

Volunteer Handbook



Saint Cecelia Interparochial Catholic School
2019-2020

Home and School Association

The Home and School Association is a formal parent and teacher group working for the benefit of the school. The purpose of this organization is to promote cooperation between the school and the parents, facilitate parent enrichment, support school activities and events as well as monetary assistance to the school's operational budget. Dues are collected with registration fees. All parents are members and encouraged to participate in all Home and School Association functions. The dates for all Home and School Association functions are on the school calendar. The Home and School Association officers will be introduced at the Fall Parent Meeting.

Volunteer Opportunities 2019-2020

There are many ways to volunteer at SCS! Below is a short caption of volunteer opportunities throughout the school year. PK3 through 8th grade families are responsible for 24 hours of mandatory hours of service (MHS) during each school year. Volunteering is the heart of our school community and we are thankful for our volunteers! Any questions contact Alisha Lannon, Home and School Family Involvement Coordinator (727) 510-2720 or at volunteer@st-cecelia.org

5 Step Process to Volunteer

- 1. Complete your Level 2 background screening**
 - **All parents/volunteers will need to have a Level 2 background screening to volunteer.** For Level 2 background screening information please register on-line <https://dospsep.org/>
 - Recertification is every 5 years and fingerprints must be done through the diocese. No outside Level 2 fingerprints can be accepted.
 - Please do not wait on this because it is not immediate and can take a week or more to get back.
- 2. Complete the Safe Environment Training**
 - **All parents/volunteers must take the online Safe Environment Training course conducted by the Diocese prior to volunteering.** <https://stpetersburg.cmgconnect.org/>.
 - Once you complete the training please print the certificate and hand in at front office28.
- 3. Find Volunteer Opportunities**
 - Check with your teachers, ask room parents, read weekly school newsletter (comes out every Friday), read emails from school, ask the home and school family involvement coordinator, etc.
 - Can donate to teacher-approved requests (Wish Points).
 - 12 hours must be earned from selling 30 raffle tickets
 - 2 hours must be earned from attending H & S mandatory meetings (1 hour for fall and 1 hour for spring)
- 4. Track hours**
 - Each family is responsible for submitting their hours on the parent portal in order to receive credit.
 - Click forms once in the portal to input your hours.
 - All hours should be entered by May 28 to not be charged \$40 per hour for all remaining hours

ALL Visitors and Volunteers

Everyone visiting the school, including parents, must first report to the office, sign in on computer, and receive a visitor or volunteer sticker that must be worn. No visitors are allowed to visit a class without permission from the office.

**** If you are new to our school. You will first be asked to swipe you driver's license/ ID at the front office, to then be entered into the main volunteer sign in computer for future sign in.**

Volunteer Opportunities

You will be invited to use Sign up Genius to “sign up” for many events and for classroom donations. Many volunteer opportunities are advertised in the Crusader newsletter each Friday and “All School” emails will be sent out with sign up information.

Attend Home and School Mandatory Meeting

Dates: 8/27- 6:00pm, 8/28 -8:00am and Spring Meeting 5/6 - 8:00 am

Get school wide information for the year from H & S board and committee chairs. Sign ups for committees. Get 1 hour for attending the Fall and Spring Meetings (total 2 hours).

Home and School Monthly Meetings:

Date: Second Friday of each month

Come hear what is happening at SCS. Monthly H & S meetings are held in the teacher’s lounge from approx. 8:00-9:00am. Please come hear from our principal, chairpersons and board on events going on at school. Come share your ideas! Volunteer hours credited for attending.

Large School Fundraisers

Raffle Tickets

Sell raffle tickets to get a chance to win money! All proceeds from the sale of the raffle benefit our school. 12 volunteer hours must come from selling raffle tickets. The raffle benefits the school but you also get a chance to win money. Winners are drawn daily: \$300 chance daily Monday- Thursday, \$1000 winner every Friday and final grand prize drawing \$5000!

Auction

Auction Date: TBD

If you have an interest in planning an auction or setting up auction please contact Alisha Lannon volunteer@st-cecelia.org or 727-510-2720. Volunteer opportunities are available to assist the chair with planning of the event, event set up, volunteering day of event and night of event. This event is on a weekend.

5K Gallop Race

Date: 2/8

Our annual 5K race to benefit the SCS alumni association. Volunteer opportunities include check in runners, helping on the race route, water stations, jump houses, food set up and serving, clean up, etc. This event is a weekend event and hours are morning to afternoon. If interested to be on the committee contact Maryanne Del Monte mdelmonte@st-cecelia.org or look for a sign up genius to sign up for day of event.

Events throughout the year

Lunchroom volunteer

Available anytime during lunch hours. No reservation needed just come and help teachers clean tables and pick up trash. *(Monday, Wednesday, Thursday) Middle School 11:08-11:38; Primary 11:43-12:13; Intermediate 12:18-12:38. (Tuesday & Friday-extended homeroom) Middle School- 11:38-12:08, Primary 12:13-12:43; Intermediate 12:48-1:18.*

Wish Points

You can donate to teacher-approved requests (Wish Points). Purchases made at the request of a teacher for various class activities are credited toward hours at the rate of \$40.00 per hour. Purchases being made at the request of a teacher for hours must be submitted on a Home & School Green Form with all receipts attached and signed by teacher to receive credit. Please drop off green form and attached receipts to office. Volunteers should enter their wish point hours on the parent portal.

Back to School Packs

Date: Before School Starts

We offer the pre-purchase of required school supplies (by grade) that are conveniently bundled and placed in your child's classroom prior to the first day of school. Volunteers needed to assist the chairperson to deliver the boxes to homeroom classrooms.

New Family Breakfast

Date: Before School Starts

New Families and Buddy Families come for a breakfast before school starts. Volunteer opportunities in the morning to help serve, check in guests, clean up after breakfast, etc.

Welcome Back Dinner

Date: 8/22

Want to meet more SCS families? Volunteers will be needed to help set up, serve food and clean up. Evening hours for volunteering.

Room Parent

Sign up to be a room parent. This is a school year commitment. Room Parents are chosen by their homeroom teachers. Room Parents assist the teacher with planning of parties, field trips, classroom activities, Field day, coverage for teacher when needed (teacher appreciation breakfast), etc. Also help communicate activities and events with the parents in your grade class.

Help Classroom Teachers

Contact your teacher if interested in at home hours. This could include cutting out items for a project, putting together binders for end of the year activities, creating bulletin boards, etc. Each classroom needs vary so please contact your teachers.

Field Trips

Parents in grades K-8 can attend field trips as chaperones. Field trips are a great way to earn hours and be with your child in a learning environment. Number of hours varies for each field trip as well as number of chaperones needed. Middle School overnight field trips are allocated a certain number of hours (7 hours per day for overnight fieldtrips)

Book Fair

Date: Fall 9/30-10/4 & Spring TBD

Our book fair is in the Fall and Spring. The chairperson works with Scholastic books and librarian to organize the event, plan the theme, decorate the library and coordinate the volunteers to work the 5-day sale. There will be hours needed for set up and clean up of the book fair displays. Helping the chairs run the book fair before and after school. Volunteers needed for am shifts before school and after school shifts.

- There are events that go with book fair (e.g. breakfast, snow cones) and hours will be available during these events which are usually before or after school. Look for a sign up genius.

Drama

Our drama department produces one play in the first semester, a Christmas performance, and one play in the second semester. Volunteers are needed during the productions for various roles and times. Drama is always looking for talented parents to help with set design and sewing of costumes. Hours are needed backstage after school and during tech week (week of the play at CCC High School). During the plays (which are usually in the evening hours at CCC) volunteers are needed to help with the production and sales at the concession stand. Please contact Ms. Fabrizio dfabrizio@st-cecelia.org if interested or look for a SignUp Genius email to volunteer closer to the play dates.

Christmas Program

Volunteers are needed to help set up, serve snacks/beverages, and clean up. Our Christmas program will be held at St. Cecelia's for grades 2-5 grades. Volunteer opportunities before and after the performance.

Art Teacher

If you're interested in art or just enjoy helping our Art teacher, Mrs. Wilkinson always needs help! Volunteer hours are working during the day helping her with various projects with the kids, helping her organize the projects, etc. Please contact Mrs. Wilkinson for availability awilkinson@st-cecelia.org

Mass Volunteers

Interested in helping during Mass? Volunteers are needed to help wash linens once a month. Please contact our Director of Religious Education Mary Russell mrussell@st-cecelia.org

Picture Day

Dates: 9/4 & 4/1, Class pictures 1/15

Come out and help with picture day! Individual pictures are taken during the fall and spring and class pictures are in January. Volunteers are needed to assist the teachers and photographer. During school hours.

Science fair

Date: See Calendar TBD

Interested in Science! Our 7th graders participate in the science fair. Volunteers are needed for judging and helping during the fair. Hours are during the day in school. Please look out for a sign-up genius to volunteer for this event or contact Mrs. Spence espence@st-cecelia.org if interested.

Middle School Dances

Dates: TBD

Help room parents/committee set up for middle school dances. During school hours after lunches are over.

Grandparents Day

Date: 2/13

A social event for our student's and their grandparents. Chairperson responsible for planning and organizing. Volunteers needed for photography and serving food.

Fat Tuesday

Date: 2/25

A tradition at SCS before Lent begins! Donuts are made and distributed to our students to enjoy. Volunteers are needed in the am to cook donuts/ package donuts in the cafeteria.

Mother & Son event

Date: TBD

Assist the chairperson with day of event. This event usually occurs off campus.

Father & Daughter Dance

Date 1/24

Assist the chairperson with decorating, set up food, serve food, clean up, assist chairperson with event, etc. The event is in the evening. This event is in our school cafeteria.

Teacher Appreciation Breakfast

Date: 4/29

A morning of appreciating our teachers. The Home and School Board hosts a breakfast for our teachers. Volunteers needed to help serve and clean up the breakfast. Hours are in the morning. Volunteers will also be needed in the classroom for coverage while teachers enjoy their breakfast. Please see room parents for your class to volunteer.

Field Day:

Date: 5/28

SCS Field day for grades K-7. Lots of volunteers will be needed. Work a full day 7:30-3:30 earn 8 volunteer hours. Volunteers are needed for set up, managing water slides, field day activities/games, snow cone machine, pizza delivery, coverage in the classrooms, etc. It's a fun day for all our students!

Field Day PK3 and PK4

Date: TBD (end of the year)

Field day for PK3 and PK4 will be a fun non-water day filled with games and activities. Teachers and Room Parents will send out information for this day. Volunteers needed to help Room Parent's and teachers with event day activities.

Soft Fundraisers

Our soft fundraisers are year around or certain times of year. Some events need volunteers to help. Some just need chairpersons to coordinate events.

Box Tops

Volunteers will be needed to collect the box tops, cut box tops, bundle Box Tops for Education at home. Contact chairperson.

Greenery:

Interested in Greenery sales. During the holidays look for greenery sales via email. Your order will be shipped directly to you.

Cookie Sales:

Otis Spunkmeyer cookie order forms will be distributed via backpacks. Volunteers will be needed to sort and distribute the cookies when delivered. Hours are during the school day.

Amazon Smile

AmazonSmile is a website operated by **Amazon** with the same products, prices, and shopping features as **Amazon.com**. The difference is that when you shop on **AmazonSmile**, the **Amazon Smile** Foundation will donate 0.5% of the purchase price of eligible products to St Cecelia. Will need to set up a account.



Directions on How to add Smile.Amazon.com to your Home Screen on the iPhone:
(Please register 1st for St. Cecelia School on smile.amazon.com before proceeding)

#1 Go to SAFARI

#2 Type in smile.amazon.com

#3 Login to smile.amazon.com

#4 Click ARROW with BOX at the bottom of the screen

#5 Click on ADD to HOME SCREEN, then the ADD bottom on the top Right

- This will then create an icon or APP on your phone. PLEASE delete your Amazon App so you will always go to Smile. Amazon to support our school!

Chairperson of an Event:

If you are interested in the future to chair an event at our school please contact the Volunteer Coordinator at volunteer@st-cecelia.org. Each year there are different Home and School Events that need chairs.

Home and School Board Positions:

Interested in getting more involved in the school. Various positions on the Home and School board can become available (President, VP, Secretary, Treasure, Volunteer Coordinator). If you are interested in the future or interested in shadowing a board member please contact the Volunteer Coordinator at volunteer@st-cecelia.org