



St. Martin's School

115 South Frederick Avenue
Gaithersburg, Maryland 20877

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<http://www.smsmd.org>

VOLUNTEER INFORMATION 2009-2010

Volunteers

We appreciate all that you do for our school. Serving as a volunteer is an extremely vital and fundamental component of the success of our school's program. If you plan to volunteer your services by working directly with the students in some capacity – such as going on field trips, working in the Early Bird Program, and/or helping in the office or assisting with “Centers” in the classroom, you **MUST BE FINGERPRINTED** as mandated by the current regulations issued by the Archdiocese of Washington. One parent in each family must also be fingerprinted to fulfill the family obligation to serve in the cafeteria at least several times during the course of the school year. We thank you for your understanding and cooperation. Statistics show that parents, who share their time and talents at their child's school, have children who work hard and also have children who have very positive feelings about themselves. Once again, we look forward to your presence and assistance throughout the year.

Child Protection Policy

As indicated above, all volunteers **MUST BE FINGERPRINTED** by a representative of the **Archdiocese**. One cannot just stop by a police to be fingerprinted. Volunteers must also attend a mandatory child protection training program sponsored by the Archdiocese of Washington, and read and complete the form in the Child Protection Policy Handbook. For further information, please contact the school office. We will be happy to assist you.

Read the information on different ways on how you can volunteer your services in the school.

Gratefully,

Sister Sharon Ann Mihm, CSC
Principal

GENERAL INFORMATION ON VOLUNTEERING TO SCHOOL

Each two-parent family is required at least 60 hours of volunteer service, and 30 hours from every single-parent family. Any adult family member (including grandparents, older siblings, etc.) is eligible to contribute toward your Parent Participation requirement, as long as they have been *fingerprinted* and have taken the *Child Protection course*. However, hours **cannot be carried over to the next year, or “donated” to another family**. To eliminate confusion for the volunteers who monitor Parent Participation hours, please **SIGN THE HOURS SHEET WITH THE CHILD’S LAST NAME**. If there is an activity in which you are especially eager to serve, you can phone the coordinator and ask to be placed on a team. Listed below are the names and phone numbers of the coordinators. Some activities have been assigned to parents of specific grades. Please consult your Parent Handbook for details.

Direct Support Functions:

*Early Birds	: Vivian Abudayeh (301) 528-5546
Health Room	: Nurse Beckie (301) 977-0495
Parent Hours	: <i>Contact School Office</i>
Gardening	: <i>Contact School Office</i>
Home & School Association	: Debbie Sharpe (240) 683-0171
*Lunchroom/Playground	: Maria Barrientos (301) 670-0116 & Neide Bagwill (301)540-0848
Homeroom Parents	: Lisa Pierce (301) 519-0288

**Teams need to be at least partially staffed right from the first day. Please call coordinators A.S.A.P. to sign up*

Fundraisers:

Bingo	: Lynn Carmon (301) 916-8848
Joe Corbi Pizza & Cookies	: Susan Skarda (301) 787-5371
Uncle Ralph’s Cookies	: Diane Collazo (301) 330-2145
St. Patrick’s Dinner/ Dance & Auction	: Ellen Zsebedics (301) 440-2507
Golf Tournament	: Rob McMillin (301) 963-8832
Fall Festival	: Sherry Antonetti (301) 330-5801

DIRECT SUPPORT FUNCTIONS

Early Birds - One day a week, come to school by 7:25 a.m. and stay until the children have gone to class at 8:10. You'll greet arriving students, and you'll help to keep them safe and the carpool line running smoothly. Supervise their outdoor play in fair weather; when there's rain or extreme cold, keep them company in the cafeteria. If you fulfill your commitment for the entire year, you will be credited with 60 hours.

Hot Lunch - If you can be at school from 11:00 to 1:00 on Monday, Wednesday, and/or Friday, serving hot lunch is a great way to be a part of your child(ren)'s school life. Your job won't involve cooking-----you'll be serving meals prepared by an outside caterer. Your shift will be one day every other week; or add your name to the substitute list and you'll be called only when a need arises.

Lunchroom/Recess - If you can be at school from 11:00 to 1:00, join a lunchroom team that serves every other week. You will supervise and assist the students during lunch and recess, so be prepared to be outside. If you fulfill your commitment for the entire school year, you will be credited with 60 hours.

Health Room - Come in one day a week, 8:30 – 11:00 a.m. You'll be dealing with small emergencies and accidents that have taken place ----applying ice, Band-Aids, and a lot of TLC. If you have no previous first-aid experience, don't worry, a registered nurse will conduct a training session for you at school.

Homeroom Parent - This is your opportunity to create some memorable celebrations for your child's classmates. Our Homeroom Parents coordinate the classroom parties that traditionally take place at Halloween, Christmas, Valentine's Day, and end-of-year. You'll also be the central contact person for your child's grade level in the event that any telephone relays become necessary (emergency school closings, etc.). Grade 7 parents host the Graduation reception.

Classroom Aide - Depending on teachers' needs, volunteer aides are sometimes enlisted to help with art, P.E., and computer educations, as well as small group help for special projects. The Pre-K can use volunteers daily and at lunch and recess times.

Library Aide - Help Mrs. Arnsberger with routine filing and cataloguing in the library during the school day. You can be scheduled for a weekly time slot, as brief as one hour or as long as three, depending on your preference and Mrs. Arnsberger's needs.

Maintenance - Occasional needs arise for one-time or short-term maintenance tasks around the building and grounds. Let us know if you have expertise in painting, carpentry, plumbing, electrical work, or grounds keeping.

FUNDRAISERS

Bingo: Fridaynight

Bingo is a year-round event – a steady, significant source of funds for the school and fun for the players. As a cashier, caller, floor worker, food server, or kitchen worker, you can help the players enjoy their evening out. Workers arrive around 5:30pm to setup, and generally stay until about 11:30pm. (Don't worry about missing dinner you can get a good sandwich from the kitchen during a lull action.) Workers are assigned to rotating teams; your turn will come up every six weeks. Because teamwork and team reliability are so crucial to the success of Bingo, faithful Bingo team members who work all their turns in the year (July 1 to June 30) are credited with 60 hours (although the actual total is usually less).

Fall Festival: This event will be held in October. This is an old-fashioned school carnival/festival. There will be games, prizes, raffles and so much more. Get involved in this fun event by helping in the planning stages and assisting the day of the event.

Golf Tournament: A Spring event that is lots of fun. Volunteers are needed to assist in the pre-event Activities as well as the day of the event to assist in making sure things run smoothly.

Spring Dinner, Dance & Auction: Parents need to solicit donations for silent auction and work on menu/auction planning. Help is also needed the day before and day of the event to help with setup.

SCHOOL BOARD COMMITTEE MEMBERS

The School Board has a few standing committees that solicit members from outside the Board. Development Committee is one of those. If you'd like to work to promote and improve the quality of our school, this activity is for you! The requirements are meetings approximately four times per year with outside work also.

HOME & SCHOOL ASSOCIATION (HSA)

The Home & School Association is the representative organization of all parents/guardians of the students of St. Martin's. As an organization, the HSA has a responsibility to provide broad-based parent support. Functions include fundraising, planning student events, and parent involvement programs.

This year, there will be a Middle States Dinner on October 18 to welcome the team from Middle States that will be evaluating St. Martin's for our accreditation. Help will be need organizing the dinner before the event as well as set-up and clean-up that day.

PARISH ACTIVITIES

A family can earn up to 20 hours for various activities within the parish. Coaches for CYO basketball teams, Scout leaders, religious education teachers, etc. can list their hours. This does not include serving as a Eucharistic Minister. Hours for other parish activities must have the approval of the School Board.