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RECENT UPDATES & CHANGES

2009/2010 SCHOOL YEAR

~FIRST FRIDAY FOLDER REPLACES THE THURSDAY FOLDER~

VOLUNTEER OPPORTUNITIES

ADDITIONS: 2009/2010 SCHOOL YEAR

CASA MARIA LUNCH COORDINATOR AND VOLUNTEERS

PRINCIPAL'S LEFT HAND

RESOURCE CENTER AIDES

DELETIONS: 2009/2010 SCHOOL YEAR

COMPUTER TECHNOLOGY PROFESSIONALS

CALENDAR COORDINATOR

SUMMARY PAGE

- Total Parental Commitment hours required: Sixty-Eight (68)
 - 65 hours for School / Parish Volunteer
 - 3 hours for Fun Day
 - *It is the responsibility of each family to update and record hours on a monthly basis. Failure to do so may result in the loss of that credit!*
- Parental Commitment Year: Begins May 1 and ends April 30.
 - *Special circumstances to extend the accrual of hours for the current school year, past April 30th, must be addressed to the Parental Commitment Committee prior to April 30th.*
- Ways to complete the Commitment:
 - Sign-up to volunteer on specific Fund-Raisers or make arrangements to volunteer at or for the school. Family members, not currently enrolled, may also help.
 - Buy Scrip / Gift Cards.
 - ❖ \$100.00 = 1 hour
 - Receive a reduction of hours or donated hours.
 - ✓ **Page 5**, *Parents / Guardians with Special Circumstances*
 - ✓ **Page 8**, *Application for Mitigation of Requirements*
 - ✓ **Page 9**, *Donation of Hours*
- **Credit for Contributions** will be valued at \$10.00 = 1 Hour
- **Penalty for unfulfilled regular hours:** \$10.00 per hour
- **Fun Day Requirements: Three (3) Hours Minimum**
 - Work **ON** Fun Day. Three mandatory hours to be performed on Fun Day. Assistance in preparation counts toward **regular** commitment hours.
 - Donate Two (2) Baked Items (Cakes, Pies, Brownies, Cookies, etc.)
 - Fun Day hours *cannot* be donated.
 - Unfulfilled hours will be billed at **\$50.00** per hour.

INTRODUCTION

This booklet contains all the information you will need concerning your Parental Commitment obligation to SS Peter & Paul School. Parent Commitment is an important part of what allows our school to be successful. This booklet provides a uniform set of guidelines for all parents and will facilitate consistent application of the Commitment program. Your efforts are sincerely appreciated by the Faculty, Staff, Pastor, School Board, Parents' Association, and all those involved with and dedicated to making SS Peter & Paul a wonderful educational and spiritual experience for your child.

HOW TO USE THIS HANDBOOK:

This Handbook is divided into three parts. The **First Section** contains basic information about what Parental Commitment is, how it works, and what is expected of each school family. It also contains a series of commonly asked questions about Parental Commitment and provides answers that will allow you to fully understand your obligation.

The **Second Section** contains a description of **some** of the jobs and tasks that are available to satisfy your Parental Commitment. There are many ways in which your obligation can be fulfilled.

The **Third Section** of this booklet contains the Request for Credit for Contributions form. This form can be copied and then must be filled out and turned in to the Parental Commitment Committee for review.

THE PURPOSE

A critical part of SS. Peter & Paul's commitment to "educate the total child" is fulfilled by the yearly Parental Commitment requirement. In addition to the obligation to pay tuition, parents are required to commit service to the School so that the School can continue its function and provide a high quality of education, while establishing and maintaining a positive Catholic climate for student learning.

One obvious justification for the Parental Commitment requirement is that it cuts costs for the School, thus helping to keep tuition manageable for more families. The most compelling justification, however, is that children do better in school and get more out of the educational process when parents play an active role in their children's education. The Parental Commitment program enhances the child's educational experience by creating a sense of community and spirit of cooperation in the School. It helps to create a close relationship between the parents, teachers and administrators by developing a real understanding of the problems each face.

When parents fulfill their Parental Commitment requirements, they model positive values for our children, values such as service to the community and respect for religion, students, staff and their cultures. In addition, parents may have the opportunity to evaluate their child's progress and performance both academically and socially within the school environment. Thus, parents are better able to support their child in areas where it is needed.

THE COMMITMENT

Parents of enrolled SS. Peter & Paul students are committed to a mandatory sixty-eight (68) hours of service each school year. Parents with more than one child enrolled at SS. Peter & Paul need only fulfill the requirement for the enrollment of one child. This requirement may be completed by parents, friends or relatives of the student. Hours will be **'pro-rated'** for families entering after the start of the school year.

Any unfulfilled hours will be billed at \$10.00 per hour, with the exception of Fun Day, of which unfulfilled hours will be billed at \$50.00 per hour.

If a bill for unfulfilled Parental Commitment is not paid, academic records will be withheld and your child will be refused admission in the next school year. Your Parental Commitment obligation is a binding contractual commitment to the School just like your agreement to pay tuition.

Parents are strongly encouraged to perform the volunteer hours and/or purchase Scrip / Gift Cards rather than pay. An hour of a parents' talent and / or labor is much more valuable to both the School and the children than a mere \$10.00.

PARENTS / GUARDIANS WITH SPECIAL CIRCUMSTANCES

Parents who are unable to fulfill their commitment or pay their bill should submit a petition for mitigation to the Principal, via the School office or by email. Special circumstances include, but are not limited to, Single Parent households.

SECTION ONE: ABOUT PARENTAL COMMITMENT

FINGERPRINTING

In order to comply with the new Diocesan Guidelines for Protecting our Children, you are required to be fingerprinted and have a background check as well as fill out an application for volunteering. If you are not on the list of those who have been cleared, you will not be eligible to volunteer. Volunteer packets are available in the school office with all the necessary directions.

How do I fulfill my Parental Commitment?

Your Parental Commitment can be fulfilled in a number of ways. Primarily, we ask that families fulfill their Parental Commitment by providing a minimum of sixty-eight (68) hours of volunteer time to the School over the course of the year. *The Parental Commitment year begins May 1st and ends April 30th.* Parents who are unable to fulfill their commitment through volunteer time may provide support for the School through the contribution of goods or services to the school.

The Parental Commitment Committee will determine hourly credit for donated goods or services. The value is normally set at \$10.00 = 1 hour.

If working or disabled parents find it impossible to be physically present at the School during school hours or during after-school activities, they may work on projects at home and send the finished project to school.

Our goal is to make the system flexible enough to meet the needs and schedules of all parents. Examples of activities that parents may become involved in include playground supervision, hot lunch program, assistance with: Family Mass, raffles, library, classroom, field trips, fund-raisers, resource center tutoring, coaching, miscellaneous tutoring, individual student instruction when needed, health week, ground and building maintenance, carpentry, electrical work, painting, plumbing, construction, sewing, cooking and baking.

Parents, brothers or sisters, family friends, grandparents, aunts or uncles are all welcome to volunteer hours for a specific student. Children who are currently enrolled at SS. Peter & Paul School are not eligible to help.

A number of specific jobs are described in the next section of this handbook. These will give you an idea of what can be done to help you fulfill your hours. If you do not find anything that piques your interest or is compatible with your schedule and skills, you may pursue one of the following approaches to identify a task to fulfill your obligation:

- Contact a teacher to see if he or she needs help. Please note: *You may volunteer in any classroom including that of your own child.*
- Call the school office or appropriate activity Coordinator to see if yard monitors, hot lunch servers, crossing guards, etc., are needed.

- Join a committee. We need committee members for computers, handy persons, walk-a-thon, Christmas sales, building / grounds improvements, etc.
- **Check the First Friday Folder for volunteer opportunities.**
- Contact the Commitment Coordinator and ask what you can do.
- Come up with your own project or idea and get approval from the Commitment Committee.

| |
|--|
| <p>How do I make sure I receive credit for my Parental Commitment activity?</p> |
|--|

- **Sign Up.** At the beginning of the School year, during **Pay Day and Open House**, there will be a variety of sign-up opportunities. You will receive priority for those volunteer areas that fill up quickly. This is particularly important for dual-working parents and single parents that have scheduling difficulties. ***It is each family's responsibility to insure that your family's Parental Commitment is met!*** If you do not hear from a Commitment Coordinator or another person designated by the Coordinator, it is your responsibility to contact the Commitment Coordinator or make other arrangements for fulfilling your yearly obligation.
 - ✓ See: *How do I fulfill my Parental Commitment?*
- **Show Up.** If you have committed to assist with a particular task as part of your Parental Commitment, you must follow through. Each time someone fails to follow through with a commitment, that failure shifts the burden onto another family in the school who then must work twice as hard, or needed services go unfulfilled at the School and our children suffer. When you sign up for a task, you make a serious commitment to follow through with that task. This commitment is just as important as the other commitments we all face in life such as job and family, and is really a commitment to your child to assist with his or her education.
- **Report Hours / Contributions.** Every family is required to report their hours or the donations they make to fulfill their yearly obligation to the Commitment Coordinator. **Hours** must be recorded on each family's individual web account located at: <http://www.sspptucson.org>. A new **Username and Password** will be assigned to each family at the start of each school year. The Parental Commitment Coordinator will provide information specific to your family. Late registrants will be receiving this information via an envelope sent home at the beginning of the school year. If it becomes necessary to request this information, please send a note to the school office or an email to the address indicated on the Volunteer area of the Website. **Please do not assume that your Username and Password will stay the same as the previous year.**
- **Non-validated hours/entries are not credited to your commitment tally.** **Contributions for credit** must be approved by the Parental Commitment Committee. Requests for Parental Commitment credit should be submitted on the Request Form located at the end of this handbook or via a personal letter. Be sure to include specific details with this request. The Committee will notify you with its decision and, if approved, ***it will be logged onto your web account for you.***

- ❑ *It is each family's responsibility to update activities and hours on a monthly basis. Failure to do so may result in loss of that credit.*

What if I am unable to fulfill my Parental Commitment?

- ❑ ***Application for Mitigation of Requirements.*** Parents who find it impossible either to commit to the required number of hours or pay for the unperformed hours may apply for a reduction in their Parental Commitment. The Principal will act upon requests for this reduction. All requests should be submitted to the Principal, in writing. This request should explain why you are unable to fulfill your commitment or pay for the unfulfilled hours.
- ❑ ***Required Payment for Unfulfilled Commitment Hours.*** After April 30th, the end of the parental commitment year, families will receive a bill for all unfulfilled Parental Commitment hours. **Each family will be billed \$10.00 for each hour that was not completed.** These bills must be paid prior to Pay Day for the next school year. Families who fail to pay their Parental Commitment bills will not be allowed to register their child for the upcoming school year and their transcripts will not be released until this bill is paid in full. In appropriate circumstances, bills will also be sent out during the school year for unfulfilled commitments such as Fun Day. These 3 required hours will be billed at \$50.00 per hour.
 - ✓ See: *How do I report my Parental Commitment? How will I be billed if I don't fulfill my Parental Commitment?*
- ❑ ***Advanced Payment in Lieu of Parental Commitment Hours.*** Advanced payment of \$650.00 is acceptable. The cost increases to \$800.00 if the family does not wish to participate in Fun Day volunteer activities.

What is the Commitment Committee and its role?

The SSPP Parents' Association has ultimate responsibility for coordination of the Parental Commitment obligation, and is responsible, with the consent of the School Board, for setting all policies regarding Parental Commitment. The task will be fulfilled by the Parents' Association members. The Committee works closely with the parents, the School Board, the Principal and the Pastor to insure that the Parental Commitment program operates efficiently, flexibly and fairly. The Committee will:

- ❑ Maintain a register of tasks and services needed by the school, teachers, and the Parents' Association, and distribute this information to parents so they are aware of how their Commitment can be fulfilled.
- ❑ Maintain a Commitment Bank in which parents may deposit excess hours for contribution to other school families designated by the contributing parent.
- ❑ Provide assistance in coordinating volunteers for fund raising projects.
- ❑ Maintain, by validating, entries logged on to each individual family web account and, when necessary, distribute bills for unfulfilled commitment hours.

- ❑ Any questions regarding Parental Commitment should be addressed to the Parental Commitment Committee and submitted to the school office, or, via the specified email address located on the sign-in page of the Volunteer Web Log.

Are there jobs that fulfill my entire Parental Commitment?

There are some jobs that satisfy the full parental commitment obligation. In order to receive credit you must:

- ❑ Sign up for a job designated as fully satisfying your Parental Commitment and receive the Commitment Committee’s approval of your assignment to that job. In the event that more parents volunteer for a task than are necessary to complete it, the appropriate volunteer for that task will be determined by the Commitment Committee.
 - ✓ See: *Volunteer descriptions in Section Two*
- ❑ Complete the job. Do all tasks required to competently and fully satisfy the job, including work that may be required after you have already volunteered the minimum number of hours necessary.
- ❑ Record your activity.

*** If you sign up for a job that is designated as full satisfaction of your Parental Commitment and you fail to complete that job you will not receive full credit. The exact hours for which you will be given credit will be determined by the Parental Commitment Committee after taking into consideration the percentage of the job you completed, the difficulty in obtaining another volunteer to complete your tasks, and any negative impacts your failure has had on the School.

Must I help with Fun Day even if I am already signed up to take on a job that fully satisfies my Parental Commitment or if I have prepaid to satisfy my Parental Commitment?

Yes. Fun Day hours are credited separately from regular parental commitment hours. Room Parents will be contacting all school families and requesting volunteers shortly after the start of the school year.

Can excess Parental Commitment hours for one year apply to future years?

No. The Parental Commitment Year runs from May 1st through April 30th.

May I donate my excess commitment hours to other families or receive a donation of excess hours?

Yes. Families who have fully satisfied their Parental Commitment may donate excess hours. Donations are completely voluntary and **must be approved by the Principal via a**

written request from the family. The Parental Commitment Committee will assign non-specified donated hours on a case-by-case basis, approved by the Principal. Requests to transfer or receive donations must be made to the Principal prior to April 30th.

Fun Day hours are not transferable.

How do I get credit for contributions of goods or services?

Credit for contributions of goods or services must be approved by the Parental Commitment Committee. Most contributions are welcomed and needed by the School, but credit cannot be given unless approved. Please use the *Request for Credit for Contributions* form in the back of this handbook or write a personal letter. Be sure to include specific details with this request. The Committee will notify you with its decision.

How do I report my Parental Commitment activities and how will I be billed if I do not fulfill my obligation?

To receive credit for hours you must log them onto your individual web account located on the following SS. Peter & Paul Website: <http://www.sspptucson.org>

Go to: Parents, then to Parental Commitment Login. If you do not have Internet access at home or work, you may use the school computer located in the Registrar's Office in the main lobby of school. Internet access is also available at most Public Libraries.

A new *Username and Password* will be assigned to each family at the start of each school year. The Parental Commitment Coordinator will provide information specific to your family. Late registrants will be receiving this information via an envelope sent home at the beginning of the school year. If it becomes necessary to request this information, please send a note to the school office or an email to the address indicated on the Volunteer Website.

Please do not assume that your Username and Password will stay the same as the previous year.

A Total of your volunteer hours are easily available by accessing your family web log. Any entry that HAS NOT BEEN validated is included in the total, however, it is subject to decline if deemed necessary by the member of the parental commitment committee in charge of entry validation. It is important to view your account often, as there may be notes to you from this member that should be acted on in a timely manner. A **MESSAGE BOX** at the top of the page is available for communications.

To receive credit for donations you must receive approval from the Commitment Committee. If approved, this credit will be logged onto your web account, for you.

If at the **end of the parental commitment year** (April 30th) you have not completed your Commitment you will be billed for the unfulfilled hours at a rate of \$10.00 per hour.

If you fail to assist **ON Fun Day** for at least three (3) hours you will be billed \$50.00 per unfulfilled hour. These bills will be sent out at mid-year.

Additionally, if you fail to fulfill a specific commitment you have made, such as a confirmed commitment to assist with a fund-raiser or provide services for the school, you can be billed for the unfulfilled commitment during the school year when your failure results in needed work going undone or unreasonable burdens on other volunteers.

Do I receive Parental Commitment credit for purchases from or donations to school fund-raisers such as CTSO, Walk-a-thon, etc.?

No. Although any and all contributions are greatly appreciated, the only exceptions eligible for parental commitment credit are:

- ❑ Scrip / Gift Card purchases from the school as well as receipts turned in from school approved fund-raisers such as: Safeway grocery receipts that identify you as a Club Card member; Fry's re-load card receipts and monthly eScrip statements obtained from your <http://www.escrip.com/> account.
- ❑ Donations for goods or services approved by the Commitment Committee.
- ❑ Donations made to the United Way.

*A hundred years from now
it will not matter what my
bank account was,
the sort of house I lived in,
or the kind of car I drove
but the world may be different
because
I was important in the life of
a child.*

SECTION TWO: VOLUNTEER OPPORTUNITIES

DURING SCHOOL HOURS

Book Fair Volunteers: Assist the Chairperson and Co-Chairperson with all aspects of the book fair including but not limited to set-up a day before and take down after the book fair, prepare a cash box, work the book fair, and account for all funds.

Hours: Vary (Fall 2010 and Spring 2011)

Commitment: **Hourly**

Casa Maria Lunch Volunteers: To assist individual classrooms in the preparation of sack lunches for donation and delivery to Casa Maria.

Hours: As Needed

Commitment: Entire School Year; **hourly**

Classroom Helper / Teachers Aide: Assignments and schedules will be determined by the Room Parent. Work with teacher and children in the classroom or work at home with filing and grading. This may be once a week or at various times. Duties will depend on the needs of individual teachers. **You may volunteer in any classroom including that of your own child.** For further details teachers may be consulted at Open House.

Hours: Approximately 2 hours per week.

Commitment: Entire school year; **hourly**

Computer Lab Aide: Work with Computer Lab teacher to assist children during lab time. This may be once a week or at various times. Duties will depend on the needs of the Computer Lab teacher. For further details you may consult the Computer teacher at Open House.

Hours: Approximately 2 hours per week

Commitment: Entire school year; **hourly**

Crossing Guard Volunteers: Work under the direction of the School Office for the Adams Street crosswalk. This job is very important to the safety of our children and your commitment to this position is crucial. Two volunteers are needed per day, Monday through Thursday from 7:40 a.m. - 8:00 a.m. and / or 3:00 p.m. - 3:30 p.m. Friday afternoon times will vary.

Hours: 1.5 to 3 hours per week

Commitment: Entire school year; **hourly**

Field Work: Work under the direction of the Parents' Association on an "as-needed" basis. Information is usually posted online, via the First Friday Folder and through school fliers.

Hours: Vary

Commitment: **Hourly**; Weekends included.

Field Trip Drivers: Provide transportation for classroom field trips during school hours. All drivers must register a current driver's license and proof of insurance with the office. Must be in compliance with the Safe Environment Program of the Diocese of Tucson.

Hours: Vary
Commitment: Individual event; **hourly**

First Friday Folders: Commitment on the first Thursday of each month, to support School office with collating First Friday Folder materials.

Hours: Approximately 2 -3 hours
Commitment: Entire school year; **hourly**

*****Hot Lunch Volunteers:**

To ensure the success of this program it is imperative that volunteers understand the significance of their commitment. The Hot Lunch program depends solely on the volunteer program and CANNOT operate without a complete good faith commitment on the part of each and every volunteer.

Six (6) volunteers are required on a daily basis in order to provide a hot lunch in a timely manner.

All volunteers will be required to attend an in-service at the beginning of the year that will provide training and expectations.

Should a volunteer be unable to fulfill his commitment it is his/her responsibility to provide a replacement.

Hours: One day every other week; must check in 15 minutes prior to the first scheduled lunch period (approximately 1.5 hour shift).

Commitment: Entire school year; **hourly**
HALF COMMITMENT (32.5 hours) for each completed semester in good standing. The Parental Commitment Coordinator will be notified and a member of that committee will adjust your hours.

***The Hot Lunch Program will be suspended if volunteers fail to show!

Library Helper: Assist in Library once per week under the direction of the Librarian. Hours are subject to his/her needs.

Hours: Vary
Commitment: Entire school year; **hourly**

Principal's Left Hand: Must be able to check in at 7:45 a.m. daily for designated assistance. Possible duties include things such as updating the bulletin board, running various errands, preparing thank you cards and miscellaneous assistance to the Principal.

Hours: Vary
Commitment: Entire school year; **hourly**

Resource Center Aides: Work under the direction of the Resource Center Director. Working with small groups or individual students requiring academic assistance. Must commit to being present on the day they sign up for each week.

Hours: Half Day: 9:00 – 12:00 or 12:30 – 3:00 p.m.
Commitment: Entire school year; **hourly**

Tutors: Assigned by the Teacher to work with individual children on a weekly basis.

Hours: Approximately 1 -2 hours per week
Commitment: Subject to negotiation with teacher

Yard Monitors: Supervise students during lunch breaks in an assigned area. PLEASE KEEP SOCIALIZATION TO A MINIMUM!

There are 3 separate lunch periods. Monitors must be available on ALL scheduled dates. If it is necessary to miss a day the monitor is responsible for locating an alternate. Family members may sub for you as long as they have been finger printed and have gone through the required safety courses. If your shift is not covered, these hours will be deducted from your commitment.

Please note the importance of your commitment here. It is vital to the safety of all students that you treat this as a serious priority!!!

Hours: One day every other week; must check in 15 minutes prior to first scheduled lunch period.

Commitment: Entire School Year; **hourly**

HALF COMMITMENT (32.5 hours) for each completed semester in good standing. The Parental Commitment Coordinator will be notified and a member of that committee will adjust your hours.

Yard Monitor Guidelines

Sign –up will be available at Pay Day and Open House. Times, Area and Number of Volunteers, will be limited to the following, per semester. You may also sign up as an **Alternate** (see below).

Times: One day every other week; must check-in 15 minutes prior to first scheduled lunch period.

Area and Number of Volunteers per Day:

| | |
|--------------------------|---------------|
| Roaming Monitor | = 1 Volunteer |
| Tot Lot (Play Structure) | = 1 Volunteer |
| Courts | = 1 Volunteer |
| Track / Field | = 1 Volunteer |

Volunteers must Sign-In / Sign-Out on the designated sheet in the School Office in order to received Commitment Credit. **DO NOT LOG THESE HOURS ONTO YOUR WEB ACCOUNT!** Hours will be logged for you by the Parental Commitment Committee.

If you are unable to cover your assigned area during your designated time **you must call** an Alternate Volunteer to substitute for you! As previously indicated, family members may sub

for you. However, Alternates other than family members may only be used 3 times per semester, per volunteer.

Alternates may sign-up to be ON CALL. They will receive **Double Hours** for every shift of On-Call volunteering that they complete and must also sign in at the office. Once again, the Commitment Coordinator or a Committee member will log these hours onto your web log for you.

AFTER SCHOOL PROGRAMS

Book Fair Volunteers: Assist the Chairperson and Co-Chairperson with all aspects of the book fair including but not limited to set-up a day before and take down after the book fair, prepare a cash box, work the book fair, and account for all funds.

Hours: Vary (Fall 2010 and Spring 2011)

Commitment: **Hourly**

Boy Scout Den Leader: 1 Leader and 1 Co-Leader required to coordinate and head den meetings twice a month plus supervise den and pack activities.

Hours: Den meetings twice per month, plus coordination and supervision of other den and pack activities.

Commitment: Entire school year; **full commitment**

Boy Scout Volunteers: To assist Leader and Co-Leader with donut sales after 9:00 a.m. Sunday Mass and any school-related function, such as Fun Day.

Hours: Vary

Commitment: Entire school year; **hourly**

CCD (Confraternity of Christian Doctrine) Program: A religious education program for public school children from Kindergarten through Eighth Grade. Religion teachers, classroom and desk aids are needed. For more information please contact Mrs. Deitering, Director, at 887-8346, or through the church Rectory. This is a very important program and one that our school and church are proud to offer those students not able to attend our school.

Hours: 9:30 a.m. to 11:00 a.m. Saturday

Commitment: September through May, **hourly**

Church Volunteers: The following Church-related volunteer opportunities are acceptable in helping to fulfill your Commitment obligation:

- Family Choir: Attend Choir practice as set-up by the Music Director and Sing at the designated mass.
- Coordinate Altar Server schedule, Mass Usher, Commentator, Lector, Seamstress for Church garments (as needed) and Eucharistic Minister.
- Sell Scrip / Gift Cards after Mass. Please make arrangements with Scrip Coordinator. Please contact the Rectory for more information.

Hours: Vary

Commitment: Yearly; **hourly**

Coaching / Officiating Volunteer: Requires basic understanding of particular sport. Volunteers coach the sport during the season. Practices are after school and the number of days per week will depend on the sport.

Hours: Vary

Commitment: For the season of the applicable sport; hours are subject to negotiation with staff.

Field/Grounds/Maintenance: Work under the direction of the Parents' Association on an "as-needed" basis. Requires skills or general knowledge in repair and yard maintenance such as electrical, plumbing, painting, construction, and etceteras. Jobs vary throughout the year and are coordinated with the Parish Maintenance Supervisor and/or applicable Coordinator. Work is required at various hours - early mornings, during school hours, afternoons and weekends. Areas that require maintenance may include the Elementary Patio, Tot Lot, Soccer and Track Field, Basketball / Volleyball Courts, Poets Garden, Science Lab Patio and Gramer Hall Patio, Landscape surrounding school or church, fencing surrounding the field, etc.

Needs will be posted online, through school fliers or via direct contact with volunteers that have signed up for this activity.

Hours: Vary

Commitment: Hourly; Weekends included.

Girl Scout Leaders (all levels): 1 Leader and 1 Co-Leader required to coordinate and supervise troop meetings twice a month plus conduct extracurricular and council-sponsored activities. Must also conform to all guidelines as set by the Sahuaro Girl Scout Council.

Hours: Meetings twice a month and various Council activities.

Commitment: Entire school year; **full commitment**

Girl Scout Volunteers: To assist Leader and Co-Leader with donut sales after 9:00 a.m. Sunday Mass and any school-related function, such as Fun Day.

Hours: Vary

Commitment: Entire school year; **hourly**

Hospitality Volunteers: Help organize events and volunteers throughout the school year. Volunteers handle invitations, food, beverages, decorations, and clean-up. Examples of events are: Monthly Teacher Luncheon, Occasional Treats and Decorations for the Faculty Lounge, Open House, etc.

Hours: Vary

Commitment: Entire school year; **hourly**

Receipts (Grocery): The process of obtaining credit for these purchases is as follows: **Safeway Receipts, Fry's Re-Load Card Receipts and eScrip Statements** must be placed into the plastic Scrip Box on the desk outside the school office next to the Volunteers computer. Safeway receipts must show the proper program notations.

- Safeway Club Cards must be registered at <http://shop.safeway.com/register/> Please designate SS. Peter & Paul School as the recipient of your eScrip credit.
- Fry's Re-Load Cards must be purchased through school Scrip sellers. Once the card balance is depleted, you must tell the Fry's cashier during checkout that you would like to re-load your card. You will be given a receipt for the amount that you have had applied to your card. This receipt should be turned in for credit.
- EScrip Statements must be printed from the account that you have set-up on <http://www.escrip.com/>. These statements are available on a quarterly basis and may not be available in a timely manner. At times there have been several months delay in their posting of your account information. Please be aware of this process. It may be necessary to rely on additional means to complete your commitment hours. We are not responsible for eScrip.com policies and procedures.

For credit to be properly applied you must put all receipts in an envelope marked with the name of the recipient family. Typically, this is the last name of the youngest student representing your family. A representative of the Parental Commitment Committee will log validated information only, FOR YOU, onto your web log. Please access your web log often to see that these receipts have been logged. A MESSAGE BOX is available for communications between you and the commitment committee.

Failure to follow these guidelines will result in your loss of Parental Commitment credit.

Science Fair Volunteers: To assist Science Fair Coordinator in duties to be determined by this Chair. May include Set-Up / Take-Down of Fair and Coordination and Distribution of Information Packets.

Hours: Vary

Commitment: Hourly; after school and evenings.

Scrip / Gift Card Purchases: For every \$100.00 of Scrip / Gift Cards purchased through S.S. Peter & Paul School, one (1) hour of Parental Commitment is approved for credit. Each parent must keep track of his or her Scrip / Gift Card purchases and log this information onto their family web account.

Hours: \$100.00 = **1 hour**

Scrip / Gift Card choices include: Fry's, Albertson's, Home Depot, Dillards, JC Penney, Old Navy, Best Buy, Barnes & Noble, Macy's and many, many, many more.

Scrip / Gift Card Sellers: Sell Scrip / Gift Cards at School at designated times before and / or after school, after Masses on Saturday and Sunday, and at various events throughout the year; prepare accurate accounting of all Scrip / Gift Cards and money; report directly to Scrip Chairperson.

Hours: Vary

Commitment: Entire school year; **hourly**

Scrip / Receipt Validation Volunteer: Assist the Scrip / Receipt Validation Chairperson in verifying and tallying receipts such as Safeway, Fry's re-load and eScrip monthly statements.

Hours: Vary

Commitment: August through the end of April; **hourly**

Sports Transportation: Transportation for all sporting events throughout the year. Afternoons and weekends are required. All drivers must register a current driver's license and proof of insurance with the office. Must be in compliance with the Safe Environment Program of the Diocese of Tucson.

Hours: Vary

Commitment: Arrange with Coach for applicable sport; **hourly**

Washing Clothes: Donated clothing or clothing from the Lost & Found should be picked up from the school on a monthly basis. Periodic inquiries would also be advisable. Must wash, dry and fold clothing, package, and return to school. You may also need to help put clothing in a secured area.

Hours: Vary

Commitment: Entire school year; **hourly plus 1 additional hour for supplies may be added.**

COMMITTEES & COORDINATORS

Book Fair Co-Coordinator: Coordinate the book fair schedule with the school, parish office, vendors and volunteers, schedule classes to visit, send out school wide communications regarding the book fair, set-up a day before and take down the book fair, prepare a cash box, work the book fair each day, and account for all funds. Assist the Coordinator with all aspects of the book fair.

Hours: Vary (Fall Book Fair and Spring Book Fair)

Commitment: **Full-Commitment**

Campbell Soup Label Coordinator: One volunteer is suggested. Pick-up labels, cut, sort and count, in accordance with Campbell Company guidelines; prepare information for School office, Parish bulletin and First Friday Folders; prepare monthly report.

Hours: Vary

Commitment: Entire school year; **full commitment**

Casa Maria Lunch Coordinator: Prepare, plan and coordinate with classroom teachers for the necessary provisions required for the making and delivery of the Casa Maria Sack Lunches.

Hours: Vary

Commitment: Entire school year; **full commitment**

Fund-Raising Chairpersons: There are various annual fund-raising activities, each of which requires Chairpersons to oversee and coordinate the event and volunteers. Co-Chairpersons do not receive a full commitment. Past event examples are: Walk-a-thon / Bowl-a-thon, Golf Tournament, Casino Night, End-of-Year Picnic, Fun Day Carnival, etc.

Hours: Vary

Commitment: For the length of the applicable Fund-Raiser;
full commitment

Fund-Raising Committee Member: Members work on one or more (as they choose) of the various fund raising events during the year. Must work with applicable committee Chairpersons to accomplish various jobs necessary for each activity; volunteers are needed at various times including daytime, weekend and evening hours.

Hours: Vary

Commitment: Subject to negotiation with Chairpersons; **hourly**

Hospitality Committee Coordinator(s): Organizes specific activities and volunteers, as requested by the Parents' Association, throughout the school year. Committee handles invitations, food, beverages, decorations, scheduling of hall / room, set-up and clean-up. Whenever possible, School families who cater or own their own restaurants should be utilized. Examples of events are: Monthly Teacher Luncheon, Golf Tournament, Fun Day Concessions, Open House refreshments, Casino Night, Walk-a-thon, End-of-Year School Picnic, etc.

Hours: Vary
Commitment: Entire school year; **full commitment**

*****Hot Lunch Coordinators:** Two (2) are required to jointly oversee the daily operations of the Hot Lunch Program.

- Coordinator 1 is responsible for:
 - Planning the daily menus with the food purveyors and creating the lunch menu order form on a monthly basis.
 - Menus must include vacation dates, early release dates and applicable field trip information.
 - The Principal must approve menus before they are distributed to the student body.
 - Arrange to have the menu posted to the school website.
 - Assisting with tallying the monthly orders.
- Coordinator 2 is responsible for:
 - Scheduling and overseeing volunteers.
 - Responsible for monthly volunteer schedule, for inventorying, service and clean-up for hot lunch duties. This individual will also be responsible for verification of safe environment compliance, completing a monthly report regarding the completion of parental commitment hours, calling volunteers as needed for reminders, etc.

Hours: Vary
Commitment: Entire school year; **full commitment**

*****Suspension of the program is probable should there be a lack of volunteers.**

Newsletter Coordinators: Two (2) are suggested. The newsletter is a quarterly publication to communicate information between the Parents' Association, parents, teachers and student body. Responsibilities include:

- Gathering information from the Parents' Association regarding upcoming special events, fund-raisers, volunteer opportunities, extracurricular information, achievements, recognitions, etc.
- Coordination with the Principal and Pastor for any information that they would like to share.
- Provide layout and information to the designated printer of the newsletter.
- Deliver completed newsletter to the school office on the first Tuesday of each quarter for distribution with the coordinating of the First Friday Folder.

Hours: Vary
Commitment: Entire school year; **full commitment**

Room Parent: *1 Room Parent "LEADER" per class. The "CO-LEADER" DOES NOT receive a Full Commitment.* This is one of the most important positions in the School. The Room Parent assists the teacher in communicating with parents about important activities and support for parties, field trips and special events, such as, organizing parent volunteers from the class for Fun Day. Room Parents also assist in coordinating *Classroom Volunteers /*

Teacher Aides and when necessary, Yard Monitors, as well as finding a replacement volunteer if another is unable to be there. In case of emergency, Room Parents mobilize parental support for families in need.

The Co-Leader will assist the Leader as needed.

Room Parents may receive an Evaluation during the school year.

Hours: Vary; usually in evening with phone calls

Commitment: Entire school year

Leader = Full Commitment

Co-Leader = Hourly

Room Parent Coordinator: One (1) is required. Responsibilities include obtaining 1 Room Parent Leader per class and working as liaison for Parents' Association, Teachers and other Room Parents when necessary. Activities include Room Parent In-Service, the distribution of necessary materials for clarification of Room Parent Leader duties and Fun Day Volunteer coordination. Room Parent Coordinators may not also be Room Parents due to the heavy requirements of this position.

Hours: Vary

Commitment: Entire school year; **full commitment**

Science Fair Coordinator: Two are recommended. Responsible for coordinating Science Fair schedule with the school office and coordination of Parent Information Night; Prepare and Distribute Information Packets for students; set-up and take-down of Fair; Judging and Awards.

Hours: Vary; evenings and after school

Commitment: **Full Commitment**

Scrip Coordinator: Responsibilities include the maintenance of the Scrip / Gift Cards kept 'on hand' for purchase at school, various events and after masses. Purchase Scrip / Gift Cards from all participating vendors, prepare scrip certificates and gift cards for individual orders, re-check all accounting from sales volunteers, prepare weekly and monthly financial statement and report to Parents' Association Treasurer. Coordination of personnel to sell Scrip / Gift Cards at school during various events, on Friday mornings, and after masses. Work with office staff to prepare and distribute order forms in the First Friday Folders.

Hours: Vary

Commitment: Entire year; **full commitment**

Scrip Co-Coordinator: Responsibilities include handling the advertising for the Scrip / Gift Card program. Using the First Friday Folders, ensure communication to the parents on how the Scrip / Gift Card program works, any Scrip / Gift Card specials that occur during the year, and any other advertising ideals. Creation of ideas or contests to sell more Scrip / Gift Cards, which are subject to approval by the Parent's Association. Assist the Scrip Coordinator in any activities that might be needed throughout the year.

Hours: Vary

Commitment: Entire year, **half commitment** or **actual hours**.

Scrip / Receipt Validation Coordinator: One (1) is required. Responsibilities include the validation of eScrip and/or eScrip Family Statements, store receipts such as Fry's re-charge card and Safeway register receipts.

Specifically, the Chairperson must validate that each receipt and/or statement meets the requirement needed for approval as Parental Commitment hours:

- The last name of the youngest student should be written on an envelope containing the receipts or statements and then placed into the plastic receipts box outside the school office by a family representative.
- Receipts must be legible.
- Date of Receipt must be for current school year
- Receipt must indicate that SS. Peter & Paul is the recipient of the credit, for example, a Safeway receipt indicates that it is ESCRIP approved.
- ***THE CHAIRPERSON WILL LOG, FOR THE FAMILY, ALL VALIDATED RECEIPT INFORMATION ONTO THE FAMILY'S WEB ACCOUNT.***
- Receipts will be validated, tallied and logged onto web accounts every month.

Hours: Vary

Commitment: August through the end of April; **full commitment**

FAMILY FUN DAY VOLUNTEERS

Beverage Chairperson: One Chair and One Co-Chair are recommended. Contact and coordinate with vendors for soda, beer and ice. Arrange for liquor permit. Coordinate location and supplies for booth with Facilities Manager and Concessions Chair and work with Volunteer Coordinators. Must report to Project Manager with Bi-Weekly updates prior to event. Promptly prepare report for submission to Project Manager after completion of event.

- Hours:** Vary; August – November
- Commitment:** **Chair: Full Commitment**
- Co-Chair: Half Commitment**

Concessions Chairperson for INDOOR FOODS: One Chair and One Co-Chair are recommended. Contact and coordinate with suppliers, purchase food and paper products as needed, and coordinate with all vendors. Arrange for food permits as needed. Work with Volunteer Coordinators to schedule volunteer workers. Work with Facilities Manager for location of various food booths. Must report to Project Manager with Bi-Weekly updates prior to event. Promptly prepare report for submission to Project Manager after completion of event.

- Hours:** Vary; August – November
- Commitment:** **Chair: Full Commitment**
- Co-Chair: Full Commitment**

Concessions Chairperson for OUTDOOR FOODS: One Chair and One Co-Chair are recommended. Contact and coordinate with suppliers, purchase food and paper products as needed, and coordinate with all vendors. Arrange for food permits as needed. Work with Volunteer Coordinators to schedule volunteer workers. Work with Facilities Manager for location of various food booths. Must report to Project Manager with Bi-Weekly updates prior to event. Promptly prepare report for submission to Project Manager after completion of event.

- Hours:** Vary; August – November
- Commitment:** **Chair: Full Commitment**
- Co-Chair: Full Commitment**

Concessions Committee Members: Three or four volunteers are needed to coordinate with Chairpersons for all areas of the concessions offered at Fun Day; responsible for helping to set-up and take down booths and clean-up as needed. Examples of some Concession Booths are: Mexican Food, Sandwiches and Hot Dogs sold out of Gramer Hall kitchen, Pizza, Desserts, Eegee’s, etceteras. DOUBLE HOURS are available upon recommendation from Concessions Chairperson.

- Hours:** Vary; August – Fun Day
- Commitment: Hourly**

Entertainment Coordinators: One is required. Arrange for and oversee scheduling of Entertainment and confer with School Music Teacher for student performances. Consult with Facilities Manager for set-up and Signage Coordinator for signs. Must report to Project Manager with Bi-Weekly updates prior to event.

Hours: Vary, August – Fun Day

Commitment: **Full Commitment**

Entertainment Committee: Three to four volunteers are needed to report directly to the Entertainment Coordinator; help organize, set-up and oversee the Entertainers.

Hours: Vary; August – Fun Day

Commitment: **Hourly**

Entertainment Actor/Volunteers: You are invited to show off your talent. Please refer to information from the weekly Thursday folder regarding auditions. You may also inquire with your Room Parent Leader or co-Leader. Students currently enrolled at SS. Peter & Paul School are not eligible to receive parental commitment hours for their family.

Hours: Vary; August – Fun Day

Commitment: **Hourly or Credit for Contribution Request**

Facilities Managers (Physical Set-Up): One Chair and One Co-Chair are required. Determine Layout of booths and coordinate with Concessions Chair. Coordinate with Volunteer Coordinator as needed to set-up physical booths the weekend before the carnival and take down the Sunday directly after Fun Day. Coordinate set-up on the day before the carnival including reception of deliveries, electrical necessities, lighting, Ramada set-up and public address system, to name a few. Coordinate the pick-up of delivered items as needed. Confer with Public Relations Chair to prepare information flyers as needed. Must report to Project Manager with Bi-Weekly updates prior to event. Promptly prepare report for submission to Project Manager after completion of event.

Hours: Vary; August – November

Commitment: **Chair: Full Commitment**

Co-Chair: Full Commitment

Facilities Committee (Physical Set-Up): Ten to twenty volunteers are needed to assist in the setting-up and taking down of awnings, booths, lighting, electrical, tables and chairs, etceteras, for use on Fun Day. Work with Facilities Managers as needed on the weekend prior to the carnival and the Sunday following. Volunteers may also be needed on the day of the event.

Hours: Vary; weekends and evenings

Commitment: Weekend prior to, day / night before, day of and day after the event; **hourly**

First Aid Station Coordinator: One is required. Coordinate all aspects of a First Aid Station that will include: Supplies, Signage, Location and Staffing. Consult with Facilities Manager and Volunteer Coordinator as needed. Must report to Project Manager with Bi-Weekly updates prior to event. Promptly prepare report for submission to Project Manager after completion of event.

Hours: Vary; August – Fun Day
Commitment: **Full Commitment**

Games and Equipment Coordinators: One Chair and One Co-Chair are recommended. Assign booths to classes, coordinate layout with Facilities Manager, confirm types of prizes with Prize Chairperson, and confirm game use and availability. Submit recommendations of carnival games to Project Manager and Parents' Association.

Must set-up and take down carnival games and store them for the next year. Coordinate with Facilities Manager and Volunteer Coordinators as needed. Maintain an inventory of games and the quality of materials. Must report to Project Manager with Bi-Weekly updates prior to event. Promptly prepare report for submission to Project Manager after completion of event.

Hours: Vary; August – November
Commitment: **Chair: Full Commitment**
Co-Chair: Half Commitment

Olympic Chairpersons: One Chair and One Co-Chair are recommended. Oversee a committee to organize *Procession* and *Games* the morning of Fun Day; advertise prior to Fun Day, collect fees, organize times for all events, purchase ribbons and coordinate with Facilities Chair and Volunteer Coordinator. Must report to Project Manager with Bi-Weekly updates prior to event. Promptly prepare report for submission to Project Manager after completion of event.

Hours: Vary; August – November
Commitment: **Chair: Full Commitment**
Co-Chair: Full Commitment

Olympic Committee: Three to four volunteers are needed and should report directly to the Olympic Chairpersons; organize, set-up and work the different events for the morning of Fun Day; responsible for clean-up and storage of materials.

Hours: Approximately 10 hours; August – Fun Day
Commitment: **Hourly**

Prize Committee Chairpersons: One Chair and One Co-Chair are recommended. Select prizes for booths, solicit donations from local businesses for prizes and purchase prizes as needed; organize prizes for booths and oversee the prize room for duration of booth games; oversee a committee of workers for preparation and implementation of Fun Day prize distribution; also take inventory at end of the weekend. Consult with Volunteer Coordinator and Parent's Association Treasurer as needed. Must report to Project Manager with Bi-

Weekly updates prior to event. Promptly prepare report for submission to Project Manager after completion of event.

Hours: Vary; August – November
Commitment: **Chair: Full Commitment**
Co-Chair: Half Commitment

Prize Committee: Two or three volunteers are needed and should report directly to the Prize Committee Chairperson to help solicit prizes, organize inventory and keep booths fully stocked during Fun Day; also help with counting final inventory.

Hours: Vary; September – Fun Day
Commitment: Hourly

Project Manager: One Chair and One Co-Chair are recommended. Responsible for reserving space and time of event with School and Rectory and maintain communication and coordination of all Fun Day Committees and Coordinators. Must Chair bi-weekly meetings for updates and troubleshooting prior to the carnival. Communicate with Health Department Food Inspectors and Tucson City Council for permits and approval. Help organize volunteer sign up on Pay Day and Open House. Set date and theme for carnival in collaboration with the Parents' Association. Receive and store reports from Coordinators.

Hours: Vary; August – November
Commitment: Chair: Full Commitment
Co-Chair: Full Commitment

Public Relations Coordinator: One is required. Prepare text and artwork for Advertisement flyers to be distributed to school families, in parish bulletins and surrounding neighborhood. Work with rectory for bulletin insert for SSPP and other churches, confer with school office aides for paper supply, printing and inclusion in Thursday folders, and with Security Chair for notification to neighborhood. Must report to Project Manager with Bi-Weekly updates prior to event. Promptly prepare report for submission to Project Manager after completion of event.

Hours: Vary; August – Fun Day
Commitment: Full Commitment

Raffle Coordinators: One Chair and One Co-Chair are recommended. Generate mailing list with information from Rectory. Arrange for printing of tickets, their mailing and their receipt. Prepare recommendations to Project Manager and Parents' Association regarding Raffle prizes. Consult with Volunteer Coordinators for staffing as well as Parents' Association Treasurer for deposit of money and the Facilities Manager as needed. Must be available on Fun Day to sell additional tickets. Must report to Project Manager with Bi-Weekly updates prior to event. Promptly prepare report for submission to Project Manager after completion of event.

Hours: Vary; Summer – Fun Day
Commitment: Chair: Full Commitment
Co-Chair: Full Commitment

Sanitation Coordinator: One Chair is recommended. Must arrange for a roll-off dumpster to be delivered to school the Friday before Fun Day and schedule volunteers for trash pick-up and disposal the Friday before, during set-up, the day of the carnival, and the Sunday following Fun Day. Coordinate with Facilities Managers and Volunteer Coordinators as needed. Must report to Project Manager with Bi-Weekly updates prior to event. Promptly prepare report for submission to Project Manager after completion of event.

Hours: Vary; September – Fun Day

Commitment: **Full Commitment**

Sanitation Committee: Must be available for trash pick-up and disposal on the Friday before Fun Day for set-up, during the carnival, and the Sunday following, for clean up. Scheduling will be done by the Sanitation Chairpersons with assistance from the Volunteer Coordinators.

Hours: Vary; Fun Day event and following day

Commitment: **DOUBLE HOURS**

Security Coordinator: One Chair is recommended. Organize law enforcement parents to provide security for the length of Fun Day; may need to hire off-duty sheriff deputies and make arrangements with the Parents' Association Treasurer for their payment; also obtain permission for overflow parking at UMC. Contact neighborhoods surrounding school to notify them of upcoming event. Must report to Project Manager with Bi-Weekly updates prior to event. Promptly prepare report for submission to Project Manager after completion of event.

Hours: Vary; September – Fun Day

Commitment: **Full Commitment**

Security Volunteers: Contact Security Coordinator for scheduling and to receive instruction as to your responsibilities. Must be a member of a local and authorized law enforcement agency.

Hours: Vary; Fun Day event

Commitment: **DOUBLE HOURS**

Signs and Banners Coordinator(s): **One Chair and One Co-Chair** are recommended. One Chair is responsible for the coordination of sign information and sign and banner placement. Place signage in the appropriate area the evening prior to the event and the morning of the event. Must also coordinate creation of Sponsor Banners. Second Coordinator must organize materials and create signage and help Co-Chair with inventory and storage of materials. Consult with Facilities Manager and Volunteer Coordinator as needed. Must report to Project Manager with Bi-Weekly updates prior to event. Promptly prepare report for submission to Project Manager after completion of event.

Hours: Vary; August – November

Commitment: **Chair: Full Commitment**

Co-Chair: Full Commitment

Silent Auction Chairpersons: One Chair and One Co-Chair are recommended. Oversee committee to solicit donations from outside businesses and within school population.

Organize decorating and display of items and coordinate with Thank You Coordinator as necessary and verify when information is completed. Confer with Room Parent Coordinator to relay appropriate information to Room Parents and Volunteer Coordinators for staffing. Coordinate set-up and display of merchandise. Organize and supervise other aspects of the auction including the sign in and distribution of bid numbers, coordination of bid sheets, coordination and monitoring of payments, close out, pick-up and the secure storage of prizes. Work the Silent Auction area during Fun Day activities and contact winners that are not present at the close of the auction to arrange for payment and pick-up. Maintain bookkeeping account of all sales for report to Parents' Association and deposit money with Parents' Association Treasurer.

Must report to Project Manager with Bi-Weekly updates prior to event and promptly prepare report for submission to Project Manager after completion of event.

Hours: Vary; Summer – November
Commitment: **Chair: Full Commitment**
Co-Chair: Full Commitment

Silent Auction Committee: Four (4) or five (5) volunteers reporting directly to Silent Auction Chairpersons to solicit donations, prepare items for display, set-up merchandise display. In some cases it may be necessary to pick-up donated items or certificates.

Work the auction during bidding times for assignment of bid numbers and verifying accuracy of bids. Help monitor close of bidding, payments, pick-up and storage of items.

Hours: Vary; September – Fun Day
Commitment: Hourly

Silent Auction Donations: Room Parents will be organizing classroom Theme Baskets at the beginning of the school year. They will be requesting donations from each classroom. This does not limit your ability to donate other items to the auction. All are appreciated. No parental commitment credit is given for Theme Basket donations. However, a Credit for Contribution Request can be made to the Parental Commitment Committee when approved by the Silent Auction Chairpersons.

Hours: Credit for Contribution Request is necessary

Sponsors Chairpersons: One Chair and One Co-Chair are recommended. Must compose letter and information flyer, arrange for printing and mailing and inclusion in the school Thursday folder. Mail to previous sponsors, and include as insert in parish bulletins. Confer with Parents' Association Treasurer, Sign Coordinator, school Office Aid, Rectory personnel, Thank You Coordinator, and Public Relations Coordinator as needed. Must report to Project Manager with Bi-Weekly updates prior to event. Promptly prepare report for submission to Project Manager after completion of event.

Hours: Vary; August – November
Commitment: Chair: Full Commitment
Co-Chair: Half Commitment

Supported / Sponsored Games Chairperson: One Chair is required. Oversee booths affiliated with or Sponsored by school clubs and Church organizations. Coordinate booth

requirements and necessities with the Sponsors prior to Fun Day. Works with Facilities Manager, Concessions Chair and Volunteer Coordinator as needed. Example of Sponsors: CCD, Youth Group, Knights of Columbus, Girl Scouts, Boy Scouts, Student Council, 8th Grade Room Parents. Must report to Project Manager with Bi-Weekly updates prior to event. Promptly prepare report for submission to Project Manager after completion of event.

Hours: Vary; August – Fun Day
Commitment: **Full Commitment**

Thank You Letters Coordinator: One Chair is recommended. Must obtain lists from all Fun Day Committees of individuals and businesses who should be acknowledged for their donations, assistance and hard work. Create and order thank you cards and organize the need for volunteers to assist in the writing of thank you cards with assistance from Volunteer Coordinator.

Must give verification of Thank You list to Project Manager for distribution to Committee Chairs. Must report to Project Manager with Bi-Weekly updates prior to event since this process can continue throughout Fun Day preparations and after.

Hours: Vary; September – November
Commitment: **Full Commitment**

Thank You Letters Committee: Be available during the months prior to Fun Day and the month following the carnival to compose Thank You notes to the appropriate people and businesses as directed by the Thank You Coordinator.

Hours: Vary; September – November
Commitment: **Hourly**

Ticket Bundling and Sales: One Chair (**Parents' Association Treasurer**), and One Co-Chair are recommended. Organize volunteers with the help of the Volunteer Coordinator to bundle tickets, schedule volunteers to sell tickets at pre-sales and during Fun Day, prepare flyers with the assistance of the Public Relations Chair for ticket sale dates and information. Co-Chair is required to assist Chair (Treasurer) during entire Fun Day in the money room, and making scheduled ticket/money pick-ups. Coordinate parking space with Security Chair. Must report to Project Manager with Bi-Weekly updates prior to event. Promptly prepare report for submission to Project Manager and Parents' Association after completion of event.

Hours: Vary; September – November
Commitment: **Chair: Full Commitment**
Co-Chair: Half Commitment

Volunteers Coordinators: One (1) Chair is required, Two (2) are recommended. Work closely with the **Room Parent Coordinator** to advise and inform Room Parents as to their duties for Fun Day - calling parent volunteers.

The following is a summary of expectations for these coordinators:

Assign game booths with help of Games and Equipment Chair, coordinate layout with Facilities Manager, confirm type of prizes with Prize Chairperson, coordinate class theme baskets with Silent Auction Chairperson, and confirm game use and availability with Games and Equipment Chairperson. Also must coordinate with Supported/Sponsored Games Chair,

Signs and Banners Chair and Sponsors Chair as needed. Assist in assigning volunteers to areas such as, Concessions, Auction, Entertainment, and etceteras.

Must report to Project Manager and attend event meetings as required. Promptly prepare report for submission to Project Manager after completion of event.

Hours: Vary; September – Fun Day
Commitment: **Chair(s): Full Commitment**
Room Parent Coordinator: Full Commitment

Volunteers: Room Parents will contact all parents shortly after the start of the new school year and request volunteers for booths and miscellaneous Fun Day areas. Sign-up sheets for various Fun Day events will be provided on Pay Day, Open House and at the front office after school begins. You are **required** to work at least 3 hours, preferably in two 1 and ½ hour shifts, however, volunteers are always needed and appreciated.

Hours: Vary; 3 hour minimum; September - November
Commitment: Hourly

Welcoming Committee Coordinators and Committee: One Chair and One Co-Chair are recommended. Working along with the Fun Day Theme, decorate entrance to Fun Day. Confer with Public Relations Chair to prepare a flyer with schedule of events, list of sponsors, and area map. Work with school Office Aid to print flyers that will be distributed at the Fun Day entrance. Coordinate volunteers with Volunteer Coordinator to welcome people and answer questions. Confer with Facilities Manager as needed.

Coordinate with the Project Manager regarding the T-shirts that will be worn by event staff. These shirts will identify the ‘go-to’ personnel and should be appropriate to the designated theme. Coordination with the Sponsor Chairperson is also advisable since the T-Shirts may receive sponsorship.

Must report to Project Manager with Bi-Weekly updates prior to event. Promptly prepare report for submission to Project Manager after completion of event.

Hours: Vary; September – Fun Day event
Commitment: Chair: Full Commitment
Co-Chair: Half Commitment

SUGGESTED VOLUNTEER OPPORTUNITIES / SUMMARY

Listed below are **some** suggested Volunteer Opportunities. Each family is required to volunteer sixty-eight (68) hours throughout the school year, this list may help you decide which jobs would best suit you.

| | |
|---|---|
| Baking for various events. | Medical – Education or helping school nurse. |
| CCD Education | New Parent / Family Liaison |
| Carpentry | Office Help & First Friday Folders |
| Catering / Food Service | Photography |
| Classroom Helper | Printing |
| Computer Lab Aides | Public Relations |
| Resource Center Aides | Room Parents–Leaders and Co-Leaders |
| Crossing Guard | Science Fair |
| Decorating and Display | Scrip / Gift Card purchasing and selling |
| Electrical | Scouts |
| Entertainment for Fun Day | Security |
| Fun Day Chairperson | Sewing and Crafts |
| Fun Day Volunteer | Sports: Coaching, Officiating |
| Fund-raising Skills | Transportation for Field Trips and Team Sports |
| Graphic Design Skills | Tutoring: Spanish, Reading, Math (Please inquire at the office for more information.) |
| Health Week Volunteer – Please ask the school nurse for more information. | Washing, Drying, Folding donated and Lost / Found Clothing |
| Hospitality for luncheons and fund-raising activities. | Yard Monitor Volunteers |
| Hot Lunch Chairperson / Volunteer | |
| Landscaping | |
| Library Assistance | |

*“ . . . then give to the world the best you have and
the best will come back to you.”*

Madeline Bridges

ACKNOWLEDGEMENTS

The Saints Peter and Paul Parent’s Association gratefully acknowledges all of the hard work and coordination that has gone before us for the benefit of the children of Saints Peter and Paul School.

REQUEST FOR CREDIT FOR CONTRIBUTIONS*

Name: _____ Date: / /

Address: _____

Phone: _____

Oldest Students Name: _____ Room #: _____

Description of Donation:

Check one: New _____ Used _____
Condition: Excellent _____ Good _____ Fair _____ Poor _____
Value: _____

Money Donation: \$ _____

United Way Donations: \$ _____

(You may inquire with the Parental Commitment Committee for more United Way information. When possible please provide a copy of your yearly pledge form.)

I understand that the Parental Commitment Committee must approve Parental Commitment credit for contributions.

Sign and Date: _____

**Please copy or print this form and then submit it with your Request for Credit.*