

## Parent Participation

Parent support and involvement in school activities and events is encouraged and expected. Parents are required to abide by the Parent Policy Agreement and Financial Contract signed each school year.

### **For the 2016-2017 School Year:**

32 volunteer hours are required for a 2 parent family, 16 for a single parent.

### **The Timeline for Completing Required Hours is:**

May 1, 2016 – April 30, 2017.

### **Failure to Meet the Volunteer Requirement:**

will result in a \$1,000.0 fee payable on May 1, 2017.

All Participation hours will be tracked, exclusively, through the iVolunteer system. To receive credit for events worked, check in guidelines for Parish and School must be followed, every time. All volunteer time, aside from leadership roles, will be booked advance. There will be no adjustments after an event has concluded. **If your company has a volunteer hour matching program, be sure to let us know!**

## Leadership Roles

Leadership roles are the backbone of our School and Parish activities. Many of these roles require more than 32 hours, so by committing to these roles your participation commitment will be met for the school year. Leadership roles run for the duration of the school year; August to June. The roles offer parents a wonderful opportunity to be an ongoing part of their child's school experience here at St. Christopher Catholic School.

### **School Leadership Roles include:**

Room Parents  
Art Enrichment Chairs  
Walkathon Chairs  
Sports Team Head Coaches  
Lego Robotics Team Head Coaches

### **Parish Ladies Guild Roles include:**

Board Member Positions  
Antique Show Chairs, and Committee Chairs  
Benefit Auction Chairs, and Committee Chairs

### **Parish Holy Name Society Roles include:**

Board Member Positions  
Festival Chairs, and Committee Chairs

Leadership hours will be added into the iVolunteer system by the iVolunteer Coordinator or Event Chair prior to events.

[www.stchris.ivolunteer.com](http://www.stchris.ivolunteer.com)

## Check My Hours

Always arrive a few minutes early for your Volunteer time. All School volunteers will need to sign in at the office and wear a school issued badge. When checking in to work for a Parish event, you will be given a badge at the beginning of your shift, please return it following your shift. **For both school and parish events, a badge must be worn at all times while working.**

Confirmed, completed hours are posted to your iVolunteer account within 1 week of event completion, usually sooner!

### **To check how many hours you have completed:**

- Click "My Commitments" on bottom left of the main screen
- Enter the email address you are using and click send
- You will receive an email directly from iVolunteer with a link
- Click the link and you will see all upcoming and previous commitments for this email address.
- Don't forget to change the date range!

## FAQs

### **What if I show up to help my friend, can I get the hours adjusted later?**

No. Volunteers must be scheduled in advance to earn hours. This requirement is in conjunction with Shield the Vulnerable requirements.

### **If my email changes do I just create a new account?**

No. Please contact our help desk to merge your old and new accounts so you don't lose any hours previously worked.

### **What happens if I don't check in for my shift?**

You will not get credit for your hours worked! It is very important to check in for each and every shift!

### **Can both parents use the same email with different Names?**

Yes! Many parents do this to make it easy to see how many participation hours are remaining.

### **What do I do if I'm not checked-in after I have worked?**

Contact your event chair to make sure your hours are checked in. If you still are having difficulty, contact our help desk.

### **How do I find out about new volunteer opportunities?**

Check [www.stchris.ivolunteer.com](http://www.stchris.ivolunteer.com) frequently for new postings! Also, check the school weekly updates and monthly newsletters, as well as, Ladies' Guild and Holy Name Society weekly updates and the Church Bulletins!

### **What if I need to cancel my shift?**

Cancellation instructions are provided for each event, check your confirmation for details!

### **Still have more questions? Contact us Today!**

For Help & Questions Anytime:  
[ivolhelp@stchris.us](mailto:ivolhelp@stchris.us)



Welcome to the  
Parent Participation Program  
at St. Christopher Catholic School



[www.stchris.ivolunteer.com](http://www.stchris.ivolunteer.com)

Welcome to iVolunteer! This guide will help you navigate our Parent Participation Program here at St. Christopher Catholic School. If you have additional questions, or just would like some extra help, please feel free to reach out anytime!

### **Development Director**

Teresa Behan - [tbehan@stchris.us](mailto:tbehan@stchris.us)

### **iVolunteer Coordinator**

Jodie Lissner - [jlissner@stchris.us](mailto:jlissner@stchris.us)

For Help & Questions Anytime:  
[ivolhelp@stchris.us](mailto:ivolhelp@stchris.us)

## How to Get Started

St. Christopher Catholic School is required to comply with the Diocese of San Jose's Volunteer Requirement Policy prior to signing up for any hours. All volunteers must meet BOTH of the following criteria to be allowed to volunteer. There are NO exceptions.

### 1. Shield the Vulnerable Course Completion

All Volunteers must complete "Recognize & Report Child Abuse" course at [www.shieldthevulnerable.org](http://www.shieldthevulnerable.org). **A certificate of completion must be printed, turned in and kept on file in the school office.** This certificate will need to be updated every 3 years.

### **AND**

### 2. Fingerprinting

All Volunteers must be fingerprinted through St. Christopher School's preferred vendor Verify Group [www.verifygroup.com](http://www.verifygroup.com) on behalf of St. Christopher School and Diocese of San Jose. **Clearance can take up to 3 weeks following your appointment, please plan accordingly!** This only needs to be completed one time.

#### To Get Fingerprinting Done:

Go to Verify Group,  
262 E Hamilton Ave. Suite A, Campbell  
Call 408-761-2156 for Hours and Appointments

## Set Up an iVolunteer Account

iVolunteer tracks hours worked by email address, **be sure to use a valid, frequently checked email address** to simplify the process!

1. When volunteering for the first time, visit [www.stchris.ivolunteer.com](http://www.stchris.ivolunteer.com).
2. From there, choose where you would like to volunteer: School, Grades K-4, Grades 5-8, Parish, Ladies' Guild and Holy Name Society each have their own separate pages for events.
3. Once you find an event that works for you, click on the blue "volunteer" box.
4. Add your email address, first and last name and any additional information required (maybe a phone number, number in your family, etc.)
5. Once your information is entered, click the volunteer box on the bottom right and you will see a confirmation screen, just click ok and you're almost done!
6. You will receive a confirmation email within 10 minutes, be sure to confirm your slot. **This is the final step and must be completed.**

## Finding Volunteer Opportunities

**Now you're ready to volunteer!**  
**How will I meet my hourly requirement?**

There are many, many ways to fulfill your required hours; and there's a very good chance you will have a fabulous time and meet some new friends while working!

All available opportunities will be listed at:  
[www.stchris.ivolunteer.com](http://www.stchris.ivolunteer.com)

Be sure to book mark it and visit often as new opportunities are added frequently.

## Ongoing Events

Ongoing opportunities are those events that are frequent and require lots of help including:

### Yard Duty for Lower and Upper Grades

Needs 6 volunteers every day!

### Scrip and Locker Sales and Support Teams

6-8 volunteers needed daily

### Classroom Support

Needs are daily and weekly depending on the grade level  
Volunteer opportunities include:  
Reading, Math, Science and PE

### Art Enrichment

Volunteers are needed monthly in each class section from grades Kindergarten through 6th grade

### Project Cornerstone

Most grades have a monthly reading, this is a very fun and meaningful way to be a part of your child's education.

## Special Events

Special opportunities are those events that are specific to a grade level, and kind of a "right of passage" at St. Christopher Catholic School. Some of these include:

**Kindergarten:** Dessert Servers at Antique Show

**1st Grade:** Mud Pie donations

**3rd Grade:** Weekly visits to Atria as part of the Caring Kids Program

**6th Grade:** Basketball Tournament Snack Shack Sales and Pizza Lunch program to support Science Camp

**7th and 8th Grade:** Christmas Tree Lot staffing  
**8th Grade:** Servers in our Antique Show Dining Room

## The Fab Four Fundraising Events

Last year these Fab Four events generated over \$200,000 with 95% of these funds going directly back to our School and Parish. Funds were able to support the school athletic program, art enrichment program, endowment fund, Lego robotics teams as well as purchase more iPads and make capital improvements to the school, all while keeping our tuition to one of the lowest in the Diocese of San Jose.

## Benefit Auction - Fall

This year, our Benefit Auction was held at Levi Stadium! The Auction is a spectacular night out for adults. A seated dinner, live and silent auctions and dancing the night away all while raising funds for our School and Parish. This popular event usually sells out!

## Antique Show - Winter

This year our annual Antique Show celebrated 46 years! You will be amazed at the transformation of our school! Over twenty Antique dealers, a Cafe, Pavilion Tent and so much more provides a wonderful event the whole family can enjoy together. Don't forget the Mud Pie! Did you know, it takes over 500 volunteers to make this show a success!

## Walkathon - Spring

This one is for the kids and **the ONLY event that directly benefits St. Christopher Catholic School!** Our school Walkathon is always a fantastic event for the children! Kids earn pledges and walk or run as fast as they can to earn prizes and funds for our School. **100% of the proceeds from this event go directly to our School!**

## Festival - Summer

Everyone looks forward to our end of the year Festival! This timeless tradition is fun for the whole family! This year's event takes place June 10, 11 and 12, 2016 in the school parking lot and includes rides by Butler Amusements, games, great food, silent auction and all around good time. Meet new friends or catch up with old ones. The Festival is an event not to be missed, and 500+ volunteers are needed to staff 50+ booths!