

*TUSCARAWAS CENTRAL CATHOLIC  
ELEMENTARY SCHOOL*

*PARENT VOLUNTEER PROGRAM*

*Revised and Adopted-June 2015*



Dear TCCES Families,

Tuscarawas Central Catholic Elementary School is a wonderful place for our students to grow and develop both academically and spiritually. The faculty, staff, and School Advisory Board believe parent involvement and participation in school activities can enrich and foster this experience for students. Parent involvement not only shows support for the faculty and the school, but is also necessary in order to maintain and expand many of the academic and extracurricular opportunities offered to our children.

With this in mind, we are pleased to announce the continuation of **PARENT POINTS!** Parent Points is a program where parents and grandparents volunteer at TCCES or your family's Catholic Church and earn points that will give you tuition credit. To qualify for the tuition credit, parents and grandparents must earn 150 points which then becomes a \$150.00 credit on your tuition.

I ask that you take a few moments and read through this handbook. It contains the TCCES volunteer requirements and guidelines as well as a list of the many volunteer opportunities. I encourage you to give me a call at the school office or send me an email at [mrutzert@cducation.org](mailto:mrutzert@cducation.org) if you have any questions regarding our Parent Points volunteer program.

Your time and talent are valued gifts to all of us at TCCES and is a necessary part of growing a positive and supportive environment in which our children can thrive. The administration, faculty and staff of TCCES are looking forward to the successful partnership with our parents the Parent Points volunteer program will bring to our elementary school. We are all extremely grateful and hope the generosity you have always shared with our school will continue to grow and be an integral part of your child's Catholic education. We wish you a wonderful "volunteer career" at Tuscarawas Central Catholic Elementary School!

God bless,

Matt Ritzert  
Principal

## TUSCARAWAS CENTRAL CATHOLIC VOLUNTEER REQUIREMENTS

1. All volunteers in the school who will have “care, custody or control of children” must have a criminal background check and must attend a class with the Diocese on Protecting God’s Children. Proof of both must be on file with the school office before any volunteer can be with the children. Parents must also complete a BCI background check.
2. Volunteers are required to enter by ringing a doorbell and being buzzed in by school office personnel. Volunteers assisting in the Cafeteria or Media Center may report directly to those locations after entering the building. All other volunteers must proceed to the Main Office, sign in and out upon arrival and departure, and wear an identifying badge while they are in the building.
3. Those eligible to volunteer for your family include the student (s) parents and grandparents ONLY. No other family members, friends, etc. can earn Parent Points for your tuition credit.
4. Included in this handbook is a Volunteer Tracking Sheet volunteers must use to document volunteer hours. Volunteers are to complete a row each time they volunteer and ask the person in charge, TCCES staff person or Chairperson in charge of the event, to sign the row to verify the hours you have volunteered.
5. Volunteer Tracking Sheets are to be submitted to the school office **by April 10 2016. If your hours equal or exceed 150 points, you will be given the \$150.00 tuition credit and it will be applied to your 2014-2015 tuition.**
6. Families who do not meet the 150 points will not receive the tuition credit. No partial credit will be given.
7. When volunteering with the children, please remember it is the teacher’s job to discipline if a problem arises. If you see or hear a situation with a student (s), please go to the teacher in charge of that class or activity and tell him/her what the situation is. Do so in a quiet manner so as not to draw attention to the situation.
8. Volunteers must agree to and adhere to the Volunteer Guidelines that are on the following pages of this handbook.

## **GUIDELINES FOR VOLUNTEERS AT TCCES**

### **Dependability**

The school relies on your support and commitment. The school staff and event chairpersons work hard to develop a schedule of volunteers and depend on those volunteers to come when they are scheduled. We also depend on you to be on time when you are scheduled to volunteer. We understand situations arise that may prevent you from coming during your scheduled time or cause you to have to arrive late. Please call the school office or the chairperson in charge of the event ASAP to let them know of your situation.

If you know ahead of time you are unable to volunteer as scheduled, please do your best to find someone who can cover for you. Please let the school office or the chairperson know of this change so the right person receives the points for the volunteer hours.

### **Confidentiality**

A volunteer operates in a position of trust. Personal information pertaining to students, employees of the school and families MUST be kept confidential. Students' actions, responses, progress, or situations you may see are not to be shared in the community. Conversations between parents, teachers, and students are confidential. Volunteers should not discuss these conversations outside of school. Refer any concerns to the principal.

It is very exciting to be working with other volunteers. It is a time to get to know other parents, grandparents, etc. as well as form new friendships. It is important for you to have conversations with parents and share concerns and questions with one another. Talking to one another may help answer some of those questions. However, talking with one another while you are volunteering where others have overheard you or can eavesdrop on your conversations is to be avoided. If you have a concern or question, please don't hesitate to contact Mr. Ritzert, talk to the teacher directly, or refrain from such conversations until you are out of the building.

### **Volunteer Dress**

TCCES has very detailed expectations for how both students and employees dress. Although volunteers do not have a dress code requirement, it is expected that volunteers reflect an image of TCCES and wear modest clothing while working in the school or during school events and activities.

### **Expectations**

One of the most important things a volunteer can do is follow the lead of the person in charge. Whether it is a teacher, staff member or event/activity chairperson, please follow that person's direction and do not try to change how things are done at that time unless you are asked to do so. We recognize you have great ideas to share and may even have a better way of doing things.

Take time afterwards to talk with that person and share those ideas with him/her.

### **Volunteer Opportunities**

There are many opportunities to volunteer at TCCES as well as your home parish. Those opportunities and point values are listed on the following pages.

We also recognize that some opportunities may not have yet been developed and may come to fruition as other school and parish events, activities and programs are put into place.

We will also welcome parents and grandparents to share with us in the fall talents and special skills they have that may in turn become an opportunity to volunteer. Please look for that form in the packet you will pick up in the school office when you come to the Back-to-School Open House in August.

## LISTING OF VOLUNTEER OPPORTUNITIES

### FUNDRAISING

#### **Book Fair** – Coordinator and Volunteers

Assist in the coordination, communication, set up and sales during the book fair.

*Points Earned:* **Coordinator – 75 points** for each Book Fair (typically held in Jan/Feb and May). Volunteers – 5 pts. per hour

#### **Box Tops and Campbell's Soup Labels** – Coordinator and Volunteers

Counts and packages box tops and labels from students and submits them to various entities by the deadlines. Coordinator often runs several contests throughout the year to encourage participation. Nominal prizes to the winners.

*Time Frame:* all year

*Points Earned:* **Coordinator - 150 points**, Volunteers – 5 pts. per hour

#### **Market Day** – Coordinator and Volunteers

*Time Frame:* all year

*Points Earned:* **Coordinator – 150 points**, Volunteers – 5 pts. per hour

#### **Malley's Candy** – Coordinator and Volunteers

*Time Frame:* Spring

*Points Earned:* **Coordinator – 150 points**, Volunteers – 5 pts. per hour

#### **Pierogi** – Coordinator and Volunteers

*Time Frame:* A few months before Lent begins

*Points Earned:* **Coordinator – 150 points**, Volunteers – 5 pts. per hour

#### **Spaghetti Dinners** – Coordinator and Volunteers

*Time Frame:* all year-four (4) dinners

*Points Earned:* Coordinator – 150 points, Volunteers – 5 pts. per hour

#### **Card Party** – Volunteers

*Time Frame:* September to prepare for October Fall Card Party

*Points Earned:* **Chairperson – 150 points**, Volunteers - 10 pts. per hour

#### **Casino Night** – Coordinator and Volunteers

*Time Frame:* January

*Points Earned:* **Chairperson – 150 points**, Volunteers – 10 Points per hour

## **SCHOOL COMMUNITY**

### **Home & School Association Officers**

This person will work with the principal to ensure all fundraising activities and Family Events are coordinated, advertised, etc. Each activity and event will have its own coordinator. The Liaison assists the principal in coordinating those volunteers and assisting as needed.

*Time Frame:* 20-30 hour time commitment

*Points Earned:* 100 points

### **School Advisory Board (SAB) Member**

Board members are nominated and then voted upon by active members of the SAB. Responsibilities of the SAB members are to provide the Governing Board, educators and principal of TCCES with counsel and advice regarding certain issues affecting the school and in the assistance of implementing school policies. Members will also serve on committees including, but not limited to: planning; policy formulating; finance; development/marketing.

*Time Frame:* 10-20 hour time commitment

*Points Earned:* 100 points

### **Governing Board Member**

Board members are appointed by the pastor of their specific parish. Duties include attending monthly board meetings. Members also serve on committees and are responsible for the sustainability and financial stability of TCCES.

*Time Frame:* 10-20 hour time commitment

*Points Earned:* 100 points

### **Scrip – Coordinator and Volunteer**

Coordinator collects, tallies and submits school orders to the Great Lakes Scrip program. Upon receipt of the gift cards, coordinator fills and distributes the orders. Coordinator also keeps a log of orders for tuition credit purposes.

*Time Frame:* all year

*Points Earned:* Coordinator - 150 points; Volunteers – 5 points each time sorting

### **Room Parents Coordinator**

Coordinator solicits room parent volunteers for each classroom. The coordinator will work with each teacher to plan various activities throughout the year. The coordinator will work with the room moms to answer questions, inform them of school traditions and policies, etc. Reminder phone calls prior to an activity will also be necessary. The coordinator will also be responsible for distribution of funds for room activities to the room moms.

*Time Frame:* August/February

*Points Earned:* 50 points

**Lead Room Parent**

Coordinate all classroom parties and activities. This includes working with the classroom teacher to determine the scope of the parties and/or activities. The lead room parent will be responsible for scheduling volunteers for the parties including food, drink, and activity.

*Time Frame:* October-February

*Points Earned:* 40 points

**Cafeteria Volunteers**

Volunteers assist the cafeteria staff in serving food to students daily, along with cleaning trays, utensils, pots and pans, etc.

*Time Frame:* 10:45 am – 12:45 pm (approx.) – 3 to 4 volunteers needed per day

*Points Earned:* 5 points per day

**Chaperone on Field Trip or Provide Field Trip Transportation (including field day)**

Chaperones the students on school sponsored field trips.

*Time Frame:* Varies

*Points Earned:* 10 points for half day, 20 points for full day trip

**Media Center**

Volunteers assist during library time, helping children choose level appropriate books. Volunteers also assist in checking books out and in, as well as repairing damaged books, re-shelving and maintaining neatness of the shelves and surrounding Media Center area.

*Time Frame:* Varies by day

*Points Earned:* 5 points per day

**School Picture Day**

Volunteer(s) would escort students from classroom to picture taking area, help straighten students before being photographed, and assist in class picture arrangement.

*Time Frame:* Fall – date TBA/3-4 hours/1-2 volunteers needed

*Points Earned:* 10 points

**School Photographer**

Volunteer(s) will take and collect photos of class and school events throughout the year. The volunteer will provide pictures to the yearbook vendor and coordinate class groupings that may be used for “class pages” in the yearbook.

*Time Frame:* All year with time amount varying based on school activities – 1-2 volunteers

*Points Earned:* 30 points

**Grounds and Building Maintenance**

Includes lawn mowing and maintenance; shrub maintenance; weeding/mulching beds; snow removal. The volunteer may also assist various janitorial tasks, repairs, maintenance, etc.



*Time Frame:* all year  
*Points Earned:* dependent on task

## **PARISH COMMUNITY**

### **Liturgical Minister**

Eucharistic Minister, Lector, Greeter, etc. at your home parish

*Time Frame:* all year

*Points Earned:* 5 points each time

### **VBS Leader or Helper**

Work with parish VBS Director to lead a station or crew or to provide assistance before or during VBS

*Time Frame:* Summer

*Points Earned:* 5 points each day

### **Parish Festival**

Work various booths and festival events

*Time Frame:* Summer

*Points Earned:* 5 points for each event

### **Girl Scouts and Boy Scouts**

Attend meetings, events, etc. with your child's troop

*Time Frame:* all year

*Points Earned:* 50 points for leaders; 5 points per meeting for volunteers

### **Music Ministries**

Cantoring, participating in various choirs, etc.

*Points Earned:* 10 points each time

### **PSR Teacher**

Teach in your parish PSR program

*Points earned:* 150 for teaching class weekly through the school year

