

**ST. VERONICA
CATHOLIC SCHOOL**

**PARENT VOLUNTEER OPPORTUNITIES
HANDBOOK**



**2010-2011
ACADEMIC YEAR**

August, 2010

Dear St Veronica School Families,

The administration and PTO strongly believes that parent involvement and participation in school activities is not only a means to show our support for the faculty and the school, but is absolutely necessary in order to maintain and expand many of the academic and extracurricular services offered by the school to our children. Under this program, 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.

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 Mrs. Baldwin, who has the discretion to excuse families from the PVC requirement.

Please note that all volunteers coming in contact with students are required by the Arlington Diocese to undergo a personal background check and complete a VIRTUS child safety training course. To register for an upcoming VIRTUS class entitled "Protecting God's Children," please go to www.VIRTUS.org. VIRTUS training and background checks must be completed and paperwork submitted to the school office by October 31st.

Please keep in mind, 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.

Sincerely,

Your 2010-2011 PTO Executive Board:

Fr. Edward Hathaway, Pastor,

Mary Baldwin, Principal

Kara Owen, President

Jennifer Keating, Vice President

Mary Jo Smith, PVC Coordinator

Kendra Turchiarolo, Recording Secretary

Stephanie Kammerdeiner, Corresponding Secretary

Marlene Davis, Treasurer

Sandra Swirski and David McLean, At Large Members

PVC VOLUNTEER OPPORTUNITIES

The PVC Handbook is broken down into various sections for your convenience.

- In School Opportunities
- At-Home/Weekend Opportunities
- Catholic Schools Week
- Eighth Grade Graduation Events * *6th&7th grade parent opportunities
- After School Student Enrichment

Available opportunities are highlighted in **RED**

**TO VOLUNTEER FOR ANY OF THESE ACTIVITIES CONTACT or E-MAIL
YOUR INTEREST TO THE PVC COORDINATOR , Mary Jo Smith
PVCPOINTS@STVERONICASCHOOL.ORG**

In School Opportunities

Advent Trees Set up/Take Down in Lobby - COORDINATOR NEEDED

Volunteers set up the annual Advent decorations in the school lobby, prior to the first Sunday of Advent, then remove the decorations after Epiphany. They 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--15 POINTS

Birthday Bulletin Board- Adela Spooone

Time Frame-Monthly

Volunteer would print out the names and birthdates of children in the school celebrating a birthday for the current month to be placed on the bulletin board near the school office. Requires time at school during school hours as doors are locked otherwise. Good for parent who can devote extended time at the school during the day or immediately after school dismisses.

1-2hours monthly/1 volunteer needed

Where Accomplished: School

POINTS EARNED: 60 POINTS

Book Fair—Melissa Bloom, coordinator **Time Frame**—November/December

Volunteers assist the Librarian and coordinator in the set up and sales during the book fair, held in the Fall. There are various opportunities available to work at the book fair. VIRTUS training/paperwork needed.

Minimum 2 hour time commitment/20-30 volunteers needed

Where Accomplished: School/weekend

POINTS EARNED: COORDINATOR—60 POINTS, Volunteers 5 Points Per Hour

Chaperone on Field Trip

Chaperones the students on school sponsored Field Trips. Coordinated by HomeRoom Teacher and/or Room Parent. VIRTUS training/paperwork needed.

Time commitment varies/volunteer requirement varies

Where Accomplished: School/Other

POINTS EARNED: 10 POINTS PER EVENT, unless previously discussed with the PVC Coordinator.

Christmas Shop— Coordinator Needed; Volunteers Needed **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. VIRTUS training/paperwork needed to volunteer

2-4 hour time commitment/15-20 volunteers

Where Accomplished: School

POINTS EARNED: Coordinator-30 points; volunteers -5 points per hour

Classroom Helper

Volunteers assist the Room Parents or Faculty Member with different events throughout the year. VIRTUS training/paperwork needed.

Please indicate your interest in this type of volunteer service to your child's homeroom teacher at the start of the school year.

Time commitment varies/ volunteer requirement varies

Where Accomplished: School

POINTS EARNED: 5 POINTS PER EVENT

DROP-OFF AM, Elementary School Side Only – OPEN *

This opportunity assists Mrs Rita Stuekerjuergen in the mornings on the elementary school side assisting students getting out of their cars. This would include moving the cars through drop-off in a safe and timely manner as well as looking out for the safety of the children exiting their cars, entering the building or parking lot to line up.

***This opportunity is an absolute necessity because it involves the safety of our children. One adult can not handle AM drop off by themselves. If parents do not come forward than this may become a paid position for a staff member instead of a volunteer opportunity.**

Where Accomplished: School

Points Earned: 2PVC pts for Aug-Nov, April-June; 3PVC pts per morning Dec-March.

Field Day—Kelli Kershner, coordinator Time Frame—March – June

Volunteers work with and assist the PE teacher to implement Field Day festivities in June. Several committees may be created, including game committee, award committee, food/snack committee, etc. Coordinator will also schedule volunteers to work throughout the day on field day. VIRTUS training/paperwork needed to volunteer.

10-15 hour time commitment/20-35 volunteers

Where Accomplished: Home/School

POINTS EARNED: COORDINATOR—60 POINTS; 5pts per hour for volunteers

Innisbrook/Wrapping Paper – Amy Heinle, Nicole Adkinson

Time Frame—September/October

This is the first fundraiser of the school year and it usually starts/ends in September. 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--60 POINTS , Volunteers 5 Points Per Hour

Library Volunteers—Mary Merrill, coordinator Time Frame—All Year

Volunteers assist the Librarian during library time, helping children choose age-appropriate books for check out. Volunteers also assist in checking books out and in, as well as reshelving and cataloging new acquisitions. VIRTUS training/paperwork needed in order to volunteer.

30 hour time commitment/Volunteers still needed

Where Accomplished: School

POINTS EARNED: Coordinator – 60 points; VOLUNTEERS—5 POINTS PER CLASS

Lions Club Vision/Hearing Tests--School Nurse, coordinator

Time Frame: early Fall

Annual vision and hearing screenings courtesy of the Lions Club. Volunteers would assist the School Nurse in various ways, including escorting children to and from the screening and some aspects of the vision and hearing testing. VIRTUS training/paperwork needed.

3-4 hour time commitment/3-5 volunteers
POINTS EARNED:5 POINTS per hour

Lunch Volunteers- Volunteers NEEDED – CONTACT Dyan and Gill Egan
Time Frame: All Year

Volunteers will help serve/distribute food to students daily under the supervision of Bridget Ventrelli., Opportunity also includes cleaning tables after the three (3) lunch periods. Teachers/Staff are present in lunchroom to supervise children. VIRTUS training needed.

11:30am – approx 12:45pm/2-3 volunteers needed per day

Where Accomplished: School-Parish Hall/Kitchen

POINTS EARNED: 3 POINTS PER LUNCH; ex:60 points if volunteer twice monthly for the entire year

New Family Welcome - coordinators needed, 1 K-2 school parent, 1 3-5 grade school parent and 1 6-8th grade school parent with a minimum of 1 year at St Veronicas each.

Time : Year Long

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

4-8 hour time commitment/3 volunteers

Where Accomplished: School

POINTS EARNED: COORDINATOR--40 POINTS

Open House Guides- Contact Director of Development

Time Frame: As needed

Volunteers needed to attend Open Houses with new and prospective families. These volunteers would be “ambassadors” for the school, answering questions and promoting the school and its mission. Minimum of 1 year at St Veronica’s is preferred.

POINTS EARNED: 5 POINTS PER HOUR

Pizza Lunch, Maria Mauro– Friday lunches throughout the year

Coordinator receive student lunch order forms quarterly, place the food order, provide the teachers with a list of participating students in each classroom, serve lunch and clean the kitchen after serving once a week for the fast food hot lunch program. VIRTUS paperwork/training needed.

3 hour time commitment per week/1-2 coordinators

Where Accomplished: Home/School
POINTS EARNED:60points

PTO Executive Board Member

Executive Board members are elected annually by the PTO General Membership. 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

RECESS VOLUNTEERS Always Needed contact Dyan & Gill Egan **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. Volunteers monitor children's whereabouts, keeping them out of prohibited areas. Recess volunteers are on the blacktop/recess area to supervise all recess sessions daily from 11:20am to 12:20pm. Sign in at the school office and obtain a volunteer badge. VIRTUS training/paperwork needed.

1 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 DECEMBER - MARCH**
Ex: 60 points if volunteer twice monthly for entire year

ROOM PARENTS for Each Class, K through 8

Room parents work closely with teacher to plan and implement various classroom activities throughout the year. Room parents also serve various other functions, including coordinating classroom projects and/or baskets for the gala, implementing plans for celebrations during Catholic Schools Week, creating an emergency phone tree for his or her child's class, and other functions. Room Parent duties **DO NOT** pertain to academic issues in the classroom (i.e., Room Parents do not grade papers, stuff Friday Folders, etc.) Room parent responsibilities may be shared by 2 parents, with the approval of the teacher. **IN ORDER TO ALLOW ALL INTERESTED PARENTS AN OPPORTUNITY TO SERVE AS A ROOM PARENT, PARENTS ARE ASKED TO SERVE AS ROOM PARENT FOR ONLY ONE OF THEIR CHILDREN'S CLASSES PER YEAR. IN ADDITION, IF YOU SERVED AS A ROOM PARENT DURING THE 2007-2008 SCHOOL YEAR, PLEASE CONSIDER STEPPING ASIDE**

IN THE 2008-2009 SCHOOL YEAR SO THAT OTHER PARENTS MAY HAVE AN OPPORTUNITY TO SERVE IN THIS CAPACITY.

Please indicate your interest in this volunteer opportunity to your child's homeroom teacher at the beginning of the school year!

25-40 hour time commitment

Where Accomplished: Home/School/Other VIRTUS Training/paperwork needed

POINTS EARNED: 60 POINTS

ROOM MOM COORDINATOR--- Ellen Grealish Time Frame: August – June

This is a room mom who has served before who can be the point of contact for all the current K-8 room moms. The coordinator will work with room moms to answer questions, inform them of school traditions, etc. School Gala donation coordinator.

POINTS EARNED: 60 POINTS

School Picture Day, volunteers needed

Time Frame—Fall and Spring, either/both

Volunteers would escort students from classroom to picture taking area, help straighten students before being photographed. VIRTUS training/paperwork needed

2-3 hour time commitment in Fall and in Spring/2-3 volunteers

Where Accomplished: School

POINTS EARNED: ALL VOLUNTEERS: 5 POINTS per hour

Science Career Day—VOLUNTEERS NEEDED Time Frame: Spring

In conjunction with the Science Fair (see below), volunteers are needed to coordinate a Science Career Day/Days as part of Science Fair Week. Responsibilities would include researching and scheduling speakers and presenters whose expertise is in various areas of science (ex.: veterinary medicine, forensics, etc.)

15-20 hour time commitment/2-3 volunteers

Where Accomplished: Home/School

POINTS EARNED: 5 POINTS PER HOUR

Science Fair---VOLUNTEERS NEEDED

Time Frame--Spring

Volunteers will assist faculty in setting up of science fair projects presented by upper grades. VIRTUS training/paperwork needed

2-3 hour time commitment/5-7 volunteers

Where Accomplished: School

POINTS EARNED: ALL VOLUNTEERS 15 POINTS

Scrip— Yvonne Mastracchio, Karen Mancini

Time Frame—Throughout the year/weekly

Volunteers help tally and fill school orders on Monday mornings (tally orders) and Friday afternoons (fill and distribute school orders). Volunteers may also help sell

Where Accomplished: School

POINTS EARNED: COORDINATOR: 60 POINTS

Shakespeare Festival—Mrs Gurley, coordinator

VOLUNTEERS NEEDED

Time Frame: February-May

Coordinator and volunteers needed to coordinate with the 8th grade teacher to plan and participate in Diocesan Shakespeare Festival. VIRTUS training/paperwork needed for various aspects of this opportunity.

20-30 hour time commitment/ 6-8 volunteers

Where Accomplished: Home/School

At-Home/Weekend Opportunities
(minimal in-school time)

Box Tops- Fernando Flores, 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: 60 POINTS

Campbells Soup Labels--- Katharine Webb Time Frame—Throughout the year

Campbells 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. Great opportunity for a parent who cannot be at the school to volunteer!

25-30 hour time commitment/1-2 volunteers needed

Where Accomplished: Home

POINTS EARNED: 60 POINTS

CPR TRAINING FOR FACULTY AND PARENTS—Heather Schueckler

Time Frame – December-March

One or two volunteers needed to assist the School Nurse in scheduling and organizing a CPR certification course for faculty and parents to be held on a Saturday in mid- to late September. The goal of this program is to ensure that there are always certified CPR providers on the school grounds in case of an emergency.

5-8 hour time commitment/1-2 volunteers

Where Accomplished: Home/School

POINTS EARNED: 30 POINTS

Father Daughter Dance—Marie Arnold, coordinator Time Frame—February

Event takes place in Late Winter or Spring, 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 needed

Where Accomplished: Home/School/Other

POINTS EARNED: COORDINATOR—60 POINTS; Volunteers 5 Points Per Hour

Garden – Heather Crahan, Time Frame – year long

Coordinator needs to maintain the garden in front of the school main entrance. Includes seasonal displays and plants/flowers and also weeding the garden.

POINTS EARNED: COORDINATOR—60 POINTS; 5pts per hour for volunteers

Golf Tournament—

Dan McDonnell, Ken Coan, coordinators Time Frame---July-October

This event is scheduled for end of Sept., beginning of October. A minimum of 8-10 people are 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--60 POINTS, Volunteers 5 Points Per Hour

Grocery Store Bonus Cards-Jill Berry,coordinator

Time Frame—August/September

Another great at home volunteer opportunity! Coordinator collects Giant 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.

Approx 5-10 hour time commitment/1-2 volunteers

Where Accomplished: Home

POINTS EARNED: COORDINATOR—60points

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. It is 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/6-12 volunteers also needed

Where Accomplished: Home/School

POINTS EARNED: COORDINATOR—60 POINTS; Volunteers 5 Points Per Hour

LUNCH AND RECESS VOLUNTEER COORDINATOR –Gill and Dyan Egan

Works with volunteers to ensure there is adequate daily coverage in the lunchroom and on the playground/blacktop by parents. Coordinators create a lunch and recess volunteer schedule monthly and forward this schedule to the school staff and all lunch and recess volunteers. They may also create a pool of “stand-by” lunch and recess volunteers to cover in the case of a parent’s absence.

Where Accomplished: Home

POINTS EARNED: 60 POINTS

Mother-Son Event— Diann McHale, Barb McLean, Leah Lagdemao

Time Frame: January-March

Volunteers would organize a Mother/Son outing (bowling, mini-golf, batting cage, laser tag, etc.) for school boys and Moms.

7-10 hour time commitment/2-4 volunteers also needed

Where Accomplished: Home/Other

POINTS EARNED: COORDINATOR—60 POINTS; Volunteers 5 Points Per Hour

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.)

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

Scholastic Book sales by classroom, VOLUNTEERS NEEDED

Time Frame: Year long

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.

Please indicate your interest in this volunteer opportunity to your child's homeroom teacher at the beginning of the school year!

10-15 hour time commitment/1 volunteer per class

Where Accomplished: Home

POINTS EARNED: 30 POINTS

Used Uniforms-

Kathy Reese (Girls and PE), Paras Banta (Boys and Spirit Wear), coordinators

Time Frame—Various Times Throughout the 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 make sure uniforms are clean and without tears, etc.

8-12 hour time commitment/3-4 volunteers

Where Accomplished: Home/School

POINTS EARNED: COORDINATORS—60 POINTS unless position is split;

Volunteers 5 Points Per Hour

Year Book-Mrs. Lockwood

Time Frame—February

Volunteers will assist the yearbook coordinators and Mrs. Lockwood in taking and collecting photos of class and school events throughout the school year and working on yearbook layout.

One parent from each class is needed along with homeroom teacher/parent to submit a compiled CD of their classroom photos to create the “class page” for the yearbook.

Where Accomplished: Home

POINTS EARNED: CLASS PAGE PARENT – 15 POINTS

Catholic Schools Week Time: Late January/February

Special lunch for teachers, Wendy Meng, coordinator

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

Volunteers Needed: 4

Where Accomplished: Home/School

POINTS EARNED: COORDINATOR: 60 POINTS; 5 points for volunteers per hour unless otherwise approved.

Spelling Bee - VOLUNTEERS NEEDED

Time Frame—Late January/Early February

Volunteers would assist faculty during school spelling bee. Typically held during Catholic Schools Week, late January-early February.

1-3 hour time commitment/2-3 volunteers

Where Accomplished: School

POINTS EARNED: ALL VOLUNTEERS: 15 POINTS

Eighth Grade Graduation Events Time: April – June

Volunteers needed to coordinate various events surrounding 8th Grade Graduation in June.

Brunch for 8th grade students and parents

Sixth grade parents are asked to coordinate for a brunch on the morning of Graduation for 8th grade students and parents. Would require coordination of food, set up, serving the brunch, and clean up of parish hall, etc.

Points Earned: 5 points per hour.

Reception following Graduation Mass (Evening)

Seventh grade parents are asked to coordinate a reception in the parish hall following the 8th grade Graduation Mass. Would require coordination of food, set up, serving the reception, and clean up of parish hall.

Points Earned: 5 points per hour.

AFTER-SCHOOL STUDENT ENRICHMENT PROGRAMS

***VIRTUS training/paperwork needed**

Band – Laura Scheidt, contact

VOLUNTEERS NEEDED Time Frame – September- June

Volunteers needed to assist the band instructor one day a week after school. Primarily supervision of students during band instruction time.

2 hour a week time commitment/2-3 volunteers

Where Accomplished: School

POINTS EARNED: 5 POINTS PER HOUR

CYO—Ken Coan, coordinator

VOLUNTEERS NEEDED!!!

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: 60 POINTS COACHES

Odyssey of the Mind – VOLUNTEERS NEEDED

Time Frame: Year Long

Odyssey of the Mind is an international educational program that provides creative problem solving opportunities for students from kindergarten through college. Kids apply their creativity to solve problems that range from building mechanical devices to presenting their own interpretation of literary classics. They then bring their solutions to competition on the local, state, and World level. Volunteers would meet twice a month with students to assist them in the Odyssey process and prepare them for local competition. See www.odysseyofthemind.com for more information.

25-30 hour commitment/**Coordinator plus 2-3 volunteers**

POINTS EARNED: 60 points for coordinator; 5 points per hour for volunteers

School Newspaper—Coordinator and volunteers needed

Time Frame – Year Long

Volunteers would meet twice a month with participating students in grades 4 –8 after school to publish a monthly student newspaper. News writing, photography, layout and other elements of newspaper publication will be explored by participants.

25-30 hour time commitment/Coordinator and 2-3 volunteers

Where Accomplished: School

POINTS EARNED: COORDINATOR – 60 POINTS, VOLUNTEERS – 5 POINTS PER HOUR