
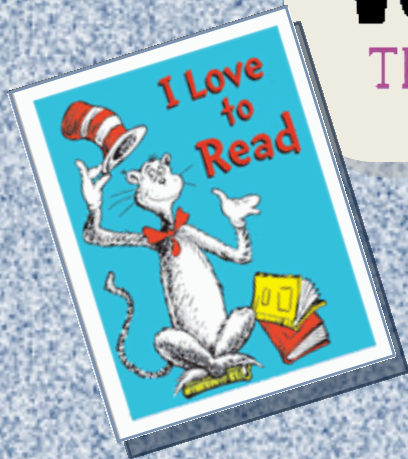




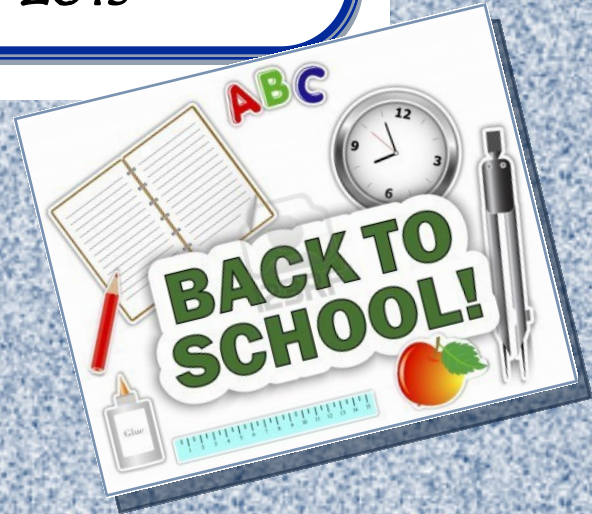
**Volunteers**  
The HEART Of The  
COMMUNITY



This book  
belongs to



Most Blessed Sacrament  
Catholic School  
VOLUNTEER HANDBOOK  
2014-2015





## Our Sincere Thanks!

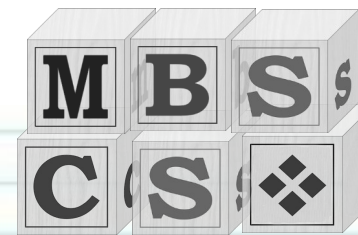
Thank you for being involved in the life of Most Blessed Sacrament Catholic School. By taking an active role to support and enrich the development of MBSCS's greatest resource—our students—we will see them improve and succeed in their academic performance.

This book explains some of the many opportunities in which family members can volunteer and obtain FIP hours. Please take a moment to read through this handbook and see what fits with your interests and schedule.

If you have questions not answered here, please contact an HSA Executive Board member or any of the contacts listed in the handbook.

Thank you so much for your support and welcome to the tenth year of academic excellence and spiritual growth at MBS!!

MBS Home & School Association, Faculty & Staff  
11242 Racetrack Road, Berlin MD 21811  
[www.MostBlessedSacramentSchool.com](http://www.MostBlessedSacramentSchool.com)  
410-208-1600



6

*There's a lot to be done.*

These days, everyone is asked to do more with less, including our school. Our help is needed more than ever to fill the gaps – every extra hand, every hour of help makes a difference.

7

*Match activities to your interests and abilities.*

The work we do covers a broad spectrum, from special events to working directly with children, and lots more. We're thrilled to have people take on tasks that showcase their skills and interests.

8

*We're welcoming.*

To us, there are no "outsiders." We are people who have come together to work toward common goals. We couldn't be happier to have you join us in working toward those goals.

9

*We're about parent involvement—not fundraising.*

Sure, in times of tight budgets, parent groups have to fill in the gaps. But our #1 goal is to get parents connected to MBS. It's the best way to create a great school and improve student performance.

10

*It is very rewarding.*

It's seeing the bright light of learning sparkle in a child's eye. It's seeing the smile of a parent that's connecting with another parent—or a teacher who has resources to make students a little more comfortable in a learning environment. There are lots of rewards, both big and small, for those who get involved. Come join us!

# 10 Reasons to get In-

1

## Your child benefits.

When parents get connected to the school, children do better. Research shows children whose parents are involved get better grades, do better on tests, and have fewer discipline problems.

2

## We make a difference.

We provide support and resources for MBS to help build the kind of supportive, caring atmosphere where teachers and administrators can do their best work—and so can our children.

3

## We pledge to honor your time constraints.

There are no black holes of never-ending time commitment here! Not available during school hours? No problem. We have opportunities to help in school and out, evenings and weekends.

4

## It's fun!

Volunteer work shouldn't be drudgery. We accomplish a lot, even though not everything we do is simple. We don't take ourselves too seriously, and try to enjoy ourselves along the way.

5

## Meet nice people who share your concerns.

We all have a common bond. We care about creating the best possible educational experience for our children. We are neighbors and peers who share many of the same values and interests.

## FAMILY INVOLVEMENT PROGRAM

### Eligible Dates:

- ♦ June 1 to May 31
- ♦ This means any volunteering done in June counts towards next year's total!

### Earn an Automatic 20 Hours:

- ♦ Any HSA Executive Council member
- ♦ Chair of major fundraising event (Fall Festival/Walkathon, Bingo, Dinner/Auction, Fashion Show, Book Fair, Fine Arts Night)
- ♦ Coach of an MBS sport – upon approval of Athletic Director

### Earn an Automatic 10 Hours:

- ♦ Homeroom Parents – this is for the normal duties of HRP; any additional time can be logged and added to the 10 hours (lunch duty, Seder meal, 8<sup>th</sup> grade lunch, etc)
- ♦ Through your Parish - approved by the Pastor. Contact your parish for opportunities

### Recordkeeping:

- ♦ Sign In at the front office computer sign in station, or complete and submit work receipts available on office counter; receipts are in duplicate form; the white copy is for each family to keep for their records; the yellow copy is turned into the office
- ♦ Work receipts must be signed off by appropriate person:
  - ◇ Committee meetings/shifts at events – chairperson
  - ◇ Lunch duty – office personnel
  - ◇ Classroom help (library, science lab, etc.) – teacher
  - ◇ Event (open house, donuts, etc.) – HSA person involved
- ♦ Family Reports will be sent home each trimester with progress reports; can email Volunteer Coordinator (HSA past president) anytime with questions about hours.
- ♦ It is each family's responsibility to complete these forms and turn them in.

### Involvement Opportunities:

- ♦ Refer to the rest of this handbook for many opportunities to earn hours
- ♦ Please read weekly newsletter for upcoming volunteer opportunities
- ♦ Reminder: A background check MUST be performed on ALL persons before any volunteering is permitted
- ♦ Once you select the activities you are interested in, sign up at Back to School Night, email [hsa@mbscs.org](mailto:hsa@mbscs.org), or notify the contact listed for the activity to volunteer.

## BEAUTIFICATION

### Job Details:

- ◆ Help with weed pulling & mulching over the summer and throughout the year as needed
- ◆ Decorate the entrance and lobby area each season
- ◆ Maintain upkeep of entrance area throughout the year

### Time Frame:

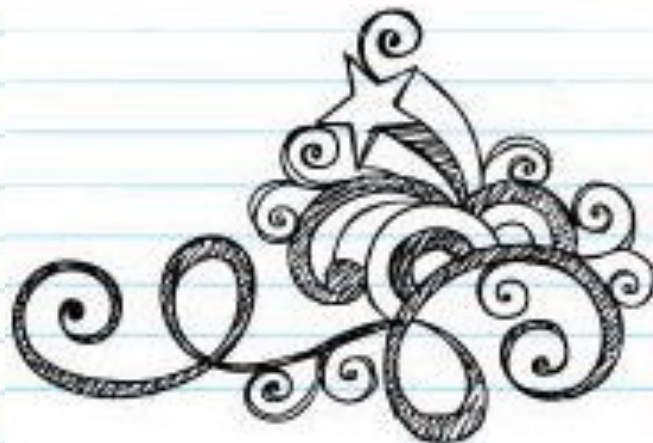
- ◆ Continuous throughout the year
- ◆ Very flexible as to when work can be done (days, evenings, weekends)

### Volunteers Needed:

- ◆ At least 5 people
- ◆ Children are welcome to help you!

### Contact:

- ◆ Admissions  
Director  
410-208-1600



## USED UNIFORM SHOP

### Job Details:

- ◆ Maintain neat & orderly space
- ◆ Set-up shop at various events or times during the year
- ◆ Dispose of uniforms that are in disrepair

### Time Frame:

- ◆ Help with Uniform Day over the summer
- ◆ Set-up shop at HSA Family Picnic in August
- ◆ Organize room as needed throughout the year

### Volunteers Needed:

- ◆ At least 3 people
- ◆ More may be needed on days of sales

### Contact:

- ◆ Front Office, 410-208-1600

### What Not to Do:

- ◆ Give students money to purchase items





## SPORTS TEAM COACHES

### Job Details:

- ◆ Work with Athletic Director to recruit players for your team
- ◆ Distribute & maintain inventory of uniforms for your team
- ◆ Plan and carry out practices during the season
- ◆ Maintain communication with Athletic Director and Sports Committee regarding any problems or concerns
- ◆ Coordinate transportation to all away games
- ◆ Ensure all school procedures are followed
- ◆ Set a good example for all students/players at all times
- ◆ REQUIREMENT: All coaches must have background clearance on file at MBS

### Time Frame:

- ◆ Fall: coed golf and coed soccer
- ◆ Winter: boys and girls basketball
- ◆ Spring: boys and girls lacrosse and girls softball
- ◆ All Coaches must make the commitment for the entire season

### Volunteers Needed:

- ◆ Coaches and Assistant Coaches needed for all sports

### Contact:

- ◆ Athletic Director



## BINGO

### Job Details:

- ◆ Attend meetings to help plan event
- ◆ Assist with set-up & clean-up
- ◆ Work during event
- ◆ Perform all tasks assigned by chairperson
- ◆ Provide all information to PR rep to publicize events and ensure publicity in school newsletters, church bulletins and local newspapers

### Time Frame:

- ◆ Events in September and February
- ◆ Committee meetings in August and December

### Shifts Needed:

- ◆ On event night
- ◆ Set-up (2 hours)
- ◆ Clean-up (2 hours)

### Volunteers Needed:

- ◆ Chairperson (receives 20 FIP hours)
- ◆ Core Committee of at least 3 people
- ◆ Additional help for set-up and during event

### Contact:

- ◆ Chairperson
- ◆ Email HSA if interested, [hsa@mbscs.org](mailto:hsa@mbscs.org)

## BOX TOPS/SOUP LABELS/ INK CARTRIDGES

### Job Details:

- ◆ Cut out & count bulk box tops and soup labels sent home from school as needed
- ◆ Help pack all items and send in by the company deadlines

### Time Frame:

- ◆ Continuously throughout the year

### Shifts Needed:

- ◆ Flexible
- ◆ Can be done at home

### Volunteers Needed:

- ◆ At least 2 people including a chairperson

### Contact:

- ◆ Email HSA if interested: [hsa@mbscs.org](mailto:hsa@mbscs.org)



## PARISH

### Job Details:

- ◆ Help with various social events held by your parish
- ◆ Help with Shopping Card sales

### Time Frame:

- ◆ Year-round

### Shifts Needed:

- ◆ Varies

### Volunteers Needed:

- ◆ Varies
- ◆ Can receive up to 10 FIP hours

### Contact:

- ◆ Your Parish Office



## MILK PROGRAM

### Job Details:

- ◆ Order and maintain milk for lunch program
- ◆ Organize milk for lunch periods
- ◆ Assist with distribution of milk

### Time Frame:

- ◆ Throughout the year

### Shifts Needed:

- ◆ Weekly to order milk
- ◆ Daily to prepare for distribution

### Volunteers Needed:

- ◆ At least 2 people

### Contact:

- ◆ Contact Front Office if interested, 410-208-1600



## CHRISTMAS PERFORMANCE, PRIMARY PLAY & SPRING MUSICAL

### Job Details:

- ◆ Attend meetings to help plan event
- ◆ Assist with prop and stage design
- ◆ Assist with costume design
- ◆ Assist with actors during scene changes
- ◆ Assist with lighting and sound
- ◆ Perform all tasks assigned by Producer



### Time Frame:

- ◆ Christmas Performance work begins in September
- ◆ Primary Play in March, work begins in January
- ◆ Spring Musical in May, work begins in March

### Shifts Needed:

- ◆ On event night
- ◆ Prep work begins months in advance

### Volunteers Needed:

- ◆ Many with the time and talent

### Contact:

- ◆ Read newsletter for information regarding volunteers

## CLASSROOM ASSISTANTS

### Job Details:

- ◆ Assist teacher and students with science lab
- ◆ Assist younger grades in computer lab
- ◆ Assist teacher and students with art class
- ◆ Assist librarian with checking/shelving returned books and stamping/recording new books
- ◆ Help with the preparation of annual yearbook
- ◆ Mentor students working on The Blessed Times newspaper

### Time Frame:

- ◆ Throughout the school year during scheduled class times
- ◆ Yearbook help needed all year

### Shifts Needed:

- ◆ 1 hour shifts during class time

### Volunteers Needed:

- ◆ Varies depending on class needs

### Contact:

- ◆ Teachers
- ◆ Notices will be posted in the school newsletter
- ◆ Teachers may send requests to class



## LUNCH/RECESS DUTY

### Job Details:

- ◆ Hand out milk to children (help younger children with straws)
- ◆ Keep all children sitting in their seats & quiet while they eat
- ◆ Help children throw trash away, put trays & utensils on table
- ◆ Supervise children during recess

### Time Frame:

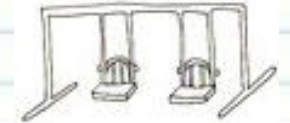
- ◆ Every day during all lunch/recess periods
- ◆ Must come for the entire period – both lunch & recess

### Shifts Needed:

- ◆ Each lunch/recess period lasts about an hour
- ◆ Can work more than one lunch/recess period a day

### Volunteers Needed:

- ◆ At least 2 people per lunch period
- ◆ More may be needed at the beginning of the year



### Contact:

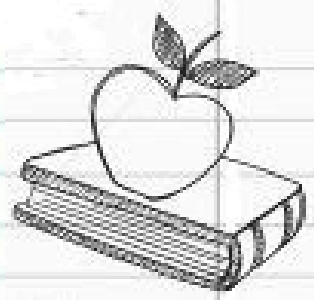
- ◆ The HSA Class Rep for your child's grade or your child's homeroom parent
- ◆ Calendars will be available through your child's classroom for you to sign up at any time

### What Not to Do:

- ◆ Bring other children with you
- ◆ Give students money to purchase items
- ◆ Discipline children – direct any issue to a staff member



## HOMEROOM PARENT



### Job Details:

- ◆ Assist teachers with classroom celebrations
- ◆ Coordinate lunch/recess coverage among parents
- ◆ Coordinate classroom projects for the dinner/auktion fundraiser and Fashion Show (guidelines set by the committees)
- ◆ Specific grades may have different classroom items that require help during the year:
  - ◇ PRE-K & Kindergarten: Help plan "Graduation" activities
  - ◇ 2<sup>nd</sup>: Grade: Help plan and execute the Seder meal
  - ◇ 7<sup>th</sup> Grade: Plan the 8<sup>th</sup> Grade Awards Luncheon in June
  - ◇ 8<sup>th</sup> Grade: Assist with fundraising for 8<sup>th</sup> Grade activities, help plan class trip and graduation activities

### Time Frame:

- ◆ Continuous throughout the school year

### Volunteers Needed:

- ◆ At least 1 parent per grade level (receives 10 FIP hours)

### Contact:

- ◆ Contact the front office if interested
- ◆ The Principal will announce HRP's in the summer
- ◆ The HSA Class Representative for your grade will be in contact with you during the year for tasks and help that is needed

### What Not to Do:

- ◆ Bring other children with you to the classroom
- ◆ No money shall be collected for any reason from parents during the year

## DINNER/AUKTION

### Job Details:

- ◆ Attend meetings to help plan annual fundraiser
- ◆ Assist with set-up & clean-up
- ◆ Work during event
- ◆ Perform all tasks assigned by chairperson
- ◆ Collect donations for auktion and food
- ◆ Organize and put together auktion baskets
- ◆ Provide all information to PR rep to publicize events and ensure publicity in school newsletters, church bulletins and local newspapers
- ◆ Solicit donations from local businesses

### Time Frame:

- ◆ Event in March; committee meetings begin in the fall

### Shifts Needed:

- ◆ On event night shifts vary
- ◆ Set-up (6 hours)
- ◆ Clean-up (2 hours)

### Volunteers Needed:

- ◆ Chairperson (receives 20 FIP hours)
- ◆ Core Committee of at least 12 people to meet monthly
- ◆ Additional help for set-up and during event

### Contact:

- ◆ Chairperson
- ◆ Email HSA if interested, [hsa@mbscs.org](mailto:hsa@mbscs.org)

GRACIAS\*

## FAMILY SOCIALS BRAWNY BREAKFAST

### Job Details:

- ◆ Help plan and execute event
- ◆ Coordinate food & drink donations and purchases
- ◆ Assist with set-up & clean-up of event
- ◆ Work during event
- ◆ Provide all information to PR rep to publicize events and ensure publicity in school newsletters, church bulletins and local newspapers

### Time Frame:

- ◆ Breakfast in November

### Shifts Needed:

- ◆ Saturday – set-up, 3 hour shift
- ◆ Sunday – early and late shift, 3-4 hours each

### Volunteers Needed:

- ◆ Saturday – at least 6 people
- ◆ Sunday - at least 9 people per shift
- ◆ Student volunteers to help during event

### Contact:

- ◆ Chairperson
- ◆ Email HSA if interested, [hsa@mbscs.org](mailto:hsa@mbscs.org)

## HARVEST FESTIVAL/WALKATHON

### Committee Details:

- ◆ Attend committee meetings as needed
- ◆ Assist with set-up and/or clean-up on event days
- ◆ Solicit donations
- ◆ Coordinate all games, food and rides
- ◆ Organize vendors
- ◆ Provide all information to PR rep to publicize events and ensure publicity in school newsletters, church bulletins and local newspapers

### Time Frame:

- ◆ Festival/Walkathon in October; Committee meetings begin late summer

### Shifts Needed:

- ◆ Walkathon: shifts before/during event (2-4 hours)
- ◆ Fall Festival: At least 2 hours per shift on day Festival, Set-up (3 hours), Clean-up (1-2 hours)

### Volunteers Needed:

- ◆ Walkathon Chairperson (receives 20 FIP hours)
- ◆ Harvest Festival Chairperson (receives 20 FIP hours)
- ◆ Core Committee of at least 6 people
- ◆ Many volunteers for both events



### Contact:

- ◆ Walkathon & Harvest Festival Chairpersons
- ◆ Email HSA if interested: [hsa@mbscs.org](mailto:hsa@mbscs.org)

### What Not to Do:

- ◆ Give students money to purchase items/tickets

## FINE ARTS NIGHT

### Job Details:

- ◆ Attend meetings to help plan annual fundraiser event
- ◆ Assist with set-up & clean-up
- ◆ Work during event
- ◆ Perform all tasks assigned by chairperson
- ◆ Provide all information to PR rep to publicize events and ensure publicity in school newsletters, church bulletins and local newspapers
- ◆ Solicit donations from local businesses

### Time Frame:

- ◆ Event in May; committee meetings begin in January

### Shifts Needed:

- ◆ On event night shifts vary
- ◆ Set-up (6 hours)
- ◆ Clean-up (2 hours)

### Volunteers Needed:

- ◆ Chairperson (receives 20 FIP hours)
- ◆ Core Committee of at least 3 people
- ◆ Additional help for set-up and during event

### Contact:

- ◆ Chairperson
- ◆ Email HSA if interested, [hsa@mbscs.org](mailto:hsa@mbscs.org)



## FAMILY SOCIALS DONUTS FOR DADS/MUFFINS FOR MOMS

### Job Details:

- ◆ Assist with set-up & clean-up of events
- ◆ Work during event

### Time Frame:

- ◆ Catholic Schools Week

### Shifts Needed:

- ◆ 1-2 hour shifts

### Volunteers Needed:

- ◆ At least 6 people

### Contact:

- ◆ Front Office, 410-208-1600
- ◆ Email HSA if interested, [hsa@mbscs.org](mailto:hsa@mbscs.org)



## FAMILY SOCIALS SPAGHETTI DINNER

### Job Details:

- ◆ Help plan and execute event
- ◆ Coordinate food & drink donations and purchases
- ◆ Assist with set-up & clean-up of event
- ◆ Work during event
- ◆ Provide all information to PR rep to publicize events and ensure publicity in school newsletters, church bulletins and local newspapers

### Time Frame:

- ◆ Spring; held at one of the parishes

### Shifts Needed:

- ◆ 2-3 hour shifts

### Volunteers Needed:

- ◆ At least 8 people
- ◆ Student volunteers to help during event

### Contact:

- ◆ Chairperson
- ◆ Email HSA if interested, [hsa@mbscs.org](mailto:hsa@mbscs.org)

## FIELD DAY

### Job Details:

- ◆ Attend planning meetings set-up by PE teacher
- ◆ Help with set-up & clean-up of events
- ◆ Work a particular event or booth

### Time Frame:

- ◆ On Field Day (usually the first week of June)

### Shifts Needed:

- ◆ 8 am – 12 pm for each day (2 day period)

### Volunteers Needed:

- ◆ At least 6-10 people at discretion of the PE teacher

### Contact:

- ◆ Your PE teacher

