



**2011-2012
ACADEMIC YEAR**

**PARENT VOLUNTEER
HANDBOOK**



226 Black Oak Boulevard, Summerville, SC 29485 ■ Phone 843-873-9310 ■ Fax 843-873-5709
www.summervillecatholic.org

Dear Parents,

We welcome you to a unique partnership. With you we share an important goal to provide for your children an education devoted to academic excellence and committed to Catholic values and ideals.

We recognize the sacrifices you have made to send your child to a Catholic school. You have shown your determination to give your child more than a purely secular, relativistic outlook on learning and life. You have chosen a faith-based education in an atmosphere warmed by the powerful presence of our loving God.

Now, may we ask even more of you? We urge you to share with us your time, your talent and your prayers. There are many ways your efforts can enrich our school, whether for a few hours or on a regular basis. We hope that you will give prayerful consideration to the idea of becoming one of our volunteers. The need is great, and you will find your own life enriched as you share in the life of our school community. The close ties between family and school reinforce moral values and nurture our faith tradition.

Summerville Catholic School is committed to strengthen our students in spirit, mind and body so they may lead lives based on faith, values and learning. The PSA and Summerville Catholic School Advisory Board have determined that parent involvement and participation in school activities is not only a means to show our support for the faculty and the school, but has become absolutely necessary in order to maintain and expand many of the academic and extracurricular services offered by the school to our children.

Sincerely,
Msgr. Christopher Lathem
Lisa Tanner, Principal
PSA Executive Board
SCS Advisory Board

VOLUNTEER REQUIREMENTS

Beginning with the 2008~2009 academic year, the parents or legal guardians of each family registered at Summerville Catholic School are required to earn a minimum of 20 hours for combined volunteer services during the current academic year. Volunteer opportunities and the hours allotted for each activity are included in the PVH Opportunities List in this handbook.

A signed volunteer agreement policy must be turned into the school office as part of your registration. If you choose to fulfill your volunteer service hours rather than buying out your commitment, **all of the following requirements must be met before you are permitted to volunteer.**

1. Read and sign the volunteer's Code of Conduct and return it to the office.
2. Complete the VIRTUS class entitled "Protecting God's Children." You may register for this class online at virtus.org or on the school web site. VIRTUS training must be completed and paperwork received before you are able to work in contact with students.
3. Read the *Policy of Diocese of Charleston Concerning Allegations of Sexual Misconduct or Abuse of a Minor by Church Personnel* available on the school web site. Complete and return the Acknowledgement of Receipt of the Policy form to the office.
4. Read and sign the *Diocese of Charleston Policy Regarding Confidentiality*.
5. Consent to a SLED background check by completing the Diocese of Charleston Background screening forms and returning them to the office.

All of these documents are available in the school office. Every person wishing to volunteer must complete all five of these requirements before they are permitted to help at the school. Failure to do so will result in an assessment of the \$200 buy out fee as you will not be able to fulfill your service commitment.

Finally, here are a few reminders about volunteering. Upon arrival at the school, you must report directly to the main office to sign in the visitor's log and receive a sticker. All visitors must wear a visitor sticker while on campus. Before departing the school, please report back to the main office to sign out. Also, for safety reasons, younger siblings or young children should not accompany volunteers working at the school.

**Summerville Catholic School
Parent Volunteer Hours Report Form
2011-2012**

Volunteer Name: _____

Child(ren) Name(s): _____

Child(ren) Homeroom(s): _____

Month of Service: _____

Home Phone: _____ email: _____

Buy-Out Option: _____

This reflects \$10.00 per hour for any hour not completed up to the required 20.
(Make check to SCS)

For each service activity that you are documenting below, please complete all four sections. A signature by a teacher, staff member or PSA chairperson is required in order to receive credit for volunteer hours served. A signature is not required if you signed the log-in sheet for the activity or event. Information submitted is subject to verification.

Hours may only be in full or half hour increments.

Date of Service	Type of Service	Teacher/Chairperson	Hours

Send original form to the office before the end of each quarter. Retain a copy for your records.

Parent Volunteer Opportunities

This list contains the various volunteer activities that take place at Summerville Catholic School. You will receive 1 volunteer hour for every hour of your time that is donated to the various school activities. Every attempt has been made to include all activities, however as the school continues to grow additional activities may qualify for volunteer hours. Please feel free to contact the PSA Executive Board to determine if other activities fulfill hour's requirements or if you feel the hours assigned to a completed activity are inadequate. The PVH Report Form will be used to report hours accrued and should be submitted to the office on a quarterly basis. A copy of this form is included in this handbook. Additional forms may be obtained from the school website www.summervillecatholic.org

All hours must be accrued by the end of the school year. If your PVH account is not settled, report card and/or records will be held until the balances of the money/hours have been reconciled. If you are unable to participate as a school volunteer, you may choose to buy out of the commitment for \$10.00 per hour of \$200 per family annually. If you choose to buy out, you must submit a PVH report form with your payment. If a family situation makes completing PVH impossible, please make an appointment to discuss this with the PSA Executive Board personally and explain your situation.

Volunteer Opportunities

Auction & Spaghetti Dinner

Time Frame: November

Arrange for food, drinks and donations. Help prepare class baskets, set-up, decorate, serve drinks and food, clean-up

Worlds Finest Chocolate Sales

Time Frame: All year

Help tally orders, help unload delivery and distribute to classrooms

Used Uniform Swap

Time Frame: Varies in the school year

Volunteers sort used uniforms by size and offer them for sale on the swap date, Open House and various times throughout the year. Volunteers also make sure Uniforms are clean and tear-free, etc.

Fall Festival

Time Frame: late October at SCS

Help coordinate chairpersons for games, prizes, auction, publicity, prizes, etc.
Help coordinate the set-up, run, and clean-up of the carnival. This is a fun day for families that the children really look forward to every year. Confetti Eggs can be stuffed, pasta can be stuffed; games can be repainted and repaired at home.
There are many areas that need help.

Mardi Gras Family Oyster Roast and Ladle Cook-off

Time Frame: February

Help plan, set-up, run, and clean-up the oyster roast and ladle contest

End of the Year Picnic

Time Frame: May

Purchase food, make a flyer for families to bring sides, set-up, cook, clean-up and games for the children. This is the final PSA event of the year.

New Family Guardian Angel Partner

TimeFrame: July/August

Volunteer family will pair up with a new family before the start of the new school year to assist in making the transition smooth. The new families will be helped in becoming acclimated to various aspects of the school including drop-off/pick up, PSA, volunteering, weekly Mass and other activities.

Spaghetti Dinner

Time Frame: End of January to kick off Catholic Schools Week

Purchase food, cook, set up, clean up. Arrange for music, sell 50/50 tickets. This dinner usually kicks off Catholic Schools Week.

School Board Committee Member

The School Board is looking for volunteers to serve on the Finance, Marketing or Development committee. Committees will meet at various times throughout the year to carry out specified duties according to the committee.

PSA Executive Board Member

The PSA elects executive board members annually. Duties include attending monthly executive board meetings and general PSA meetings. Board members carry out specified duties according to the office they hold. Secretary, Treasurer, and Volunteer Coordinator Positions are for a two year term; Vice President is for one year then is President for one year.

Box Tops and Campbell's Soup Labels

Frame: Throughout the school year

Great opportunity to work at home! Each month the coordinator organizes volunteers to count box tops and labels to submit for CASH and other equipment. Runs several contests throughout the year for the class with the highest number turned in that month.

Homeroom Parent

Time Frame: School Year

A classroom parent works closely with the teacher to plan and implement various classroom events throughout the school year. Also, prepares the class basket/project for the auction.

Art Class Volunteer

Time Frame: School Year

Each week assist the art teacher (Miss Martens), during art class, helping students complete art projects.

Library Volunteer

Time Frame: School Year

Each week volunteers assist Mrs. Duck in the library during library time, helping children check books in/out as well as re-shelving and cataloging new books.

Hot Lunch Volunteer

Time Frame: Daily during the school year

Serve hot lunch during all three lunch periods from 10:30 am until noon.

Circulate throughout great room to help children open packages, etc.

Field Trip Drivers

Time Frame: Various times during the school year

Drive and chaperone students on school sponsored field trips.

Attendance at General PSA Meetings

Time Frame: September, November, January, and May

Parents attending PSA meetings will not only find out about all the current PSA projects, enjoy the company of other parents, will also receive 2 hours per family per meeting. Sign in is required at the end of each meeting to receive hours.

Office Aides

Time Frame: School Year

Assist teachers in copying/laminating projects, other office duties as needed.

Teacher Prayer Breakfast

Time Frame: Tuesdays during the school year

Parents supply teachers with breakfast items, anything from bagels with cream cheese; muffins; coffee cakes; fruit; you decide. Juice. Food is dropped off at the end of the school day on Monday.

Catholic Schools Week

Open House volunteers would greet parents visiting the school. Provide information and give a tour of the school

Classroom Volunteer

Help the teacher with hands on activities, small group activities, or other related needs.

Health Room Volunteer

Time frame: School year

Help as needed during lunch/recess hours.

Athletic Coaches

Help the Athletic Director organize teams within one particular sport. Organize and run related practice sessions for the sport. Attend games.

Sports offered: Archery, Baseball, Basketball, Golf, Soccer, Tennis, Volleyball

Field Day

Time frame – May

Help set-up and run stations.

PSA Fun Run

Help organize student mailings throughout the year. Set-up stations for run to take place during the school day in mid April.

School Clean-up Day

Time frame: August

Help with landscaping needs on playground and around the building.

Classroom Cleaning

Time frame: first week in June

Help with washing desks and chairs, help move furniture, etc.

Other Volunteer Opportunities may be added as needed or when new ideas are thought of. You'll be enriched by doing these volunteer duties by the lifelong friendships you will make, the pride your child/ren will have for your work at and for their school, and the many blessings you will feel.