



# VOLUNTEER HANDBOOK

Our Lady Star of the Sea  
Catholic School

2012-13

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[www.school.starofthesea.net](http://www.school.starofthesea.net)

## Compassion and Service

Some people know the way to make each day seem more worthwhile. They do make the nicest things for you and always wear a smile. They make this world a better place by practicing the art of reaching out to others and by giving from the heart.

*Amanda Bradley*

In order for us to love, we need to have faith because faith is love in action;  
and love in action is service. *Mother Teresa*

One day Jesus told a group of people, "If people give you a cup of water to drink because you belong to Christ, then in truth, I tell you, they will most certainly not lose their reward."

With God's help, we share the cup of kindness with our brothers and sisters.  
May the people with whom we come into contact leave our company refreshed.  
And may God help us to serve others.

*Adapted from Mark 9:41*

Christ has no body now on earth but yours; no feet but yours.  
Yours are the eyes through which He is to go about doing good;  
yours are the hands with which He is to bless people now.

*St. Teresa of Avila*

Only a life lived in the service of others is worth living. *Albert Einstein*

Together we can do something beautiful for God. *Mother Teresa*

There are different kinds of spiritual gifts, but the same Lord gives them.  
There are different ways of serving, but the same Lord is served. *1 Cor. 12:4-5*

At the Last Supper, Jesus washed the feet of the Apostles.  
Then He said, "Do you understand ... what I have done for you? ... If I, then, the Lord and Master, have washed your feet, so you must wash each other's feet. I have given you an excellent example so that you may copy what I have done to you."

Jesus made compassionate service a central part of the lifestyle of Christians.  
He showed us how to be hospitable, caring, and generous and how to build community.  
May we follow his example always.

*From John 13:12-15*

There are some things that belong to us that are so precious that we can't see them,  
we must share them with others – so it is with our volunteer efforts.

*Emily K. Morrison*

At the heart of life is service. *Mother Teresa*

## **Service at Our Lady Star of the Sea School**

Parent volunteers at Our Lady Star of the Sea School provide many services to help reduce the cost of education at Our Lady Star of the Sea School. Strategic planning, development, the SCOPE auction, the sale of SCRIP gift cards, and other fundraising programs all lower the tuition paid by OLSOS parents and the subsidy paid by Our Lady Star of the Sea Parish.

Service decreases the cost per child by providing vital services for which the school would otherwise have to pay. Volunteers are not only a primary source of support but are also invaluable resources in helping Our Lady Star of the Sea realize its full potential as a Catholic community.

Volunteers witness the daily extension of their responsibility as primary educators by participating in the school's commitment to foster a nurturing, Catholic environment. Service is one way for volunteers to fulfill their responsibility as the first and best educators of their children. By sharing their time and talents, volunteers participate in the evangelical mission of the parish community and help Our Lady Star of the Sea School realize its potential as an educating and evangelizing institution. Volunteers give their fair share when taking part in stewardship and giving all that they are able in time, talent, and treasure.

Each year, Our Lady Star of the Sea Catholic School family is required to provide fifty hours of service. (Single parents must provide twenty-five hours of service.) Half of these service hours must be fundraising hours. Six must be adult faith formation hours. (The requirement is the same for both two-parent and single parent families.) The others can be general school-related activities or parish-related activities. Many of these tasks can be done in the evening, on the weekends, or at home. Thus, it is possible for all school families to contribute time and talent as required.

If family circumstances warrant, service hours may be reduced. For example, a Navy family with a spouse at sea will not be expected to provide fifty service hours. For any questions about reduced service hours, please contact Mrs. Wolfe.

Our Lady Star of the Sea Catholic School and Parish offer a wide variety of service activities to be in their children's education. Many are described in this handbook.

### All volunteers who work in any capacity with the school children must

- Have a current CCIS (background check) on file;
- Participate in a Safe Environment workshop;
- If you have already taken a Safe Environment workshop, you annually must complete an online class reviewing strategies for protecting the young and vulnerable; (Instructions may be found at the end of this volunteer handbook.)
- Return the "Safe Environment Program Church Personnel Agreement;"

- If driving on a field trip or for a school-sponsored activity, such as sports, have current car insurance information on file and a minimum of \$100,000/\$300,000 liability insurance. (Forms are available in the school office.)

There is a volunteer hour sign-up book on the main counter in the school office. Each family has one page –for fundraising, school/parish hours, and faith formation hours. (Additional pages can be added.) Please fill in your hours as you complete them. The school volunteer coordinator will periodically provide you with an updated accounting of your service hours. Families not completing their annual service hours will be billed \$20/hour at year’s end and not receive their children’s report cards until the amount due is paid. Also, records will not be transferred until all fees are paid.

You will also find an auction volunteer sign-up book on the counter in the school office.

## **Volunteer Profile**

**FRIENDLY** – A Star volunteer should become involved in a welcoming, warm, and friendly manner with the students and families of our school and parish. A cheerful smile and friendly “hello” are always important.

**DEPENDABLE** – A volunteer should be present and on time as scheduled unless he/she has made an arrangement for a substitute. If you will be absent, please try first to find a substitute. If unable to find a substitute, please call the teacher whom you are scheduled to help or the school office as soon as possible.

**DEDICATED** – A volunteer should view his/her services as a commitment of responsibility that requires a definite allotment of time and energy grounded in Catholic values. **The volunteer must serve as a Catholic role model at all times.**

**EMPATHETIC** -- The volunteer must be able to deal with a variety of people and situations in a sensitive manner.

**LISTENER** – The volunteer should provide support, assistance, and encouragement by his or her presence.

**CONFIDENTIAL** -- The volunteer must have respect for the confidential aspects of the assignment and allow the students/families dignity and privacy. Discretion must be used in conveying experiences within Our Lady Star of the Sea School and Parish. Students, parishioners, and parents must never be subject to gossip!

**OPTIMISTIC** -- The volunteer should have a positive outlook but at the same time not encourage any unrealistic goals or attitudes.

**FLEXIBLE** – A Star volunteer should be able to “go with the flow” and to adapt to circumstances and changes of plan as they arise.

**Dependable**  
**Empathetic**  
**Dedicated**  
**Inspiring**  
**Confidential**  
**Attentive listener**  
**Thoughtful**  
**Enthusiastic**  
**Devoted**

## **Volunteer Policies and Procedures**

**COMMITMENT** – All Star families are expected to provide 50 hours (25 hours for a single parent family) of service annually to school and parish. Agreeing to participate in a volunteer activity means that a definite commitment to serve has been made. If unable to fulfill a volunteer commitment, it is your responsibility to find a substitute. If unable to find a substitute, you must notify the school office or person responsible for the activity to which the volunteer commitment has been made.

**PROFESSIONAL BEHAVIOR** – Volunteers are considered to be professional non-paid staff members and are expected to act as Catholic educational professionals.

**ILLNESS/ABSENCE** – At Our Lady Star of the Sea School, we expect sick children to be kept at home. The same applies to sick volunteers. However, remember the importance of your responsibility to call a substitute.



**SUPERVISION** – Volunteers assisting in the classroom are supervised by the classroom teacher and by the principal. Volunteers are there to support paid staff, not to replace them. Other volunteers are supervised by the persons responsible for the activity in which they are participating. If there are any inappropriate behaviors on the part of any volunteer, the school reserves the right to terminate that volunteer's service.

**ANNOUNCEMENTS** – Volunteer projects and activities are listed on a sign-up sheet included in the registration packet and in the *Friday Folder*, as well as at the end of this handbook. Special volunteer projects are described in notes home, the weekly school bulletin, and in the parish bulletin.

**NO SMOKING** – For the well-being of students and staff, we require volunteers to be non-smokers while on duty, whenever on school or parish grounds, or while chaperoning students.

**CONFIDENTIALITY STATEMENT** – Discretion must always be used when conveying your experiences as a school or parish volunteer. Children especially have a right to privacy. Loyalty and respect are a given!

**ATTIRE** -- Volunteers must dress modestly. When working with children clothing may become soiled, so dress appropriately. Also, when working with children, shoes should be practical for both indoor and outdoor activities. Volunteers must model the requirements of the student dress code.

**PARKING** – Volunteers are never to park in the spaces in front of the school, on Fifth Street. Volunteers should park in the church parking lot.

**COMMUNICATION** – Volunteers should ask a staff member about anything they do not understand. “If you don’t know .... ask!” must be a guiding principle.

**ACCOUNTABILITY** – Volunteers must know which students are their responsibility at all times and supervise them.

**SUPERVISION** – Children are to be supervised **AT ALL TIMES.**

**DISCIPLINE** – Our Lady Star of the Sea School has a stated discipline policy. All actions involving student discipline should conform to this policy. There is no corporal punishment at Our Lady Star of the Sea Catholic School. Should a discipline situation arise involving a student and a volunteer, whenever possible, the situation should be dealt with by a paid school staff member. When this is not possible, the volunteer should take appropriate steps to deal with the immediate situation. Then the volunteer must report what happened to his/her supervisor teacher or to the principal or vice-principal. Consequences will be set by the staff member to whom the volunteer is responsible or by administrative staff. **Volunteers may not make calls home about disciplinary situations or sign discipline notes – that is the responsibility of their supervisor.**

## **Hints for Working with Students**

- A student’s name is very important. Learn student names!
- Be sure that the students know and can pronounce your name.
- Show that you are appropriately interested in the student/s as a person/s.
- Be creative and innovative but remember that the teacher always has the primary teaching responsibility. Follow the plan and directions set out by the teacher.
- Be reliable and dependable. You are a role model! Students and staff are expecting this.

- Build student self-confidence by affirming specific good actions or progress in learning.
- Expect the student to do his/her best, be positive about expectations, and be fair and consistent.
- Smile and enjoy the students! They will smile in return and enjoy what you are helping them with.



## **School Service Opportunities**

**You can earn service hours by attending parish adult religion classes and workshops, such as Father Lappe's Wednesday night classes.**

### **Non-fundraising activities**

**CURRICULUM:** Volunteers are support and resources for the faculty.

- Room mother/father: Assists teacher in planning of parties, field trips, and other social and religious activities.
- Substitute teacher: Needs a current Washington State teaching certificate; must be registered with the Archdiocese and on the list of approved substitutes; would be on an on-call, volunteer basis.
- Teacher's aide: Provides ongoing efforts at the request and need of each teacher/s. Efforts would vary according to grade, year, and teacher needs.
- Art docent coordinator: Recruits and schedules volunteers. Creates art docent schedule and is responsible for program information on the website.
- Art docent volunteer: Works as scheduled and under the direction of the art docent coordinator and in coordination with the classroom teacher.
- Science docent coordinator: Recruits and schedules volunteers to help primarily with science experiments.
- Science docent volunteers: Work as scheduled, under the direction of the classroom teacher and in conjunction with the science docent coordinator.

**SCHOOL ACTIVITIES:** Volunteers facilitate various endeavors/enrichments.

- **Coaching/athletics:** Coaches, assistant coaches, drivers to games, and team managers are needed for all sports: cross country, boys' and girls' basketball, and track.



- **Club leaders or assistant leaders:** Clubs meet from 3:20 to 4:00 on Mondays and Tuesdays. Clubs vary according to year. Past club offerings are story time, *MathCounts*, rockets, spelling champions, prayer and adoration, fitness, *Young Writers*, student leadership, and more.

**HOT LUNCH PROGRAM:** Assist with serving of hot lunches, washing trays and other utensils, supervising children, and generally helping the hot lunch program to operate in an orderly and pleasant manner. Volunteers may work any number of days per week. Hot lunch hours are considered to be fundraising hours.

**RUNNING ERRANDS:** We sometimes need drivers to pick up items for hot lunches, the SCOPE auction, and school or parish celebrations.

**PARENTS' CLUB OFFICERS:** Four people taking a leadership role, gearing their efforts to the needs of the students and staff of Our Lady Star of the Sea School students. The officers are president, vice-president, treasurer, and secretary. The officers market (and build morale at) Our Lady Star of the Sea School through social events, fundraisers, and informational meetings aimed at parents, parish, and staff. They support the pastor and school principal. A Parents Club officer receives an automatic 50 hours credit.

**PARENTS' CLUB MEMBERS:** All Star of the Sea parents are automatically Parents' Club members. Membership is also open to parishioners and friends of the school.

**SCHOOL COMMISSION:** Terms are for three years. The pastor and principal are permanent ex officio members. The board meets each month during the first week (dates TBA), September through June. The board's duties include planning, policy development, information and sharing, consultation in school matters, and support of the pastor and principal. School commission members also earn an automatic 50 service hours.



**HEALTH HELPER:** Works with the school secretary; records immunization on student health cards; helps to organize vision, hearing, and scoliosis screenings; and does other tasks as needed.

**CATHOLIC SCHOOLS WEEK AND SPRING MUSIC PROGRAM HELPERS:** Assists staff with these programs. Duties include decorating stage, making props and costumes, helping with music, and assisting at practices. Practices are generally held during the school day and are arranged by staff.

**SPECIAL PROJECTS HELPER:** Vary from year to year. The “Living Saints Museum” is among the special projects. Check the *Friday Folder*, parish bulletin, or school office to see what help is needed with these projects.

**TELEPHONE CALLERS:** Calling parents and others for specific functions. Can be done at home and will be needed for some tasks described in this handbook. This is a great way for a stay-at-home mom (or dad) with young children to earn volunteer hours.



**OFFICE:** Freeing office staff to do other tasks by

- Helping with bulletin boards
- Safety committee member: Works with administration to establish and implement a comprehensive emergency plan and to help purchase needed supplies.
- Typing or word processing: On a regular basis or as needed. Could be done at home or at school, depending on the work at hand.
- Substitute secretary or office assistant: On an as-needed basis, for varying periods of time.



- Photocopying for office or staff: As needed.
- Friday Folder: “Stuffing” the *Friday Folder*.
- Daily attendance office assistant: Calling homes of absent students if parents have not communicated the child/ren’s absence to school; doing other work as directed by the principal or office assistant. Time commitment is approximately 30 minutes per shift.

**PANCAKE BREAKFAST CHAIR AND HELPERS:** A free breakfast served to parishioners and school friends on the Sunday that “kicks off” Catholic School Week. Needed are cooks, decorators, servers, shoppers, and dish washers. Children in the older grades are invited to be part of this “thank you” event.

**SENIOR CITIZEN BRUNCH ON THE FRIDAY (Grandparents’ Day) OF CATHOLIC SCHOOLS’ WEEK:** After the all-school Mass, we serve a delicious brunch for grandparents and senior citizen friends. Needed are a chairperson, a cook, and helpers.

**OTHER HOSPITALITY OPPORTUNITIES:**

- Star is responsible for approximately nine coffee hours each year. These coffee hours take place between the two Sunday Masses and conclude at approximately 1:00, after the 11:00 Mass. Tasks are varied: shopping, setting up, serving, and cleaning up afterwards. (Helping with coffee hours earns fundraising hours.)
- Benedict House: Star provides one meal in December for residents of Benedict House. Tasks include: chairing, recruiting helpers, shopping, cooking, serving, and cleaning up afterwards.
- Star is responsible for one Lenten Soup Supper. Tasks are varied: chairing, recruiting helpers, shopping, setting up, cooking, serving, and cleaning up afterwards.
- Graduation: Each year, at Our Lady Star of the Sea School we celebrate our graduates at a brunch for friends and family after the graduation ceremony. Food is mostly donated by school families. Graduation-related tasks include chairing the event, shopping, decorating, serving, coordinating the seventh grade servers, and cleaning up afterwards.
- Cookie bakers are always needed for school and parish events.



**Development**

**DEVELOPMENT COMMITTEE MEMBER:** Belonging to a group with the purpose of fundraising, marketing OLSOS, and making contact with alumni, parents of alumni, grandparents, and other friends of Our Lady Star of the Sea Catholic School. Other goals are: helping to recruit students, writing press releases to recognize school highlights, and widening Star’s base of fiscal support. Chair of the committee is a designated school commission member.

**ALUMNI COORDINATOR:** Locates Our Lady Star of the Sea School alumni. Updates list currently on hand. Works with alumni to plan one alumni event per year.

**GRANT WRITERS:** Work with the administration, parish, and other parents to research grant opportunities, develop educational grant proposals, and track the progress of proposals.

## **Fundraising**

**SWEATSHIRT SALE COORDINATOR AND HELPERS:** Take place at the beginning of the school year. Help is also needed laundering used uniforms prior to their sale.

**LIBRARY HELPER:** Duties include circulation and shelving and working at the book fair. Shifts are available from 8:45 AM to noon or 12:30 to 3:00 PM.

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**USED UNIFORM CLOSET:** Keep the closet in the office organized, and stocked with clean uniforms that have been donated back to the school.



**BOOK FAIR:** Held during fall parent-teacher conferences to acquire new books for our school library/raise funds to purchase new books for our school library. Tasks include: chairing or co-chairing; working shifts; set up and clean-up; cashiering. Help can be used in whatever time blocks you can give.



**ADVENT STORE**: Students have the opportunity to buy reasonably priced gifts for family and friends. Tasks include: displaying items, cashiering, wrapping gifts, and cleaning up afterwards.

**KITSAP CARD COORDINATOR**: The *Kitsap Card* coordinator procures the Kitsap Cards, publicizes their sale in the school office, and does what's needed to make the sale a successful one.

**"BIG G BOX TOPS FOR EDUCATION"**: Clipping, counting, bundling, and mailing "Big G" (General Mills) Box Tops for Education. Box Tops are reimbursed with cash donations to our school.

**CAMPBELL'S SOUP LABELS**: Clipping, counting, bundling, and mailing soup labels, which are reimbursed with free educational and playground equipment.

**RELIGIOUS GOODS STORE**: This store, open between the morning Masses on Sunday, is a ministry of Our Lady Star of the Sea School. Help is always needed!



**SCOPE AUCTION**: This is the largest, most complicated, and most important fundraising project of the school year. Every family's participation is needed. Parish participation and participation of the community at large is greatly appreciated. Each family is expected to donate or solicit at least two items or services and to work on at least one of the committees. Among auction positions and committees are:

- General chairperson
- Co-chair
- Solicitation chair and solicitation volunteers
- Cashiering and closing
- Decorations
- Publicity
- Reminders, invitations, and reservations
- Oral auction set-up
- Raffle chair and helpers

- Dinner and hors d'oeuvres servers
- Hors d'oeuvres cooks
- Computer/date entry
- Thank you notes
- Classroom projects coordinator: Oversees classroom project volunteers. Report to auction chair on the various projects. Works with classroom project volunteers to ensure all projects are completed in a timely manner.
- Clean-up chair and assistants (double fundraising hours)

**JOG-A-THON CHAIR AND HELPERS:** Students run around the track at Lion's Field (across from the school). Parents help in a variety of capacities. This fun event is held at the end of May/early June.



**SCRIP PROGRAM:** This is an ongoing fundraiser that requires no donation or selling products door-to-door. The Scrip program involves purchasing Scrip (gift certificates) for use when making purchases instead of using cash.

Due to volume purchasing, OLSOS purchases the gift certificates at a discount, with the consumer paying face value only. This program enables families to make a donation to Our Lady Star of the Sea School while paying face value for the gift cards and using them for regular purchases and gifts.

Money raised by Scrip is used to balance the school budget and thus keeps down tuition increases for all families. (Note: For each \$100 of Scrip you purchase, you can earn one service hour.)

## **Parish service opportunities**



**PARISH MINISTRIES:** School families/volunteers can fulfill up to 19 hours of service by participating in one or more of the wide range of ministries Our Lady Star of the Sea Parish has to offer. This is another beautiful way to use the talents and gifts God has given us to enrich our school and parish, thus gifting our children with countless benefits. The following is not a complete list. A complete list can be obtained in the Our Lady Star of the Sea Parish office.

| <u>Organization</u>            | <u>Contact Person</u>      | <u>Phone</u>   |
|--------------------------------|----------------------------|----------------|
| Saint Vincent de Paul          | Denise Agee                | 479-7017       |
| Star Fest                      | Burdette Lott              | 479-3777       |
| Banner Committee               | Trish MacIntyre            | 373-6872       |
| Men's Schola                   | Sharon LaFrance            | 373-5162       |
| Star Lights Girls Choir        | Rod Gray                   | 613-9987       |
| Readers                        | Tim Herring                | 394-5551       |
| Just Faith Ministry            | Meg Collier                | 479-3777       |
| Youth Ministry                 | Josh Johnson               | 479-3777       |
| Sister Parish Project          | Mert Garrison/Tammi Murray | 479-3777       |
| Young Adult Ministry           | Courtney Kirchoff          | 479-3777       |
| Funeral committee              | Parish office              | 479-3777       |
| Ushers                         | Sheila McKenna             | 479-3777       |
| Welcome Home Ministry          | April Burton               | 479-3777       |
| Social Outreach                | Kathy Warcup               | 479-3777       |
| Respect Life Committee         | Meg Collier                | 698-9546       |
| Funeral Reception Committee    | Mary Wells                 | (253) 857-1675 |
| Elementary Religious Education | Pat Lervold                | 479-3777       |
| Maintenance                    | Larry Bennett (parish)     | 479-3777       |
| Maintenance                    | Gina Cruz (school)         | 373-5162       |

**Thank you and God bless you for sharing your  
time and talents with  
Our Lady Catholic School and Parish!**

