

### **Purpose**

**To encourage parental involvement in our children's education and to increase and improve our fundraising and safety efforts.**

**To provide an opportunity for parents to role model Christian service and provide each family the opportunity to promote a sense of community in our school. We recognize and appreciate the tremendous amount of volunteering that exists in our community. This new program is simply a means to communicate possibilities for service and focus those efforts to achieve the financial benefits needed to help hold down costs for the school.**

The Administration, SAB, & Tier credit committee along with the heads of several sub committees have contributed information to the formation of this handbook. The purpose of the booklet is to provide you, the parent, with adequate information to find an appropriate fit with your situation and fulfill the 4-tier credit program. Parents are welcome to opt out of the volunteer program with an all or partial "buy out" option. If you choose to not perform volunteer positions, you may pay \$500.00 or a portion thereof with each credit not completed.

When reviewing this booklet we would like to remind you of a few important points to make things easier.

1. Circle or mark positions you would like to learn more about or consider fulfilling
2. Mark page numbers of the positions you are interested in.
3. Sign up for as many positions as you like (knowing you are not committed to all). This is an expression of interest
4. Sign up even if you suspect there are too many people for the positions listed. Events can expand; some people may not choose to fulfill this position; Tier Credits can be shared.
5. Even if you have chaired something for two years – sign up again, you are welcome to mentor or continue to chair an event if no one else signs up for the positions.
6. Sign up for an event if you know you do not want to chair the event, but want to be a part of this event.
7. Remember the volunteer book will be online, if you need to refer to it.
8. PLEASE MARK YOUR BOOK AND FOLLOW UP VIA OUR SIGN UP PROCESS; YOU MAY CONTACT H.S.A. MEMBER, SCHOOL, OR EVENT CHAIR TO MAKE SURE THEY KNOW YOU REMAIN INTERESTED.

Thank You for volunteering your time and talent for our school. That is the spirit that makes our school so wonderful.

With God's Blessings,

The H.S.A. Executive Board,

the School Advisory Board President and

Mr. Ewanciw, Principal

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## **Requirements and Guidelines**

In order to more effectively manage the process of volunteer credit, we ask all families to carefully review and follow the guidelines listed below when choosing position/positions to fulfill their volunteer commitment. The contents of this handbook have been reviewed by the School Administration, Home School Association and School Advisory Board. Any exceptions must be submitted in writing to the Administration and School Advisory Board.

In an effort to consolidate our Handbook, we have listed only one position in many of the areas that have multiple listings for the same job. More than one position may be available of each type, so we can continue to add people to the position until all of the slots are filled.

Each school family is required to complete a minimum of four credit points of service. Single parent families are required to do 2 credit points of service. Each volunteer position is assigned a "Tier" value. If you pick a position assigned a Tier 4, then your family has fulfilled its obligation. Otherwise, you must select positions whose Tier values total four, for example: two Tier 2 positions, OR one Tier 3 and one Tier 1, etc.

### **There are four Tiers of Credit:**

Tier 4: All four points of credit

Tier 3: Three points of credit

Tier 2: Two points of credit

Tier 1: One point of credit

**We recognize that within a Tier, all jobs will not require the same level of effort, e.g. some Tier 1 jobs may only take one hour and some Tier 1 jobs may require several hours. Committee chairs will work with the administration to ensure that all duties have been fulfilled by committee members. Where noted, families earning two or one tier credits in Parish and Religious Education or CYO must earn the balance of their tier credits from school-related activities. This requirement does not apply to CYO Board members, or those earning three or four credits from one position in Parish or Religious Education activities.**

Due to the large number of school families, the volunteer credit positions listed in the handbook are not exclusive, but are needed in the school community and strongly encouraged. Most of these positions have existed within our community for many years. In some cases, we are modifying existing positions, to achieve financial and safety results we want and need. Any additions must be submitted to the Administration and School Advisory Board in writing for approval.

All positions are filled on a first come, first served basis with precedence given as needed, to experienced qualified individuals. All positions are subject to administrative approval.

Each position, with the exception of School Advisory Board positions, will have a two (2) year term limit. Any exception to this policy must be requested in writing to the School Administration and School Advisory Board. You are not automatically placed in the position in the second year.

If you have chosen a position/positions, which make up less than the four credits, you will have the opportunity to request information regarding open positions to complete the four credits. Otherwise, you may buy-out the remaining credits, and you will be billed accordingly.

If a family chooses to not participate in the Volunteer Credit Program, they must select the **Buy-Out Option**, and are required to pay an assessment, which is due **no later than October 1**. If a family is unable to make their buy-out payment in full at that time, a payment schedule may be set-up by contacting the school office. Special circumstances and exemptions should be submitted in writing to the School Administration and School Advisory Board for review.

Buy-Out rates:

- Tier 1: \$125.00
- Tier 2: \$250.00
- Tier 3: \$325.00
- Tier 4: \$500.00

Electronic background checks are required from all those working with children in order to comply with a directive from the Diocese of Washington, D.C.

## **FUNDRAISING**

**Annual Fund** Support Development director in all aspects of our Annual fund:

- Co-Chairs - Tier 4
- Class Captains - Tier 2

### **GALA (DINNER/AUCTION FUNDRAISER) - Chairperson - Tier 4**

Review previous year's Procedure Manual, state the Mission, Reserve a Venue, choose a Caterer, Hire Auctioneer, Set Date, time, Theme and Attire, Design, Create or locate logo based on Gala theme with invitation coordinator + program catalog chair, Establish Budget & Set Ticket Price with Accounting Chair, Oversee use of event software, Order forms & Bid Numbers, communicate & coordinate with Administration, Pastor, School Staff + Rectory Staff, Select & Secure committee Chairs and Volunteers, Assist committee chairs in reaching goals through Timelines, Meetings & Support, Identify underwriting / Advertising goals & incentives with Accounting chair + Underwriting Chair, Motivate & Retain Volunteers, Motivate School community through Faculty, SAB & HAS Meetings, Determine Raffles / Prizes to be held (Wingspan Raffle, Best of Live Raffle, Mystery Boxes, Tuition Raffle), Develop wish List of Items to be procured during Gala Kick-off Event, Identify silent Auction Categories, Identify Number of Silent & Live Auction Items to be Procured with auction Procurement chair, Give Input / Advice on item Packaging, Oversee Catalog Descriptions, Establish Minimum Bids & buy It Now Bids, Arrange Order of Love auction with auctioneer, coordinate Power Point Presentation for Live Auction, Arrange for Pre-auction Open House with Auction Procurement chair - Auction coordinator, Coordinate fund-An-Item emotion appeal with Administration, Prepare Emotional appeal Presentation, Receive Reservations, Coordinate Seating chart with caterer + Operations Chair, Assign Bid Numbers, Oversee Guest Packet Preparation, Coordinate Event signage with Underwriting, Decoration + Operations Chairs, Coordinate Day of Event Timeline/ Flow of Events, Oversee printing of Thank You Notes, Prepare a post-event Evaluation.

### **Accounting Chair Tier 4**

Coordinate accounting system & makes financial deposits with Rectory Staff, responsible for developing and Event Budget with chairs, Oversee financial tracking in Maestro soft, Responsible for QCheck (credit card system) set-up, develop check-out plan with chairs, Assist & coordinate with committee chairs as needed, ensure accounting helpers are trained on Maestro Soft, oversee Maestro Soft data entry for all Silent & Live Items and all revenue enhancers ( night of event), oversee printing & distribution of Bidder's Receipts (night of event), Responsible for Credit Card processing, Responsible for post-event financial Reconciliation.

### **Accounting Team - Tier 2**

Attend Training & learns MaestroSoft system data entry, Work night of event to enter all Silent & Live Items and all Revenue enhancers into MaestroSoft, Assist in Printing & distribution of Bidder's Receipts

### **Donations Chair - Tier 4**

Set Procurement benchmarks & Deadlines, coordinate printing of donation Forms, Organize & Motivate Procurement Teams, distribute Procurement Packages to Procurement Teams, Oversee mailing of Procurement Letters, Oversee & Manage procurement of silent & Live auction items, Identify Number of

Silent & Live auction Items to be Procured + chairs, Identify Services & sign-Up Parties that can be sold + chairs, Arrange for Receiving and Storing Items, coordinate Tracking of donors, Investigate possibility of consignment Items, Arrange for Pre-auction Open House with Auction Procurement Chair & auction coordinator, communicate & coordinate with Auction coordinator

### **Donations Team - Tier 2**

Work in Teams to Procure Silent & Live auction Items as identified by Auction Procurement Chair, Assist with Procurement Mailing, Follow-up on donation Requests (in-person, via phone or email), Pick-Up & deliver Items as needed\*\*\*Two Team Members will specifically focus on school Events / Teacher Outings / Class Gifts, work with Administration, Faculty & Staff to procure school events and Teacher-focused events for Gala , work with Classroom Teachers & Room Parents to create Unique, one-of – a-kind class gifts to be donated to Gala\*\*\*Two Team Members will specifically focus on class Art Projects, work with Art Teacher & Classroom Teachers to create unique , one-of-a-kind art work to be sold at Gala. Minimum of 5 donations brought in with 2 being new to the Gala

### **Decorations Chair - Tier 2**

Design overall look of the event space, Design entrance location & setup with Operations Chair, Order all decorations & party favors with provided budget, coordinate table – setting, table numbers, table sponsors & center pieces with chairs + Caterer, Assist with lighting decisions with Operation Chair, Mentor decorations Assistant, Oversee Decoration set-up team day of event

### **Class Gift Coordinator - Tier 2**

### **Program catalog Chairs - Tier 3**

Design the Printed Program based on Gala theme, Create Program catalog timeline, coordinate delivery of catalog selections from chairs + committee chairs, Create Family Ads & Grandparent Greetings solicited by Underwriting, Proof the Catalog with chairs, approve blue-line, arrange for the Printing & delivery of Program Catalog with Vendor.

### **Volunteer Coordinator - Tier 2**

Assist in Recruiting Volunteers as requested by committee chairs +chairs, assign & track all event volunteers via excel spread sheet or similar, communicate volunteer assignments with committee Chairs + Chairs, coordinate volunteer Orientation Meeting with Chairs + silent Auction chairs, Organize Name Tags & Registers volunteers at event, Provide Care and Feeding of Volunteers at Event

### **Auction Delivery & Set Up Team - Tier 1**

### **Sponsorship & Advertising Chair - Tier 3**

### **Middle School Fundraising events**

#### **Poinsettia Sales Chair - Tier 2**

This Chairperson plans with a local nursery, advertises to whole parish and sells Poinsettias for both individuals and the Church for Christmas. Position involves creating donor / memorial list for church bulletin. This event involves planning monetary collection, ordering and distribution of plants. This is a fundraiser for 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade special trips / events.

#### **Poinsettia Sales Helpers - Tier 1**

These helpers assist chairperson with some lead up to distribution, but mostly with delivery and distribution of Poinsettias. Specific duties determined with the Chairperson.

### **6th, 7th and 8th Grade Fundraising Team for Events to support Middle School Field Trips and Chick-Fil-A lunch days:**

**3 positions (Tier 1) - VIRTUS REQUIRED**

**Pizza Hot Lunch Chair (Fridays 11:30am – 1:00pm) - Tier 2 - Weekly time commitment - VIRTUS REQUIRED**

The chair of this program coordinates the development of a volunteer schedule for approximately 10 helpers and coordinates with Pizza Boli Manager. Work with event coordinators though the year for special pizza purchases.

**Pizza Hot Lunch Helper – (Fridays 11:30am – 1:00pm) - Tier 1 for 10 shifts - VIRTUS REQUIRED**

These helpers are required to work approximately 10 shifts per school year for one tier credit.

**SCRIP**

**Co-chairperson (2 positions) - Tier 4**

Coordinates all aspects of the SCRIP program. Trains volunteers and creates the monthly schedule for distribution.

**Distribution: Mon – Friday: 7:45 – 8:15 am or 2:50 – 3:30 p.m. - Tier 2**

One day per week/every other week. Hand out SCRIP orders to families. Sell from current stock of cards available in the school office. Put out signs and return signs and orders back to school.

**HOME AND SCHOOL ASSOCIATION**

**Executive Board**

**Chairperson (President) - two-year commitment - 1st year served as V.P. - VIRTUS REQUIRED - Tier 4**

The Chairperson or President heads the executive board of the H.S.A. Duties entail organizing and announcing four General Mtgs. per year, meeting monthly with Mr. Ewanciw and the board, attending and assisting with multiple H.S.A. events throughout the year and acting as a general liaison between parents and administration. This position is voted upon the school parents and requires approval of Mr. Ewanciw and Msgr. Smith. The President is also required to attend monthly SAB meetings.

**Chairperson-Elect (Vice-President) - two-year commitment – 2nd year served as President - VIRTUS REQUIRED - Tier 4**

The chairperson – Elect or V.P. acts as a support to the President, fills in when president is unavailable. V.P. assists with contacting chairs of duties, organizational aspects of H.S.A. board to include the calendar, Tier crediting for positions, and other general support. Also includes monthly meetings with Mr. Ewanciw and the board, and attending and assisting at multiple H.S.A. events throughout the year. This position is served for one year with advancement to president the second year. This opposition is voted upon by the school parents and requires approval of Mr. Ewanciw and Msgr. Smith.

**Secretary - VIRTUS REQUIRED - two-year commitment - Tier 4**

The Secretary has the job of maintaining meeting minutes at all H.S.A. Meetings, composing the weekly entry to the BUZZ for the H.S.A. events, writing and mailing thank you letters to appropriate people and maintaining information to be posted to the website and other duties as assigned. This position is voted upon by the school parents and requires approval of Mr. Ewanciw and Msgr. Smith. The secretary is also required to attend monthly SAB meetings to maintaining and publishing minutes.

**Treasurer - VIRTUS REQUIRED - two-year commitment - Tier 4**

The Treasurer has the duty of managing the H.S.A. budget and banking account. This requires accurate record keeping and documentation of all funds in and out of the organization. It entails occasional trips to the Rectory for check signing and trips to the bank for deposits and creation of money banks for H.S.A. events. Monthly meeting with Mr. Ewanciw with necessary and occasional reporting of budget changes to the H.S. A. community. This position is voted upon by the school parents and requires approval of Mr. Ewanciw and Msgr. Smith.

**Events**

**Back to School Picnic Chairperson - Tier 1**

This chairperson works with the Administration and S.A.B / Development to set up a picnic in early to

mid-September on a Friday night during soccer season on the field for families to visit and mingle as a social start to the school year. May work with Mentoring group to suggest opportunities to help new families network within the school community. Ensure security for children in play areas as well with parental supervision.

**Back to School Picnic Co-chairperson - Tier 1**

Assist chairperson above with duties to ensure adequate security and set-up.

**Career Day Chairperson - Tier 1**

Recruit parent volunteers for Career Day near the start of May. Work with teachers and admin. regarding logistics of the day for 20-30 min. interval presentations to students. Busy time is in March and April for planning.

**Catholic Schools Week Coordinator Tier 2**

Organize and coordinate H.S.A. activities during Catholic Schools Week (CSW). This includes coordinating with the Hospitality Chair for the Open House, Monday morning brunch, Teacher Treat Cart, faculty gift, and teach luncheon (off-site for about 50 faculty and staff. Handle preordering dissemination of information to guests and payment from H.S.A. Treasurer. This person will also arrange for a catered lunch for staff before the start of the school year and on-site just before Christmas (during Christmas Shop).

**Chili Cook Off - Tier 2 - VIRTUS REQUIRED**

This chair plans and coordinates a family fun evening with a Chili making competition. Sets up rules, advertises, recruits volunteers and sets up, manages, and cleans up the event

**Chili Cook Off and Bingo Nights Pizza Coordinator - Tier 2 - VIRTUS REQUIRED**

Coordinate the ordering and distribution and clean-up of pizza for the 3 events.

**Christmas Store Chairpersons - Tier 4 - VIRTUS REQUIRED**

These chairpersons are responsible for planning, purchasing, arranging crafting and donations for Christmas store for K-5th grade students. Chairpersons will work with H.S.A. board to determine any changes to the event. May involve significant hours for planning, pre-event crafting parties, shopping. Etc.

**Christmas Store Co-chairpersons - Tier 2 - VIRTUS REQUIRED**

Assist chairpersons in coordinating and planning for Christmas Store. Significant prep-time prior to and clean-up after event.

**Christmas Store Crafters - Coordinator: Tier 2 - Crafters: (up to 4) Tier 1**

Hold crafters meetings and plan crafts to supply the Christmas store.

**Christmas Store Committee Member - Tier 1 -VIRTUS REQUIRED**

Assist chairpersons in crafting, assembling, stocking, etc... as needed prior to event and/or set-up, sales, or clean-up the day of the Store.

**Christmas Marketplace Chairperson - Tier 3**

This chairperson organizes a small business marketplace in the school hall in late November (before break) for parish and school families to support our local small business owners. Position requires recruitment/communication with vendors, school administration, H.S.A. board, advertising and recruitment of volunteer helpers. Set-up security, snacks, and clean up are part of the position. Usually involves a bake sale as well. There is no minimum target financial gain at this time, but funds may be earned.

**Christmas Marketplace Co-Chairperson (Elect) - Tier 2**

This position assists the chair in all or most duties to make the Marketplace happen successfully. It is with understanding that this individual can and should move into the chair position in their second year.

### **Christmas Marketplace Team Member - Tier 1**

These helpers assist in advance preparation, set-up, service, and/or clean-up as decided upon with chair to facilitate the Marketplace.

### **Decoration Main Hall/School Beautification Team - Tier 1 (3 positions)**

This person handles the set up and removal of decorations in the front hall and entrance to the school. May require occasional purchases that will be reimbursed.

### **Dollars for School Chairperson - Tier 2**

This person registers the school in box Tops, ESCRIP with Safeway, Giant and Target. The position involves creating publicity for this relatively passive fundraising mechanism for the school.

### **Easter Sunday Chair - Tier 3**

Works with the H S A Vice President, school administration and Pastor and Parish groups to coordinate *Easter on the Lawn* and the Easter Egg Hunt. Duties include: recruiting coordinators, recruiting support through other Parish groups and the school, event advertising, soliciting baked food donations, egg stuffing, set-up, logistics, decorations, services and clean-up of the event.

### **Easter Sunday Coordinators (2 Positions Egg Hunt Coordinator and Reception Coordinator) - Tier 2**

These two hospitality team members' work with the H S A hospitality chair, administration and Pastor to coordinate *Easter on the Lawn* and the Easter Egg Hunt. Duties include: recruiting helpers, soliciting baked food donations, egg stuffing and set-up and clean-up of the event.

### **Easter Sunday Helpers (3 Positions) - Tier 1**

These team members' work with the H S A hospitality chair and coordinators with egg stuffing, acquiring supplies and food, event set-up and clean up, maintaining the refreshment and food tables after each.

### **Fall Open House / January Open House - Tier 1**

This hospitality team member coordinates receptions for Fall Sunday Open House and January Open Houses (during Catholic School's Week) and teacher thank you's. Roughly 4 dates total. Work with hospitality chair and SAB for purchasing / set up and needs.

### **Family Bingo Nights - 2 events - Tier 2 - VIRTUS REQUIRED**

This chair plans and coordinates two family night bingo events with children's prizes and games. Work with H.S.A. board for project parameters. Event ideas welcome! (This could be for two people each receiving 1-tier point)

## **GRADE SPECIFIC SOCIALS (These student-focused events have a goal to break even)**

### **Kindergarten Picnic Chair —Tier 1 – VIRTUS REQUIRED**

#### **K-2 Scarecrow Festival Chair- Tier 1 - VIRTUS REQUIRED**

These chairs purchase, set-up, advertise and run a social event for k-2nd grade children. Current event is scarecrow making on the front lawn /school hall. Decide cost and collect money. Alternate ideas are welcome.

#### **3-4 Sock Hop Chair- Tier 1 - VIRTUS REQUIRED**

These chairs purchase, set up, advertise and run a social event for 3rd- 4th grade children. Current event is a sock hop dance in the school hall. Arrange D.J. handle decorations etc... handle money collections. Alternate ideas are welcome.

#### **5-6 Cosmic Bowling Chair- Tier 1 - VIRTUS REQUIRED**

Plan date with H.S.A. and bowling alley – arrange for parent chaperones, coordinate advertising

and costs, handle money collections. Alternate ideas are welcome.

**Grandparents Day - Tier 2 (Plus 4 1 Tier credit positions)**

This hospitality team member coordinates reception in May. Purchasing, set-up, staffing and clean-up for the day. Work directly with Hospitality Chair for details.

**Hospitality Chairperson - Tier 2**

This coordinator records and organizes various reception style events and monthly teacher gifts throughout the year for the school and works with Asst. chairpersons and Administration to ensure all details are handled. Events occur on specific dates but flexibility in planning stages. Attendance at every event is not required.

**General Hospitality Helper - Tier 1**

These helpers assist in at least two of the above listed events. Position does not require planning, but does require set-up, service, and/or clean-up of events. Events decided upon with chairperson.

**H.S.A. Meeting Refreshments - Tier 1**

This hospitality team member purchases or procures donation of food and beverages for H.S.A. meetings (2 - 3 times per year).. Work with hospitality chair for planning.

**Ice Skating Outing Coordinator– Tier 1**

Coordinate after school ice skating events for students.

**Mentor Program Coordinator - Tier 3**

This person recruits and disseminates information to Mentor and Mentee families. Involves a meeting with Mentors before the start of the school year. Involves coordination with Mentors to host in-home receptions for two dates in the late Summer and Fall in which all new parents will be invited, including Kindergarten. Administration should be invited, as well. Works with Development and SAB to determine what information for both families to receive on behalf of the school to welcome and prepare our new families for the school. Ensure follow through of mentors.

**Mentor - Tier 1**

Mentors receive information and attend a training class (brief) prior to the start of the school year to learn how best to welcome and provide laymen's information to new families joining the school community. Position entails phone call and communication with new family, attending and/or hosting a welcome event in the Fall and follows up after the start of school.

**Grade Level Movie Nights Chairperson (3 evenings) - Tier 2 - VIRTUS REQUIRED**

This Chairperson plans up to 3 movie nights with administration before school starts and then organizes the events for k-2, 3rd & 4th, and 5th & 6th grade students. Involves soliciting chaperones, set-up, clearance of movie selection, writing advertisements for BUZZ collection of fees and purchasing of water, candy and /or popcorn.

**Movie Night on the Field - Tier 1 - VIRTUS REQUIRED**

This chair sets up a date and arranges up to two movie nights on the field. These events generally run on a Friday evening in the spring after Spring K-2nd grade sports.

**International Day Chairperson - Tier 3 - VIRTUS REQUIRED (2 positions)**

These chairs plan, purchase, set-up and manage the International Day Fair for children grades K-8. Requires coordination with games company, food vendors, parent volunteers, prize purchasing, etc. This event should be a break-even event.

**Helpers - Tier 1 - VIRTUS REQUIRED (5 positions)**

Helpers for this event can do any number of tasks from assisting with planning to set-up food service, game tables and/clean-up. Tasks are decided upon with the chairs. One-day commitment in most cases.



**Plant Sales Co-Chairs - Tier 2 (2 positions)**

The chairs plan with a local nursery, advertise to the school and parish, recruiting helpers and sells plants during this three-day event. This event involves planning monetary collection, ordering and setup and cleanup of the Plant Sale.

**Plant Sales Helpers - Tier 1 (3 positions)**

Plant Sale helpers staff the sale during this three-day event. Duties include sale setup, selling plants, and managing sale proceeds, and event cleanup.

**Restaurant Nights - Tier 2**

Plan approximately 5 restaurant nights with local restaurants – work with H.S.A. board and gala committee on ideas – passive fundraising with minimal no-pressure advertising. Communicate with restaurants, set up signage and attend events.

**Used Uniform Sales – Tier 3 (plus 2 Tier 1 helpers)**

This person collects, sorts, cleans, and coordinates uniform sales to parents. Position includes pricing, advertising, sorting and coordination of periodic sales.

**SCHOOL ADVISORY BOARD (SAB)**

**Chairperson:** - Tier 4 All positions given by appointment from the Principal or Pastor and are a 3-year commitment.

**Chairperson – Elect**—Tier 2 (See Above)

**Mentor – Parliamentarian**—Tier 2 (See Above)

**Member at Large**—Tier 2—3-year commitment – position requires application process, sign up will begin that process.

**SCHOOL ACTIVITIES AND INSTRUCTIONAL SUPPORT**

**Academic Challenge Team**—Tier 1—VIRTUS REQUIRED

Four meetings to coach and prepare team for competition beginning in the fall.

**Art Assistant**—Tier 1 VIRTUS Compliant

(As needed—special projects in conjunction with Mrs. Gutierrez)

**Book Fair chairperson**—Tier 3 VIRTUS Compliant

**Book (Scholastic) Order Chairperson**—Tier 1 VIRTUS Compliant

**Book Fair Helpers/Library Shelving Helpers**—Tier 2/Tier 1 VIRTUS Compliant

**Classroom Instructional Aides for K - 2**—Tier 2 (1 day per week, or every other week for the year) VIRTUS Compliant

Parents may specialize in Math instruction, and Reading Centers in homeroom classrooms and Kindergarten recess supervision.

**Class and School Spelling Bee—Coordinator:** Tier 2—Helpers: 4, tier 1— VIRTUS Compliant

Four meetings to coach, coordinate and prepare team for competition beginning in the fall.

**Chorus Aide—Tier 1** VIRTUS Compliant

**Confirmation Reception—Tier 1** - Open to one 7th Grade Parent  
**8th Grade Graduation Committee—Tier 2**—Open to one 8th Grade Parent

**Field Day Helper** - Tier 1 (8 positions) VIRTUS Compliant

**Greater Love Coordinator Tier 3**  
**Greater Love Assistant—Tier 1 (2 positions)**

**Hot Lunch Aides - Tier 1 for 10 shifts** - VIRTUS Compliant  
The positions will be any day Monday – Thursday. All aides will work directly with Mrs. Perry for scheduling and with Mrs. Perry and Mr. Diep in the lunchroom. 11:30-1:00 earn 1 tier credit per 10 shifts.

**Library – Accelerated Reader Tier 1** (2 people) VIRTUS Compliant  
Assist in library and tech lab for students to take the AR quizzes.

**Library – Spring Fundraiser Chairperson—Tier 2** VIRTUS Compliant

**Math Counts Team Coach—Tier 1**— VIRTUS Compliant  
Collaborates with Math teacher to communicate, organize and schedule Math competitions

**Morning Traffic Control—Tier 2**  
Traffic control Aide to be signed up for one day per week for the school year. Assist patrols and staff with morning drop off. Direct traffic, open door, greets children and parents.

**Musical Theater Performance --** VIRTUS Compliant  
**Producer—Tier 3**  
**Stage Manager—Tier 2**  
**Production Helper—Tier 1** (five positions)

**Nurse Delegate—Tier 4**

**Playground Duty Team—Tier 4** (10 or more positions)—VIRTUS REQUIRED  
Team of parents to have one day per week for the year to supervise lunch recess with the potential of running a peaceful playground program, an intramural program and a recess walkers program.

**Room Parent – Tier 2 (Parents sign up and then will be appointed by administration)**  
Attend a meeting at the beginning of the year to review the budget process and coordinate with teacher throughout the year to support classroom activities.

**Safety and Preparedness – Chairperson Tier 3 (Parents sign up and will then be Appointed by Administration)**  
Assist administration in audit and implementation of safety preparedness and emergency procedures, including drills, mock disasters, safety training and preparation.

**School Receptionist—Tier 4, and all SCRIP fundraising (five positions)** -- VIRTUS Compliant  
Parent volunteer will serve as school receptionist one day per week for the 36 weeks of the school year. Orientation will be given by Mrs. Perry and Mrs. Libcke in Sept. for those contacted to complete this service. Administration approval required.

**Thanksgiving Feast Coordinator—Tier 1**

**Yearbook Coordinator—Tier 3**  
Coordinate the yearbook by collecting photos and designing pages with a yearbook company.

**Yearbook Aide—Tier 1** (4 positions)

## **PARISH AND RELIGIOUS EDUCATION**

**Tier credits from these activities are capped at two per family for tier 1 or 2 positions. The balance of tier credits should be earned in school-related activities.**

### **Fall Festival**

**Chairperson - Tier 4**

One chairperson should come from school and one chairperson should come from parish.

**Mentor - Tier 2**

**Chairperson/Games/Activity/Entertainment Chair - Tier 4**

**Accounting Chairperson (2 Positions) - Tier 3**

**Cake Walk Co-Chairperson - Tier 2 (3 positions)**

**Country Store Chairperson - Tier 3**

**Country Store Helper - Tier 2 (3 positions)**

**Country Store Sorter - Tier 1 (2 positions)**

**Decorations/City Chairperson – Tier 3**

**Entertainment/Bingo Chairperson – Tier 3**

**Food Booth /Snack Shack -Chairperson - Tier 3**

**Food Booth/Snack Shack Helpers - Tier 1 (3 Positions)**

**Games Chairperson - Tier 3**

**Signage/Publicity Chairperson - Tier 3**

**Publicity Assistant -Tier 1**

**Raffle Chairperson - Tier 3**

**Set-up / break down Chairperson - Tier 3**

**Beer and Wine Booth Chairperson - Tier 3**

**Parking Control - Tier 1 (3 positions)**

**Volunteer Coordinator - Tier 3** - Coordinates Volunteers at each booth

**Logistics/Electrical Chairperson - Tier 3**

**Logistics/Electrical Helper - Tier 1 (2 positions)**

**Activities Chair (Punk it Up/Face painting) Tier 2**

**Artisan Marketplace Chair - Tier 2**

### **Children’s Liturgy Catechist—Tier 2**

Positions and frequency to be worked out with coordinator

**General Helpers—Tier 1**

**Religious Education Catechist (CCD Program) - Tier 2** VIRTUS Compliant

**Community Sunday chair (2nd Sunday each month – 12 Months) - Tier 4**

### **Scouts**

**Pack Committee Chairperson—Tier 2**

**Cub Master—Tier 1**

**Girl Scout Coordination—Tier 1**

**Troop Leaders—Tier 1** VIRTUS Compliant

## **CYO (CATHOLIC YOUTH ORGANIZATION)**

**Tier credits from CYO activities are capped at two per family for all non-CYO Board positions. The balance of tier credits should be earned in school-related activities.**

### **Chairperson—Tier 4**

This position oversees all CYO activities, organizes the Exec Bd., works with school & parish administration and Archdiocese office, directs Commissioners and other positions within the St. B's CYO program to ensure a safe and successful CYO Program. All CYO events and programs as well as field and equipment maintenance and purchases.

### **Co-chairperson (Treasurer) - Tier 3**

This person manages the CYO accounts and handles in and out transactions, bill payments, reimbursements, etc... and is a major decision maker for budget and spending. Creates portion of presentations for CYO General Meetings.

### **Board Member At Large—Tier 2**

This person participates in CYO decision making, votes on fees, CYO direction and resolutions. This person specifically manages website content, design & updates. Other duties TBD (presence and participation in events and programs).

### **Board Member At Large—Tier 2**

This person participates in CYO decision making, votes on fees, CYO direction and resolutions. This person specifically manages communication with Commissioners & coaches, ensures coach training, information dissemination and VIRTUS compliance. Other duties TBD (presence and participation in events and programs).

### **Board Member At Large—Tier 2**

This person participates in CYO decision making, votes on fees, CYO direction and resolutions. This person specifically manages P.R. and fundraising events, works with Development Committee and creates and/or edits CYO Corner weekly. Other duties TBD (presence and participation in events and programs). This person participates in CYO decision making, votes on fees, CYO direction and resolutions. This person specifically manages P.R. and fundraising events, works with Development Committee and creates and/or edits CYO Corner weekly. Other duties TBD (presence and participation in events and programs).

### **Registrar—Tier 3**

This person coordinates registration timeframes, advertising, collection and data entry & mngt. for all registrants for 3 sports (approx. 330 per sport). Constant communication with Commissioners and Board.

### **Athletic commissioner (2per season)**

These individuals are sport specific and handle team development and registration, direct communication with Archdiocese office, evaluations, coach orientation and problem solving for specific sport. K-2nd - coordinates scheduling/ uniforms/ Snack shack duties for Intramural teams 3rd - 8th - coordinates team reg./ uniforms/ coaching/ evals. for Rookie, J.V. and Varsity boys or girls.

**K-2 Co-Ed Soccer—Tier 3** - See above for description

**3-8 Boys Soccer—Tier 3** - See above for description

**3-8 Girls Soccer—Tier 3**—See above for description

**K-2 Co-Ed basketball—Tier 3**—See above for description

**3-8 Boys Basketball (high-school included) - Tier 3**—See above for description

**3-8 Girls Basketball (high-school included) - Tier 3**—See above for description

**K-2 co-Ed T-ball / Baseball / Softball—Tier 3**—See above for description

**3-8 Boys T-ball / Baseball / Softball—Tier 3**—See above for description  
**All Coaches/Assistant Coaches must be VIRTUS Compliant**

**Head Coach of a Team—Tier 2**

Head coach is responsible for contact with Commissioner and board - dissemination of info to team for important info like cancellations, make-ups, practices, etc... Responsible for 9-14 players during practice and games - following CYO mission. K-2 coaches recruit helpers for Snack Shack once per season and All coaches recruit help for the Christmas Tree Sales once a year.

**Assistant Coach—Tier 1**

Asst. coach is responsible for assisting Head coach with team responsibilities, filling in when head coach is unavailable. Responsible for 9-14 players during practice and games - following CYO mission.

**VIRTUS Coordinator—Tier 2**

This person works closely with Registrar, CYO President and Parish Bookkeeper to ensure coaching volunteers are VIRTUS trained and compliant with process. Acts as information liaison for volunteer parents to provide adequate support to get process complete.

**Gym Time / Field Time Chair—Tier 2**

This person works closely with CYO Board, Commissioners and County permit office to obtain appropriate gym/field time usage for sports teams. Job has ebbs and flows in work load - but peak is before and at the start of basketball season.

**Website Coordinator—Tier 2**

This person is responsible for composing/editing entries for CYO Corner for weekly publication. Involves emailing, submission to BUZZ, bulletin and posting through web and email to CYO participant families. No technical experience necessary beyond basic word processing and email.

**Field Commissioner—Tier 3**

This person is responsible for managing field maintenance, working directly with board and landscape companies, occasional direct maintenance, planning and budget management and forecasting for field.

**Field Commissioner Helper—Tier 1**

This person assists Field Commissioner with field maintenance issues where necessary. May replace Field Commissioner after 1st year.

**Uniform Commissioner—Tier 2**

This person inventories, organizes, and arranges distribution and documentation of uniforms for 3 sports. Works directly with Board for purchases, issues and coaches for distribution and collection. Purpose is to manage and maintain uniforms to prevent loss and damage.

**Christmas Tree Sales**

**Christmas Tree Chairperson—Tier 3**

This person plans for, purchases, and organizes the tree sales on the front lawn. Works with Board to recruit parent volunteers to sell Christmas Trees, arranges for money banks and lighting issues to promote sales.

**Christmas Tree Helper—Tier 1 (up to 8 positions)**

This person assists the Chair with all duties of the tree sales and covers when this person cannot be on-site. If duties are balanced, Tier credits may be balanced. This is not a one-day tree sale helper, requires more involvement.

**5<sup>th</sup> Quarter**

**Chairperson—Tier 3**

This person plans, organizes, advertises for the 5th Quarter Celebration from 4-10pm. This is a

fundraising event with sponsorships, food, alcohol license, security, and several volunteers to manage. Involves lots of alumni from St. Johns/Gonzaga.

**Griller / General Snack Shack Helpers—Tier 1 (Up to 3 positions)**

These individuals assist chair on the day of the 5th Quarter at the Snack Shack and Grill and with some lead-up and follow-up details of the event. The CYO may call on these individuals to assist with other small agreed upon tasks with the CYO at other times of the year as well. May include helping recruit sponsorships (as decided upon by Chair).

**5th Quarter Team Member—Tier 1 (Up to 2 positions)**

These individuals assist chair on the day of the 5th Quarter and with some lead-up and follow-up details of the event. The CYO may call on these individuals to assist with other small agreed upon tasks with the CYO at other times of the year as well. May include helping recruit sponsorships (as decided upon by Chair).

**Golf Outing**

**Golf Outing Chairperson—Tier 3**

This person plans for, solicits sponsorships, works with Golf Course and board, advertises for and runs Golf Tournament fundraiser for CYO. This position will involve interfacing with Development Chair.

**Golf Outing Helper—Tier 1 (Up to 2 positions)**

These people assist the Chair with all duties leading up to and following the event. May involve sponsorship solicitation or advertising and/or food & beverage planning.

**Powder Puff Game Chair - Tier 1 (2 positions: 1 for 7<sup>th</sup> grade, 1 for 8<sup>th</sup> grade)** Powder Puff coaches must be VIRTUS Compliant

**Snack Shack**

**Snack Shack Chair—Tier 3**

This person plans for, purchases, organizes the Snack Shack for Fall and/or Spring K-2 Family Nights on the Field. This person is also responsible for ensuring adequate non-tiered volunteers to assist on the grill and for sales throughout the season. Works directly with Treasurer, Pres, K-2 Commissioners and multiple volunteers. This position can be shared with more than one person.

**Snack Shack Helper—Tier 1 (Up to 8 positions)**

This person assists the Chair with all duties of the Shack and covers when this person cannot be on-site. If duties are balanced, Tier credits may be balanced. Requires pre and post season clean-up and general maintenance issues

*We are truly blessed by God and enriched in our fellowship by the many people who volunteer their time and their talent in small and large ways for the benefit of our school and for the advancement of the gospel of Christ in this place. St. Paul tells us that there are varieties of gifts and varieties of activities, but it is the same God who activates all of them in everyone as a manifestation of the Holy Spirit for the common good. There is no insignificant work that is done among us. All efforts -- from sharing information via the role of Room Parent to helping with Pizza Lunch to organizing the teams on which our children play to praying for one another and for St. B.'s -- all are important efforts by which we are mutually blessed and by which our school and our children prosper*

**Volunteer Credit Program**

**Reporting Form**

Dear St. Bernadette School Family:

Please take a moment to complete the following, and then send the form to the main office attention:

**Volunteer Credit Tiers.**

Each school family, as you know, is required to complete a minimum of 4 credit points of service. Single parent families are required to do 2 credit points of service. Each volunteer position is assigned a "Tier" value. You must select positions whose Tier values total 4 – two Tier 2 positions, Or one Tier 3 and one Tier 1, etc. The volunteer position listed on this form must be in the Volunteer Handbook, or must have passed through the application process set forth by the School Advisory Board.

When returning this form, please note which tier positions you have completed (or will complete before the end of the school year).

**Where noted, families earning two or one tier credits in Parish and Religious Education or CYO must earn the balance of their tier credits from school-related activities. This restriction does not apply to CYO Board members, or those earning three or four credits from one position in Parish or Religious Education activities.**

Family Name: \_\_\_\_\_

Date and description of service:

Please sign here if you plan to buy out any remaining unfinished Tier Credits (please do not send money now)

\_\_\_\_\_ \$125 per Tier Credit

Thank you, for all you provide the community with. The attention and time all of you dedicate is a true example to our children. Someday, they will look back in great fondness of their time at St. Bernadette because of the sense of community you help create. God Bless you!

<b>Date of Service</b>	<b>Volunteer Position</b>	<b>Chairperson</b>	<b>Tier Value</b>