



## **Our Lady of Mercy Catholic School Volunteer Commitment Program**

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# **Our Lady of Mercy School Volunteer Commitment Program 2011-2012**

Our Lady of Mercy is more than a school, it is a family! As in any family, OLM relies on every member to accomplish both daily tasks and special events. Volunteering contributes to the OLM family feeling. The benefits of involvement are amazing. National studies indicate that students perform at higher levels when parents are actively involved in their children's school. Volunteering sends a vital message to our children that giving back is important. Volunteer hours contributed at OLM also help to provide an economic bridge between tasks necessary to operate our school and the ever increasing demands on our budget.

Beginning this school year, each family is being asked to provide a minimum of 15 recorded volunteer hours per year. As we get more accurate records of what time commitments are needed for different projects and events, we may adjust hours in future years. Volunteer hours will be counted beginning August 1, 2011 and ending on May 30, 2012. Volunteer hours performed after May 30, 2012 will be credited toward the 2012-2013 school year.

Almost all efforts directed toward assisting our school are acknowledged. Volunteer hours may be counted for any of the many activities sponsored by Our Lady of Mercy or PTO which are found in the Volunteer Commitment Opportunity section below. Please keep in mind that every effort will be made to assist single parents, working parents, and parents of infants who may require "take home" work. Please remember that time seems to move faster as the end of the year gets closer and it may not be the best plan to wait to find volunteer hours. The Volunteer Coordinator will assist you in finding volunteer opportunities as needed.

Additionally one service hour may be earned for every \$10.00 *spent* toward a purchase for the school (hospitality, class parties, event supplies, etc.) Please note that donations may qualify for volunteer hours OR a tax-deductible donation. You cannot receive volunteer hours for donations that produce a tax-deductible donation letter from the school. (Thus donations of items to the auction or rummage sale cannot be counted.) Furthermore, volunteer hours cannot be given for events that are not school sanctioned or for private purchases at fundraisers (i.e. – money spent for your family's benefit such as chocolate bars or auction items.)

If you decide, you may buy out of the volunteer commitment program in part or in whole for \$10 per hour (\$150 for the full 15 hour commitment).

## **RECORDING SERVICE HOURS**

Families are responsible for keeping a record of their service hours and documenting them. In order to create a system of checks for volunteer hours, we will have several documentation methods. It is extremely important for each family to keep track of their hours. This record will guide volunteer commitment hours for future years. Please round your time to the nearest 15 minutes. Also, when you reach your 15 hours, PLEASE KEEP GOING! This helps us know how many hours we should estimate for each project/event.

1. Sign in on the Volunteer Commitment Notebook located at the front sign in table. Each family will have a page in the book and is responsible for recording hours at least monthly.
2. Each teacher and event chair will have a receipt book. When you attend meetings or drive on a field trip, you will be given a receipt for your volunteer time.
3. You may also keep track of your hours on the attached sheet and turn in a copy to the volunteer coordinator on a monthly basis to be recorded.

On the first of each month, recorded volunteer hours will be counted from the Volunteer Commitment Notebook. These hours will be used to designate a volunteer of the month. Hours must be recorded in the Volunteer Commitment Notebook no later than the 30<sup>th</sup> of the month to be counted for the volunteer of the month. At the end of the year, hours will be calculated to designate Volunteer(s) of the Year. Hours must be turned in and recorded no later than May 30<sup>th</sup> to be counted for the Volunteer of the Year.

## **IMPORTANT REMINDER**

All individuals who are in direct contact with children will require a criminal background check as well as completion and current updates of the "Protecting God's Children" training required by the Diocese. Training dates and locations are listed on the Diocese website.

## Volunteer Commitment Opportunities 2011-2012

Family involvement is crucial to a successful school year. Here are some opportunities to get in on the action. Committee chairs are needed for many events/programs. Just fill out a form in the office or email Rebecca Seeber at [beccaseebs@aol.com](mailto:beccaseebs@aol.com), then you too can share in the rewards of the "Mercy Spirit"! Please remember that you may not want to wait until the last minute to fulfill your volunteer commitment. Thanks in advance for all your help and support!

### Fundraisers

- Golf Marathon:** organize and plan event, organize golfers and volunteers for event, set up, clean up, shift during event, October 5<sup>th</sup> at Bermuda Run Country Club, Chair: Jay Davenport [davenpje@wfu.edu](mailto:davenpje@wfu.edu)
- Fall Festival:** organize and plan event, organize volunteers for event, set up, clean up, shift during festival, October 21<sup>st</sup>, Chair: Diane Weyant [dweyant@cisco.com](mailto:dweyant@cisco.com)
- Wreath Sale:** organize wreath sale, distribute and collect order forms, place wreath orders, distribute wreaths, during November, Chair: Amanda Davis [amathgirl@hotmail.com](mailto:amathgirl@hotmail.com)
- Rummage Sale:** set up, clean up, shift during sale, sort and price items, advertise sale, gather donations, May
- Book Fair:** decorations, advertisements, shifts during fair, set up, and clean up. Fall\_\_\_\_ Spring\_\_\_\_
- Auction:** This is the major fundraiser for the school. Activities include decorating, set up, planning, clean up, securing donations, keeping accounts, writing thank you notes. Committee chair organizes volunteers, manages time lines, and plans menu., April 27<sup>th</sup>, Chair: Melissa Babcock [mbabcock@staysafetvalert.com](mailto:mbabcock@staysafetvalert.com)
  - Class Project:** design and organize class projects for the annual auction, ensure classes meet time lines for completion, assist in arranging a preview of class projects just before auction time.
- Gift Card Program:** Chair: Trina Temples [twtemples@gmail.com](mailto:twtemples@gmail.com)
  - Runner:** pick up scrip cards from local participants, flexible time & easy to do with children at home.
  - Filler:** 2 people count cards, check order accuracy, and put orders in family's envelope. They do not handle money.
  - Processor:** 2 people collect paper and online orders, verify payments, and place orders through Great Lakes Scrip online. The processor will add checks and cash, fill out a settlement sheet, and print out purchase orders.
  - After Mass Sales:** 2 people sell in stock cards after mass at OLM. They keep track of what is sold, the payment method, and note any requests for specific cards.
- Used Uniform Sale:** organizing a sale of the used uniforms turned into the school. Fall\_\_\_\_ Spring\_\_\_\_
- Yearbook:** includes selling ads to local businesses and families, getting pictures, identifying students in pictures, organizing and working with the yearbook club, designing pages, inputting data from ad and book sales, selling yearbooks, sending out letters and email communications.
- Original Works Art:** organize art and accompanying paperwork to ensure deadlines, distribute magnet and order form packets, collect and organize orders/payments, distribute orders

- Belk Charity:** includes selling tickets, advertising, etc
- Family Bingo Night:** set up, clean up, decorations, etc for kick off event to Catholic Schools Week
- Box Tops/Campbell's Labels:** includes advertising, collecting, trimming, sorting, sending off labels, Chair: Jennifer Seaux [jen\\_lee@bellsouth.net](mailto:jen_lee@bellsouth.net)
- Friday Dinner Out:** Collect orders & payment, turn into restaurant, organize meal delivery, and advertise event, monthly Chair: Elizabeth Cheron [egcheron@gmail.com](mailto:egcheron@gmail.com)
- OLM Fun Run:** help organize fun run, distribute and collect sponsor forms, February 1

**\*\*Potential Fundraisers awaiting final approval\*\***

- Pine Straw Sales:** Collect orders & payment, organize pick up, and advertise event, Spring
- Spirit Gear Sales:** Collect orders & payment, organize order distribution, and advertise gear,

### Outreach

- Hospitality Committee:** responsible for setting up a table for each Open House date and providing various types of beverages, breakfast items, baked goods, fruit, paper products, etc. and serve them to prospective parents that are visiting the school. Also responsible for serving the Catholic Schools Week parent luncheon. You can drop off your baked items during morning drop off or the day before the Open House event.
- Open House Parents (Kindergarten especially needed):** attend OLM Open Houses to answer questions from potential parents
- Thanksgiving Baskets:** coordinate donations for class baskets through grade parents and arrange baskets, Chair: Jennifer MacLean [jemaclea@wfubmc.edu](mailto:jemaclea@wfubmc.edu)

### Give Back to Teachers

- Art Helper:** provides volunteer time to help out classes during art time each week
- Media Center:** provides volunteer time to help out in the media center
- Lunch Out For Teachers:** provides volunteers to take over lunch duties so teachers can each away from class, once per month
- Office Helpers:** offers regular assistance in the office with copying, answering phones, organizing, etc.
- Teacher Appreciation Luncheon:** organize the Teacher Appreciation Luncheon during Catholic Schools Week. This involves arranging food, decorations, invitations/rsvps, and volunteers.

### For the students

- Chess Club:** plan and organize meetings, help students
- Catholic Schools Week:** responsible for organizing Student Appreciation Day by planning activities and arranging volunteers for the day. K -1\_\_\_\_ 2 - 5 \_\_\_\_ 6-8\_\_\_\_
- Spring Concert:** Some activities include helping with rehearsals, running music during the performances, helping gather costumes and props, sewing costumes, painting sets and backdrops, putting together programs and advertisements, etc.
- Year End Picnic:** coordinate supplies, decorations, activities, and classes for end of the year picnic.

- **Field Day Helpers:** Assist Mrs. Aho and teachers in coordination of field day, set up, tear down and clean up.
- **Daddy/Daughter Dance:** chaperone, plan, organize dance for fathers and their daughters.
- **Mother/Son Event:** chaperone, plan, organize dance for mothers and their sons.
- **Coach or Assistant Coach for athletic team:** organize team, plan and run practices/games,
- **Field Trip Driver:** safely drive students to planned field trips through out the year, monitor students during trip
- **Classroom helper:** assist teachers with various tasks such as copying papers, leading projects, reading to the class, etc.

There are usually some additional opportunities for service hours given by the individual teachers (i.e. take home work, field trips, reading buddies, etc.). Your child's teacher will solicit help for these opportunities.

### Communication

- **Grade Parent** –help teachers get out information to the class through email, phone calls, and letters sent home. Responsibilities vary according to what each teacher needs/wants. Grade parents usually coordinate class party snacks and drinks, organize class Student Appreciation Day celebration, organize collection of donations for school activities such as the Thanksgiving basket. If you can get a group together to serve as grade parents, the workload is cut down and the fun is increased! Grade\_\_\_\_\_
- **Volunteer Coordinator:** distribute/collect volunteer forms, organize volunteers and a chair for each committee, help locate volunteers through out the year as the need arises, Rebecca Seeber [beccaseebs@aol.com](mailto:beccaseebs@aol.com)
- **PTO executive board:** manage fundraiser plans for the year, plan upcoming fundraisers, plan and organize periodic meetings through the year to inform parents and teachers, Chair: Rebecca Seeber [beccaseebs@aol.com](mailto:beccaseebs@aol.com)

### Advancement

- **Data entry:** assist Director of Advancement with load and upkeep of data in online system. Part of this task can be done from home.
- **Alumni Outreach:** assist in developing program to reach out to OLM alumni which includes web site, newsletter, events planning, compiling alumni directory
- **Corporate Sponsorship Committee:** assist in securing sponsors for signage throughout the school
- **Grants Committee:** assist Director of Advancement in identifying, researching and writing grants.
- **Grounds Upkeep:** assist in keeping weeds off of fence line and participating in clean-up days as scheduled for weeding, planting, raking, etc.

