



DIVINE MERCY ACADEMY

Catholic Cultural
Association

Volunteer Handbook

2022-2023

“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 2022-2023 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.

When volunteering at school, please sign in to the school using the sign in sheet in the lobby, and remember to check out when leaving. Record your hours on your family's page in the Volunteer Binder located in the lobby as well. When volunteering outside of the school, use the enclosed Volunteer Report Card to track volunteer hours. 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, and return it to the school office by August 24th (our Open House).

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

2022-2023 Catholic Culture Association

President- Mr. Switzer
Vice President-
Secretary- Mrs. Hartman
Treasurer- Mr. Cleveland
Tutor Representative-

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- \(1\).docx](#) 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:

Please select your Archdiocese/Diocese/R

- Select your organization ----->

- Detroit, MI (Archdiocese)
- Divine Mercy Academy - Montana
- Divine Mercy Academy Annapolis
- 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 through
- 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- Jacqueline Dolch

Room Parent Chairperson- ()

- 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
- Coordinate with room parents on Gala Baskets

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
- Coordinate Christmas and End of the Year tutor gifts
- Coordinate creation of Gala Basket with parents
- Report to Room Parent Coordinator

Lunch/Recess Chairperson- ()

- Create monthly calendar for recess volunteers
- Monitor program and guide recess volunteers in duties
- Report to Volunteer Coordinator

Lunch/Recess Helpers- (2 needed each session- 1 hour sessions)

- Relieve tutors during lunch/recess and supervise children
- Be prompt and reliable
- Adhere to all playground rules
- Line up students to return to classrooms
- 3 sessions 11:40 12:00 12:15

Dad Squad Chairperson- ()

- Coordinate with administration to plan projects, get materials, and organize Dad Squad volunteers
- Report to Volunteer Coordinator

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

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

Morning and Afternoon Help Chairperson- ()

- Coordinate morning and afternoon help volunteers
- Train and monitor volunteers with safety of students in mind
- Report to Volunteer Coordinator

Morning Help Volunteers- (10-20 needed- a few mornings a month)

- Arrive at school early to assist with greeting and unloading children
- Help monitor anyone coming and going
- Help in office if needed

Afternoon Dismissal Volunteers- (10-20 needed- a few afternoons a month)

- Arrive at school by 3:10 to help coordinate dismissal
- Stay on hand until 3:30 when students left go to Stay and Play Program
- Help monitor anyone coming and going

Programs Coordinator-

Catholic Schools Week Chairperson- ()

- Assist Programs Coordinator with all the week's activities
- Coordinate volunteers
- Work with hospitality and volunteer coordinator
- Report to Programs Coordinator

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

- 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 Chairperson- ()

- Assist Programs Coordinator with all aspects of event
- Work with volunteers
- Report to Programs Coordinator

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

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

All Saints Day Chairperson- ()

- Organize event for school
- Coordinate with tutors and Programs Coordinator
- Work with volunteers
- Report to coordinator

All Saints Day Volunteer- (10 needed)

- Assist the day of the event- set up, clean up, and during event

- Report to ASD Chairperson

Hospitality Chairperson- ()

- Be available to provide hospitality for events such as:
 - Tutor luncheons
 - Back to School events
 - Catholic Schools Week events
 - Teacher Appreciation Week events
- Coordinate volunteers
- Report to Programs Coordinator

Hospitality Volunteer- (10-15 needed)

- 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 Chairperson- ()

- Assist with all aspects of event including
 - Organizing event and volunteers
 - Recruiting and advertising
 - Working with Hospitality on event
- Report to Programs Coordinator

Open House Volunteer- (10-15 needed)

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

Tutor Luncheon Chairperson- ()

- 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

Fundraising Coordinator- Shirley Switzer

Gala Chairperson- Elise Moore

- 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)

- 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

Rewards Program Chairperson- ()

- Oversee rewards programs
 - Coke Rewards
 - Box Tops Rewards
 - Scrips Rewards
 - Amazon Smile
- Work with classroom volunteer three times a year on incentives for classes
- Reports to Fundraiser Coordinator

Fun Run Chairperson- Adam Farber

- Oversees event
- Works with social media and website coordinators to advertise

Fun Run Volunteer- (5-10)

- Volunteers needed before event to:
 - Solicit donations
 - Help with sign ups
 - Create advertising
- Volunteers needed the day of event to:
 - Setup and Clean up
 - Help at registration

Pizza Day Chairperson- ()

- 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

New Family Mentor Coordinator- Kris Zylka

- 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

School Administrator- Claire Horvath

Family 2 Family Chairperson ()

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

Family 2 Family Volunteer

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

Boys and Girls Uniform Exchange Chairperson- ()

- 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

Volunteer Pledge

(Please return this form to the school office by Friday, September 1, 2022)

I pledge to volunteer my time and talents to the children of Divine Mercy Academy.

I understand that as a volunteer working with children and/or youth, I need to submit to a Background Check and complete VIRTUS: Protecting God's Children.

I understand that any action inconsistent with the Code of Conduct or failure to take action mandated by the Code of Conduct may result in my removal as a volunteer.

I understand that my family is expected to volunteer a minimum of 25 hours during the school year. If I choose not to meet the 25- hour minimum, I agree to pay a fee of \$500.00 or \$20 per hour for each hour short of 25 hours.

I will uphold the expectations for the role of volunteer by observing guidelines outlined in the Volunteer Handbook and by being committed to my duties.

I promise to respect the confidentiality of the students, faculty, and staff.

I will follow the rules, policies, and procedures outlined in the Volunteer Handbook to the best of my ability.

Family Name

Volunteer's Printed Name

Volunteer's Signature and date