

Volunteering
At
Our Mother of Consolation
Parish School

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*150 plus years of providing a quality
Catholic education*

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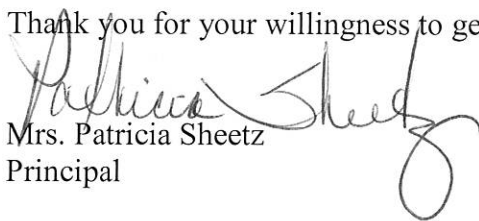
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Volunteering at OMC

As a small, Catholic school we need parents to participate in school life in order that we may provide all the programs and activities that our students need and deserve. In addition to the extra hands needed, there are other important impressionable reasons for having our parents helping within the school. Having parents around on a daily basis demonstrates an atmosphere of service which the children then assimilate. When they see their own parents as well as others they may know, working together and supporting the efforts of the school staff, it creates a sense of community duty and even a sense of family. A sense of family creates a sense of comfort and when children are comfortable in school, learning is easier. Finally, as the children go off into the world they will carry forth their witness of positive participation which can only help make for a better society.

There are a variety of ways to be a school volunteer. Some volunteer work can be done from home and obviously some at school. Within these pages you will find some examples of each. At our *Back-to-School Night*, Home and School representatives will be available to answer your questions, provide sign-up sheets for the many volunteer opportunities available and **recruit you**. As stated in our school handbook, each family is expected to participate in one or more volunteer activities each year. Please note on page 6 those activities which require child safety clearances as mandated by State law and Archdiocesan directives. On page 7 there are directions for acquiring the proper clearances. Attached also is a form where you can get first pick and sign up now for a volunteer position. Just complete the form and send it back to school as soon as possible.

Thank you for your willingness to get involved. Your children will love you for it.


Mrs. Patricia Sheetz
Principal

Volunteer Opportunities In-School and/or Student Related *

** To volunteer for one of these activities please complete the **Sign-Up Form** at the end of this packet or contact one of our Home and School Association Volunteer Co-Coordinator: **Anna Diskin at Anna.C.Diskin@gmail.com or Diana Cosgrove at Diana.Cosgrove@gmail.com.***

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***Volunteers DO NEED CLEARANCES for these activities.***

**A. Schoolyard Traffic Safety** – Parents are needed to help direct a safe and efficient flow of cars and buses during the morning drop-off period from 7:45 to 8:15AM daily.  
Time commitment – 30 minutes once a week.

### **B. Homerooms**

1. Lunchtime class monitors - Cover a lunch period for a teacher from 12:10-1:00PM one day a week. You will monitor a grade (which can be your own child's grade or any grade) both during lunch and at recess. The teacher will set rules for acceptable behavior which would need to be supervised.  
Time commitment – 50 minutes, once a week.
2. Field Trip Chaperones - During the course of the school year, each grade travels off school grounds for a cultural event or service activity. Parents are needed to help the teachers supervise the students and insure their safety.  
Time commitment - 4-5 hrs. once over the year.
3. Spirit Day Volunteers - Held during the last week of school is Spirit Day on the school grounds. Parents are needed to set up, supervise and break down one of the nine activities prepared for the day.  
Time commitment – 4-5 hrs. once over the year.

### **C. Marketing**

1. School Photographer – A volunteer is needed to take pictures of school and classroom activities throughout the year. Photos are forwarded to the Home and School Marketing Chairperson to be used on the school website, school publications, articles submitted to local publications and school promotional materials.  
NOTE: The school has a digital camera for use.  
Time commitment - 30 min. weekly over the year

#### ***D. Nutrition***

1. Hot Lunch Team – Our Hot Lunch Program is three days a week – Tuesday, Wednesday and Friday. Volunteers are needed each day to help sort the meals when delivered and distribute them. Hot Lunch can be done in conjunction with Lunchtime class monitor duties. 11:30am-1pm

*Time commitment - 1.5 hrs. once a week.*

#### ***E. Extra-Curricular***

1. CYO Coaches & Coordinators– The Catholic Youth Organization is a Parish-run organization that provides sports and social programs for our students. Coordinators are needed to lead both types of activities. Coaches are needed for: volleyball, pee-wee soccer, basketball, biddy basketball, softball, baseball and track.

*Time commitment – varies depending on sport*

2. School Musical Production Teams – As the OMC Theater program attempts expand, volunteers are needed to serve on the following production teams: Stage Crew Monitors; Ticket sales; Program Ads; Scenery/Props; Rehearsal Supervision; Concessions; Costumes; Hair/Make-up; Fundraising. Note – if your child is casted in the show, it is strongly encouraged to participate in at least one production team.

*Time commitment – varies depending on team*

***F. Spirituality Committee*** – Members of this committee coordinate and present events during the school year that encourage parents and their children to develop a faith-filled life outside of school.

*Time commitment - 10-12 hours over the school year.*

1. Spirituality Advocates – Spirituality advocates work with teachers and the school minister to enhance the faith life of their assigned grade. They do this in a variety of ways throughout the course of the year including highlighting saints and feast days, leading a prayer service, setting up a prayer space, and helping with liturgy and service. Each advocate commits to one school year with a specific grade level and are encourage to do 1-2 things each trimester.

*Time commitment - 10-12 hours over the school year.*

2. Volunteer supervisors - Parents are needed to help transport students and supervise them on periodic service projects throughout the school year. The projects will typically be 1-2 hours and could be after school or on weekends.

Time commitment – 1-2 hours.

### ***G. Social***

1. Social Committee Aides –Help is needed to assist the Home and School Board Social Committee Chairperson to set up and present:  
Code of Courtesy Luncheons, Breakfast of Champions,  
Observation Day refreshments, Catholic Schools Week  
Faculty Luncheon, Back-to-School Night refreshments,  
Parent Night refreshments and other school social events  
NOTE: All expenses are covered by the Home and  
School Board.

## **Volunteer Opportunities at Home and/or not directly Student-Related\***

- *To volunteer for one of these activities, please complete the Sign-up form at the end of this packet or contact one of our Home and School Association Volunteer Co-Coordinator: **Anna Diskin** at [Anna.C.Diskin@gmail.com](mailto:Anna.C.Diskin@gmail.com) or **Diana Cosgrove** at [Diana.Cosgrove@gmail.com](mailto:Diana.Cosgrove@gmail.com).*



***Volunteers do NOT NEED CLEARANCES for these activities***

### ***A. Homerooms***

1. Homeroom Captains – Help your child’s teacher from home by coordinating special events, Field Trips, class Contact Lists, class projects and teacher approved celebrations. Homeroom captains can meet with teachers after school hours and/or communicate via e mail work to foster a sense of class and school spirit.  
*Time commitment - 5-6 hours over the school year*

### ***B. Marketing***

1. Welcome Committee – Veteran parents are needed in each grade who can be a support for new families coming into the school. Advocates maintain regular contact with a new family in their first year to provide information about school activities and traditions and in general to make sure they feel a part of the OMC family.  
*Time commitment – 5 - 10 minute phone calls 3x’s a year.*
2. Observation Day – Committee members can serve as guides for prospective families who attend Observation Days and Open Houses.  
*Time commitment – 1 ½ hour once a month.*

### ***C. Fundraising***

1. Bag Bingo Committee - Members are needed to help coordinate and run this Annual Ladies Night Out.  
*Time commitment – 8-12 hours before/after event plus being on site during the event*

2. Trivia Night Committee – Committee members are needed to help with set-up, execution and clean-up for this yearly fun event.  
Time commitment – 8-12 hours before/after event plus being on site during the event
3. Spring Soiree Team – Many volunteers are needed to carry out this fabulous yearly event which is our major school fundraiser. Many of the tasks associated with this opportunity are ideal for at home workers. They include: soliciting items for auction, selling ads for the auction book, coordinating the set-up of the venue, coordinating the food and drink offerings, promoting ticket sales. The Home and School Board Fundraising Chairperson is your resource person and Coordinator.  
Time commitment - 10-14 hours before/after event plus being on site during the event
4. Barnes and Noble Book Fair Coordinator – A parent volunteer coordinates the night with the store, managing the set up and logistics of the event as well as being on site during the event. Responsibilities include making an advertisement about the event for distribution to the school and following up with financials after the event.  
Time commitment - 5-6 hours before/after event plus being on site during the event
5. Box Tops for Education  
Coordinators - A parent picks up the collected box tops at school, sorts them at home, completes a form and mails everything (H&S reimburses for postage). The Box tops Program then sends the school grant money based on the volume of Box tops submitted.  
Time commitment - 5-6 hours over the school year.
6. Gift Card Program - Committee facilitates marketing, collecting checks, making bank deposits, placing online orders using PrestoPay and fulfilling orders.  
Time commitment – 1 hour per week



7. Spirit Wear/Gear Committee - Parent Volunteers are requested to run a table for sale of spirit wear/gear during events like Back to School Night, Bag Bingo, Trivia Night, Ice Cream Social and Grandparents Day. Coordinate with Social Committee. Parents then place/fulfill orders after the event.

Time commitment - 8-10 hours over the school year.

#### ***D. Technology***

1. Technology Committee – Tech savvy volunteers are needed to regularly update our school website, calendar, and Facebook page to insure that all families are receiving all pertinent school information and updates on the best use of technology.

Time commitment - 10-12 hours over the school year.

NOTE\* - While clearances for the aforementioned positions are not required it is recommended that all volunteers attend the Safe Environment two hour training program offered by the Archdiocese (see page 8). State Police and Child Abuse clearances are also encouraged.

## **How to get Clearances!**

### **Home / Parish / School/ Religious Education/ CYO**

Anyone working with the children in a school volunteer position (see pp. 4-5) must first have ALL clearances. They include:

**State Police, Child Abuse, Archdiocesan Safe Environment Training, On Line Mandated Reporter Training, FBI fingerprint if you HAVE NOT lived in the state of Pennsylvania continuously for 10 years.**

**Certificates for these clearances along with the attached Disclosure Form must be submitted to the school office BEFORE commencement of volunteer work.**

**State Police clearance is acquired at: <https://epatch.state.pa.us/Home.jsp>**

**Child Abuse clearance is acquired at: <https://www.compass.state.pa.us/CWIS>**

**FBI fingerprint is scheduled at: [www.pa.cogentid.com](http://www.pa.cogentid.com)**

*NOTE: The Pennsylvania Criminal Background Check and Pennsylvania Child Abuse History Clearance are now free for volunteers! For the Pennsylvania Criminal Background Check there is now a yellow button on the main page that says "New Record Check" with the words "volunteers only" in red to the right, clicking there allows for volunteers to run their check free of charge. The fee waiver is for volunteering only. For the Pennsylvania Child Abuse History Clearance, when completing online via the Compass site, as long as the individual has identified him/herself as a volunteer when they begin the application, the fee will be waived. For the Federal Fingerprint Check the fee remains unchanged.*

Safe Environment classes are offered at various times and locations through the city. Please go to [www.virtus.org](http://www.virtus.org) for information on classes offered and to sign up for a class. Click on HELP; enter the Philadelphia area and a list of upcoming training sites will come up. Click on one you can attend and sign up. Upon completion of the class, please bring the original paper to school to be copied and put into your file.

Once you have completed the Safe Environment training, you will need to complete the Mandatory Reporter Training. Go to [www.childyouthprotection.org](http://www.childyouthprotection.org), click on Training Institute, register and then take the Mandated Reporter Training course. It takes about a half hour. Once done, please print out the final certificate and submit it to the school office.

**All criminal record checks and child abuse clearances MUST be updated every 5 years.** After the 5 year mark, your check and clearance are not valid. It is recommended that you update both several months PRIOR to the expiration date, so that there is no lapse in your eligible volunteer time. The safe environment training is necessary only once. Updates are not required at this time.

*Now you are set to volunteer! Thanks so very much for supporting our students and community! If you have any questions, please call Mrs. Lasek at 215-247-1060.*

## **Frequently asked Questions**

### *Can I bring along the little one(s)?*

Infants and small children who are not yet in school may accompany a parent volunteer in school for a given activity at the discretion of the teacher. In general, we hope to welcome these future OMC'ers but in some instances it may not be appropriate for younger siblings to be present. To be sure, just check with the classroom teacher.

### *I work full-time. How can I be involved?*

We welcome the help of all OMC parents – not just those who volunteer during school hours. On pages 4 and 5 of this document there is list of 9 volunteer opportunities which can be done in the comfort of your home environment which offers flexibility around your family and work schedules.

### *Can my child's Grandparents, Aunt, or Uncle be involved?*

We certainly welcome the help of the extended OMC family. Other family members who would like to volunteer are subject to the same guidelines as parent volunteer in terms of clearances and safety certification.

### *What is the purpose of the Home and School Association?*

The Home and School Association has two main purposes. One is fundraising. The money raised goes directly to support school programs that benefit OMC students. Money raised goes to update school technology, provide our Spanish program, maintains our Catechesis of the Good Shepherd program, and supports school assemblies and field trips. The second purpose of the Home and School Association is to promote volunteerism among our families which is essential to make our school work.

### *How do I volunteer to become a Home and School Association Board Member?*

Nominations for vacant Board Member positions and Chairs of Standing Committees are solicited and accepted in April of each school year. If there is more than one candidate for any position elections are held in May. Board positions include: President, Vice-President, Secretary and Treasurer. Committee Chairs include: Social, Finance, Fundraising, Volunteering, Health and Nutrition, and Spirituality.

### *How do I find out more about a particular volunteer position?*

Contact the Home and School Association Chairperson responsible for your area of interest. Please look for a complete list of Chairpersons with names and numbers in an early school mailing. Also at the *Back-to-School Nights*, Home and School representatives will be available to answer questions.

Sign-up

for

Volunteer Position (s)

Volunteer's name \_\_\_\_\_

Volunteer's phone number \_\_\_\_\_

Volunteer's e-mail \_\_\_\_\_

Volunteer's children in school and grade level

\_\_\_\_\_  
\_\_\_\_\_

Volunteer position \_\_\_\_\_

\_\_\_\_\_  
Volunteer's Signature

\_\_\_\_\_  
Date

Sign-up

for

Volunteer Position (s)

name/phone/email\_\_\_\_\_

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