

## ST. JOSEPH'S SCHOOL VOLUNTEER HANDBOOK

The Volunteer Handbook is a valuable reference containing descriptions of the volunteer opportunities and fundraising events at St. Joseph's.

The Home and School Association (H.S.A.) at St. Joseph's School is responsible for promoting and organizing these activities for the school. As parents of St. Joseph's School students, you are members of the H.S.A. The H.S.A. Board, comprised of eight elected and appointed officers, coordinates the volunteer activities.

Volunteerism at St. Joseph's School provides an opportunity to:

1. Involve parents actively in the school and the education of their children.
2. Allow the teachers to spend more time directly with the children.
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The H.S.A. requires each family to volunteer 20 hours or more during the course of the school year. There are many volunteer activities available, so parents may choose activities that interest them and utilize their skills. We encourage both Moms and Dads to participate in our programs. If a parent has questions or concerns about volunteer commitment, please contact any H.S.A. Board Member.

**In the month of May, all families will be charged \$15.00 per hour for each hour they have not completed for the school year.**

## FUNDRAISERS

These are the fundraisers which provide funds contributed to the operating budget of the St. Joseph's School. Volunteers work with Parent Chairmen and Co-Chairmen under the direction of the H.S.A. Board. This commitment is concentrated around the time of the fundraiser.

### ALBERTSON'S COMMUNITY PARTNER CARD

Albertson's Community Partner Cards are available in the school office. Albertson's donates a percentage of sales, up to \$1800 per quarter. Simply present the bar-coded card to the clerk when checking out. Albertson's does the rest. This is an easy way to support our school.

### CRAB FEED DINNER AND AUCTION

Dinner, auction, and dance. This is the major social fundraiser of the year. We need volunteers for many committees including solicitations, food, publicity, and raffles, just to name a few. We also need auction items, bidders, diners, and dancers.

Crab Feed art projects are a large part of the success of the night. We have a small budget for each class art project. The project parents along with the Crab Feed Art Coordinator come up with an idea to involve the children in making a fun art project to be auctioned off.

This is a wonderful event and lots of fun! A special volunteer form is available for the Crab Feed.

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This is held in the fall at our school. This family event includes a carnival with games for children and food and drinks. Volunteers are needed for committees such as set-up, cooking, decorating, carnival, and clean up. This has been either an Italian Dinner or an Oktoberfest in the past.

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The dance is held at the school's gym. It is for all girls and their dads (or uncle, grandfather, friend) for a fun filled evening.

### FUN RUN

The students handle the really hard part of this fundraiser. Pledges are collected based on the number of laps they can do around the school block. Held in early spring, they're ready to run off some of those winter blues. Volunteers are needed to secure the perimeter of the block, hand out water, and cheer our runners on for just one more lap!

### GIFT WRAP SALE

All occasion quality gift wrap, bags, ribbons, and cards from Innisbrook will be available for

order in September. The school receives about 50% of all sales. Volunteers are needed to organize order forms as well as separate orders when they arrive. Orders can be placed online year round as well. Make sure St. Joseph's school number (118753) is entered in the appropriate screen.

### SCRIP

Do you shop, eat out, travel, or go to the movies? You can do all those things and help out our school without spending extra on your household budget. Scrip gift cards give you dollar for dollar value and give our school between 3-15% of the face value. With a large selection of merchants to choose from, there is something for everyone. Order forms go home every week in the family envelope, and a selection of the most popular gift cards is always available in the school office. Volunteers are needed to help sort the orders as they come in weekly.

### TARGET

Target stores will donate a percentage of sales to St. Joseph's when shoppers use their target card. Call 1-800-316-6142 to register an existing card or to apply for a card. Mention St. Joseph's School. Every time you use your card you financially help the school.

### USED UNIFORM SALE

A service provided for parents before the first week of school and again during the spring. Parents may purchase previously worn uniforms. Volunteers are needed to help coordinate and arrange the uniforms for purchase.

### WINE SALE

An easy fundraiser in September. Great bottles of wine are gathered from families and put into one collection to be auctioned off for a price. All funds go to the school.

## SCHOOL ACTIVITIES

The following are the volunteer programs, which are vital to the operation of St. Joseph's school. Please remember, during school hours, all volunteers must sign-in at the office and wear a name badge for safety and insurance. Also, beginning with the 2004/2005 school year, all volunteers must have completed the required Diocesan training. For more information on the necessary training, please check with the school office.

### ART PARENTS

Commitment: One and one-half hours every week on an assigned day. An established art curriculum is available to all students at St. Joseph's. Each class (K-6) has two Art Parents to help the children create masterpieces. Art Parents are also responsible for the art project

for the St. Joseph's Annual Crab Feed. An orientation meeting and art meetings are scheduled throughout the year.

### BOY/GIRL SCOUTS

St. Joseph's sponsors both scouting troops. Volunteers are needed to coordinate activities and field trips. If you are interested in being a leader, please notify the School Activity Volunteer Coordinator.

### COMMUNITY SERVICE PROJECTS

Commitment: 1-2 Outreach Parents per classroom. One Outreach Parent to assist the Community Service Chair with overall program management. The Community Service Program is a requirement of each student enrolled at St. Joseph's School. Each student is required to participate in one individual project and one classroom project. This is a tremendous opportunity for students (and adults) to incorporate the classroom and textbook values being taught into a hands-on, real life experience within our community. Outreach Parents are needed to organize the annual class/group community project. This gives the parent(s) an opportunity to be involved with the children as they complete their group project or to line up others to accompany them.

### FIELD DAY

Commitment: Two hours in the morning and/or afternoon. Volunteers are needed to staff this fun annual one-day event at Memorial Park for grades K-5. Volunteers conduct the day's fun physical activities. Please contact the PE teacher with any questions.

### LIBRARY/COMPUTER LAB

Commitment: One to two hour commitment every week on a negotiated day. The students have weekly library privileges. The media center specialists will coordinate volunteers, whose duties could include checking-in books, re-shelving, assisting students in making book selections or working on the computer, or checking-out books. Your involvement includes attending an orientation meeting at the beginning of the school year. This activity may be "job shared" with another parent.

### LUNCH ROOM

Commitment: 11:30 a.m. to 12:30 p.m. every other week on a negotiated day. Parents assist the kitchen staff in setting up, serving, and cleaning up the eating areas. This is a great opportunity for working parents to share a part of their child's day.

### PE PARENTS

Commitment: Flexible. This duty involves assisting the PE teacher with clerical work, bulletin boards, taking equipment inventory, etc.

### PLAYGROUND SUPERVISION

Commitment: Recess every other week on a negotiated day (times will be announced).

This duty involves supervising children on the playgrounds. At least one volunteer is needed before school and during morning recess, and at least two volunteers are needed during lunch recess. This is another great opportunity for working parents to participate and get involved with the students. **There will be a mandatory orientation session at the beginning of the year for playground volunteers.**

#### SCIENCE OLYMPIAD

Science Olympiad coaches are needed. Contact your student's science teacher or the School Day Volunteer Coordinator for more information.

#### ROOM PARENTS

Room Parents meet monthly to coordinate special classroom activities. Parents help with holiday parties including Halloween, Christmas, Valentine's Day, and the End of the Year Class Picnic. Room parents coordinate other parents for coffee and donuts after Mass on Sunday each year for St. John's Parish. Room Parents may also help with organizing class parents for field trips.

The following volunteer programs are coordinated through the **Room Parents**:

#### COFFEE AND DONUTS

Every fourth Sunday of the month, the Home and School Association provides and serves coffee and donuts after all the Masses at St. John's. The school receives all donations above costs. Every month (except during the summer months) will be assigned to a different class. Room Parents will staff each Mass with two or three class parents, who assist in serving and pouring coffee. This is a great way for parents to see their parish friends on Sunday.

#### PHONE TREE VOLUNTEER

One or two people per class are needed to phone parents to notify them of upcoming events, urgent school/class information, school closures, etc. These people would also assist with the calling of volunteers for various fundraisers when needed.

The following volunteer programs are coordinated through the **Hospitality Chair**:

#### BACK TO SCHOOL COFFEE

As parents drop their children off on the first day of school, we invite them to take five minutes and have a cup of coffee and maybe a pastry and catch up with friends and staff.

#### BACK TO SCHOOL NIGHT/ICE CREAM SOCIAL

This is a wonderful event at the opening of the new school year. The school is open for parents to visit their child(ren)'s classes, meet their teachers and discuss the new school year. Ice cream desserts are served to all. This is a fun get-together for families to renew and catch up after summer vacation.

#### FESTIVAL OF TREES

St. Joseph's students participate in this wonderful event by making decorations for the school's tree. Volunteers are needed to coordinate the theme and the creating of the ornaments with each of the classes and oversee the decorating of the tree at the festival.

### MENTORING

The mentoring program was established to help new families feel comfortable and welcome in our school. Mentors are assigned to one or two families to call and acquaint themselves and to answer any questions. Being a mentor takes a small amount of time but means a tremendous welcome to new families.

### TEACHER APPRECIATION DAY

A one day event in May. Volunteers are needed to organize a luncheon for the teachers as well as supervise the children on the playground during the luncheon. Students provide fresh flowers from their garden for this event!

## ATHLETICS

The following events are also in need of volunteers to coordinate these activities.

### FIFTH AND SIXTH GRADE BASKETBALL AND TRACK

Coaches are needed to teach the boys' and girls' basketball and track teams. Practices are after school and a commitment is made for the basketball or track season. Coaches are needed for the 6<sup>th</sup> grade Pocatello teams.

### EIGHTH GRADE BOYS AND GIRLS HALLISSEY BASKETBALL

A special Diocesan basketball tournament for 8<sup>th</sup> graders is held on President's Day weekend. Coaches are needed to drill, teach, and coach both girls and boys.

### T-BALL COACHING AND TEAM PARENTS

Each year, St. Joseph's sponsors T-Ball teams for grades kindergarten through third. The season starts in April and goes through May. Coaches are needed to teach our future players. An end of season picnic makes the event lots of fun.

## VOLUNTEER GUIDELINES

The parents of St. Joseph's students make a significant contribution to the smooth functioning and available resources of our school. Parental presence and involvement is extensive and greatly appreciated by the students, staff, and the school board. As a result of the great visibility of our parents on campus, and at community attended events, it is

imperative that our presence at all times be directed towards meeting the needs of our children and the staff, and is representative of the religious philosophy of our school. The following guidelines have been established to promote this goal:

1. Parents are encouraged to limit their presence on campus to the time required to directly meet the responsibilities of their volunteer commitment. Excessive parental presence is potentially disruptive to the smooth functioning of the school day.
2. Parents are encouraged to share their concerns related to the behavior of staff or other parents directly with that person. Many of us may be unaware that our behavior is offensive, and may benefit from this knowledge. "Gossip" is destructive to community relationships and is rarely effective in changing behavior.
3. Outbursts of anger, violence or profanity will not be tolerated at school related events or on campus. Children learn behavior from their parents and the adults around them. Please model for our children appropriate methods of displaying emotion.
4. Volunteer at school related events would adhere to the Diocesan policy concerning alcohol consumption and handling.
5. Parents are encouraged to experience broad involvement in the many volunteer activities. Our children and our school benefit from the great diversity of talents that a variety of individuals bring to volunteer activities.
6. The School Principal makes the final determination on volunteer placements.

Parents who are having difficulty complying with these guidelines may come to the attention of the H.S.A. Board, the staff, or the School Board. If this is the case, these concerns will be quickly shared with the parent by the Principal of St. Joseph's School and/or the Rector of St. John's Parish.

## SIBLING ETIQUETTE

The faculty and administrative staff heartily acknowledge and much appreciates your individual volunteer efforts. It is felt by faculty on a whole that younger siblings accompanying a parent volunteer can interfere with the teaching-learning process.

In our various learning environments, i.e., the classroom and the library-media center, it is necessary to exclude non-students from these settings in

order to provide and maintain a well-above-average experience for our current students. The Home and School Association and its volunteers understand and support our faculty's need for a professional learning environment with a minimum of distractions.

It is also asked that young (pre-school) children not be a part of hot lunch and/or playground activities, as well as field trips. Liability for our non-students on the part of St. Joseph's is a real and legitimate concern. It is for the well-being and safety of our future and current students that we ask you to comply with this policy.

It will be necessary for Room Parents to discuss individual classroom parties with the teacher of their assigned classroom at the beginning of the school year. Preschool children of our Room Parents are welcome in the classroom for the years' four half hour parties. However we would ask that siblings be attended and supervised by their parents.

### CRAB FEED & AUCTION

In order to better define job responsibilities associated with various Crab Feed positions, we offer the following as guidelines for individual positions:

**Advertising** – Soliciting ads for the program, no limit to the number of people willing to work on this.

**Art Projects** – The need is for one or two individual parents working on an art project for each individual class, as well as one person to oversee.

**Class Baskets** – One or two individual parents per class and one person to oversee.

**Clean-Up** – This group will help clean up after the event and might also help

transport items not picked up by the end of the evening back to the school.  
**Decorations** – This group will work on the decorations for the main dining room and Live Auction item area. Includes, but not limited to, tables, bars, stage, dance floor, and Live Auction displays.

**Dessert Auction** – Requires one or two individuals to keep track of desserts and to help arrange them the night of the event.

**Live Auction Coordinator** – An individual to work with the auctioneer on the live auction. May include writing copy for the auctioneer regarding each item, arranging order and timing of the auction itself, and coordinating the flow of the auction portion of the evening.

**Mystery Baskets** – One or two people to create and organize these baskets and display them.

**Night of Event Workers** – We are looking for someone to coordinate volunteers the night of the event. Working the Crab Feed might involve being a spotter during the live auction, closing down sections during the silent auction, etc.

**Program** – Assist with writing, copy, proofreading, compiling the program, etc.

**Raffle** – Requires one or two people to coordinate distribution of tickets and receipt of monies, both through the school children and the night of the event.

**Reservations** – One person to keep track of ticket requests, monies paid and seating chart.

**Silent Auction** – Responsible for the appearance of the Silent Auction room. Involves room layout, placement of items, coordinating of bid sheets, decoration, and closing off of area at the end of bidding.

**Solicitations** – Procurement of all items for both Live and Silent Auctions.

## ADDENDUM A

### GUIDELINES FOR FUNDRAISING CHAIRPERSONS

Thank you for volunteering to chair a fundraising event for St. Joseph's School. Your time and energy are invaluable and what you have to offer is greatly appreciated. Good luck, have fun, and much success.

1. The chairperson of the fundraising event for the prior year should provide you notes, documents and information from that event. Please **review** everything provided to you in

order to become familiar with the way the fundraiser works and possibly to save time and energy by learning from those who have come before you.

2. **Contact** the President of the HSA and/or the HSA Fundraising Coordinator as soon as you begin work to let her know you are starting. Obtain a list of the people who have signed up to work on your particular event from the Volunteer Coordinator. Please meet with these volunteers well in advance of your event so you can get to know each other and you can describe/outline the fundraiser process (see expenses process) and exchange ideas. Choose and appoint committee chairs and sub-chairs you need. It is very important to try to use all of the volunteers on the list because these volunteers are counting on the project to fulfill their volunteer hours.
3. Communicate regularly with the Fundraiser Coordinator. Contact the HSA President on any logistical questions you may have as the President was on the board during the past year and is familiar with the process of HSA events. Communicate regularly with the chairs of the various committees that make up your event. This is the best way to keep informed of their progress and to manage the overall success of the event. Because you are in charge of the activity, it is your responsibility to be sure things flow smoothly. The Fundraiser Chairperson is accountable to the Home and School Board so you should expect to attend its board meetings with reports and to seek approvals, as needed. Please keep notes of everything you do along the way so there is a good record of the event, particularly to pass on to your successors. Ask your committee chairs to do the same on an ongoing basis to keep you informed and also for the benefit of future volunteers.

**Please note: the following information is important**

Please inform all committee chairs and all other volunteers of this process at the very beginning of the event.

4. It is very important for the Treasurer of the Home and School Association to be kept up-to-date on the expenses incurred for each fundraising event. You will be provided with a pre-approved budget for your event. As long as expenses fall within this budget, you need not seek approval from the Treasurer and/or HSA President for the expenditure. If you want to incur an expense that is excessive and not included in the budget, you must first seek and receive the approval of both the Treasurer and HSA President before the debt is incurred. To receive reimbursement for expenses, please submit an HSA Advance/Reimbursement form in the HSA box located in the school office. Complete the form, attach all receipts, place the form in the HSA Expenditure binder, and return it to the HSA box to be picked up by the Treasurer for reimbursement. If you feel uncomfortable about incurring an expense before approval is received, please contact the Treasurer or President in advance of incurring the expense. All questions should be directed either to the President or Treasurer. The HSA Treasurer will be an ex officio member of your fundraiser committee, contacting you along the way, but most specifically at the finish of the event to facilitate, coordinate, and help prepare your financial fundraising report. This must be submitted with your written report to the HSA Board, within 30 days after the event. Again, this policy has been adopted so the Treasurer and HSA Board will have a quick and accurate record of expenses incurred for

each fundraising event and to maintain fiscal control.

5. A written report needs to be submitted to the HSA President and Fundraising Coordinator within 60 days of the conclusion of the event. Be sure to use your notes to help you remember the different aspects of the fundraiser. Please include any recommendations for improvements for next year as well as describing things which worked well. Be sure to include copies of any project flyers, pamphlets, posters, etc. in your report. Copies of this report, with inclusions, also need to be submitted to the Fundraising Coordinator and the Business Manager.

Thank you for all your hard work.

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2. Parents are encouraged to share their concerns related to the behavior of staff or other parents directly with that person. Many of us may be unaware that our behavior is offensive, and may benefit from this knowledge. "Gossip" is destructive to community relationships and is rarely effective in changing behavior.
3. Outbursts of anger, violence or profanity will not be tolerated at school related events or on campus. Children learn behavior from their parents and the adults around them. Please model for our children appropriate methods of displaying emotion.
4. Volunteer at school related events would adhere to the Diocesan policy concerning alcohol consumption and handling.
5. Parents are encouraged to experience broad involvement in the many volunteer activities. Our children and our school benefit from the great diversity of talents that a variety of individuals bring to volunteer activities.
6. The School Principal makes the final determination on volunteer placements.

Parents who are having difficulty complying with these guidelines may come to the attention of the H.S.A. Board, the staff, or the School Board. If this is the case, these concerns will be quickly shared with the parent by the Principal of St. Joseph's School and/or the Rector of St. John's Parish.

## SIBLING ETIQUETTE

The faculty and administrative staff heartily acknowledge and much appreciates your individual volunteer efforts. It is felt by faculty on a whole that younger siblings accompanying a parent volunteer can interfere with the teaching-learning process.

In our various learning environments, i.e., the classroom and the library-media center, it is necessary to exclude non-students from these settings in

order to provide and maintain a well-above-average experience for our current students. The Home and School Association and its volunteers understand and support our faculty's need for a professional learning environment with a minimum of distractions.

It is also asked that young (pre-school) children not be a part of hot lunch and/or playground activities, as well as field trips. Liability for our non-students on the part of St. Joseph's is a real and legitimate concern. It is for the well-being and safety of our future and current students that we ask you to comply with this policy.

It will be necessary for Room Parents to discuss individual classroom parties with the teacher of their assigned classroom at the beginning of the school year. Preschool children of our Room Parents are welcome in the classroom for the years' four half hour parties. However we would ask that siblings be attended and supervised by their parents.

### CRAB FEED & AUCTION

In order to better define job responsibilities associated with various Crab Feed positions, we offer the following as guidelines for individual positions:

**Advertising** – Soliciting ads for the program, no limit to the number of people willing to work on this.

**Art Projects** – The need is for one or two individual parents working on an art project for each individual class, as well as one person to oversee.

**Class Baskets** – One or two individual parents per class and one person to oversee.

**Clean-Up** – This group will help clean up after the event and might also help

transport items not picked up by the end of the evening back to the school.  
**Decorations** – This group will work on the decorations for the main dining room and Live Auction item area. Includes, but not limited to, tables, bars, stage, dance floor, and Live Auction displays.

**Dessert Auction** – Requires one or two individuals to keep track of desserts and to help arrange them the night of the event.

**Live Auction Coordinator** – An individual to work with the auctioneer on the live auction. May include writing copy for the auctioneer regarding each item, arranging order and timing of the auction itself, and coordinating the flow of the auction portion of the evening.

**Mystery Baskets** – One or two people to create and organize these baskets and display them.

**Night of Event Workers** – We are looking for someone to coordinate volunteers the night of the event. Working the Crab Feed might involve being a spotter during the live auction, closing down sections during the silent auction, etc.

**Program** – Assist with writing, copy, proofreading, compiling the program, etc.

**Raffle** – Requires one or two people to coordinate distribution of tickets and receipt of monies, both through the school children and the night of the event.

**Reservations** – One person to keep track of ticket requests, monies paid and seating chart.

**Silent Auction** – Responsible for the appearance of the Silent Auction room. Involves room layout, placement of items, coordinating of bid sheets, decoration, and closing off of area at the end of bidding.

**Solicitations** – Procurement of all items for both Live and Silent Auctions.

## ADDENDUM A

### GUIDELINES FOR FUNDRAISING CHAIRPERSONS

Thank you for volunteering to chair a fundraising event for St. Joseph's School. Your time and energy are invaluable and what you have to offer is greatly appreciated. Good luck, have fun, and much success.

1. The chairperson of the fundraising event for the prior year should provide you notes, documents and information from that event. Please **review** everything provided to you in

order to become familiar with the way the fundraiser works and possibly to save time and energy by learning from those who have come before you.

2. **Contact** the President of the HSA and/or the HSA Fundraising Coordinator as soon as you begin work to let her know you are starting. Obtain a list of the people who have signed up to work on your particular event from the Volunteer Coordinator. Please meet with these volunteers well in advance of your event so you can get to know each other and you can describe/outline the fundraiser process (see expenses process) and exchange ideas. Choose and appoint committee chairs and sub-chairs you need. It is very important to try to use all of the volunteers on the list because these volunteers are counting on the project to fulfill their volunteer hours.
3. Communicate regularly with the Fundraiser Coordinator. Contact the HSA President on any logistical questions you may have as the President was on the board during the past year and is familiar with the process of HSA events. Communicate regularly with the chairs of the various committees that make up your event. This is the best way to keep informed of their progress and to manage the overall success of the event. Because you are in charge of the activity, it is your responsibility to be sure things flow smoothly. The Fundraiser Chairperson is accountable to the Home and School Board so you should expect to attend its board meetings with reports and to seek approvals, as needed. Please keep notes of everything you do along the way so there is a good record of the event, particularly to pass on to your successors. Ask your committee chairs to do the same on an ongoing basis to keep you informed and also for the benefit of future volunteers.

**Please note: the following information is important**

Please inform all committee chairs and all other volunteers of this process at the very beginning of the event.

4. It is very important for the Treasurer of the Home and School Association to be kept up-to-date on the expenses incurred for each fundraising event. You will be provided with a pre-approved budget for your event. As long as expenses fall within this budget, you need not seek approval from the Treasurer and/or HSA President for the expenditure. If you want to incur an expense that is excessive and not included in the budget, you must first seek and receive the approval of both the Treasurer and HSA President before the debt is incurred. To receive reimbursement for expenses, please submit an HSA Advance/Reimbursement form in the HSA box located in the school office. Complete the form, attach all receipts, place the form in the HSA Expenditure binder, and return it to the HSA box to be picked up by the Treasurer for reimbursement. If you feel uncomfortable about incurring an expense before approval is received, please contact the Treasurer or President in advance of incurring the expense. All questions should be directed either to the President or Treasurer. The HSA Treasurer will be an ex officio member of your fundraiser committee, contacting you along the way, but most specifically at the finish of the event to facilitate, coordinate, and help prepare your financial fundraising report. This must be submitted with your written report to the HSA Board, within 30 days after the event. Again, this policy has been adopted so the Treasurer and HSA Board will have a quick and accurate record of expenses incurred for

each fundraising event and to maintain fiscal control.

5. A written report needs to be submitted to the HSA President and Fundraising Coordinator within 60 days of the conclusion of the event. Be sure to use your notes to help you remember the different aspects of the fundraiser. Please include any recommendations for improvements for next year as well as describing things which worked well. Be sure to include copies of any project flyers, pamphlets, posters, etc. in your report. Copies of this report, with inclusions, also need to be submitted to the Fundraising Coordinator and the Business Manager.

Thank you for all your hard work.