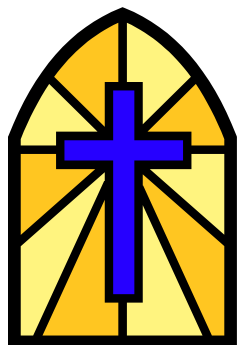


**2013 - 2014**



# **Blessed Sacrament School**

## **Volunteer Handbook**



# Blessed Sacrament School Volunteer Handbook

Parents and others who volunteer at our school provide a valuable service to the students, their parents and the faculty. We are continuously grateful for the gifts of time and talent that volunteers bring to our school. All volunteers are accorded the same respect given to paid personnel. Per diocesan requirement, all volunteers are required to sign the diocesan child abuse policy statement, attend a Protecting God's Children workshop, and submit information for, and receive, a clear background check prior to beginning volunteer service in the school or parish.

## **Art Outreach**

Participate in the Art Outreach by presenting a different artist or genre of art to students during a 2 ½ hour shift one day any month (or more often, if available). Volunteers will be matched with the grade levels in which they are most comfortable. The artwork is provided by the Springfield Art Association. You do not need a formal background in art---simply an interest in art and in sharing it with the students. Volunteer docent training is available through the Springfield Art Association.

**Contact Person:** Sara Ratcliffe (Coordinator) – 741-7934 or [sarat407@gmail.com](mailto:sarat407@gmail.com)

## **Builders Club**

The Builders Club, which meets during lunch and recess, is a service organization open to all students in our seventh and eighth grades. The club develops leadership potential and provides opportunities for the students to work together in service to the school and the greater community. Parent volunteers are needed to help with annual Halloween and Mardi Gras Carnivals.

**Contact Person:** Michele Hinds-Greenwood or Pat Pierce (Club Moderators) – 522-7534, ext. 201 or [hinds-greenwood@bssbruins.org](mailto:hinds-greenwood@bssbruins.org) OR 522-7534, ext. 229 or [pierce@bssbruins.org](mailto:pierce@bssbruins.org)

## **Buildings & Grounds**

Volunteers are needed periodically to assist with a variety of projects around the school and parish grounds, including:

- Painting
- Drywall and plaster work
- Carpentry
- Landscaping
- General maintenance
- Woodworking
- Electrical

**Contact Person:** Mike Hickey (Plant Superintendent) – 415-5205 or [mhickey@bsps.org](mailto:mhickey@bsps.org)

### **Catholic Schools Week**

The annual, nationwide observance highlights the value of Catholic education and its important role in our country. Catholic Schools Week always begins the last Sunday in January and runs throughout the following week. Schools typically celebrate Catholic Schools Week with Masses, open houses and activities for students, families, parishioners and the community at large. Volunteers are needed in the following areas:

- Serve on committees to plan activities around the themes for each of the following days: our Catholic Faith, Student Appreciation, Community Awareness, Teacher Appreciation, and Parent and Volunteer Appreciation.
- Assist with the various activities planned during the school days.
- Coordinate any family activities that take place in the evenings that week.

**Contact Persons:** Melanie Verry (Coordinator) – 725-6767 or [tayty0816@att.net](mailto:tayty0816@att.net)

### **Classroom Volunteers**

Classroom volunteers are able to work directly with the teachers and students to enhance the learning opportunities for all students. Classroom volunteers assist teachers as needed with a variety of activities and projects. Activities include, but are not limited to, the following:

- Help with art activities as needed.
- Help students with computers during a 45-minute class period or for special projects.
- Assist small groups in phonics skills, oral reading, math facts, etc.
- Prepare art projects, bulletin boards, special projects, etc. at home.
- Prepare art projects, bulletin boards, special projects, etc. at school.
- Help with bulletin boards or special projects at school.

**Contact Persons:** School Office – 522-7534, ext. 200 or 201 (If needed, leave a message for individual teachers.)

### **CultureFest**

CultureFest is an annual spring event at Blessed Sacrament School, typically held on a Sunday following the 8:30 and 10:30 a.m. Masses. CultureFest celebrates all of the ARTS; artwork, musical performances, literature, and play presentations all showcase the great talents of each and every one of our B.S.S. students. CultureFest has a different theme each year. Over the years we've traveled under the sea, through Medieval Times, visited France, celebrated America's diverse cultural world and so much more. Volunteers are needed to assist with set-up on the Thursday and Friday evenings prior to this event each spring.

**Contact Persons:** Ruth Ficke or Debbie Mauntel (Art Teachers) – 522-7534, ext. 220

## **Development Office**

Many volunteers are needed throughout the year to assist with school and parish events including the Annual Auction, Unity Run, Mardi Gras Party, the B.S.S. Open House, Garden Party, Rummage Sale, and the Pastor's Annual Party. Parent Ambassadors help lead tours of the school and answer questions on Back-to-School Night and at the annual Open House. Occasional clerical work is also needed to assist with mailings and other efforts to distribute information.

**Contact Person:** Kim Hoffmann (Development Director) – 522-7534, ext. 206 or [hoffmann@bssbruins.org](mailto:hoffmann@bssbruins.org)

## **Extra-Curricular Programs**

- **Athletics:**

Students in grades five through eight may participate on the BSS Bruins athletic teams in the following sports: baseball, basketball, cross country, softball, track and volleyball. Volunteers are utilized in the following areas: coaches, assistant coaches, game scorekeepers, and game announcers.

**Contact Person:** Janice Davis (Athletic Director) – 522-7534, ext. 205 or [davis@bssbruins.org](mailto:davis@bssbruins.org)

- **Concession Stand:**

The concession stand is open during all home athletic events throughout the school year. Volunteers are needed to assist with food preparation and set-up and to staff the concession stand throughout the home game season.

**Contact Person:** Denise Vespa (Coordinator) – 553-9562 or [neicyv5@aol.com](mailto:neicyv5@aol.com)

- **Scholastic Bowl:**

Scholastic Bowl is an academic organization in which students in grades six through eight compete against other schools. Students answer questions about all academic subjects as well as contemporary subjects, such as movies and music. Volunteers are needed for the following areas: prepare students for the meets, assist with practices from 3-4 p.m. on Mondays and/or during one lunch shift (12:15-12:55 p.m.), help with set-up for home meets, drive students to away meets and provide healthy snacks for meets.

**Contact Person:** Kelsey Taylor (Team Coach) – 522-7534, ext. 231 or [taylor@bssbruins.org](mailto:taylor@bssbruins.org)

- **School Garden:**

The school garden is located in the inner courtyard of the school. Volunteer "Garden Angels" are needed to help work with students in the school garden, serve on Garden Core Committee, and weed and water the garden during summer months on a rotating schedule.

**Contact Person:** Pat Pierce (8<sup>th</sup> Grade Science Teacher) – 522-7534, ext. 229 or [pierce@bssbruins.org](mailto:pierce@bssbruins.org)

- **Speech Meet:**

An annual city-wide Catholic grade school speech meet is held each January. Volunteers are needed to act as judges at this contest (guidelines are provided). Occasionally, volunteers are also needed to practice with students preparing for the contest.

**Contact Person:** School Office – 522-7534, ext. 201 or 202 (Individual moderator TBD)

**Garden Party**

The Garden Party is an annual Blessed Sacrament tradition held on a weeknight in mid-June. This fun family celebration includes games, carnival rides, a variety of food and concessions. Volunteers are needed to assist in the following areas: planning committees, set-up prior to the event, staff the food concessions and games that evening and clean-up following the event.

**Contact Person:** Kim Hoffmann (Development Director) – 522-7534, ext. 206 or [hoffmann@bssbruins.org](mailto:hoffmann@bssbruins.org)

**Girls on the Run**

Girls on the Run is a transformational learning program for 8 to 13 year-old girls. It incorporates life skills through dynamic, conversation-based lessons and running games. The program culminates with the girls being physically and emotionally prepared to complete a celebratory 5k running event. The goals of the program are to build confidence through accomplishment and establish a lifetime appreciation of health and fitness. Volunteers are needed as running buddies and coaches from 3:00-4:30 on Tuesdays and Thursdays. There are two 10 week sessions each year: September through November and March through May.

**Contact Person:** GerriAnne Graham (Coordinator) – 891-3538 or [hueygamh34@att.net](mailto:hueygamh34@att.net)

**Gospel of Life**

The Gospel of Life committee, a parish-wide committee, promotes prayer and actions to uphold pro-life values. The sixth through eighth grade students participate in the annual Marita Child Gospel of Life essay contest. This committee also supports our eighth grade students who travel to Washington D.C. each January for the national March for Life.

**Contact Persons:** Deena & Calvin Bell (Chairpersons) – 414-3078 or [deenabell@comcast.net](mailto:deenabell@comcast.net)

**Grandparents' Day**

The annual Grandparents' Day celebration is typically held on a morning in the fall or spring. All students' grandparents (or special friends) are invited to join them for a continental breakfast and open house in the school prior to celebrating Mass together. Students are dismissed with their grandparents immediately following Mass. Volunteers are needed to assist with the set-up and decoration of the cafeteria the evening before the event and to serve the coffee and donuts on the morning of the event.

**Contact Person:** Lori Dye (Coordinator) – 726-9228 or [dyprnc@comcast.net](mailto:dyprnc@comcast.net)

### **Hot Lunch Program Volunteers**

Volunteers help serve hot lunches each Tuesday and/or Thursday from September through May. Volunteers also help students in the cafeteria as needed and assist with the cleanup of tables between each of the four lunch shifts. Volunteers are asked to be in the cafeteria at 10:45 am to assist with set-up. The lunch periods begin at 11:05 a.m. and end at 12:35 p.m.

**Contact Person:** Paula Pickle (Coordinator) – 899-4662 or [peapea1972@aol.com](mailto:peapea1972@aol.com)

### **Library Volunteers**

All Blessed Sacrament students utilize the library on a weekly basis. Volunteers are needed to assist the librarians with filing, shelving & checking out books on a weekly basis on the day of their choice. Volunteers are also needed to assist with the annual Scholastic Book Fair, which is held each September during the school day for one week and after Masses on the preceding weekend.

**Contact Persons:** Lori Criscione & Sarah Allen (School Librarians) – 522-7534, ext. 258 or [criscione@bssbruins.org](mailto:criscione@bssbruins.org) or [allen@bssbruins.org](mailto:allen@bssbruins.org)

### **Living Stations of the Cross**

The seventh grade students present the Living Stations of the Cross during Holy Week. Practices begin on Ash Wednesday and culminate with three presentations: two presentations for the students during Holy Week and one for the parish on Good Friday. Volunteers are needed to assist with the three presentations, particularly supervising students and assisting the teacher.

**Contact Person:** Stacy Mundstock (7<sup>th</sup> Grade Religion Teacher) – 522-7534, ext. 234 or [mundstock@bssbruins.org](mailto:mundstock@bssbruins.org)

### **Office Help**

- Help occasionally during the day (weekly, monthly or as needed) with counting papers, copying, laminating, helping with picture day and vision and hearing screenings, answering phones, making phone calls, etc.)
- Run errands, including shopping, occasional trips during the day to the post office, etc.
- Organize & clean common areas (teachers' lounge & workrooms) on a monthly basis
- Straighten, distribute & donate lost & found items on a monthly basis.
- Help organize and set up for special teacher luncheons and meetings.

**Contact Persons:** Nancy Evans (Administrative Assistant) – 522-7534, ext. 202 or [evans@bssbruins.org](mailto:evans@bssbruins.org)

### **Parent/School Association**

As the name implies, the Parent/School Association (PSA) fosters communication and collaboration between the parents and the school. All parents are automatically members of the PSA and strongly encouraged to become involved in the PSA's various efforts to support

the school and provide additional enrichment opportunities for all of the students. Volunteers are needed to assist with and/or coordinate the following activities:

- Assist with hot lunch every Friday from 10:45 a.m. – 12:35 p.m.; the PSA serves walking tacos, nachos and popcorn
- Fundraising Committee: This committee raises money to support many school activities.
- Publicity Committee: This committee prepares flyers and advertisements for the various activities of the Parent/School Association.
- School Enrichment Committee: This committee provides enrichment opportunities for our students through “How To” Lunches (sharing hobbies/careers with students during their lunch/recess period), Young Authors, Career Day and other similar programs.
- God’s W.I.S.H. (Working in School and Home) Committee: This committee strengthens our children’s faith through traditional Catholic devotions and activities.

**Contact Person:** Denise Klaves (President) – 899-0234 or [bdklaves@comcast.net](mailto:bdklaves@comcast.net)

### **Room Parents**

Room parents are an important resource for our school! The lead room parents (two per classroom) meet together once a year for an overview of the coming year’s activities, guidelines and responsibilities. However, all interested parents in a classroom may assist the lead room parents with carrying out the responsibilities. The general responsibilities of the room parents are as follows: to plan classroom parties for Halloween, Christmas and Valentine’s Day, to celebrate the classroom teacher’s birthday celebrations, and to assist the teacher with planning any year-end celebrations. Room parents may also be called upon by the classroom teachers to assist in other ways, as needed, throughout the year.

**Contact Person:** Erin Scott (Coordinator) – 494-3510 or [erinscott1103@hotmail.com](mailto:erinscott1103@hotmail.com)

### **Science Fair**

All seventh grade students participate in the annual science fair each February. Parent volunteers are needed in the following areas: listen to oral presentations of 7<sup>th</sup> grade students, serve as judges for the science projects (guidelines are provided), and monitor the students during presentations.

**Contact Person:** Janice Anderson (7<sup>th</sup> Grade Science Teacher) – 522-7534 or [anderson@bssbruins.org](mailto:anderson@bssbruins.org)

*All of your volunteer hours count towards the Family Service Hours Requirement!*