

**Where Accomplished: Home/School**

**POINTS EARNED: COORDINATOR—30 POINTS; VOLUNTEERS-5 POINTS**

**PTO Newsletter—Christine Nielsen, Coordinator****Time Frame—Yearlong**

This committee would work to publish, as part of the Principal's weekly newsletter, PTO activities, including volunteer needs and upcoming events.

**15-20 hour time commitment/1-2 volunteers**

**Where Accomplished: Home**

**POINTS EARNED: COORDINATOR—40 POINTS; VOLUNTEERS 10 POINTS**

**Office Aides****Time frame—Yearlong**

Volunteers would fill in at the office main desk as needed. Would work closely with Mrs. Brennan and aid her on an as-needed basis.

**20-30 hour time commitment/3-5 volunteers**

**Where Accomplished: School**

**POINTS EARNED: VOLUNTEERS 5 POINTS PER TURN**

**Office Aides/Weekly Laminating**

Two volunteers are needed to assist with weekly laminating projects for the teachers and the school. Instruction will be provided as to how to operate the laminating machine.

**1-2 hours per week/2 volunteers**

**Where Accomplished: School Office**

**POINTS EARNED: VOLUNTEERS 5 POINTS PER TURN**

**Auction/Gala Fundraiser—Marge Gibbs and Kara Owen****Time Frame-October - February**

Volunteers would coordinate with Parish for annual gala fundraiser and auction. Coordinate auction donations from teachers and parents, class basket donations, etc., and work as a liaison between the school and the Parish.

**10-12 hour time commitment/ 2-3 volunteers**

**Where Accomplished: Home/School/Other**

***POINTS EARNED: COORDINATOR—30 POINTS; VOLUNTEERS—10 POINTS***

**Scholastic book sales by classroom**                      **Time Frame: Yearlong**

Volunteers from each classroom would distribute Scholastic book orders and sometimes create a flyer highlighting specials and “of interest” books, then tally and forward orders to be fulfilled. Usually monthly order forms. Volunteers would also distribute materials once they are received. Especially popular in the lower grades, and teachers earn FREE classroom materials with orders.

**10-15 hour time commitment/1 volunteer per class**

**Where Accomplished: Home**

***POINTS EARNED: 20 POINTS PER CLASS VOLUNTEER***

**Mother-Son Bowling—Susan Tembo and Missy Gurley**                      **Time Frame: Varies**

Volunteers would organize a Mother/Son outing (bowling, mini-golf, batting cage, laser tag, etc.) for schoolboys and Moms. New for 2006-2007 school year!

**7-10 hour time commitment/2-4 volunteers**

**Where Accomplished: Home/Other**

***POINTS EARNED: COORDINATOR—30 POINTS; VOLUNTEERS—5 POINTS***

**Grant Writing Group—Amy Dobis, lead**                      **Time Frame: Yearlong**

Volunteers would research grants, teacher awards and other charitable donations available to the school, either in the form of cash or school specific items. Would work closely with Principal and faculty to ascertain their needs. Also nominate teachers for various awards and prizes.

**30-40 hour time commitment/3-5 volunteers**

**Where accomplished: Home primarily**

***POINTS EARNED: COORDINATOR—40 POINT; VOLUNTEERS—10 POINTS***

**Providing Items for Classes/Events**

Families may earn PVC points when they furnish items for use in class or during special events (Examples include paper products, juice, and snacks for scheduled class or holiday parties. This would not include items purchased for an individual child’s birthday).

***POINTS EARNED: 1 POINT FOR EACH \$5 SPENT ON ITEMS***

**Attendance at Quarterly PTO Meetings**

Parents attending quarterly PTO meetings will not only be apprised of all the current PTO projects, but will also receive 5 points per family. Sign in is required to receive points.

***POINTS EARNED: 5 POINTS PER QUARTERLY MEETING PER FAMILY***

**Spanish Club Volunteers---Belkis Mitter, contact**                      **Tine Frame: After School once weekly**

Volunteers would assist the Spanish teacher with educational games and other activities during a weekly after school Spanish club. Knowledge of Spanish is not necessary for this position.

**20-30 hour time commitment/1-3 volunteers**

**Where accomplished: At school, once weekly for 1 to 1.5 hours**  
**POINTS EARNED: 5 POINTS PER SESSION**

**ST. VERONICA PVC REPORT FORM**  
**2006-2007**

**Volunteer Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Child(ren) Last Name:** \_\_\_\_\_ **Month of Service:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Buy-Out Option (\$5.00 per point)** \_\_\_\_\_ (Make checks payable to St. Veronica PTO)

**For each service that you are documenting below, please complete all four sections. This information is required for volunteer point verification.**

<b>Date of Service</b>	<b>Type of Service</b>	<b>Teacher/Chairperson Helped</b>	<b>Number of hours</b>

**Send original form to office monthly. Retain copy for your records.**  
**Contact Allison Smith at [allisonms@cox.net](mailto:allisonms@cox.net) if questions.**