



VOLUNTEER TEAM DESCRIPTIONS

Thank you for visiting this page and for taking the first step toward donating your valuable time to our school. Whether you have 30 minutes a week or 30 minutes a month, there is a volunteer opportunity for everyone. Your ideas, your time, and your talents are truly needed. Your involvement at Queen of Apostles Catholic School is vital to our student's education, strengthens our school community, and helps keep the school's operating costs to a minimum.

This document aims to provide all adult volunteers with an understanding of the volunteer opportunities that exist throughout the year.

Before volunteering all volunteers must read the Volunteer Handbook found online under the Support Us tab of the school website under "Volunteer".

Volunteer Information

- The school relies on your support. Please give notice as soon as possible if you are unable to keep your scheduled service hour time, or are running late, either by notifying the school office (703/354-0714) the teacher or committee/event chair involved with the particular activity.
- Always be respectful of the learning environment. Hallways and offices are not suitable areas for socialization.
- Any concerns that you have about individual children and how to manage their behaviors should be brought to the teacher. Under no circumstance may an adult engage in the physical discipline of a child/youth. It is the teacher's responsibility to discipline children.
- The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects student privacy. Volunteers must abide by FERPA regulations. Some examples of information protected by FERPA include details about student's:
 - Health
 - Behavior
 - Discipline
 - Academic Performance
 - Family or Living Situation
- While volunteering during school hours, volunteers are required to participate during any and all safety drills.
- Volunteers may not administer any medication to a student at any time. This includes over-the-counter medications.
- Volunteers are not to post pictures or videos of Queen of Apostles students to any social media sites without the clear and specific consent of the student's parents.

CYO Sports and After-School Clubs and Activities

For specific guidelines on supervising children in a group setting and chaperoning students outside of the school campus, please refer to the instructions under "Guidelines for Chaperones/Supervisors of Children at Group Activities" in the Volunteer Handbook.

Photography

Photographs of single or specific children may not be taken without the knowledge and permission of a parent or guardian. Sharing of photographs/images may not occur with the knowledge and permission of the student's parents.

Handling Money

Many events involve the handling of money. For those events please refer to the instructions under "Financial Transactions" in the Volunteer Handbook.

Helpful Hints When Working With Students

- Speak to the children in a calm, focused way will go far in getting their attention and cooperation. Telling them directly what you expect of them and what the standards are for the activities will give them a framework on which to focus their efforts.
- Use the child's name at every opportunity.
- Listen attentively, encourage and praise.
- Believe the child's ability to perform and communicate this belief to the child.
- Give deserved praise for a task well done. Avoid criticizing the child.
- Be patient.
- Encourage the student's abilities and successes.
- Inquire about any special concerns or needs if they relate to your assistance.
- Do not scold, criticize, or focus on your own child while volunteering in the school.

Protecting God's Children

Some volunteer opportunities require the volunteer to receive training to understand and be compliant with the diocesan child protection policies. This training, "Protecting God's Children" is offered by VIRTUS. To enroll in a training session that best works for you, please visit <https://www.virtusonline.org/virtus> and click on "Services/Program" and then click on "Protecting All God's Children for Adults" and follow the instructions. You must turn your training certification into the school office with 7 days of completing the training. Positions that require this training are indicated by a ❖. Virtus training sessions are available throughout the year. For more information regarding Virtus compliance, please visit https://www.arlingtondiocese.org/childprotection/child_protect_virtus.aspx or contact Mrs. Maria Fox in the school office.

Committee/Event Chair/Coordinator Information

The chairpersons and coordinators for each event must be able to begin planning the event in advance, sometimes several months in advance, to develop a schedule of activities, either new or based on the previous years' event. We hear again and again from past team leads to start planning earlier than you think you should. Things always take longer than you anticipate. Planning well ahead gives you maximum time to let people know about the event and ensure a good turnout.

For most events listed below there is additional information on specific responsibilities. Whenever possible, the event lead should contact the prior year's event chair in order to best understand ways to make the event run smoothly and be a positive event for all. All of these events are fluid and open to change.

The chair/coordinator is ultimately responsibility for:

- Working with the school administration and PTO leadership to fulfill the mission of the event.
- Scheduling use of facility space for the event with school and/or rectory staff.
- Scheduling use of physical items from school and/or rectory staff, for example, tents, tables, orange cones, and grills.
- Communicating committee plans and progress at a PTO meeting.

- Staying within PTO-approved budget.
- Coordinating outside vendor contracts with PTO Treasurer, if necessary.
- Working with PTO Communications Chair (1) to create electronic sign-ups using signupgenius.com and, (2) to create and distribute flyers and announcements about event.
- Working with the PTO Volunteer Coordinator.
- Tracking online signups and helping recruit additional volunteers if needed.
- Creating a volunteer schedule and coordination of volunteers. Affirming volunteer hours for each volunteer after the event.
- Updating this document post-event.

For all events occurring in Hannan Hall the PTO Board will request the space from the rectory office. For events which collect monies (e.g., used uniform sale, pancake breakfast) the chair/coordinator should get the (1) cash box, (2) two deposit slips and deposit envelope, (3) iPad, and (4) PayPal credit card scanner from the school office. The PTO Treasurer, Volunteer Coordinator or Communications Chair are able to demonstrate how to login and use the iPad to process credit card payments.

For events in Hannan Hall which require the use of rectangular tables, please contact the rectory office to access the table storage closet.

Thank You!

We value you and all you contribute to our school.

The work of the school staff is amplified by our many helpful volunteers. On behalf of all the students and staff, thank you for being part of each student's success.

5K / 1 MILE FUN RUN – SPRING

2 CO-CHAIRS + 20 VOLUNTEERS

The annual 5K / 1 Mile Fun Run is a five-year tradition at Queen of Apostles and one of the major events of the school year. School and church families, as well as members of the community, are invited to join weekly training walks / runs to prepare for the 5K/ Mile Fun Run. We encourage all who are able to participate in developing a healthy lifestyle and motivating our children to do the same.

2017 5K / 1 Mil Fun Run Chair: James Crowley, jccrowley@hotmail.com

Co-Chair Responsibilities: Organize and plan the road race. Manage a budget and solicit sponsors to help fund event. Coordinate sub committees to meet the needs of the race day events.

Co-Chair Time Commitment: Significant

Volunteer Opportunities: The PTO engages a race management firm who performs many of the tasks outlined below. Each task is listed, however, so that the Co-Chairs have a comprehensive understanding of the various tasks that take each 5K / 1 Mile Fun Run a success.

Volunteers are needed in the following areas.

Volunteer Time Commitment: 1-20 hours, depending upon team and task

Course Volunteer: Coordinators help find and coordinate volunteers for the race course. Course Volunteers Cheer on runners, make sure runners stay on course, distribute water, and help clean up course. Time commitment = 2 hours on day of race.

Data Entry: A data entry volunteer is needed for the few weeks prior to the race and can be performed from home.

Donations: We ask the local business community to donated food and beverages for our race participants and volunteers. We also ask local businesses to donate gift certificates as prizes for the race raffle. We need volunteers to visit local businesses and ask for donations.

Finish Line Announcer: Call out stopwatch times for back up recorders as each runner crosses finish line. Time commitment = 1 hour on race day.

Pasta Dinner: A race tradition the Friday evening before the race. We need volunteers to cook the meal.

Publicity: There are two areas of publicity: Print & Online.

Print -- Post flyers with informational tear-offs at local community centers, gyms, libraries, and sports equipment retailers. Distribute flyers to all cars during afternoon pick-up. Create sign board for display during morning and afternoon carline.

Online – Publicize the race is online via numerous local running club / race / meetup websites.

Refreshments: Prepare food for race day. Pre-slice bagels, bananas and oranges. Clean-up afterwards. Time commitment = A brief meeting before race day. 30-40 minutes the day before to prepare the food, a few hours race day morning.

Race Shirts: Help finalize layout of artwork for t-shirts, order shirts, and sort into sizes when shipment arrives. Time commitment = 5-6 hours in the weeks before race day.

Race Sponsorships: We need businesses to sponsor the race. We offer several levels of sponsorship. We need volunteers to approach local businesses and ask them to sponsor the race. Should work in tandem with the Donations Team.

Race Day Registration & Race Package Pick-Up: Friday evening before and morning of the race we often get additional registrations. Friday evening will distribute race packets to pre-registered individuals. Will take new registrations and fees.

Parking and Traffic Coordinator: Manage 6 traffic volunteers, pick up street cones from VDOT, pick up race equipment from equipment shed, set up cones and race signs early on race day. Time commitment = 1 hour pre-race day and 4 hours on race day.

Traffic Volunteers: Assist Parking and Traffic Coordinator in parking lots. Time commitment = 3 hours on race day.

Volunteer Coordinator: Recruit volunteers to help with the race. Approximately 4 hours prior to race day. Work with other race coordinators to fill their positions, including calling school families to fill necessary positions. Will set up volunteer check-in the night before the race.

ANNANDALE FALL PARADE – SATURDAY, OCTOBER 22, 2016 20 VOLUNTEERS ❖

Sponsored by the Annandale Chamber of Commerce, Queen of Apostles Catholic School participates in this community event each fall.

Volunteer Responsibilities: Planning begins the month before the event to meet with PTO to discuss plans and approve budget. Purchase candies or QofA school spirit items to be thrown to children along the parade route. Create, or ask PTO publicity chair to create, flyer to be sent home to school families. Prepare sign, or ask Extended Day team to create sign, to be displayed at Car Line to advertise event to school families. Weekday before event get the large school banner that students will carry during parade from the PTO closet in Hannan Hall. Sign may need to be cleaned.

Volunteer Time Commitment: 2 hours before and 5-6 hours on the day of event

ASSEMBLY COMMITTEE

3 VOLUNTEERS ❖

The PTO supports numerous assemblies during each school year to expose our students to faith, educational, inspirational and the cultural arts.

Volunteer Responsibilities: Volunteer assists the school staff researching assembly programs for all grade levels based upon the PTO budget and calendar/school day time constraints. Each week a member of the committee should check the PTO mailbox and its folder regularly to see if any information has been received from potential program presenters. Committee members may attend showcases (short previews of several shows performed at one location), go to various schools to preview possible programs and investigate any teacher recommendations based on performances that they have seen.

As approved, will help publicize events to PTO for dissemination to Room Parents and for inclusion in the Eagle Flyer.

As the programs/performance date approaches, will coordinate with school staff to verify the performers have all necessary equipment (i.e., microphones, extension cords) they require. On the day of the event the volunteer does not have to attend, but is invited to do so.

Volunteer Time Commitment: The majority of the time will be spent at the beginning of the school year and then as needed during the school year. Much of the work may be performed at home.

AUCTION

2 CO-CHAIRS + 30 VOLUNTEERS

The auction is a significant fundraiser for the school and allows us to fund many of the items on the faculty's wish list each year.

Co-Chair Responsibilities: Planning, scheduling and organizing the school's largest fundraiser. Manage a budget and coordinate sub committees.

Co-Chair Time Commitment: Time commitment is significant, but manageable when worked on throughout the school year leading up to the auction date.

Volunteer Responsibilities: Varies depending upon committee. See below. Volunteer tasks will also change if the fundraiser includes a dinner and if that dinner is held at Queen of Apostles or a restaurant. If the event is held at an outside location many of the setup and clean up tasks are eliminated.

Volunteer Time Commitment: 1-20 hours, depending upon the task

Acquisitions: Make personal contacts to local businesses, email or complete online donations request form for large/national potential donor businesses. Main work is done September through month of event. Donations requested are auction items as well as materials needed for the auction (drinks, food, decorations). Wish list provided. Work with school staff to coordinate school items.

Advertising/Sponsorship Team: Contact businesses to offer ad/sponsorship space. Main work is done September through month of auction.

Auction Catalog: Write item descriptions. Layout, design and production of auction books.

Guest Check-In/Check-Out: Check in auction guests from 6-8pm the night of the auction plus 30 minutes of training time. Check out auction guests from 9-1pm the night of the auction plus 30 minutes training time.

Clean Up: Requires one hour post auction on the evening of the auction and on Saturday and Sunday to pack tablecloths and chair covers to be picked up by caterer. Pack up unused tableware and decorations and take to PTO closet in Hannan Hall. Pack up all other auction-related material and take to PTO closet in Hannan Hall. Pack up any unclaimed auction item and take to school office for safe storage and pick-up.

Correspondence: Write and send thank you letters.

Data Management: Input information about donated items into the auction database during the acquisition phase September-month of event with most of the work occurring in the two months prior to event. Also, enter attendees into the database prior to the auction and winning bids the week following the auction.

Decorations: Table centerpieces, silent auction tables, registration tables.

Event Extras: Registration, Coat Check, Runners, Checkout, Set -up and Clean-up.

Finance: Manage budget, track expenses, coordinate check-out, donor tax receipts, etc.

Food & Beverages: Plan, procure and schedule.

Silent Auction: Create bid sheet and description display for each silent auction item. Displays items or photos of the auction on tables.

Publicity: Advertise event to school and parish families with posters, school flyers, car line signs and flyers

Raffles: Secure raffle donations and sell tickets evening of auction.

Ticket Sales: Receive and record ticket orders. Manage the walk-in ticket sales the evening of the auction.

BACK-TO-SCHOOL SOCIAL – LATE AUGUST **1 CHAIR + 6 VOLUNTEERS ❖**

Each year the PTO sponsors a back-to-school ice cream social the Friday before school begins.

Chair Responsibilities: The Chair plans and organizes the event with the PTO and the school Ice Cream Wednesday Chair. Coordinate donation/purchase of ice cream and necessary paper items (e.g., napkins, drinking cups). Direct adults who volunteer to complete tasks before, during and after the event. Chair should be there during the entire event, including set-up and clean-up.

Chair Time Commitment: 2-8 Hours, both before and on day of event.

Volunteer Responsibilities: Volunteers set up for the event, serve families and clean up after the event.

Volunteer Time Commitment: 1 - 4 Hours on day of event.

BATTLE OF THE BOOKS – SEPTEMBER THROUGH MAY **1 CHAIR + 2 VOLUNTEERS ❖**

Battle of the Books is a diocesan-wide reading challenge. The purpose of the Battle of the Books program is to get students excited about reading and expose them to a wide range of genres and books they might normally never choose to read.

During the 2016-2017 school year Battle of the Books meetings will occur at school from 12:00-12:45pm in the Cupertino Room.

Students in fifth and sixth grade begin to read a pre-selected list of books starting in September. Students read books spanning several genres, including humor, fantasy, historical fiction, classics, mystery and nonfiction in their free time and meet weekly with classmates and teachers to discuss what they've learned. All those hours of preparation build to an epic conclusion in May, as students from 19 local Catholic schools gather in Arlington for the year's Battle of the Books. During the competition in Arlington, students are judged based upon their answers to questions about each book.

BATTLE OF THE BOOKS 2016-2017 CHAIR: Julia McCluskey <mailto:juliab@yahoo.com>

Chair Responsibilities: The chair will publicize, or work with the PTO communications chair to publicize, Battle of the Books to the students. The chair will reserve a meeting place for the students each week and let teachers know which students should go the Cupertino Room during the lunch/recess period. The chair will distribute copies of the selected books to students and guide the student discussion about each book.

Chair Time Commitment: 2 hours each month from September through May. Afternoons at school.

Volunteer Responsibilities: Assist the chair from time to time throughout the year, as needed.

Volunteer Time Commitment: Up to 2 hours each month from September through May, during the middle school lunch/recess period.

BOOK FAIR

8 VOLUNTEERS

The book fair is a great way to connect students with high-quality books and raise funds to enhance our library offerings. Queen of Apostles receives a percentage of all book fair sales which it can take in cash or spend on books or other supplies. Teachers benefit when families purchase books on their Wish List; books that they will use in the classroom with your child. Kids love the opportunity to buy a book they choose and connect with. It's a win – win – win!

BOOK FAIR DIRECTOR: Mrs. Johnson p.johnson@queenofapostlesschool.org

Volunteer Responsibilities: The event is held in the library and books are displayed by grade-level and genre so students may find characters and subjects they love and want to read about. Volunteers will arrange cases and table displays before the book fair. Books, display cabinets, promotional materials are provided by book fair vendor. In the weeks before, the book fair volunteers will hang banners and posters in the library, PTO bulletin board and other areas of the school. Will help the Librarian decorate the library using materials from book fair vendor. Will send a parent letter and book list home one week before Fair and create a teacher wish list display during the book fair. At the conclusion of the book fair, volunteers will pack unsold books, displays and other material provided by the publisher.

Volunteers are needed before the book fair begins to set-up and at the end of the book fair packing up unsold books and materials. During the book fair, volunteers will help students during class visits.

Volunteer Time Commitment: 1 – 8 Hours, both before and on day of event.

BOX TOPS FOR EDUCATION

1 VOLUNTEER

The easiest way to help raise money for Queen of Apostles is through our “passive fundraisers.” These “passive fundraisers” are an easy, yet extraordinarily significant, way to earn needed funds for our school. During the 2015-2016 school year, these programs resulted in over \$11,649.07 donated to our school.

One of the passive fundraisers QofA participates in is the Box Tops 4 Education program sponsored by General Mills. Purchase any of the hundreds of General Mills products with a Box Tops for Education label, clip the label and turn it in. Each label collected is worth 10¢ to our school. Affix the labels to a Box Top Collection Sheet or send individual labels to school with your child and they can place them in the Box Top collection pouch in their classroom.

Brands with Box Top for Education labels include Reynolds, Annie's, Ziploc, Land O'Lakes, Green Giant, Pillsbury, Lysol, Old El Paso, Bisquick, Nature Valley, Hefty, Motts, Ocean Spray, Green Valley, Kleenex, Scott and Progresso. For a complete list of products, please see the printable list under the Support Us page of the school website.

2016-2017 Box Tops 4 Education Coordinator: Jill Monostori jkmerkley@gmail.com

Coordinator Responsibilities: Help advertise this passive fundraising program. Distribute list of products where box tops are found. Collect, count and submit the box tops collected by the school. Promote classroom challenges throughout the year to boost box top collection. Report quarterly earnings to the PTO.

Volunteer Time Commitment: 4 to 8 hours per quarter, from August through June.

CAR LINE

2 VOLUNTEERS EACH MONTH DURING THE SCHOOL YEAR ❖

Each afternoon at the end of the school day we need two volunteers to direct drivers arriving at the school to collect their children.

2016-2017 AFTERNOON CAR LINE LEAD: Mrs. Atchison atchison88@gmail.com

Volunteer Responsibilities: Arrive no later than 2:45 to set up orange safety cones, if they are not already in place, to reserve ½ of the parking lot for the car line. At 3:00pm, remove barrier and lead cars into the parking lot. Direct drivers to form 7 orderly lines while waiting for dismissal. When the parking lot is full, stop drivers and place barrier to prevent additional drivers entering the parking lot.

At 3:15pm students are dismissed. The volunteer may collect their children and leave at this time.

Volunteer Time Commitment: 1 Hour Each School Day, from September through June.

→We would like volunteers to commit to one month during the school year. This would fulfill all volunteer service hour requirements.

CAR RAFFLE – LATE NOVEMBER THROUGH MAY

1 CHAIR +20 VOLUNTEERS

Queen of Apostles is one of 42 Catholic churches and school across the region that participates in an annual multi-car raffle sponsored by All Saints Catholic Church in Manassas. Each year the QofA parish and school sell raffle tickets for a chance to win one of five brand new vehicles. The vehicles for the 2016-2017 car raffle are a Honda Odyssey Van, Honda CRV Sport Utility, GMC Sierra truck, Buick Verano and a Honda Civic. In addition to the vehicles, \$20,000.00 in cash prizes is also given away. Queen of Apostles Church and Catholic School benefit by receiving a portion of all ticket sales. In 2016, the School received \$7,657.00; a truly significant fund raiser.

For the 2016-2017 Car Raffle:

- Kick-off meeting will be held on December 1, 2016, at All Saints Catholic Church.
- Initial raffle ticket orders are due on December 2, 2016
- The raffle drawing will occur on April 27, 2017, at All Saints Catholic Church.

2016-2017 Car Raffle Chair: Mrs. Ann Croft, annmcroft@hotmail.com

Chair Responsibilities: The chair(s) should attend the Car Raffle kick-off meeting in Manassas so meet those from All Saints that run the raffle that year.

Pre-Sales: (1) place order for raffle tickets with All Saints; (2) drafting letter to parishioners for Fr. Vines to sign; (3) printing letter and return cards and mailing labels; (4) organize a large team of volunteers to stuff envelopes; (5) bring or organize volunteers to bring refreshments for volunteers.

Coordinate with the Rectory, Poor Sisters of Saint Joseph, Banica Mission and Rome Pilgrimage for all events.

Banica Mission and Rome Pilgrimage I believe are at the ready to support... hopefully can get a few for this Sunday, and then they should step up for future sorting projects as they have in the past.

Banica Mission: Reach out to Jo Balsamo - jkbalsamo2003@yahoo.com

Rome Pilgrimage: Fr. Juan j.espino@queenofapostles.org also copy s.gray@queenofapostles.org

Raffle Ticket Sales: Publicize the Car Raffle via the Friday parish e-bulletin, school website, school's Monday Eagle Flyer, Room Parent weekly email, flyers home with students and selling tickets during afternoon car line. Organize volunteers to count raffle ticket sales every 2 to 3 weeks until sale end date. Must be performed in rectory or Hannan Hall and money kept in rectory safe.

When the raffle tickets are drawn, post list of all winners on school website and in the Friday parish e-bulletin and the Monday Eagle Flyer.

Chair Time Commitment: 20+ hours

Volunteer Responsibilities: All Saints Catholic Church produces flyers, posters and other advertisement for the Car Raffle. We need around 20 volunteers to stuff envelopes with promotional materials that will be mailed to church and school families. Volunteers will post advertisements in the school and sell raffles during the afternoon car line. Volunteers will count raffle sales and deliver all monies to the PTO Treasurer for deposit. One volunteer will notify school families of the winners of the Car Raffle by submitting an article for the weekly Eagle Flyer in early May.

Volunteer Time Commitment: 2-10 hours, depending upon the task.

CATHOLIC SCHOOLS WEEK

3 VOLUNTEERS ❖

Queen of Apostles celebrates Catholic education two weeks each year:

- Discover Catholic Schools Week; and
- National Catholic Schools Week.

Discover Catholic Schools Week is November 13 – 19, 2016. Prospective families are invited to Queen of Apostles to learn more about our school and the quality education students receive.

National Catholic Schools Week is January 29 – February 4, 2017. This is the annual celebration of Catholic education in the United States. We observe this week with Masses and other activities for students and families focusing on the value Catholic education provides to young people and its contributions to our church, our communities and our nation. Volunteers are needed to help plan and set up school wide activities.

Volunteer Time Commitment: 1-4 hours.

CHESS CLUB

1 CLUB DIRECTOR + 3 VOLUNTEERS ❖

Chair Responsibilities: Plan and organize club meeting dates, times, and activities. Be a liaison with school staff with any student or volunteer concerns that may arise. Help students learn the game of chess. Organize students by skill level. Teach strategies.

Chair Time Commitment: Twice monthly club meeting, planning for club meetings.

Volunteer Responsibilities: Supervising students during twice monthly club meetings, setting up and cleaning up, communicating concerns with chairperson(s).

FALL FAMILY PICNIC

1 CHAIR + 10 VOLUNTEERS

Chair Responsibilities: Plan and be responsible for coordinating all aspects of the event with the PTO.

Chair Time Commitment: 10 Hours, both before and on day of event.

Volunteer Responsibilities: Volunteers set up for the event, clean up after the event and work in a variety of capacities the day of the event.

Volunteer Time Commitment: 1 - 6 Hours, both before and on day of event.

FALL EVERGREEN FUNDRAISER

1 - 2 VOLUNTEERS

Queen of Apostles has partnered with Mickman Brothers of Minnesota to offer beautiful evergreen wreaths and sprays, centerpieces and indoor evergreen trees for the holiday season. Mickman Brothers provides all the publicity materials needed to advertise the fundraiser to school and parish families.

2016-2017 FALL EVERGREEN FUNDRAISER CHAIR: Hollyann Morton queenhollyann@gmail.com

Volunteer Responsibilities: The volunteer is principally responsible for promoting the fundraiser to all school and parish families. This effort includes ordering free promotional materials from Mickman Brothers and getting it to the school so that they may be sent home with each student. Will create, or ask the PTO Communications Chair to create, flyers to distribute throughout the order period. Will also make

sure that promotional materials and order forms are available at PTO and school events during the ordering period. Will order several evergreen items (wreaths, spray, centerpieces) and set up display in school and church foyers along with promotional materials. Will create, or ask the Extended Day team to create, the display board sign to be placed in parking lot for display during morning drop-off and afternoon pick-up. Will update PTO during the sale season on earnings to date.

Volunteer Time Commitment: Approximately 10.

FAMILY CARE & CONCERN 1 COORDINATOR + 1-3 VOLUNTEERS ❖

Provide support (e.g., meals, transportation) for families in times of crisis or need as requested by the PTO president or the principal.

Coordinator Responsibilities: Respond to notification of family need. Work with principal and school staff to determine need and how to support family.

Coordinator Time Commitment: Varies, based upon need.

Volunteer Responsibilities: Will help meet the needs of the family in a variety of ways.

Volunteer Time Commitment: Varies, based upon need.

FAMILY SERVICE HOURS COORDINATOR 1-2 COORDINATORS + 1 VOLUNTEER

2016-2017 COORDINATORS: Julia and Neal McCluskey mailto:julia@yahoo.com

Coordinator Responsibilities: Each quarter, access the information collected via the Volunteer Tracking form and record hours for each family. Generate and email service hour reminder notices at the end of the second and third semester. Generate and email an invoice for all unfulfilled service hours by July 1.

Coordinator Time Commitment: Approximately 15 hours over the course of the school year with the majority at the end of the school year. Most work performed at home.

Volunteer Responsibilities: Help with all tasks, as requested.

Volunteer Time Commitment: Up to 4 hours working at home.

FIELD DAY 10 VOLUNTEERS

Field Day is a fun-filled, outside day of activities for our students planned and coordinated by the PhysEd teacher.

Volunteer Responsibilities: Volunteers facilitate games defined and set-up by the physical education teacher.

Volunteer Time Commitment: 1-3 hours each, both before and on day of event, between 9am-12pm.

FUNDRAISING CHAIR OR CO-CHAIRS 1 OR 2 VOLUNTEERS

Coordinator Responsibilities: Should be available to attend monthly PTO meeting and provide information and updates on status of fundraising events, including income generation. Will research and propose new fundraising ideas to the PTO. Will work closely with pastors, school administrators and PTO to understand school and faculty needs and develop a fundraising goal for each fundraising program toward meeting that goal. Will analyze the success/failure of fundraising programs. Fundraising programs may include: fall fundraiser, spirit wear, retail reward programs and others.

Chair Time Commitment: Several hours each month plus occasional evening PTO meetings.

GRANDPARENTS DAY

1 COORDINATOR + 3 VOLUNTEERS

Grandparents Day is a way to share our school with each student's grandparent(s) or special person. Each year, National Grandparents Day falls on the first Sunday after Labor Day in September. But, because it's right at the beginning of the school year, Queen of Apostles typically celebrates Grandparents Day in the spring.

Grandparents Day is a wonderful opportunity for QofA to increase family involvement, encouraging greater understanding across generations, building closer bonds between generations, affirming the value of children and older adults, making use of the strengths of both young and old, and mobilizing all generations to deal with some very real societal challenges.

Coordinator Responsibilities: Help plan the event with the PTO.

Coordinator Time Commitment: 10 or less hours planning before and participation on the day of the event.

Volunteer Responsibilities: Assist Coordinator planning before, as well as set-up and clean-up on the day of event.

Volunteer Time Commitment: 1.5 – 3 hours on the day of the event.

GROCERY STORE & RETAIL LOYALTY REWARDS PROGRAM

1 VOLUNTEER

Queen of Apostles asks all school family members to link their grocery store bonus cards (Harris Teeter and Giant Foods) to Queen of Apostles Catholic School. We also ask families shopping at Amazon to shop via www.smile.amazon.com and link to Queen of Apostles Catholic School. These retailers donate a portion of each sale to our school.

Coordinator Responsibilities: Keep track, online, of rewards earned to date and report earnings to PTO. Distribute sign-up sheets for each program to parents and parishioners at PTO-sponsored events and during special sign-up events at the school and church.

Coordinator Time Commitment: Approximately 1 hour a month from September through June.

HEARING & VISION SCREENING

10 VOLUNTEERS ❖

Queen of Apostles tests the vision and hearing of students early in the school year to identify problems so that they may be corrected. The Lions Club sight and hearing mobile lab performs this service for our students.

In 2016, Hearing & Vision Screening will take place on Tuesday, October 25th.

HEARING & VISION SCREENING DIRECTOR: **Alexia Park, RN, School Nurse**
a.park@queenofapostlesschool.org

Volunteer Responsibilities: The mobile lab has 3 vision stations and 2 hearing booths and we need 5 volunteers to be in the van assisting students. We also need one volunteer to go to classroom to get students and one volunteer to stay in lobby.

Volunteer Time Commitment: 4-6 hours on the day of the event.

INTERNATIONAL FESTIVAL

1 CHAIR + 20 VOLUNTEERS

The International Festival is a school-wide opportunity to take a world tour, visiting 8 countries over the course of an afternoon. This is a major event at Queen of Apostles and one we all look forward to each year. Fifth grade students perform a living wax museum during the I-Fest. Leading up the I-Fest, students learn about specific cultural activities, language(s), food, and interesting facts about many countries, with particular emphasis on the country they choose for the I-Fest. This event is usually held on a Saturday in May. The country tour includes samples of foods provided by parent volunteers.

Chair Responsibilities: Plan and organize the event with the PTO, room parents and I-Fest volunteer team. Will reserve any school space needed for the I-Fest, including the gymnasium, multi-purpose room, parking lot and Hannan Hall. Will submit a budget to the PTO for review. Upon approval will be responsible for purchasing any materials needed. Will first check the PTO closet and use supplies there before purchasing new materials. If the event will have rides and/or moon bounces, will find the best vendor at the best price and work with PTO treasurer to secure their services for the day. Will direct the efforts of all other volunteers.

Chair Time Commitment: Approximately 20 hours planning before and participation on the day of the event.

Room Parent Responsibilities: Room Parents are principally responsible for organizing each classroom's county display and food samples.

Volunteer Responsibilities: Assist Chair before and on the day of event with a variety of tasks.

Volunteer Time Commitment: 2 – 10 hours, some before but most on the day of the event.

JR. ACHIEVEMENT / 8TH GRADE FINANCE PARK COORDINATOR + 3 VOLUNTEERS ❖

Junior Achievement (JA) is the world's largest organization dedicated to giving young people the knowledge and skills they need to own their economic success, plan for their future, and make smart academic and economic choices. JA offers programs for both elementary (<http://www.myja.org/programs/elementary>) and middle (<http://www.myja.org/programs/middle/>) school students.

Finance Park (<http://www.myja.org/financepark/>) is a special unit for eighth grade students taken in the spring. Coordination with the eighth grade teachers helps prepare the students for Finance Park: guided by adult volunteer role models, the simulation helps students grasp the implications of their "financial decisions" as they work towards a balanced budget by the end of their visit, and allows these young people to experience the challenges of making real-life financial decisions that will lay the foundation for how they approach their financial responsibilities in the future.

All programs build upon each other to explain money management, personal decisions, making goals, an appreciation for the importance of work as well as a variety of careers and skills needed for those careers.

This knowledge serves as a foundation in personal finance education and gives them the skills they need to take on their JA Finance Park® experience with everything they need to be successful.

Coordinator Responsibilities: The coordinator shall be responsible for recruiting and coordinating volunteers to teach the Junior Achievement classes, making sure that all volunteers receive JA training and following-up with all volunteers to verify that every class has received all JA lessons. Must obtain the JA kits from JA and distribute them to the volunteers. Can be divided into two positions – one coordinator for grades K-2 and one coordinator for grades 3-5.

Coordinator Time Commitment: Varies depending upon which JA program is selected.

Volunteer Responsibilities: Varies with JA program.

Volunteer Time Commitment: Varies.

LEGO / ROBOTICS / ENGINEERING CLUB

CO-DIRECTORS + 1 - 3 VOLUNTEERS ❖

Karen Swider Lyons and Mrs. Kate Lenn have co-led the Lego / Robotics / Engineering Club for several years at Queen of Apostles. There are two groups: Group 1 for Grades K & 1 and Group 2 for Grades 2-8. The Club meets after school, from 3:15 until 4:15 two Fridays each month. The annual cost for Group 1 is \$5/child and \$10 for Group 2.

LEGO CLUB CO-CHAIRS: Mrs. Karen Lyons teamconcepts@verizon.net

Mrs. Kate Lenn lennkate@gmail.com

Chair Responsibilities: Plan and organize club meeting dates, times and activities. Coordinate volunteers. Purchase supplies. Be a liaison with school staff with any student or volunteer concerns that may arise.

Club Director Time Commitment: Approximately 4.5 hours per month (two Club meetings each month and 2 hours per month for club coordination).

Volunteer Responsibilities: Supervise student activities, maintain Q of A code of conduct for good behavior, and assist with clean up.

Volunteer Time Commitment: Approximately 2.5 hours per month (two Club meetings each month from 3:10 to 4:25pm)

➔Volunteers do not have to help each week, but may choose a Friday each month that they are able to commit to the majority of the school year when the Club meets.

LIBRARY

1 – 3 VOLUNTEERS

LIBRARIAN: Mrs. Johnson p.johnson@queenofapostlesschool.org

Volunteer Responsibilities: Assist the Librarian on a variety of tasks on an as-needed basis.

Volunteer Time Commitment: Time varies. From September through June as needed at school.

LUNCH TIME VOLUNTEERS

Each school day, except early dismissal days, we need volunteers to help during lunch.

Grades	Recess Period	Lunch Period
3, 4, 5	11:30 – 11:55	11:55 – 12:15
6, 7, 8	12:05 – 12:25	12:25 – 12:42
K, 1, 2	12:30 – 12:55	12:55 – 1:20

→Volunteers do not have to work each day, but may choose one or more days that they are able to commit to the majority of the school year.

HOT LUNCH / MONDAY THROUGH THURSDAY **CHAIR + 1 VOLUNTEERS ❖**

Some students order a hot lunch that is brought to the school each day from local restaurants. We need volunteers to help distribute these lunches to students during the three lunch periods each day. Volunteers will also help students as needed.

2016-2017 HOT LUNCH VOLUNTEER CHAIR: Carolyn Fanning ckley@aol.com

Chair Responsibilities: Get the list of hot lunch orders from Maria Fox in the school office. Call the appropriate restaurant the afternoon before the lunch delivery and place order. [Note: Orders placed with Smart Lunches are automatically processed and delivered.]

Chair Time Commitment: 3 hours each week.

Volunteer Responsibilities: Help set-up, serve and clean-up during the three lunch periods:

Volunteer Time Commitment: 1-2 hours each school day, except on early dismissal days, from 11:25 until 1:30pm.

ICE CREAM WEDNESDAY **CHAIR + 1 - 3 VOLUNTEERS ❖**

Ice cream day is an optional dessert program which takes place each Wednesday. Ice cream may be preordered at the beginning of the school year or it may be purchased from time to time for 75¢. One Wednesday each month students in grades 2 through 8 may purchase “special” ice cream for \$1.50 each.

Note: All ice cream is nut-free.

LUNCH TIME VOLUNTEERS – CONT.

2016-2017 ICE CREAM WEDNESDAY CHAIR: Gloria Navarro gloritanavarro@msn.com

Chair Responsibilities: The chair is responsible for ordering the ice cream for both regular Wednesday and special ice cream Wednesdays. The amount ordered is based upon the prior year, most popular selections, and the current school enrollment. The school has a preferred provider for all ice cream orders. The chair is also responsible for submitting payment requests to the school principal and for publicizing special ice cream days.

Chair Time Commitment: Approximately 3-1/2 hours before and on the day of the event.

Volunteer Responsibilities: Will help set up the ice cream table and clean up at the end of the lunch period. Will verify that the student requesting ice cream has an ice cream card if they are not paying cash. Will also collect monies from students purchasing ice cream that day.

Volunteer Time Commitment: More volunteers are needed on special ice cream Wednesdays.

- 1-2 hours each school day, except on early dismissal days, from 11:25 – 1:30pm.
- 2-1/2 hours on special ice cream days, from 11:15 – 1:45pm.

PIZZA FRIDAYS

1 CHAIR + 3 VOLUNTEERS ❖

Fridays during the school year pizza is brought in for all who order it in advance through the school office. Volunteers are needed to help distribute pizza to those who ordered it, from 11:30 – 1:30pm.

2016-2017 PIZZA FRIDAY COORDINATOR: Carolyn Fanning ckley@aol.com

Chair Responsibilities: Get the list of pizza orders from Maria Fox in the school office and determine the number of pizzas needed for each of the three lunch periods (K-2, 3-5, 6-8). Take the total number of pizza slices and divide by 8 to determine the total number of pizza to order. Call Papa John's on Thursday afternoon/evening to place order. Each lunch period receives a separate pizza delivery so that the pizza is hot and fresh.

- 11:45 Delivery for grades 3-5 arrives
- 12:15 Delivery for grades 6-8 arrives
- 12:45 Delivery for grades K-2 arrives

Purchase paper plates from Restaurant Depot or Walmart. Serve pizza to each group. Make sure each student has a ticket indicating whether he/she gets 2 or 3 slices. Clean up serving tables after the last lunch period.

Chair Time Commitment: 3 hours each week.

Volunteer Responsibilities: Help set-up, serve pizza and clean-up.

Volunteer Time Commitment: 1-2 hours each Friday, except on early dismissal days, from 11:30 – 1:30pm

MATH CLUB

CLUB DIRECTOR + 1 - 3 VOLUNTEERS ❖

Volunteers are needed to help with the Math Club. No math expertise is required, but we welcome anyone with a math background. The Math Club meets each Monday afternoon and volunteers are needed to assist the students.

The first Monday of every month the Club is open to all students in 4th, 5th, 6th, 7th and 8th grade. The second, third and fourth Mondays of each month the Club is open to students in grades 6th, 7th and 8th and is a more challenging experience for students.

2016-2017 CLUB DIRECTOR: Sonia Pilot sln2s@yahoo.com

CLUB BEGINS THE FIRST MONDAY IN OCTOBER

Club Director Responsibilities: Provide games and math problems for the students to solve each week during Math Club. Will help students keep on track and assist them with problem solving strategies.

Club Director Time Commitment: 2 hours a week, preparing for the meeting and the one hour meeting.

Volunteer Responsibilities: Assist the Club Director each week as required. Help keep students on track as they play math games and work through math problems.

Volunteer Time Commitment: 1 hour each week, from 3:45 until 4:45pm.

➔Volunteers do not have to help each week, but may choose a week each month that they are able to commit to the majority of the school year when the Club meets.

OFFICE SUPPORT

1 – 3 VOLUNTEERS

OFFICE SUPPORT MANAGER: Mrs. Fox m.fox@queenofapostleschool.org

Volunteer Responsibilities: Volunteers are not needed every day. Volunteers are asked to sign-up for an on-call list that the school staff could call when they need assistance during the school year with general office work. If one volunteer cannot help that day, the staff would have another volunteer or so to call.

Volunteer Time Commitment: Time varies. Twelve months a year, as needed at school.

PANCAKE BREAKFAST

1 CHAIR + 10 VOLUNTEERS

Most school years, the PTO offers two pancake breakfasts for the entire parish after the three morning Masses (7:30, 9:00 and 10:30). Occasionally, the parish and school calendar only allow for one pancake breakfast. Pancake breakfasts generally occur in November (during Exploring Catholic Schools Week) and January (Catholic Schools Week). There is no charge for this event, but we do accept a free will offering.

2016-2017 PANCAKE BREAKFAST CHAIR: Carolyn Fanning ckley@aol.com

Chair Responsibilities: Determine event dates and schedule Hannan Hall availability with the rectory. Request bulletin/pulpit announcements for the two weeks leading up to the event. Review existing inventory of food items/paper products, etc. in Hannan Hall PTO closet. Purchase remaining goods at Restaurant Depot (we have an account). Coordinate volunteers for set up on the Saturday before the event, cooking, and serving and clean up. Collect money from each table, count and deposit in sealed envelope. Store cash in school safe as per Diocesan policy.

Chair Time Commitment: 15-18 hours

Volunteer Responsibilities: Help set up, cook and serve food, and clean up Hannan Hall and kitchen.

Volunteer Time Commitment: 2-3 hours

PARENT FAITH GROUP / BREAKFAST WITH THE PRIESTS**1 – 4 VOLUNTEERS**

Volunteer Responsibilities: Assist the Fathers with planning and executing these events.

Volunteer Time Commitment: 6 hours each, both before and on day of event.

PASTA & BINGO NIGHT**1 CHAIR + 10 VOLUNTEERS**

Chair Responsibilities: Plan and organize the event with the PTO. Purchase supplies (e.g., pasta, bongo prizes) and stay within PTO-approved budget. Monitor the online signup to ensure enough volunteers are scheduled. Actively recruit additional volunteers if needed. Direct activities of team volunteers.

Chair Time Commitment: 10 Hours

Volunteer Responsibilities: Volunteers are needed in the following areas:

Dinner: Making the pasta meal

Clean-Up: Assist with the proper disposal of leftover food, drinks and paper products. Clean all kitchen items used and leaves the kitchen ready for use the following morning.

Volunteer Time Commitment: 2 – 6 hours on the day of event

PICTURE DAY**3 VOLUNTEERS ❖**

PICTURE DAY DIRECTOR: Mrs. Fox m.fox@queenofapostlesschool.org

Volunteer Responsibilities: A few volunteers are needed to assist the photographers on school picture days. The primary responsibilities include organizing the students to get them to and from their appointments with the photographer, collecting payments and maintaining paperwork on that day.

Volunteer Time Commitment: 4 - 6 hours on the day of event

PTO MEMBERSHIP COORDINATOR**1 VOLUNTEER**

Coordinator Responsibilities: The coordinator shall organize the annual PTO membership drive and the on-going process to encourage membership. Will also maintain membership records.

Coordinator Time commitment: Approximately 1 hour each week from August through June, working primarily at home.

PTO NOMINATING COMMITTEE**3 VOLUNTEERS**

The PTO holds annual election for officers at the end of the school year. We need three parents to serve on the PTO nominating committee each year.

Volunteer Responsibilities: Communicate with existing officer slate to ascertain if they are eligible to run for the same office again or would like to be considered for another PTO officer position. Seek out school families at PTO meetings, school gatherings and through emails from each classroom's Room Parents to get other parents involved in the PTO by serving as an officer in the PTO. Volunteers will also accept nominations from members of the school community and speak with those nominated to see if he/she is interested in running for PTO board. Gather bios of all candidates create a PTO election ballot and distribute it the week before the election via the Room Parents.

Volunteer Time commitment: Approximately 1 – 4 hours in May / June of each year.

RESTAURANT FAMILY DINNER FUNDRAISERS**2 VOLUNTEERS**

Some restaurants support local schools by designating a time period on a specific day that they will donate a percentage of total sales to that school's PTO. Our Queen of Apostles school family enjoys breaking bread together and these are particularly favorite events during the school year.

Volunteer Responsibilities: We need volunteers to help in two ways. (1) Suggest and research local restaurants to hold a Family Dinner Night at. (2) Some restaurants will only donate if the diner provides the server with a school flyer. In this case, we need volunteers to hand out flyers at the restaurant to those entering the restaurant on the date of the fundraiser.

Volunteer Time Commitment: The majority of volunteer hours will be spent at the beginning of the school year. Volunteer will ask PTO what restaurants they would like to have fundraisers at and then visit those restaurants in person to request a specific date during the school year for the restaurant night fundraiser.

ROOM PARENTS 1 COORDINATOR + 9 VOLUNTEERS ❖

Room parents are needed for all classrooms. In collaboration with the classroom teacher, the Room Parent is the link between the teacher and parents/guardians.

2016-2017 ROOM PARENT COORDINATOR: Mrs. Sandra De Costa alsan.decosta@gmail.com

Room Parent Coordinator: Chair is the link between the Room Parents and the administration. Chair is responsible for sending out communications to room parents regarding reminders for events and last minute volunteer needs.

Coordinator Time Commitment: Approximately 1.5 hours each week, from September through June, the majority of the time at home.

2016 – 2017 Room Parents	
Kindergarten Room Parent	Mrs. Ann Croft, annmcroft@hotmail.com
1st Grade Room Parent	Neal McCluskey nmcccluskey@hotmail.com
2nd Grade Room Parent	Bonnie Czekanski pjansse@netzero.net
3rd Grade Room Parent	Kim Battaglia levineka@hotmail.com
4th Grade Room Parent	Maria Elena de la Flor mariaelenadelafior@yahoo.es
5th Grade Room Parent	Gina Cupples gmpizziconicupples1@gmail.com
6th Grade Room Parent	Ana Takata thetakatas@yahoo.com
7th Grade Room Parent	Jennifer Cook jennycook0802@gmail.com
8th Grade Room Parents	Cristina Crowley cristinacrowley@hotmail.com Ligia Espinosa v_y_p67@hotmail.com

Room Parent: Volunteers act as a link between the teacher and the parents to communicate information. Volunteers organize class parties and assist with materials and activities as requested by teachers. The Room Parent may take photographs of events according to school guidelines and submit them to school administration for inclusion in promotional materials and yearbook. Will communicate with classroom parents/guardians via weekly emails. Teachers may also ask volunteers to assist with other activities.

Room Parent Time Commitment: Approximately 1.5 hours each week, from September through June, the majority of the time at home. Must attend a 1 hour orientation meeting before school. Will need to be at school for some events such as the class basket raffle, class sentimental gift for the auction and other times as needed by the classroom teacher.

As a service to students and their families, the PTO publishes a directory of families with children that attend Queen of Apostles Catholic School.

2016-2017 SCHOOL DIRECTORY TEAM: Melaida Salang mcsalang14@gmail.com

Amanda Aguilera amandaaguilera1@verizon.net

Volunteer Responsibilities: At the beginning of the school year, the PTO collects information that the parents/guardian's wish to be included in the directory, such as addresses, phone numbers and email addresses. Volunteers will compile the information, submit final directory to school office to be shared online and for print copy.

Volunteer Time Commitment: Approximately 10 hours at the beginning of the school year.

SCIENCE FAIR 7TH AND 8TH GRADE STUDENTS**2 – 4 VOLUNTEERS ❖**

No science background needed! We need parent volunteers to help set up the science fair space and judge the science fair entries.

Volunteer Time Commitment: Approximately 4 hours on the day of the event, at school.

SHAKESPEARE FESTIVAL – 8TH GRADE STUDENTS – FEBRUARY - MAY 6 VOLUNTEERS ❖

Each year the 8th grade students chose a play by William Shakespeare to produce for the Catholic School Shakespeare Festival. In-class rehearsals begin in mid-March. After-school rehearsals begin in April. Dress rehearsals occur at school and one dress rehearsal at Paul VI High School the week of the Festival. The Festival takes place in May.

SHAKESPEARE FESTIVAL DIRECTOR: Mrs. Villhauer d.villhauer@queenofapostlesschool.org

Volunteers: Parents and guardians of 8th grade students are strongly encouraged to volunteer to assist with the Shakespeare Festival activities.

Volunteer Responsibilities:

1 or 2 parents are needed to assist with after-school rehearsals beginning in April. Rehearsals typically last about one hour.

3 to 4 parents are needed to help organize props and costumes. The school has a designated costume closet for the Shakespeare Festival but some may need altering, repair or some kind of adjustments.

4 to 6 parent drivers are needed to transport the students, their costumes and props from QofA to Paul VI High School for a dress rehearsal the week of the Festival

4 to 6 parent drivers are needed to transport the students, their costumes and props from QofA to Paul VI High School on the day of the Festival. The students leave early in the morning from QofA and return to QofA around 3:00 in the afternoon. Parent drivers are needed to: (1) transport students from QofA to Paul VI in the morning, (2) pick students up from Paul VI in the afternoon and transport students to QofA; and (3) drive students both ways and stay all day at the Festival with Mrs. Villhauer. At least two parent volunteers are needed to stay all day and help monitor the students, costumes, props and other materials. The group leaves early in the morning and return to QofA around 3:00 in the afternoon.

Volunteer Time Commitment: 1 to 1-1/2 hours for after-school dress rehearsals. 2 to 12 hours organizing, repairing and modifying costumes. 2 1/2 to 3 hours for the dress rehearsal at Paul VI High School. 1-1/2 hours transporting students to and from the Festival on Festival day. 8 hours the day of the Festival if they will stay the whole day at Paul VI.

STAFF APPRECIATION LUNCHEONS

1 CHAIR + 2-8 VOLUNTEERS

Three times a year (fall, winter, spring) the PTO Staff Appreciation Chair plans luncheons as a way of thanking the faculty, administration and support staff for all of their hard work and dedication to the students of Queen of Apostles Catholic School

2016-2017 STAFF APPRECIATION CHAIR: Jill Monostori jkmerkley@gmail.com

Chair Responsibilities: The chair is responsible for developing the schedule for the events with Mrs. Littlefield and meeting with the PTO to develop a budget for each event. The chair should begin planning each event 45 days ahead of time. The chair will determine what supplies are available in the PTO closet (in Hannan Hall) for the event and purchase what additional supplies are needed (e.g., napkins, paper plates). Some luncheons may be catered by a local restaurant. Other times the PTO will ask school families to donate a food item for the luncheon. The chair should let the office staff know that food is being delivered.

- Support Staff Appreciation Day is a day to recognize school and rectory support staff. Planning begins the month before the event to meet with PTO to discuss plans, approve budget and to submit volunteer needs to PTO Communications Chair for creation of volunteer signups using Sign-Up Genius.
- Teacher Appreciation Week is a week of activities, typically in April, when we honor our Queen of Apostles faculty. Develop a plan of events for each day of the week with PTO input, including developing a proposed budget. Coordinate planned activities with school administration, PTO and Room Parents. Volunteers are needed to: (1) help plan daily activities; (2) decorate PTO bulletin board; and (3) plan teacher gifts (e.g., 1 flower from each student placed in a vase for each teacher) and (4) bring daily healthy snacks and sweet treats.

Chair Time Commitment: Approximately 15 hours throughout the year developing the schedule for the events with Mrs. Littlefield and attending PTO meetings to plan the event and set the budget for each event.

Volunteer Responsibilities: When the PTO hosts a staff appreciation luncheon volunteers are needed to set up luncheon area before, and clean up the after the event. Volunteers do not need to stay during the luncheon.

Volunteer Time Commitment: On luncheon days volunteers will spend approximately 30 minutes to set up and 30 minutes to clean up after the event. May be a different volunteer(s) before and after.

STUDENT BASKET RAFFLE

2 VOLUNTEERS

Each year we ask the families to contribute items to create a unique basket for each grade level that becomes the prize in a raffle.

Coordinator Responsibilities: The Coordinator coordinates the student basket raffle drawing date with the school Principal. From that date they plan all the activities leading up to that date during Catholic Schools Week. These tasks includes writing a description of the event and the basket theme for each grade level and emailing that to room parents for dissemination to parents.

The Coordinator purchases baskets and places collected items inside, arranging them so most items are easily seen. Wrap finished basket in clear basket cellophane and display in school lobby.

Sell raffle tickets and organizes volunteers to sell raffle tickets to students each school morning for two weeks. Each morning will count the money collected, place it inside an envelope, seal the envelope and give the envelope to Mrs. Fox in the school office. Mrs. Fox sells raffle tickets to students during lunch periods.

The Coordinated decides which basket is raffled each day.

Coordinator Time Commitment: 3-5 hours

Room Parents Responsibilities: Email class families information from the Coordinator about the event. Place a box in classroom to collect items.

Volunteer Responsibilities: Sell raffle tickets to students in the morning before school begins. Sell raffle tickets to families in the afternoon car line.

Volunteer Time Commitment: 1+ hours, depending upon the task.

TALENT SHOW

4 VOLUNTEERS ❖

QofA Has Talent! Help QofA faculty prepare students for a performing arts talent show.

Chair Responsibilities: Help bring out the stars by organizing and helping produce a student-wide talent show each year. Advertise event, organize and hold auditions; run at least one dress rehearsal; responsible for coordinating with school for gym time for event and running event.

Chair Time Commitment: Several hours the month of the event.

Volunteer Responsibilities: Assisting the chair person with advertising, auditions, dress rehearsal, and event.

Volunteer Time Commitment: Several hours the month of the event

USED UNIFORM SALE & EXCHANGE

1 CHAIR + 4 VOLUNTEERS

Families are invited to purchase school uniforms during scheduled used uniform sales, typically in August and January of each year. Each uniform clothing item may be purchased for \$5.00. Families may exchange, on a one-for-one basis, clean, gently-used uniforms.

2016-2017 USED UNIFORM SALE & EXCHANGE CHAIR: Mrs. Pilar Castro MrsPilar1@yahoo.com

Chair Responsibilities: Coordinate dates with PTO, reserve Hannan Hall, and manage sale days including set-up and clean-up. Responsible for submitting all monies to PTO Treasurer.

Coordinator Time Commitment: 10 hours, before and on the day of the event. Three events each year.

Volunteer Responsibilities: Volunteers will sort and hang new donations, organize and provide upkeep for uniform areas.

Volunteer Time Commitment: 1 to 7 hours on the day of the event. Three events each year.

VOLUNTEER COORDINATOR

1 VOLUNTEER

2016-2017 VOLUNTEER COORDINATORS: Julia and Neal McCluskey mailtojuliab@yahoo.com

Coordinator Responsibilities: The coordinator will:

- collect list of general volunteers at beginning of year and for special events;
- email list of volunteers to event coordinator/chair;
- actively recruit parent volunteers;
- email room parents with information to be shared with families about upcoming events and volunteer needs;
- coordinate school recognition events for volunteers.

Coordinator Time Commitment: Approximately 3 hours each month, the majority of the time working from home.

WELCOME NEW FAMILIES

3 VOLUNTEERS ❖

Volunteer Responsibilities: As new families join our school community we need volunteers familiar with the school to help acquaint them with our school. All families receive information from the school administration, child's Room Parent, in the Eagle Flyer and QofA Church e-Bulletin, but new families also want to be able to pick up a phone or send a quick email when a question arises. Your volunteering with this team is so welcome.

Chair + Volunteer Time Commitment: Varies. Most hours at the beginning of the school year and then as new students enroll over the course of the year.

YEARBOOK

4 VOLUNTEERS

School staff is responsible for the layout and content of the annual yearbook. Volunteers assist Join the yearbook committee and help give the students memories to last a lifetime. The yearbook committee works to create and sell yearbooks.

YEARBOOK DIRECTOR: Mrs. Reid a.reid@queenofapostlesschool.org

Volunteer Responsibilities: Volunteers work with school administration and yearbook publisher to create a quality, memory driven product that the students will have forever. Volunteers will track yearbook orders, keeping accurate and up-to-date records of all orders and monies received, and placing a sticky-note label on yearbooks so they may be distributed accurately to all those who ordered

Volunteer Time Commitment: Up to 8 hours each.

NOVA Junior Catholic Youth Organization Sports

Queen of Apostles is a participant in the Northern Virginia Junior Catholic Youth Organization (NVJCYO) <http://www.nvjcyo.org>. The NVJCYO is a member organization of approximately 45 parishes from the Diocese of Arlington. The mission of the NVJCYO, through its member parishes, is to organize sports programs for parish youth from 3rd through 8th grades throughout the Catholic Diocese of Arlington and to reinforce Catholic values taught in parish schools and religious education programs. It is an important component of the comprehensive approach to youth ministry in the Diocese. The programs administered by NVJCYO are meant not only to encourage healthy physical activity but also to play a significant role in the development of Catholic values in the youth of the Diocese and these activities should foster cooperation, respect, sportsmanship, responsibility, leadership, competitiveness, fairness, and courtesy.

CYO COORDINATOR

We need an adult to make sure that all QofA CYO paperwork is completed properly and one time. The CYO Coordinator will also attend meetings, from time to time, with the Diocesan CYO team. Will work with Jeff de la Conception a QofA parent coach volunteer and the Parish Representative for CYO.

COACHES

We need adults to coach each team. Coaches and other volunteers are required to have completed the Diocese's Virtus Training. The more teams we have, the more adult volunteers we will need.

- Coaches are responsible to teach the rules of the sport and the proper skills, techniques, strategies, and tactics for their sport in an age appropriate manner.
- Coaches are responsible to conduct themselves in an appropriate fashion at practice and competitions, to wear required credentials and to be in accordance with Bylaw 8.
- Coaches are responsible for supervision of their team at practice and competitions. Coaches are also responsible for the conduct of their spectators at competitions.
- Coaches must be represented at all scheduled practices, games and other events.

- Coaches may not hold “closed practices”. Parents, CYO leaders, and Parish leadership may attend practices and contests and are expected to demonstrate behaviors that uphold the mission, values, and best practices of CYO.
- It is recommended and encouraged to have women acting as head or assistant coaches in girls’ sports. When a girls’ team is coached by men only, it is required that a woman 18 years of age or older be associated with the team, and in attendance at all practices and games. In the case of a woman coaching a boys team, it is required that a man 18 years of age or older be associated with the team, and is in attendance at all practices and games

For specific guidelines on supervising children in a group setting and chaperoning students outside of the school campus, please refer to the instructions under “Guidelines for Chaperones/Supervisors of Children at Group Activities” in the Volunteer Handbook.

BASKETBALL TEAMS – BOY & GIRL 1 COACH PER TEAM + 2 TEAM VOLUNTEERS ❖

The NVJCYO organizes a Winter Basketball league for Boys and Girls in grades 3 through 8.

Coaches –Practices will begin in November and teams will usually practice 2 times per week depending on gym availability and number of teams organized. Games are held on Saturdays and Sundays mostly at Arlington Diocese Catholic Schools beginning the first weekend in December though the end of February.

Coaches Time Commitment: Two practice sessions each week at school plus Saturday or Sunday games in the NoVA area. Approximately 6 hours a week.

Volunteer Responsibilities:

Volunteer Time Commitment: Two practice sessions each week at school plus Saturday or Sunday games in the NoVA area.

CHEER 1 COACH + 2 VOLUNTEERS ❖

The NVJCYO organizes Winter Cheerleading.

Coach Responsibilities: The Coach will work with CYO coordinator to develop practice schedule, be informed of and follow all CYO rules and guidelines, attend CYO coach meetings, lead practices, inform students and families of game schedules and attend games.

Coach Time Commitment: Intensive during season

CROSS COUNTRY 1 COACH + 1 - 2 VOLUNTEERS ❖

The NVJCYO organizes Fall Cross Country Meets.

Coach Responsibilities: The Coach will work with CYO coordinator to develop practice schedule, be informed of and follow all CYO rules and guidelines, attend CYO coach meetings, lead practices, inform students and families of game schedules and attend games.

Coach Time Commitment: Intensive during season

TENNIS TEAM 1 COACH + 8 VOLUNTEERS ❖

The NVJCYO organizes the Fall Tennis League from September through October.

Coach Responsibilities: Work with CYO coordinator and help organize team schedule for practice and matches. Set up training schedule for children. Follow up on training and teach children fundamentals, rules and ethics of tennis. Determine player skill level and assign them to proper team for matches. Inform students and families of practice and game schedules. Attend matches and keep score. Turn in scores to CYO.

Coach Time Commitment: 75-85 hours for the entire season

Volunteer Responsibilities: Help support coaches during training. feed balls to children for hitting, supervise children, help clean up after practice, attend matches, keep score and turn in match scores.

Volunteer Time Commitment: 35-45 hours per season

TRACK TEAM

1 COACH + 1 - 2 VOLUNTEERS ❖

The NVJCYO organizes Spring Track teams.

Coach Responsibilities: The Coach will work with CYO coordinator to develop practice schedule, be informed of and follow all CYO rules and guidelines, attend CYO coach meetings, lead practices, inform students and families of game schedules and attend games.

Coach Time Commitment: Intensive during season

VOLLEYBALL

1 COACH + 1 - 2 VOLUNTEERS ❖

The NVJCYO organizes Spring Volleyball.

Coach Responsibilities: The Coach will work with CYO coordinator to develop practice schedule, be informed of and follow all CYO rules and guidelines, attend CYO coach meetings, lead practices, inform students and families of game schedules and attend games.

Coach Time Commitment: Intensive during season