

**Parent Volunteer Opportunities  
Handbook  
2016-2017**

Dear St. Pat's Parents,

St. Patrick Catholic School is a wonderful place for our children to grow, academically, socially and spiritually. Parent involvement and participation not only allows you to show your support for the faculty and the school, but also has become absolutely necessary to maintain and expand many of the academic and extracurricular programs and services available to our children. Educational research also shows children achieve at higher levels if parents are involved in their children's education.

Volunteering at St. Pat's can be viewed as a 20 hour per family requirement per year or it can be viewed as opportunities to be involved in your children's education and growth at St. Pat's. Our children spend so much of their time in school that getting involved in their school allows you to get involved in their lives in more ways than you might imagine. Parents who are involved with their children's school are so much more connected with their children's lives, and with each other. The message we send to them is that we truly care about their school—*our* school—and about them.

As parent volunteers who are deeply committed to our kids and the betterment of St. Pat's, we encourage you to reach out and volunteer. Volunteering has enabled us to build meaningful and lasting relationships with our faculty, staff, parents and students. Together, we have volunteered for just about every PTG position available. We continue to volunteer when possible to drive and chaperone on field trips, assist in the classroom, and help where help is needed.

Please take some time to read this handbook to learn more about the various PTG positions and how you can become involved without holding a position. We invite you to reach out to us or any of your PTG leadership with questions, suggestions, or concerns.

We look forward to meeting you.

Thai Park, PTG Co-President

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# **PTG Leadership**

**President (or Co-Presidents) Vice President Treasurer Secretary**

## **Class Representative**

- Attends monthly PTG meetings and contributes to the discussions on PTG activities as the class representative.
- Sends out PTG meeting minutes to the families in their class, personalized and targeted toward their grade.
- Acts as a communication link between parents in their class and the PTG Board/Committees.
- Communicates with the Room Parent on school events and class needs.
- Coordinates the Apple Jar sign-up for their designated month.
- Helps coordinate parent, teacher and class involvement for the classroom's booth for the Fall Festival.
- Works with the Auction Class Project Committee to recruit parent volunteers.

## **Room Parent**

- Plans all class parties with teacher (Halloween, Christmas, Valentine, and End of the Year Class Picnic).
- Coordinates all gift-giving within the individual class.
- Coordinates the Christmas Outreach according to the guidelines of the PTG Board.
- Coordinates Teacher Appreciation according to the guidelines of the PTG Board.
- Communicates on a regular basis with the PTG Class Representative for all upcoming school events and individual class needs.
- If there is more than one Room Parent, PTG will select one Room Parent to act as communication point person.

# Fundraisers and Social Events

## Auction

The annual St. Patrick Catholic School auction is our premiere fundraising event, raising much needed funds for our school. The auction is held in November of each year. School families are asked to contribute to the auction in several ways (providing donations for projects and baskets, hosting parties, attending the auction, etc.) In addition, there are many positions and roles to fill and volunteers are always welcome.

- *Auction chair(s)* - Responsible for determining auction date, theme, fund an item goals and overseeing all committees. Communicate all auction information to school and parish community as needed and generate excitement for auction items to raise money for school.
- *Acquisitions* – This team reaches out to members of the community for donations of goods or services, solicit donations from school and parish families and businesses.
- *Class Baskets Chair* - Coordinates with the PTG reps to solicit family donations for themed gift baskets.
- *Class Projects Chair* - Coordinates with PTG reps to help students create projects that can be sold at the auction (Buy Backs or one larger project).
- *Data Entry* - Volunteers input information on items received as donations.
- *Designer* - Graphic designers are needed to help create the look and feel of the auction communication, invitation, raffle tickets, logo, letterhead, etc.
- *Event Coordinator* - Helps coordinate event logistics, decor, basket assembly and merchandising.
- *Event Help* - Volunteers help set up for the auction and work the night of the auction (computer work and help overseeing silent auction).
- *Grandparents Giving Campaign Chair* - The recent launch of the grandparents giving campaign has generated almost \$15,000 in just over a year. Update grandparents database and send updated mailing to grandparents requesting help. Track responses so grandparents can be appropriately recognized and thanked.
- *Party Center Chair* - Determines themed parties to sell at the auction and recruit parent volunteers to host parties (includes parties for grade levels and parent parties)

- *Raffle Chair* - Determines raffle theme (50/50 has been popular in recent years) and work with designer to create tickets. Create incentives for selling tickets among school families to increase ticket sales. Be available to sell at school, mass or school events as needed.
- *Teacher Experiences Chair* - Works with teachers to determine what teacher experiences are donated based on previously successful events and help establish event calendar for teacher experiences.

## **Golf Tournament**

Help plan, organize and run the St. Patrick Catholic School golf tournament. This event is always held in March around St. Patrick's Day (this school year March 14, 2016). This is a fun and exciting way to get involved with the school and to learn how to put on a world class golf tournament! Below is a partial list of the volunteer positions needed and the responsibilities involved.

- *Master of Golf* - Tracks golfer and sponsorship registrations, assemble foursomes and keep track of tee times for tournament day. Also coordinates all tournament contests.
- *Programs/Signs* - Coordinates making of all on-course signs and tournament programs.
- *Website/IT/Check-in/Check-out* - Responsible for setting up registration website, coordinating all golfer check-in and check-out activity on tournament day
- *Volunteer coordinator* - Runs schedule for all volunteers on tournament day.
- *Advertising* - Writes weekly blurbs in school newsletter and church bulletin about sponsor/golfer registration progress and deadlines. Also coordinates Dad's Happy Hours.
- *Plaques/Trophies* - Coordinates procurement of all plaques and trophies for sponsors and winning teams, respectively.
- *Prize Chair* - Coordinates procurement of all live and silent auction items, donated goods for golfer goodie bags, and raffle items. Also coordinates goodie bag assembly prior to tournament.

## **Jog-A-Thon**

This is an annual event coordinated by the Booster Club. Proceeds from the Jog-A-Thon go back to the school and the athletic department. The success of this event is attributed to the volunteers and to students and their sponsors. Coordination of this event is done by the Booster Club and the athletic department. Volunteers are needed before and during the event.

## **Scrip and eScrip Programs**

The school's Scrip and eScrip programs are easy opportunities with a high potential to raise funds for our school. Parents and friends can use one or both of these programs to buy gift cards for products and services they would normally buy. A portion of what is spent goes back to the school. The Scrip Coordinator works with our front office staff to keep this program running smoothly. Tasks include:

- Inputting all orders into the Scrip system. This would include any daily orders that are filled by the office plus the entry of the weekly orders every Monday.
- Submitting all purchase orders through the system as needed.
- Receiving the order into the system and fill orders as needed.
- Maintaining the inventory.
- Depositing the funds into the scrip account at the bank.

## **Used Uniform Sales**

Previously worn St. Patrick Catholic School uniforms are donated by families throughout the year and are washed and resold during Catholic Schools Week and during the summer before the start of school. Volunteers assist with washing, sorting, and tagging uniforms so that they are ready to sell.

## **One Stone**

One Stone is a parent led group that strives to bring school spirit and student involvement to small fundraising efforts. Funds that are raised through events such as Jeans Day, Jersey Day, and Recycling Day go directly to the capital campaign. One Stone's motto is *Every Little Bit Helps...One Stone at a time!* Please contact Monica Taitano at [monitaitano@gmail.com](mailto:monitaitano@gmail.com) to get involved

## **Fall Festival**

Fall Festival co-chairs organize this annual fall event that includes family activities, games, and a fun zone complete with carnival-style attractions and food concessions. Volunteers are needed to help plan, organize and execute this themed event. Room Parents and PTG Reps work with each other to coordinate their class booths. Parents and students of each class get involved as well. Campus clubs such as the Boosters Club, St. Pat's Angels, and our Military Outreach group also get involved with this family event. The co-chairs also work with the parish (Knights of Columbus) to involve our parishioners who may not necessarily have kids attending St. Pats. Outside groups and organizations like the Boy Scouts, Girl Scouts, dance troupes, martial arts groups, etc. are also asked invited to contribute as well as attend to help make this event a success.

## **Grandparents Day**

Grandparents' Day is an annual event that takes place in the Parish Center every spring under the direction of our music teacher. The main event is a musical gala performed by the students of St. Patrick's School in honor of their grandparents. Event chairs help with planning, organizing and promoting the event. Other volunteer opportunities include:

- Setting up and decorating the Parish Center the day before the event
- Helping with kitchen and buffet service
- Greeting grandparents
- Breaking down and cleaning up after the show

## **Family Dinner Nights**

Help organize family dinner nights at local restaurants that return a portion of the proceeds from food and beverage sales on the appointed night back to the school. Volunteers are tasked with finding and scouting out restaurants willing to participate and they are also tasked with promoting the event.

## **Ancillary Fundraisers**

Throughout the year, volunteers are needed to assist with smaller fundraisers, from collecting box tops to baking for bake sales.

# **School Community**

## **Classroom Volunteer**

Help out in the classroom, coordinating your activities with the teacher.

## **Sports Volunteer**

Assist the athletics department of the school.

## **School Volunteer**

Assist the various departments of the school, such as music, computers, art, day care, library, mentoring, and student council.

## **Community Outreach – St. Pat’s Angels**

St. Pat's Angels is a community service organization at St. Patrick Catholic School dedicated to putting our Catholic faith into action. Our goal is to help make family friendly service opportunities convenient and fun. St. Pat's Angels has grown tremendously since its inception in the fall of 2013, now managing the following:

***Drive Campaigns*** - The SPA facilitates three drives on campus each year to help those in need, including a fall food drive, another during Catholic Schools Week in January to help expectant or young families, and a third in the spring with varying causes depending on the greatest needs of the community.

***Group Service Organizations*** - The SPA organizes hundreds of group service opportunities each year which support seniors, companion animals, the environment, the military, the poor, and people with special needs.

***Intelligence Gathering*** - The SPA maintains a database of contacts to help families and students independently arrange for community service opportunities. The SPA maintains a website, blog, and public calendar as part of this outreach effort.

**Partnerships:** The SPA facilitates partnerships with other charitable organizations and schools as well as the public to encourage a love of service and greater unity within our community.

**Angels for Peace,** a Kids for Peace Program - Starting during the 2015-2016 school year, the SPA will also offer an extracurricular club on campus with the goal of helping the students to take on greater leadership roles within the SPA. The club will offer both after-school and lunch time activities designed to help foster compassion for others and confidence in the belief that each person can make a difference.

A team of volunteers meets regularly to support the many aspects of the organization. Volunteers wishing to assist with the growth of the St. Pat's Angels will find open and welcome arms. This is a growing organization and we welcome all and any help. Opportunities to serve at home or during flexible hours are available in addition to opportunities on campus during school hours and evening or weekend opportunities. SPA events are open to all ages, with limited exceptions, and the entire family is encouraged to participate. Please contact the SPA at [StPatricksAngels@gmail.com](mailto:StPatricksAngels@gmail.com), visit the website at <https://stpatsangels.wordpress.com/> , or check out the group opportunities at <http://vols.pt/hXBLVa>.

### **Family Hot Line**

Help support our school families in emergency situations, through organizing meals, carpools, and other assistance the families may need.

### **Hospitality**

Plan and organize all refreshments for school gatherings. This includes Kindergarten Round Up (prior to the start of the school year), Welcome Coffee (first day of school), Open PTG meetings (September/January), and Teacher's Appreciation Luncheon (May).

### **Lunch Program**

The school lunch program through Ki's is dependent on volunteers to help distribute lunch to the students each day from 11:30 a.m. to 12:45 p.m. This is a great opportunity for parents to match names to faces of students, other parents, faculty and staff.

### **Lunch Monitors**

Volunteers are needed on a daily basis to help keep a watchful eye on the students during lunch and help the teachers maintain order. An added benefit for parents who are able to volunteer during lunch is the opportunity to bond with their children.

### **Moms In Touch (MIT)**

Moms In Touch is a group of St. Patrick's parents that meet once a week to pray for our children, our school and staff, and our St. Pats community. Every week the students and staff send their prayer requests to the Moms In Touch. MITs spend time in fellowship thanking God for their blessings, and asking Him to meet their needs and the needs of those in our very special community. They also pray for prayer requests that they receive by email. Even if you can't make the meeting every week, they would love for you to join them whenever you can make it. Inquiries and prayer requests can be sent to St. Pat's Parent, Leslie Case at [leslie.case@att.net](mailto:leslie.case@att.net).

### **Campus Gardeners**

St. Pat's always welcomes the help of green thumbs to keep the campus looking nice by watering and maintaining the various planters and window boxes around the school grounds.

### **Safety**

Parent volunteers are needed to help patrol the Kindergarten and First Grade parking lot in the morning, at drop-off, and in the afternoon, at pickup.

Volunteers keep watch to make sure parents drive safely and park appropriately. Cars in the drop-off line are to keep moving until they reach the school gates as students should not disembark early from the drive-thru line.

### **Teacher Appreciation**

Help coordinate the group thank-you effort that takes place one week out of the year. We have a teacher luncheon, we collect flowers for the teachers, and we do various other activities to thank our faculty. The more volunteers, the heartier the thank you!

# **Behind the Scenes**

## **Publicity**

Help publicize school events and accomplishments big and small, from the auction and golf tournament to our sports victories and our success in the academic decathlon. During the past two years, we have seen St. Pat's showcased in news print as well as on local televisions news stations. In addition, St. Pat's Facebook page has successfully taken off and is a great way to reach out to St. Pat's parents who prefer communication through social media.

## **PPP Hours**

Help track parental volunteerism to ensure everyone does his or her fair share.

## **Web**

Work with our new technology committee to spruce up our school Web site and make it more functional, friendly and interactive.

## **At Home Work**

Various tasks throughout the school year are available for those parents wishing to fulfill their PPP requirements but who may not be able to be on campus.