



DIVINE MERCY ACADEMY CCA
CATHOLIC CULTURAL ASSOCIATION

Volunteer Handbook

2023-2024

*“Then I heard the voice of the LORD saying,
“Whom shall I send, and who will go for Us?”*

Then I said,

“Here am I. Send me!”

Isaiah 6:8

Dear Parents,

In this handbook, you will find a list of the volunteer positions available for the 2023-2024 school year. Please read over the opportunities and find ones that interest you. Each position is a one-year commitment. You will have an opportunity to sign up for these positions at our **Open House** or via a **Flocknote** sign up.

Please remember to record all of your volunteer hours.

You will be given an opportunity to record your hours in a Google form. Each act of service needs its own submission. The form can be found on the CCA website or at the bottom of CCA correspondence. A volunteer report card will be emailed at the end of each trimester as a reminder.

Please read through this handbook carefully, sign the Volunteer Pledge Sheet, choose your volunteer duty/duties for the year and return it to the school office by September 1, 2023.

Thank you in advance for all of your devoted time to Divine Mercy Academy. It is your dedication that makes our school truly great!

In gratitude,
Catholic Culture Association

2023-2024 Catholic Culture Association

President - Mr. Switzer
Vice President - Mrs. McClain
Secretary - Mrs. McMorland
Treasurer - Mr. Cleveland
Tutor Representative - Mrs. Cohn

Volunteer Handbook Mission Statement

"For the Son of Man came not to be served but to serve..." (Mark 10:45)

Research indicates that parent volunteerism in schools enhances student self-esteem, increases academic achievement, and improves student behavior and attendance. We appreciate the priceless service that you provide us, and we have created this Volunteer Handbook to assist you. We want to make sure that you are well informed on all aspects of volunteering at Divine Mercy Academy.

Volunteer Code of Conduct

Our children are the most important gift God has entrusted to us. As a volunteer, I promise to strictly follow the rules and guidelines in this booklet as a condition of my providing services to the children and youth at Divine Mercy Academy.

Volunteer Guidelines

Thank you for your interest in volunteering with us! We love having our parents and friends spend time with us to enrich the lives of our students! In order to be qualified to volunteer with us there are two steps which must be taken.

1. Fingerprinting/Background Check. Please download this form: [DMALivescan Pre-Registration App](#) and bring it to the nearest Livescan fingerprinting location. We will electronically receive your clearance within 24-48 hours.
2. VIRTUS online training. Please follow these instructions: <https://drive.google.com/file/d/18afSR4QGC1gAcD4H7iCtw-qF6VpP3f0r/view?usp=sharing> to create a first time registration, complete the training modules, download the certificate of completion, and email it to us at administrator@divinemercury.md. If you are going directly to virtus.org, as a first time registrant, you should find the correct site by selecting from the drop down:

The image shows a screenshot of a web form. At the top, it says "Please select your Archdiocese/Diocese/Region". Below this is a dropdown menu with the text "- Select your organization ----->". The menu is open, showing a list of options: "Detroit, MI (Archdiocese)", "Divine Mercy Academy - Montana", "Divine Mercy Academy Annapolis", and "Dodge City, KS (Diocese)".

Once we have these files on record, coordinate with administration at the school for days/times/activities. Thank you for your generosity!

You are an important part of the school team and are asked to cooperate with the school staff and administration in the following ways:

- **Dependability:** The school relies on your support. We ask that you follow through on volunteer commitments by being on time. Please give notice of absence whenever possible.
- **Confidentiality:** A volunteer operates in a position of trust. Personal information pertaining to students must be kept confidential. Children's actions, responses, progress or problems at school are not for sharing in the community. Conversations between parents, teachers and students in the school are confidential. Volunteers should not discuss these conversations outside of school. Refer any concerns to the Administration. All volunteers will be required to sign the Volunteer Code of Conduct.
- **Supervision of Minors:** Preschool age children are permitted to accompany parents for volunteer duties in the school as long as you are able to still closely monitor all students. When chaperoning a field trip, parents are responsible for the safety of all students in their group. Therefore, younger siblings are not allowed to accompany parents on field trips.
- **Volunteer Dress:** Dress in an appropriate manner for the school setting.
- **Sign In-Procedure:** You must sign in each time you come to school on the sign in sheet in the lobby AND remember to log your hours on the Google form.
- Always be respectful of the learning environment. Hallways and offices are not suitable areas for socialization.
- Talk to your school volunteer director, principal, or CCA officers when you have questions, problems, or need advice.

Volunteer Positions

Volunteer Coordinator -Bernadette McClain, Vice President of the DMA CCA

Lunch/Recess Volunteer Coordinator - Meghann Liebetreu

Lunch/Recess Helpers

- Create monthly calendar for recess volunteers
- Monitor program and guide recess volunteers in duties
- Report to CCA Vice President

Lunch/Recess Helpers - (2 needed) **Recess duty hours count as double hours

- Relieve tutors during lunch/recess and supervise children **This service is urgently needed in order to give our tutors a break!
- Be prompt and reliable
- Adhere to all playground rules (a separate sheet is provided)
- Line up students to return to classrooms
- 11:30am-1:05pm

Room Parent Chairperson - Maria Begley

- Inform room parents about upcoming events and coordinate them
- Give room parents a class email list along with tutor's "favorite list"
- Meet with room parents once at beginning of year to go over duties
- Organize class coverage for teacher luncheons
- Help to organize Teacher Appreciation Week

Room Parent - (2 per class needed- 2-4 hrs a month as needed)

- Meet with tutor at beginning of the school year

- Assist with any class parties- field trips (gather parent volunteers)
- Assist with Teacher Appreciation Week
- Solicit parent volunteers for field trip chaperones
- Coordinate Christmas and End of the Year tutor gifts
- Report to Room Parent Coordinator

Morning/Afternoon Administrative and Classroom Work - Jacqueline Dolch

Morning/Afternoon Administrative Work Volunteer (Hours vary, as needed)

- Reports to School Administrator
- As parents are available (after drop-off, before pick-up, filling time after recess duty before the end of the school day), they report to the School Administrator to assist in various tasks that help keep the school running.
- Make copies, file papers, reshelve school supplies. etc.

Classroom Aide (Hours vary, as needed)

- In younger grades - reading books aloud, helping with beginning and end of the day routines, sharing skills as needed
- In older grades - being a consultant for work in your field, asking tutors what needs to be done in his/her classroom.

Development/Outreach Chairperson - Kris Zylka

Development/Outreach Volunteer (Hours vary, as needed)

- Promote DMA's interest online and in person, whether it is for specific events (Open House, Registration) or promoting the school in general.

Fundraising Coordinator - [Stephanie Conley](#)

Gala Chairperson - Elise Moore

Event Date: April 6, 2024

- Oversees entire event
- Works with advertising and promotion

- Social Media- Flocknote- Website
- Coordinates venue and all vendors
- Oversees all Silent Raffle and Live Raffle preparations
- Works closely with administration
- Works with Room Parent Chairperson
- Works with Volunteer Coordinator
- Reports to Fundraising Coordinator

Gala Volunteer - (30+ needed) **Gala hours count for double hours

- Volunteers are needed before event to
 - Solicit donations from businesses in area
 - Solicit gift cards
 - Create baskets
 - Create badges and name tags
 - Create Gala booklet
- Volunteers are needed the day of event to
 - Set up room and decorate
 - Set up tech equipment
 - Assist in any way
- Volunteers are needed the evening of the event to
 - Assist at the door
 - Assist with record keeping of raffles
 - Greet and seat
 - Input information into computer
 - Run Tech equipment
 - Clean up

Faith and Fellowship Coordinator - Tina McMorland

DMA Family Nights Chairperson – Tim and Tina McMorland

- Oversees and coordinates each event with DMA Family Night Committee
- DMA Family Night committee would consist of:

- Chairperson(s), School Admin, Facility Coordinator, Event Specific Lead Tutor, Child breakout coordinators
- Total of 5 - 6 events per school year. Average attendance is around 100 – 120 people.
- Fellowship, Adoration at each event
- Schedule theme, lead tutor for each event, sign up platform and marketing/communication pieces
- Solidify facility and dates by end of current school year for upcoming year
- Manage Cost and Budget

DMA Parent Facebook Group Administrator – Tina McMorland

This Facebook group is intended to help the parents (and alumni parents) of Divine Mercy Academy students share resources, events, and ideas for building faith, fellowship, and fun.

Within Facebook, search: DMA Parents of Future Saints (MD)

[facebook.com/groups/751833903035453](https://www.facebook.com/groups/751833903035453)

- Oversees Group
 - Validates newly admitted/invited members against current parent directory
 - Monitors posts and ensures group rules are being followed
 - Any direct school grievances will be asked to discuss directly with the school offline
 - Maintains two group Administrators who are parents of current students at all times

Divine Mercy Academy School Office

Hospitality Chairperson - VACANT

- Be available to provide hospitality for events such as:
 - Tutor luncheons
 - Back to School events

- Catholic Schools Week events
- Teacher Appreciation Week events
- Monthly Pizza Day
- Coordinate volunteers
- Report to Programs Coordinator

Catholic Schools Week Volunteer - (10-15 needed throughout CWS)

Event Date: January 28, 2024 - February 3, 2024

- Assist with all aspects of the week
- Each day is different so help needed varies
- Assist with preparation for week
- Report to CSW Chairperson

Grandparent Day Volunteer- (6 needed about 5 hours on day of event)

Event Date: November 10, 2023

- Assist Coordinator with set up and clean up on the day of event
- Report to Grandparent Day Chairperson

All Saints Day Volunteer - (10 needed)

Event Date: November 1, 2023

- Assist the day of the event- set up, clean up, and during event
- Report to ASD Chairperson

Hospitality Volunteer- (10-15 needed)

Dates Vary

- Be available to set up, serve, and clean up refreshments at events
- Be available to provide refreshments for events
- Be available to help plan with Chairperson

Open House Volunteer- (5 needed)

- Assist the day of with set up and clean up
- Be available during Open House to escort families around school

Tutor Luncheon Chairperson - VACANT

- Organize all aspects of event
 - Planning, set up, clean up
- There are usually 3 luncheons a year
 - Welcome Back (Aug), Catholic Schools Week (Jan), and Teacher Appreciation Week (May)
- Work with Hospitality on event

Pizza Day Chairperson - VACANT

- Organizes pizza day once a month
- Creates advertising

Pizza Day Volunteer- (4-6)

- Help collect and count up orders
- Purchase and bring to school pizzas
- Distribute Pizza at lunch time

Dad Squad Chairperson - Marcus Fleckenstein

- Coordinate with administration to plan projects, get materials, and organize Dad Squad volunteers
- Report to CCA Vice President

Dad Squad Volunteer - (10-15 needed- Hours vary- usually weekends)

- Manual labor that may include heavy lifting and cleaning like:
 - Replacing mulch on playground
 - Painting
 - Making repairs

Boys and Girls Uniform Exchange Chairperson - Joshua and Amanda DiPietro

- Keep track of uniforms donated to school
- Plan and advertise uniform exchanges as needed
- Report to School Administrator

Boys and Girls Uniform Exchange Volunteer

- Assist in organizing donation event
- Help with set up and clean up

Yearbook Chairperson - Hayley Bowerman

- Create a committee of students and parents
- Hold meetings around once a month from October to end of school year
- Reports to School Administrator

Yearbook Volunteer

- Photographers
- Business Manager (selling ads to raise funds)
- 8th grade Tribute Pages Manager
- Yearbook Sales Manager
- Proofing/Editing Committee

New Family Mentor Coordinator - Mary Forrest

- Oversee the Family Mentor Program
- Assign new families a mentor and put them in touch
- Keep in contact with mentors to be sure all is well

New Family Mentor Volunteer - (10-15 needed- 2 hours/month as needed)

- Mentor a new family by keeping them up to date on things
 - School events
 - Procedures and Policies etc.
- Report to New Family Mentor Coordinator

Family 2 Family Chairperson - VACANT (2 hours per month)

- Oversee meal arrangements for families with new babies, family loss, illness in family etc.
- Report to School Administrator

Family 2 Family Volunteer - (25 needed - 2 hours per month as needed)

- Provide meals for those in need
- Transport meals to those families for others if needed