

# St. John Vianney Catholic School

*"Home of the Eagles"*



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**PARENT / VOLUNTEER SERVICE  
HOURS**

**2007-2008**

## **Parent Volunteer Program**

Volunteers are an important part of our school. Volunteers allow the school to provide opportunities that might otherwise not be possible due to lack of funds and resources. The Volunteer Program allows individuals an opportunity to provide service hours to the school. All volunteers are required to attend the safe environment training (SET) course required by the Diocese of Phoenix before services may be provided.

Each family is required to complete 20 hours per semester. A volunteer record form is submitted to the office as service hours are completed and tracked in the school office. The following are areas in which you may volunteer to complete your hours:

### **Service Areas on Campus**

#### **Lunch Service (10:00-1:00)**

Volunteers are needed to set up, supervise and clean up during the lunch hour. All lunchroom volunteers are required to have a Maricopa County certified food handler's card on file. The lunch program coordinator will meet with all volunteers prior to service.

#### **Playground Supervision (10:30-1:00)**

Ensuring that students are safely playing in their designated areas and following school rules is crucial to the safety and welfare of our students. An informational meeting is held prior to the start of school to discuss playground rules and steps of discipline. This volunteer position requires a commitment of only one day per week for the entire school year. A minimum of five volunteers are necessary each school day in order to provide a safe environment for the children. It is important that our teachers have at least a 30 minute break to eat their lunch and prepare for the remainder of the day, as well as be able to contact parents, return phone calls, update grades online, etc.

## **Book Fair Volunteers (December and May)**

The school hosts a Scholastic® Book Fair twice yearly in the fall and in the spring. Volunteers are needed to unpack and shelve the books for sale. Help is also needed to assist students with their book choices and take payment for books. The Book Fair is also open for one evening during the week.

## **Classroom Aide**

Volunteers interested in assisting with classroom activities during school hours will be assigned to a teacher by the Principal.

## **Picture Day Aide**

Volunteer helpers are needed to assist the students in preparing to have their pictures taken. There are two picture days annually, and your help is needed to guide students to the proper line, and that their hair and clothing are neat for good pictures.

## **Art Masterpiece Program**

Volunteers who enjoy art are encouraged to spend an hour a month in the classroom teaching the students about famous works of art, as well as the artists that create them. Training will be provided. There will be some additional preparation time required for this assignment.

## **Technology Committee**

Assist in the planning and implementing of technology advancements. The committee will meet once a month to clean and service the computers and equipment in the computer lab. Volunteers will also assist in the planning of fundraising events to benefit the technology department, such as the "Feeding the Mind" night at McDonalds. We hope to provide the staff and students with the maximum educational opportunities through the acquisition of grants that benefit the school.

## **Alumni Committee**

Volunteers are needed to track and contact the alumni of the school for future events, endowments, and reunions. Also, the position requires the maintaining and updating of the database, as well as assisting in the planning and publicizing of events. All St. John Vianney school graduates are encouraged to become part of this important committee.

## **School Board**

The school board is an advisory position to the Pastor and Principal and governs the application, finance, marketing, development, technology, fundraising, athletics, facilities, maintenance, classroom support, and volunteer / hospitality committees as previously mentioned. Candidates should submit an application to the school office to be considered for appointment to an available position.

## **Library Aide**

Volunteers are needed in the library on a consistent basis to shelve and repair books, and to help students access the library information.

## **School Grounds and Building Maintenance**

Volunteers are needed on the weekends and the summer months to help with various projects around the school grounds. This includes: landscaping, painting, minor repairs and upkeep. Cleanup Day is also scheduled on a Saturday once per quarter.

## **After School Sports Program**

Qualified coaches are needed for the after school sports program. It is our intent to provide students with the basic skills of the game in order to learn sportsmanship, be a part of a team effort, and to learn lifelong leisure activities. The following coaching opportunities are offered:

Boys Flag Football  
Basketball  
Baseball

Girls Volleyball  
Softball

## **Athletic Committee**

This committee is for anyone who is interested in furthering the athletic program. Some of the programs include managing the snack bar during all home games, organizing the annual 5K and mile Fun Run/Walk, which raises funds for the Athletic Department. Volunteers are needed for the planning and operation of this event. There is also need for the upkeep of the fields and courts as well as other duties necessary to support athletics.

## **End of Year Awards Banquet**

Volunteers work under the supervision of the Principal and Athletic Director. This involves the preparation and cleanup of the event, as well as providing refreshments.

## **Home and School Association Officers**

Positions elected in April each year with nominations in March. Each officer automatically meets their service hour requirements serving in this position.

## **Homeroom Parent Coordinator**

This person is responsible for organizing and informing room parents of school events and activities that require parent involvement throughout the year. The coordinators act as liaisons between Administration and parents, and they also organize support for teachers' activities.

## **Home Room Parent**

This parent is responsible for scheduling parent volunteers for classroom and school events or activities, such as: field trips, parties, special projects, etc. Two parents per classroom are needed in order to have continuous communication with the teacher. There will be a meeting in August for training.

## **Buddy Family Program**

We invite every family to participate in welcoming a new family to our school by becoming their adopted "Buddy" family. This program is designed to put new families at ease when joining the school as they can turn to each other for answers and information to questions they may have. An event is held during the month of August for new families.

## **Health Screenings**

Help is needed to assist the school nurse to record information on student's weight, height, vision, hearing, and blood pressure. Screenings are held annually, taking place the last week of November.

## **Arts and Science Fair**

Volunteers are needed to help organize the event with input from the teachers. This involves the preparation and cleanup of the event, as well as providing dinner for families attending the fairs.

## Fundraising Positions

### Fundraising Committee

These volunteers appoint chairpersons for the various fundraisers, and they assist in the planning and execution of each program.

### Fall Auction

The Fall Dinner and Auction is SJV's major fundraiser. All families are encouraged to participate in this event. SJV **requires** that each family volunteer a minimum of **four service hours** for this event.

### Fall Auction Committee

All families are encouraged to be involved in the Fall Auction. Volunteers are needed to lead and serve on the various committees. Meetings are held regularly throughout the planning period prior to the event, which is held in October.

### Spring Fiesta

Volunteers are needed to lead and serve on the various committees associated with the Fiesta fundraiser. Assistance is necessary to vendors and food donations and help with general planning of the event. Each family is **required** to volunteer **four service hours** at this event.

### Fun Run

SJV's Annual event helps to raise funds for the athletic departments. Volunteers are needed to help organize, promote, set up, and clean up the event.

### Fish Fry (Fridays during Lent)

Volunteers are needed to plan, organize, and publicize the event. Volunteers will attend a planning meeting and work in the event.

## **End of Year Picnic / Ice Cream Social**

Volunteers are needed to plan, organize, and publicize the event. Volunteers will attend a planning meeting and work in the event.

## **Sunday Bake Sales**

Volunteers will work to prepare and sell baked items after Mass on the assigned bake sale days.

## **Service Areas Off-Campus**

### **Campbell's Label Program**

Campbell's labels and UPC codes are collected regularly throughout the year. The labels are sorted, counted, and submitted for points, which the school then can redeem for needed supplies and items. Volunteers are needed to assist in sorting, counting, shipping and publicizing this program.

### **General Mills Box Tops for Education**

Box tops are collected regularly throughout the school year and redeemed for cash. Volunteers are needed to assist in sorting, clipping, counting, shipping, and publicizing this program.

### **Yearbook Committee**

Parent volunteers are needed to oversee production and completion of the yearbook. There is guidance provided by the yearbook company. This position includes working with the teachers and students, as well as taking and developing pictures and layout design of the yearbook with a committee of 7<sup>th</sup> and 8<sup>th</sup> grade students.

### **Catholic Schools' Week Committee**

Volunteers can be an important part of Catholic School's Week activities that are held at the end of January. Planning is needed for this celebration, which usually concludes with a family day. Volunteers are needed to plan and carry out the activities.

### **Parish Ministries**

This includes supervision of altar servers, teaching religious education, working at St. Vincent de Paul, Eucharistic minister, homebound minister, Minister of the Word, etc. A signed letter from the Pastor is required.

## **Additional Opportunities for Service Hours**

### **After School Clubs**

Clubs are organized by the end of August, and volunteers are needed to assist the teachers in this wonderful experience. Clubs we have had in the past are young Rembrants, guitar, drums, piano, choir, and Marian Club.

### **St. John Bosco Out Reach Center**

The SJV Parish, in collaboration with the Salesian sisters, sponsor the St. John Bosco Out Reach Center located at Illini Street and Lower Buckeye Road. It is a center located in an underprivileged area where we provide a home center, arts and crafts, religious instruction, organized games, and cultural experiences for students who would not otherwise have these opportunities. Volunteers are always needed. Contact Sr. Roble Cavazos in the Outreach Office at x113.

## Parent Volunteer(s) Initial Application

Please indicate areas of interest, days and times you are available for someone to contact you. If you have any questions regarding a position contact the coordinator of the volunteer program or call the school office at 623-932-2434.

Name: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

Father's Mobile Number: \_\_\_\_\_

Mother's Mobile Number: \_\_\_\_\_

E-mail addresses:

Father: \_\_\_\_\_ Mother: \_\_\_\_\_

Areas interested in volunteering:

Mother's 1<sup>st</sup> choice \_\_\_\_\_

Mother's 2<sup>nd</sup> choice \_\_\_\_\_

Mother's 3<sup>rd</sup> choice \_\_\_\_\_

Father's 1<sup>st</sup> choice \_\_\_\_\_

Father's 2<sup>nd</sup> choice \_\_\_\_\_

Father's 3<sup>rd</sup> choice \_\_\_\_\_

Best time to contact Mother:

\_\_\_\_\_

Best time to contact Father:

\_\_\_\_\_