

St. Michael's School



Partners in Education (PIE)

Volunteer and Fundraising Handbook
2021-2022

SERVICE HOURS

Introduction

Included in the smooth operation of St. Michael's School (SMS) are certain volunteer functions and responsibilities that must be fulfilled. All of these tasks are challenging and demand energetic, enthusiastic workers to achieve these goals. Responsibilities require time and enthusiasm and are vital to the efficient functions of the school. Performance of these desperately needed volunteer functions by paid personnel would cause tuition to increase much more.

After considerable research and study of other schools in the metropolitan area and learning their management of similar problems, the Partners in Education (PIE) Program was formed. Parent participation is a vital component of the operation of SMS.

Requirements

Parents are required to accumulate 40 hours of service hours during the period of August 2021 through June 2022. Any time that you can give ***over and above*** your required hours will be greatly appreciated and our students will be the recipients of your talents and dedication to St. Michael's School. All 8th grade parents are required to have all hours complete by 1 May 2022.

The buyout option for Service Hours is \$2000 per year and must be paid before the school year ends. During the month of May, all family accounts will be reviewed. If a family that chose to perform their service hours has not met the required 40 hours, then the family will be billed for the remaining hours at a rate of \$50 per hour not completed. The SMS Administration set the rate at \$50 per hour.

Example 1: Family A volunteers 25 hours. Family A will be billed for 15 service hours (40 hours required - 25 hours complete) at \$50 per hour for a total of \$750.

If there are concerns or issues regarding this policy please contact the Vice-Principal, Mrs. Mary VanRyswick, mary.vanryswick@saint-michaels-school.org.

Recordkeeping

An important part of the program is the record keeping. ***PARENTS*** are responsible for ensuring that their time has been recorded on the service hour sheets. These forms will be the only record of volunteer hours that are kept for the school year, we cannot go off of SignUpGenius, that is for signing up for hours only. ***It is the parent's responsibility to ensure that their time is accurately recorded on this form for each event in which they participate.*** The chairperson of each event will have access to the service

hour sheets. If you are volunteering in the classrooms/office/cafeteria, ensure that you complete the form in the main office.

Quarterly reports will be provided to each family. The reports will be distributed with the report card with the exception of the last quarter. The 4th quarter report will be sent to you immediately following the Memorial Day Holiday. This will allow the settlement of your account prior to school closure for the year.

Planned Activities

St. Michael's School PIE has projected the positions and planned events for the 2021-2022 school year and has them listed in this booklet. Families are reminded that even with superb planning some positions and events listed may change. Likewise additional positions and activities may be added. Any changes, additions or deletions to the positions or planned activities contained herein will be communicated to parents in the Monday Letter.

For the protection of our children, the Archdiocese of Washington requires that anyone within the school system that has contact with the students will be required to meet the Virtus Program requirements. Positions that require you to be Virtus Certified and fingerprinted are marked by the positions. For additional information on the Virtus Program requirements, please contact the school office.

Each position and activity contains a description of what is required. Hours have been estimated based on our experience with these positions and in hosting these events. For some events, the chairperson will receive the automatic 40 hours due to level of time and complexity. This allows considerations for the pre-planning and preparations of the event as well as actually holding the event itself. A prime example of this is the running of all school breakfasts and dinners. The Chairperson performs a tremendous amount of pre-planning before the event is actually hosted. Therefore, they receive 40 hours for chairing their committee in addition to any hours worked at the school prior to and during the event. All coordinators and chairpersons will have a special agreement and pre-approval with PIE and the school administration regarding service hour credit.

Activity Assignments

The last page of this booklet includes forms on which you can indicate your desired positions. Take a moment to look over the different areas in which volunteer help is needed, then identify your choice on the form by the position title. Ensure that your form is completed properly. You will notice that some positions have already been filled. This is because these activities are active over the summer months and chairperson

appointments were needed prior to the start of the school year. Please use our SignUpGenius to sign up for individual event service hours.

Every effort will be made to accommodate all parent's needs, abilities, special circumstances and talents. If you feel that you have a talent that will benefit St. Michael's School, we encourage you to let us know. We are always willing to improve in all areas of the school and its campus.

If you have any questions, please feel free to contact the School Office at any time at 301-872-5454.

Assistance Required During the School Day		
Position and Description	Hours	Notes
<p>Classroom Helper: Duties include assisting our teachers with various tasks, working with children, activities, copy/print/cut papers, bulletin boards, secret readers, teacher surprises, etc. REQUIREMENTS: All grade levels needed. Please specify day, time desired and grade level (primary, intermediate, junior high)</p>	Per Hour Worked	Virtus Certified
<p>Playground Duty: Duties include overseeing our children at play, rain or shine. This is a much-needed area and this commitment must be fulfilled all year. REQUIREMENTS: One day per month all year at lunch time, 2 hours per month. Please specify days desired.</p>	Per Hour Worked	Virtus Certified
<p>Hot Lunch: Duties include assisting with preparation and distribution of hot lunches throughout the year for approximately 3 hours per day. REQUIREMENTS: As scheduled, please specify dates, bi-weekly preferred.</p>	Per Hour Worked	Virtus Certified
<p>Middle School Dance Chaperones: Duties include deciding a theme, decorating hall, providing refreshments, and chaperoning the dance.</p>	Per Hour Worked	Virtus Certified

Partners in Education (PIE) Council		
Position and Description	Hours	Notes
<p>PIE Officers: The executive committee has positions for President, Vice-President, Secretary and Treasurer. Each position is elected in Spring.</p> <p>Positions Filled. President: Haley Sibley Vice-President: Tobie Pulliam Secretary: Marcia Hart Treasurers: Adair Stewart/Jenna Holmes</p>	Full Credit	
<p>Hallowed Halls Halloween Party: Duties include assisting with planning, preparation, set-up, execution and clean-up.</p> <p>Positions Open: -Chairperson -Decorations -Clean-up -Food</p>	Per Hour Worked	Virtus Certified
<p>Turkey Trot Race: Duties include assisting with publicity, signups, facilitating sponsors, race day and bag distribution.</p> <p>Positions Open: -Online Advertising -Facilitating Sponsors -Swag Bag Prep/Distribution -Day of Race</p>	Per Hour Worked	
<p>Chick-Fil-A Half Day Lunches: Duties include preparing bagged lunches for students and distributing bags to the classrooms.</p> <p>Positions Open: -Chick-Fil-A Coordinator -Chick-Fil-A Pickup -5 meal preppers</p>	1 Hour Per Event	Virtus Certified *Most Half Days (except Lent)

<p>Basket Raffle/Bake Sale: Duties include gathering of items for themed baskets, making baskets/baked items presentable and assistance on raffle day.</p> <p>Positions Open: -Chairperson/Vice -Basket/Baked Food Preparation -4 Assistance with Raffle/Sale Day Operations</p>	Per Hour Worked	Each donated item receives 1 service hour credit.

Athletic Events		
Position and Description	Hours	Notes
<p>Athletic Director (OPEN): Duties include overseeing the entire Basketball Sports program and coordinating school information with all coaches.</p>	Full Credit	Virtus Certified, approved by administration
<p>Athletic Coaches and Assistants: Coaching and encouraging sportsmanship at all games and practices for the various sports teams of the school. Assumes full responsibility for students; stays at practices until all students are gone; makes sure school is locked and equipment is returned to proper places.</p> <p>Cheerleading - November to March Coach: Marcia Hart Assistant Coach: OPEN</p> <p>Basketball - November to March Boys Varsity Coach:OPEN Boys JV Coach:OPEN Boys Assistant Coach:OPEN</p> <p>Girls Varsity Coach:OPEN Girls JV Coach:OPEN Girls Assistant Coach:OPEN</p>	Full Credit	<p>Virtus Certified, approved by administration</p> <p>Specify: -Cheerleading -Girls Varsity -Boys Varsity -Girls JV -Boys JV</p> <p>-2 Virtus Certified Adults Required at Practices/ Games</p>

<p>Athletic Boosters (Home Games Only): Plan fundraising events, assist with Uniform distribution and accountability, assist with food preparation and sales during Home Basketball Games and assist with the Sports Banquet planning, preparation and execution upon completion of Basketball season.</p>	<p>Per Hour Worked</p>	<p>Virtus Certified, approved by administration</p>
---	------------------------	---

<p align="center">Campus and Facility Improvements</p>		
<p>Position and Description</p>	<p>Hours</p>	<p>Notes</p>
<p>Landscaping and Beautification Workers: Needed at least twice yearly in individualized areas to maintain school grounds. Two days twice a year, one in the beginning of the school year (August/September) and one in the Spring (March/April).</p> <p>Position Filled: Conteras-Alvarez Family</p>	<p>Per Hour Worked</p>	
<p>Campus and Facility Improvement Workers: Workers are needed in individualized areas, such as listed below. Please sign up for a specific area.</p> <p>Snow Removal: Ideal position for someone with a truck and blade.</p> <p>Painting: Painting of chairs, school walls, bookshelves, etc. as needed.</p> <p>Electrical/Carpentry/Plumbing: Individuals needed with expertise in these areas on an as needed basis.</p>	<p>Per Hour Worked</p>	<p>Specify Area</p>

<p align="center">On-Going Positions</p>		
<p>Position and Description</p>	<p>Hours</p>	<p>Notes</p>
<p>Marketing Chair: Duties include maintaining points of contact, phone numbers, email addresses to local news medials, other local churches and organizations and other avenues of advertisement online (facebook, community pages, etc) in order to</p>	<p>Full Credit</p>	<p>OPEN</p>

<p>publicize upcoming Fundraising Events and School News. Assists in preparing flyers and coordinates distribution for advertising planned events. Needs to have access to a personal computer and internet. Knowledge of Microsoft tools is preferred.</p>		
<p>Fundraising Chair: Duties include scheduling and overseeing fundraising efforts and subcommittees.</p> <p>Position Filled: Crystal Langley</p>	<p>Full Credit</p>	
<p>Thrift Shop Chair: Duties include organization and running of the Angels and Wings Thrift Shop. Scheduling sales, determining processes, training, and delegating to subcommittees.</p> <p>Chair Position Filled: Desiree/Brian Crosby</p> <p>Positions Available: -Cashier Sub-Chair -Donation Sub-Chair -Cleaning Sub-Chair</p>		<p>Full Credit for Chair. Half Credit for Sub-Chairs</p>
<p>SCRIP Coordinator: Duties include coordinating all gift certificate sales; placing orders for each week; maintaining all records of sales; filling orders; entering data into gift certificate online program; preparing all necessary reports and advertising program throughout the year.</p> <p>Position Filled: Jessie Sohn</p>	<p>Full Credit</p>	
<p>Special Talents: There may be circumstances where special talents may not be covered in any other category in this handbook. Parents with special talents willing to perform services for the school, or someone with teaching talents who could provide tutoring services. Please specify your talent and availability.</p>		<p>Hours determined by Principal</p>

**All chairperson/athletic positions above require School Administration approval

FUNDRAISING SCHEDULE

Planned Fundraisers

The Partners in Education (PIE) works diligently throughout the year to raise money to provide support to the students and faculty of SMS. Each year in September, the PIE Officers in coordination with the Administration develop the annual budget, which is presented and approved at a PIE meeting. Based upon this annual budget, the PIE is able to provide support in a variety of critical areas as well as providing enhancements to the curriculum and developmental opportunities for the faculty at SMS. Your fundraising efforts are used to support this approved budget and to offset school operating costs.

St. Michael's School has projected the following fundraisers for the 2021-2022 school year.

<p>August Spirit Night: Chipotle (31 August 4-8pm)</p>	<p>September Spirit Night: Green Turtle 8th Grade Breakfast Joe Corbis Fundraiser Golf Ball Drop</p>
<p>October Spirit Night: Old Town Pub Pre-K/Kindergarten Breakfast Wrapping Paper Fundraiser Haunted Halls/Chili Cook-off</p>	<p>November Turkey Trot Spirit Night: Hacienda 7th Grade Breakfast Yankee Candle Calendar Fundraiser Thanksgiving Pie Fundraiser</p>
<p>December Christmas Bake Sale Posada Dinner Spirit Night: Texas Roadhouse PreK/1st Grade Breakfast with Santa Norwex Fundraiser</p>	<p>January Spirit Night: Texas Roadhouse 6th Grade Breakfast Read-a-Thon Fundraiser Usborne Card Fundraiser Superbowl Fundraiser Catholic Schools Week</p>
<p>February Valentines Bake Sale Spirit Night: Firehouse Subs 2nd Grade Breakfast</p>	<p>March Spirit Night: Nicollettis 5th Grade Breakfast Shrove Tuesday - March 1st</p>

Scentsy Fundraiser Online Auction	Lenten Dinners
April Easter Basket Raffle: April 3rd Spirit Night: Mission BBQ 3rd Grade Breakfast	May Spirit Night: Sweet Frog 4th Grade Breakfast Teacher Appreciation Week Drive-in Movie Cinco de Mayo Dinner
June Spirit Night:	July Spirit Night: Brusters

VOLUNTEER SIGN-UP SHEET

<p style="text-align: center;">First Choice</p> Name: _____ Phone #: _____ Position Title: _____	<p>Child's Name: _____ Child's Grade: _____</p> <p>Complete as Applicable to Position: Grade Level: _____ Day Preferred: _____</p>
Comments:	

<p style="text-align: center;">Second Choice</p> Name: _____ Phone #: _____ Position Title: _____	<p>Child's Name: _____ Child's Grade: _____</p> <p>Complete as Applicable to Position: Grade Level: _____ Day Preferred: _____</p>
Comments:	

<p style="text-align: center;">Third Choice</p> Name: _____ Phone #: _____ Position Title: _____	<p>Child's Name: _____ Child's Grade: _____</p> <p>Complete as Applicable to Position: Grade Level: _____ Day Preferred: _____</p>
Comments:	