

# St. Anthony Catholic School Volunteer Guide

## 2023-2024

All St. Anthony families are required to complete **5 service hours** during the academic year. Below are some opportunities by which you can complete those service hours. As a reminder, all staff and volunteers working with students or in the school building must complete the *Safe Parish* Program **BEFORE** they begin their ministry. The program can be accessed by following this link: <https://www.archindy.org/hr/safehome.html>. Please be sure to choose "Cardinal Ritter" when you choose your volunteer location.

### **MORNING DROP OFF/ AFTERNOON DISMISSAL (DAILY)**

Morning Drop Off occurs from 7:00-7:45 a.m. Volunteers help to make sure that students exit their vehicles and enter the school building safely. Contact the main office for more information and to sign-in. Contact the main office for more information and to sign-in. *[Safe Parish Training **required** for both to participate. One hour of work = one hour of service]*

### **LUNCH/RECESS DUTY (DAILY):**

Volunteers monitor students during lunch and recess to ensure lunch runs smoothly and students are playing safely. Parents will spend 30 minutes to an hour (11:00 a.m.-1:00 p.m.) monitoring different lunch times and recesses outside or in the classroom, depending on weather. Both locations will also have teachers present to answer any questions. Sign-in required. *[Safe Parish Training **required** to participate. One hour of work = one hour of service]*

### **FIELD TRIP CHAPERONE**

Volunteers monitor students in the class throughout the entire trip. Please note that parents are not allowed to bring additional children/siblings on these field trips, as this poses a liability issue and detracts from the task of monitoring students on the class trip. Sign-in required. *[Safe Parish Training **required** to participate. One hour of work = one hour of service]*

### **MEAL PITCH-INS:**

Volunteers drop off a dish prior to the event. Dishes can be brought to the office, unless a different spot is designated. Please sign-in at the main office so that you can be credited for your dish. *[Safe Parish Training **not required** to participate. One meal per event = one hour of service]*

- Parent Teacher Conferences (9/15/23 and 5/3/24: teacher lunches)
- Christmas Luncheon (12/15/23: teacher luncheon and classroom coverage)
- Open House (1/29/24 and 1/30/24 teacher breakfast, bottle water)
- Catholic Schools Week (1/31/24: teacher luncheon)
- Teacher Appreciation Week (specific date TBD: teacher luncheon)

### **STUDENT SUPPLY DROP-OFF (8/19/23) BACK TO SCHOOL NIGHT (8/23/23) and PARENT-TEACHER CONFERENCES (9/15/23, and 5/3/24)**

Parents or guardians attend these informative meetings showing support for their student. Sign-in required. *[Safe Parish Training **not required** to participate. One hour of attendance per meeting = one hour of service]*

### **WALK-A-THON**

- **Counters & Prep: Spring 2024 - Weeks of 4/15/24 and 4/22/24** Volunteers help count donations brought in by students. We begin around 8:00 a.m. and usually finish in two hours, depending on the number of volunteers and donations. Sign-in required. *[Safe Parish Training **required**. One hour of*

*work = one hour of service]*

- **Walk-A-Thon Event: Spring 2024 - 4/26/24**

Volunteers help with final shirt distribution, pep rally set-up, monitoring students during the walk, and clean up. Sign-in required. [Safe Parish Training **required** to participate. One hour of work = one hour of service]

**PARENTS' MASS: Coming for 23-24 school year .**

Parents may volunteer to be readers or serve as cantors to receive service hours. Note: Simply attending Mass will not count toward your Service Hours. [Safe Parish Training **required** to participate. One hour participating in Mass = one hour of service]

**GRANDFRIENDS DAYS: Coming for Sept 2024 school year**

Volunteers set-up the reception snacks and drinks, help serve snacks, and clean up after the reception. [Safe Parish Training **required** to participate. One hour of work = one hour of service]

**BOOK FAIR**

- **Fall Book Fair: December 2023**

Volunteers work the register and help students find books during the school day and/or after school. Sign-in required. [Safe Parish Training **required** to participate. One hour of work = one hour of service]

**THANKSGIVING/CHRISTMAS FEASTS: 11/21/23 and 12/19/23**

Volunteers prepare food, help serve students, and clean up after the event. Sign-in required. [Safe & Sacred Training **required** to participate. One hour of work = one hour of service]

**NJHS INDUCTION CEREMONY: Spring 2024 - Date TBD**

Volunteers set-up the reception, help serve, and clean up after the reception. [Safe Parish Training **required** to participate. One hour of work = one hour of service]

**FIELD DAY: 5/30/24**

Volunteers set-up activities, monitor students, and help with activities and clean up. Sign-in required. [Safe Parish Training **required** to participate. One hour of work = one hour of service]

**8TH GRADE GRADUATION: 5/23/24**

Volunteers set-up the gym, make donations, help serve, and clean up after the reception. [Safe Parish Training **required** to participate. One hour of work = one hour of service]

**CYO COACHING**

Volunteer are needed to coach a CYO sport. Attendance at CYO events does not count toward Service Hours. [Safe Parish Training **required** to participate. One hour of coaching = one hour of service]

**PTO MEETINGS**

Meet with fellow parents to help plan or learn more about upcoming PTO Events. Sign-in required. [Safe Parish Training **not required** to participate. One meeting = one hour of service]

**SPARTAN STORE:**

Volunteers drop off items at any time throughout the year for middle school students to 'buy' with their Spartan Bucks. Bottled Sodas, Full size candy bar variety packs, boxes of Little Debbie's cakes, and multi-pack varieties of chips can be brought to the office, unless a different spot is designated. Please sign-in at the main office so that you can be credited for your donation. [Safe Parish Training **not required** to participate. One meal per event = one hour of service]

### **OTHER**

If you have other skills or a business that could help with various projects around the school, please contact the main office regarding additional opportunities. Sign-in required. [*Safe Parish Training **not required if completed outside the school day** to participate. One meeting = one hour of service]*]