

Volunteer Handbook 2010 - 2011



St. Mary Magdalene Catholic School *“Growing Together as Children of God”*

625 Magdala Place, Apex, North Carolina 27502
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www.stmmpso.org

www.stmm.net

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Thank You and Welcome

Thank you for your interest in volunteering at St. Mary Magdalene, and welcome to an energetic and dedicated group of people who support a broad range of needs at the school! Volunteers work closely with teachers, staff, students, and parents to enrich the learning experience of our children.

The purpose of this handbook is to assist you as you undertake a volunteer role by providing general information and guidelines for all St. Mary Magdalene volunteers. If you have any questions regarding the material, please contact Kathleen Cullen, Volunteer Coordinator at katcullen@nc.rr.com. For more information about volunteer opportunities at St. Mary Magdalene, visit the PSO website at www.stmmpso.org. There you will find information about a number of organizations and committees that utilize volunteers.

STMM Mission Statement

St. Mary Magdalene Catholic School is a community that proclaims the gospel by our dedication to quality instruction while fostering our commitment to the needs of others.

We pray. We learn. We care.

PSO Mission Statement

The Parent School Organization (PSO) is a group of parents/guardians of St. Mary Magdalene students. This group of dedicated volunteers works to build community within the school by sponsoring family fun activities, offering volunteer programs that enhance our Catholic faith and coordinating fundraising efforts to benefit the school.

The PSO encourages each parent to become involved and attend monthly PSO meetings.

Executive Board

President	April Michaels	577-6897	amichaels@nc.rr.com
President-Elect	John Patterson	740-5342	n2deepcdivin@bellsouth.net
Recording Secretary	Kathy Lynch	481-0109	kcclynch@yahoo.com
Communications Coordinator	Regina Gray	285-2660	rg2girls@yahoo.com
Treasurer	Veronica Beason	388-3946	vbeason@earthlink.net
Treasurer-Elect	DeLise Falls	367-9072	delisefalls@aol.com
Fundraising Coordinator	Lea Ann Schrick	637-9418	euschricks@googlemail.com
Social Coordinator	Stephanie O'Rourke	363-6639	sorourke13@yahoo.com
Enrichment Coordinator	Kori Losack	363-7297	kpsack@bellsouth.net
Service Coordinator	Jessica Greco	481-9518	jgreco@nc.rr.com
Volunteer Coordinator	Kathleen Cullen	858-8909	katcullen@nc.rr.com

Committees and Chairs

Enrichment Opportunities

Cultural Arts	Annie Freed		afreed1@nc.rr.com
Chess Team	Jenny Kosnik	363-7143	jensk@nc.rr.com
Eco	TBD	TBD	TBD
May Crowning	Kori Losack	363-7297	kpsack@bellsouth.net
Wellness	Laura Aiken	629-2626	laiken@wakemed.org

Social Opportunities

Spring Festival	Wendy Perry	542-3202	wendyperry@nc.rr.com
	Jennifer Pham	387-0801	pham1997@bellsouth.net
Santa's Village	Ann Cadran	387-3614	anncadran@yahoo.com
	Stephanie O'Rourke	363-6639	sorourke13@yahoo.com
Santa's Secret Workshop	Cami Wichtrich	552-4397	cnichtrice@aol.com
	Christina Zadell	460-7898	christina_zadell@msn.com
Staff Appreciation	Donna Burlingame	363-2250	donnaburl3@yahoo.com

Service Opportunities

Community Relations	Geri McGrath	650-1013	gmcgrath@us.ibm.com
Hospitality	Natalie Pope	859-4376	nataliepope@nc.rr.com
Room Parent Coordinator	Julie Cade	567-5308	juliecade@embarqmail.com
School Store	Heather Dapolite	469-9143	hcdapolite@aol.com
Sunshine	Laurie Wendt	303-5433	lauriewendt@gmail.com
New Family Welcome	Jill Shank	303-5388	jillshank@mindspring.com

Fundraising Opportunities

Monarch Money	Barb Fiedler	387-2280	fiedlerba@aol.com
	Cindy Hickle	303-6109	mchickle@bellsouth.net
Auction/Gala	Miriam Beck	367-9814	miriambeck@nc.rr.com
	Lea Ann Schrick	637-9418	euschricks@googlemail.com
Used Uniform Sale	Melissa Caporale	319-0928	MelissaTC@nc.rr.com
	Sheila Miller	753-6025	bobandsheilamiller@yahoo.com
Christmas Tree Sale	Adam Smith	329-0116	adamsmithnc@gmail.com
Christmas Ornaments	TBD	TBD	TBD
Yard Sale	TBD	TBD	TBD



StMM PSO Calendar of Events 2010 - 2011

DATE	EVENT	COMMITTEE	
August	12	Welcome Back Staff Breakfast	Staff Appreciation
	13	New Family Orientation, 9:00 – 10:30 am	New Family Welcome
	13	6 th Grade Pool Party	New Family Welcome
	15	Back to School Picnic, 6:00 pm	General PSO
	23	Tissues 'N Tears, Kindergarten families	New Family Welcome
September	23-25	Used Uniform Sale	Used Uniform
	14	General PSO Meeting, 7 pm (subject to change)	Hospitality
October	TBD	Adopt-A-Highway Clean-up	Community Relations
	12	Fall Staff Breakfast	Staff Appreciation
November	18-20	Used Uniform Sale	Used Uniform
	5	StMM 10 th Anniversary Gala & Auction	Auction/Gala
	10	Principal's Coffee	Hospitality
	27	Christmas Tree & Ornament Sale begins	Fundraising
December	TBD	Adopt-A-Highway Clean-up	Community Relations
	4	Santa's Village	Santa's Village
	4	Apex Christmas Parade	Community Relations
	7-10	Santa's Secret Workshop	Santa's Secret Workshop
	14	Staff Appreciation Christmas Luncheon	Staff Appreciation
January	11	General PSO Meeting, 7 pm (?)	Hospitality
	29-4	Catholic Schools Week	Community Relations
February	14	Staff V- Day Candy bar	Staff Appreciation
	14-16	Used Uniform Sale	Used Uniform
	23	NJHS Induction Ceremony	Hospitality
	TBD	Adopt-A-Highway Clean-up	Community Relations
March	5	Chess Tournament	Chess Club
	21-23	Teacher Appreciation Week Activities	Staff Appreciation
April	6	Principal's Coffee	Hospitality
	9	2 nd Annual Yard Sale	Yard Sale
	12	PSO Meeting (Elections), 7 pm	Hospitality
	10-16	Volunteer Appreciation Week	VC, Kathleen Cullen
	18-21	Earth Week (Easter break begins 4/21)	Eco
	TBD	Adopt-A-Hwy Clean-up	Community Relations
May	5	May Crowning	Faith Enrichment
	7	Peak Fest	Community Relations
	13	Spring Festival	Spring Festival
	17	8 th Grade Graduation Reception	Room Parents
	19	First Communion Breakfast	Room Parents
	23-25	Used Uniform Sale	School Store
	27	Last day of school, 11:30 dismissal	

ONGOING SUPPORT/EVENTS

Classroom Support	Cultural Arts
Room Parents	Monarch Money
General School Support	School Store
Sunshine	New Family Welcome

MONTHLY EVENTS

Staff Appreciation birthday recognition
PSO Executive Board Meetings

All dates are subject to change. Please read email for updated information or visit www.stmmpso.org

Committee Descriptions

Auction/Gala

The Gala Committee creates, organizes and executes a fundraising event which is social in nature and raises sufficient money to fund PSO operations and capital expenses. This major fundraising event includes silent and live auctions and is held in alternating years.

Chess Team

The Chess Team Committee organizes and monitors the chess participants. Chess Club is every other Friday after school and is open to all students. At the end of the season, there is a Chess Tournament.

Christmas Tree Ornaments

The Christmas Tree Ornament Committee designs and creates the annual STMM holiday ornament. These ornaments are sold during the Christmas Tree Sale and Santa's Village.

Christmas Tree Sale

The Christmas Tree Sale Committee is responsible for pre-ordering, set-up and sale of Christmas trees during the holiday season.

Community Relations

The Community Relations Committee creates awareness and promotes STMM in the community. The Committee focuses on the following key PSO activities: coordinates and updates the Business Directory; manages the Christmas Card Contest and Distribution, builds a float and participates in the Apex Christmas Parade, communicates and promotes Catholic Schools Week at our locally supported churches, sets up and represents STMM at the Peak Fest Booth, and manages and drives the Adopt A Highway program on Apex Barbeque Road.

Cultural Arts

The Cultural Arts Committee organizes and executes activities in conjunction with the school staff that will enhance the students' understanding, exposure, knowledge, and appreciation of the arts and the various cultures of the world.

Eco

The Eco Committee explores the implementation of a recycling program at STMM, coordinates Earth Day activities and organizes other projects related to improving our environment

Hospitality

The Hospitality Committee provides refreshments for various PSO events and meetings throughout the school year and assists with set-up and clean-up when needed.

May Crowning

The May Crowning Committee oversees the May Crowning Mass in May. This event celebrates Mary and the second graders. Responsibilities for this committee include overseeing rehearsal for the second graders, setting-up the morning of the Mass, preparing and distributing programs and working with first grade parents for the reception.

Monarch Money

The Monarch Money committee organizes the Monarch Money (Scrip) gift card program. This ongoing fundraiser allows families to purchase gift cards from participating retailers, while a percentage of the sales are given back to the school.

New Family Welcome

The New Family Welcome Committee welcomes new families to STMM. New parents are paired with current STMM families who are available to answer questions and guide them into an easy transition to our school.

Room Parent Coordinator

The Room Parent Committee coordinates homeroom parents by acting as the liaison among the teachers, parents and the PSO to ensure that classroom needs are met.

Santa's Secret Workshop

The Santa's Secret Workshop Committee organizes an annual workshop, including purchasing the gift items and organizing volunteers. Students are able to purchase gifts for friends and family and have them wrapped.

Santa's Village

The Santa's Village Committee organizes and executes an annual Christmas bazaar complete with vendors selling unique gifts, a Christmas tree and wreath sale, bake sale, pictures with Santa, raffles, food and day long live entertainment.

School Store

The School Store Committee is responsible for the operation of the school store which includes sales of school supplies and spirit wear and possibly assisting with development and purchasing of spirit wear.

Spring Festival

The Spring Festival Committee plans an annual school-wide festival. Volunteers organize the activities, games and events for the festival.

Staff Appreciation

The Staff Appreciation Committee coordinates and implements activities throughout the year that express appreciation for the school staff. Events include staff breakfasts and luncheons, birthday acknowledgements and Teacher Appreciation Week.

Sunshine

The Sunshine Committee is responsible for "spreading a little sunshine" by sending notes or cards to STMM school families in celebration of the birth of a child or in times of need, such as serious illness or death.

Used Uniform Sale

The Used Uniform Sale Committee conducts the Used Uniform sales throughout the school year. Volunteers assist with tagging and sorting donations, setting up sales, collecting payments and storing remaining inventory.

Wellness

The STMM Wellness Committee strives to create an environment in which students can learn about and participate in positive dietary and lifestyle practices. They provide a healthy school environment that promotes these concepts as part of the education of the whole child: mind, body, and spirit.

Yard Sale

The Yard Sale Committee plans and organizes an annual yard sale. Volunteers assist with collection and pricing of items to be sold if needed.

Additional Volunteer Opportunities

Volunteers are also needed in additional capacities such as cafeteria assistance, art/music/drama helper, school pictures, library assistants, nominating committee and bulletin board helpers. If you have any interest please contact Kathleen Cullen at katcullen@nc.rr.com.

Policies and Procedures

Application Process

STMM welcomes all families to volunteer at our school. In an effort to make all Catholic schools and churches in the area safe places for our children to worship and study, the Diocese of Raleigh has implemented a Safe Environment Program. All adults who wish to volunteer with children at the school or church are required to fill out a volunteer application and attend Safe Environment Training. There are 2 levels of volunteers:

- Level B volunteers – for adults who volunteer with children in a supervised capacity. Examples include supervised classroom volunteer, lunch and playground helper.
- Level C volunteers – for adults who volunteer with children in an unsupervised capacity. Examples include field trip chaperone, unsupervised classroom volunteer.

Most of the STMM volunteers are Level C, because this allows them to volunteer for all positions. Volunteer application packets are available in the STMM school office and at all training sessions. If you have any questions, please contact Bertha Smith (bsmith@stmm.net).

Sign-in Procedure

All volunteers must sign-in at the front office. For security purposes, you must wear an identification badge that you will receive upon arrival. You should return your badge and sign-out at the time of your departure.

Reliability

If you are unable to come to as scheduled, notify the teacher, staff member or volunteer coordinator as soon as possible by email or phone. If you cannot reach the appropriate person, please contact the main office.

Confidentiality

Volunteers should preserve the confidentiality of all personal information of students. All records, grades, conversations and reports pertaining to a student should be kept confidential.

Volunteer Dress

Volunteers should dress appropriately when they are in the school or participating in field trips or outings. Please wear modest clothing that follows the standards of STMM.

School Procedures and Rules

Volunteers should support the school staff by following school procedures and rules regarding student discipline and classroom procedures.

Letter from Bishop Burbidge

September 6, 2007

Parishioners of the Diocese of Raleigh:

In April of 2003, a dedicated group of Diocesan representatives combined with members of the larger community to enhance Diocesan safety guidelines regarding the training and screening of all those who work with children in the Diocese of Raleigh. Under the leadership of Bishop Emeritus F. Joseph Gossman, this committee promulgated the safe environment program which is designed to help welcome children and young people into safe settings where they will learn the foundations of our faith in the Lord Jesus Christ.

Since that time, approximately 8,000 adults have received training. Each instructional year begins with parents receiving informational materials and children receiving training in guidelines for safe environments. I assert my commitment to enhance the good work that has begun and assure you that the Diocese of Raleigh will continue a comprehensive effort to maintain safe environments for all those entrusted to us. We will continue to follow the directives from the Holy See, to adhere to the *Charter for Protection of Children and Young People* from the United States Conference of Catholic Bishops, and to utilize the lived experience of our Diocesan family to guide our parishes in maintaining a safe environment. I ask your continued diligence in these matters and your continued prayer that our decisions be guided by the Holy Spirit of God.

I extend my appreciation to the priests and consecrated religious of the Diocese, the members of the Diocesan Safe Environment Committee, the Diocesan Review Board, and all those who have contributed their talents and their time to this important endeavor

Please know of my prayerful support for all efforts designed to protect our children and young people. May Almighty God us and our service to all those entrusted to our pastoral care.

Sincerely in Christ,

Most Reverend Michael F. Burbidge
Bishop of Raleigh

SAFE ENVIRONMENT VISION STATEMENT

Diocese of Raleigh

By virtue of our baptism, each of us is called by name to participate in the ministry of Christ who is priest, prophet, and king. In accord with that ministry, we are called as *priest* to share the presence of God with those around us, as *prophet* we speak the truth even in difficult times and call each other to fidelity to God's ways, and as *king* we exemplify the servant leader who generously and conscientiously looks after the welfare of those entrusted to us.

Because all human life is a precious gift from God, we must assure that all persons, especially the young and the vulnerable, are to be treated with dignity, respect, and offered an environment which promotes safety. A safe environment is one that provides for the protection of the physical, emotional, and spiritual health and well-being of each person. More than simply offering protection from danger, a safe environment within our context also reflects the reality that the Church sees itself as a sanctuary, that is, a "sacred space" where one finds protection, security, support, guidance, and the presence of God. Thus the entire church community must live in a way that is consistent with that covenant by fostering environments that not only are safe, but also are healthy.

The Safe Environment Program of the Diocese of Raleigh strives to empower parishes, schools, families, and individuals to create and foster safe and healthy environments for children and youth in all aspects of their lives. We strive to achieve this through preventive measures, as well as educational strategies. Prevention of abuse and neglect of our children and youth is foundational to the Safe Environment Program and constitutes its initial focus. As the program develops, safe and healthy environment training also will include but not be limited to such strategies as education and training in effective parenting, conflict resolution, internet and computer safety, the prevention of harassment, bullying, or violence in any form, healthy and best practices for injury prevention, and attention to safety in the event of emergency or disaster.

Training, support, and resources will be directed to:

- **All church personnel**, including lay and religious employees and volunteers, priests and deacons, by supporting them in ministering to their people through implementing and participating in comprehensive safe environment programs.
- **Children and youth themselves**, by supporting them in their effort to navigate their way through the confusing and often harmful aspects of the world by developing the necessary knowledge, integrity and self-mastery they need to live a mature and active faith.
- **Parents**, who, as the leaders of the "domestic church," are called to provide the primary safe and formative environment for their children, by supporting the vocation of parenthood and the marital bond, so as to improve the nurturing and formation of their children, who are a gift and who call their parents together in love.
- **All Persons**, who out of generosity and care, seek to better their own local environments for the safety and health of children and youth.

Everything we do as church must reflect our commitment to respect life in all situations by providing a secure sacred space that safeguards and promotes human dignity, by fostering the development of each individual, and by creating and maintaining a safe and healthy environment for all who come to us seeking an experience of the holy presence of God.