

# **Parent Involvement Program**

**St. Martin de Porres School**

**Handbook and Volunteer Opportunities**

**Blessed are our volunteers, Lord,  
for their generosity of time in assisting our school in many ways.**

**Blessed are our volunteers, Lord,  
for their talents and gifts and willingness to share.**

**Blessed are our volunteers, Lord,  
for their examples of stewardship in our Catholic school community.**

**Blessed are our volunteers, Lord,  
for the love they exhibit to all at St. Martin de Porres School.**

# Parent Involvement Program

Volunteer efforts at St. Martin de Porres School help to ensure that we provide the best academic environment possible for our children, help keep tuition more affordable, and help the PSA achieve its annual goal set forth by the parish. Volunteers working on behalf of the school help to strengthen and increase our spiritual and scholastic environment. National studies indicate that students perform at higher levels when parents are actively involved in their children's school. Additionally, our volunteers' presence reminds our students that they are part of an extended community, all working to help them reach their potential.

***Parent Involvement Program Commitment.*** For every school year each family with children in Kindergarten through 8<sup>th</sup> grade is required to volunteer a minimum of 20 hours; families with only pre-kindergarten children are not required to participate in the PIP program. This handbook outlines and explains the majority of volunteer opportunities at the school. Every effort will be made to assist single parents, working parents, and parents of infants who may require volunteer opportunities outside of the school day and/or the school building. Let those committees in which you are interested know if you need assignments that can be completed at home. Parents, grandparents, and other adult family members may help to achieve a family's required volunteer hours.

Please note that any parent who volunteers for any activity at school during the school day needs to have taken the Safe Environment Course and agree to a background check, as mandated by the Archdiocese.

***Recording Volunteer Hours.*** Families are responsible for keeping a record of their volunteer hours and documenting their hours with the chair of any event for which they volunteer, or in the Parent Involvement Program Notebook which is kept in the main office. There is a designated page for each family and all hours must be recorded in a timely fashion. If you are unable to log your hours into the notebook, please send a note in the blue folder (attention PIP registrar) regarding the date, activity, and number of hours worked.

There should be a PIP sign-in sheet at most of the PSA events to record the hours volunteered to the event chair. Hours logged onto this sheet will be recorded by the event chairs and forwarded to the PIP registrar for entry into the database. An update of recorded hours will be sent via e-mail to each family at the beginning of every month through the e-mail address on file with the school. **The family will no longer receive an e-mail once they have reached their 20 PIP hours.**

***Parent Involvement Program Fee.*** Those families unable to fulfill their 20 hour volunteer obligation by early June will be assessed a PIP fee at the rate of \$10 per hour. Hours are recorded in quarter, half and three quarter increments and any partials will be billed accordingly. Fees collected, along with all money raised through our events, will be used by St. Martin de Porres PSA to support our school.

***Ineligible Activities.*** There are some school activities that are not eligible for credit through the PIP program. The PIP program is designed to encourage participation in activities that benefit the entire school. As a rule of thumb events held that merit a single class, like a field trip, class parties or eighth-grade mums sale used to offset graduation expenses, are not eligible.

***Donating PIP hours.*** Once a family has reached their necessary 20 PIP hours they are able to donate their extra PIP hours to the PIP Bank. The hours will be allotted out to families that are suffering a hardship, making it impossible to complete their PIP obligation. The principal will be the only one able to allocate PIP hours to those families in need.

***Donating goods to an event.*** At various events during the school year the event chairs will be asking for donations such as bottled water, snacks, and baked goods. One can earn a half of PIP hour by donating either a case of water, a case of soda, a case of prepackaged chips, or a tray of baked goods (example 24 cupcakes). A maximum of 1 PIP hour will be allotted to each family per event for donated items.

***Chairing an event.*** Anyone may volunteer at as many events as they choose; however no one may chair more than two events per school year. Also, no one is able to chair an event if their youngest child is in the eighth grade at St. Martin de Porres. The intent is to allow parents of younger students to gain the experience, while the previous chairs are around to assist in the transition.

# Volunteer Opportunities

**Opportunities.** Below are some examples of opportunities that exist to volunteer and earn PIP credit. These are merely descriptions of what could be available. Year to year, new events are created and others may not occur. Appendix A should have the current year's events. Should they not be there, one can contact the PSA board's volunteer coordinator for a list of chairs and opportunities that may exist.

## School Support

### Blue Folder Stuffing

Volunteers are needed on Tuesday and Thursday mornings to collate and stuff the blue folders. Average time commitment is 1 to 2 hours per session. 2 people per session is required.

### Computer Lab Volunteers

Parents are needed to help classes during computer time.

### Field Day

Volunteers are needed for this outdoor event for our students in May or June. The entire school participates in many sporting events during a school day morning. Volunteers chaperone the school children and run the events. Average time commitment is 3 hours.

### Library Volunteers

Parents are needed to help classes during library time.

### Lunch/Playground Duty

Volunteers are needed to monitor students in the lunchroom and on the playground.

### Parent School Association (PSA) Officers

The PSA seeks to support St. Martin de Porres School by raising funds for the school, improving the "quality of life" at the school, enhancing the community spirit of the school and providing activities not otherwise provided to students and their families. All parents of St. Martin de Porres students are members of the PSA and are encouraged to attend its monthly meetings. PSA Officers are given 18 PIP hours.

### PIP Registrar

The PIP registrar is responsible for maintaining the PIP notebook and database, as well as sending out balance of service hours to school families.

### Room Parents and Room Parent Coordinator

Room parents organize classroom parents on behalf of the administration, teachers, and PSA for certain classroom activities, service projects, fundraising projects, and other events as deemed necessary. Each room parent is given 10 PIP hours.

The room parent coordinator will be responsible for organizing the room parents and gathering all of the information for the class lists. The room parent coordinator is given 20 PIP hours.

**School Play**

Volunteers are needed to assist the school's music director with set designs and creation, backstage coordination, hair and make-up, prop and custom coordination, sound and lighting and dressing room monitoring. A maximum of 10 hours is credited for involvement in the play.

**Science Fair**

Volunteers are needed to help set-up and clean up for the science fair.

## **PSA Committees and Chaired Events**

### **Barnes and Noble Day**

Barnes and Noble Day is located at the Barnes and Noble store in Poughkeepsie. The school receives a percentage of all purchases made by members of our school community and their families. The chairperson will serve as the liaison between Barnes and Noble and the school. Other responsibilities include setting up the schedule of “entertainment” for the event, advertisement, and distribution of vouchers. Volunteers are also needed to assist at the event.

### **Catholic Schools Week**

The chairperson may be responsible for establishing a calendar of events with the school principal and hiring outside presentations for special events for this week (i.e., Mad Science, Puppet People, HV Philharmonic, etc.). Volunteers are needed to assist the chairperson at various events occurring at the school during Catholic Schools week. The chairperson also works with the coordinators for the “Donuts with Dad/Munchkins with Mom” event which occurs during Catholic Schools Week.

### **Donuts with Dad/Munchkins with Mom**

Volunteers are needed at this morning event to order and pick-up doughnuts, beverages, and paper goods as well as set-up and clean-up for the event.

### **Candy Sale**

This is a time period in which chocolate bars are sold. The chairperson is responsible for acting as a liaison between the school and the chocolate bar company, advertising the event, distributing the chocolate bars, collecting the money, and collecting and distributing prizes to encourage student involvement.

### **Christmas Cash**

This event begins in late October. Raffle tickets are allocated in a lottery system. The Chairperson is responsible for printing the tickets, advertising the event, emailing the registered people their raffle number, assigning the prize values based on amount collected from tickets, and informing the winners.

### **Daddy Daughter Dance**

This is an event where fathers, or adult male role models, are able to take their daughter's to a school dance. The chairperson of this event promotes the event, collects registrations and money, hires a DJ and Photographer, and collects donations necessary for this event.

### **Family Fun Night**

This is a yearly event held on a Friday in October in the school gym. The children attend in their Halloween costumes and play carnival style games and win small prizes. The Chairperson publicizes the event, designs games, and coordinates volunteers. Volunteers are needed to set up, clean up, bake treats, run the games, and purchase supplies.

### **Father/Son Bowling**

This is an event that fathers, or adult male role models, have the opportunity to bowl with their son(s). The chairperson of this event is responsible for acting as a liaison between the school and the bowling alley, advertising the event, collecting registrations and money, and collecting donations needed to run this event.

## **Golf Outing**

This yearly event occurs at a local golf course. The chairperson and committee members are responsible for planning the event, soliciting donations for prizes, advertising, ticket sales, and obtaining sponsors. Volunteers are needed to setup, cleanup, and help out at the event.

If this outing is held in the Fall, a good deal of planning is required during the previous school year. PIP hours that accrue on or before May 31<sup>st</sup> will be recorded for the current school year. However, any PIP hours that accrue on or after June 1<sup>st</sup> will be awarded for the following school year.

## **Ladies Night Out**

This is a fun night out for the ladies of St. Martin de Porres Parish and their guests. A chairperson is needed to find a venue (when done off St. Martin de Porres school property), recruit volunteers, organize the entertainment, provide refreshments, and set up and clean up the event.

## **Pancake Breakfast**

This event is sponsored by the PSA and is open to school families and the parish. Volunteers make a full Pancake breakfast complete with bacon and sausage, coffee, tea and juice. The chairperson and committee are responsible for ticket sales, recruiting volunteers, shopping for the event, and general overseeing of the event. Volunteers are needed for set-up and clean up of the gym and for cooking and serving the breakfast.

## **Pasta Dinner**

This event is sponsored by the PSA and is open to the school as well as the parish. Committee members provide a complete pasta dinner during several seatings. Volunteers are needed for set up, serving and clean up for this event.

## **SCRIP Gift Cards**

SCRIP is a Gift Card fundraiser held throughout the school year. Volunteers are needed to sell gift cards in 1 hour shifts after select weekend masses, sell gift cards before school special events, pick up gift cards from local vendors on a monthly basis, coordinate sales volunteers, serve as Treasurer for the SCRIP program, and to process and fulfill orders on a monthly basis.

## **Spirit Nights**

On occasion, St. Martin de Porres School has hosted a "Spirit Night" at a local restaurant in which the school will receive a percent back of sales based on the attendance of our families. The chairperson acts as a liaison between the restaurant and the school and advertises the event.

## **Spirit Wear**

This fundraiser runs throughout the academic school year. The chair is responsible to develop the catalog and advertise the items for sale to the students and their families. They will also collect the money and place the orders for the purchased items.

## **Tuition Raffle**

This raffle gives the opportunity for a family to win one year of parishioner rate tuition for their eldest child, a year of school lunches for one predetermined child, or a year of snacks for one predetermined child. The chairperson is responsible for promoting the event, printing the tickets, collecting the tickets and money, and alerting the winners.

**Walk-a-thon**

The Walk-a-thon is held once a year during school hours. Students in all grades “walk” to music provided by a DJ, and have a great time taking fun dance breaks. The chairperson is responsible for booking the DJ and coordinating the volunteers. Volunteers are needed to help with lap cards and envelopes, distribute stickers for each lap walked, collect money, and serve refreshments.

**Wrapping Paper Sale**

The wrapping paper sale typically occurs at the beginning of the school year. Volunteers are needed to assemble packets, collect order forms and distribute the wrapping paper. A chairperson coordinates these activities and serves as the liaison between the school and the wrapping paper vendor.

## **Other Events and Committees**

### **Holiday Tea Party**

Every year, the Friends of St Martin de Porres Library invite all little girls along with their guests to enjoy an afternoon with their dolls at their Holiday Tea Party. The proceeds from the tea's ticket sales go to help fund the Library. This event takes place the Sunday before Thanksgiving and is held in the afternoon. Volunteers are needed to bake, set up, help serve during the event, clean up, and help with craft making, raffle sales and pictures.

### **Scholastic Book Fairs**

Scholastic book fairs are held two times per year (Fall and Spring). Parents sell books, keep the shelves neat, and help the children make their selections. The book fair has hours during the school day and at dismissal. The Fall book sale is also open during Family Fun Night.

### **Welcome Committee**

This is a great way to help new St. Martin de Porres families feel welcome and become acclimated to the school. Established families are matched with a new family that may have children in the same grade. A chairperson is needed to match interested families. Mentor families will contact new families during the summer and again early in the school year to answer any questions.

## **Saint Martin de Porres Events and Chairs**

Barnes and Noble Day

Monica Balassone (molo1971@gmail.com)

Box Tops

Theresa Sanchez (tajsanchez@optimum.net)

Campbell's

Sue Lengyel (mauiadrianasmom@gmail.com)

Candy Sale

Sandrina Hall (Drina1124@gmail.com) & Christin Brown (pshvball@gmail.com)

Capri Sun

Lisa DiScala (anlisac@aol.com)

Christmas Cash

Paul Bucher (paul@thebuchers.com)

Daddy Daughter Dance

Jeanine Rado (jagnolet@gmail.com)

Donuts with Dad and Munchkins with Mom

Christina Noschese (cnoche8@aol.com) & Mary Potter (canterpirouette@msn.com)

Fall Fundraiser

Carie Koehler (cariepluff@yahoo.com)

Family Breakfast

Steve Darling (jokerss16@aol.com) & Chuck Whitesell (dorothy8857@optonline.net)

Family BINGO

Sandrina Hall (Drina1124@gmail.com) & Christin Brown (pshvball@gmail.com)

Family Fun Night

Lisa Ogundimo (ogundimu@yahoo.com) & Darrell Kirton (darrell.kirton@dowjones.com)

Barbara Demosthene (babsdemo@yahoo.com) & Frances Fredericks

(fjfredericks@yahoo.com)

Father/Son Bowling

Katie O'Keeffe (okeeff2@optonline.net) & Peggy Fiege (pfiege@acsdny.org)

Golf Classic

Christine Plese (cmplese@yahoo.com) & Rick Zolzer (zolz@prodigy.net) & Kristen

Casey (kristenclaycasey@hotmail.com)

Holiday Tea

Sandrina Hall (drina1124@gmail.com) & Melissa LaBare (olivejuice928@msn.com)

Ladies Night Out

Kristen Prince (princemktgcomm@gmail.com)

Pasta Diner

Silvana Pace (silvanapace94@gmail.com) & Fabio Rossi (sandra.rossi79@gmail.com)

SCRIPT

Jill Blejwas (jblejwas@verizon.net)

Spirit Wear

Katie O'Keeffe (okeeff2@optonline.net)

Tools for School

Bob Berry (berryart@frontier.net)

Tuition Raffle

Sandrina Hall (Drina1124@gmail.com) & Christin Brown (pshvball@gmail.com)