

# HOLY SPIRIT CATHOLIC SCHOOL



## PARENT SCHOOL SERVICE COMMITMENT AND OPPORTUNITIES HANDBOOK

*\*SUBJECT TO CHANGE BASED ON THE NEEDS OF THE SCHOOL  
AND THE SCHOOL COMMUNITY\**

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## OVERVIEW

Holy Spirit Catholic School is a wonderful place for your children to grow both academically and spiritually! The School 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 higher levels if parents are involved in their child's education.

Beginning with the 2008-2009 School Year, the Parent School Service Commitment (PSSC) program was instituted at Holy Spirit Catholic School. Under this program, the parents or legal guardians of each Student(s) registered at Holy Spirit Catholic School are **required to earn a minimum of 20 hours per family or 10 hours for single parent families; single parent families also include families with a deployed spouse; (the school year is defined as July 1<sup>st</sup> through June 30<sup>th</sup>); In addition 6 hours (3 days) are required for Playground Duty.** Playground Duty substitutes may be used and are to be paid as outlined in the Parent-Student Handbook; **the use of Playground Duty substitutes does not relieve a family of their remaining 20 hours of school service commitment hours but does fulfill their 6 hours (3 days) of playground duty.** Service opportunities are outlined and described in this Handbook.

If a family situation makes completing PSSC hours impossible, please make an appointment to discuss this with the Principal, who has the discretion to excuse or reduce the commitment for families.

***\*\*Please note that all volunteers coming in contact with students are required by the Arlington Diocese to undergo a personal background check, be fingerprinted, 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). VIRTUS training, fingerprinting and background checks must be completed and paperwork submitted to the Arlington Diocese Office of Child Protection, via the Holy Spirit Church Child Protection Coordinator, Lambie Renner.\*\****

## PARENT SCHOOL SERVICE COMMITMENT (PSSC) PROGRAM GUIDELINES

The goal of this program is not to create an additional burden on families, but rather to assist the school, the faculty and the students as we all strive to give our children the best education possible. Thank you for your consideration and understanding----and please feel free to offer any suggestions you have to help make this program run smoothly and effectively.

Service hours are earned by participation in any of the activities listed in the Volunteer Opportunities List of this Handbook. This list contains the type of service hours earned for various activities, and estimated time of commitment. Every attempt has been made to include all activities; however, as the school grows additional activities may qualify for PSSC hours. Please feel free to contact the PTO Executive Board to determine if other activities fulfill PSSC requirements. The described time commitments and number of needed people for both Chairpersons and Volunteers are guidelines; some activities may require more people or time than listed. Also if you are a PTO Executive Board Member; excluding the Past PTO President; Chairperson (including for an After School Program) or a Homeroom Parent your current year school service commitment hours will be fulfilled.

PSSC Family Reports will be used to report hours accrued. **Each family is responsible for reporting its own hours of volunteer service. Each family will be responsible for submitting their hours monthly to one of the PSSC Chairpersons or the PTO Vice President for Membership. Families must log activities and hours on the school website; the log is located under the PTO tab.**

PSSC Family Reports should be submitted regularly. **All un-fulfilled hours will be assessed a pre-determined dollar amount per missing hour. Any hours over the required amount may not be carried over to the following year and are not transferable to another family.** If your PSSC account is not settled at the end of the year, report cards and transcripts will be withheld until the balance of the money or hours have been reconciled.

Sincerely,

Holy Spirit School Administration and PTO Executive Board

**PARENT SCHOOL SERVICE COMMITMENT (PSSC)  
VOLUNTEER OPPORTUNITIES**

**TO VOLUNTEER FOR ANY OF THESE ACTIVITIES, PLEASE CONTACT  
THE PROJECT CHAIRPERSON**

**As an aid for newer and existing families the School Service Volunteer  
Opportunities are broken down into the following MAIN categories:  
School Community, Social, Fundraising and  
After-School Student Enrichment Programs**

**SCHOOL COMMUNITY**

- **Birthday Bulletin Board**

**Time Frame: Monthly throughout the school year**

Volunteers will be responsible for creating and decorating the bulletin board that features the Students and Faculty birthdays for each month; some months may be combined especially at the beginning and end of the school year to help feature all birthdays

**1-2 hour time commitment per month depending on the number of birthdays**

**1-3 volunteers**

**Where accomplished: Home/School**

- **Chaperone on a Field Trip**

Chaperones accompany the students on school sponsored Field Trips. (Siblings of students may not accompany you on the field trip because of insurance regulations.)

**Time commitment varies based on Field Trip**

**Number of volunteers varies based on Field Trip**

**Where accomplished: School/Other**

- **Field Day**

**Time Frame: beginning around March and ending by late May**

Chairperson and Volunteers work with and assist the PE Teacher in implementing the scheduled Field Day activities in late May. Chairperson organizes and schedules volunteers to work throughout the day on Field Day, arranges for breakfast items for the morning volunteers and lunch items for afternoon volunteers. Chairperson also arranges for snacks and water for use during the entire Field Day event.

**Fulfills volunteer hours requirement for the Chairperson**

**4-8 hour time commitment on Field Day**

**75-80 volunteers on Field Day**

**Where accomplished: Home/School/Other**

## SCHOOL COMMUNITY continued

- **Grant/Scholarship Gift to select 8<sup>th</sup> grade students**

**Time Frame: given at 8<sup>th</sup> grade graduation**

Chairperson and volunteers are responsible for developing a theme and advertising for each year's essay then collecting the 8<sup>th</sup> grade papers submitted to this program. They will then review and nominate 2-3 of the submitted papers as recipients of a Grant/Scholarship Gift.

**10-15 hour time commitment**

**3-5 volunteers**

**Where accomplished: Home/School**

- **Health Screening Aides**

**Time Frame: early Fall**

Volunteers assist the School Nurse in various ways, including escorting children to and from the screening areas and some aspects of the vision and hearing testing as needed by the School Nurse.

**3-4 hour time commitment**

**3-5 volunteers**

**Where accomplished: School**

- **Homeroom Parent Chairperson(s)**

Chairperson(s) are responsible for selecting Homeroom Parents for each class at the beginning of the school year. They will hold a meeting for those parents selected to explain the Homeroom Parent responsibilities in better detail. Throughout the school year they may be called upon to assist the other School Community, Social, Fundraising and After-School Student Enrichment Programs with helping in areas such as solicitation of more volunteers.

**Fulfills volunteer hours requirement for Chairpersons**

**1-2 Chairpersons required**

**Where accomplished: Home/School/Other**

- **Homeroom Parents for Each Class, Pre-Kindergarten through 8<sup>th</sup> Grade**

Room parents work closely with the teachers to plan and implement various classroom activities throughout the year. Room parents also serve various other functions, including coordinating classroom projects and/or baskets for an auction or raffle, 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) Homeroom parent responsibilities will be shared by 2 parents.

***Please indicate your interest in this volunteer opportunity at the beginning of the school year!***

**Fulfills volunteer hours requirement**

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

## SCHOOL COMMUNITY continued

- **Hospitality**

**Time Frame: Throughout the school year**

This committee is “on call” to provide home-baked goods, paper products, drinks, etc. for various events throughout the year including but not limited to: Open Houses, Back to School Night, Catholic Schools Week activities and Luncheon, etc. Chairpersons plan and solicit help for listed events as well as be “on call” for others. Teacher Luncheons are usually buffet style and are served in the Teachers’ Lounge. Other duties include the set-up/breakdown, serving and clean-up of events. Another great opportunity to get your hours while staying home!

**Fulfills volunteer hours requirement for Chairpersons—requires a minimum of 2**

**3-5 hour time commitment per event**

**4-8 volunteers needed per event**

**Where accomplished: Home/School/Other**

- **In School/Classroom Assistance**

**Time Frame: Throughout the school year**

Volunteers assist during but not limited to the following: Art, Music, Gym, Library, School Pictures, 1<sup>st</sup> Reconciliation/1<sup>st</sup> Communion/Confirmation and Classroom (includes helping in Class and providing items for Class Events such as snacks, drinks, etc.) as it relates to their children. *NOTE: Art and Music may require more assistance when it comes to hanging Student artwork, Holiday Events or the Christmas Concert.*

**Time commitment varies**

**Where accomplished: Home/School**

- **Membership Committee**

**Time Frame: September**

Volunteers will assist the PTO Vice President of Membership with editing the school directory, collecting PTO Dues and distributing the directory at the Volunteer Fair.

**5-8 hour time commitment**

**2-3 volunteers**

**Where accomplished: Home/School/Other**

- **PTO Highlights e-Newsletter Chairperson**

**Time Frame: Weekly throughout the school year**

This Chairperson works to publish, a weekly PTO generated newsletter containing information on all school and PTO activities, including volunteer needs and upcoming school and club events.

**Fulfills volunteer hours requirement**

**1 volunteer**

**Where accomplished: Home/School/Other**

## SCHOOL COMMUNITY continued

- **New Family Chairperson(s)**

**Time frame: throughout the School year; emphasis prior to start of school**

Chairperson(s) assists the School in pairing New Families to the School Community with Existing Families from within the School Community. Also includes but not limited ensuring that all New Families have all pertinent information about being a Family in the Holy Spirit School Community including but not limited to: answering questions, referring families to the necessary people, and helping New Families understand School Policies that are outlined in both the Parent-Student and Parent School Service Commitment Handbooks that have been given to them by the School. The Chairperson will get help from the Hospitality and Sunshine Committees while planning the Ice Cream Social (see Social section for more details) for New Families; usually held in the week just before School starts.

**Fulfills volunteer hours requirement**

**1-3 volunteers needed depending on number of new families**

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

- **Parent School Service Commitment (PSSC) Chairpersons**

**Time Frame: Throughout the school year**

Chairpersons work closely with the PTO Vice President of Membership to help ensure accurate accounting of each family's volunteer service hours. The Chairpersons collate information from each family's submitted Report Form(s); these forms are submitted directly to the Chairperson through the school's website. Submitted Reporting Forms will be reconciled monthly via a Tracking Sheet.

**Fulfills volunteer hours requirement for each Chairperson**

**Where accomplished: Home/School**

- **Recess Chairperson**

**Time Frame: Throughout the school year**

Works with volunteers to ensure there is adequate daily coverage on the playground/blacktop by parents. Creates playground volunteer/parents schedules monthly and forwards the schedule to the School staff, and playground volunteers. Creates a substitute playground volunteer list to help cover in the case of a parent's absence.

**Fulfills volunteer hours requirement**

**Where accomplished: Home**

- **PTO Executive Board Member**

Executive Board members are elected annually by the PTO General Membership. Duties include attending monthly Executive Board meetings and general PTO meetings. Board members carry out duties specific to the office they hold (President, Vice President of Membership, Vice President of Fundraising, Treasurer, Secretary,) 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.

**Fulfills volunteer hours requirement**

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



## SCHOOL COMMUNITY continued

- **PTO Executive Board Nominating Committee**

**Time frame: Spring**

The committee assists the School in nominating and contacting nominated people for the next school year PTO Executive Board. This includes but is not limited to the PTO President, Vice Presidents, Secretary and Treasurer. The committee will also help the School with the voting tabulations and announcing the next school year PTO Executive Board.

**Time commitment varies**

**3-5 volunteers needed**

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

- **Publishing Center**

**Time Frame: Throughout the school year**

Volunteers assist with weekly laminating projects and copying for the Teachers and the School. Instruction will be provided as to how to operate the laminating machine.

**3+ hours per week**

**3-4 volunteers**

**Where accomplished: School Office**

- **Santa Boutique**

**Time Frame: November through December**

This annual event allows students to do holiday shopping for family members. Event typically held in early December. Chairperson is responsible for organizing with the company that supplies gift items and organizing volunteers for this event. Volunteers will set up the shopping area, assist students with purchases, help wrap gifts and clean up after the shopping area closes.

**Fulfills volunteer hours requirement for the Chairperson**

**2-4 hour time commitment the day of Boutique**

**15-20 volunteers**

**Where accomplished: School**

- **Science Fair**

**Time Frame: Spring**

Volunteers will assist in such areas as set up/clean up, preparing/providing snacks and judging as it relates to the Science Fair

**2-3 hour time commitment**

**3-4 volunteers**

**Where accomplished: Home/School/Other**

## SCHOOL COMMUNITY continued

- **“SONshine” Committee Chairpersons**

**Time Frame: As needed throughout the school year**

This committee is an “on call” committee that helps provide assistance to school families that are “in need” due to a family circumstance. This includes but is not limited to: providing meals, cleaning services or babysitting as needed. Chairpersons will organize and assign volunteers for each needing.

**Fulfills volunteer hours requirement for Chairpersons**

**2 Chairpersons required**

**Volunteer number and time commitment varies based on need**

**Where accomplished: Home/School/Other**

- **Special Events Chairperson**

**Time Frame: April through June**

Chairperson will coordinate various events surrounding Parish/School Picnic in September, 8th Grade Confirmation in January, 1st Communion in May and 8th Grade Graduation in June. Chairperson will seek volunteers from the school community for the Parish School Picnic, from the seventh grade parents for 8th Grade events and 1st Grade parents for 2nd Grade events to organize a reception following the event. This Chair position would require coordination of food, set up, serving the reception, and clean-up of Gym/Cafeteria. Other duties may arise as needed.

**Time commitment varies depending on the planned events**

**Volunteers needed are the 1st, 7th and 8th Grade Parents**

**Where accomplished: Home/School/Other**

- **Teacher Appreciation Chairperson**

**Time Frame: Spring**

Chairperson will work closely with the school and PTO to organize volunteers, Hospitality and Homeroom Parents to provide breakfasts, lunches and gifts for Teacher Appreciation week

**Fulfills volunteer hours requirement the for Chairperson**

**Volunteer number and time commitment varies based on need**

**Where accomplished: Home/School/Other**

- **Translator(s)**

**Time Frame: As needed throughout the school year**

Translator(s) must have full knowledge and understanding of the language to be translated; current languages include Spanish, Korean and Vietnamese.

Translator with help facilitate effective communication between the School or Parish and non-fluent English speaking families.

**Time commitment varies based on need**

**Where accomplished: School/Other**

## SOCIAL

- **Fall Social Chairpersons**

**Time Frame: Fall**

Chairpersons organize the date and time, activities, food, etc. for a Family Fall Social to be held at the school. Activities may include movie nights, games, rides etc. A Marketplace Event with school Home Based Businesses may also occur during this event. Chairpersons must organize volunteers to help before and during the event as needed with solicitation of businesses, set up/breakdown, etc.

**Fulfills volunteer hours requirement the for Chairpersons**

**1-2 Chairpersons required**

**15-20 volunteers**

**Pre-event time commitment varies based on type of event planned**

**2-3 hour time commitment for the actual event**

**Where accomplished: Home/School/Other**

- **Race for Education/Fun Run**

**Time Frame: Fall**

Chairpersons work closely with the school and PTO Board to run this event. Chairpersons organize volunteers to help with pre-event paperwork, to help out the day of the Race, with counting laps, pass out drinks/snacks, etc.

**Fulfills volunteer hours requirement the for Chairpersons**

**1-2 Chairpersons required**

**15-20 volunteers**

**Volunteer number and time commitment varies based on need**

**Where accomplished: Home/School/Other**

- **Spring Social/Talent Show Chairpersons**

**Time Frame: Fall**

Chairpersons organize the date and time, activities, food, etc. for a Family Spring Social/Talent Show to be held at the school. A Basket Raffle may also occur during this event. Chairpersons must organize volunteers to help before and during the event as needed with serving, raffle sales, set up/breakdown, etc.

**Fulfills volunteer hours requirement the for Chairpersons**

**1-2 Chairpersons required**

**15-20 volunteers**

**Pre-event time commitment varies based on type of event planned**

**2-3 hour time commitment for the actual event**

**Where accomplished: Home/School/Other**

## **FUNDRAISING**

- **Auction/Gala Fundraiser**

**Time Frame: October to April**

Volunteers would organize the annual Auction/Gala Fundraiser. Responsibilities include but are not limited to such things as coordinating auction donations from school staff and parents, class basket donations, etc., organizing food and decorations, etc. and working as a liaison between the school and the Parish.

**Fulfills volunteer hours requirement for the Chairperson**

**Time commitment varies based on other committee positions**

**20-30+ volunteers; more will be welcomed and appreciated**

**Where accomplished: Home/School/Other**

- **Book Fair**

**Time Frame: Fall**

Volunteers will assist the Librarian in the coordination, set up and sales during the Book Fair held in the Fall. Many opportunities are available to work at the Book Fair.

**Minimum 2 hour time commitment per volunteer**

**20-30 volunteers**

**Where accomplished: School**

- **Box Tops/Soup Labels and Grocery/Store Bonus Cards**

**Time Frame: Throughout the school year**

Great opportunity to volunteer at home! The Chairperson counts and packages box tops from students and submits them to the appropriate organization by the October and March deadlines so the School can receive CASH! The Chairperson often runs several contests throughout the year to see which class turns in the most box tops offering nominal prizes to the winners. The Chairperson encourages or helps families to register their bonus cards to help qualify the school for CASH rewards. Most of the work for this is completed by October. This position includes encouragement of Target Red Card participants.

**Fulfills volunteer hours requirement for the Chairperson**

**3-5 volunteers with a time commitment of approximately 4-6 hours per volunteer**

**Where accomplished: Home/School/Other**

- **Christmas Tree Sales**

**Time Frame: September to mid-late December**

Chairpersons organize and schedule volunteers to help set-up and breakdown the tree stand, contract to purchase and then unload the trees. Chairpersons must obtain the proper permit(s) from Fairfax County.

**Fulfills volunteer hours requirement the for Chairpersons—minimum of 1 is required but 4-6 is preferable**

**1-6 hour commitment needed for set-up, breakdown and tree unloading**

**10-20 volunteers for set-up/breakdown and tree unloading**

**3 hours minimum per “selling” shift time**

**3-5 volunteers per “selling” shift; minimum of 3 per weekday evenings and a minimum of 5 per weekend days/evenings**

**Where accomplished: Home/School via the Tree Stand/Other**

## FUNDRAISING continued

- **Spirit Gear**

**Time Frame: Throughout the school year.**

Chairperson is responsible for the ordering of Spirit Gear/Wear, advertisement of the available products via handouts, PTO Highlights or school website. Volunteers will help collect and sort orders upon arrival and distribute orders to school families upon merchandise arrival. Volunteers also assist with set up/breakdown and sales at various events throughout the year.

**Fulfills volunteer hours requirement for the Chairperson**

**4-5 hour commitment**

**2-3 volunteers**

**Where accomplished: Home/School/Other**

- **Used School Uniforms**

**Time Frame: Throughout the school year**

Chairperson sort used uniforms by size and offer them for sale at various times throughout the school year. Typically, these sales occur at the beginning and the end of the school year. The Chairperson is responsible for coordinating with the school for the sale dates and times, keeping a log of items on hand for sale, and distribution of the items available via handout or the website. Volunteers also make sure uniforms are clean and without tears, etc., and assist during the sale.

**Fulfills volunteer hours requirement for the Chairperson**

**4-6 hour time commitment**

**1-2 volunteers**

**Where accomplished: Home/School**

## **AFTER-SCHOOL STUDENT ENRICHMENT PROGRAMS**

- **Band Boosters**

**Time Frame: September to June**

Volunteers assist the band instructor in planning for concerts, Diocesan Band Festival, Lunch On The Lawn and the annual band trip.

**15 hour time commitment**

**2-3 volunteers**

**Where accomplished: School**

- **Catholic Youth Organization (CYO) Coach**

**Time Frame: Varies with each Sport**

Volunteers needed to Coach and Commission CYO/Team sporting events, including but not limited to track, soccer, football, basketball and tennis.

**Fulfills volunteer hours requirement for each Coach**

**Where accomplished: Home/School/Other**

- **Scouts (Boy and Girl) affiliated with Holy Spirit School**

**Time Frame: Throughout the year**

Volunteers coordinate the respective Scout meetings and events throughout the year. They would arrange for registration, meeting locations, agendas, and coordinate all activities associated with the Scouting programs at Holy Spirit.

**Time commitment varies based on position/help**

**Where accomplished: Home/School/Other**

**PARENT SCHOOL SERVICE COMMITMENT (PSSC) HANDBOOK**  
**ACKNOWLEDGEMENT and SIGN OFF**

I have received a current copy of the PARENT SCHOOL SERVICE COMMITMENT (PSSC) HANDBOOK. I understand that it is my responsibility to fulfill my obligation of 26 hours per family or 16 hours per single parent family of volunteer service to the school. This is comprised of 20/10 general service hours and 6 hours (3 days) of mandatory Recess Duty during the school year. Failure to fulfill this obligation will result in report cards or transcripts being withheld until such time as my account has been reconciled. I understand that it is my responsibility to keep track and submit my completed volunteer hours through the Holy Spirit School website. I also understand that throughout the school year I will be alerted of my balance of completed volunteer hours. Un-fulfilled hours will be assessed \$20 per hour.

**Child/Children's LAST NAME:** \_\_\_\_\_

**Parent/Guardian Printed Name:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_