



CATHOLIC  
ACADEMY



*Excellence Grounded in Faith*

2014-2015

# **Volunteer Booklet**

*Updated 9/1/14*



Dear Parents,

Welcome back to school! This is **your** All Saints Catholic Academy Volunteer Booklet. Volunteering is a great way to learn about your child's school. Your time and talent, at school or home, help provide programs that benefit all of our kids.

All volunteers are required to complete **Protecting God's Children**, a class designed to ensure child-safe environments by teaching adults tools to help children. The three hour training is offered occasionally during the school year at locations throughout the diocese. Visit <http://www.dioceseofjoliet.org/ct/sectioncontent.php?secid=13> for a workshop schedule or for more information.

The following pages describe committees and activities which need volunteers. Please take a few minutes to look through the booklet and place a check mark next to the areas that interest you on the summary 'checklist' pages.

Please return **the checklist with your contact information** to the school.

Thank you for volunteering!

# ASCA Volunteer Check List

Please review the opportunities listed below, check-off those of your interest and return the form to the ASCA main office by Friday 9/12. Descriptions are available at the ASCA website. The committee chairs will contact prospective volunteers by Wednesday 9/24.

- | Check                                    | Activity/Committee                      | Activity/Committee                            | (continued)                       |
|--|---|---|-----------------------------------|
| <b>Athletics Association Committees:</b> |   | <b>Jr. High Events- 7<sup>th</sup> Grade:</b> |                                   |
| <input type="checkbox"/>                 | Sports Coordination                     | <input type="checkbox"/>                      | Fall Fun Fair                     |
| <input type="checkbox"/>                 | Boosters/Spiritwear                     | <input type="checkbox"/>                      | No Cooking in the Kitchen         |
| <input type="checkbox"/>                 | Gym Responsible Person                  | <input type="checkbox"/>                      | Out of Uniform Days               |
| <input type="checkbox"/>                 | Communications Coordination             | <b>Jr. High Events- 8<sup>th</sup> Grade:</b> |                                   |
| <b>School Board Committees:</b>          |   | <input type="checkbox"/>                      | Yearbook Signing Party            |
| <input type="checkbox"/>                 | Technology                              | <input type="checkbox"/>                      | 8 <sup>th</sup> Grade Breakfast   |
| <input type="checkbox"/>                 | Facilities                              | <input type="checkbox"/>                      | Class T-shirt                     |
| <input type="checkbox"/>                 | Education                               | <input type="checkbox"/>                      | Class Yard Signs                  |
| <input type="checkbox"/>                 | Marketing & Communications              | <input type="checkbox"/>                      | Legacy Gift                       |
| <input type="checkbox"/>                 | Finance                                 | <input type="checkbox"/>                      | Library Helper                    |
| <b>SHPP Committees:</b>                  |   | <input type="checkbox"/>                      | Lunchroom Support                 |
| <input type="checkbox"/>                 | Book Fair                               | <input type="checkbox"/>                      | Market Days Fundraisers           |
| <input type="checkbox"/>                 | Community Outreach                      | <input type="checkbox"/>                      | New Family Welcome Team           |
| <input type="checkbox"/>                 | Daddy Daughter Dance                    | <input type="checkbox"/>                      | Recess Duty                       |
| <input type="checkbox"/>                 | Faith Formation (Lead Open)             | <input type="checkbox"/>                      | SCRIP                             |
| <input type="checkbox"/>                 | Hospitality                             | <input type="checkbox"/>                      | School Parish Liaison             |
| <input type="checkbox"/>                 | Mother/Son Event                        | Your parish: _____                            |                                   |
| <b>General Volunteer Opportunities:</b>  |   | <input type="checkbox"/>                      | Uniform Exchange (Lead Open)      |
| <input type="checkbox"/>                 | Allergy/Health (Lead Open)              | <input type="checkbox"/>                      | Yearbook Committee (Lead Open)    |
| <input type="checkbox"/>                 | Art Awareness                           | <input type="checkbox"/>                      | Respect Initiative                |
| <input type="checkbox"/>                 | Altar Linens                            | <b>Networking:</b>                            |                                   |
| <input type="checkbox"/>                 | Box Tops & Labels for Education         | <input type="checkbox"/>                      | Grandparents Club (New/Lead Open) |
| <input type="checkbox"/>                 | Classroom Helpers                       | <input type="checkbox"/>                      | ASCA Chamber of Commerce          |
| <input type="checkbox"/>                 | Dinner Dance Auction                    | <input type="checkbox"/>                      | Safety and Security               |
| <input type="checkbox"/>                 | Eucharistic Ministers                   | <input type="checkbox"/>                      | Pictures with Santa               |
| <input type="checkbox"/>                 | Fall Fun Fair                           | <input type="checkbox"/>                      | Photography                       |
| <input type="checkbox"/>                 | Field Days                              |   |                                   |
| <input type="checkbox"/>                 | Gift Wrap Sales Fundraiser              |   |                                   |
| <input type="checkbox"/>                 | Grandparents Day                        |   |                                   |
| <input type="checkbox"/>                 | Health Office Assistance                |   |                                   |
| <input type="checkbox"/>                 | Hearing and Vision Screening Assistance |   |                                   |
| <input type="checkbox"/>                 | Junior Achievement Coordinator          |   |                                   |

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

As you read through this document look for these symbols to help find something that is right for you:



Flexible hours and/or evenings/weekends



Can be done from home and/or with young children



During school hours and involves working directly with students



## All Saints Athletic Association (ASAA)

### Sports Coordinator

Sports Coordinator members help guide the development and operation of the school Athletics program. Coaches and assistants are needed for volleyball and cross country (Fall), basketball (Winter), and track (Spring). Volunteers are also needed for team evaluations, uniform distribution and collection, and team photography.

### Boosters/Spiritwear Coordinator

The Boosters/Spirit Wear Coordinator has the responsibility of organizing the boosters club and developing and implementing activities and/or spiritwear that contribute financially to the ASAA. This role is responsible for the fundraising obligations and for co-chairing the end of season sports banquet with the respective sports coordinator.

### Gym Responsible Person

Gym Responsible Persons assist the Athletic Director approximately once per month for ASCA hosted home games during the regular season and tournament games for volleyball and basketball. Volunteers are responsible for crowd control, facility safety and set up/close activities. Volunteers select the times that they will cover. Each shift is a 2-3 hour commitment. All volunteers must be approved by school office.

### Communications Coordinator

The primary responsibility of the Communications Coordinator is to keep and publish meeting notes with important responsibility of working on DPL sports schedules plus roster generation and scheduling of concessions/admissions for all home games at ASCA. The Communications Coordinator will be responsible for updating the agenda and updating the Athletic calendar. Additionally this position is responsible for communications via the ASAA sports website.



## School Board

### Committees

**Technology-**Ensures that the schools' technology infrastructure meets needs, helps develop a long-range technology plan, researches options for technological enhancement, and sees sources of discounted/donated equipment.

**Facilities-**Plans for, provides for and supervises the required maintenance and necessary capital improvements of the school.

**Education-**Oversees curriculum changes and helps to implement differentiated instruction. Members also provide researched based educational programming and material resources at appropriate instructional levels.

**Marketing & Communication-** Promotes All Saints Catholic Academy and enhances the school's external communications within our parishes and community. To accomplish this, this committee meets approximately six times per year to discuss our marketing efforts towards keeping our message in line with the school's vision for increased enrollment and prominence in the community. Our goal is to be the preeminent Catholic education choice in the area and we believe this starts with proper marketing. Our key activities include: parish bulletin updates, Google calendar management, developing communications and staffing Open Houses and Enrollment efforts, creating and developing promotional materials for recruiting efforts and to maintain current enrollment. Volunteers need not have marketing backgrounds to be part of this committee, only a willingness to help get our message and our brand out to the community.

**Finance-** Works with the school's business manager and principal to create a budget for the upcoming school year based on history, anticipated enrollment, and staffing changes and other income and expenses. Once we create a budget it is presented along with recommended tuitions to the school board for approval, and then once approved to the Board of Trustees and final approval by the Executive Committee. Throughout the school year, the finance committee works with the business manager to review actual income and expenses in conjunction with the budget. At the end of the fiscal year, the committee recommends spending/reserves with any surplus/deficit. Volunteers would attend Tuesday evening finance meetings, approximately 4 per year. They would help review and participate in discussions during the budget process and during the school year as actual income/expenses occur.



## Allergy/Health Committee

Open to parents of students with and without allergies. Provides allergy awareness, an advisory role and a parental support group. Leadership is open.



## Altar Linen Assistance

Parent Volunteers are asked to consider assisting with the preparation and care of the Altar Linens used for our all-school liturgies. This volunteer effort requires minimal time, but is an important element needed for our school Masses.



## Art Awareness

**IMPORTANT: No artistic talent or experience is required.**

Art Awareness is a volunteer-run classroom program that is being offered from 1<sup>st</sup> to 5<sup>th</sup> grade. Its purpose is to develop an appreciation and love of art among children by introducing them to different artists and letting them try out selected techniques in a FUN atmosphere.

Three sessions will be offered during the school year. We are looking for volunteers to serve as coordinators, lecturers, and room aides. Lesson plans can be made available or you can just use your creativity.



## Box Tops for Education/Campbell's Labels



Collect and count Box Tops, pop tops, and Campbell's Labels for Education collected from the children's classrooms and publicize the program. This work can be done primarily from home.



## Classroom Volunteer

Each fall during Curriculum Night at school each classroom will provide an opportunity to sign up for various in-class duties such as:

- ▶ Room Parent- Help with class parties, coordinating parent volunteers, organizing group gifts, etc. Teachers liaise directly with their room parents and SHPP has a Room Parent Coordinator to offer overall direction relative to the parties.
- ▶ Auction Project- Organize and execute a chosen project for your child's class and liaise with the Dinner Dance Auction Committee.
- ▶ Junior Achievement- Conduct 8 weekly classroom sessions, approximately 45 minutes each, focusing on community leadership. This occurs mid-March through May. All materials and guidelines are provided.
- ▶ Field Trip Chaperone- Attend field trips with your child's class.
- ▶ Physical Ed support- For Fall roller skating for example parent volunteers are requested per classroom to come in and supervise your child's class.

Sign up for these duties is not included in this summary but will be done per teacher and classroom soon after the start of the school year.



## Dinner Dance Auction

This event, which will be held on March 15, needs many volunteers to be a success. Opportunities include finances, solicitations, printed materials, publicity, advertising, decorations, music, volunteer coordination, registration, raffles, auctions, technology, checkout, cash out, pick up, secretary, group party planning, thank you letters, and general volunteering.



## Eucharistic Ministers

Parents who have been certified in their parish as an Extraordinary Minister of the Eucharist are welcome to participate at our weekly all-school liturgies at 8:15 am on Wednesday mornings. A copy of Certification will be required prior to service.



## Fall Fun Fair

This crowd favorite is an annual 7<sup>th</sup> grade fundraiser. Parents are requested to contribute their time or talent to put together an event at All Saints campus in the fall.



## Field Days

Staff activity stations for Field Days celebration.



## Gift Wrap Sales Fundraiser

Lend your time to this annual fundraiser. Volunteers are needed in November to help with order distribution during a couple of school days.



## Grandparents Day

Help with this ever-popular school event each May. Volunteers are needed this morning to help greet and check in the grandparents, provide refreshments, sell library books and direct grandparents to classrooms in the school.



## Health Office Assistance

As needed attend to sick and injured children while school health attendant is out of the office. Medical experience is preferred.



## Hearing and Vision Screening Assistance

Assist students, staff and test screeners during Hearing and Vision test days on 1 or 2 dates both in the fall and in the spring of each school year.



## Junior Achievement Program Coordinator

Each class has one or two volunteers to conduct approximately 5-6 lessons on money management. One should attend the training program after the first of the year. Lesson plans are provided.

## Junior High Events



Help coordinate and execute various activities and fundraisers specific to the junior high students. We have separate 7<sup>th</sup> and 8<sup>th</sup> grade groups and both are in need of a lead coordinator.





## Library Assistance

This is done under the guidance of the librarian. One can assist in checking books in and out of the library system and straighten and maintain bookshelves. There is a waiting list for this opportunity.



## Lunchroom Support

Help in the cafeteria- preparing the cafeteria, supervising students, and cleaning up. This is a great way to see your children during their school day and younger siblings are welcome to join you. You can sign up for Kindergarten through 5<sup>th</sup> or for Junior High. Time period is 11:05-12:10.



## Market Days Fundraiser

Volunteers are needed to help sort, distribute and pack orders on sale days in the gym. The time commitment is from 1:30 – 3:00 pm one Wednesday per month. Supervised children can attend with you.



## New Family Welcome Team

The New Family Welcome Team helps welcome and acclimate the new families into our community by serving as an information source throughout the entire academic year.



## Recess Duty

Supervise recess on a weekly basis. This is a perfect opportunity if you have younger children who can come along with you. The daily time period is 11:05 to 11:50 am.



## School Parish Liaison

Help coordinate activities with our sponsoring and supporting parishes. These people will help 'build a bridge' from parish to school by coordinating parish Bulletin Board maintenance, Donut Sundays at masses and Catholic Schools Week.



## SCRIP

Help process and place orders with SCRIP service and local vendors. Processing occurs Monday mornings. Also help needed in pickup up SCRIP from local area vendors as well as assembling completed orders on Wednesday mornings. This is done in the school cafeteria and takes approximately 1 hour each Monday and Wednesday morning. Supervised children are allowed.



## SHPP Book Fair

Work with Book Fair operators, setup and take down merchandise displays, help students and parents make book selections, escort children to and from classrooms to the fair, or process sales at the October and March book fairs.



## SHPP Community Outreach Committee

Help this committee with a variety of community outreach projects. We need help collecting items at school, counting them, and delivering to organizations. This year's collections will be books, candy, cards and school supplies. Activities will include service at Feed My Starving Children, an Arbor Day celebration, and Christmas caroling as well as a game day at Spring Meadows. We also have a mass annual effort to set up and coordinate families' service opportunities off site on Martin Luther King Day.



## SHPP Daddy Daughter Dance

Help create a special night for our girls and their dads. Includes many aspects of party planning, including decorations, invitations, finances and registration, set up and clean up, refreshments, music and dance.



### SHPP Faith Formation Committee

Help this committee organize activities to aid in furthering the Faith Formation of All Saints Families and promote the Catholic faith. Help make decisions on which events will be conducted this year.



### SHPP Hospitality Committee

Plan or provide food for events such as staff lunches provided during Catholic Schools week, conferences, and Teacher Appreciation week. Other events include Grandparents Day reception, New Families reception, and Teacher Christmas party. If you volunteer to help this committee, you will be added to a distribution list to receive periodic email requests for food preparation, staffing and setup and cleanup duties at various events throughout the school year. Participate only in those events that are convenient for you.



### SHPP Mother/ Son Event

Help in planning and executing a special activity for our boys and their moms. Past events have included bowling, movie night and Chicago Wolves Hockey game.



### Uniform Exchange

Collect and sort uniform pieces for school uniform exchange that occurs at the end of the school year.



### Yearbook Committee

Plan and develop the school yearbook. Much of the work is done on-line.

### Respect Initiative

Grandparents Club and ASCA Chamber of Commerce

Safety and Security, Pictures with Santa and Photography