




**St. Michael School**  
**Parent Volunteer Program**  
**2017-2018**

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St. Michael School (SMS) has a very extensive Parent Volunteer Program. The one thing we all have in common is the fact that our children go to a Catholic school and St. Michael has been building tomorrow's leaders for over 100 years. The community we create gives our children an experience that can't be found outside of the Catholic school environment and we are very proud of that.

**There are three primary reasons why we all need to volunteer:**

-  1 It is mandatory for each family to volunteer a minimum of 20 hours before the end of the school year.
-  2 Volunteer involvement equals stronger events and programs and this added strength turns into more revenue or support directly impacting your children.
-  3 Because it's what we need to teach our children. We are stewards of the Catholic community and our children will grow up following our lead.

To ensure the success of our volunteer program, full cooperation is required from all of our school parents. All parents must volunteer and can get involved by assisting in the school programs during the school day, at home, in evenings or on weekends—whatever suits individual lifestyles. Each family is expected to participate in a minimum of twenty (20) hours during the school year. Family members (e.g., grandparents, aunts, uncles) or friends of school families can volunteer hours on behalf of school families. Parents will be charged a \$20.00 fee for each volunteer hour missed or not completed by June 1, 2018, and will be invoiced.

There are six program categories you can sign up for:

- **Enrichment**
- **Classroom**
- **Library**
- **Office**
- **Events**
- **Additional Program Support**

On the following pages you will find job descriptions for each item under these six categories. There may be opportunities that become available throughout the year and

these will be communicated when they become available. Please read the descriptions over carefully and find a job or jobs that will fulfill your volunteer requirement. Some jobs may allow you to bring small children, other jobs involve working at home, and some jobs involve working with the children at school. There is something for every person and every lifestyle.

Please sign up for a specific task or tasks listed in this document instead of creating ways to get volunteer hours complete. You must ask permission first to confirm if a task you are considering outside of those listed in these guidelines can count for your hours. The programs in place need volunteers and if parents find different ways to complete hours other than the positions we need filled, we run short in the areas. Some tasks, e.g., choice lunch helper, only need one person per day so we don't need two people on this in one day. We will assign the role to the first person who signs up if the role only needs a limited number of people.

Sign-ups for the 2017-2018 school year will begin on May 12, 2017. If you are a current SMS family, please sign up in the school office in the volunteer binder by June 8, 2017 to ensure you get your first preference. For new incoming families, we will have the sign-up sheets for each program available on the first day of school on August 21.

If you have any questions about the Volunteer Program protocol contact the school principal at 925-447-1888.

If you want to learn more about a specific task or event or want to “pick a brain” before signing up, please contact the Volunteer Coordinator, Vanessa Gallo at 925.963.7958 or [vanessa@gallocommunications.com](mailto:vanessa@gallocommunications.com).

“Volunteers don't necessarily have the time; they just have the heart.”

-Elizabeth Andrews

**Note:** For tasks that involve chaperoning of students, or work on campus or in the classrooms with students, volunteers are required to complete the VIRTUS Online Training. A link to this training is available on the school website. Check in at the office for instructions and information.

## Enrichment Program

**Small Motor:** Classes are held during school time and specific dates and times will be finalized by the beginning of the school year. Visual, auditory, motor, and comprehension skills are the major areas of perception that are developed during the year. Time commitment is 20 plus hours for the school year.

**Art:** Classes are held during school time and specific dates and times students are given the opportunity to grow through creative experiences. Weekly lesson plans are provided. These lessons develop skills in fine motor and creative expression. Time commitment is 20 plus hours for the school year.

## Classroom Support Program

**Room-Parent:** Each grade is in need of at least two room parent volunteers. Room parents work with the classroom teacher to organize class parties and plan one teacher luncheon per school year. Duties vary according to the grade and are decided by the teacher. The Parent Teacher Group (PTG) holds a Head Room Parent position and this person will communicate to all the class room parents at the beginning of the year as well as throughout the year to keep them informed of important needs and information throughout the school. Time commitment is 20 plus hours for the school year.

**Chaperoning/Driving Classroom Field Trips:** Parents are needed to drive/chaperone for field trips. Time commitment varies. Room parent will communicate needs as they arise. Proof of current automobile insurance required for drivers.

**Classroom Special Day Activity:** Parents may be asked to assist with various activities. Time commitment varies. Room parent will communicate needs as they arise.

**Jr. High Dances:** This committee organizes, decorates, prepares treats, and cleans up the 3-4 Jr. High dances held during the school year. Time commitment is 20 hours for the school year.

**Yard Duty:** Volunteers are needed to help supervise at lunch recess. The Yard Duty volunteers are needed Monday through Friday. Time commitment is 11:45AM-1:00 p.m. Different volunteers can pick a different day of the week. Full-year commitment appreciated; shorter terms acceptable. 20+ hours.

**Choice Lunch:** Volunteers are needed to help facilitate the passing out of Choice Lunch meals for each full school day. A Choice Lunch rep delivers all the lunches ordered each day to the school. The Choice Lunch helper makes sure items are set up for the students to

claim in an efficient and orderly manner. Different volunteers can do different days of the week. One helper only is needed Monday through Friday from 11:30 a.m. to 12:45 p.m. Full-year commitment appreciated; shorter terms acceptable. 20+ hours.

**Picture Day:** Once in the fall, and once in the spring, the school photographer takes photos of the students. Two volunteers are needed for photo days to ensure students waiting to get photos taken are chaperoned, as well as to escort students to and from classes as each class takes turns going to the Hall for photos. 3-5 hours per picture day.

## **Library Support Program**

**Library Coordinator:** The library coordinator works directly with the school principal, teachers, and volunteers to maintain the library. The coordinator organizes and assigns parent volunteers throughout the school year and also organizes the inventory at the end of the year. The library team will receive complete library training and orientation in the fall prior to the library opening. The coordinator organizes the annual Scholastic Book Fair which is held at the same time as the school Open House usually scheduled the last 10 days of January. Time commitment is 20 + hours for the school year.

**Library Assistants:** This job requires a weekly two-hour commitment during school hours. Volunteers assist students with selecting and checking out books, decorate bulletin boards that promote current library activities, cover books, and work during our annual book fair. Time commitment is based on your Trimester sign-up.

**Book Fair Assistants:** Volunteers assist the book fair coordinator with setting up the book fair, working during the fair, and cleaning up when over. Time commitment varies.

## **Office Support Program**

**Health Chairman Coordinator:** The Health Chairman coordinates the vision and hearing testing as well as other required health testing for our students. The coordinator works with the Principal to assure that our files and records are kept up-to-date. Confidentiality is a requirement. Time commitment is 20 plus hours for the school year.

**Health Aides:** The Health Coordinator needs volunteers to assist with vision testing (one day), hearing testing (one day), and Scoliosis testing (one day) during October and November. This involves organizing, recording, going back and forth from classrooms to the testing room. You may also be asked to work on paperwork for the testing. No medical experience is necessary. You must be available during school hours and the day of testing. Time commitment is 8-12 hours for the school year.

**Laminating:** A volunteer is needed once a week to laminate, and possibly another to cut out laminated pieces once lamination is done. The day and time are to be arranged with school secretary. Time commitment is 1-2 hours a week, but varies.

**Run Copies:** Volunteers are needed to run copies weekly in the school office. This job may include some general office work. The day and time are to be arranged with school

secretary. Sign up per Trimester. Time commitment is 1-2 hours a week possibly less depending on the week's workload.

**Uniform Exchange:** Two volunteers are needed to straighten the uniforms that are located in the Uniform Exchange room in the office. First organization needs to take place the week of August 14-18, 2017 so that the supply is ready for "back to school". Bi-monthly checks are needed to keep the uniform room organized. The day and time are to be arranged with the school secretary. Time commitment is 2 hours per month. Time commitment is 20 hours if 2 hours per month are invested through the school year. Final organization of exchange items needs to take place by June 1, 2018.

**Scrip Support:** Two volunteers are needed to help with data entry and tracking of points to help when update reports are provided in March 2018. Time commitment is 20 hours.

## **Events Program**

The following events are exciting experiences for SMS families, St. Michael Parishioners and the community. All proceeds raised go to the SMS PTG which funds teacher support, student programs and other expenses, or directly to the school to help pay for curriculum supplies, special programs, technology purchases, facility repairs, or other needs not covered by tuition that the advisory school board and the principal decide the priority lies.

### **FALL**

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#### **Parish Festival (September 30 & October 1, 2017)**

The Parish Festival will take place on the school playground. The festival committee is looking for volunteers who can work game booths during the weekend. School families who work the weekend of the event will receive credit for their school hours.

#### **Walk-a-thon (Tentative: October 20, 2017)**

This event usually takes place in the fall and it runs during school hours. Students raise money through sponsorships before the event and earn prizes for specific monetary goals. Children walk under supervision around the school block.

**Coordinators:** 2 people are needed to lead the committee for this event. Time commitment is 20 plus hours for the school year.

**Event Volunteers:** 4-6 Volunteers are needed to help plan this event (i.e., meeting with committee members, decorating and organizing), set-up, work during the event and tear down. Time commitment is 4-20 hours, depending on tasks.

#### **Father/Daughter Dance (November 4, 2017)**

This is a fun event for SMS girls and their dads or significant male family members which takes place in the school Hall in November. Event usually involves a DJ, photo opportunity, and highly popular cake walk.

**Coordinators:** 2 people are needed to lead the committee for this dance. Time commitment is 20 plus hours for the school year.

**Event Volunteers:** Volunteers are needed to help set-up and take down and work during the event. This is a great way for moms to be a part of the event while dad is with daughter. Time commitment is 4-10 hours, depending on tasks.

## **Downtown Livermore Christmas Parade Involvement**

2 Coordinators are needed to set-up and facilitated the school's participation in the 2017 Christmas Parade in downtown Livermore (December 2, 2017). 20 hours.

## **WINTER**

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### **Wine Tasting Gala & Auction (March 3, 2018)**

This is our school's primary fundraiser, which brings in a lot of revenue. Its proceeds help us attain programs, equipment and other needs that tuition does not cover. This event needs a large team of people to ensure its success.

**Coordinators:** 2 people are needed to lead the committee for this event. Time commitment is 30 hours for the school year.

**Committee Volunteers:** Volunteers are needed to help the coordinators plan, organize and prepare for this event. Time commitment is 20 + hours. Sub teams:

- **Winery & Brewery Coordination** (secure the wineries and breweries who will participate; handle all communication with them up to the night of the event)
- **Wine Pull Coordinator** (collect wine bottle donations for the wine pull "game", verify bottle dollar amount, maintain excel spreadsheet, set up wine pull day of event and work with wine pull volunteers night of event)
- **Silent Auction Items** (store items that get donated, organize items into themed baskets, enter basket descriptions in excel sheet to keep track of items for auction and to use for thank you notes later for all donors; committee sends out a mass letter to local businesses for donations and very little soliciting in person is needed)
- **Silent Auction Basket Stuffing** (2 people are needed to help the Silent Auction Items volunteer to wrap all the final organized baskets)
- **Silent Auction Lead Night of Event** (2 volunteers lead the silent auction volunteers the night of the event to ensure a smooth operation with pulling of bid sheets and handling auction items before pick up)
- **Décor Team** (4-6 people who help plan, create, prepare the decorations for the event as well as set up on the day of the event)
- **Raffle Ticket Support** (tally tickets that get sold by school families and track for student contests)
- **Donation Tracking** (tally points earned by classes for any contests we run for procured donation items)
- **Program Development** (design and process the event program)
- **Dessert Auction** (recruit donors for 5-6 dessert items for the dessert auction portion of the event; donors can be SMS parents with a passion for baking or local bakeries; this coordinator is also in charge of communicating to donors up until the event as well as plan for paper plates, forks and serving pieces to give to each winning bidder of each dessert item)

- **Food Team** (a caterer will be selected; 2 volunteers are needed to plan the dessert items for the event and make sure sodas and bottled water are purchased and brought to event)
- **Registration Support** (track online registrations and hard copy registration forms and arrange seating for all registrants)
- **Sponsorships** (be the contact person for all sponsorships that come in; follow up with previous sponsors for new opportunities)

**Day of the Event Volunteers:** Volunteers are needed to help set-up, work during the event, and clean up the event (caterer will clean up kitchen; most of the tear down is to help with taking down décor and loading cars with items). Time commitment is 4-12 hours, depending on tasks.

## **SPRING**

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### **Shamrock Bingo (March 23, 2018)**

Highly popular family fun event that takes place in the school Hall. Adults and children play bingo. Gift baskets are given as bingo prizes. Additional raffle prizes offered. Food and non-alcoholic beverages sold at event.

**Coordinator:** 1-2 volunteers are needed to organize and plan event. Time commitment is 20 plus hours for the school year.

**Event Volunteers:** Coordinator will need parents to help with prep and to work the day of the event. Time commitment is 4-10 hours, depending on the tasks.

### **Tabletop Luncheon (April 28, 2018)**

For this event, SMS parents, or community members volunteer to decorate tables according to a theme of their choice. Guests purchase seats at different tables and enjoy the same catered lunch. This is an amazing event that enables creative people to shine. Raffle prizes and silent auction items are included.

**Coordinators:** 2 people are needed to lead the committee for this event. Time commitment is 20 hours for the school year.

**Table Decorators:** up to 10 tables need decorators (choose between an 8-seat 72-inch round or 12-seat 8x5-foot rectangular table). Decorators decide on a theme for their tables and provide all dishes, flatware, décor, and linens for their tables. They are responsible for set up and clean-up of their tables. Time commitment is 20 hrs.

**Event Volunteers:** Volunteers are needed to help with prep and to work the day of the event. Time commitment is 4-6 hours.

## **Additional Program Support**

**Yearbook Team:** Volunteers are needed to take pictures during the school year of events and other special moments for every grade, and to work with the production and layout of the yearbook. Time commitment is 20 plus hours for the year.

**Coordinator:** One volunteer is needed to coordinate yearbook team efforts, schedule meetings, schedule volunteers to photograph specific events and happenings on campus. Confirm deadlines with yearbook vendor, etc.

**Volunteers:** Coordinator will need 3-4 parents to help with the execution of the yearbook process. Time commitment is 20 hours for the year.

**School Board Members:** School board member positions open up at different times so volunteer opportunities may arise. School Board members must attend monthly meetings. Time commitment is 20 plus hours per school year. Interested people contact school principal at 925.447.1888.

**Support Leaders for the School Board:** Volunteers are needed to support board members. These leaders do not have to attend board meetings. Specific roles include:

**Marketing Support** (e.g., graphic artist skills, marketing collateral)

**Alumni Communication** (e.g., organize alumni events)

**Preschool Ambassadors** (e.g., visit local preschools at strategic times)

**Mentorship Program** (e.g., become a contact person for new families)

**Facilities Support** (e.g., General Contractors, Electricians, Security & IT Professionals)

Contact the school office at 925.447.1888 if you are interested.

**Box Top Coordinator:** Help is needed to sort and tally box tops from General Mills products. This job can be done at home. The school receives a reimbursement from General Mills. Time commitment is 20 hours.

**Sees Candy Coordinator:** Help is needed to coordinate the sales of Sees Candy during key purchase opportunities (e.g., Christmas and Easter). Coordinator will work with the school on deadlines and other logistics.

**PTG Board:** The PTG Board has members in place and some officer positions filled for the 2017-2018 school year. We are looking volunteers for the following roles:

**PRESIDENT-** Collaborates with Principal to coordinate events to align with school calendar. Solicits agenda items for PTG meeting. Leads monthly meeting. Gathers PTG together in July to prepare for the new school year.

**VICE PRESIDENT-** Serves as a back up to the president. Serves on School Board. Reports activities to PTG and School Board and respective monthly meetings. Typically shadows president to succeed in future years.

**MEMBER-** Attends and actively participates in monthly PTG meetings, participates in events throughout the year that work within the family schedule, and represents school community leadership.

Time commitment is 20 hours. Interested people contact Vanessa Gallo at 925-963-7958 or [vanessa@gallocommunications.com](mailto:vanessa@gallocommunications.com) .

**Grant Writing:** SMS Parents who are skilled at grant writing and are able to provide this service can research and write grants that would apply to Catholic elementary schools. Time commitment varies depending on grant type and process. Interested people contact school principal at 925-447-1888.