



Mary of Nazareth School
Volunteer Handbook
2010 - 2011

Welcome to a new year at Mary of Nazareth School!

The purpose of this Volunteer Handbook is to outline the volunteer opportunities for parents, grandparents, aunts, uncles or other family members who wish to support the Mary of Nazareth School Community.

The first and most important step to becoming a Volunteer at Mary of Nazareth School is to complete the Child Protection Training from the Archdiocese of Washington and get fingerprinted. Information on how to register can be found at: www.adw.org/youth/protect_index.asp.

Contact the school office to obtain a Volunteer Application to take with you to your fingerprinting appointment. Once you have completed the fingerprinting, turn in the school's copy of the form given to you at your fingerprinting appointment. We understand that this is an additional time commitment, but it is a necessary one. Unless you fulfill these requirements you will not be eligible to volunteer for any activities for the school. This includes field trips, hot lunch, library, coaching, classroom events, etc. So be sure to check out the Archdiocese website first thing to become an eligible volunteer!

When you come to the school to volunteer, you are required to sign in at the desk just outside the main office. This is very important so that we have a record of who is in the building at all times. This will also help us ensure that volunteers who are coming into the school are eligible to volunteer.

Many school events and activities are sponsored or coordinated by the Home & School Association (HSA). The HSA is comprised of an Executive Board with five members and 14 committees headed by one or more committee chairs. All positions are held for two year terms. Elections for the Executive Board are held at the Spring HSA meeting. The Executive Board positions are President, First Vice President, Second Vice President, Treasurer and Secretary. The HSA Executive Board meets monthly with the school Principal to review upcoming events and activities. There are also quarterly HSA meetings, and all parents are strongly encouraged to attend. In addition to the HSA Committees, there are numerous other opportunities for Volunteers throughout the school.

This Volunteer Handbook explains the responsibilities of the various committees and describes typical activities and events for each committee. There are icons identifying which activities typically occur during school hours and which activities can be done outside of school hours. Our hope is that this additional information will make it easier for you to find volunteering opportunities that are compatible with your other commitments.

Finally, please see the Volunteer's Corner section under the HSA tab of the school website, www.maryofnazareth.org. It includes important information on how to volunteer for school events.

Thank you in advance for sharing your time and talent with the Mary of Nazareth School Community. Please do not hesitate to contact me or any other members of the HSA if we can answer questions or assist you.

Thank you,

Sarah Scherer
Volunteer Committee Chair

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HSA Executive Board for 2010-2011

Officer	Email	Phone
Jeanette Staton, President	jeanetestaton@verizon.net	(301) 515-4255
Karrie Cerone, First Vice President	kcerone@msn.com	(301) 977-2356
Alisonia Heintz, Second Vice President	jheintz@netzero.net	(301) 528-9828
Michelle Szluk, Treasurer	mszluk@comcast.net	(301) 869-8994
Lorraine Palmer, Secretary	fampalmer@comcast.net	(301) 874-1942

HSA Committee Chairs for 2010-2011

Committee	Chairperson(s)	Email
Cultural Arts/Field Trips	Karen Kelly - Mary Stefanelli - Robyn Rutland -	kkelly98@hotmail.com marystefanelli@comcast.net rgrutland@gmail.com
Communications	Teri Pool Angeline Massaro	teripool@comcast.net angeline_massaro@yahoo.com
Computer	Tom Yarmas	
Go Green	Alison Melley	melleypaals@verizon.net
Faculty and Staff Appreciation	Shannon Zouzoulas Krista Espinosa	zouzoulas@rcn.com goldechile@verizon.net
Hospitality- <i>Grandparents Day</i>	Lisa Griffin Michele Keller	lisa.b.griffin@comcast.net michele.keller@transwestern.net
<i>May Crowning</i>	Mary Stefanelli	marystefanelli@comcast.net
<i>Communion Celebration</i>	TBD	
<i>8th Grade Graduation</i>	Jessy Reing Laura Trusty	jreing@me.com lauratrusty@verizon.net
<i>K Graduation</i>	Beth O'Connell	bethoconnell33@comcast.net
<i>HSA Meetings</i>	TBD	

Mass	Ann Kopsidas	frservice@aol.com
Policy & Procedure	Andy Joseph	ajoseph@asbury.org
Room Parents	Angeline Massaro Tracy Sanchez	angeline_massaro@yahoo.com angtracy@comcast.net
Sports	Chris Johannes	chris@polarissearch.net
Social Concerns	Helen Truppo	helentruppo@yahoo.com
Volunteer	Sarah Scherer	sarahscherer@comcast.net
<i>Carpool</i>	Beth O'Connell	bethoconnell33@comcast.net
<i>Copy</i>	Sarah Scherer	sarahscherer@comcast.net
<i>Hot Lunch</i>	Lori McIntyre	lmcintyrem@yahoo.com
<i>Library Aides</i>	Denise Humphries	dhumphries@maryofnazareth.org
<i>Lunch Monitors</i>	Kerry Walker	KAW97@comcast.net
<i>Recess Monitors</i>	Sarah Scherer	sarahscherer@comcast.net
Ways & Means	Liza Latham	lalatham@gmail.com
<u>Community Spirit</u>		
Breakfast St. Nick	Christine Ferris Chrissy Serrano	ferrisjcbk@aol.com cserrano@cthellmuth.com
Sock Hop	TBD	
Spirit Shop	Jen Young Angie Zamora Michelle Mahn	joe-jenyoung@juno.com thezamoramas@hotmail.com mjmahn@verizon.net
<u>Fundraising</u>		
Box Tops	Heidi Titus	fourhappyclams@comcast.net
Campbell's Soup	Ann Beers	A.V.Beers@verizon.net
Giant Bonus Bucks	Michelle Mahn	mjmahn@verizon.net
Harris Teeter	Michelle Mahn	mjmahn@verizon.net
Restaurant Nights	Liza Latham	lalatham@gmail.com
Sally Foster	Isabelle Juhring	kjuhring@aol.com
Scholastic Book Fair	Evie Schumacher	lilev34@hotmail.com

Uncle Ralph's	Liza Latham	lalatham@gmail.com
Used Uniforms	Kathleen Teter Anita Stiger	teterjp@juno.com stigera@verizon.net
Website	Becky Escario John Broderick	rescario@gmail.com jsbrodrick@verizon.net

DELINEATION OF DUTIES

President

Computer Committee
Policy and Procedure
Sports Committee
Website Committee

1st Vice President

Go Green
Faculty and Staff Appreciation
Field Trips
Hospitality
Room Parents
Social Concerns

2nd Vice President

Back to School Picnic
Catholic Schools Week
 International Day/Career Day
 Open House
Masses
Pool Party
Volunteer Committee

Secretary

Communications

Treasurer

Ways and Means
 Community Spirit and Fundraising

Calendar of HSA and Development Events

Following is an overview of major events that take place during the school year.

September Fundraiser Kicks off Back to School Picnic Back to School Luncheon (Staff) HSA Meeting Teacher Breakfast Kick off Annual Giving Campaign Uniform Exchange	October Fundraiser Delivery Scholastic Book Fair Teacher Breakfast	November HSA Meeting Grandparent's Day Teacher Breakfast
December Breakfast with Santa Teacher Breakfast	January Catholic Schools Week Teacher Breakfast	February HSA Meeting Teacher Breakfast
March Lenten Project Teacher Breakfast Uniform Exchange	April Benefit Auction Sock Hop Teacher Breakfast	May May Crowning HSA Meeting & Volunteer Celebration First Communion Celebration Teacher Breakfast End of Annual Giving Campaign
June Teacher Breakfast Eight Grade Graduation Kindergarten Graduation End of Year Pool Party		

Additional events include regular committee meetings, restaurant nights, sporting events and class parties.

How to Sign Up (in process)

HSA Committees

The following section details the various HSA Committees and their responsibilities. If you have further questions, please contact the Committee Chairperson listed on page 4 and 5. Throughout this section, you will see the icons below listed with each committee. These icons will help to identify where you might best be able to volunteer your time.



Activities during school hours



Activities that can be done from home or after school hours

Communications



The Communications Committee receives, prepares and publishes our weekly newsletter to the website. It involves receiving submissions from various sources, formatting them into a newsletter and sending it to the school for posting.

Volunteer opportunities include:

- Assist with the compilation of the weekly newsletter

Computer



The Computer Committee supports the staff in evaluating and acquiring new computer hardware, peripherals, network and diagnosing and resolving operational problems. This committee also determines the suitability of donated equipment. This committee assists the school in evaluation and installation of educational software. This committee updates, continually improves and maintains our school website, www.maryofnazareth.org.

Volunteer opportunities include:

- Assist with equipment placement or repairs
- Assist in network wiring or repairs
- Maintenance of the school website

Cultural Arts/Field Trips



The Cultural Arts Committee researches field trips ideas and special event activities for the school. This committee researches enrichment program ideas to implement while coordinating with staff and teachers. Work with field trip coordinators and teachers in each grade to arrange field trips. Arrange for all bus transportation for field trips.

Volunteer opportunities include:

- Research field trip ideas
- Make arrangements for field trips

Faculty & Staff Appreciation



The Faculty & Staff Appreciation committee organizes events and activities that encourage and recognize faculty, administrators and support staff. Some examples are staff appreciation breakfasts and luncheons and sending teachers and staff birthday cards and gifts.

Volunteer opportunities include:

- Set up for Teacher Appreciation Breakfasts and luncheons as planned
- Set up, serve and/or clean up for luncheons throughout the year.
- Assist during Teacher Appreciation Day during Catholic Schools Week

Go Green



The Go Green committee researches and helps implement ways to make our school environment more eco-friendly. This includes increasing recycling and reducing waste. This committee is also involved in education and awareness for our community. They also assist teachers in reusing items for class projects.

Hospitality



The Hospitality Committee procures and manages refreshments for regular and special events in the school including such activities as Grandparent's Day, H.S.A. meetings, Catholic Schools Week, 8th Grade Graduation, Kindergarten Graduation, First Communion Celebration and May Crowning.

This is a very active committee and is always looking for help setting up, staffing, baking and cleaning up for events.

Volunteer Opportunities include:

- Baking
- Setting up or cleaning up for specific events
- Preparing invitations
- Staffing various events

Policy & Procedures



The Policy & Procedures committee reviews and comments on policy changes proposed by the school board and identify policies to be reviewed by HSA Executive Committee. This committee also maintains and updates the bylaws that govern the HSA.

Room Parents



The Room Parents committee has been operating for many years helping organize special events that take place in the classrooms in partnership with the teachers. Each class has two room parents. Individuals cannot be room parents two consecutive years, unless absolutely necessary (e.g. no one else signing up). Room parents should not sign-up for two classrooms in the same year unless absolutely necessary. This guideline mainly pertains to grades K-5.

Primary responsibilities for the Room Parents include: collecting the Class Activity Fee and maintaining a spreadsheet of participation and expenses; organizing class parties; gathering the necessary materials for the in-class crafts for holidays; making reminder calls to parents who have signed up in advance to help or donate items for classroom events; coordinating class gifts for the teachers at year-end; and maintaining contact with the teacher to ensure they have the help they need for classroom activities. The room parents also have the responsibility of making sure that there are emergency kits placed in every classroom.

Volunteer Opportunities include:

- Becoming a room parent
- Volunteering for specific classroom activities

Social Concerns



The Social Concerns Committee identifies and coordinates opportunities where MoN students and families can contribute to our community. Some examples are the Coat Drive for St. Martin's, Lenten projects, projects in support of our troops and many others.

Volunteer opportunities include:

- Help brainstorm new ideas
- Decorate/update Social Concerns Bulletin Board
- Help with various collections during carpool

Sports



The Sports Committee organizes, staffs, and oversees all aspects of the MoN sports teams and events. The committee sponsors basketball, baseball, soccer, softball, track and cheerleading for the school. Any member of the H.S.A is automatically a member of the sports committee and is welcomed at any meeting. This committee also maintains and improves our school fields.

Volunteer opportunities include:

- Coaching
- League commissioners
- Field maintenance
- Team parents

Volunteer



The Volunteer Committee collects, maintains and distributes the volunteer database and assists in contacting and scheduling volunteers when needed for school functions. Additionally, the Volunteer Committee will work to support the committee chairs in publicizing their volunteer recruiting efforts for their events.

This committee is also responsible for coordinating the sponsorship program pairing up families new to the school with MoN families that can help them with all the questions starting in a new school brings.

Volunteer opportunities include:

- Emailing or calling volunteers recruiting or reminding for events
- Providing input to the weekly newsletter for upcoming volunteer opportunities

Car Pool



Just as the mail always has to get through, carpool will always run on school days. This dedicated group of volunteers is responsible for recording and calling out numbers of the carpools during afternoon dismissal. Volunteers can be scheduled on a recurring frequency that works with their own schedule (e.g. once a week, once a month, every other week, etc). Hours are 2:30pm – 3:30pm on school days.

Copy



Copy volunteers assist the teachers and front office with photocopying needs.

Hot Lunch



Volunteering at Hot Lunch involves cooking lunch, serving students or you can sign up for both. Hours for Hot Lunch are 8:30am to 11:30am for cooking and from 11:20am to 1:00 pm for serving. Hot Lunch is served most school days. On days with two-hour delays, hot lunch is not served.

Library Aide



Library aides can help by reading to classes during their weekly library visits as well as shelving books. The Librarian sets the hours for these activities.

Lunch Room Monitor



Lunch Room Monitors assist during lunch periods so that the teacher's can have additional preparation time during their days. These volunteers are expected to walk through the lunch room and assist and monitor the students during each lunch period. Hours are from 11:20am to 1:00 pm. Volunteers can be scheduled on a recurring frequency that fits their schedule (e.g. once a week, once a month, etc).

Recess Monitor



Recess Monitors assist on the playground and fields during recess periods. Hours are from 11:40am to 1:00 pm. Volunteers can be scheduled on a recurring frequency that fits their schedule (e.g. once a week, once a month, etc).

Ways & Means



The Ways & Means Committee devises and conducts Community Spirit and Fundraising activities for the HSA.

In most cases subcommittees are formed for each of the major events. The committee chairperson then works with subcommittees for most of these activities.

Volunteer Opportunities include:

- Chair a sub-committee responsible for one of the fundraising events
- Volunteer at any of the Ways & Means events

Community Spirit

Breakfast with St. Nick



Breakfast with St. Nick involves multiple activities held on a December Saturday morning. Beside the breakfast, there are crafts, pictures with Santa and a Secret Santa gift shop. Set up activities typically begin Friday after school with clean up on Saturday afternoon. Volunteer opportunities include staffing the kitchen, craft room, photo opportunity and gift shop as well as set up and clean up tasks.

Sock Hop



This fun family evening is usually held in April. The Katie Fitzgerald Center is decorated like a 50's drive-in and kids and, even some parents, dress in poodle skirts and rolled up jeans. A DJ plays music and everyone dances! Pizza, soda and candy are served. Volunteers staff the concession as well as check in and are responsible for set up and clean up.

Spirit Shop



The Spirit Shop is where you can find all of our MON Spirit Wear! Volunteers are needed to staff regular store hours which are Fridays 2:30-3:30p and Half Day Fridays 11:30-12:30p. Volunteers are also needed to staff tables at special events such as Open House, Back to School Night, Book Fair, Parent Teacher Conferences, Grandparent's Day and Breakfast with St. Nick.

Other community spirit events: Bingo Night and Family Fun Nights as planned.

Fundraising

Box Tops, Giant Bonus Bucks, Harris Teeter Milk Caps and Campbell Soup Labels are collected throughout the year.

Restaurant Nights



Restaurants throughout Montgomery County sponsor nights for schools to earn up to 20% of the proceeds from that evening. Potomac Pizza in the Kentlands is a restaurant we have worked with for the last few years. Restaurant nights are usually held monthly and will be advertised in the newsletter. Volunteers are needed to identify restaurants and coordinate a schedule for the year.

Fall Fundraiser



This wrapping paper sale is our largest fundraiser of the year and occurs in September. Our vendor has high quality products including wrapping essentials, chocolates and many other gift ideas. Volunteers are needed for data entry of orders throughout the sale as well as distribution of the products on one given day.

Scholastic Book Fair



Volunteers are needed to help set up, staff and break down the Scholastic Book Fair. Hours will vary depending on the tasks needed. Expect 36-40 hours of work per chairperson. There is shift work during the week and three solid days where coverage is needed from 8am to 8pm to assist children in making wish lists and purchasing items.

Uncle Ralph's Cookies



Uncle Ralph's Cookie Dough makes a great holiday treat! This sale is held in November just in time for Christmas! Volunteers are needed for data entry of orders and distribution of the products on one given day.

Used Uniform Sale



The sale is held twice per year in the spring and fall. This is your chance to sell and buy gently used uniforms at discount prices. Typically the event is held on a school day from 2pm to 4pm. Information on how to buy and sell is available on the website. Volunteers are needed to set up, staff and clean up after the sale.

Website Committee



Volunteers who are interested in web design and development as well as assisting teachers in use of the new website are needed.

Other Volunteer Opportunities

The following opportunities are not coordinated through an HSA committee, but typically by a specific point of contact for a recurring event or activity.

Benefit Auction  
See Development Office description

Catholic Schools Week 

Contact: The activities for this week are coordinated by multiple groups including the Faculty & Staff Appreciation Committee, Hospitality Committee and the HSA Vice Presidents.

Catholic Schools Week is typically the last week in January. This week is full of activities with everything from Open House for prospective families, Student Appreciation Day, Teacher Appreciation Day, a pep rally and more. There are different events scheduled every day and many different ways to contribute.

Cotillion 
See Development Office description

Development Office  
Contact: Christine Priznar
Heather Long

In addition to individual volunteers for specific events, the Development Office is looking for business partners to assist with or help fund graphic design, printing, engraving, catering, party rentals, artistic projects, and photography.

Below are several of the opportunities available to support the Development Office

1. Parish Liaisons

A Parish Liaison Coordinator is needed. This volunteer is also a parish liaison, but also serves to bring the liaisons together to share ideas and enhance the program. Individual parish liaisons are also needed.

Responsibilities include:

- Brings parish information of interest to the school to attention of Development/HSA News. (If you submit an article directly to the HSA News, please send or email a copy to Development.)
- Coordinates bulletin inserts
- Delivers inserts and other packages or invitations to the parish
- Identifies possible service projects or areas for modest donations at the parish
- Organizes MoN parents/parishioners for service projects, bulletin stuffing and “give back to Parish” initiatives
- Works closely with the Pastor for Catholic Schools Week recognition at Parish
- Collects a copy of the parish bulletin EACH time MoN is mentioned and sends it to the Development Office

Volunteer time varies based on parishes. Estimate a minimum of 10 hours per year including two to three meetings with Development per year. Work is done largely outside of school.

2. General Support

The Development Office can also use general support throughout the school year. Volunteer opportunities include:

- Help with mailings: sometimes at school, sometimes at home. Short notice. 1-3 hrs per mailing.
- Help washing tablecloths and other linens after events
- Write articles for OPT and other publications
- Maintain supplies after events (e.g., clean mirrors, hurricanes, dishes, etc.)

3. Cotillion

A chairperson(s) is required. The chair(s) are typically two 8th grade parents. The Chairs attend all five sessions, recruit attendees, assign dance partners, act as a role model for students, coordinate volunteers, open and close sessions, assure proper decorum, purchase snacks for each session, and manage the dinner/dance. Additional volunteers are needed to:

- Chaperone dance/etiquette session (Saturday evenings in the fall 6:45-9:30 pm. Volunteers are also role models for dress code and etiquette.
- Set up and break down dinner/dance. Saturday afternoon/night. Several hours.
- Plate food, serve food and clean plates and kitchen. (Saturday evenings in the fall from 6-10pm)

4. Annual Giving Campaign

Chairs are needed to oversee the Annual Giving Campaign. Chairs direct the theme for the campaign, approach and schedule of the campaign within known best practices for fundraising. Chairs write appeals to the giving community, promote the campaign, help to educate community of importance of campaign, and they recruit and lead class captains and any other events that are part of the year's campaign. Chairs do not have knowledge of or access to records of donors gifts. Duration of service is a full school year. Work begins during the summer and campaign is launched in late September. Multiple meetings and close communications with Development staff are required. Volunteer hours vary based of the campaign approach and initiatives set forth by the campaign chairs. Chairs should estimate a minimum of 100 hours of their time. Additional volunteers needed to:

- Help with mailings
- Serve as class captains and phonathon callers if part of the campaign
- Assist with Market Square recruitment and set up/clean up, if part of the campaign.

5. Benefit Auction

The Benefit Auction is planned and executed by a number of volunteers led by a pair of Chairpersons. Chairs conceptualize the approach of the Benefit Auction within known best practices for fundraising. The chairs serve as the spokespersons for the event and promote the benefit auction to the school and greater communities, recruit and direct sub-committee chairs and volunteers, select the theme, catering, and entertainment; and add innovations, as appropriate, to make the event more successful. Estimated minimum hours: 200. Many hours at school, but also work at home. Other volunteer opportunities include:

- Solicitations: Chairs and many volunteers needed. Chairs work closely with Auction Chairs and Development staff. Work begins in October. Responsible for acquisitions and maintenance of all auctioned items. Estimate approximately 30 hours of work. Volunteer opportunities include:
 - a. Visiting local businesses to ask for donations.
 - b. Identifying new businesses to add to solicitations database for mail inquiries.
 - c. Entering data on computer in Development office.
- Silent Auction: Chair needed. Help organize auction items before the event, set up silent auction the day before the event, monitor bidding, pick up bid sheets, manage the closing of the sections, prepare items for pick up. Estimate 15 hours of work. Several volunteers are needed the night of the Benefit Auction to help close sections.
- Advertising/Sponsors: Chair needed to identify new advertisers for the program and sponsors for the event. Chair works closely with Auction Chairs and Development staff. Work begins in October. Completes follow-up calls with targeted advertisers and sponsors. Tracks ad copy and payment in Development Office database. Helps assemble program. Estimate approximately 20 hours of work.
- Galleria: Chair needed. Identify prayer or poem for each grade to use as a theme to their projects. Solicit volunteers for each grade to work with students in the classroom creating their own art project. Manage copying and help frame artwork. Estimate approximately 20 hours of work minimum. Two

volunteers per grade are needed to work directly with the students and assemble the composite of artwork. Estimate approximately 3 hours of work (1 in school, 2 at home).

- Class Art Projects: Chair or co-chairs needed. Chairs conceive of art projects for each grade, obtain required supplies, recruit volunteers, track progress of projects, and arrange for framing or display of projects. Work begins in October. Estimate a minimum of 80 hours of work both in and out of school and stores. Additional volunteers needed to work with students. Estimate 2 hours of work.
- Invitations: Chair needed to help design, make or obtain, and mail invitations. Estimate 20 hours of work.
- Decorations: Chairs needed. Chairs identify, procure and set up/ take down decorations to enhance theme. Estimate 30 hours of work. Many volunteers needed to help the Friday before the Auction and the night of the auction. Estimate 4 hours of work.
- Tuition raffle: Chair needed to promote raffle, help sell tickets at school functions, coordinate with Parish Liaisons to sell tickets at the parishes and enter sales in database in the Development Office. Work begins in November. Estimate 10 hours of work.
- Desserts: Chair needed. Recruit and coordinate volunteer bakers. Manage volunteers the day of the Auction to plate desserts. Estimate 10 hours of work. Many volunteers are needed to bake and help plate desserts. Estimate 2 hours of work.
- Bank: Chairs needed. Help check in guests, enter purchase information in computer, produce receipts, create financial statement of event, work with Auction Chairs to verify and distribute purchases after the event. Estimate 20 hours of work. Several volunteers needed the night of the Benefit Auction to help staff the bank so that all may rotate duties. Estimate 1 hour of work
- Tickets: Sell beverage, tuition and raffle tickets the night of the Auction. Typically this is done in 30 minute shifts.
- Beverages: Chairs needed. Help identify types and quantities of beverages to be served, set up bars day of Auction, ensure sufficient supplies at the Auction.