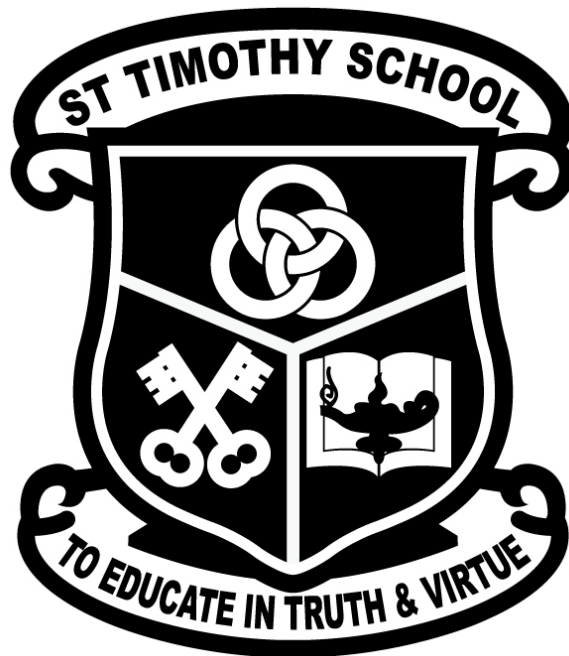


**SAINT TIMOTHY  
CATHOLIC SCHOOL  
2012-2013**

**PARENT VOLUNTEER OPPORTUNITIES**

**POINTS FOR PARENTS**



## Overview – Points for Parents Volunteer Opportunities

Saint Timothy Catholic School is a wonderful place for our children to grow academically and spiritually! The administration and PTO continue to believe that parent involvement and participation in school activities is not only a means to show our support for the faculty and the school, but is absolutely necessary in order to maintain and expand many of the academic and extracurricular services offered by the school to our children. Educational research also demonstrates that children achieve at a higher levels if parents are involved in their child's education. But, most importantly, your children LOVE to see you!

The parents or legal guardians of each family registered at Saint Timothy School are required to earn a minimum of 60 points for combined volunteer services during the current academic year, or a minimum of 12 hours of service. The PTO encourages school families to volunteer at least 3 hours during each school quarter to help support activities throughout the entire school year. Volunteer opportunities are included in this document, and each hour of volunteer service will earn 5 points toward the 60 point requirement.

If, however, your family is unable to participate, you may choose to buy out of the commitment for \$5.00 per point or \$300 per family annually. If you choose to buy out, please send a check through the office and indicate the payment reflects your family's contribution toward our points program. The check should be made out to St. Timothy School and is welcome as soon as you determine to buy out of the point program.

If no prior arrangements are made with the Principal and your volunteer hours are not fulfilled, you must pay the equivalent of your remaining hours before the last day of school. The Principal will hold your child(ren)'s report card until this matter is settled. Families are assigned a 'family code' which should be entered in the computer at the front office whenever volunteering for a school activity or project.

Please note that all volunteers coming in contact with students are required by the Arlington Diocese to undergo a personal background check and complete a VIRTUS child safety training course. To register for an upcoming VIRTUS class entitled "Protecting God's Children," please go to [www.VIRTUS.org](http://www.VIRTUS.org). (This may also be accessed through our school web site and clicking on the VIRTUS tab in the left column.) VIRTUS training and background checks must be completed and paperwork submitted to the school office prior to volunteering in the school.

We recognize that there are some families who already contribute well over the requested 12 hours of volunteer service. We are extremely grateful and hope that your generosity will continue this next school year!

**To volunteer for any of the activities listed below, please contact the project coordinator or e-mail your interest to [Pointsforparents@Sainttimothyschool.org](mailto:Pointsforparents@Sainttimothyschool.org)**  
For questions about your points total, contact [trackingpointsforparents@sainttimothyschool.org](mailto:trackingpointsforparents@sainttimothyschool.org).

## **FUNDRAISING**

### **Saint Timothy Auction - Coordinators and Volunteers**

#### **Time Frame – Event will be in Spring, 2013, planning has begun!**

This event is open to all in the Saint Timothy school faculty, administration, parish and parent/student community. Volunteers will coordinate with PTO for annual fundraiser auction, coordinate auction donations from local community, teachers and parents, class basket donations, etc.

**Where Accomplished: Home/School/Other**

***POINTS EARNED: Coordinators – 60 points, Committee Leaders – 30 points, Volunteers - 5 points per hour***

### **Race for Education - Coordinator and Volunteers**

#### **Time Frame - Fall**

Volunteers for this fundraiser would organize and promote a walk/job around the school, working closely with the PTO board for this event.

**20-25 hour time commitment/15-20 volunteers**

**Where Accomplished: Home/School**

***POINTS EARNED: Coordinator – 60 points, Volunteers – 5 points per hour***

### **Book Fair - Coordinator and Volunteers**

#### **Time Frame - November/December and Spring**

Volunteers assist the Librarian in the coordination, set up and sales during the book fair, held in the Fall and the Spring. There are many opportunities available to work at the book fair. 20-30 volunteers. Contact Mrs. Tierney, [ktierney@sainttimothyschool.org](mailto:ktierney@sainttimothyschool.org), to volunteer.

**Where Accomplished: School**

***POINTS EARNED: Coordinator - 60 points, Volunteers - 5 points per hour***

### **Box Tops – Coordinator**

#### **Time Frame – Year long**

Great opportunity to volunteer at home! Box Tops coordinator counts and packages box tops from students and submits them to General Mills by the October and March deadlines so the school can receive CASH! Coordinator often promotes fundraising opportunity and runs contests throughout the year to see which class turns in the most box tops — nominal prizes to the winner. Contact Mary Doyle, [thedoylez@verizon.net](mailto:thedoylez@verizon.net), with questions.

**15-20 hour time commitment**

**Where Accomplished: Home**

***POINTS EARNED: Coordinator - 30 points***

### **Campbells Soup Labels – Coordinator**

#### **Time Frame – Year long**

Campbells Label coordinator collects qualifying Campbell's product labels throughout the year and submits them for school equipment and other items. Coordinator often promotes fundraising and runs contests throughout the year to see which class turns in the most labels—nominal prizes to winning class. Great opportunity for a parent who cannot be at the school to volunteer! Contact Mary Doyle, [thedoylez@verizon.net](mailto:thedoylez@verizon.net), with questions

**15-20 hour time commitment**

**Where Accomplished: Home**

***POINTS EARNED: Coordinator – 30 points***

**Car Raffle – Coordinator****Time Frame – Winter and Spring**

Set up and attend coordination meeting with All Saints. Sell tickets after Mass, and process ticket returns. Contact Tara Irons at [tiron@sainttimothyschool.org](mailto:tiron@sainttimothyschool.org) for details.

**20-25 hour time commitment**

**Where Accomplished: Home and School**

***POINTS EARNED: Coordinator – 60 points, Volunteers 5 points per hour***

**Craft Fair – Coordinators (2 slots available), Committee Leaders, Volunteers**

**Time Frame- September – November;** Event is in November.

Volunteers would coordinate annual craft fair. Coordinate vendors, bake sale, marketing, etc.

**30-35 hour time commitment**

**Where Accomplished: Home/School/Other**

***POINTS EARNED: Chairs – 60 points, Committee Leaders – 30 points, Volunteers 5 points per hour; Baked Goods – 5 points***

**Grant Writing Group – Volunteers**

**Time Frame: Year long**

Volunteers would research grants, teacher awards and other charitable donations available to the school, either in the form of cash or school specific items. Person would work closely with Marketing and Business Development Director to ascertain needs.

**30-40 hour time commitment/3-5 volunteers**

**Where accomplished: Home primarily**

***POINTS EARNED: 5 points per hour of time working on various projects.***

**Grocery Store Bonus Cards - Coordinator**

**Time Frame - August/September**

Another great at home volunteer opportunity! Coordinator promotes fundraising opportunity and offers to collect Giant Bonus Card numbers from parents and log this information into the computer to qualify the school for cash rewards. Most of the work for this is completed by October.

**Approx 5-10 hour time commitment**

**Where Accomplished: Home**

***POINTS EARNED: Coordinator - 30 points***

**Tyson Project A+ Program – Coordinator**

**Time Frame – Year long**

Great opportunity to volunteer at home! Coordinator collects, counts and packages the Project A+ label from participating Tyson products. Each label is worth \$.24 for our school. Collection site is in the hallway near the teachers' lounge. Coordinator often promotes fundraising opportunity and runs contests throughout the year to see which class turns in the most labels — nominal prizes to the winner.

***POINTS EARNED: Coordinator – 30 points***

**Used Uniforms- Coordinator**

**Time Frame -Varies in Year**

Volunteers sort used uniforms by size and offer them for sale at the Open House and various times throughout the school year. Volunteers also make sure uniforms are clean and without tears, etc. Contact Therese Ghyzel, [therese.ghyzel@verizon.net](mailto:therese.ghyzel@verizon.net), with questions.

**8-12 hour time commitment**

**Where Accomplished: Home/School**

**POINTS EARNED: Coordinator – 20 points, volunteers 5pts. Per hour**

**Lost and Found – Coordinator**

**Time Frame-End of each School Quarter**

Volunteer would separate lost and found items. Items with labels would need to be returned to the appropriate family, other items would need to be washed and brought to the Tiger Closet for resale.

**POINTS EARNED: Coordinator – 60 points, volunteers 5pts. per hour**

**SCHOOL COMMUNITY**

**PTO Executive Board Member**

Executive Board members serve annually. Duties include attending monthly Executive Board meetings and general PTO meetings. Board members carry out duties specific to the office they hold as set forth in the PTO by-laws and assist the Principal with various matters as the need arises. Executive Board members also set PTO budget and fundraising goals.

**Where Accomplished: School/Home/Other**

**POINTS EARNED: 60 points**

**Room Parent for Each Class, K through 8**

Room parent works closely with teacher to plan and implement various classroom activities throughout the year. Room parent also serves various other functions, including coordinating classroom projects and/or baskets for the gala, implementing plans for celebrations during Catholic Schools Week, and other functions. Room Parent duties **DO NOT** pertain to academic issues in the classroom (i.e., Room Parents do not grade papers, stuff Friday Folders, etc.)

**25-40 hour time commitment**

**Where Accomplished: Home/School/Other**

**POINTS EARNED: 60 POINTS; 30 points if parents sharing responsibility.**

**Lunch and Recess Volunteers**

**Time Frame – Year long**

Volunteers supervise the lunchroom or bus barn/playground area during recess. On indoor recess days, volunteers will be assigned to supervise students during recess in the classroom. Volunteers monitor children's whereabouts, keeping them out of prohibited areas.

**2 hour time commitment per turn/2-3 volunteers needed per day**

**Where Accomplished: School**

**POINTS EARNED: 5 points per recess**

**5 points per lunch**

Contact Shelly Costello, [scostello@sainttimothyschool.org](mailto:scostello@sainttimothyschool.org), to volunteer for lunch.

Contact Christine Schoen, [schoen68@verizon.net](mailto:schoen68@verizon.net), to volunteer for recess.

**Art Volunteers - Room Moms, coordinator**

**Time Frame – Year long**

Volunteers assist teacher during art class, helping students complete art projects. May also assist by hanging student artwork throughout the school as permitted.

**Where Accomplished: School**

**POINTS EARNED:** *Volunteers -5 points per class*

**Auction Basket Coordinator – Contact Room Moms**

**Time Frame – Basket is prepared for spring auction.**

Where Accomplished: Home

**POINTS EARNED:** *30 points for coordinating class basket.*

**Auction Solicitations Committee-**

**Time Frame- Prior to Spring Auction**

Find 5 new businesses to donate items for the Auction, or find one large live auction item.

Where Accomplished: Home/Work

**POINTS EARNED:** *50 points.*

**Catholic Schools Week (various opportunities)**

**Time Frame - January**

**Special Breakfast for teachers – Coordinator and Volunteers**

Volunteers will set up, prepare and clean up for an annual teacher's breakfast during CSW.

**1-3 hour time commitment/6-10 volunteers**

**Where Accomplished: Home/School**

**POINTS EARNED:** *Coordinator: 10 points; Volunteers – 5 points per hour*

**Open House for New Students - Volunteers Needed**

This committee will need volunteers to set up, prepare and clean up refreshment table in lobby for Open Houses during Catholic Schools Week. They will also provide school tours to prospective parents.

**1-2 hour time commitment/1-3 volunteers needed**

**Where Accomplished: School**

**POINTS EARNED:** *All volunteers – 5 points per hour*

**Computer Volunteers - Room Moms, coordinator**

**Time Frame - All Year**

Volunteers assist teacher during class, helping students complete work.

**Where Accomplished: School**

**POINTS EARNED:** *Volunteers—5 points per class*

**Family Fun Night – Coordinator and Volunteers**

**Time Frame – Depends on activity**

Volunteers would organize a Family Fun Night and promote with PTO. Committees would include games, prizes, food, etc. Would work with faculty and parents to ensure sufficient volunteers, activities, etc. These include Movie Night, Bingo Night, Skate Night.

**10-15 hour time commitment/10-15 volunteers**

**Where Accomplished: Home/School/Other**

**POINTS EARNED:** *Coordinator – 30 points per event; Volunteers – 5 points per hour*

**Student Holiday Luncheons (Halloween and Christmas) Coordinator and Volunteers**

**Time Frame – October; December**

These annual lunches are a much anticipated event by the students! Coordinator works with cafeteria staff to schedule, identify, and coordinate lunch.

**5 hour time commitment/4-6 volunteers**

***POINTS EARNED: Coordinator - 20 points per lunch; Volunteers – 5 points per hour***

### **Classroom Helper - Volunteers**

Volunteers assist the teacher with different events throughout the year.

**Time commitment varies/ volunteer requirement varies**

**Where Accomplished: School**

***POINTS EARNED: 5 points per hour***

### **Eighth Grade Graduation Events**

**Time Frame – April – June**

Volunteers needed to coordinate various events surrounding 8<sup>th</sup> Grade Graduation in June.

**Brunch for 8<sup>th</sup> grade students and parents**

***Points Earned: 10 points each event***

**Reception following Graduation Mass**

***Points Earned: 10 points each event***

### **Faculty Christmas Party – Coordinator and Volunteers**

**Time Frame – October - December**

Coordinate annual faculty Christmas Party. Purchase (within set budget) and present food. Sets-up and cleans-up.

**10-15 hour time commitment/20-35 volunteers**

**Where Accomplished: Home/School**

***POINTS EARNED: Coordinator – 20 points; Volunteers - 5 points per hour***

### **Field Day - Volunteers**

**Time Frame - March – June**

*Volunteers work with and assist the PE teacher to implement Field Day festivities in May or June. Several committees may be created, including game committee, food/snack committee, etc*

**20-35 volunteers**

**Where Accomplished: School**

***POINTS EARNED: Volunteers – 5 points per hour***

### **Field Trip – Volunteers**

**Time Frame – Grade sponsored activity**

***POINTS EARNED: Half-day field trip earns 10 points; Full-day field trip earns 20 points.***

Contact Classroom Teacher to volunteer.

### **First Communion Reception and Breakfast**

**Time Frame – April – May**

1<sup>st</sup> grade parents take responsibility to set-up and clean-up for the 2<sup>nd</sup> grader's reception immediately following Saturday Mass and the breakfast immediately following Friday morning Mass.

**Where Accomplished: School**

***POINTS EARNED: 5 points per hour***

### **Guardian Angels - Coordinator**

#### **Time Frame – Year long**

Volunteers will assist new Saint Timothy families who enter the school at the start of the year or after the beginning of school, helping them get acquainted to various aspects of the school including carpool, PTO volunteer requirements and other volunteer opportunities, school calendar, etc.

**4-8 hour time commitment/3-5 volunteers**

**Where Accomplished: School**

**POINTS EARNED: Coordinator – 60 points, Angel volunteers 10 points per new family.**

### **Hospitality – Coordinator and Volunteers**

#### **Time Frame – Year long**

Volunteers will host school functions by helping to set up the room, coordinating food and supplies and clean-up.

**Where Accomplished: School**

**POINTS EARNED: Coordinator – 60 points; Volunteers – 5 points per hour**

### **Library Volunteers - Room Moms**

#### **Time Frame—All Year**

Volunteers assist the Librarian during library time, helping children choose age-appropriate books for check out. Volunteers also assist in checking books out and in, as well as reshelving and cataloging new acquisitions.

**Where Accomplished: School**

**POINTS EARNED: 5 points per class**

### **Lions Club Vision and Hearing Tests – Volunteers**

#### **Time Frame - Early Fall**

*Annual vision and hearing screenings courtesy of the Lions Club. Volunteers would assist the School Nurse in various ways, including escorting children to and from the screening and some aspects of the vision and hearing testing.* Contact Susan Caracciolo, [scaracciolo@sainttimothyschool.org](mailto:scaracciolo@sainttimothyschool.org), to volunteer.

**3-4 hour time commitment/3-5 volunteers**

**Where Accomplished: School**

**POINTS EARNED: 5 points per hour**

### **Math Superstars – Coordinator, Score Keeper and Volunteers**

#### **Time Frame – Year Long**

The coordinator grades the papers weekly for at least an hour each time for 25 weeks. Also, organizes the schedule, volunteers, prizes, board, class lists, pizza party and communicates with parents as well as teachers. Score keeper is responsible for entering and managing the computer generated score system weekly. Helpers are needed to grade papers!

**POINTS EARNED: Coordinator and Score Keeper - 60 points; Volunteers - 5 points per hour. Younger children may accompany parent!**

### **PE Volunteers - Room Moms**

#### **Time Frame – Year long**

Volunteers assist the PE Teacher during PE.

**Where Accomplished: School**

**POINTS EARNED: 5 points per class**



### **Scholastic Book sales - Classroom Volunteer**

#### **Time Frame: Year long**

Volunteers from each classroom distribute Scholastic book orders and may create a flyer highlighting specials and “of interest” books, tally and forward monthly orders. Volunteers would also distribute materials once they are received. Especially popular in the lower grades, and teachers earn FREE classroom materials with orders. Contact Mrs. Tierney, [ktierney@sainttimothyschool.org](mailto:ktierney@sainttimothyschool.org), to volunteer.

*Please indicate your interest in this volunteer opportunity to your child’s teacher at the beginning of the school year!*

**10-15 hour time commitment/1 volunteer per class**

**Where Accomplished: Home**

**POINTS EARNED: 30 points**

### **School Picture Day - Volunteers**

#### **Time Frame - Fall and Spring**

Volunteers would escort students from classroom to picture taking area, help straighten students before being photographed. Contact Kim Kovac, [kkovac@sainttimothyschool.org](mailto:kkovac@sainttimothyschool.org).

**2-3 volunteers**

**Where Accomplished: School**

**POINTS EARNED: Volunteer - 5 points per hour**

### **Science Lab Volunteer – Volunteers**

#### **Time Frame – Yearlong**

Volunteers assist the Science Teacher with lab.

**POINTS EARNED: 5 points per class**

### **Science Fair – Volunteers**

#### **Time Frame - Spring**

Volunteers will assist faculty in setting up of science fair projects presented by upper grades.

**5-7 volunteers**

**Where Accomplished: School**

**POINTS EARNED: Judges 15 points; Volunteers - 5 points per hour**

### **Year Book - Volunteers**

#### **Time Frame – Year long/layout February**

Volunteers will assist the teacher in taking and collecting photos of class and school events throughout the school year and working on yearbook layout. May also assist in collecting and tallying yearbook orders.

**Where Accomplished: Home/School**

**POINTS EARNED: Volunteers – 5 points per hour**