

St. Thomas the Apostle School
Parent Volunteer Guide
2017-2018



**Please submit the completed volunteer form to Michelle Curley in the Business Office by
May 4, 2018**

Home and School Association Governing Board

Co-Presidents:

Lauren Barnhart and Kate Mylod
lauren77@hotmail.com; kmylod@goodwin.com

Treasurer:

Carolyn Hovorka
carolyn.hovorka@gmail.com

Secretary:

Mary Beth Reiss
marybetheiss@gmail.com

Communication Coordinator:

Christine Bradley
chrissybradley@comcast.net

Event Coordinators

Friday Bake Sale	Annette Hrach annettebond@gmail.com
Box Tops Coordinator	Allyson Eule allysonmeule@gmail.com
Cartridge Recycling	Zisca St. Clair zstclair@rms-law.com
Book Fairs	Janet Cashman library@stthomasapostlewh.org
Pies/Breads	Hannah Bernard hannahbernard@gmail.com
Halloween Dance/ Truck and Treat	Jason and Meaghan Diaz md1232@hotmail.com
Spirit Day	Beth Gusfa and Christine Bradley beth10856@yahoo.com chrissybradley@comcast.net
Tree Trimming	TBA
Christmas Bazaar	TBA
Teacher Appreciation Luncheon	Terry Vassell terry2327@hotmail.com
Teacher Appreciation Day	TBA
Read-A-Thon	The Mylod Family kmm322@nyu.edu or kmlyod@goodwin.com
Family Bowling	Karen Mamczynski kmamczynski@aol.com
Movie Night	Sarah Ricci and Mary Beth Riess sarahricci1@gmail.com marybethriess@gmail.com
Grandparents Day	Michelle Curley development@stthomasapostlewh.org

We have created this Guide to help you keep track of your volunteer time and the great events that are occurring at St. Thomas the Apostle School this year! So get your google calendar ready and update your contact lists! You will find the full list of activities by date in the school calendar and parent contact information on the Parent Portal by using your Educonnect access codes.

In this booklet you will find:

- *a breakdown of our volunteer hours*
- *requirements before you can volunteer*
- *a short list of all of the chair people who have volunteered to coordinate some of the volunteer efforts and events*
- *a check list and signature page for your use each time you volunteer.*

Volunteer Requirements

All volunteers must participate in the background checking process through the Chancery of the Archdiocese of Hartford. This process includes the completion of a form offered on line and in the school office as well as attending the Virtus Training Workshop. The processing fee of \$20 for the background check is charged to each new parent through the tuition bill. ***No person may spend personal time with students for any event without a successful background check and completion of the Virtus Training Workshop.***

Kinds of Volunteering

While we can't hope to list every activity or volunteer opportunity that will occur during the school year, the guidelines listed below may assist you in managing your time and talents to help our school and our children.

When you complete you required hours, just return the completed Guide sign-off sheets with signatures to the Advancement Office to the attention of Michelle Curley no later than May 4, 2018.

40 hours (the total required by contract)

Chairperson for any project or event.

The opportunity for sign-up will be at Orientation Day on 8/29, the first HSA Meeting on 9/6 at 8:30AM in the school cafeteria, Activity Night on 9/14 in Driscoll Hall or Curriculum Night on 9/21. Check the 2017-2018 STA School Calendar for the list of scheduled events...or develop one of your own! All additional activities must be reviewed by the HSA Board and the principal.

Basketball Coach for grades 3, 4 or 5

The 4th and 5th grade games and practices require evening and weekend commitments, and are coordinated by the school personnel. Questions should be directed to the school office. The third grade program occurs in February after school and focuses on skill development and sportsmanship. The basketball season begins in October and runs through February.

Board Member of the Home and School Association

Among the responsibilities are Chairperson, Treasurer, and Secretary. Regular attendance at HSA meetings will be required. Frequent communication with the Director of Business and Finance and the principal will be expected.

20 hours

Co-chairing an Event and Homeroom Parents

Requirements include assisting the chairperson in the organization and the successful completion of the event. The details of the shared responsibilities will be discussed and developed by the Chairperson. Homeroom Parents assist teachers in projects in the classroom. They distribute up-to-date information and reminders about events and will be coordinated by a member of the HSA Board.

5 hours

Assisting at events

The hours will be given by the Chairperson for predetermined assistance on the night/day of the event. This may include set up and clean up, arranging for volunteers, soliciting donations for raffles...but your contribution must be a designated part of the event during the planning stages.

Field Trip Chaperones

Not everyone can be considered for this volunteer opportunity. The homeroom parents have the right of first refusal. The teachers and the principal have the right and obligation to review each trip and its safety requirements. In the event that more than the required number of parents volunteer, a lottery will be held. On some occasions, more than the required number of parents may participate in the event, but they will not be considered for volunteer hours and will be required to provide their own transportation.

2 hours

Baking for events or the Friday Bake Sale

Helping during an event (drop in)

Attending any HSA or school event or meeting

Sign-in will be required and will be the responsibility of each parent.....start practicing your penmanship...

We want to see everyone....the more, the merrier!

Date	Event	Hours	Responsibilities	Chair Name	Chair Signature