

# **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 (PIP)

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. The PSA (Parent School Association) is the fundraising arm of St. Martin de Porres School. Through activities, events and PIP hours we raise the funds needed to fulfill the school's significant financial commitment to the Parish. The PIP system is a mandatory volunteer or financial requirement for all families with children in grades K-8 being required to participate. Again, all funds raised go directly to the school and to our children, to help us provide the best academic environment possible for our children.

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.

***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. Your child's report card will be held until all school balances, including unpaid PIP hours, are settled. Fees collected, along with all money raised through our events, will be used by St. Martin de Porres PSA to support our school.

***Recording Volunteer Hours.*** Families are responsible for documenting their hours through the Online PIP System (<http://www.smdpschool.net/> → PARENT PORTAL → PIP → Submit PIP Hours). Some events may provide a means for doing so at the event. If not, you are responsible to use your own device to submit your hours for work hours or donations.

The Online PIP System allows you the ability to enter PIP hours for either hours worked or for approved donations. Once your hours are entered they will be reviewed by the respective PSA Event Chair. The PSA Event Chair has the authority to modify submissions as they feel required prior to approval. Should there be any discrepancies,

the PSA Event Chair and PIP Coordinator will work with you to resolve the issue as quickly as possible.

Once a PSA Event Chair reviews and approves all the hours submitted for an event, all families that submitted hours for that event will receive an email confirming their hours have been approved. Once submissions for an event have been reviewed and approved, the event will be closed and no further submissions will be allowed.

REMINDER: PSA Event Chairs will not submit your hours for you. If you do not submit your hours before the PSA Event Chair approves submissions and closes your event, you will lose them.

Families can receive an up-to-date record of all their hours by email at any time by clicking on the “*Request Family PIP Hours Report*” on the PIP page (<http://www.smdpschool.net/> → PARENT PORTAL → PIP).

Occasionally throughout the school year, the PIP Coordinator will also send the same email to every family as a reminder of the hours you have submitted.

***Volunteering Opportunities.*** A variety of opportunities exist to volunteer and gain PIP hours. The attached Appendix contains some examples. These are merely a small selection of what could be available. For an up-to-date list, visit the Online PIP System at <http://www.smdpschool.net/> → PARENT PORTAL → PIP.

***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 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 PIP hours by donating things such as a case of water, a case of soda, a case of prepackaged chips, or a tray of baked goods (example 24 cupcakes). Please consult the Donation Equivalency chart posted on the school's website (<http://www.smdpschool.net/> → PARENT PORTAL → PIP) or contact the PIP Event Chair for details on how many hours you can receive for specific donations. *A maximum of ten (10) PIP hours per family, per academic school year may be obtained through donations.*

***Chairing an event.*** Anyone can chair an event for the PSA. If you are interested in chairing an event, or creating a new one, please contact the PSA President ([PSAPresident@smdpschool.net](mailto:PSAPresident@smdpschool.net)).

***Donating PIP hours.*** Once a family has reached their necessary 20 PIP hours they are able to donate their extra PIP hours to a family in hardship. The hours will be allotted out to families that are suffering a hardship, making it impossible to complete their PIP obligation. The principal and PIP Coordinator will be the only one able to allocate PIP hours to those families in need. To donate your hours, use the links provided in the Family PIP Report email generated by the Online PIP Systems

(<http://www.smdpschool.net/> → PARENT PORTAL → PIP → Request Family PIP Hours Report)

**Hardship.** If your unable to fulfill your PIP obligation due to a hardship, you may request hours donated by other families. Only the principle can approve a hardship request. To request hours to be donated due to hardship, use the links provided in the Family PIP Report email generated by the Online PIP Systems

(<http://www.smdpschool.net/> → PARENT PORTAL → PIP → Request Family PIP Hours Report)

# **APPENDIX**

# Volunteer Opportunities

## **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. Two people per session are required, but more are welcome.

## **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. PSA Officers are given 20 PIP hours.

## **PSA Meeting Attendance**

Parents of St. Martin de Porres students are members of the PSA and are encouraged to attend its monthly meetings. You will receive 1 PIP hour for each meeting you attend.

## **Room Parents**

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.

## **Science Fair**

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

## **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.

### **Spring Fundraiser (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 daughters 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. Many volunteers are needed with set-up, clean-up, check-in, and to help during 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 sons. 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.

### **Fall Fundraiser**

The fall fundraiser typically occurs at the beginning of the school year. This can be anything from wrapping paper to a discount card. A chairperson coordinates these activities and serves as the liaison between the school and the associated vendors.

### **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.

### **Bingo (Fall and Spring)**

Twice a year, once in the fall and again in the spring, the PSA holds Bingo evenings for SMDP School families and their friends. Traditionally one or two chairs will run the event with the help of several volunteers to help with set-up, clean-up, check-in, and with manning food stations during the event.

### **Box Tops**

This is volunteer position for one person to coordinate the return of Box Tops for the School.

### **Kohl’s Cares volunteer organizer**

This is a volunteer position for one person to coordinate Kohl’s Cares volunteers for any PSA events that qualify for assistance.

### **Marist Basketball Game Outing**

This sports outing is open to SMDP School families and their friends, and is to encourage community building in the school. Chair(s) manage the entire event.

**Mother/Son Dance**

Similar to the Daddy Daughter Dance, this event is a dance for mothers, or female role models, and their boys. The Chair of this event handles most tasks, but does ask for volunteers for help with things like set-up, clean-up, check-in, and to help during the event. Usually donations are also sought to help defray the cost for food and decorations.

**SMDP Gala/Auction**

The SMDP School Gala and Auction is held annually off-site, and is open to SMDP School families as well as to the greater Parish. Chair(s) coordinate the event, and utilize volunteers to help with all aspects including such things as set-up and clean-up. This event can take several months to coordinate, so much help is needed.