



Volunteers

(Revised 1/21/2011)

What is the Family Participation Program?

St. Paul Parish School is a family-centered school in which parents form an integral part of our educational and spiritual programs. As a Catholic school, it seeks to make a Catholic education available to all families who wish to have their children attend. The Family Participation Program (FPP) encourages parental involvement and supports efforts to reduce tuition costs. It is the intent that all parents be afforded the opportunity of participation in events and activities that support their interests and talents.

What's My Part?

To offset tuition, each St. Paul Parish School Family is asked to complete the number of hours listed below:

- Kindergarten – 8th Grade Families 40 hours
- Pre-School or Pre-Kindergarten Families 10 hours

How Do I Keep Track of My Hours?

Volunteers are responsible for recording their hours as they are completed in the FPP Log Book or they can email them to the school at FPP@saintpaul-school.org. The Log Book is located in the Family Information Area in the front office hallway. The school's Volunteer Coordinator will review the logbook and send out periodic notices to families as to how many hours are still needed for the year.

What Happens If I Haven't Completed Enough Hours?

St. Paul Parish School recognizes that individual family circumstances may prevent fulfillment of hours without undue hardship. If a family feels they cannot fulfill the Family Participation Program Requirements by the end of the school year, they may fulfill their requirements by submitting \$15.00 per unfulfilled hour or request a partial waiver. Alternatives to the activities listed below may also be made by approval from the school principal.

What Volunteer Hours Don't Apply Toward FPP?

- Project Starfish fundraising during Lent (Feb/March/April)
- St. Paul Parish homeless hospitality during Christmas break in the school gym
- Other outreach programs involving student service hours

Outreach programs teach our children the value of community service and parental support models the importance of this value, therefore, any fundraising or service hours associated are not applicable to the Family Participation Program.

How Can I Fulfill My Hours?

There are countless ways to contribute. Some parents focus on one or two major activities, while others do lots of little things all year long. Volunteer hours can be earned through working with the school's fundraising efforts as well as in several program service areas. Some

positions within the school community require an extended commitment well beyond the general program requirements, and thus fulfill the full year's family participation program expectations. These positions are:

- School Advisory Council Chairs
- Fundraising Chairs

In addition, certain activities can fulfill a full 20 hours of a family's commitment. These positions are:

- Coaches of St. Paul Parish School athletic teams
- St. Paul Parish School Boy or Girl Scout Troop Leader or Cub Master
- Head Room Parent
- Foundation President

Fundraising Service Opportunities Include:

Magazine Drive: The Magazine Drive kicks off the school year. Students invite their friends and neighbors to subscribe to or renew their favorite magazines. Volunteers are needed to assist with counting and recording magazine orders. Time requirement is approximately 2 to 4 hours each morning for about a week. Volunteers are also needed to gather daily door prizes and daily top seller prizes and assist staff in organizing assemblies.

Auction: The Auction is St. Paul Parish School's largest fundraiser of the year. All parents are encouraged to volunteer in some capacity, and many opportunities are available. Committees include: technology, finance, catering, class projects, catalog, setup/cleanup, decorations, beverages, reservations, oral auction, silent auction, servers, procurement, decorations, and public relations.

Wreath Sale: The Wreath Sale is the school's festive and fun annual holiday fundraiser. Volunteers are needed in October and November for assembling order packets, data entry, writing enclosure cards, boxing, sorting orders, and delivery.

Basketball Tournament: The Tournament of Excellence is an annual basketball tournament held in February at Marist Catholic High School involving 7th and 8th grade Catholic School boys and girls teams from around the state. Volunteers assist with concessions, security, preparing and serving food, decorating and chaperoning for the dance, and of course, set-up and clean-up.

Jog-a-thon: The last fundraiser of the year! (May/June) This fundraiser incorporates school spirit with physical fitness, the Jog-a-thon involves students asking donors to pledge an amount of money for every lap they run over the course of an hour. Volunteers are needed to assist with planning, set-up & clean-up, and supervising students during the event.

Sales Recognition: The involvement and participation in fundraising events is an important part in continuing the quality education at St. Paul Parish School. Extraordinary sales efforts in our fundraising are recognized as follows:

- Magazine Drive: Every five (5) magazine sold earns one (1) hour
- Wreath Sale: Every five (5) items sold earns one (1) hour
- Scrip Purchases: Each \$500 purchased earns one (1) hour

St. Paul Parish School Service Opportunities Include:

Head Room Parent: The room parents serve as a bridge between teachers, staff, and other parents. They coordinate parties, the auction class project and special class events or activities—often by enlisting other class parents to assist. Room parents also serve as active members of the Parent Teacher Committee (20-hour FPP allocation for a full year commitment).

Classroom Assistants: Assist Head Room Parent and Teachers as requested with class projects, parties, fieldtrips, classroom help, and special events.

Fieldtrip Drivers/Chaperones: Drive and/or chaperone for class fieldtrips, including carpooling for school offsite sponsored functions and middle school away sporting events.

Front Office Assistant: Receives and routes incoming calls and visitors and assists with other administrative duties in the school office. (40-hour FPP allocation for a full year commitment of one morning or afternoon per week).

Librarian Assistant: Aids in the school library.

Voyager Production: Assists with copying, collating and distributing the weekly letter to parents. The typical requirement is two hours on Thursday afternoons.

Christmas and Spring Musicals: Assists with props, costumes, sets, painting, backstage coordination, setup, or takedown.

Morning Gym Supervision: Monitors students before school, 7:55 am - 8:15 am daily in the School Gymnasium (10-hour FPP allocation for a full year commitment of one morning per week)

Lunch/Recess Supervision: Monitor students 11:20 am-12:45 pm daily. (40-hour FPP allocation for full year commitment of one lunch period per week upon completion).

Cans and Bottles: Pick up cans and bottles in front of the school and deliver to Parish Center (approximately one morning per month; pick-up truck is useful).

Parish Food Booth at Lane County Fair: Volunteers support this church fundraiser by assisting with preparing and serving food and beverages (including the famous corn on the cob!) during the Lane County Fair in August.

Volunteer opportunities are certainly not limited to these lists. Often, the need arises for help with special projects around the school and we are constantly looking for individuals willing to donate their time, talent, or trade (carpentry, electrical, construction, landscaping, custodial, etc). Watch the Voyager for requests, or simply call the School (344-1401) to tell us your specialty!

Get Involved!