



Volunteer Information

2026-2027 (revised June 2026)

Welcome

Welcome to St. Mary's Catholic School and thank you for offering your gift of time, talent, and treasure in the service of our school community! You are an essential element in bringing Christ to the children, as your hands help make light work. We appreciate your willingness to support our children, faculty and families with your gifts. We hope that the content of this handbook will help clarify your very important role here in our school.

We encourage you to share feedback about your experience with us so that we can learn from you in order to make our school the best that it can be as God intends.

Volunteers at St. Mary's School have assisted in every area of education to facilitate the learning process for the students. They have assisted with mind, heart and spirit in the everyday functioning of the school as well as in special events that have enabled the administration and teachers to perform their work with competence and Christian concern in an atmosphere that fosters academic excellence and Christian leadership.

This program was begun by the School Board and its purpose is to encourage parental involvement. Two-parent families are asked to complete 20 hours and single parents 10 hours of volunteer work each school year. For the 2026-2027 school year, if a family chooses not to volunteer they may pay a \$400/\$200 non participation fee. Any hours NOT completed and approved will be prorated at a \$20 per hour rate and will be billed May 1st. Parental involvement helps build connections amongst parents and is highly encouraged!

PARENT PARTICIPATION EXPECTATIONS

Dual parent households are asked to volunteer for 20 hours per school year.

Single parent households are asked to volunteer 10 hours for the school year

Volunteer hours can be obtained from most school related activities and an occasional church activity(Only when approved).

Volunteer hours may be completed from June 1st to - May 31st of the current school year.

To emphasize, Service hours will be billed by September 1st of the current school year at \$20 per hour. Please note that NO money will be taken out of your account until May 1. You will only be charged if you have not completed your 10 or 20 hours depending on if you are a single-parent or double-parent household on or around April 30th. Credits will be given for any volunteer hours twice during the school year with dates to be announced. Volunteer Hours restart every new school year.

Families who are receiving financial aid through the parish are required to complete up to 10 additional volunteer hours during the school year. Five (5) additional hours if you are a single-parent household and 10 additional hours if you are a double-parent household. Families receiving parish financial aid who fail to complete their volunteer hours and additional hours, will not be eligible for parish financial aid the following school year.

Any **extended family member** (grandparents, aunts, older siblings (16 or older) may donate their service hours to your school family. Others may donate their hours to the volunteer bank and families must apply to receive these hours through the Google Form that will be sent out towards the end of the year.

Hours should be recorded through FACTS Family Portal. Please round up to the nearest half hour.

Your choice of hours and number of hours served is based on an honor system.

Every effort will be made to recognize any and all of your allowable volunteer activities.

Volunteer Activities/Programs

There are many activities in which volunteers are needed at St. Mary's School. Each activity has a variety of responsibilities. Volunteers need to familiarize themselves with the duties of any given service in order to execute their service with reasonable care and ability. These responsibilities are noted within this handbook. NOTE: All volunteers who work with children MUST be Safe Environment Certified and be able to pass a background check.

Volunteer Rights

As a St. Mary's School volunteer, you have the right to:

- be welcomed as a valued member of our school community;
- be assigned to a volunteer area where you feel comfortable and confident;
- the respect of our school community;
- receive necessary information and orientation;
- have your questions answered clearly and promptly;
- volunteer as long as you and the administration agree that the arrangement is mutually beneficial.

Volunteer Responsibilities

It is important for all volunteers to understand and appreciate the following responsibilities and/or conditions for volunteering at St. Mary's School:

- Every activity in St. Mary's School needs to be performed in an atmosphere of Christian kindness and concern for one another.
- Volunteers are expected to support the Catholic teachings of the Church and refrain from expressing any opinion that varies from Church teaching.
- Volunteers must always be positive role models. Children model a great deal of their behavior on their experiences with their own parents and other adults. Actions truly speak louder than words and these actions are often copied and repeated by children.
- Volunteers need to be physically and mentally present to the students if they are volunteering in a supervisory capacity. The health and well being of the students, especially the younger ones, depends on this consistent vigilance. Children may never be left unsupervised and care should be taken that parents situate themselves when volunteering so that the safety and care of the children is maximized.
- Any form of corporal punishment is not permitted at St. Mary's School. Corporal punishment is any punishment that can be construed as punitive, including shaking, pushing, hair pulling, etc. Volunteers need to refrain from any touching that could be considered punitive.
- Children work best in a fair, consistent Christian environment. Volunteers are asked to consider what is in the best interests of all the children when volunteering at St. Mary's School.
- Volunteers are encouraged to enhance the professional atmosphere of the school by dressing appropriately and modestly for the activity at hand.
- Every word spoken to an adult or child needs to use positive and respectful language. There is never a place or time at St. Mary's where foul, demoralizing language or curse words are permitted. If children use inappropriate language they need to be immediately told that it is unacceptable and instructed in a better way to express themselves. Verbal interaction with children should always be positive and Christ-like.
- All volunteers must support the authority of teachers, staff, administrators and our Pastor in a kind and respectful way.
- Volunteers must arrive on time and stay for the agreed-upon time. If a volunteer is going to be absent or late for their assigned position, he/she should notify the appropriate persons/school office.
- Volunteers must be aware of all emergency procedures and have to be Safe Environment Certified.

School Security

All students, staff members, parents, volunteers have the right to a secure environment. Security takes on many facets at St. Mary's School. Volunteers are asked to sign-in at the school office and to wear a "visitor" badge that is clearly visible. This will alert anyone who does not know the parent/volunteer that he/she has administrative approval to be in the building or on the grounds. No adult may work in the building or participate in field trips and other activities until they are *Safe Environment* certified and successfully completed a background check.

Confidentiality

In the course of your volunteer work, you may learn confidential information about students and staff. As a volunteer, you are expected to keep this information confidential in any setting inside or outside the school, just as you would want your own privacy rights respected.

If a student confides that he/she is being abused or has a desire to hurt someone or him/herself, that information must be reported to the administration immediately.

Health and Safety

Advocates for children, especially those who volunteer their services in Catholic education, need to be vigilant that every child's "health, education and welfare" are maintained at the highest level. The following are key points of health and safety for our volunteers:

- Volunteers are asked to survey the surroundings of an activity to assure that the area is physically safe (no harmful obstructions are present) for the children.
- Volunteers are asked to report to administration any person that they feel has no permission to be in the building or on the grounds when children are present.
- If more than one volunteer is involved in an activity, the volunteers should spread out to maximize the field of vision and safety for all students.
- Volunteers should never allow themselves to be alone with a student or to physically touch them. This maximizes protection of the child as well as the reputation of the volunteer.
- Volunteers are never allowed to drive students to any destination without the expressed permission of the child's parent/guardian.

Volunteer Opportunity Described with Summary of Responsibilities

The following is a list of activities and opportunities for volunteers. It is not intended to be an exclusive list as there may be additional events or tasks from time to time.

8th Grade Banquet. Generally occurs the Friday before graduation. Hosted by 7th grade families. The banquet recognizes our upcoming graduates and scholarships are presented. There is a dance after the formal program.
Volunteer Responsibilities: varied; can serve as committee chairperson (decorations, program, dinner); can assist with decorations; set-up for dinner; tear down for dinner. **(chair person automatic 10hrs)**

Alumni Events. if applicable (At this time there is not an alumni committee.)

Arrows to Aerospace Parade. Family members are encouraged to join the school community in walking in the annual Arrows to Aerospace Parade. The group meets in the school parking lot and walks together down Mission Avenue to Washington Park. Participants are asked to bring candy or small trinkets to pass out along the parade route. A parent or a designee must be present with children during the event. **This counts as 2 volunteer hours per family.** Children cannot earn volunteer time.

Athletic Director- This position fulfills the requirement. **(20hrs this person covers volleyball and basketball along with many other duties)**

Bake sale. From time to time, classes or clubs may hold a bake sale for fundraising. The organizer will send the request for volunteers including supervision, baking, set up and clean-up. **This counts as 1 hour per family per activity. (max of 5 hrs a year)**

Book Fair Book Fairs are held once a year under the supervision of the Library and Media Facilitator. **Volunteers are given credit for each hour** they spend helping with set-up, during open Book Fair hours and tear down after the Book Fair closes.

Budding Botanist Helper. Supervision of children and assistance with gardening tasks. No gardening experience required! **(1hr per meeting)**

Building and Grounds Committee (School Facilities). This committee meets monthly to advise and assist the Facilities Manager and leadership team with planning, evaluating and improving the school environment. **This fulfills the entire requirement and is by invitation only.**

Catholic Schools Week. A variety of events and activities are planned during the last week of January each year. Past activities sponsored by Home and School have included a Talent Show and/or Family Dance. **Volunteer activities are credited as hours directly related to the planning, set-up, clean-up and supervision of the event.**

Chaperones on Class Trips (hrs may vary)

- Class trips are planned for the educational value they offer and for the enjoyment of the students. Volunteers are asked to facilitate the work of the teacher so learning in a setting outside of the classroom is maximized. Each volunteer is responsible for being in attendance on time according to the scheduled list prepared by the teacher.
- Each volunteer will be assigned a specified number of students to chaperone and supervise on a trip. The parent needs to be physically and mentally present to these assigned students during the course of the trip. If the parent is not familiar with the students, he/she should keep a list of the names of students and do frequent head counts throughout the day. Teachers will prepare lists prior to the trip and make identification badges for younger children to facilitate the chaperone's job.
- Volunteers are asked to remind children to be seated when on the bus and to speak in a conversational tone. Everyone's good behavior is expected so that the bus driver can drive safely to and from the trip's destination.
 - **If a volunteer or a student needs to leave the group, use a restroom, get medical attention, etc., the volunteer needs to partner with another volunteer or teacher so that no child is ever left alone. Volunteers need to partner with another volunteer when there is a scheduled rest stop. One parent should go to the restrooms while the other watches the remainder of the group in an adjacent area.**
 - **Volunteers are asked to assist the students with refreshments during the day. Children are expected to clean up after themselves and leave eating areas in good order. Volunteers need to check any place the students have used so that it is left clean and no personal belongings are left behind.**
 - **The volunteers need to assist the teacher at the end of a trip when the children should be escorted to buses. A headcount must be done before any bus leaves an area.**

Chess Coaching if applicable (at the present time, there is no Chess Club)

Chick-fil-a Spirit Night. Parents and family members are greeters at the local Chick-fil-A during food night. Volunteers are also tasked with helping to clean tables and tidy the seating areas. **Hours are credited for adult volunteers for the length of time actively greeting customers and cleaning tables.**

Christmas Luncheon. if applicable

Classroom Support. Tasks vary according to the needs of the students. Some examples are: organizing materials for lessons, working with small groups of children, cutting and collating project materials, classroom organization or clean-up or other duties as assigned by the teacher. The teacher should let the volunteer know what support is needed so the activity can be recorded in Facts correctly. This does not include donations for the classroom such as school supplies, treats or other items. **(hrs are determined by the teacher)**

Coaching Athletics. All coaches/assistants are given sports league guidelines that must be followed. The sports program is administered by the Athletic Director for St. Mary's Parish. **(Up to 10hrs per team)**

Fall Fundraiser. Help is needed to coordinate communications about the fundraiser, collect orders or monitor fundraising progress electronically depending on the type of fundraiser. Money raised by families through selling or

supporting the event go toward the Fundraising Requirement and do not count toward the volunteer commitment. **(10hr max)**

Field Day Help. At the end of the year, students participate in field day activities. Volunteers are needed for: preparing and serving lunch, supervising activities and generally assisting in field day fun. **The credit for this activity is hour for hour of active volunteering.**

Field Trip Driver. From time to time, parents are asked to drive small groups of students to and from field trip locations. All drivers must complete the Safe Driver Course offered online through Catholic Mutual Group. **Hours vary and include time driving to and from as well as supervising the event.**

Furniture Moving and or Classroom Set-up. **This is an hour per hour of assistance credit and by invitation only.**

Grants Committee. We need assistance looking for grant opportunities as well as completing the grant applications. Descriptions are available once Grant writing opportunities are identified.

Halloween Fun Night. There are MANY tasks that volunteers can complete before, during and after the event. **This is an hour per hour of assistance credit. Contributions of candy for the event do not count toward volunteer hours.**

Hand Out Bookmarks or Prayer Cards. Students and their family members hand out bookmarks at the entrances to church. This is generally twice a year during Advent or Lent. **Limited to 1 hour per family per semester. (currently not being done)**

Health Screening. Volunteers assist the school nurse with recording height, weight or other health statistics. **This is hour for hour of active volunteering.**

Home & School Officer/ Home & School Executive Meeting. This opportunity is for the Home and School Officers. **Holding an executive office fulfills the entire commitment for the school year. (20hrs)**

Home & School General Meeting. Open to any family member, these meetings are held quarterly at the school or via zoom. **Limited to 1 hour per meeting per family. If attending via zoom, you must attend for the entire meeting.**

Library Assistant. Help with library tasks such as shelving books, book repair, working to catalog books for adding them to the library. **This must be signed off by the Library Supervisor.**

Lunch Room Duty/Serving Lunch. (2hrs)

- Each volunteer is responsible for being in attendance on time according to the scheduled list. If a parent is unable to fulfill this responsibility, advance notice should be given to administration so that a substitute can be contacted in time.
- Volunteers are asked to situate themselves throughout the cafeteria so that supervision is maximized.
- Children are expected to speak in a conversational tone at the table and display acceptable table manners.
- Volunteers need to ask the head of the cafeteria each day if any specific assistance is needed with the preparation or distribution of food.
- Assistance is needed, especially with the younger students, with opening of milk containers, juice boxes, lunch boxes and wrapped food items or utensils. Volunteers need to go to the child, not the child to the volunteer, so that the child can remain seated. This will enhance the order in the cafeteria and prevent drinks or food from being spilled.

- Volunteers are asked to assist the students in the clean up effort. Children should be encouraged to clean up after themselves and instructed to place everything disposable at their places in waste baskets before being dismissed from the cafeteria.
- Volunteers are asked to take a prayerful stance when Grace After Meals is recited. Children are expected to be reverent at prayer.
- Volunteers are asked to assist with the lining up of the children when it is time to leave the cafeteria.
- Children are expected to remain seated while eating, dispose of lunch garbage in the large receptacles and line up quietly when it is time for recess. The playground monitors will lead them outside.
- Volunteers need to follow the list of rules given to the students regarding their behavior in the cafeteria. These include:
 - All food and drinks must be purchased upon entering the cafeteria.
 - Students may talk softly during lunch, however, talking is not permitted after prayers.
 - Students must raise their hands to ask permission to use restrooms located in the cafeteria.
 - Students must be respectful at all times to adults in the kitchen and cafeteria.
 - Students must sit properly with both feet on the floor.
 - All students must remain seated until their table is called to throw away their garbage.
 - No student may leave the cafeteria to go to his/her classroom after lunch, unless the student's name is documented by the supervising person in a note given to the person in charge of the cafeteria that day.

Maintenance - Inside School These tasks vary and will be offered by the Facilities Manager

Maintenance - Outside school The biggest need is for families or individuals to water the gardens and pull weeds during the spring and summer months. **A sign-up genius will be sent out.**

May Crowning Help. Serving treats to the 2nd and 8th Grade classes and clean-up afterward. (currently not being done)

Pancake breakfast The Home and School and the Office of Evangelization and Catechesis prepare and serve Pancake Breakfasts throughout the year. Help is needed to set-up, prepare, serve, and clean-up for these breakfasts after masses on designated Sundays. **(A Sign up Genius will be sent out. Only 16yrs and up hours are counted)**

Parent Greeters: Parents and families may be asked to greet parishioners at Mass, at school sponsored events or from time to time welcome visitors into the buildings for Open House, Reunion Weekends or other "open to the public" events. **Will send out a sign-up genius.**

PK/K Info Event (during the January Open House) Parents can sign up to assist with school tours, signing parents and children in or other tasks such as serving cookies and punch. **A sign-up genius will be sent in advance.**

Playground Duty Parents can sign-up to assist teachers in supervising on the playground during the lunch recess times. **A Sign up genius is sent out set hours allowed.**

Project Hope SCRIP Cards Parents may volunteer to help with the Project HOPE Scrip Program. A full description can be obtained by calling the office. **(Fulfills 20 hours)**

ProLife Activities Any school sanctioned Pro-Life activity is included in this category. This includes the annual Walk for Life, praying outside the Abortion Clinic, participating in gathering signatures for the Pro-Life petition drive, collecting items for EPS with students and staff, helping collect for Help for the Homeless, driving to the Assisted Living Facility for caroling or for The Stations of the Cross presentation. This is just an example of what we do for Pro-Life from conception to natural death.

Retreat Chaperone 7th and 8th graders are provided opportunities to attend Confirmation Retreats in both years of preparation. Parents are needed to assist with supervision. A parent need not be Catholic, but his or her child must be a participant. **This is an hour for hour opportunity.**

Room Parent. Room Parents come under the auspices of the Home and School Association. All room parents are given an additional room parent handbook at the beginning of each school year which provides additional information on responsibilities. This fulfills the commitment for the school year. Room Parents must be Safe Environment Certified. (full 20hrs as this includes two parties, class assigned spirit day and auction projects) Also add helping at parties 1hr by hr for non room parents baking etc. **1hr per party.**

School Clean Up This opportunity will be announced through a Sign-up Genius when the need arises.

Spring for the Children Benefit Auction

The following opportunities are part of the “Spring for the Children Benefit Auction”. All parents are asked to help with the auction in some capacity. No previous experience is necessary!

Benefit Auction Catalog. The “Spring for the Children Benefit Auction” is the largest fundraising opportunity of the year. Traditionally held in the spring, there are always many opportunities to assist.

Silent Auction – Baskets. Assembly, wrapping and photos

Silent Auction - Data Entry

Silent Auction – Donation. Call local businesses to solicit donations

Silent Auction - Set Up/Clean Up

Silent Auction Chair

Silent Auction Committee

Verbal Auction Helpers

Each Auction chair fulfills the 20hrs max. If helping this is an hour for hour opportunity.

Special Friends Mass Helper. Assist with set up, serving and clean-up of treats after the All School Mass. (currently not being done)

Talent Show. See Catholic Schools Week.

Teacher Luncheon/ Conference Dinners Volunteers may be asked to prepare, set-up, serve and clean-up teacher meals. This may also include ordering or picking up meals from local vendors or catering companies. (Currently not being done)

Trivia Night. Various opportunities such as food prep and set-up, help during the event and clean-up afterward. There is generally an individual or couple who manages all volunteers who sign up to help with Trivia Night. This is an adult-only event. **This is an hour to hour opportunity.**

Uniform Assistance Program. Volunteers are needed to organize the uniform closet and go through donations. This may include laundering and repairing uniforms before adding items to the uniform closet. **The uniform coordinator position fulfills the entire volunteer hour requirement.**

Wits clash Parent Chaperone/Sponsor Room This event is overseen by the Middle School club sponsor. All duties and assignments are at his or her discretion. Generally, this is an opportunity for parents who have students in the Wits Clash Club. **This is an hour for hour opportunity.**

Volunteer Hour Bank: Families may donate hours to the Volunteer Hour Bank. A family who cannot complete their hours may be given up to 5 hours for a single parent household or up to 10 hours for a dual parent household. No family may receive the entire number of hours required for volunteering. Any special circumstances or hardship may be considered by the administrator and the pastor to waive the requirement or adjust the number of hours required for a family. All requests must be submitted in writing to the Principal and Pastor.

General Events/Fundraisers

Every special event or fundraiser has its unique responsibilities. In preparation for these events, chairpersons and committee members (Home and School and volunteers) are asked to meet with administration in advance of the event to decide the various roles needed by volunteers in order to make the event safe and successful. All volunteers need to be apprised of their duties so that they can adequately perform the tasks needed. Since coverage is important to the success of any event, parent volunteers are asked to make every effort to be on time and perform the assigned tasks. Fundraising and funds generated are part of the general fundraising requirement. That program is separate from the volunteer requirement and is monitored by the Home and School Executive Board.

Supervision of Volunteers

The principal is responsible for the total school operation; thus, he/she supervises or delegates supervision of all who serve in any capacity in this ministry.

All Volunteer hours must be logged into the Student Information System to be considered for approval. Volunteer hours for the year run from June 1st through May 31st.

Approval of Volunteer Hours and Opportunities

Approval of volunteer hours and opportunities offered are the responsibility of the school administration with consultation with the Home and School Executive Board. All hours are subject to approval of the pastor. Ministries at church are not considered volunteer opportunities. This includes but is not limited to; Music Ministry, altar serving, choir, and or children's liturgy of the Word. These are considered gifts in the service of your faith.

Right to Amend

The principal/ and pastor reserves the right to amend this handbook. Volunteers will be notified promptly of any changes to the requirements or procedures.