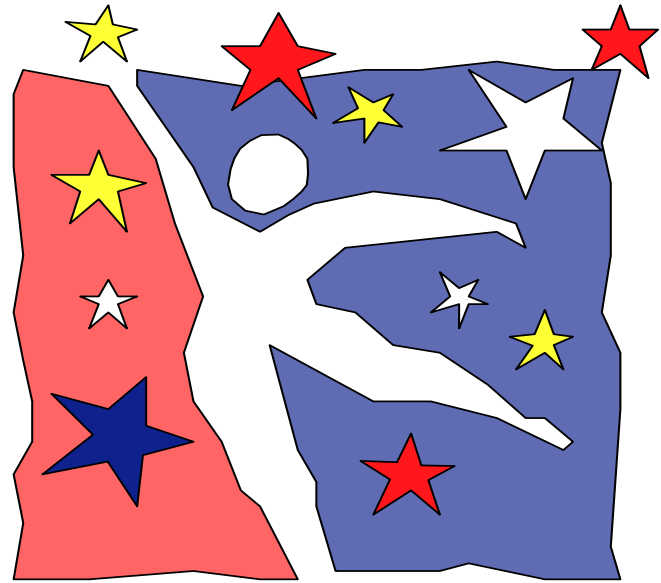


QUEEN OF PEACE SCHOOL VOLUNTEER HANDBOOK

4227 Lone Oak Road SE

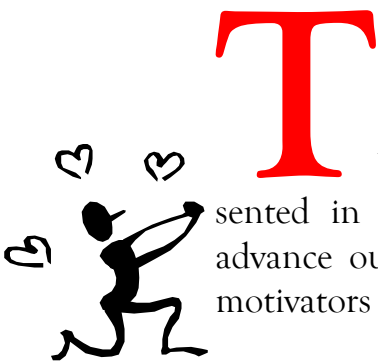
Mailing Address:
P.O. Box 3696
Salem, OR 97302

(503) 362-3443
FAX (503) 589-9411



email: school@queenofpeacesalem.org

web page: www.queenofpeacesalem.org/school



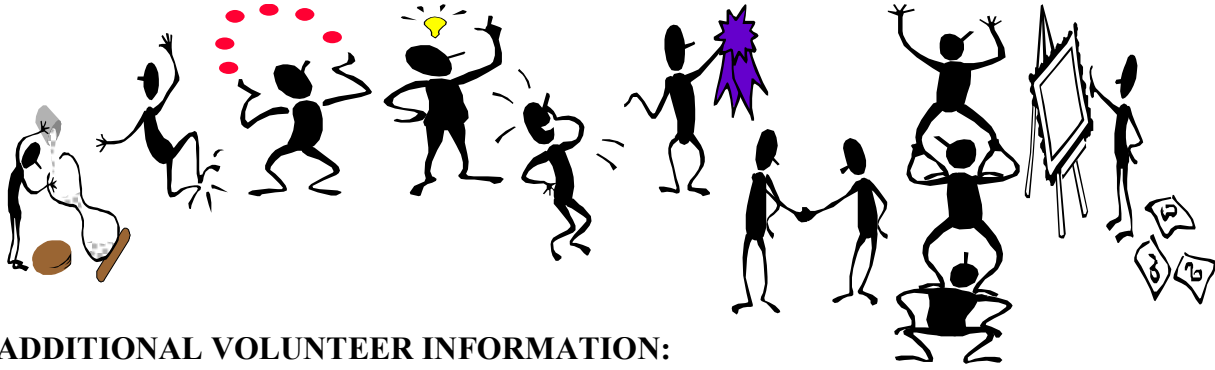
THANK YOU for choosing to volunteer at Queen of Peace School. Volunteers represent **hours** of personal energy, **dollars** not represented in the operating budget and the **talents and expertise** that truly advance our goals, programs and projects. Our volunteers are visionaries, motivators and workers. **We treasure each and every one of you!**

Persons may not begin service to the school until:

- *background check information* authorizes them to volunteer at our school and in other parish children's ministries, and
- *they have attended an annual volunteer inservice offered by the school.*

Queen of Peace School volunteers must carry a current Archdiocesan Background Check card and are asked to wear their family badge or a visitor badge while on our school campus. Please sign **in and out** in the Volunteer Log located at the Sign-in Center in the school lobby. This is a safety precaution which is necessary for the school staff to account for everyone who is in the building.

While at the desk, be sure to record your SHARE points on a regular basis.



ADDITIONAL VOLUNTEER INFORMATION:

- ◇ Check in with the duty teacher for special classroom instructions and/or playground rules. School staff members will provide the volunteer with clear directions for all tasks. We urge the volunteer to feel comfortable to ask questions and seek clarification. When a volunteer works with children, please circulate among *all* the children, not just your own child.
- ◇ *Please check with the specific teacher before your volunteer time regarding bringing your preschool child into the classroom.* Some volunteer jobs are just not compatible with younger children.
- ◇ You are invited to join us in worship and attend assemblies when you are on campus.
- ◇ The school relies on volunteer commitments. In instances of illness or an emergency, a telephone message to the school is *greatly* appreciated. If possible, volunteers are asked to call someone to replace them.
- ◇ The volunteer is expected to respect and enforce the school rules. Respect for the privacy of others is essential. School volunteers must not share information regarding individual students, staff members or any school records or files.
- ◇ The staff workroom is available for projects. *The staff lounge and the hallway restroom are reserved only for the staff.*
- ◇ Any printed material going home to students or their family **must** be approved by the principal.

SUPERVISION OF FIELD TRIPS

- ◇ All school rules apply, unless the principal has explicitly stated otherwise.
- ◇ Chaperones are to stay with their assigned group.
- ◇ We want you to enjoy the outing but ask that you remember your first responsibility is the safety of the students.
- ◇ A Driver Information Sheet must be on file in the school office for all drivers.
- ◇ **There are to be no side trips or stops during the field trip.**

SHARE PROGRAM

Each two-parent family is required to contribute 30 units of volunteering per school year. Each single-parent family is required to contribute 15 units. ***At least HALF of your SHARE units must be earned by participating in a FUNDRAISING event.*** If you are unable to contribute your time or talent, you have the option of paying \$10 per remaining SHARE unit. Each unit is equal to approximately 1 hour or \$10.

SHARE PROGRAM OPPORTUNITIES FOR VOLUNTEERS

ANNUAL AUCTION

Volunteers organize and produce this major school fundraiser.

Date: Sat. February 25, 2006

CAMPAIGN FOR EXCELLENCE

Volunteers are needed for preparing a brochure and the C for E mailing.

Date: October - March

CAMPBELL SOUP and FLAVORPAC LABELS plus GM BOXTOPS

Save those coupons! Volunteers count and bundle the redeemable labels.

Date: Ongoing

CARNIVAL HARVEST FESTIVAL

Volunteers run and organize this PTC fun social event.

Date: October

CHILDREN'S MINISTRY

Volunteers assist this parish ministry as pre-school catechist, classroom aid, room parent, special events helper, home tasks helper, Liturgy of the Word leader or aid, receptionist or Weavings leader or helper

Date: September - May

CLASSROOM VOLUNTEERS

Volunteers are scheduled and directed by the individual teachers. Please see sign up forms at each classroom.

Date: Ongoing

DESTINATION IMAGINATION

DI is a parent led enhancement and happens only if leadership steps forward. Volunteers are prepared to coach students in creative thinking and problem solving skills.

Date: November - May

DEVELOPMENT

Volunteers participate in a process that attracts persons to help QPS pursue the goals and vision outlined in the master plan.

Date: Ongoing

END OF YEAR FIELD DAY

Volunteers assist with a great day of play and treats at the end of the school year.

Date: May or June TBA

GRANT WRITING RESEARCH

Volunteers research and match funding resources available for our school needs.

Date: Ongoing

HEALTH SCREENING

Volunteers organize charts and direct students during the annual weight, measure, hearing and eye checks.

Date: November

HOSPITALITY

Volunteers are occasionally needed for organizing or hosting social gatherings.

Date: Ongoing

HOT LUNCHES

Volunteers help serve daily hot lunches and milk.

Date: Ongoing

J C RELAYS and DAILY P.E. CLASSES

Volunteers help the PE teacher with seasonal skill building and practices.

Date: TBA

JUNIOR GREAT BOOKS

Volunteers are trained to help students enhance their reading skills.

Date: January - May

LIBRARY ASSISTANCE

Volunteers contribute to an orderly library; assisting with inventory, house-keeping and the annual book fair.

Date: Ongoing

MENTOR FAMILY

Volunteers, directed through the PTC, help new-to-the-school families settle into the parish and school communities.

Date: Ongoing

MUSIC PROGRAM

Volunteers help decorate, make sets and costumes for the Christmas, fall and spring music programs.

Dates: TBA

PHOTO COLLAGE

Volunteer keeps current a year-of-pictures (photos provided) in the school foyer.

Dates: Ongoing

RECESS DUTY

Volunteers are needed for each morning and lunch recess to help teachers monitor the students on the playground or in the classroom.

Date: Ongoing

READER BOARD

Volunteers keep current information on the reader board.

Date: Ongoing

ROOM PARENT REPRESENTATIVE TO THE PARENT CLUB

Volunteers represent the classroom parents, teacher and students in the greater school activities and involvement.

Date: Ongoing

SALLY FOSTER SALES

Volunteers will manage classroom orders of gift materials and the distribution of those orders.

Date: September

SCHOOL OFFICE

Volunteers help with various office duties, filing, running errands, etc.

Date: Ongoing

SCRIP (Gift Certificates) PROGRAM

Volunteers promote sales and manage the inventory and reports.

Dates: Ongoing

SHARE PROGRAM TRACKING

Volunteers track SHARE points entered in the SHARE Point Book.

Date: Ongoing

SPRING PLANT / FLOWER SALE

Volunteers order, setup, sell and break down the sales area.

Date: First Week of May

STAFF APPRECIATION WEEK

Volunteers, working with the PTC leadership, plan a variety of special niceties throughout the week.

Date: May date TBA

UNIFORM EXCHANGE

Throughout the school year, parents may bring in their child's outgrown uniform clothing so that other students may use them.

Date: Ongoing

WEDNESDAY ENVELOPES

Volunteers fill and distribute this school-to-home communication each Wednesday morning.

Date: Ongoing

HOME VOLUNTEER SUGGESTIONS

- Campaign for Excellence
- Campbell Soup Labels
- Graphic Design
- Grant Research
- Teacher directed projects
- Occasional office jobs

Thank You!
Thank You!
Thank You!
Thank You!
Thank You!
Thank You!

