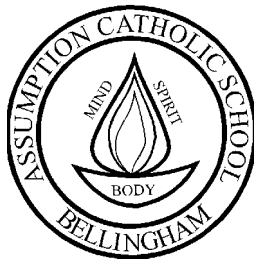


Parent Volunteer Handbook



"Helping Hands"

2006-2007



Assumption Catholic School

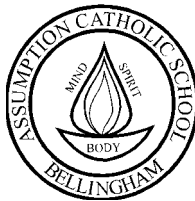
Parent Volunteer Handbook

Mission Statement

Assumption Catholic School, long standing in the community, nurtures a family oriented environment based on Catholic values. We emphasize a balance of spiritual, intellectual and physical growth from which socially and morally responsible leaders will emerge. The school community works together to meet the needs of all students to achieve academic excellence, while building a strong faith in God.

Parent Involvement

For Assumption Catholic School students to grow in their faith in God and achieve academic excellence it is important that each student's parents be involved in their student's education. For Assumption Catholic School to live out its Mission Statement parent involvement is vital. The school seeks parent help with school activities and school fund raising activities. Even though it is desired that each parent volunteer to the school out of a willingness to further their student's education the school asks that each parent complete at least twenty commitment hours each year; half of which are in school activities, the

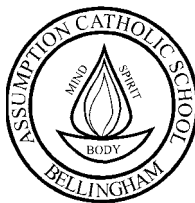


Assumption Catholic School Parent Volunteer Handbook

Volunteering

- ◆ Guidelines for Volunteering at School
- ◆ General Tips
- ◆ Hints for Working with Students
- ◆ Volunteer Procedures
- Co-Curricular Activities

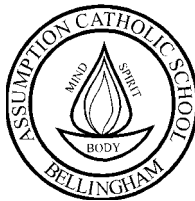




Assumption Catholic School Parent Volunteer Handbook

Guidelines for Volunteering at School

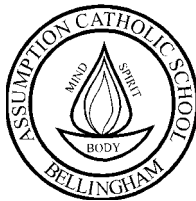
1. **Commitment** - Be sure you come at the time you specified to volunteer and get someone to take your place if an emergency arises.
2. **Professional Behavior** - Remember that our students, their learning, and their well-being are our priorities. Be sure your behavior models well to our students.
3. **Illness/Absence** – As mentioned above please get someone to replace you if an emergency arises where you cannot meet your volunteer task.
4. **Supervision** – The teachers and principal are the supervisors of the students. You are to follow their lead and any guidelines that you have been given. When in doubt please confer with the staff member in charge of the event for which you are volunteering.
5. **Communications & Announcements** – If you are the chairperson of any event or in charge of advertisements and announcements for the event write up the school newsletter articles or flyers for the event before Monday at noon and have them approved by the principal for publication in the Parent Envelope. You are in charge of getting out all communications and announcements with principal approval.
6. **Parent/Teacher Club Executive Board Role** – The officers of Parent/Teacher Club meet as a board on the second Tuesday of most months of the school year. The officers follow the guidelines of the Constitution and By-Laws of Parent/Teacher Club and the school principal. It is the major responsibility of Parent/Teacher club to raise the funds necessary to meet the goals of the school year set by the School Commission and their Five Year Plan.
7. **Activity Chairpersons Committee** – each fund raising or school activity is asked to have a committee of chairpersons. This committee of chairpersons can have one or two in charge for a year with the others in training or having just finished being in charge. The longevity of any one event's chairperson should not be over three years and preferably less to allow others a chance to be involved.



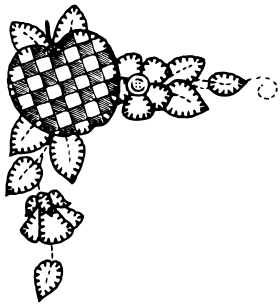
Assumption Catholic School Parent Volunteer Handbook

Guidelines for Volunteering at School (Cont)

8. Activity Financial Accountability – All fund raisers and school activity events are to have their funds raised and expenses handled through the PTC treasurer. After handing in receipts and a financial report, expenses will be reimbursed. If the activity has its own checking account (SCRIP & Wednesday Hot Lunch) the PTC treasurer needs a copy of the monthly financial statement, a copy of the check register, and PTC Board approval for major expenses.
9. Confidentiality Statement - When working with students, confidentiality is imperative. The students' performance and behavior information is kept confidential. When working on school events it is important to keep the conversation about the school on a positive note.
10. Accountability – If a volunteer has taken the responsibility for a task it is important to the PTC, the School Commission, the school, and the students to carry through with the tasks. Hopefully the chairperson will have received a notebook of how previous chair people did the event. Add to this notebook, make one if it isn't available, and update so the notebook can be helpful to the next chairperson. When dealing with students accountability remember that the teachers and principal are ultimately responsible.
11. Discipline – As stated above teachers and the principal are responsible ultimately for students behavior. It is important to use positive techniques to help a student or group of students be respectful and kind. Seek out teacher and principal help if the volunteer is having difficulty with student behavior.
12. Smoking – As to Washington state law no one is to smoke on school grounds. In our case that definitely applies to our school hours of 7:30 am to 4:00 pm and at events for students.
13. Dress – Our students wear uniforms and all staff are asked to dress professionally. Volunteers are asked to dress appropriately for the activity in which they are involved remembering that the volunteers are also models for our students.



Assumption Catholic School Parent Volunteer Handbook

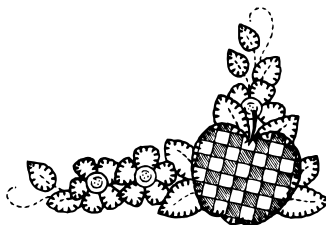


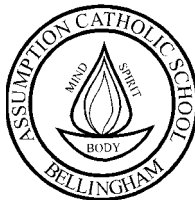
“General Tips for Volunteers”

- Be Honest***
- Be Dependable***
- Be Respectful***
- Be Patient***
- Be Flexible***



- Be Confidential***
- Be Friendly***





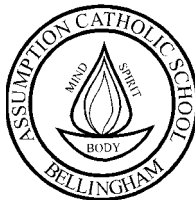
Assumption Catholic School Parent Volunteer Handbook

Hints for Working with Students

- ◆ Knowing a student's name is very important.
- ◆ Be sure the student knows and can pronounce your name.
- ◆ Show that you are interested in the student as a person. Be creative and innovative, and remember, the teacher always has the primary teaching responsibility.
- ◆ Be reliable. Your student is expecting you.
- ◆ Build student self-confidence.

When Tutoring a Student:

- ◆ Begin with a visit with the teacher to find out about the student's assignment.
- ◆ Develop an open rapport with your student (How have you been?/What's new?)
- ◆ Review what has been taught.
- ◆ Review the objectives of this lesson.
- ◆ Provide about 20 minutes of tutoring. Let students do what they can on their own - just assist.
- ◆ Review the lesson and answer any questions.
- ◆ Leave on a friendly and positive note.
- ◆ **Discuss the student and his/her progress WITH THE TEACHER ONLY.**

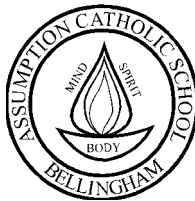


Assumption Catholic School Parent Volunteer Handbook

Volunteer Procedures

1. Be sure to sign in and out in the office.
2. Be sure to wear your name tag.
3. Be reliable. Call if you cannot be at school at your scheduled time.
4. Provide confidentiality. DO NOT gossip.
5. Be prompt.
6. If illness requires you miss your appointment to volunteer, please try to find a substitute and let the someone at the school know if and who you find as much ahead of your appointed volunteer time as is possible.
7. Be sure to communicate with the teacher or committee chairperson or delegate you work with.
8. Remember, you are a role model to students.
9. Remember, you are considered a professional non-paid staff member. Please act accordingly. Volunteers assisting in the classroom are supervised by the teacher and the principal. In the event of inappropriate behavior by a volunteer, the school reserves the right to end the volunteer's service.
10. Remember, you are here to support teachers, not replace them.
11. Remember to record what you did and your hours each day.
12. Remember to check with the teacher before conducting any new activities with students.
13. Volunteers are asked to park in the large parking lot on the other side of the gym.
14. Remember.....if you don't know the answer.....ask a question.
15. There can be no smoking on school grounds.

Remember.....without your help.... we would be lost!

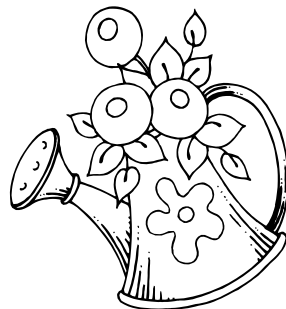


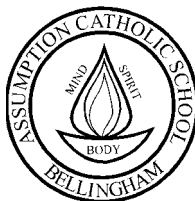
Assumption Catholic School Parent Volunteer Handbook

Major Fund Raising Activities

- ◆ **SCRIP Program**
- ◆ **School Development Director Help**
- ◆ **Technology Fund Raiser Committee
(Magazine Sale)**
- ◆ **Auction Committee and Help**
- ◆ **Fun Run**

Each family is to do at least 20 commitment hours in major fundraisers. Families can do all of their commitment hours (40 hours total for two parent families and 20 hours total for single parent families) in major fundraisers.



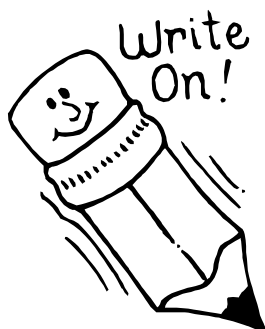


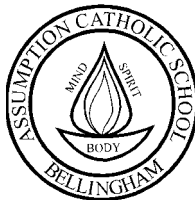
Assumption Catholic School Parent Volunteer Handbook

SCRIP Program

Here is a year round
fund-raiser that
requires neither
donating nor selling
products door-to-
door! By purchasing
gift certificates
through this program

f o r
u s e





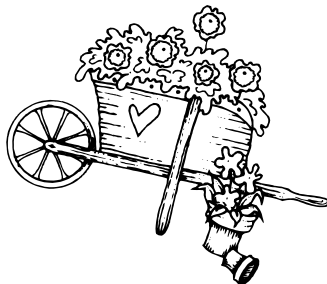
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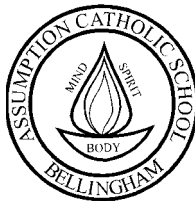
Development & Marketing Help

Assists school development director on tasks such as the annual drive for the endowment, grant writing, and alumni events.



The





Assumption Catholic School Parent Volunteer Handbook

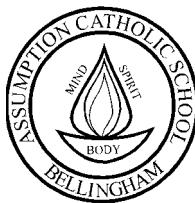
QSP Magazine Sale For Technology

Early in the spring the chairpersons meet with the QSP sales representative and the principal to determine the sales goal, set dates and outline a plan for the fall magazine sale. Two general chairpersons and a committee of assistants are needed. The chairpersons and their committee advertise the sale, organize outside sales, distribute materials, handle collections and reconcile orders for the QSP Magazine Sale for Technology. Every family in the school is responsible for sales. Proceeds go to the technology program at Assumption. Chairperson and volunteer tasks include the following:

- Working with QSP representative
- Magazine Sale Kick-off
- Distribution of Catalogs
- Magnet Booklet Collection and Verification
- Advertising
- Organize Outside Sales
- Collection and Accounting
- Prize Distribution
- Field Trip Chaperones



**The hours spent on
school development**

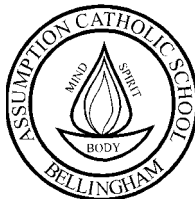


Assumption Catholic School Parent Volunteer Handbook

Fun Run

Each year in March every student in the school runs in the annual Ellen Anderson Fun Run on St. Patrick's Day. A





Assumption Catholic School Parent Volunteer Handbook

Auction Committee and Help

The annual auction is our largest and most involved *fundraising* project of the year. Funds from this event help cover the operational costs of the school not covered by tuition. It is a big *social* event as well, and offers an excellent opportunity to be a part of your child's school community. The auction is usually held at the Best Western Lakeway Inn on the first Saturday in February. It is a "gala" event and formal dress is encouraged!

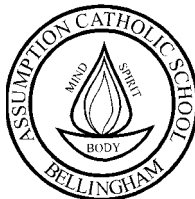
Each year the auction builds upon the experience and success of previous years, which is to say, there is a wealth of knowledge *and* an efficient system of committees already in place to help parents coordinate a successful event each year. This of course requires a lot of energy and the participation of every school family, and as many parishioners and community members as possible.

Each family is *required* to donate or solicit at least one item or service worth \$100 or more. Working on (at least) one committee as a volunteer or committee chair provides an efficient and fun way to fulfill fundraising service hours.

Auction positions and committees include (but are not limited to):

- * Auction Chair (or Co-Chair)
- * Classroom Projects Chair
- * Decorations
- * Auction Catalog Writing
- * Weekly Flyers
- * Clean Up (night of the event)
- * Invitations
- * Dessert Auction
- * Delivery Crew (day of auction)
- * Entertainment/Special Events
- * Procurement
- * Records Management
- * Signage
- * Table Assignments
- * Powerpoint Presentation (of Classroom Projects)
- * School Website
- * Alumni
- * Publicity





Assumption Catholic School Parent Volunteer Handbook

Specific Principal Requests

At various times during the school year there are tasks around the school that need to be completed. These tasks include but are not limited to lawn & flower bed maintenance, playground maintenance, marketing tasks at registration time, cleaning & moving of materials in the school building, etc. These requests will be counted as fundraising hours due to the fact that volunteers will do the jobs that would otherwise have to be hired out on a payment basis. The requests will be published in the school newsletter or in the church bulletins.

Lawn Maintenance

Flowerbed Maintenance

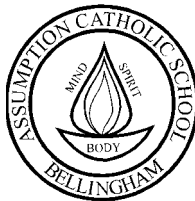
Registration Maintenance Tasks

Out of the Ordinary Cleaning of the School

Moving & Hauling of Materials

Others as Requested





Assumption Catholic School Parent Volunteer Handbook

Assumption Catholic School Commitment Hours Form

Family Name: (Please Print) _____

Single Parent Family (20 hrs) _____ Two Parent Family (40 hrs) _____

To obtain credit for your hours submit this form noting hours, date, and type of activity performed. Return completed form to the office. Hours should be submitted as they occur. A certificate of completion will be returned to you when your hours have been completed. As an alternate, you may email the information to josie.pauls@yahoo.com. Please note that at least 50% of your required hours must be validated fund raising hours. Fundraising hours include: Assisting Fund Development, Auction Help, Scrip Sales and Office Work, Technology Magazine Sale Committee Help, Fun Run Assistants, and other fundraising hours announced throughout the year. If you have a question please contact Josie Pauls via the school office or email your question to josie.pauls@yahoo.com.

Validated Fundraising Hours

Validated School Activity Hours

Hours _____ Date _____

Hours _____ Date _____

Briefly, what did you do? _____

Briefly, what did you do? _____

Hours _____ Date _____

Hours _____ Date _____

Briefly, what did you do? _____

Briefly, what did you do? _____

Hours _____ Date _____

Hours _____ Date _____

Briefly, what did you do? _____

Briefly, what did you do? _____

Hours _____ Date _____

Hours _____ Date _____

Briefly, what did you do? _____

Briefly, what did you do? _____

Hours _____ Date _____

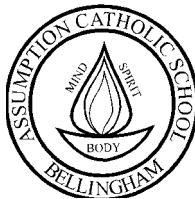
Hours _____ Date _____

Briefly, what did you do? _____

Briefly, what did you do? _____

Assumption/Sacred Heart/Northwest Corner Catholic Community Parish Commitment Hours
(5 per family)

Hours _____ Date _____ Briefly, what did you do? _____

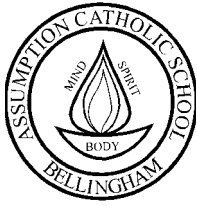


Assumption Catholic School Parent Volunteer Handbook

School Activities

- Room Parents
- Main Office Help
- Library Media Center
- Classroom Help
- Field Trip Help
- Playground Angels
- Wednesday Hot Lunch Program
- School Commission
- PTC Executive Board
- Eighth Grade Year
 - Picture Day
- Grandparent Day Reception
- Japanese Language Class
- Math Olympiad
- Cross Country
 - Tennis
- Basketball
- Middle School Ski Program
- Track & Field
- Volleyball
- Health Screening Procedures
- Scoliosis Screening
- First Eucharist Reception
- Missoula Children's Theater
- Graduation Breakfast & Reception
 - Chess Club
 - Spaghetti Dinner
 - Drama Club

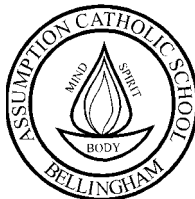




**Assumption
Catholic School
Parent Volunteer Handbook**

Room Parents

Assist teacher in planning of parties, field trips and other social activities and act in other ways to support class activities. Room parents are in charge of the Class Auction Item and Phone Tree or are to get other class parents to help them. The room parents are to



Assumption Catholic School Parent Volunteer Handbook

Field Trip Help

Assist teachers with classroom field trips by driving, chaperoning or helping to organize. Every parent driving on a Field Trip needs an Expanded Field Trip Form filled out at the beginning of the year. A car insurance form for the driver is also necessary.

Playground Angels

Adult supervisors who patrol the play areas during lunchtime recess. Their primary job is to ensure that the students play safely and have fun. Parent volunteers are thoroughly familiar with the playground rules (*Parent Student Handbook*) and carry first aid packs for minor emergencies. Each adult volunteer must have a Washington State Patrol Clearance.

Chair: Gina Campbell, P.E. Teacher is the staff person in charge of this activity. Parent Chairperson commitments are to recruit parent volunteers and set –up playground angel schedule monthly. And to make sure all lunchtime recesses are supervised.

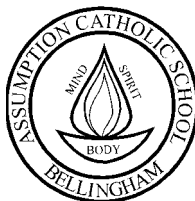
Volunteers: Several parents are needed from the school community to support the Playground Angel Committee.

Supporting Materials: Are the Parent Student Handbook, to reference for playground rules and detention policy for infractions of the rules, a first aid fanny pack and whistle and orange safety vest. The school provides all supporting materials.

Timeline: From the first day of school until the last day of school, during the lunchtime recess (*11:30 am to 12:30 pm*).

Japanese Club

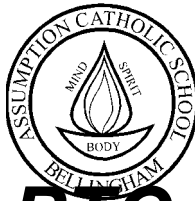
Japanese is held from January to early May. It ends with a cultural event at the Whatcom Community College. Watch for notice to sign up in December.



**Assumption
Catholic School
Parent Volunteer
Handbook**

Monday/Friday Hot Lunch

The Monday/Friday Hot lunch program is served by the public schools in our school's main floor hallway. On Monday and Friday a volunteer is needed from 8:20 to 8:40 to collect hot lunch sheets and tally the number of hot



Assumption Catholic School Parent Volunteer Handbook

PTC Executive Board

Exists to facilitate the fundraising arm of Assumption Catholic School. PTC is a support for the Principal and the School in all areas as needed.

Board Positions: President, Vice President (this position rolls into the President position the following year), Treasurer, Secretary, and Faculty Member .

Responsibilities: Attend monthly executive board meetings from August to June. Attend a monthly Parent Club General meeting from September to June. Assist in various events throughout the year, dependent upon committee or board position.

Eighth Grade Year

Because our eighth graders are considered our school leaders, the eighth grade year is full of some special activities and privileges. Some of the highlights of the year are the fall and spring retreats, journeying to Seattle or Vancouver, B.C. for a Broadway play experience, the San Francisco Science Trip and the activities surrounding graduation, especially the picture presentation at the reception after Mass. In order to finance these special activities, special fund raisers are held for all of the eighth grade year except the San Francisco Science Trip. The fundraisers are Comfort Kits, wreath sales, and Krispy Kreme Sales. Parent help is vital.

Chair(s): The principal and the eighth grade teacher are the chairpersons of these special activities. The parent(s) chair the fund raising events, with approval for the event given by the principal.

Members: Each parent of an eighth student is a member of this committee. The eighth grade students are also active and vital members.

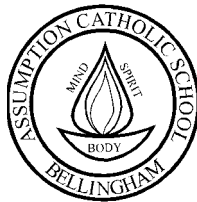
Supporting Materials: Some of the supporting materials are the Parent Student Handbook, the supplies and time necessary for fund raisers, and the physical and spiritual support of the parish and school community.

Timeline: The entire eighth grade year.

Picture Day

The chairperson for this event assists with picture day activities for students by a professional photographer for the yearbook and for personal and family photos. The chairperson gets at least three volunteers to help walk students and classes to the place where the picture is taken, collect student picture envelopes, and help the photographer and students as needed. The photographer needs help for individual pictures, retakes, and class pictures.

Timeline: September, November, March



Assumption Catholic School Parent Volunteer Handbook

Chess Club

Assumption Chess Club requires parents of all members to participate during our weekly Friday meetings. Tasks may include supervision of students and assisting in chess game instruction. Volunteer opportunities are also available during our annual Assumption Chess Tournament. Interested persons should contact Chess Club advisor, Marc Costanza and/or Coach, Peter Witecki.

Grandparent Day Reception

All grandparents of the students are invited to school the third Friday in November for an Open House of the school, an event or Mass and a reception in the gym. The chair people of the reception are responsible for seeking food donations from all families for a light reception, set-up of the gym, serving, and clean-up.

***Math Olympiad**

Assumption School's Math Olympiad program is a volunteer-run, math enrichment activity for students in grades 4 through 8. Volunteer Math Coaches meet with students in Assumption classrooms, after school from 2:45 until 4:00, weekly, during the months of October through March.

Assumption students prepare and compete in three Saturday tournaments:

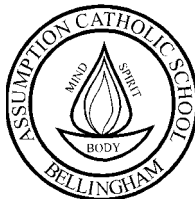
- Bishop Blanchet Math Contest (7th and 8th grade only, November)
- Whatcom County Math Championship (4th-8th grade, early March)
- Washington State Math Championship (5th-8th grade only, in Blaine, usually in late March).

The following volunteers are needed each year for the Assumption Math Olympiad program:

- A Math Olympiad program chairperson (a parent)
- At least one Math Coach for each grade. Math Coaches are usually parents (or, sometimes, a college or high school student) who enjoy math and recognize the value of a math enrichment program for our Assumption students.
- Several parent assistants for each grade to help Math Coaches in the classroom during the weekly classroom practices.

Vicki Nulle (325-0124) is the Assumption Math Olympiad chairperson for the 2006-2007 school year. Please contact her if you are interested in volunteering for this fun and valuable program or would like more information.

**Handbooks, and/or written materials describing these programs are available in the Assumption School Office.*



Assumption Catholic School Parent Volunteer Handbook

Basketball Program

A committee of at least three families with one family being the chairperson for a year and the others in training handle this program. The Basketball Program Committee for this middle school sport activity is responsible for, but not limited to the following duties:

Reports to CoCurricular Activity Director

Begins organizing program in October with season to begin in November

Holds informational meetings for parents and students as needed

Follows and implements all rules and regulations in the WIAA League (Washington Interscholastic Activity Association)...for our 8th graders

Communicates with the Boys & Girls Club for the 6th and 7th grades

Helps in scheduling gym for up-coming season

Recruit and work with coaches and referees. Provide necessary information and assistance

Establish sub-committees and chairs to help program run smooth

Recruit middle school players

Ensure compliance with the Extra-curricular policy for middle school students

Inventory and distribute uniforms and equipment

Set budget for the program season and report to the Ptc

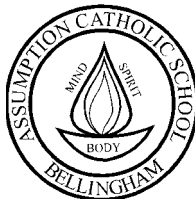
Periodically publish informational flyers/newsletter articles

Organize Snack Bar for home games (encouraged)

Coordinate arrangements for all away games

Set up times for team pictures for the yearbook

Set up end of season basketball game/party for teams in the gym



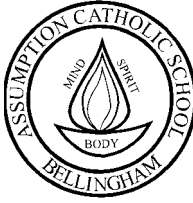
Assumption Catholic School Parent Volunteer Handbook

Middle School Ski Program

Assumption Catholic School offers the middle school students a skiing program. It usually runs for four consecutive weeks in January, weather permitting. The students leave the school at 11:30 a.m. each Monday and return at 8:00 p.m., along with a family day on Martin Luther King's Holiday. The duties of the committee includes but is not limited to the following:

- Set Ski Dates with Principal
- Set Dates with Mt. Baker
- Sign-Up Parents for Chaperone Duty
- Contact Charter Companies and Obtain Bids on Buses
- Schedule Information Meeting
- Present Information at the Information Meeting
- Prepare and Distribute Information Packages
- Schedule Teachers
- Collect Rental Forms, Conduct Contracts and Permission Slips
- Give List of Participating Students and their snow activity to Principal
- Mail all needed Information to Mt. Baker
- Check Ski Conditions
- Take roll on Buses Prior to Leaving School
- Pick-up Tickets on Ski Date
- Take Roll at the Lodge and on Buses prior to Leaving





Assumption Catholic School Parent Volunteer Handbook

Co-Curricular Activities Committee Guidelines & Procedures

Student Activities for After School

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Chapter 1

Purpose of a Co-curricular Activities Committee

Why do we need a Co-curricular Activities Committee?

To help future volunteer coordinators help students who are involved in after school activities Assumption Catholic School will have a Co-Curricular Activities Committee.

The purpose of activities for students before and after school is three fold.

- Other Ways to Learn

Chapter 2

ASSUMPTION CATHOLIC SCHOOL POLICY

Date: April 20, 2004

Area: Co-Curricular Activities

Subject: Before & After School Activities

Number 2004-2 Approval Date _____

School Commission Pastor Approval _____

General:

Assumption Catholic School has established co-curricular activities that are based on the premises brought forth in the school's Mission Statement. New co-curricular activities are to be based on criteria stemming from the Mission Statement. The before and after school activities are to flow from the curriculum areas covered in the school.

Policy:

1. A Co-Curricular Activities Committee with minimum representation from School Commission, the faculty, the school parent community, and the principal establishes and works with existing co-curricular activities.
2. The Co-Curricular Activities Committee sets the criteria and grants approval of new Co-curricular Activities.
3. The Director of the Co-Curricular Activities Committee meets with the activity chair of each co-curricular activity prior to the activity's start date to establish a schedule, space usage, budget, communication procedures to the school community, and outlines of student behavior and safety.

Chapter 3

Membership of the Committee

A Co-Curricular Activities Committee consisting of a parent from a sports activity, a parent from another co-curricular school activity, a School Commission member, the physical education teacher, a classroom teacher, and the principal will meet at least once a year in the fall.

Function of the Committee

When the committee meets they will:

Agree upon a Co-Curricular Director who will be the contact person from the committee to each chair of a co-curricular activity. Ideally the Co-Curricular director will be a faculty member.

- The Co-Curricular Director meets with each activity chair prior to the start of the activity to review a short synopsis of the activity, the activity's schedule & room usage, the budget for the activity, and the method of communication to the school community about their activity.
- Establish parameters for new co-curricular activities
- Study and approve the request for a new co-curricular activity.
- Set a general meeting early in the school year and plan other meetings as necessary throughout the school year.

Chapter 4

Criteria

- Must be consistent with the Mission Statement of the School. (See on first page of this book.)
- Be approved by the Co-Curricular Activities Committee.
- Have available school or parish space to schedule for the activity.
- Be open to all students in particular grade levels recognizing that some activities are co-ed and some group boys and girls separately.
- Operate only when parent volunteer(s) are willing to be present at all meetings or events of the co-curricular activity and follow the participation guidelines.
- Follow one or more of the definitions of a co-curricular activity
 1. Meets physical examination and co-curricular participation policies for the school.
 2. A curriculum area of Assumption as defined in the classroom syllabus book can be named as the area from which this activity flows.
 3. Involves another way to learn or enhances a present teaching strategy of learning;
 4. Is a physical activity.
 5. Increases the knowledge base of a student.

Chapter 5

Student & Parent Behavior & Safety Guidelines

1. Students on school premises are to remain inside the school building where the activity takes place unless under adult supervision.
2. No student will be allowed on the playground during or after co-curricular activities. Parents are to be prompt in delivering and picking up students for co-curricular activities.
3. Supervisors are to wait with students until a known responsible party arrives to receive the student.
4. Student behavior and safety guidelines appropriate to that activity are to be posted and distributed to all supervisors and to be visible to all visitors.
5. Student behavior and safety guidelines are to be passed out at the initial activity meeting to all participants and signed and returned by parents and students.



Chapter 6

Budget of a Co-Curricular Activity

1. All Co-Curricular Activities are to be self-supporting.
2. Each Co-Curricular Activity is to have an operating budget approved by the Co-curricular Activity Director.
3. All money collected and used by the Co-Curricular Activity is to be kept as a restricted fund in the PTC account with current deposits and P.O.'s for expenses done with the PTC Treasurer.
4. Every month of the co-curricular activity an accounting of the revenue and expenses is to be submitted to the PTC Treasurer.
5. Students may be assessed a fee to cover the operating expenses of the Co-curricular Activity.
6. Fund-raising for a particular Co-Curricular Activity will be secondary to the established Parent/Teacher Club fund-raisers and has to be approved by the principal.

Chapter 7

PARENT INVOLVEMENT IN CO-CURRICULAR ACTIVITIES

1. Assumption Catholic School recognizes that Co-Curricular Activities would not exist without the leadership and involvement of school parents. Each parent who is a supervisor, coach, or teacher for a Co-Curricular Activity is valued and appreciated.
2. Each parent volunteer is to be treated with dignity and respect by every student and their parent who are involved in the activity. The student's behavior is to be reflective of the behavior expected at school and in the classroom.
3. Parent volunteers are to use positive techniques to help a student or group of students be respectful and kind.
4. The co-curricular activity chair or an appointee is to have a student roster and sign-in sheet, take attendance, and know each student's name.
5. Be sure the student knows and can pronounce the parent volunteer's name. Using Mr., Mrs., Ms., or Coach and your last name is the proper way.
6. The parent volunteer should show that they are interested in the student as a person. Be creative and innovative, and remember that the parent volunteer is in charge.
7. If student behavior problems arise the co-curricular activity chair may talk to the parent first and then feel free to contact the principal for help and guidance. Continued behavior or safety problems can result in the student being asked to not participate.

Continued

8. The parent volunteer should always be reliable and show up on time or have a replacement if the schedule doesn't work once in awhile.
9. The parent volunteer should dress appropriately and remember that smoking is not permitted on the school grounds.
10. Parent volunteers of all Co-Curricular Activities are in charge of communication with the school and the parents. Writing articles for the school newsletter or submitting flyers for the Parent Envelope are encouraged. All newsletter articles and flyers are to be submitted to the principal by Monday at noon for approval.

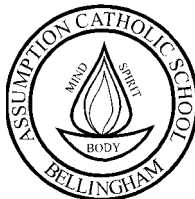
CO-CURRICULAR ACTIVITIES



Japanese Club
Math Olympiad
Middle School Ski Program

Chess
Basketball
Tennis
Volleyball
Drama Club
Cross Country
Track & Field





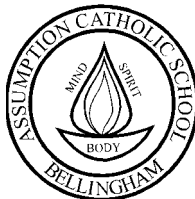
Assumption Catholic School Parent Volunteer Handbook

Health Screening Procedures

The health checks committee facilitates auditory and visual screening of children in kindergarten and grades one-five and seven. This screening is completed within the first trimester each school year. The purpose of each screening procedure is to identify those children who are likely to have visual or auditory defects that may challenge them in their studies. Qualified professionals (audiologists and optometrists) with the assistance of qualified staff and parent volunteers carry out the screening process. Results of the screening are recorded in the students' health records. Teachers and parents are notified of screening results. Students who fail the screening are promptly referred for further medical evaluation.

Scoliosis Screening





Assumption Catholic School Parent Volunteer Handbook

First Eucharist Reception

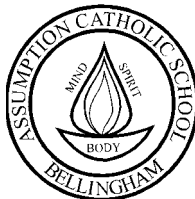
The first grade Room Parents and every parent in first grade is responsible for putting on a First Eucharist Reception for all children and their families who received First Eucharist the second Saturday of May at Assumption or Sacred Heart. Work with principal and Pastoral Assistant or Sacraments first. This reception which is held after the mid-morning Mass is in the gym. Decorating, planning, seeking food donations of cookies and appropriate reception items, cleaning up, and other tasks are a part of this event. There is a PTC budget category for this.



Graduation Breakfast & Reception

The morning of graduation all graduates and their parents attend a breakfast held in the gym. This breakfast is hosted by the seventh grade parents and served by the seventh graders. The Room Parents of the seventh grade are the chairpersons of the event. They are responsible for working with the principal to devise an invitation to the eighth grade families, deciding on the menu, purchasing the ingredients necessary, cooking the breakfast, and decorating the gym. All seventh grade parents are to help with this event.

After the Graduation Mass at Bellingham, parents, sixth and seventh graders, and students are responsible for preparing, decorating, and putting the food, reception for on the graduates, for a thank you to the families, many school



Assumption Catholic School

Parent Volunteer Handbook

Other Approved School Fund Raising & School Activities

It is the school's desire that no fund raising or school activity was left out of this document. It will be updated as needed. Over time some volunteer activities change and others are added or deleted. These volunteer activity changes occur as the Parent/Teacher Club under the direction of the School Commission and the principal give direction.



**Thank You
for Your
Time, Talent, and
Treasure!**
~Assumption Catholic School

Volunteer Handbook

I have read and agree to follow the Volunteer Handbook Guidelines.

Name _____

Date _____

Detach and return to Mrs. Brand through the Wednesday envelope.

