



St. Michael Catholic School

VOLUNTEER HANDBOOK 2013-2014 School Year

St. Michael Catholic School
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ST. MICHAEL CATHOLIC SCHOOL

2013-2014

All St. Michael Catholic School volunteers must agree to confidentiality and complete a background check. You may obtain a background check form in the school office. Volunteer opportunities also require VIRTUS training. Dates and times of training sessions are on the school website. Go to FAMILIES and click on "Volunteer At St. Michael" for more information.

CONFIDENTIALITY AGREEMENT

It is understood that volunteers will never discuss any student's progress, behavior, ability, etc. with anyone, including the student's parents. Questions regarding student progress, evaluation of student progress, or problems of any student must be referred to the teacher or administrator.

BACKGROUND CHECKS

To ensure the safety of our students at St. Michael Catholic School, the Archdiocese of St. Paul and Minneapolis requires all adults who work with children to complete a background check. This includes our valued volunteers who coach, work with students in school, chaperone events, etc. Forms are available in the school office. When completed, please return the form to the school office. Contributions to defray the cost of the nominal fee for the background check are appreciated.

VIRTUS TRAINING

"VIRTUS training is an awareness session which better equips adults to protect children in the world around them. It is required of all clergy, deacons, school and parish employees as well as all volunteers who are in regular or unsupervised contact with children under the age of 18. The VIRTUS programs empower organizations and people to better control risk and improve the lives of all those who interact with the Church."
(www.VIRTUS.org)

SignUp Genius

Most volunteer opportunities will be offered through the "SignUp Genius" website. Families will be notified of volunteer opportunities by email. All current sign-ups are found under the Families section, Volunteer at St. Michael tab on the School website.

ST. MICHAEL CATHOLIC SCHOOL VOLUNTEER OPPORTUNITIES **2013-2014**

ACADEMIC ACHIEVEMENT CELEBRATION – (Grade 6)

Each spring, this event celebrates the academic achievement of students in grades 7 and 8. Volunteers plan, set-up, serve, and clean up. Time: To be arranged by the teachers. *(Virtus Training Required)*

ART ADVENTURE (PARTICIPATING GRADES: K-4)

In conjunction with the Minneapolis Institute of Arts (MIA), Art Adventure brings art into the classroom through the use of posters and other art materials. Typically, volunteers present two pieces at a time, twice a month for two months. It does not require an art background. Volunteers are asked to attend one training session at the MIA.

Time: Presentation times will be arranged by teachers. *(Virtus Training Required)*

ATHLETIC PROGRAM COMMITTEE

The St. Michael Catholic School Athletic Program for middle-school girls and boys includes basketball, volleyball, baseball and softball. The athletic program for K-4 girls and boys includes basketball. Parent volunteers serve on the Athletic Program Committee and help with coaching, assistant coaching and officiating. Time: Varies by program. *(Virtus Training Required)*

BOOKFAIR

Scholastic Book Fairs – Spring, Winter and Fall. Volunteers help set-up displays, work as cashiers, and clean up.

Time: Dates to be announced. *(Virtus Training Required)*

CLASS PARTIES (Grades K – 4)

Classroom parties include Halloween, Christmas, Valentine's Day, and Kindergarten Olympics. Volunteers provide snacks, crafts, and games. Sign-up sheets organized by Room Party Coordinator. *(Virtus Training Required)*

CLASSROOM VOLUNTEER

Classroom Volunteers assist students and help teachers with various tasks. No experience necessary. Teachers provide training. Confidentiality required. Contact your child's teacher if interested. Sign-up sheets available at "Meet Your Teacher Night". *(Virtus Training Required)*

ST. MICHAEL CATHOLIC SCHOOL VOLUNTEER OPPORTUNITIES **2013-2014**

EAGLE BLUFF ENVIRONMENTAL LEARNING CENTER CHAPERONE (GRADE 6)

6th graders participate in a three day field trip to Eagle Bluff ELC near Lanesboro, Minnesota. Chaperone information meetings are conducted in advance. Time: Fall. (*Virtus Training Required*)

Note: Parents may coordinate non-school sponsored fundraisers to offset trip costs.

FISH FRIES

Catholic United Financial sponsors Fish Fries during Lent. Volunteers help set up, serve and clean up. Time: Dates TBD - Volunteers work one two-hour shift.

GALA DINNER COMMITTEE

The Gala Dinner is St. Michael's largest annual fundraiser. Many volunteers are needed to make it a success. This wonderful event is held on a Saturday night in late January or early February. Dinner is followed by a live auction, silent auction, and dance. Volunteers are needed for ticket sales, raffle sales, decorating and event committees.

Time: Evenings.

GALA DINNER DONATIONS COMMITTEE

Volunteers are responsible for soliciting business and family donations for the Gala Dinner by mail, phone, and in person. Time: To be determined by committee.

GRADUATION EVENTS COMMITTEE (GRADE 8)

Parents of eighth grade students are needed to organize various graduation activities and events such as: Memory Book, commemorative DVD, and a celebratory breakfast or picnic.

Time: To be determined by committee

GRADUATION RECEPTION COMMITTEE (GRADE 7)

Parents of seventh grade students organize the graduation reception after the graduation ceremony.

Time: To be determined by committee.

ST. MICHAEL CATHOLIC SCHOOL VOLUNTEER OPPORTUNITIES **2013-2014**

HANGING ARTWORK

Under the direction of the Art teacher, volunteers assist with hanging artwork for the Spring Art Show in conjunction with the Spring Musical. Time: To be determined by the Art teacher. *(Virtus Training Required)*

HEALTH SCREENING

Each year, students are tested for vision and hearing and are screened for scoliosis under the direction of the school nurse. Volunteers are needed to assist and are trained by the school nurse. Time: One morning or afternoon. *(Virtus Training Required)*

JUNIOR ACHIEVEMENT (GRADES K-6)

Junior achievement is a non-profit organization dedicated to inspire and prepare youth to succeed in the global economy. Volunteers present the Junior Achievement program to students in grades K-6. Time: Once a week for 5 weeks during the school day. *(Virtus Training Required)*

KINDERGARTEN ROUND UP (Grades K-1)

Kindergarten Round-Up is an informational meeting for families with a soon-to-be Kindergartener. Volunteers collect paperwork, answer questions about Kindergarten, and supervise incoming Kindergarteners in classrooms. Time: March – 2 hours one evening *(Virtus Training Required)*

KITCHEN ASSISTANT (serve lunch)

Volunteers help serve hot lunch. Time: Lunchtime at school. *(Virtus Training Required)*

LUNCHROOM ASSISTANT

Volunteers clean tables and help younger students with lunch items. Time: As your schedule permits. *(Virtus Training Required)*

MARATHON COMMITTEE

The Marathon for Non-Public Education is one of St. Michael Catholic School's largest fundraisers. This one-day "SERVICE MARATHON" event includes grade-level service projects and activities. Volunteers help set up service projects and count donations. Time: Early Fall

MEDIA CENTER ASSISTANT Volunteers assist in organizing and shelving books in the school media center. Time: As your schedule permits. *(Virtus Training Required)*

ST. MICHAEL CATHOLIC SCHOOL VOLUNTEER OPPORTUNITIES

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PANCAKE BREAKFAST

The Knights of Columbus host pancake breakfasts each fall in conjunction with the school Service Marathon. Proceeds are donated to the Service Marathon. Volunteers set up, bus tables, and clean up. Students in grades 4-8 are encouraged to help. *(Virtus Training Required)*

Time: Volunteers work one two-hour shift on a Sunday morning in early Fall.

PARENT CONNECTIONS BOARD

St. Michael Catholic School Parent Connections Committee coordinates fundraising events, activities, and informs parents of school events. Volunteers serve a variety of functions and leadership positions on the Parent Connections Board including Chair, Treasurer, and Secretary.

PLAYGROUND VOLUNTEER

Parent volunteers help supervise playground activity for grades K-4.

Playground time is approximately 11:00 – 12:30.

Time: As your schedule permits. *(Virtus Training Required)*

ROOM PARENT COORDINATOR (RPC)

The Room Parent Coordinator (RPC) is the liaison between the teacher and class parents. RPC will coordinate class teacher gifts and find volunteers for grade specific events. Talk to your child's teacher about this volunteer opportunity. Time: Evenings throughout the school year.

ROOM PARTY COORDINATOR (GRADES K – 4)

Coordinate Halloween, Christmas, and Valentine's Day parties and organize parent volunteers to help with snacks, crafts, and games. Time: Dates and times to be announced. *(Virtus Training Required)*

SPRINGFEST

SpringFest is the Church of St. Michael annual festival. Volunteers assist with many duties including counting and distributing tickets sold at school.

(Virtus Training Required)

STAFF APPRECIATION CELEBRATION (Grade 8)

During Catholic Schools' Week, parents host an appreciation event for school and parish staff. Volunteers help plan, set up, serve, clean up and help in the classrooms while teachers eat lunch. Time: One weekday during Catholic Schools' Week (end of January). Approximately 2-3 hours. *(Virtus Training Required)*

ST. MICHAEL CATHOLIC SCHOOL VOLUNTEER OPPORTUNITIES **2013-2014**

TEACHER DINNER AT CONFERENCES (Grade 3 and 4)

Dinner is provided for teachers during two conference evenings. Volunteers order food, set up and clean up. Parent Connections will reimburse volunteers for expenses.

Time: 2 nights during winter conference time *(Virtus Training Required)*

UNIFORM EXCHANGE

Each July, the used uniform sale and exchange needs volunteers to help with set-up, sales, and clean up. Time: July *(Virtus Training Required)*

WINE TASTING FUNDRAISER

The Wine Tasting fundraiser offers a fun evening for attendees to sample and purchase wine and other beverages. Local restaurants provide food. Volunteers plan, assist with ticket sales, set up, and clean up.

Time: Determined on an annual basis.

WOLF RIDGE ENVIRONMENTAL LEARNING CENTER CHAPERONE (GRADE 8)

8th graders participate in a three-day field trip to Wolf Ridge ELC in Finland, Minnesota. Chaperone information meetings are conducted in advance. Time: Fall *(Virtus Training Required)*

Note: Parents may coordinate non-school sponsored fundraisers to offset trip costs.

YEARBOOK COMMITTEE

A school yearbook is published for sale each spring. Volunteers help with layout, typing and photography. Time: Throughout the school year.