



VOLUNTEER HANDBOOK

**St. Michael the Archangel
School**

810 High House Road, Cary, North Carolina 27513
919-468-6150 / <http://school.stmcary.org>



Dear Volunteers,

***"I have given you a model to follow, so that as I have done for you,
you should also do."
John 13:15***

May this letter serve as a sign of my gratitude for your willingness to share your time and talent with the faith community of St. Michael School.

The faculty and staff look forward to working with you to promote the value of service as you join in the teaching ministry of the Church. I encourage you to ask for help, direction, or advice as you participate in the numerous opportunities to volunteer.

The volunteer application forms are enclosed in this book or you can obtain an application online through the school website: <http://school.stmcary.org>. Please complete the forms (print them out if accessed online) and return them to the school office.

Together let us pray that God, who began this good work in us, may carry it through to completion.

I thank you for your priceless gift of gratuitous service.

In gratitude,

Dr. Sarah Wannemuehler
Principal

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Volunteer Handbook Mission Statement

"For the Son of Man came not to be served but to serve..." (Mark 10:45)

Research indicates that parent volunteerism in schools enhances student self-esteem, increases academic achievement and improves student behavior and attendance. We appreciate the priceless service that you provide us and we have created this Volunteer Handbook to assist you. We want to make sure that you are well informed on all aspects of volunteering at St. Michael.

Diocesan Schools Mission Statement

The mission of the schools in the Diocese of Raleigh is to engage our school/center communities in creating a quality education within a Catholic environment that fosters the current and future development of the whole child.

St. Michael Parish Mission Statement

"I give you a new commandment: Love one another just as I have loved you. It is by your love for one another that everyone will recognize you as my disciples." (John 13: 34-35)

St. Michael the Archangel Catholic Church is a worshipping servant community dedicated to ministering to our members and to the greater community in the image given by Jesus. This ministry is centered around the sacraments and our acts of faith, hope, and charity.

Mission Statement of St. Michael the Archangel School

St Michael School is a vital part of the mission of St. Michael the Archangel Catholic Church. St. Michael School will provide a Christ centered Catholic education, with a focus on academic excellence, and development of each individual child.

Philosophy

St. Michael the Archangel School endorses the call of the Catholic Bishops of the United States to express its educational ministry through the objectives of personal spirituality, social justice, and a strong academic program in accord with the Curriculum Guide for Catholic Schools in the Diocese of Raleigh.

1. To develop the total Christian personality by instilling in the students a respect for life and reverence for Christian living.
2. To develop within the school a strong religious education program based on the Catholic Theology, Scripture, Liturgical experience, and service so that each child will grow and develop in the Christian way of life.
3. To facilitate the intellectual, social, and physical development of each child through a variety of instructional methods such as small and large group instruction, departmental classes and other tools for basic knowledge and formation.

PROCEDURES AND POLICIES

Application Process

All volunteers are required to fill out a Volunteer Application. Volunteers can either fill out the application provided in the handbook or access the application online by visiting the St. Michael website (<http://school.stmcary.org>). The information you provide on these forms will be held in the strictest confidence. Please fill out all of the information requested, sign and date and return to the Principal's Office. Please keep the Diocesan Code of Conduct for your records.

School Hours

Grades Pre-K through 8 are in class from 8:00 AM – 3:00 PM. The School doors are opened for students at 7:30 AM.

School Office Hours

The school office is open on all school days from **7:30 AM – 3:30 PM**.

Sign-In Procedure

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge or sticker that may be picked up in the office. Visitors and/or volunteers are to return the badge and sign out at the time of departure.

Dependability

The school relies on your support. We ask that you follow through on tasks by attending to scheduled times and please give notice of absence whenever possible.

Confidentiality

A volunteer operates in a position of trust. Personal information pertaining to students must be kept confidential. Children's actions, responses, progress or problems at school are not for sharing in the community. Conversations between parents, teachers and students in the school are confidential. Volunteers should not discuss these conversations outside of school. Refer any concerns to the Administration. All volunteers will be required to sign the Volunteer Pledge.

Volunteer Dress

St Michael School has very detailed expectations for student dress. Although volunteers do not have a dress code requirement (except for front office volunteers), it is expected that volunteers reflect the image of St. Michael School and wear modest clothing while working in the school or during school activities. This includes a moderate length for skirts and shorts, conservative blouses and tops, no workout apparel, and no jeans in the front office.

Responsibility

The Administration of St. Michael School is accountable for facilitating, monitoring, evaluating and providing continuity for the success of the volunteer program. The staff is committed to welcoming volunteers, informing them about their tasks, encouraging their initiatives and celebrating their efforts. Volunteers are expected to adhere to school rules and procedures, perform assigned tasks to the best of their ability, work cooperatively with all staff and seek clarification when necessary.

Inclement Weather

If it should be necessary to close the school because of weather conditions, an announcement will be made over television. School closing will be posted on WRAL TV and on the website <http://school.stmichaelcary.org>. The **ALERT NOW® notification system will be initiated to contact all families.**

Right to Amend

St. Michael the Archangel School reserves the right to amend this Handbook. Notice of amendments will be sent to volunteers.

**The following sections (Child Safety & Legal Issues) derived from the United States Conference of Catholic Bishops guidelines regarding the Protection Of All God's Children encompasses both school and church.*

CHILD SAFETY & LEGAL ISSUES

Guidelines for the Supervision of Minors

Guidelines include, but are not limited to, the following:

1. Church personnel are responsible for releasing minors in their care at the close of activities only to parents, legal guardians or other persons designated by parents or legal guardians in writing.
2. Programs for minors should not be administered by only one adult without additional adult supervision.
3. Church personnel should report uncontrollable or unusual behavior of minors to parents as soon as possible.
4. Facilities should be monitored during church services, and all school and other activities.
5. Parents should be encouraged to be part of all services and programs in which their children and young people are involved.
6. Parental permission should be obtained, including a signed medical treatment authorization form before taking minors on trips. Have minors use a "buddy system" whenever they go on trips away from church property.

7. Always obtain parental approval before permitting any minor to participate in athletic or other activities that involve potential risk.

SAFE ENVIRONMENT VISION STATEMENT

Diocese of Raleigh

By virtue of our baptism, each of us is called by name to participate in the ministry of Christ who is priest, prophet, and king. In accord with that ministry, we are called as *priest* to share the presence of God with those around us, as *prophet* we speak the truth even in difficult times and call each other to fidelity to God's ways, and as *king* we exemplify the servant leader who generously and conscientiously looks after the welfare of those entrusted to us.

Because all human life is a precious gift from God, we must assure that all persons, especially the young and the vulnerable, are to be treated with dignity, respect, and offered an environment, which promotes safety. A safe environment is one that provides for the protection of the physical, emotional, and spiritual health and well being of each person. More than simply offering protection from danger, a safe environment within our context also reflects the reality that the Church sees itself as a sanctuary, that is, a "sacred space" where one finds protection, security, support, guidance, and the presence of God. Thus the entire church community must live in a way that is consistent with that covenant by fostering environments that not only are safe, but also are healthy.

The Safe Environment Program of the Diocese of Raleigh strives to empower parishes, schools, families, and individuals to create and foster safe and healthy environments for children and youth in all aspects of their lives. We strive to achieve this through preventive measures, as well as educational strategies. Prevention of abuse and neglect of our children and youth is foundational to the Safe Environment Program and constitutes its initial focus. As the program develops, safe and healthy environment training also will include but not be limited to such strategies as education and training in effective parenting, conflict resolution, internet and computer safety, the prevention of harassment, bullying, or violence in any form, healthy and best practices for injury prevention, and attention to safety in the event of emergency or disaster.

Training, support, and resources will be directed to:

- **All church personnel**, including lay and religious employees and volunteers, priests and deacons, by supporting them in ministering to their people through implementing and participating in comprehensive safe environment programs.
- **Children and youth themselves**, by supporting them in their effort to navigate their way through the confusing and often harmful aspects of the world by developing the necessary knowledge, integrity and self-

mastery they need to live a mature and active faith.

- **Parents,** who, as the leaders of the “domestic church,” are called to provide the primary safe and formative environment for their children, by supporting the vocation of parenthood and the marital bond, so as to improve the nurturing and formation of their children, who are a gift and who call their parents together in love.

All Persons, who out of generosity and care, seek to better their own local environments for the safety and health of children and youth. Everything we do as church must reflect our commitment to respect life in all situations by providing a secure sacred space that safeguards and promotes human dignity, by fostering the development of each individual, and by creating and maintaining a safe and healthy environment for all who come to us seeking an experience of the holy presence of God.

Code of Conduct for Church Personnel for the Diocese of Raleigh

PREAMBLE

By virtue of our baptism, all Catholics share in the mission of the Church to continue the work of Jesus Christ. Jesus is Lord and we must seek the Kingdom as He did. We must preach the Good News that there is a God who loves us beyond our imagining. We must give our love and the provisions of life to those who have them in small measure. By our actions we must share our conviction that it is in serving our brothers and sisters that we are reconciled to the Father and that all that passes between us is a function of our relationship with God.

Our call to discipleship is an abundant grace. It is also an awesome responsibility. Church personnel, who publicly represent the Church, whether by office, employment, or appointment, have a special obligation because they have chosen to assume positions of trust. Our brothers and sisters, young and old, invite us into their lives, open their hearts, and share their joys and hopes, their grief and anxieties with us. They are confident that we will listen compassionately and act honorably in their best interest. Because of this trust our behavior, both public and private, has the potential to inspire them to faith and hope and motivate them toward greater generosity and participation. Sadly, it may also scandalize them, weaken or destroy their faith or increase their sense of isolation.

It is essential therefore; that anyone who undertakes a position of leadership or ministry in the Church be constantly mindful of the trust they have been given. To faithfully discharge the responsibilities that accompany our work requires constant prayerful reflection since we must be sustained and supported by God’s grace. Our obligations also require each of us to periodically undertake a personal inventory. It is hoped this Code of Conduct will assist us in this task.

These statements do not presume to provide answers to all ethical questions. They present a set of general ethical standards to help guide our day-to-day actions

and form a framework for developing policies and discussing ethical questions. It is anticipated, however, that Church personnel in the Diocese of Raleigh do agree to abide by these principles and understand that disregarding them may lead to remedial action.

PRINCIPLES

Church personnel of the Diocese of Raleigh shall:

- Actively embrace the teachings and precepts of the Catholic Church and work to promote the Gospel of Jesus Christ.
- Demonstrate their respect for the rights, dignity and worth of each person from conception to natural death.
- Conduct their relationships with others free of deception, manipulation, exploitation or intimidation.
- Ensure just treatment for colleagues, employees, volunteers, parishioners and others who may be affected by the administration of their ministries.
- Provide a professional education and work environment that is non-discriminatory, free of all forms of physical, sexual, psychological abuse including written or verbal intimidation or harassment.
- Accept personal responsibility to protect, to the best of their ability, children, youths, and adults, especially those who are physically or mentally challenged, from all forms of abuse or neglect.
- Provide counseling for individuals or groups in a way that protects and respects each person's rights and advances their welfare without benefit to themselves as counselor.
- Keep all information received in the course of counseling, spiritual direction or other professional or ministerial contact, in the strictest confidence except as mandated by law.
- Refrain from making false accusations against another or revealing the faults and failings of another to those who have no right to know.
- Be responsible stewards of Church resources, human and financial, observing canon and civil law and making decisions regarding the disposition of resources, which reflect Catholic Social teachings.
- Maintain a high level of competence in their particular ministry. Prudently attend to their own physical, spiritual, mental and emotional well-being.
- Avoid accepting or conferring an office, position, assignment or compensation, which may present even the appearance of a conflict of interest.
- Examine their own actions and intentions objectively to ensure that their behavior promotes the welfare of the community and exemplifies the strong moral tradition of the Church.
- Promptly report incidents of ethical misconduct by other Church personnel to the proper Church and/or civil authority.



**PTO Elected Officers
2009 - 2010**

President

- Laura Grelck

President Elect

- Kelly Garnett

Secretary

- Ron Ewing

Treasurer

- Kermit Dowdy

Vice-President Social

- Doris Tobin

Vice-President Fundraising

- Jenipher Free

Vice-President Fundraising Elect

- Jennifer Clark

Vice-President Volunteers

- Christine Danuck

Vice-President Educational Programs

- Liz Riegel



2009 – 2010 Volunteer Committee Chairs

Hot Lunch Committee	Jennifer Watson
Hot Lunch Volunteer Coordinator	Erin Nelson
Qtrly Lunch Volunteer Coordinator	Erin Nelson
Room Parent Coordinator	Marylynn Fitzgerald
Light the World	Janette Skowron, Nancy French, & Ivette Cox
Publicity Committee	Heidi Cooke & Michelle Dawson
Book Fair	Lisa Ciesla & Jennifer Pierce
Jolly Elf Run	Sid Cardoso & Jennifer Clark
Poinsettia/Mum Sale	Sandy Lyons & Julie Griffin
Auction Committee	Colleen Ueland & Laura Usher
Box Tops/Campbell Labels	Beth Smith
Sports Concession Sales	Christine Peeples
Family Bingo	Christina Fanney, Patty Karpus & Debbie Mallon
Shopping Extravaganza Committee	Marylynn Fitzgerald
Back to School Ice Cream Social	Gail Graff
5 th & 6 th Grade Bowling	Lin Nguyen & Tracey Nobles
7 th & 8 th Grade Dances	Maura Norzagaray, Gail Graff, & Joan Bales
Teacher Appreciation Week	Karen Andrews & Donna Kocur
Sports Appreciation Night	Marylynn Fitzgerald & Erin Nelson
Movie Night	Karen Allen & Siobhan Brown
St. Nicholas Shop	Karen Andrews & Donna Kocur
New Family Contacts	Michelle Baric & Julie Kucas
PTO Nominating Committee	Ron Ewing
Partners in Prayer	Adele San Miguel & Sandra Drury
Thanksgiving Baskets	Jennifer Watson
Jesse Tree	Nicolle Pollaci & Alicia Gilsenan
Fall Grounds Clean-up	Ron Ewing
Nurse's Office	Christie Corcoran
School Pictures	Vanessa Macsherry & Ellen Dalbo
Uniform Resale	Sharon Vasarhelyi
School Mass	Wendy Majewski & Laura Usher
Last minute Volunteers	Christine Danuck
Library Volunteers	Belinda Zayas
Angel Bucks	Lisa Wood & Christine Lavelle
Original Art Works	Gis Donovan

VOLUNTEER OPPORTUNITIES

ST MICHAEL AUCTION AND GALA

Chair Responsibilities: Planning, scheduling and organizing the schools largest fundraiser which takes place every other year. Manage a budget and solicit underwriters to help fund event and coordinate sub committees.

Chair Time Commitment: Significant

List of Committee chairs:

Publicity Chair:

School, church and community promotions

Ticket Sales Chair:

Coordinate development and sale of tickets

Entertainment Chair:

Musical entertainment and visuals during live auction

Auction Website Chair:

Design and manage auction website and online auction

Software and Data Management Chair:

Develop database through data entry

Acquisitions Chair:

School Acquisitions Chair

Request donations from area businesses and school families Wish list provided.

Work with school staff to coordinate school items

Event Extras Chair:

Registration, Coat Check, Runners, Checkout, Set -up and Take Down

Auction Catalog Chair:

Write item descriptions, layout, design and publishing

Décor Chair:

Table centerpieces, silent auction tables, registration tables

Finance Chair:

Manage budget, track expenses, coordinate check-out, donor tax receipts, etc.

Correspondence Chair:

Write and send invitations, thank you letters, etc.

Wall of Wine Chair:

Request wine donations from vendors and school families

Fall Book Fair

Chair Responsibilities: Recruit and schedule volunteers, organize student promotions, develop and place media ads, distribute communications to families, etc.

Chair Time Commitment: Significant time commitment from October 1 through November Fair.

Volunteer Responsibilities: Book Fair Volunteers assist at the Scholastic Book Fair working at checkout (cashier positions), and assisting students during class visits.

Volunteer Time Commitment: Shifts are 2 hours at pre-arranged times.

Jolly Elf Run at Bond Park

Chair Responsibilities: Organize and Plan the Road Race. Manage a budget and solicit sponsors to help fund event. Coordinate sub committees to meet the needs of the event, including: Advertising, T-shirts, registration, food and beverages, etc...

Chair Time Commitment: Significant in the fall and the day of the race.

Angel Bucks-Scrip (the co-chairs for Angel Bucks run this event)

Box Tops/Campbell Soup Labels

Chair Responsibilities: Coordinate volunteers to help advertise for this program, collect, count and process the box tops and soup labels sent in to the school.

Original Art Work

Back-to-School Ice Cream Social

Chair Responsibilities: Plan and Organize event. Schedule volunteers to work shifts throughout the event.

Volunteer Responsibilities: The Back-to-School Ice Cream social is an event that occurs in August. Volunteers set up for the event, serve families, and clean up after the event.

Volunteer Time Commitment: One-hour shifts

Bowling Outing 5th and 6th grades

Chair Responsibilities: Schedule and coordinate three outings with Buffalo Lanes, secure volunteers, produce flyers and attend three outings per year.

Chair Time Commitment: 10 – 12 hours

Volunteer Responsibilities: Volunteers are needed to get student volunteers to make posters for the school and to check in students and chaperone the events.

Volunteer Time commitment: Three outings during the school year – chaperone shifts of 1 ¼ hours per outing.

Middle School Dances 7th and 8th grades

Chair Responsibilities: Organize and be present at three dances per year for 7th and 8th grade students. Work with 8th grade students to pick themes, and set up for the dance, organize and purchase the decorations. Also organize chaperones, arrange for a DJ, and work the Parish Center to coordinate the refreshments.

Chair Time commitment: 20 hours

Volunteer Responsibilities: Volunteers are needed to help with decorations, setup and cleanup and chaperone the event.

Volunteer Time Commitment: Varies

Teacher Appreciation Week

Teacher Appreciation Week is a week of activities, typically in April, when we honor our STMS Teachers.

Volunteer Responsibilities: Volunteers are needed in four main areas:

- Planning-Deciding on a theme and planning the week's activities, producing flyers for the teachers and parents.
- Decorations-Planning and decorating the Bulletin Board outside the office, organizing decorations for the teacher's doors, assisting with teachers' gifts, and coordinating student projects.
- Food-Providing food items for a breakfast, luncheon, healthy snacks day or sweet treats afternoon.
- Set-up/Clean-up for food events

Volunteer Time Commitment: Varies

Movie Night

Family BINGO Night

Chair Responsibilities: Plan and organize the event. Coordinate sub committees to help organize set-up, decorations, the BINGO game, prizes, snack bar etc..

Library/Media Center

Volunteer Responsibilities: Assist with checking books in/out, shelving books, processing magazines, and performing other library tasks.

Volunteer Time Commitment: 1-2 hours a week on regularly scheduled days

Nurse's Office

Volunteer Responsibilities: Volunteers care for children with an injury or illness. A ½ hour orientation is required. Duties would include taking temperature and providing ice and bandages on scrapes. Due to the potential for unsupervised contact with children, a criminal background check is required and will be conducted on all volunteers in the health center.

Volunteer Time Commitment: 2-hour shifts, 1:00 - 3:00 pm, and any number of times a month.

Room Parent

Volunteer Responsibilities: Volunteers act as a link between the teacher and the parents to communicate information. Volunteers organize class parties and assist with materials and activities as requested by teachers. Teachers may also ask volunteers to assist with other activities. Organize 2 social events per year. There is a 1-hour orientation/meeting before school starts.

Volunteer Time Commitment: Varies

School Pictures

Chair Responsibilities: The chair is responsible for obtaining the dates for school pictures from the office, recruiting volunteers to assist the photographers on picture taking days and organizing the volunteers, staff, students and photographers to facilitate a pre-assigned time schedule.

Chair Time Commitment: approx: 12-15 hrs.

Volunteer Responsibilities: A few volunteers are needed to assist the photographers on school picture days. The primary responsibilities include organizing the students to get them to and from their appointments with the photographer, collecting payments and maintaining some records on that day.

Volunteer Time Commitment: Two or three times a year for a period of approximately 4-6 hours.

Spirit Wear

Volunteer Responsibilities: Coordinate St. Michael school spirit wear sales throughout the school year. Coordinate volunteers to staff a booth at the school during the back to school ice cream social.

Uniform Re-Sale

Chair Responsibilities: Coordinate and organize the used uniform sale at St. Michael's school.

Chair Time Commitment: Varies

Volunteer Responsibilities: Volunteers will sort and hang new donations, organize and provide upkeep for uniform areas. Washing dirty recyclable donations may be required. Volunteers are also expected to help at the orientation sale, and assist with two donation drop offs during the school year.

Volunteer Time Commitment: Volunteers commit twice a school year, about 2 hours each.

Thanksgiving Baskets

Chair Responsibilities: Responsibilities include being the liaison between the parish and the school for the Thanksgiving basket project. The chair will meet with the principal to inform him/her about the upcoming event. An e-mail/letter needs to be sent to the teachers approximately one month before the event begins to inform the teachers about the event, the important dates, and procedures. The chair will also contact, schedule, and supervise all volunteers helping with events at school

and church. The school will assemble approximately 40 Thanksgiving baskets. The chair will also supervise the delivery of the boxes to church. No formal training required.

Chair Time Commitment: 40 hours

Volunteer Responsibilities: Volunteers are responsible for breaking down grocery list and distributing them to each classroom teacher. (i.e. Timmy in Mrs. Dries' room will bring 2 cans of vegetables) They will also sort the Thanksgiving baskets in each classroom and help to deliver the boxes to the church. Volunteers can also help with the church wide distribution of boxes. (1-2 days before delivery date) No formal training required.

Volunteer Time Commitment: 1-5 hours

Jesse Tree

Chair Responsibilities: The chair is the liaison between the parish committee head and the school. They will maintain a list of all the school volunteers and schedule them for different duties. The chair will also assign all the ornaments, string, and instructions that will be distributed to each classroom teacher. The school children will cut, color, and thread all the ornaments that will go on the Jesse Tree. The chair will then collect all completed bags and deliver to parish committee head. No formal training required.

Chair Time Commitment: 20 hours

Volunteer Responsibilities: Volunteers will copy all ornaments, cut the strings and sort them into each classroom bag. Volunteers can also help the parish write the child or adults name on the ornaments. This event occurs at the church in the evening. No formal training required.

Volunteer Time Commitment: 1-4 hours

Sports Appreciation

Chair Responsibilities: Plan and coordinate the event with Coach Milmoie, produce flyers, purchase mementos, decorate the Parish Center, arrange for refreshments and coordinate volunteers for setup and cleanup.

Chair Time Commitment: 6-8 hours

Volunteer Responsibilities: Assist with decorations, setup and/or cleanup of the Parish Center.

Volunteer Time Commitment: ½ - 1 hour

School Mass

Chair Responsibilities: To help coordinate and plan the School Masses throughout the year.

Light The World

Chair Responsibilities: Coordinate with class volunteers to organize service projects for each grade. The service projects are usually pre-determined for each grade and include one fall and one spring project. There will be two Volunteers per grade (one per class) to implement the service project.

Photography

Chair Responsibilities: Coordinate a group of volunteers to take pictures of the main events throughout the school year. Submit the pictures to the school for posting on the school website, use for slide show presentations, additions to the year book and school scrapbook.

Spirit Club

Chair Responsibilities: Organize and lead the St. Michael's School Spirit Club. The club will consist of students interested in cheering for athletes at various sporting events during the school year.

Scrap Booking

Chair Responsibilities: Organize a group of volunteers to create a yearly St. Michael's School Scrap Book. Coordinate with the photography committee to use pictures taken throughout the school year.

After School Clubs

Chair Responsibilities: Coordinate volunteers interested in organizing after school clubs for the students.

PTO Nominating Committee

Volunteer Responsibilities:

Quarterly Lunch-

Volunteer Responsibilities: Setting up and serving hot lunch to the students for the quarterly Lunch.

Hot Lunch-

Volunteer Responsibilities: Setting up and serving hot lunch to the students.

Cards for Special Situations

Volunteer Responsibilities: Volunteers will send cards to St Michael School families for any special situations such as births, illness, or deaths.

Volunteer Time Commitment: Varies (as requested).

New Family Welcome

Volunteer Responsibilities: Volunteers will welcome families new to St. Michael School prior to the start of the school year, and will continue to answer questions and serve as a resource after the start of the school year and throughout the year as needed.

Volunteer Time Commitment: Varies (as requested).



VOLUNTEER PLEDGE

I pledge to volunteer my time and talents in service
to the children of
St. Michael the Archangel School.

I will uphold the expectations to the role of volunteer by
observing guidelines outlined in the Volunteer Handbook and
by being committed to my duties.

I promise to respect the confidentiality of the students, faculty
and staff.

I have read and understand St. Michael's mission statement
and will follow the rules, policies and procedures outlined in
the Volunteer Handbook to the best of my ability.

Volunteer Signature

Date

***Please sign and date, and return to the Principal's Office with
your application.***

St. Michael the Archangel School Volunteer Application

All volunteers are required to fill out a Volunteer Application. Volunteers can either fill out the application provided in the handbook or fill out an application online by visiting the St. Michael website (<http://school.stmcary.org>). The information you provide on these forms will be held in the strictest confidence. Please fill out all of the information requested, sign and date and return to the Principal's Office. Please keep the Diocesan Code of Conduct for your records.

MAIN APPLICATION

Name: _____
(First) (Middle) (Last)

Street Address: _____

City/State/Zip: _____
City State Zip Code

Length at Current Address: _____ Years _____ Months

Home Phone: (_____) _____ Work Phone (_____) _____
Area Code Number Area Code Number

Cell Phone (____) _____ Email Address: _____@_____

CONFIDENTIAL BACKGROUND CHECK INFORMATION

Please note: Information in this section is only used to obtain criminal records, which are reviewed by a diocesan official in strictest confidence.

____ Yes ____ No Have you ever been convicted for physically, sexually, or emotionally abusing a child or an adult?

If yes, please explain: _____

____ Yes ____ No Has a civil lawsuit or employment complaint ever been filed against you for child abuse or sexual abuse?

If yes, please explain: _____

____ Yes ____ No Have you ever left an assignment or employment or been removed from an assignment or employment for reasons related to allegations of child abuse, physical abuse, or sexual abuse?

If yes, please explain: _____

____ Yes ____ No Have you changed your last name in the past 7 years?

If yes, what was your previous last name? _____

____ Yes ____ No At any time during the past 7 years have you lived in a different state (within the United States) or do you currently live outside the state this Diocese is located in?

If yes, what state(s) did you live in? _____

Social Security Number: _____ - _____ - _____ **Gender:** _____ Male _____ Female

Date of Birth: _____ / _____ / _____ **Driver's License:** _____
Month Day Year State Number

DECLARATIONS

The Catholic Diocese of Raleigh appreciates your willingness to share your faith, gifts and skills. Providing safe and secure programs for our members is utmost importance to us. The information gathered in this application is designed to help us provide the highest quality Catholic programs for the people of our community. Please read and initial each of the statements below.

_____ I declare that all statements contained in this application are true and that any misrepresentation or omission is cause for rejection of my application or dismissal from my position.

_____ I agree to observe all of the Catholic Diocese of Raleigh guidelines and policies for the program in which I am applying, especially the Code of Conduct for Church Personnel for the Diocese of Raleigh. (Please see attached).

_____ I understand that the Catholic Diocese of Raleigh has a ZERO TOLERANCE FOR ABUSE and takes all allegations of abuse seriously. I further understand that the Catholic Diocese of Raleigh cooperates fully with the authorities to investigate all cases of alleged abuse. Abuse of minors or vulnerable adults is grounds for immediate dismissal and possible criminal charges.

_____ I understand that I can withdrawal from the application process at any time.

_____ I understand and agree that false statements and /or omissions regarding past conduct and /or present situations may be ground for denial of the application to provide volunteer services.

_____ I hereby authorize the Catholic Diocese of Raleigh to conduct a personal and professional background check for the purposes of my application at the Catholic Diocese of Raleigh. The Catholic Diocese of Raleigh may contact any references, past and current employers, church, youth organizations, agencies where volunteer service has been completed, and any individual or organization, which might be, relevant to my desired position. I hereby release all of the above stated persons from any and all liability for damages that might occur during the Catholic Diocese of Raleigh's contact with the individuals for purposes of volunteer services. I understand and agree that information may be obtained from sources that I proofed above and that this information will be held confidentially by the Catholic Diocese of Raleigh. I have also read and understand the above stated information within this release and am signing below of my own free will.

_____ By my signature below, I authorize the Catholic Diocese of Raleigh to request and obtain a Consumer Report containing without limitation, the above-described information in connection with my application. I also authorize, without reservation, any person, agency, or other entity contacted by or on behalf of the Catholic Diocese of Raleigh to furnish the above described or similar information. Also, by my signature below, I waive any and all causes of action that I may have against the Catholic Diocese of Raleigh or any person, agency or other entity providing information for inclusion in the Consumer Report for libel, slander, defamation, intentional or negligent infliction of emotional distress, or for any other injury of any kind or nature caused by the gathering or supplying of the above described or similar information.

_____ I understand that a criminal background check will be conducted prior to and maybe conducted during my service. I authorize investigation of all statements contained in the application.

_____ My signature indicates that I have read and understand the above. Do not sign until you have read and initialed the above statements.

Applicant Signature _____ **Date** _____/_____/_____