



VOLUNTEERS IN EDUCATION

2018-2019

Our Lady of Consolation School
4865 11 Mile NE
Rockford, Michigan 49341
(616) 866-2427
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Principal: Kevin Varner

*“Little children, let us love in deed and in truth and not merely talk about it”
(1 John 3:18)*

Mission Statement of Our Lady of Consolation Parish School

**We are a Catholic community dedicated to challenging the mind,
strengthening the heart, and nourishing the spirit of every student.**



Dear Volunteer,

Thank you for giving your time to the children of Our Lady of Consolation School. Your partnership in the education of the children is highly appreciated.

Your participation in this service directly helps the school provide better service. You are helping in an area that either would not get done at all, or would get done only by sacrificing another necessary service. The service you provide can be in various capacities, and sometimes be done at home, in the classroom or in preparation for a classroom activity. Most in-class activities require that you commit to a specific time and if you have younger children, you must find appropriate childcare for them. Hopefully, before you volunteer for a service you will know the entire criterion involved so that you can be the best partner for the program.

Your participation in this program is a witness to the students and to our community. Our students and community recognize the time, energy, and commitment that you make. They know that you are dedicated to Catholic education.

Please read and complete this entire Volunteer Registration Form. The registration form can then be turned in to the school office. According to the new child safety policy, appropriate screening will take place for those volunteers who are working directly with children.

We trust that you will experience joy and enthusiasm as we strive to provide our students a Christ-centered education.

Principal
Kevin Varner

CHILD SAFETY POLICY

Our Lady of Consolation Parish desires to be a safe place for all children who attend. We believe that preventative steps can be taken to promote the safety of children and those who work with them. As a parish community, we advocate the following policies and principles in an effort to provide a safer environment for all young people entrusted to the care of the Church.

- ◆ Child physical and sexual abuse will not be tolerated in our parish.
- ◆ We will work as a parish to provide educational programs to instruct adults regarding the nature and impact of child abuse.
- ◆ All staff - paid and volunteer - who work with children or youth will undergo appropriate screening. All volunteers must complete the Virtus – Protecting God's Children program. No adult who has been previously convicted of child abuse will work with children or youth.
- ◆ At least two adults will supervise activities in which children or youth are involved. One of these will be an adult of at least 21 years of age.

No adult will spend unsupervised time alone with any child or adolescent without the awareness and consent of that individual's parents or legal guardians. Children and youth will also have parental permission for involvement in all church sponsored programs or activities away from the parish.

Our Lady of Consolation School Volunteer Registration Form
2018-2019 School Year

Please Return this Form by September 7, 2018!

Parents Name _____ Phone _____

Email _____

Children's Names and Grade Levels **this** Year _____

_____ Recess Sub _____ Room Parent (specify grade) _____ K-5 Head Room Parent

_____ Office Aide _____ Classroom Volunteer _____ Writing Workshop

_____ SCRIP _____ Library Aide _____ Book Fair Assistant

_____ Musician _____ Photo/Video _____ Food Label

_____ Coordinator, Hospitality _____ Hospitality _____ Baked Goods

_____ Coordinator, Playground Maintenance _____ Playground Maintenance

_____ Bazaar _____ OLCEF Fundraiser

_____ Halloween Party K-5 _____ Halloween Party Middle School

_____ Santa's Secret Shop _____ Staff Christmas Lunch _____ Teacher Appreciation Week

_____ Coordinator, DK-5 Field Day _____ DK- 5 Field Day

_____ Coordinator, Middle School Field Day _____ Middle School Field Day

_____ Coordinator, Start of Summer Parade _____ Start of Summer Parade

_____ Coaches Sport _____ Grade _____

_____ Sports Events Concession _____ Sports Banquet

VOLUNTEER DESCRIPTIONS

Please retain this section as a reminder of your selections!

- **BAZAAR – NOVEMBER 17, 2018**

Our largest school fundraiser of the year! Sign up to be a chairperson or a volunteer.

CONTACT PERSON: Bazaar Chairs, Dyan Sanchez and Rachele Arceo

- **OLCEF FUNDRAISER – DATE TBD:**

Annual Our Lady of Consolation Education Foundation Fundraiser. Lots of help is needed to make this huge event a success! Sign up to be a chairperson or a volunteer.

CONTACT PERSON:

- **LIBRARY AIDE:**

This volunteer assists the Library Committee during library day. This position includes helping the young children select books, reading to the children, assisting with a special project, book inventory, shelving books and/or computer entry. The library is open 2 days a week. Volunteers are asked to commit to a morning and/or afternoon block of time. One does not have to commit to volunteer every week. A consistent schedule, however, is important. The Librarian will teach any skills needed for this position.

CONTACT PERSON: Library Committee Chair Jennifer Porcari

- **BOOK FAIR ASSISTANT:**

Assist students and parents at book fair events which occur twice a year.

CONTACT PERSON: Jennifer Porcari

- **MUSICIAN:**

Anyone with musical talent is encouraged to help with our weekly liturgies.

CONTACT PERSON: Mary Harkema, 866-2427 x202

- **FIELD DAY – K-5 JUNE 3, 2019 – MIDDLE SCHOOL MAY 28, 2019:**

Once every spring, O.L.C. has an outdoor activity day, on the school grounds, called FIELD DAY. Volunteers assist with setting up games and refreshments, supervising a field event and/or cleaning up after Field Day. Many volunteers are needed for this event. Volunteers are asked to come the day before Field Day (the date of which will be announced in the school newsletter) or run one of the many field activities. Field Day runs the full day with the Kindergartners – 2nd grade participating in the afternoon and the 3rd through 5th grade participating in the morning. Middle School has a separate field day. Volunteers can choose to work the entire morning and/or afternoon. Several volunteers are assigned to each event.

CONTACT PERSON: ELEM: Amber Deneen MIDDLE SCHOOL: Betsy Fongers

- **CLASSROOM PARENT & HEAD ROOM PARENT:**

The Room Parent's responsibility is to assist the teacher with arranging class parties, activities, etc. The Room Parent works closely with the teacher. An informational meeting is scheduled at the beginning of the school year to present the duties and procedures of Room Parents. Room Parents are matched with their own child's class. Two Head Room Parents are available for guidance and support. The Head Room Parents coordinate school-wide events (all-school Halloween Party, Teacher Appreciation Week, etc.). Head Room Parent positions are a two-year commitment.

CONTACT PERSON: Head Room Parents, Abby Petersen and Liz Weller

- **PHOTOGRAPHY / VIDEO CAMERA:**

This volunteer assists with taking pictures at the various school functions. These pictures are then edited for the school year book. The volunteer may use their own camera or borrow the school camera. Also, maintaining a photo album/scrapbook.

CONTACT PERSON: School Office, 866-2427

- **Box Tops for Education:**

We collect box tops to send in for educational equipment/materials. Box tops are bundled, totaled and then sent in for points. People are needed to keep track of the program and do the final tally.

CONTACT PERSON: Melissa Stachowiak

- **OFFICE AIDE:**

This volunteer assists in the school office. Arrangements can be made to work regular hours or only for special projects. This position includes answering the telephone, helping with bulk mailings, using the copy machine, typing and/or assisting with special projects.

CONTACT PERSON: Michelle Swartz, 866-2427, Ext 300

- **LUNCH / RECESS DUTY SUBSTITUTE:**

Parents are scheduled to supervise students during lunch and recess for one week during the school year with notification at the beginning of the year as to their assigned week. Parents who are unable to work their week may either trade dates with other parents or make arrangements for a substitute (Parents are instructed to pay the substitute \$8.00 per day). The school office maintains a list of parents who are willing to be listed on the substitute list.

CONTACT PERSON: School Office

- **SCRIP:**

The SCRIP Program is a way for everyone to support OLCEF. Gift certificates are purchased from various vendors. Each week orders are collected and tallied, then submitted to Great Lakes SCRIP. When order comes in, it is separated and volunteers are available for distribution on Thursday and Sundays.

CONTACT PERSON: Kathleen Benton

- **DONATE BAKED GOODS:**

Donate baked goods for functions when needed.

CONTACT PERSON: Abby Petersen and Liz Weller

- **WRITING WORKSHOP:**

This volunteer works in the classroom with the students and teacher, utilizing the steps of the Writing Process. Volunteers assist students with all, or perhaps, just a part of the process. The five steps of the Writing Process are:

- Prewriting - brainstorming ideas about a given topic
- Drafting - writing a rough draft using ideas from prewriting
- Revision - refining ideas and putting them in better form
- Editing - mechanics check; spelling, grammar and punctuation
- Publishing/Sharing - putting the piece in its final form, perhaps utilizing the Computer Lab

The classroom teacher gives directions as to the focus area for the particular type of writing that the students are doing.

CONTACT PERSON: Classroom Teacher

- **HOSPITALITY EVENTS:**

Help with functions that come up throughout the year such as providing dinner for the teachers during conferences and receptions.

CONTACT PERSON: Abby Petersen and Liz Weller

- **HALLOWEEN PARTY – OCTOBER 31, 2018:**

Help coordinate the school-wide event by decorating, services snacks/drinks, or run a game.

CONTACT PERSON: Abby Petersen and Liz Weller

- **CLASSROOM VOLUNTEER:**

This volunteer assists the teacher with work that sometimes can be done at home. This may include preparing bulletin boards and cutting or preparing materials for classroom presentations or student work. Sometimes this volunteer commits her/himself for specific times every week to help the classroom teacher meet the special needs of certain students. The teacher will prepare areas to be covered.

CONTACT PERSON: Classroom Teacher

- **SANTA'S SECRET SHOP – DECEMBER 2018:**

Love to shop? Come help our students with their Christmas shopping. Set Up/Clean up and clerk shifts available.

CONTACT PERSON: Katie Russo, 520-5190

- **STAFF CHRISTMAS LUNCHEON:**

Help Parents Association decorate, set up/clean up.

CONTACT PERSON: Jen & Joe Falicki

- **TEACHER APPRECIATION WEEK (May):**

Usually the first week in May. Help with breakfast, lunch, and other events during the week, as well as make special treats, decorate and provide miscellaneous items for our wonderful teachers.

CONTACT PERSON: Abby Petersen and Liz Weller

- **START OF SUMMER PARADE (June):**

Help coordinate and decorate float for Start of Summer Celebration Parade through downtown Rockford.

CONTACT PERSON:

- **GROUNDS AND PLAYGROUND MAINTENANCE:**

Our weeds grow faster every year. Help keep our outside looking beautiful. Spread woodchips, clean-up, some gardening and general maintenance.

CONTACT PERSON: Shaun Bartz

- **COACHES:**

O.L.C. School offers the opportunity to play basketball to the 4th through 8th grade students. All other sports are offered to 5th through 8th grade students. Practices are generally twice a week (times depend on coaches schedules) throughout the season. The teams generally have one game per week; more often on Saturdays, but occasionally on a weeknight. The games are held throughout Grand Rapids. All efforts are made to pair up coaches in order to share responsibilities. Coaches are available during both practices and games. The Coaches are also asked to assist with the set up, and take down, of the facility during home games. It is recommended that the coaches have Basic First Aide Training.

CONTACT PERSON: Athletic Director, Mike Lillie and Jim Russo

- **PLAYGROUND EQUIPMENT MANAGER:**

Check condition of playground equipment regularly and replaces as needed.

CONTACT PERSON: Michelle Swartz

- **UNIFORM EXCHANGE VOLUNTEER**

Organize and sort our used uniforms. Volunteers would check in the closet weekly for new donations.

CONTACT PERSON: Michelle Swartz

- **SPORTS / CONCESSION:**

Help as we host sporting events at OLC. Gate, time keeper or in the concession stand.

CONTACT PERSON: Athletic Director, Jim and Katie Russo

- **SPORTS BANQUET:**

Help Athletic Directors with organizing the sports banquet.

CONTACT PERSON: Athletic Director, Jim and Katie Russo