

St. Rose Catholic School: 2022 - 2023 Parent Volunteer Orientation

Partnering With Parents



SAINT ROSE
CATHOLIC SCHOOL

A Volunteer's Prayer

**I thank Thee, Lord as a volunteer.
For the chance to serve another year.
And to give of myself in some small way.
To those not blessed as I each day.**

**My thanks for health of mind and soul,
To aid me ever toward my goal.
For eyes to see the good in all,
A hand to extend before a fall.
For legs to go where the need is great,
Learning to love--forgetting to hate.
For ears to hear and heart to care,
When someone's cross is hard to bear.
A smile to show my affection true,
With energy aplenty--the task to do**

**And all I ask, dear Lord, if I may,
Is to serve you better day by day.**

Why Volunteer?

Volunteering at St. Rose Catholic School:

- Builds and enriches our school community
- Provides the school with each individual volunteers' services and talents
- Helps keep the cost of tuition down (Tuition accounts for 83% of cost of educating a child at St. Rose.)
- Allows parents/volunteers to become more involved in their children's education
- Great way to meet people and make new friends

2022 – 2023
Volunteer Service
Hour Coordinator:
Michelle Machado

Michelle Machado:

- School office secretary/administrative assistant and parent of two St. Rose students.

As Volunteer Service Hour Coordinator, Michelle will:

- Advertise volunteering opportunities
- Help parents get involved and report their service hours to meet 20 hour requirement
- Answer questions regarding service hours
- [Service Hour forms](#) available on school website
- Service hour fulfillment offerings

Safe Environment Requirements for Volunteers per The Diocese of Monterey:

To volunteer on campus while in presence of students (classroom helper, field trip chaperone, working with students on projects in or outside of classroom, running booths at school events, etc.) you will need the following:

- Live Scan fingerprinting
- Current negative T.B. test (good for 4 years)
- VIRTUS Online Training courses

To volunteer as a driver:

- Volunteer on campus requirements AND
- Copy of current drivers license and auto insurance policy (100,000/300,000 minimum) with term length
- Diocesan Driver form
- Smart Driver - Online training

VIRTUS:

Training Required:

- **Diocese of Monterey Online Registration Instructions**
- **Required to take every three years**

Volunteering Protocol

Volunteering on school grounds:

- **First stop: School office for volunteer badge and sign in**
- **Business: Proceed to your volunteer classroom or position**
- **After volunteering: Stop by school office to return volunteer badge and sign out**

Working in the classroom:

- **Meet teacher's specific requirements**
- **Respect privacy of individual students and their families**
- **Maintain classroom expectations and rules. If discipline consequences are necessary, report issue to classroom teacher**
- **Please refrain from cell phone usage/step outside if necessary**
- **Confidentiality**

Volunteering Protocol (con't.)

Working with food:

- Clean hands and use serving gloves
- Only volunteer if you are in good health
- If you are sick or feeling unwell, please remain at home

Working on the school playground or school functions:

- Discipline: beyond simple issues, report to teacher
- Injury: if on playground, escort to office, if at event, report to event director/school employee
- NO CELL PHONE USAGE

Volunteering Protocol (con't.)

Field trip/sports driver or chaperone:

- **Functional seat belt for each individual**
- **Driver must carry copies of permission slip for all students in vehicle**
- **Cell phone/electronic device usage is PROHIBITED while driving**

Emergency/Drill:

- **Stay with students in case of emergency and complete drill in case of drill**
- **Emergency first aid and emergency kits**

Campus Courtesy:

- **Respect staff lounge and school office**
- **Come into office if you need something from classroom or drop off items**
- **Use staff/volunteer restrooms...DO NOT use student restrooms**

Information About Volunteering

- Handouts available after meeting
- Check status of fingerprints, T.B. driver clearance
- Email or call Michelle Machado at mmachado@saintrosecatholicschool.org or 805-238-0304
- Website:
 - Parents-Parent Handbook and Resources
 - [2022 - 2023 Parent Handbook](#)
 - [Parent Volunteer Service Hour Report Form](#)

Thank You!

Your volunteering at St. Rose:

- **Makes us a better school by donating your gifts and talents**
- **Strengthens our community**
- **Shows your children how important their education is to you**
- **Allows the volunteer to be involved in their child's education**