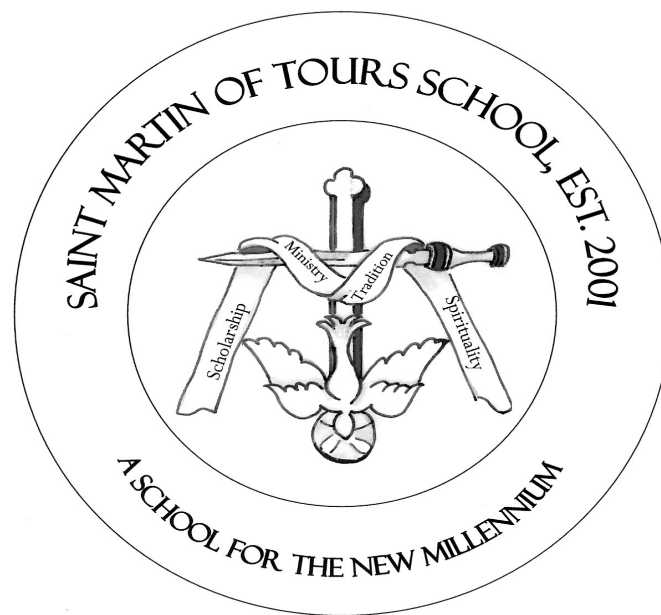


**St. Martin of Tours
Home and School Association
Volunteer Handbook
2009-2010**



St. Martin of Tours Home and School Association

The Home and School Association acts as a liaison between families and faculty of St. Martin of Tours School. All families enrolled in the school are encouraged to become members of the association. The association plans and assists the school with events and fundraisers such as Back to School Night, Catholic Schools Week and our Walk-a-thon. The Home and School Association also coordinates volunteers for the lunch program, the homeroom parents and various other volunteer opportunities.

Volunteers play a major role in the operation of St. Martin of Tours Catholic School. Volunteers serve in various capacities, working alongside faculty and staff for the benefit of our children. Volunteers set an example for our students as they model service and share their gifts and talents with us. Volunteer opportunities are available throughout the school year. Some tasks need to be completed in school, during the school day and others can be completed during the evenings and weekends at home.

Each family is asked to support the school through volunteering at least 20 hours each school year. If this is not feasible for your family, you may commit to purchase \$5000 worth of SCRIP during the school year or pay an "opt-out" fee of \$250.00. Each family's goal is to volunteer a **minimum** of 20 hours each school year. Any adult in the family including siblings, grandparents, aunts, and uncles, may assist in earning the family's hours. Hours must be completed or committed before May 15th. If an honest effort has not been made to complete the hours, a prorated fee may be assessed.

Volunteers must report to the school office and sign in the Visitor's Log when entering the building. An atmosphere of quiet respect for the learning rights of others should prevail throughout the school building. Volunteers should dress appropriately and wear a name tag at all times while in the school building. Additionally, upon exiting the school, all volunteers are responsible for documenting their hours in the Volunteer binder located next to the Visitor's Log.

All volunteers in any capacity are required to attend a Protecting God's Children Workshop as well as provide a Criminal Background check and Child Abuse Clearance (forms provided by parish) by the Archdiocese of Philadelphia. No exceptions can be made. Please call the Parish office (215-862-5472) to register by October 1st. If you do not attend the workshop you will not be able to continue working with our youth.

In your role as a St. Martin of Tours Catholic School volunteer, you may from time to time become aware of situations or information relating to students, parents and staff. **Therefore, volunteers have a responsibility to keep this information confidential.** If there is a breach of confidence, the volunteer may be asked to leave the program.

Saint Martin of Tours Volunteer Opportunities

Home and School Board

President – Presides over monthly board meetings held on the second Tuesday of each month and all general meetings. Will appoint and receives reports from the Home and School sub-committees. 1 year term

Vice President – Performs duties of President whenever the President is absent. VP will assume the duties of President when the office of President becomes vacant. 1 year term

Secretary – Keeps a minute book showing an accurate record of all meetings of the association and the executive board. Secretary will send notices of regular meetings to members prior to each meeting. Publishes a newsletter to families and updates school HAS bulletin board.

Treasurer – Keeps record of finances, H&S account and reports to executive board

Continual Events

Box Tops/Campbell's Labels - 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. 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.

Volunteer needs: 1

Time commitment: 10 hours per year

Bulletin Boards – Create and maintain HAS bulletin board to inform everyone of all of the great things the HAS is doing throughout the year. Also create an “All About Me” board spotlighting one new teacher each month.

Volunteer needs: 1

Time commitment: 2 hours per month

Family Folders - Help prepare and distribute schools weekly communications folders. See Mrs. Florian to sign up for this position.

Volunteer needs: 2

Time commitment: 1 hour per week

Family Fun Night Coordinator – Organize 3 family fun nights throughout the school year.

Volunteer needs: 1-2

Time commitment: varies

Hospitality- Make coffee and organize donations of light snacks for Back to School night and HAS General Meetings.

Volunteer needs: 2

Time commitment: 5 hours

Library - Volunteer in the school library/media center help fill teacher and student requests for services. They may also work at the circulation desk, catalogue and shelve books, use a computer, mend books and operate audiovisual equipment. See classroom teacher to sign up.

Volunteer needs: 2

Time commitment: 30 mins. To 1 hour per week

Lunch/Recess Volunteer Coordinator - Works with volunteers to ensure there is adequate daily coverage in the lunchroom and recess yard by parents. Will create a lunch/recess volunteer schedule and forward to the school staff and all lunch/recess volunteers. May also create a pool of "stand-by" lunch/recess volunteers to cover in the case of a parent's absence.

Volunteer needs: 1

Time commitment: 2 hours

Lunch Volunteers - 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. At recess, 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. Monitor children's whereabouts, keeping them out of prohibited areas.

Volunteer needs: 4+ per day

Time commitment: 1 hour per lunch period

Market Day - Assist with unloading Market Day truck at New-Hope Solebury Elementary one day per month. Sort orders for pick-up.

Volunteer needs: 2+

Time commitment: 9 hours per year

Mentor Families - Inform new families on how various events and procedures work at Saint Martin of Tours School. Assist new families by providing answers to any questions a new family might have. Participate in the planning, set up, and help during any getting to know you events scheduled for new families.

Volunteer needs: 1 chairperson; 15 families

Time commitment: 3-5 hours per year

Mileage Club - To promote health and wellness at St. Martin's, we offer the Mileage Club. Volunteers monitor students walking the perimeter of the school building and punch students' cards to help tally their laps. We offer this program twice per week, weather permitting.

Volunteer needs: 4 each day it is offered

Time commitment: 30 minutes once or twice each week

Office Support - In the event of our Secretary being unable to be in the office, a person is needed to be "on-call" to answer the phone, make copies and perform minor secretarial skills. Please see Mrs. Florian for further details.

Volunteer needs: 1 or 2

Time commitment: varies

School Beautification – Maintain school flower and cactus gardens throughout the year. Assist with various projects to keep the school looking great.

Volunteer needs: 1-2

Time commitment: varies

School Spirit Scrapbook – Create and maintain a scrapbook showcasing all of the wonderful things happening at St. Martin of Tours School. Include photos, artwork, thank you letters, etc.

Volunteer needs: 1

Time commitment: 5-10 hours per year

Teacher Appreciation Luncheons – Assist homeroom parent during assigned month with preparing teacher luncheon after First Friday Mass.

Volunteer needs: 4

Time commitment: 2-3 Hours

Uniform Exchange - Volunteers sort used uniforms by size and offer them to families throughout the school year. Volunteer also makes sure uniforms are clean and without tears, etc.

Volunteer needs: 2

Time commitment: 5 hours per year

Events Throughout the Year

Catholic Schools Week Coordinator – This volunteer is responsible for coordinating events the week of Catholic Schools Week including a school assembly with entertainment.

Volunteer needs: 1

Time commitment: 5-7 hours

Catholic Schools Week – Pancake Lunch – Organize, set-up and prepare food for pancake lunch. Assist with serving children and clean up afterwards.

Volunteer needs: 6

Time commitment: 4 hours

Catholic Schools Week – Grandparents Day – Organize, set-up and prepare food for Grandparents Luncheon after mass. Take pre-orders for student pizza. Assist with serving children and clean up afterwards.

Volunteer needs: 6

Time commitment: 4 hours

Christmas Poster Contest – Promote Christmas Poster Contest. Judge entries and award prizes.

Volunteer needs: 2

Time commitment: 2 hours

Family Fun Night - Volunteers would organize a Family Fun Night for families. Committees would include games, prizes, food, etc. Volunteers would work with faculty and parents to ensure sufficient volunteers, activities, etc.

Volunteer needs: 10+

Time commitment: varies on commitment

Field Day - 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. Please see Mrs. Dougherty for more details.

Volunteer needs: 20+

Time commitment: varies

Lenten Pasta Dinner – This is a Parish and school event that takes place during Lent in March. Volunteers are needed to help make a pasta dinner, set up and clean up and organize.

Volunteer needs: 5+

Time commitment: varies on commitment

Monte Carlo Night Fundraiser – This event is St. Martin's big fundraiser of the year. Two chair people are needed to organize the event along with many volunteers for various committees. Volunteers are also needed the night of the event to help the evening run smoothly.

Volunteer needs: 30+

Time commitment: varies on commitment

New Family Welcome Night – Plan welcome night for new families. Send out invitations, set agenda and provide refreshments and craft for the children attending.

Volunteer needs: 2

Time commitment: 2-3 hours

Secret Santa Shop - 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.

Volunteer needs: (4) to set up, (10) assist children with shopping; (5) gift wrapping and delivery to classrooms; (2) inventory and repackaging of boxes to return to supplier.

Time commitment: 2-5 hours

Scholastic Book Fair - Volunteers needed to set up the book fair, assist students with purchases and clean up after the book fair closes.

Volunteer needs: (4) to set up, (10) assist children with shopping

Time commitment: 2-5 hours

Walk-a-thon Fundraiser – Organize Walk-a-thon fundraiser for school. Secure location for event. Create sub-committees for T-Shirt design, sponsors, entertainment and refreshments for students. Maintain list of volunteers for day of event.

Volunteer needs: 20

Time commitment: varies

Class Specific Opportunities

Classroom Aide - Volunteers work closely with classroom teachers and staff, assisting in various projects, keeping records and interacting with students. Duties may include telling stories, reading with children and preparing bulletin boards, working on special projects, operating audiovisual equipment, performing clerical duties, duplicating instructional materials, reviewing homework and assisting with testing.

Volunteer needs: At teacher's request

Time commitment: 30 hours per year as teacher needs

Classroom Parent - Work with teacher to coordinate events and activities planned during the year. Assist in the planning, communication and management of class assigned activities. Room Parent Chair will lead the planning, scheduling and management of the schools room parents for all Class Assigned events throughout the school year. Teachers will assign these positions.

Volunteer needs: 1 class parent per grade

Time commitment: 15-20 hours per year as teacher needs

Class Volunteers – Assistance needed during Art, PE (Gym), Library or Computer classes on a weekly basis. This is normally a year long commitment. See class teacher for schedule and to sign up.

Volunteer needs: Varies

Time commitment: 20-30 hours per year