

IMMACULATE CONCEPTION SCHOOL

VOLUNTEER HANDBOOK



2018-19

Dear Immaculate Conception families,

Immaculate Conception School is a wonderful place for our students to grow and develop both academically and spiritually. We believe parent involvement and participation in school activities can enrich and foster the Immaculate Conception experience for students. Parent involvement not only shows support for the faculty and the school, but is also necessary in order to maintain and expand many of the academic and extracurricular opportunities offered to our children.

With this in mind, we encourage parents and families to be active school volunteers. Our volunteers can, and should be, excellent teachers and role models for our students. A close, working relationship with our families enhances the educational experience of our students and serves to promote our mission of providing an excellent education in a faith-filled environment. At the same time, we must work to protect the safety and well-being of our students. Therefore, ALL volunteers must meet certain requirements that are described in this handbook.

I ask that you take a few moments and read through this handbook. It contains the Immaculate Conception volunteer requirements and guidelines as well as a list of the many volunteer opportunities available at the school and church. I encourage you to give me a call at the school office or send me an email at mrutzert@cdeducation.org if you have any questions regarding our volunteer program.

Your time and talent are valued gifts and are necessary parts of growing a positive and supportive environment in which our children can thrive. We are all extremely grateful and hope the generosity you have always shared with our school will continue to grow and be an integral part of your child's Catholic education.

To encourage our families to get involved, we are pleased to offer a Parent Points program. Parents and grandparents who volunteer at Immaculate Conception or your family's Catholic Church can earn points toward a tuition credit of \$150. To qualify for the tuition credit, parents and grandparents must earn 100 points for each child which then becomes a \$150.00 credit on your tuition for each student. The maximum credit is \$150 per child. The details of the Parents Points program are described in this handbook.

God bless,
Matt Ritzert
Principal

IMMACULATE CONCEPTION VOLUNTEER REQUIREMENTS

1. All volunteers must have on file a BCI background check and must attend a Protecting God's Children workshop no matter how much or how little contact they have with children or youth, no matter if volunteering for the school or parish, and no matter what time of the day or night they volunteer.
2. Volunteers must agree to and adhere to the Volunteer Guidelines that are on the following pages of this handbook. Volunteers must sign the Volunteer Code of Conduct.
3. When volunteering with the children, please remember it is the teacher's job to discipline if a problem arises. If you see or hear a situation with a student (s), please go to the teacher in charge of that class or activity and tell him/her what the situation is. Do so in a quiet manner so as not to draw attention to the situation.
4. Volunteers must not bring other children to the event or activity. It's important that our volunteers are not distracted by caring for another child.
5. We encourage all family members to volunteer at the school. However, those eligible to volunteer for tuition credit points are the student (s) parents and grandparents ONLY. No other family members, friends, etc. can earn Parent Points for your tuition credit.
6. Included in this handbook is a Volunteer Tracking Sheet volunteers must use to document volunteer hours. Volunteers are to complete a row each time they volunteer and ask the person in charge, a staff member or Chairperson in charge of the event, to sign the row to verify the hours you have volunteered.
7. Volunteer Tracking Sheets are to be submitted to the school office **before the end of the school year. If your hours equal or exceed 100 points, you will be given the \$150.00 tuition credit and it will be applied to the current school year. If tuition is already paid in full, the credit will be applied to the next school year.**
8. Families who do not meet the 100 points will not receive the tuition credit. No partial credit will be given.

BACKGROUND CHECKS

The Diocese of Columbus requires all school volunteers to have a background check. Background checks can be obtained at the East Central Ohio Educational Service Center at 834 E. High Ave. in New Philadelphia. No appointment is necessary.

Please use the attached form when getting your background check. When completing the form, use the codes listed below as the reason for the background checks. All reports should be sent to:

Safe Environment Office
Diocese of Columbus
197 E. Gay St.
Columbus, OH 43215

If you've lived in Ohio for more than five consecutive years, you only need a BCI report.

If lived in Ohio less than five years, BCI and FBI reports are both required.

Reasons: FBI: Volunteer for Children's Act
BCI: ORC 2151.86

PROTECTING GOD'S CHILDREN

All volunteers are required to attend a Protecting God's Children workshop. The workshops are scheduled in the area periodically throughout the year. There is no charge for this one-time requirement. You can find a schedule of area workshops and register for a workshop at www.virtus.org.

VOLUNTEERS CODE OF CONDUCT

Please review and sign the Volunteer Code of Conduct in this handbook and return the signed paper to the school office. All volunteers are expected to comply with the guidelines described in the Code of Conduct.

DRIVERS

Volunteers who drive students for a field trip or school event must provide a valid drivers' license and proof of insurance. This is required for each trip.

DEPENDABILITY

The school relies on your support and commitment. The school staff and event chairpersons work hard to develop a schedule of volunteers and depend on those volunteers to come when they are scheduled. We also depend on you to be on time when you are scheduled to volunteer. We understand situations arise that may prevent you from coming during your scheduled time or cause you to have to arrive late. Please call the school office or the chairperson in charge of the event ASAP to let them know of your situation.

If you know ahead of time you are unable to volunteer as scheduled, please do your best to find someone who can cover for you. Please let the school office or the chairperson know of this change so the right person receives the points for the volunteer hours.

CONFIDENTIALITY

A volunteer operates in a position of trust. Personal information pertaining to students, employees of the school and families **MUST** be kept confidential.

DRESS CODE

Volunteers do not have a dress code requirement, however, it is expected that volunteers reflect an image of Immaculate Conception and wear modest clothing while working in the school or during school events and activities.

ROLE OF THE VOLUNTEER

One of the most important things a volunteer can do is follow the lead of the person in charge. Whether it is a teacher, staff member or event/activity chairperson, please follow that person's direction and do not try to change how things are done at that time unless you are asked to do so. We recognize you have great ideas to share and may even have a better way of doing things. Take time afterwards to talk with that person and share those ideas with him/her.

PARENT POINTS PROGRAM

Parents and grandparents who volunteer at Immaculate Conception or your family's Catholic Church can earn points toward a tuition credit of \$150.

To qualify for the tuition credit, parents and grandparents must earn 100 points for each child which then becomes a \$150.00 credit on your tuition for each student. The maximum credit is \$150 per child.

The Parents Points program applies only to parents and grandparents. The form used to track parent points must be turned in to the school office before the end of the school year. Parent Points have no cash value. If tuition has already been paid in full, the tuition credit may be applied to the next school year.

Volunteer Opportunities

There are many opportunities to volunteer at Immaculate Conception as well as your home parish. Those opportunities and point values are listed on the following pages. We recognize that some opportunities may not have yet been developed and may come to fruition as other school and parish events, activities and programs are put into place. At the same time, other activities may be discontinued or canceled, so the following list is subject to change.

FUNDRAISING

Box Tops and Campbell's Soup Labels – Coordinator and Volunteers
Counts and packages box tops and labels from students and submits them to various entities by the deadlines. Coordinator often runs several contests throughout the year to encourage participation. Nominal prizes to the winners.

Time Frame: all year

Points Earned: **Coordinator - 100 points**

Card Party – Chairperson

Points Earned: **Chairperson – 75 points**, Volunteers - 10 pts. per hour

Soup and Sandwich Dinner/Basket Raffle – Coordinator and Volunteers

Points Earned: **Chairperson – 75 points**, Volunteers – 10 pts. per hour

Misc. Fund Raising Events for the School or Church:

Chairperson – 75 pts. Volunteers – 10 pts per hour

SCHOOL COMMUNITY

Home & School Association Officers

This person will work with the principal to ensure all fundraising activities and Family Events are coordinated, advertised, etc. Each activity and event will have its own coordinator. The Liaison assists the principal in coordinating those volunteers and assisting as needed.

Time Frame: 20-30 hour time commitment

Points Earned: 75 points

Scrip – Coordinator

Coordinator collects, tallies and submits school orders to the Great Lakes Scrip program. Upon receipt of the gift cards, coordinator fills and distributes the orders. Coordinator also keeps a log of orders for tuition credit purposes.

Time Frame: all year

Points Earned: Coordinator -75 points

Room Parents Coordinator

Coordinator solicits room parent volunteers for each classroom. The coordinator will work with each teacher to plan various activities throughout the year. The coordinator will work with the room moms to answer questions, inform them of school traditions and policies, etc. Reminder phone calls prior to an activity will also be necessary. The coordinator will also be responsible for distribution of funds for room activities to the room moms.

Time Frame: August/February

Points Earned: 25 points

Chaperone on Field Trip or Provide Field Trip Transportation (including field day)

Chaperones the students on school sponsored field trips.

Time Frame: Varies

Points Earned: 10 points for half day, 20 points for full day trip

Grounds and Building Maintenance

Includes lawn mowing and maintenance; shrub maintenance; weeding/mulching beds; snow removal. The volunteer may also assist various janitorial tasks, repairs, maintenance, etc.

Time Frame: all year

Points Earned: dependent on task

PARISH COMMUNITY

Liturgical Minister

Eucharistic Minister, Lector, Greeter, etc. at your home parish

Time Frame: all year

Points Earned: 5 points each time

VBS Leader or Helper

Work with parish VBS Director to lead a station or crew or to provide assistance before or during VBS

Time Frame: Summer

Points Earned: 5 points each day

Parish Festival

Work various booths and festival events

Time Frame: Summer

Points Earned: 5 points for each event

Girl Scouts and Boy Scouts

Attend meetings, events, etc. with your child's troop

Time Frame: all year

Points Earned: 50 points for leaders; 5 points per meeting for volunteers

Music Ministries

Cantoring, participating in various choirs, etc.

Points Earned: 10 points each time

PSR Teacher

Teach in your parish PSR program

Points earned: 150 for teaching class weekly through the school year

