



Corpus Christi School Family Service Program 2011-2012 HANDBOOK

Mission: To expand the volunteer participation of parents and families in our school community in the hopes of achieving more successful fundraising and creating more school spirit and togetherness.

Goals: To make the required program easy to participate in as well as something that families will strive to be successful in through a reward program.

Details: The Corpus Christi School Family Service Program (CCSFSP) provides the structure for service opportunities at Corpus Christi School. These opportunities provide educational enrichment for the students and funds for our school as well as a chance for families to interact with other members of the school community.

FAMILY REQUIREMENTS

Our service program requires that each family either perform a minimum number of service hours during the school year or make a monetary payment. All service hours must be completed by May 15th. The service requirements are as follows:

Hours:

- 2-adult families are required to perform 20 hours of service.
- 1-adult families are required to perform 10 hours of service.
- Families must sign up for a certain position or to help with various activities by September 30, 2011. Use the CCS Family Service Program Registration Form for this purpose.

Payment:

- 2-adult families who are not able to perform 20 hours of service are required to make a payment of \$200.
- 1-adult families who are not able to perform 10 hours of service are required to make a payment of \$100.
- Payment should be made in the form of a check made out to Corpus Christi PTO and is due by October 15th, 2011.

Mix:

- Families may perform some of the service hours and make a payment to cover the remainder of the minimum number of service hours described above. Individual hours are billed at the rate of \$10.00 per hour. Families who have not performed their hours by May 15, 2012 (or are scheduled to volunteer before the last day of school) will receive a bill that is due May 30th.

FAMILY REWARD PROGRAM

All families that complete their minimum volunteer hours of service or fulfill the payment option are eligible for an end of year reward.

WAYS TO VOLUNTEER

There are many ways to volunteer at Corpus Christi School! The following is a list of current opportunities with brief descriptions. More documentation can be provided for all events that have been previously held, so if you are new to chairing an event or service, you will have "how-to" information available.

PTO VOLUNTEER OPPORTUNITIES

Christmas Attic Craft Fair: LEADERSHIP NEEDED WITH OUR BIGGEST FUNDRAISER OF THE YEAR OR IT WILL BE CANCELLED! Not only do we need a chairperson or two, but we also need leads in Crafter Registration, Soliciting Silent Auction Items, Coordinating Class Baskets, Raffle Sales, Café, Bake Sale, Cake Walk, Decorations and Set Up/Clean Up. **Documentation from previous years' events is available to use for a "how-to" in all areas!**

Lead chairperson/20 hours. 5-10 committee chairpeople/20 hours each. On day of event: 40 volunteers/2 hour shifts.

Santa Letters: Held during the Christmas Attic, volunteers are needed to sell letters.

6 volunteers/2 hours shifts. At home organizing & stuffing/2 hours

PTO Lunch Programs:

- **Pizza Lunch (CCE only):** Held each Monday from 11:15 – 12:45, starting in mid-september and running until June (NEW DAY FOR 2011-12 school year).
2 chairpersons needed/ 20 hours each. 4 volunteers needed per week/ 2 hours each.
- **Chick Fil A Lunch (CCE only):** Held each Wednesday from 11:45 – 1:15, starting in mid-september and running until June.
2 chairpersons needed/ 20 hours each. 2 volunteers needed per week/ 2 hours each.
- **Smoothie King (CCE & ECC):** Held each Thursday from 11:15 – 12:45, starting in mid-September and running until June.
2 chairpersons needed/ 20 hours. 1-2 volunteers needed per week/ 2 hours each.

Cultural Events & Programs (CCE): Schedule educational and enriching programs for the children.

1 volunteer needed/ 5 hours.

School Spirit Wear: Organizing the sale of Corpus Christi School Spirit Wear.

1 volunteer needed/ 10 Hours

Teacher Breakfast & Luncheon: Help the teachers kick off the start of a new school year. Held the Tuesday before the start of school.

2 chairpersons needed/20 hours each.

Monthly Teacher Appreciation (CCE & ECC): A great way to thank our teachers for all their hard work! Once a month, organize a tasty treat to be brought in for the teachers and staff.

8 volunteers needed/ 1 per month. 2 hours each.

PTO School Directory & Membership: Collect membership fees, organize the layout and printing of the school directory, and finding advertisers for the directory.

3 volunteers needed. 20 Hours for Directory layout, 5 Hours each for Advertising and Membership.

Back To School Night/Dessert Social: Always a fun kick-off social for the school year. Involves organizing desserts, drinks, and chaperones for the children.

12 volunteers needed / 2 hour shifts each.

Uniform Sales: Held twice a year – “Back To School Night”, before Spring Uniform. A great way to outfit your children for the school year. Volunteers get first choices! Assist in setting up, helping customers, and checking out customers.

8 volunteers needed / 2 hours each.

Restaurant nights: Held twice a year – in the fall and the spring. A great way to unwind with family and friends. Held at various restaurants in the area.

1 volunteer needed / 20 hours total

Fun Run: A great fundraiser and a great way to enjoy a spring day! Help is needed with preplanning, advertising, soliciting donations or working on the day of the event.

1-2 chairpersons/20 hours each. On day of event: 8 volunteers/2 hour shifts.

Catholic Schools’ Week: Help plan, organize, set up, serve, and clean up the teacher luncheons at both campuses.

2 chairpersons/20 hours. On day of event: 12 volunteers/2 hours shifts

Bingo Nights: Held during the winter months, this is a great event for all families. Help is needed with planning, coordinating of prizes, selling cards, selling food, calling the bingo numbers and helping the children with their bingo cards.

10 volunteers needed/2 hour shifts

Pancake Supper: A fun filled feast held on Fat Tuesday! Calling all dads to help out in the kitchen with planning, cooking, serving, and set up/clean up.

20 volunteers needed/2 hour shifts

ECC Monthly Parent Donut social: A great way for ECC parents to meet and mingle. Help organize and serve donuts and coffee once a month.

9 volunteers needed: 1 per month/2 hours each

Grandparent’s Day (ECC-November 21, 2011): Bring your grandparent to school day! A chance for the little ones at the ECC to show off their grandparents. Various volunteer opportunities.

4 volunteers needed/2 hours each

Field Day: Assist in one of the many opportunities for our exciting Field Day. Help with the planning or help out on the day. Record times, run events, serve food or help with the set up/clean up.

1-2 chairpersons/20 hours. On day of event: 35-40 volunteers/2 hours shifts each

“AT SCHOOL” VOLUNTEER OPPORTUNITIES

Room Parent Opportunities:

- **Lead Room Parent (CCE & ECC):** A great way to meet all your family hours!! Assist your child’s teacher with various parties, reading activities, classroom activities, helping with folders and field trips.

2 volunteers needed for each class. 20 hours for each lead room parent.

- **Room Parent Help:** If parents assist the lead room parent and/or volunteer in their child’s class for various activities, those hours will count towards their total family service hours.

Office Help: Assist the school secretary with answering phones, handling attendance, gathering homework folders and other various office duties.

1 volunteer per day/ 2 hour shift. All mornings available.

Lunch Room Monitors: Assist the on-duty teacher with oversight of children while they are in the cafeteria.

2 volunteers for 1½ hour shifts per day.

Recess/Playground Monitors: Assist the on-duty teacher with the oversight of children while they are on the playground.

3 volunteers needed for 1 hour shifts per day.

Innisbrook Giftwrap Fundraiser: Help will be needed checking all those orders in when they arrive at the school!

10-15 volunteers for 2-3 hours each. Takes place in the morning in early November.

Junior Achievement Classroom Volunteers: This program brings the real world to the students. Volunteer to instruct in the areas of financial literacy, work readiness, and entrepreneurship.

1-5 volunteers per grades 1-4. 5 shifts/2 hours each.

Open Houses Tour Guides (CCE & ECC): A great way to show off our great school. Give tours, work the registration table, or just be there to talk to prospective parents.

4 volunteers needed for each campus per open house/ 2 hours each.

Book Fair (CCE): Held in December, you will assist the librarian for a morning or afternoon by setting up, assisting children, or collecting money.

Need 3-4 volunteers for 2 hour shifts for the four days that the Book Fair is held.

Library Help: Assist the librarian 1-2 days per week as needed throughout the year. *Hours vary.*

Computer Classroom Help: Assist the computer teacher 1-2 days per week as needed throughout the year. *Hours vary.*

Art Fair/PTO General Meeting: Art Fair is held in the spring. Assist the Art teacher with hanging and displaying the children's artwork.

Lead chairperson/20 hours. 3 volunteers/2 hours each.

Science Fair Set Up: Spend an hour helping to set up the science fair experiments in the school gym

2 volunteers needed. 1 hour on the morning of the science fair.

Healthy Eating Week (ECC): Held from September 26-30, this is a great program that reinforces healthy eating and a healthy lifestyle.

10 volunteers needed / 1 hour shifts. Total 4 hours each day.

Read-A-Thon (ECC): Held in October, volunteers are needed to read to the children in their classes, help the children pick out books and help coordinate forms and money.

Chairpersons needed/20 hours. 10 volunteers needed. 1 hour shifts.

St. Jude's Trike-A-Thon (ECC): Held in April, volunteers are needed to help coordinate forms and money, help the children during the event and help distribute prizes.

10 volunteers needed. 1 hour shifts.

7th Grade Picnic: A perfect opportunity for 7th Grade parents! Chaperones are needed to plan, set up, serve lunch, and organize games for a fun filled day at Bluemont Park.

Lead chairperson/20 hours. 10 volunteers needed/ 4 hours each.

First Holy Communion Reception: A perfect opportunity for 1st Grade parents! Help is needed to organize, set up, serve, and clean up a reception for the 2nd Grade First Holy Communion Recipients.

2-3 volunteers needed/ 3 hours each.

8th Grade Graduation: Another perfect opportunity for 7th Grade parents as they host the 8th Grade Graduation Reception. Assist with planning, serving a light meal, desserts, and drinks, set up and clean up. Held in the evening of graduation in the CCE cafeteria.

Lead chairperson/20 hours. 10 volunteers needed/ 4 hours each.

Kindergarten Graduation Reception (ECC): Perfect for Preschool Parents as they assist with planning, serving, set up and clean. Held at the ECC on the morning of the graduation.

5 volunteers needed/ 2 hours each.

Lions Club Sight and Hearing Testing: Assist the school nurse several hours one day in the fall to help screen 3rd & 7th graders in vision and hearing.

5 volunteers needed/ 2 hours each.

Math Help: Help teachers assist students learn valuable math skills. Hours vary.

Individual/Class Picture Days (CCE & ECC): Held in the fall and spring. Assist the photographer by organizing and helping the students line up, smile, fix ties, or even smooth those cowlicks!

1 volunteer needed per campus. 3 hours on the morning of pictures.

Bake Sales: Help with various bakes sales that are held throughout the year.

2 volunteers per bake sale/2 hours each.

Drama Club: Assist the Music teacher with the annual play. Help make scenery, costumes, or even run lines with our stars! Starting in the spring. *Hours vary.*

Choir: Assist the Music teacher for one (1) hour every Wednesday afternoon as the choir rehearses in the church.

One afternoon a week. 1 hour shifts.

Shakespeare Club: Assist Mrs. Bonard with the annual Shakespeare play. Help sew costumes and run lines with our budding thespians.

One afternoon a week. 1 hour shifts.

Pennies for Patients: Assist in this worth-while cause to find a cure for leukemia.

2 volunteers needed to help count the "pennies"/2 hours each.

Jump Rope for Heart: Help fight heart disease by spending the afternoon jumping rope with the students! Volunteers are needed to count money and help with those jump ropers!

10 volunteers needed /3 hours each.

PE Uniform Measuring: Held in September, volunteers are needed to measure the students for their PE uniforms.

5 volunteers needed for 3 hours in the morning.

Snack Parent (ECC): Help is needed to prepare and deliver snacks and drinks to each classroom. (The school provides the snacks) Ongoing daily all year.

Many volunteers needed. 1 volunteer needed each day for 1½ hours per day. Parent can pick the day of the week to volunteer.

Scholastic Book Orders (ECC): Help the office prepare the monthly book orders. This can be done in the office or from home. *Hours vary.*

Pumpkin Hunt (ECC): Create a special day for the ECC students. In October, help is needed to hide the pumpkins around the playground for the students to find.

10 volunteers needed/ 3-4 hours each.

Easter Egg Hunt (ECC): Held the Friday before Holy Week. Volunteers are needed to stuff and hide eggs for the children.

10 volunteers needed/ 3-4 hours

Fall Festival (ECC): Held in September, parents are needed to assist with the Early Childhood Center craft booth. 5 volunteers needed/1 hour shifts each. (10am-2pm)

OTHER VOLUNTEER OPPORTUNITIES

CYO Sports Coaches: Coaches and assistant coaches are needed for track, basketball, and softball (if offered) for grades 4 through 8. *2 coaches needed for each team/ 20 hours each. ** A great way to fulfill all of your volunteer hours!!*

Annual School Raffle: Held from January – February, help sell raffle tickets to school families and parish communities.

5 volunteers needed for each parish mass per week/ 5 consecutive weeks. 1 hour each.

School Beautification (CCE & ECC): Help to keep our school grounds beautiful. At the ECC, help is needed maintaining the Laurie Hudock Memorial Garden. *Hours vary.*

VOLUNTEER NOTES:

- A chairperson position fulfills the 20 hours of the family service program.
- A chairperson is responsible for overseeing the organization/planning of the event, determining volunteer needs, delegating tasks, managing budgets, and communicating with the PTO. Chairpersons are required to attend the event that they are chairing.
- As new events arise, volunteer needs will be assessed and hours counted toward the family service program.

VIRTUS REQUIREMENTS

All parent volunteers working with children will need to complete the VIRTUS training program (child protection and safety). VIRTUS is a four hour in-person training program that must be completed prior to volunteering in a capacity where you interact directly with

children. Classes are held throughout the year at schools in the diocese. You can find out more about VIRTUS and register for training on the VIRTUS website. Prior to attend the training, participants must complete background information forms. To obtain a copy of the VIRTUS forms, please contact the Corpus Christi School Principal, Mr. Al Garcia, at agarcia@corpuschristischool.org.

REPORT YOUR HOURS

Families must track the hours performed and report them to the Corpus Christi Family Service Program Coordinator on a regular basis. The CCS FSP Coordinator will provide regular reports on the completion of the service hour commitment to the principal and the PTO. All service hours must be performed (or be scheduled to perform) by May 15th. To report your hours, please e-mail the FSP Coordinator at familyservicehours@corpuschristischool.org.

REGISTER FOR YOUR VOLUNTEER HOURS NOW!

In order to sign up for your hours, please fill out the attached form and turn it into the school. More forms can be found on the school website – www.corpuschristischool.org.

PLEASE SIGN UP TO VOLUNTEER AS SOON AS POSSIBLE FOR THE NEXT SCHOOL YEAR!!! AS YOU CAN SEE, LEADERSHIP ROLES ARE AVAILABLE FOR MANY EVENTS AND SERVICES THAT NEED PLANNING TO START IN THE NEAR FUTURE FOR THE 2011-12 SCHOOL YEAR. DON'T MISS OUT ON STARTING THE NEW SCHOOL YEAR BY TAKING PART IN THE FAMILY SERVICE PROGRAM AND SHOWING YOUR KIDS THE IMPORTANCE OF BEING A PART OF THE SCHOOL COMMUNITY!