



Volunteer Handbook  
2010-2011

[www.setonstars.com](http://www.setonstars.com)  
1740 Summerhill Drive  
Lexington, KY 40515  
(859) 273-7827

Dear Volunteers,

***"I have given you a model to follow, so that as I have done for you,  
you should also do."  
John 13:15***

May this letter serve as a sign of my gratitude for your willingness to share your time and talent with the faith community of Seton Catholic School.

The faculty and staff look forward to working with you to promote the value of service as you join in the teaching ministry of the Church. I encourage you to ask for help, direction, or advice as you participate in the numerous opportunities to volunteer.

By being a consistent and reliable volunteer at the school you are and through being a registered active member of St. Elizabeth Ann Seton Parish you will be meeting the criteria of a Biblical Steward Member. It is very important that you sign in at the school each time you volunteer so that we can acknowledge your service to our community!

The volunteer requirements, and opportunities are described in this book. Please complete the forms (print them out if accessed online) and return them to the school office.

Together let us pray that God, who began this good work in us, may carry it through to completion.

I thank you for your priceless gift of gratuitous service.

In gratitude,  
Mrs. Lee Coomer  
Mrs. Lee Coomer  
Principal

## **VOLUNTEER HANDBOOK MISSION STATEMENT**

*"For the Son of Man came not to be served but to serve..." (Mark 10:45)*

Research indicates that parent volunteerism in schools enhances student self-esteem, increases academic achievement and improves student behavior and attendance. We appreciate the priceless service that you provide us and we have created this Volunteer Handbook to assist you. We want to make sure that you are well informed on all aspects of volunteering at Seton Catholic School.

## **ST. ELIZABETH ANN SETON PARISH MISSION STATEMENT**

St. Elizabeth Ann Seton Parish is a welcoming community steeped in Faith, nourished with the Eucharist and guided by the Spirit as we see Jesus in our gifts of forgiveness, compassion, hospitality and service.

## **SETON CATHOLIC SCHOOL MISSION**

Seton Catholic School, an integral part of St. Elizabeth Ann Seton Parish and members of the Diocese of Lexington, serves students Pre- K through 8. We are committed to promoting academic excellence, individual responsibility and spiritual awareness among our students so they may live more fully in relationship with God and others.

## **PHILOSOPHY**

Seton Catholic School is dedicated to excellence in education and to the spiritual development of youth within the framework of the Gospel and the Catholic faith. Our fundamental task is the education of the whole person, blending learning with faith and with daily life. We strive to instill responsibility and respect for others in our students, as well as a life long commitment to learning, Christian values, and community service. We are dedicated to achieving these goals in a safe and positive Christian community.

## **PROCEDURES AND POLICIES**

### **Volunteer Requirements**

**Virtus; Protecting God's Children**, a 3-hour workshop, is required of all school employees and volunteers. Virtus informs participants important information regarding signs of abuse and what action to take if abuse is suspected. Monthly updates are sent to participants via e-mail, and participants are expected to complete questions regarding the updates.

Notices about scheduled workshops will be sent home in the Star Mail, and may be accessed online at [www.virtus.org](http://www.virtus.org). Volunteers may attend any session at any location, and provide the office with a copy of their certificate of completion. Volunteers need only attend the training 1 time.

**Background Check:** All volunteers are expected to complete and submit to the school office a volunteer background check. The school will submit the background checks to the Office of the Administrative Courts, and the principal will screen the results. Should a volunteer be deemed unacceptable, the principal will notify the volunteer of their ineligibility. The Background Check can be obtained from the school office, or downloaded from the volunteer section of the school's web site ([www.setonstars.com](http://www.setonstars.com)).

## **School Hours**

Grades K through 8 are in class from 8:00 AM – 2:50 PM. The school doors are opened for students at 7:30 AM. Morning preschool sessions are from 8:00-11:00, afternoon sessions are from 11:30-2:30.

## **School Office Hours**

The school office is open on all school days from **7:30 AM – 3:30 PM**.

## **Sign-In Procedure**

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to return the nametags and sign out at the time of departure. In addition to ensuring our students' safety, signing in provides us a way to acknowledge your service to our school.

## **Dependability**

The school relies on your support. We ask that you follow through on tasks by attending to scheduled times and please give notice of absence whenever possible.

## **Confidentiality**

A volunteer operates in a position of trust. **Personal information pertaining to students must be kept confidential. Children's actions, responses, progress or problems at school are not for sharing in the community.** Conversations between parents, teachers and students in the school are confidential. Volunteers should not discuss these conversations outside of school. Refer any concerns to the Administration.

## **Right to Amend**

Seton Catholic School reserves the right to amend this handbook. Notice of amendments will be sent to volunteers.

## **VOLUNTEER OPPORTUNITIES**

### **SCHOOL OPERATIONS:**

#### **Hot Lunch**

Hot lunch is catered into the school 2 days per week. On those days volunteers are needed to help the lunch run efficiently and quickly.

Chair Responsibilities – Work with lunch manager to schedule 4-6 volunteers for two days each week. Create a monthly calendar of volunteers to be sent in the Star Mail, and provide courtesy calls to remind volunteers of their commitment.

Chair Time Commitment: Varies

Volunteer Responsibilities: Assist with setting up serving lines, distributing lunches to students, and cleaning up lunch

Volunteer Time Commitment: 11:15 am – 1:00 pm Volunteers may sign up for any number of times each month.

#### **School Directory**

Volunteer Responsibilities: Work with the school secretary to help proofread, photocopy, and bind school directories to be distributed to all school families.

Time Commitment: 2 or 3 days in early September.

#### **Car Line**

The first 4-6 weeks of school we need parent volunteers to help direct the traffic in the formation of the car line. Once the students have been dismissed teachers will help monitor the car line and will dismiss the carline.

Chair Responsibilities: Secure 1-2 volunteers to direct traffic in the three parking lots at dismissal time.

Volunteer Responsibilities: Set up cones and direct traffic in the formation of the carline. We have three different parking lots from which we dismiss, and therefore need volunteers in each of the parking lots

Dates and Times: August and September 2:15-2:50  
Morning carline 7:30-8:00

#### **Student Health Screening**

Each year the school holds health screenings that consist of Eye Exams, Hearing Tests, and Scoliosis Screening.

Chair Responsibilities: Work with principal and appropriate agency to schedule dates for health screenings. Recruit and organize 3-5 volunteers to assist with each of the scheduled screenings.

Time Commitment: 2-4 hours for scheduling, 3 full days for screenings.

Volunteer Responsibilities: 1 full day for each screening.

Dates and times: to be determined.

## **School Pictures**

Chair Responsibilities: The chair is responsible for obtaining the dates for the school pictures from the office, recruiting volunteers to assist the photographers on picture taking days and organizing the volunteers, staff, students and photographers to facilitate a pre-assigned time schedule.

Chair Time Commitment: approx: 12-15 hrs.

Dates: **Student Portraits September 23 and 24, 2010**

Volunteer Responsibilities: A few volunteers are needed to assist the photographers on school picture days. The primary responsibilities include organizing the students to get them to and from their appointments with the photographer, collecting payments and maintaining some records on that day.

Volunteer Time Commitment: Two or three times a year for a period of approximately 4-6 hours.

## **COMMUNITY BUILDING:**

### **Back-to-School Ice Cream Social**

Volunteer Responsibilities: The Back-to-School Ice Cream social is an event that occurs in August. Volunteers set up for the event, serve families, and clean up after the event.

Volunteer Time Commitment: One-hour shifts

Date and Times: August 16, 2010 6:30-8:00 pm

### **Middle School Dances**

Chair Responsibilities: Organize and be present at three dances per year for 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students. Work with 8<sup>th</sup> grade students and Student Council sponsor (Mrs. Durbin) to pick themes, and set up for the dance, organize and purchase the decorations. Also organize chaperones, arrange for a DJ, and work the Parish Hall to coordinate the refreshments.

Chair Time commitment: 20 hours

Volunteer Responsibilities: Volunteers are needed to help with decorations, setup and cleanup and chaperone the event.

Volunteer Time Commitment: Varies

### **Athletic Banquet**

Chair Responsibilities: Plan and coordinate the event with school office and Athletic Director, produce flyers, purchase mementos, decorate the Parish Hall, arrange for food and drink (Potluck), recruit and coordinate volunteers for setup and cleanup. The Athletic Banquet takes place in the spring.

Chair Time Commitment: 10-12 hours

Volunteer Responsibilities: Assist with decorations, setup and/or cleanup of the Parish Center.

Volunteer Time Commitment: 4-6 hours

## **Teacher Appreciation Luncheon**

Chair Responsibilities: Schedule date and time for luncheon with principal and church secretary to reserve the parish hall. Send flier to all faculty, staff and church staff to invite them to the luncheon. Recruit and organize volunteers to help with set up, decorations, and clean up. Recruit parents to bring in a dish for the Pot Luck Luncheon

Volunteer responsibilities: Help with planning, set up, clean up and/or bringing in a dish for the Pot Luck Luncheon.

Date and Time: December 17, 2010 12:00 pm

## **New Family Mentor**

Volunteer Responsibilities: Volunteers will be available to families new to Seton Catholic School, throughout the summer and into the new school before school starts to welcome and answer any questions. Mentors will need to attend the New Family Orientation scheduled annually in early summer.

Volunteer Time Commitment: Varies (as requested).

## **Fall Social**

Each fall the school will host a social (potluck) to celebrate the opening of the school year, build community. The event is not intended to be a fundraiser, but should pay for itself. Each year the planning committee will decide on a theme (Fall Fiesta, Fall Harvest, Veteran's Day/Patriotic Theme etc.)

Chair Responsibilities: Form a planning committee to plan the event. Schedule date and time with the principal and church secretary to reserve the parish hall. Plan decorations, entertainment, theme, organize volunteers to help with event, create flier to promote event, collect money, and track RSVPs for planning purposes. Shop for supplies as needed.

Volunteer Responsibilities: Assist chairperson with planning, shopping, record keeping, set up, clean up and promotion event.

Date and Time: Late October 2010 (date to be determined)

## **Spring Social**

Each spring the school hosts a social event for students and their families (i.e., Sock Hop, Hoe Down, Luau, etc.). The event is not intended to be a fundraiser, but should pay for itself through the cost of admission.

Chair Responsibility: Form a planning committee to select a theme, date and time for the event. Plan the event with consideration to theme, entertainment, games, activities, refreshments, budget, etc. Create a flier to communicate and promote event to school families. Recruit, organize and oversee volunteers.

Volunteer Responsibilities: Assist with planning, entertainment, games, refreshment, communication, set up and clean up.

Date and Time: Early Spring (with consideration to scheduling around the Lenten Fish Fry)

## Graduation Reception

Each year the seventh grade parents are asked to host the graduation reception for the 8<sup>th</sup> graders and their families. A 7<sup>th</sup> grade parent is needed to coordinate this event.

*Chair Responsibilities:* Form a planning committee to organize this event. The chair needs to plan refreshments, decorations, set up, and clean up for the reception. Communication with the church office will be an important component in regard to reserving the hall, kitchen, tables, and table clothes. Communication with the 7<sup>th</sup> grade parents to secure donated items for refreshments, and help with the event. Planning usually begins in March.

*Volunteer Responsibilities:* Assist the chairperson with planning, communicating, set up, clean up and refreshments.

*Date and Time:* Late May following graduation.

## **TEACHER SUPPORT:**

### Field Trips

Field trips are designed to enhance the curriculum with real life experience.

Parents may be asked to chaperone field trips.

*Volunteer Responsibilities:*

Anytime the school parents grant permission for the teacher/school to take students off of the school ground, they are trusting that the teachers in charge will work hard to ensure the safety and well being of their child. As a chaperone, you are taking on a portion of that responsibility and trust that parents have granted.

The primary goal of the school is to first ensure the safety and well being and second add to the curriculum by exposing students to experiences that enhance learning.

In order to achieve our goals the following guidelines are expected of our chaperones.

### ***Prerequisite Requirements:***

- Attend Virtus: Protecting God's Children
- Provide the school information regarding insurance

### ***Day of the trip:***

- Chaperones are expected to assist in supervising the children to provide for their safety. **Chaperones should not talk on cell phones during the field trip, especially when driving.**
- Remember that the teacher is in charge on the field trip and makes decisions for the entire group.
- Make sure all students have and use a seat belt and BOOSTER SEAT if required by law.
- Adhere to manufacturer's warnings regarding air bag safety.
- Because the intention of taking chaperones on is to supervise the students, provide for their safety and assist the teacher, parents are not allowed to take siblings or other children on school field trips.

- Supervise childrens' behavior while being transported. Students are not allowed to hang out windows, gesture to other cars, or act in a way that is distracting to the driver. Drivers should not talk on cell phones.
- Supervise children's behavior while at the location. It is important that our students represent our school with pride and respect at all times.
- Caravan with the rest of the group, staying together.
- Go only to the location (s) that the permission field trip describes.
- Pit stops are not permitted.
- Follow the assigned route that the teacher provides.

Parents will be contacted by the teacher about the opportunities to accompany a class on a field trip.

Volunteer Time Commitment: Varies

## **Laminating**

Once a week a volunteer is needed to come to the school office to laminate materials for teachers. School secretary will train volunteers on the process and operation of the laminating machine.

Volunteer Responsibility: Select a certain day of the week (consistent for each week) to come in and laminate materials for the teachers. Cut the materials apart and deliver them to the appropriate teacher.

Time Commitment: 1-2 hours each week.

## **Library/Media Center**

Chair Responsibilities: Recruit volunteers, create a monthly volunteer schedule, and communicate schedule to volunteers and to librarian.

Volunteer Responsibilities: Assist with checking books in/out, shelving books, processing magazines, and performing other library tasks. Librarian will provide procedure training.

Volunteer Time Commitment: 1-2 hours a week on regularly scheduled days

## **Field Day**

Chairperson: PE Teachers will organize, schedule and plan the annual field day. One is held for grades K and a separate one is held for grades 6-8.

Volunteer Responsibilities: Assist PE teachers with running games, rotating students, preparing lunch, serving lunch, set up and clean up.

## **Battle of the Books**

Volunteer Responsibilities: In the spring as the competition approaches volunteers are needed to quiz the students in quick recall fashion to prepare for the competition.

## **Spelling Bee**

Volunteer Responsibilities: Assist the teacher sponsor with the coordination, practice, and communication regarding the establishment of a school Spelling Bee.

## **Geography Bee**

Volunteer Responsibilities: Assist the teacher sponsor with the coordination, practice, and communication regarding the establishment of a school Geography Bee.

## **Middle School Academic Team**

Volunteer Responsibilities: Assist with practices and preparing students for competition. Become trained to be a proctor, timekeeper, scorekeeper and/or judge for academic team competitions. Help with communication to parents regarding competition times and locations, transportation, etc.

## **Elementary Academic Team**

Volunteer Responsibilities: Assist with practices and preparing students for competition. Become trained to be a proctor, timekeeper, scorekeeper and/or judge for academic team competitions. Help with communication to parents regarding competition times and locations, transportation, etc.

## **COMMUNITY OUTREACH:**

### **Eucharistic Minister**

Volunteer Responsibilities: Volunteers need to be trained at the training classes offered by the church. Ministers will serve at the school masses and will assist with set up and cleaning the dishes after mass.

Volunteer Time Commitment: Entire mass time (approx. 1-1/2 hours)

Dates and Times: Wednesday mornings 8:00-9:30 a.m.

### **Easter Baskets**

Chair Responsibilities: Responsibilities include being the liaison between the parish and the school for the Easter basket project. The chair will meet with the principal to inform him/her about the upcoming event. An e-mail/letter needs to be sent to the teachers approximately one month before the event begins to inform the teachers about the event, the important dates, and procedures. The chair will also contact, schedule, and supervise all volunteers helping with events at school and church. The school will assemble approximately 40 Easter baskets to families identified through Family Resource Centers in Fayette County Public Schools. The chair will also supervise the delivery of the boxes to church.

Chair Time Commitment: 40 hours

Volunteer Responsibilities: Volunteers are responsible for breaking down grocery list and distributing them to each classroom teacher. They will also sort the donations and put the Easter baskets together and prepare for delivery or pickup.

Volunteer Time Commitment: 1-5 hours

Dates: During Lent

## **St. Vincent DePaul Liaison**

Chair Responsibilities: Communicate with the St. Vincent DePaul Society of St. Elizabeth Ann Seton Parish to organize and facilitate 2 or 3 food drives each school year. Communicate food drives with school families and school principal, and organize the collection and delivery of food items.

Volunteer Responsibilities: Assist chairperson in the collection and delivery of food items for 2 or 3 food drives each year.

Dates: To be determined likely around Thanksgiving/Christmas

## **Book Fair**

Chair Responsibilities: Work with librarian to plan and coordinate Book Fair. Recruit and schedule volunteers, organize student promotions, distribute communications to families, etc.

Chair Time Commitment: Significant time commitment from January through February Fair.

Volunteer Responsibilities: Book Fair Volunteers assist at the Scholastic Book Fair working at checkout (cashier positions), and assisting students during class visits.

Volunteer Time Commitment: Shifts are 2 hours at pre-arranged times.

## **School Uniform Sale**

Volunteer Responsibilities: Volunteers are needed to help set up, wait on customers, check customers out, fill orders etc. They will need to be available to answer questions.

Volunteer Time Commitment: 2-hour shifts

Dates: Summer

## **Used Uniform Sale**

Chair Responsibilities: Coordinate volunteers, promote and coordinate 3 drop-off times throughout the year. Coordinate volunteers, promote and coordinate 3 sales throughout the year.

Chair Time Commitment: Varies

Volunteer Responsibilities: Volunteers will sort and hang new donations, organize and provide upkeep for uniform areas. Washing dirty recyclable donations may be required. Volunteers are also expected to help at the sale, and assist with 3 drop-offs and three sales during the school year.

Volunteer Time Commitment: Varies

## **Box Tops for Education**

As a school fundraiser students collect and bring in Box Tops for Education. The fifth grade counts and sorts all of the Box Tops that are brought in.

Chair Responsibilities: Send out periodic fliers reminding families to save Box Tops. Send out periodic bulletin announcements to church asking parish families to save Box Tops, be liaison between Box Tops Corporation and school (send off Box Tops 2-4 times per year). Communicate with 5<sup>th</sup> grade teacher regarding timing and progress of Box Tops.

## **Evening With the Stars**

Evening With the Stars is an annual event that raises in excess of \$20,000. The event is an adult evening with food, drink, entertainment and a silent auction.

Chair Responsibilities: Organize planning committee to plan, organize and oversee all aspects of this event. Special attention needs to be given to Gaming Laws in regard to the reverse raffle. The chairperson needs to work with the business manager for the parish to ensure that all guidelines are adhered to.

Volunteer Responsibilities: Assist the chairperson and committee with any necessary details involved with the event.

Date and Time: October 30,2010 (much planning time throughout the spring and summer.)

## **New Family Orientation**

The New Family Orientation is an event held each spring for our new families. At the event new parents learn about our school community, routines and procedures, uniforms, lunch program, afterschool care, etc.

Volunteer Responsibilities: welcoming newcomers, planning events, helping with putting packets together

Volunteer Time Commitment: 3-5 hours in June

## **Open Houses**

Open Houses for school marketing purposes are held two times each year. Volunteers are needed to assist with organizing the open houses.

Volunteer Responsibilities: sending in refreshments, leading tours, greeting people as they enter, sending thank you notes to those who attended, preparing information packets, set up and clean up.

Volunteer Time Commitment: varies

## **SCHOOL COMMITTEES:**

### **Public Relations/Marketing Committee**

The PR committee is an ad-hoc committee of the school board. The purpose of the PR committee is to explore options for promoting our school to the public with the purpose of increasing and maintaining enrollment. In addition, the PR Committee assists other public efforts, such as advertising for school events (Evening with the Stars for example). The PR Committee helps to plan, organize for and implement open houses to promote the school.

### **Annual Fund Room Captains**

The Annual Fund is the vehicle through which parents and others can make a donation to the school. The Annual Fund has replaced traditional fundraising that involves students selling items. Through the Annual Fund 100% of each donation will go to directly benefit the school. The Annual Fund begins each August and runs through most of the fall.

The room captains play an important role in the Annual Fund Campaign. School parents volunteer as room captions to help with mailings, e-mailing class parent reminders, and helping to communicate with homerooms information about the Annual Fund. The time commitment is approximately 10 hours throughout the fall.

## **BOOSTER CLUB:**

### **Athletic Boosters Committee**

The Athletic Boosters Committee works to secure athletic opportunities for the students of Seton Catholic School. They help to raise money for the all athletic programs, and they secure practice facilities throughout the community for the teams to practice. In addition, the club plans and facilitates an Annual Athletic Banquet for the student athletes. The Boosters meet approximately 6 times per year.

### **Student Teams Coach**

Parent volunteers coach all of our athletic teams. Coaches should be prepared to instill in our students a love for physical activity, a sense of fair play and strong values in regard to Team Work. Athletic experiences at Seton should be focused on learning the game, developing skills, and exploring talents and preferences. If you have special talents in regards to coaching, please sign up to help with any of the following: Volleyball, Cross Country, Basketball, Jump Rope Club, Cheerleading, Golf. If you are interested in helping to start a new athletic program, please contact the school principal. The time commitment is time intensive seasonally.

### **Texas Holdem'**

This event is usually held in February each year, and the proceeds benefit the Booster Club, helping to support our Athletic Teams. People are needed to help with publicizing the event, serve food, register players, deal card games, organize volunteers, set up, and clean up. The time commitment is 5-10 hours.

## **VOLUNTEER SIGN-UP SHEET**

*Check mark areas that you are willing to serve. If you are willing to be the chairperson, please check mark the line marked "chair" located in the parenthesis. This form is also available online  
Return to the school office.*

Name (print): \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Children's Name/Grade: \_\_\_\_\_

### **SCHOOL OPERATIONS**

**Cafeteria Volunteers please see back or page 2**

\_\_\_\_ School Directory

\_\_\_\_ School Pictures (\_\_\_\_ Chair)      \_\_\_\_ Car Line (\_\_\_\_ Chair)

\_\_\_\_ Health Screening (\_\_\_\_ Chair)

### **COMMUNITY BUILDING**

\_\_\_\_ Back-to-School Ice Cream Social

\_\_\_\_ Fall Social (\_\_\_\_ Chair)      \_\_\_\_ Spring Social (\_\_\_\_ Chair)

\_\_\_\_ Middle School Dances (\_\_\_\_ Chair)      \_\_\_\_ Teacher Appreciation Luncheon (\_\_\_\_ Chair)

\_\_\_\_ Grad. Reception (\_\_\_\_ Chair)

### **TEACHER SUPPORT**

\_\_\_\_ Laminating      \_\_\_\_ Middle School Academic Team

\_\_\_\_ Library/Media Center (\_\_\_\_ Chair)      \_\_\_\_ Elementary Academic Team

\_\_\_\_ Battle of the Books      \_\_\_\_ Field Day (\_\_\_\_ Chair)

\_\_\_\_ Field Trips      \_\_\_\_ Spelling Bee

\_\_\_\_ Geography Bee      \_\_\_\_ Catholic School's Week

### **COMMUNITY OUTREACH**

\_\_\_\_ Eucharistic Minister      \_\_\_\_ School Uniform Sale

\_\_\_\_ Easter Baskets (\_\_\_\_ Chair)      \_\_\_\_ Used Uniform Sale (\_\_\_\_ Chair)

\_\_\_\_ St. Vincent DePaul Liaison (\_\_\_\_ Chair)      \_\_\_\_ Box Tops For Education

\_\_\_\_ Book Fair (\_\_\_\_ Chair)      \_\_\_\_ Evening With the Stars

\_\_\_\_ New Family Mentor      \_\_\_\_ School Open House

\_\_\_\_ New Family Orientation

### **SCHOOL COMMITTEES**

\_\_\_\_ Public Relations/ Marketing (\_\_\_\_ Chair)

\_\_\_\_ Annual Fund Room Captains

\_\_\_\_ Technology Committee

### **BOOSTER CLUB**

\_\_\_\_ Booster Committee      \_\_\_\_ Athletic Banquet (\_\_\_\_ Chair)

\_\_\_\_ Texas Holdem'      \_\_\_\_ Fish Fry Volunteer

\_\_\_\_ Student Teams Coach (Sport \_\_\_\_\_)

***All volunteers must submit a background check and attend Virtus: Protecting God's Children***

## Cafeteria Volunteer Sign-Up Form

In order to keep expenses down, our cafeteria relies heavily on volunteers. We will be serving a hot lunch and Thursday and Fridays this year, **provided we have enough volunteers to handle two days.**

In addition volunteers are needed to help monitor lunch each day. We staff the cafeteria with two teachers, but more adults would help the lunch break work more efficiently. Duties would include assisting students opening things, helping monitor student behavior, and helping with clean up between lunches.

Please indicate below your availability to volunteer in our cafeteria.

**Please print legibly**

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

### Volunteer From Home!!!!

\_\_\_\_\_ I would be interested in creating monthly schedule of volunteers and emailing it to the volunteers monthly. It will also need to be sent to Mrs. Steele to be published on the schools website.

\_\_\_\_\_ I would be interested in making weekly phone call reminders to volunteers.

### **Volunteer At School!!!**

\_\_\_\_\_ I will help to serve lunch on Thursday from 11:00-1:00. I am available on the following Thursdays (circle all that apply):

1<sup>st</sup> Thursday

2<sup>nd</sup> Thursday

3<sup>rd</sup> Thursday

4<sup>th</sup> Thursday

\_\_\_\_\_ I will help to serve lunch on Friday from 11:00-1:00. I am available on the following Fridays (circle all that apply):

1<sup>st</sup> Friday

2<sup>nd</sup> Friday

3<sup>rd</sup> Friday

4<sup>th</sup> Friday

\_\_\_\_\_ I will help monitor lunch from 11:15-12:15 (check and circle days that you are available)

- |                                    |                 |                 |                 |                 |
|------------------------------------|-----------------|-----------------|-----------------|-----------------|
| <input type="checkbox"/> Monday    | 1 <sup>st</sup> | 2 <sup>nd</sup> | 3 <sup>rd</sup> | 4 <sup>th</sup> |
| <input type="checkbox"/> Tuesday   | 1 <sup>st</sup> | 2 <sup>nd</sup> | 3 <sup>rd</sup> | 4 <sup>th</sup> |
| <input type="checkbox"/> Wednesday | 1 <sup>st</sup> | 2 <sup>nd</sup> | 3 <sup>rd</sup> | 4 <sup>th</sup> |
| <input type="checkbox"/> Thursday  | 1 <sup>st</sup> | 2 <sup>nd</sup> | 3 <sup>rd</sup> | 4 <sup>th</sup> |
| <input type="checkbox"/> Friday    | 1 <sup>st</sup> | 2 <sup>nd</sup> | 3 <sup>rd</sup> | 4 <sup>th</sup> |

## **VOLUNTEER PLEDGE**

I pledge to volunteer my time and talents in service to the children of Seton Catholic School.

I will uphold the expectations to the role of volunteer by observing guidelines outlined in the Volunteer Handbook and by being committed to my duties.

I promise to respect the confidentiality of the students, faculty and staff.

I have read and understand Seton's mission statement and will follow the policies and procedures outlined in the Volunteer Handbook to the best of my ability.

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Volunteer Signature

Date

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Volunteer Signature

Date

***Please sign and date, and return to the Principal's Office with the Volunteer Sign-Up Form.***

