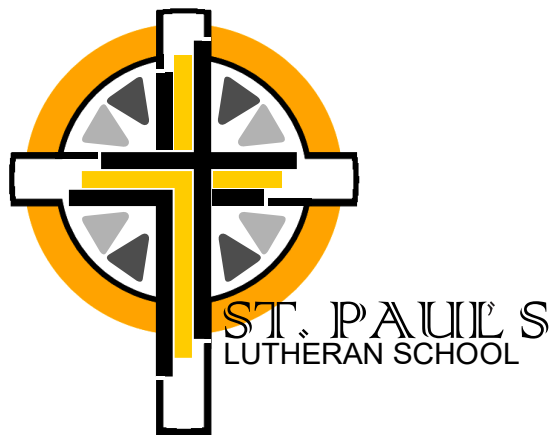


# Volunteer Handbook

**St. Paul's Lutheran School  
of Des Peres**



*Founded in 1849*  
**1300 North Ballas Road**  
**Des Pres, MO 63131**  
**314-822-2771**

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## We Thank You

Thank you, St. Paul's families, for choosing to volunteer at school. We appreciate the willingness that you and your family have shown to participate in all aspects of your children's school experience, including volunteering your skills with school events and activities.

The time and creativity you lend when you help at school are truly appreciated. We know that families are busy, and we want you to know that your volunteering makes a difference. We are proud of the way our St. Paul's Saints parents serve our school and exemplify our legacy tag line of "*Developing Caring Servant Leaders*".

You are an essential element in bringing Christ to the children, and we cannot underestimate your willingness to support our children, faculty and families with your gifts of time and talent. We pray that the content of this booklet will help clarify your very important role here in our school. We encourage you to share feedback about your experience with us so that we can learn from you in order to make our school the best that it can be as God intends.

In HIS Service,

Dawn Walker, Principal

# Prayer

Dear Lord,

Just as Christ said, "Let the little children come unto me."

So too may we follow in His footsteps to honor and serve the learners in our care.

We thank you for the blessing of volunteers whose time, energy,  
and talents enrich our school and support our educational efforts.

We ask for Your wisdom as we work with the learners of our school.

Help us understand their needs, share their challenges, and celebrate their progress.

Guide our steps in this act of service as we strive to follow in the path of

Christ as teachers, working with the learners,

who are made in your image.

Grant us wisdom and patience when they are needed.

Help us see how best to support, without restricting.

Bless our efforts with success.

# St. Paul's School Mission & Vision Statements

*Revised 2014, 2021*

The Mission of St. Paul's Lutheran Church of Des Peres is to **"Strengthen the saved; save the lost."**

## **St. Paul's Lutheran School Mission Statement**

*Revised June 2015, 2021*

The Mission of St. Paul's Lutheran School of Des Peres is **"Strengthening the saved by equipping students to serve their neighbor and seek the lost."**

## **Vision Statement of Church & School**

*Adopted 2021*

**"To be devoted followers of Jesus Christ, passionate about sharing the Gospel in word and deed."**

## **Core Values of Church & School**

*Adopted July 2021*

1. **Faithful in Christ** - Jesus is the center of our biblical foundation, Gospel message, and the Lutheran Confessions
2. **Confident in Christ** - Jesus generously provides all that we need for daily and eternal life
3. **Joyful in Christ** - Jesus is our source of joy that transcends our daily circumstances
4. **Connected in Christ** - Jesus' love moves us to serve the community and one another

## **Purpose for St. Paul's Lutheran School**

*Adopted 2011, Reviewed Annually, 2021*

St. Paul's Lutheran School exists to assist parents in carrying out their responsibility of teaching, equipping, and nurturing their children. The school serves in ministry by sharing the Gospel of Jesus Christ with the students, school families, the congregation and community, in accord with St. Paul's Core Values. The school provides:

- an engaging environment that challenges each student to discover, develop, and demonstrate his or her God-given potential – spiritually, academically, physically, emotionally, aesthetically, and socially;
- a spiritually equipped, well-trained, supportive, and accountable faculty and staff who trusts in God's care, seeks to grow in love for those they serve, strives for excellence in their skills, and adorns the Gospel of Jesus Christ with a godly life;
- resources to enhance communication with parents and disseminate information;
- opportunities for families to socialize and interact; and,

- facilities that are flexible and accessible to support and encourage all school programs and serve as a positive witness to Christ's presence in our community.

### **Legacy Tag Line**

*Adopted 2004*

#### **Developing Caring Servant Leaders**

St. Paul's Lutheran School develops caring servant leaders by equipping its students with an excellent academic and spiritual foundation for life, through a biblical worldview that always places Christ at the center.

# Parent Involvement Overview

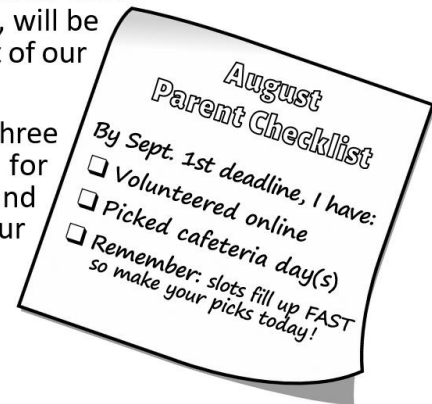
## Parent Involvement What to Expect

various volunteer choices + cafeteria shift(s)

**We invite you to prayerfully and joyfully partner with us this school year!**

At St. Paul's, our student body thrives when we have active, enthusiastic and involved families to support it. When you volunteer, you will meet other parents, make friends, share your talents, and most of all, will be able to model to your children the very mission statement of our school, "developing caring servant leaders."

So that you know what to expect this year, we've outlined three key areas where we need to turn to you, as parents, for participation. Schoolwide, many hands make light work, and if each family joins in as requested, we can easily reach our goals together!



### Volunteer Jobs

Each family is asked to sign up for jobs of their choice

Please choose first from the *grade-based event hosting* listed for your grade(s)

Why? Volunteers allow us to host great events, support the school, and assist our dedicated teachers.

- How? Sign up online by clicking on *Volunteering* button on main school webpage or on e-newsletter links

### Activity Fee

- With parent feedback, the School Board has eliminated mandated fundraising &/or buy-out. Instead a simple activity fee is added to enrollment costs.

### Cafeteria Shifts

Each family is required to sign up for cafeteria shifts each year (or \$100 buyout fee per shift)

- Why? Shifts allow lunch costs to stay lower than most schools by covering dishwashing
- How? Sign up online by clicking on *Cafeteria* button on main school webpage or on e-newsletter links

### Classroom

Optional: A few times a year the teacher or room parent may ask classroom parents if they would enjoy:

- helping at a class party or bringing treats
- chaperoning a field trip
- helping with a special class project
- athletic coach may ask team parents to help
- How? Teachers/room parents typically email or send a note home if something special is happening

# Volunteerism Philosophy & Goals

Research indicates that parent voluntarism in schools enhances student self-esteem, increases academic achievement and cognitive development, and improves student behavior and attendance.

Teachers come to see parents as valued partners in extending and enriching the educational program. In addition, parents come to know they make a difference through contributions of time and talent. Parent involvement allows staff to draw upon supplemental and often unique adult resources and expertise.

The volunteer program serves as an outlet to utilize skills and develop more positive attitudes about oneself and as a resource to acquire new knowledge about the educational process, child development, and the learning organization.

## Responsibility Summary

### **Administration is committed to:**

- Facilitating
- Monitoring
- Evaluating
- Providing continuity for the success of the volunteer program

### **Staff are committed to:**

- Welcoming volunteers
- Informing them about their tasks
- Providing materials
- Encouraging their initiatives and celebrating their efforts

### **Volunteers/Supervisors are committed to:**

- Respecting school rules and procedures
- Performing assigned tasks to the best of their ability
- Working cooperatively with all staff and seeking clarification when necessary

The principal is responsible for the supervision of the total school operation. The principal supervises all who serve in any capacity.



# Volunteer Guidelines

*Updated October 2021*

School staff members are thankful that a great number of dedicated volunteers support our students, teachers, programs and events. Great schools have great volunteers! The following are guidelines and policies regarding St. Paul's school volunteers:

## **Volunteer Arrival**

- Please park in the parking lot away from recess and playground areas, and car pool lanes.
- When you arrive, please first visit the school office to check in with the office administrator.
- You may use office equipment for St. Paul's purposes after you have been given a brief introduction by a staff member.
- Please silence mobile phones and electronic devices on campus.

## **Dependability**

The school relies on your support. Follow through on tasks by attending to scheduled times and please give notice of absence whenever possible. Promptness is expected. Contact the school office as soon as you know you will be absent.

If working under the direction of a volunteer chairperson or on a team, please be responsive to emails, phone calls and meeting dates arranged by the team. We will be most grateful to our volunteers for making every effort to honor the commitments that they have made.

Volunteers are not to bring preschool children into the classroom during school hours. Exceptions would include younger siblings at a class party, with the teacher's prior approval.

## **Representing the School & Volunteer Supervision**

- When you volunteer at St. Paul's you are a representative of the church and school. Since volunteers are serving in a Lutheran school, they are expected to support the teaching of the Lutheran Church Missouri Synod and to act as a role model consistent with these teachings.
- The classroom teacher or staff member may act as a direct contact or supervisor for a volunteer. Volunteers need to support the directions given by staff and administration.
- Volunteers should avoid publicly criticizing another student, staff member, or parent. If questions or suggestions arise, or if a volunteer disagrees with school policy, he or she should discuss concerns with the principal.
- Ultimately, the principal is the director of the volunteer program.

## **Confidentiality**

Volunteer school helpers often have opportunity to observe interaction among students, among teachers or between teachers and students. They are sometimes party to privileged information which needs to remain confidential. Contacts with the home concerning either behavior problems or academic needs should come only from professional staff, not from the volunteer. It is also a breach of ethics to discuss confidential school situations with other parents.

## **Dress Code**

Volunteers should set a good example for students by their manner, appearance, and behavior. They should be well-groomed, appropriately dressed, and maintain professional conduct/language.

## **Christian Witness and Behavior**

First and foremost, St. Paul's is a Christian school, so appropriate behavior is expected by any volunteer. This includes, but is not limited to, appropriate language and actions. Volunteers must be drug-free, sober, and refrain from tobacco use at any school event.

## **Student Behavior**

Because all volunteers serve in a helping role, they work under the direction of our school staff. This is particularly true of those volunteers who work directly with students (i.e. teacher aides, athletic team coaches, tutors, etc.). Volunteers are encouraged to share ideas or concerns with the teachers or staff under whom they work. We hope that such ideas and concerns will always be received in a spirit of openness and teamwork. Ultimately however, teachers, under the supervision of the principal, retain the responsibility for the direction of the school's educational program and extracurricular activities.

- Be familiar with the school handbook and the rules of the classroom you are working in.
- Never physically discipline a child.
- Report any inappropriate behavior to the child's teacher.
- Seek principal counsel if inappropriate behavior is consistent.

## **Scheduling and Communication**

- Scheduling of events (meetings, rehearsals, fundraising programs, photo sessions, athletic team practices or games, etc.) which involve our students should be done only with prior approval from a teacher or other staff person responsible for leadership of the particular program. Likewise, any gifts or awards should be presented to students only with staff approval.
- Any questions regarding your service or these guidelines and expectations should be addressed to the school principal. The principal will be the one to discuss suggestions or complaints with you.
- If any communication from school to home is part of your volunteer service, that note or form of communication must first be approved by office staff or the principal.

## **Volunteer Illness**

Please do not come to school if you are ill, including cough, cold or flu. Please call the school and leave a message for the teacher when you have an unforeseen absence.

## **Student Health and Safety**

- Supervised children should always be within your sight.
- In the event of illness, accident or injury, the student is taken promptly to the nurse's office or school office where the nurse or office administrator will care for the student.
- Medications can only be administered by the school nurse, principal, school secretary or office administrator if medication permission form is on file for the student. Name, date, time and medication administered are recorded in a notebook.

## **Emergency Procedures**

Fire drill, tornado emergency procedures, and evacuation procedures are posted in each classroom. Volunteers are responsible for knowing and following these emergency procedures.

A staff member will be assigned to attend each school event where students are in attendance. In case of emergency, he or she will be responsible for implementing emergency procedures as needed.

# Child Protection Policies

## Background Checks

If volunteers would be asked to work with students individually or in an unsupervised small group, they will be required to obtain a thorough background check, and are subject to re-approval every three years subsequently. The school covers the cost of the background checks.

All other volunteers will be asked to remain under the direct supervision of the teacher, staff member, or principal.

Any inappropriate conduct or relationship between an adult and a student should be reported immediately to the school administrator

## Maintaining Student Safety

- No inappropriate touching. As relationships are built with students, a hug or similar gesture may be appropriate, but always make sure it is done within sight of other adults. Smiles are encouraged, but hugs should be initiated by the student and only be given if another adult is present.
- Adults who have been convicted of either child sexual or physical abuse are required to disclose this information to the principal and are ineligible for volunteer service in any school-sponsored activity or program for students.
- Field trip drivers, transporting students on the school's behalf (verses carpooling arrangements made personally between two parents) must have submitted to the school a current "Permission to Participate & Travel" form which includes driver's license number, auto insurance ID, and disclosure of past DUI citations or license suspensions.

## Two-Adult Rule

St. Paul's has adopted the "Two-Adult Rule" for volunteers described below. Whenever possible, two or more adults should be present during any volunteer activity to avoid having one adult alone with students. Exceptions may be made and should be handled as described below.

- A volunteer should never meet a student off campus or work with a student behind closed doors.
- Use an open door policy. Open door policy is defined as the door to the room where the students are meeting, which will be left open unless the room or door has a window. Activities in public spaces such as hallways, lobby or common areas are also appropriate.
- Field trip drivers may drive children to and from field trips without another adult present; however, more than one child should be in the car unless a parent is transporting his/her own child.
- Volunteers who have legitimate reasons to meet alone with a student on a regular basis should obtain the consent of the child's parent or legal guardian before spending time with the student in an unsupervised situation. Notify appropriate school staff in advance of such a meeting.

# School Board Volunteering Statement

The School Board, with the approval and direction of the principal and school faculty, is implementing guidelines to encourage volunteer service in the various programs of the school. Maintaining a high quality of education, while keeping tuition at a manageable level, requires the generous cooperation of all our families. St. Paul's parents have a history of volunteering above and beyond in a multitude of capacities. It is the goal of the school board to involve all parents of the school, to spread out the responsibilities, and to increase the community spirit of the school.

Discipleship is to receive instruction from Jesus Christ through His Word, to believe that Word by the power of the Holy Spirit and to spread and live that Word in life. Using our time and talents in support of St. Paul's school through volunteer service is one way in which we can live that Word.

## Guidelines

- Each school family is asked to commit to various (volunteer) opportunities.
- To allow each family time to plan, a list of volunteer opportunities will be made available during summer mailings or home visits.
- Sign up will take place online in August and September; however, some positions will have been filled prior to Early Bird Day due to the nature of the job.

*Note: It is understood that not all volunteer opportunities will have an equal time commitment and that many families will go well beyond the minimum of three opportunities. Our prayer is that each family will willingly use their time and talents. St. Paul's staff is grateful for all volunteers. Additional family involvement benefits our school and the individual serving.*



# Online Volunteering Signup Instructions

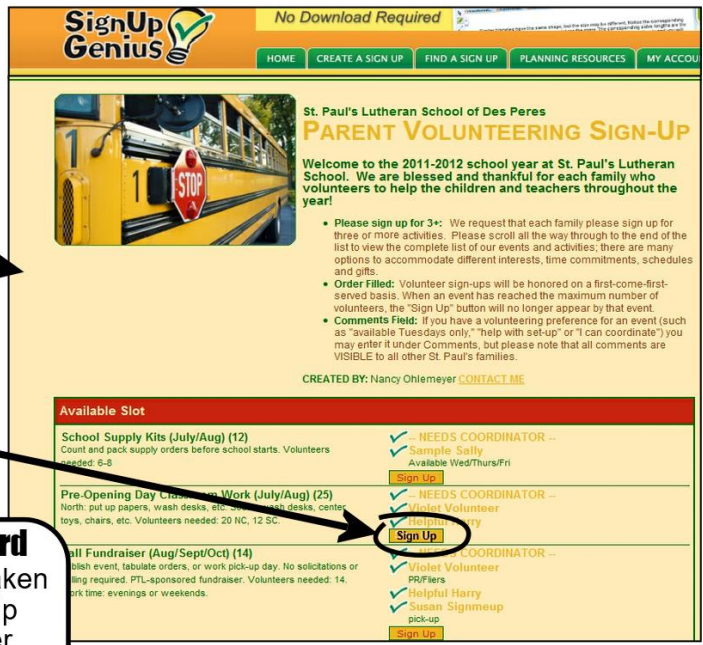
**Step 1: Go on-line**  
 St. Paul's School is using a free on-line sign-up service called *Sign Up Genius*. Click on the link on the St. Paul's school web page, or go to:  
[www.signupgenius.com/go/parent737](http://www.signupgenius.com/go/parent737)  
 You will see this main screen:

**Step 2: Scroll through jobs**  
 When you see a job for which you would like to volunteer, just click the "Sign-Up" button. Jobs that no longer need volunteers will not have a sign up button

**Step 3: Enter your name, email & a password**  
 When you click the "Sign Up" button, you are taken to a screen with registration. "I'm new to Sign Up Genius" will be selected on your first visit. Enter the requested information.

**Step 4: Confirm by clicking "Sign Up"**  
 Remember to make a note in the optional comment field on this screen if you would like to chair the event, or to note a job preference. (Note: comments are public.)  
**Changes?** Later, you can change your comments or delete this job by hitting the "Edit" button next to the job on the main screen.

**Listings**  
 Jobs are listed on the main screen; scroll down to see them all.

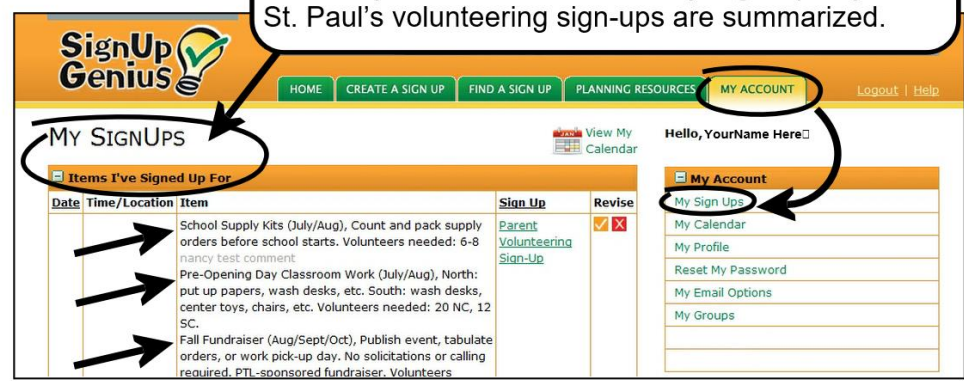


**Step 5: See a list of your sign-ups**  
 In the "My Account" tab, under "My Sign Ups," your St. Paul's volunteering sign-ups are summarized.

**Keep for your records**





Email I used when registering for volunteering sign-up:

Password I chose:



**Thank you!**

# Volunteer/Student Interaction Chart

Volunteer-Led Event or Project	Student Interaction					Notes
	Multiple adults with multiple students 	Multiple adults with individual students 	Individual adults with multiple students 	Individual adults with individual students 	No student interaction	
Room Parent	x		x			Teacher
Intergenerational Tutor				x		Oversight through principal; background checks performed
Volunteer Sports Coach			x	x		Oversight through staff coach; background checks performed
Event Coordinators Incl. Volunteer Coordinator					x	
Cafeteria Duty			x			
Computer Aide			x			
Volunteer Librarian			x			
Welcome Team	x				x	
Teacher Helpers (Admin. only)					x	
School Events - Picnic - Trivia Night - Olympic Games - Field Day - Trunk or Treat - Auction - Book Fairs - Christmas Breakfast - Christmas Giftshop - Health Screening - Graduation Reception.	x		x			
Projects/Teams - Art assistant - Golf Tournament - Decorations - Corporate Rebates - Office Help - Sports Planning Tm - Teacher Appreciation. - Bulletin Boards - Used clothing Rack					x	
Assistants - Snack Cart - School Picture Day	x		x			
Plays: Props/Costumes		x	x		x	
Volunteer Coordinator					x	

## Staff Positions

The following positions are considered staff (not volunteers): teaching faculty, administrative employees, nurse, school counselor, music instructors, substitute teachers, cafeteria employees, facility maintenance employees.	Background checks performed
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# Volunteer Opportunities Listing

\*WP = Working Parent Friendly hours

Volunteer Roles	Description
<b>Artwork Assistant</b>	Periodically put up & take down student artwork in hallways or lobbies at North or South campus, working with art teachers. Mount artwork on cardboard for LHSS art competition. Work time: school day or before school. List campus preference in comments.
<b>Auction Team *WP - Auction is April 2, 2016</b>	Please choose an auction subcommittee by visiting our page: <a href="http://www.signupgenius.com/go/10c0f4ca8ac2ba46-stpauls">www.signupgenius.com/go/10c0f4ca8ac2ba46-stpauls</a> (copy & paste link.) St. Paul's schoolwide auction features fabulous items for bidding, raffles, class-made baskets, dinner & drinks
<b>Breakfast in Bethlehem *WP</b>	SAT. 12/5/15: Christian-focused family morning of fellowship, hot breakfast, crafts, shopping visit through kids giftshop. Shifts such as craft help, storytelling, tie dye, kitchen, busing tables, admin, floater, greeter, costumed characters. Saturday.
<b>Christmas Decorating</b>	LATE NOV: Put up/remove lobby Christmas trees & decorations
<b>Clothing Rack *WP</b>	NEW:PICK YOUR MONTH NOW on this page using comment field. In your month you'll tidy the clothing resale rack once + the South rack once. Tasks are to tidy clothes, hangers, labeling supplies, sort. Stop by before/after school, daytime or Sun.
<b>Coordinator for Breakfast in Bethlehem</b>	We are seeking a coordinator for family event. Past chairs have laid solid groundwork with Christ-focused vision & defined sub-committee needs. Chair plans stations, organizes shepherds, carolers, caterer/menu, costumes, animals, volunteers, fees etc
<b>Coordinator of Giftwrapping for Gabriel's Giftshop *WP</b>	SAT. 12/5/15. As part of Gabriel's Giftshop, the wrapping coordinator oversees helpers who wrap gifts & the wrapping room, buys wrapping paper, bags and ribbon supplies (or donations) and interfaces with Giftshop Coordinator.
<b>Corporate Rebate Programs *WP + Day</b>	PERIODIC. Current needs: A) 3-5 helpers to tally/sort scrip cards 1-2 mornings per month, B) Box tops, D) Target credit card sign-ups, Schnucks cards. Time: day or eve. List program preference, if any.
<b>Family Olympic Game Night *WP</b>	DATE TBA (Spring 2016): School evening where families play & compete together in fun games like trike races, cartoon trivia, Lego building, tug-of-war, guitar hero, Bible challenge, cookie bake-off & more! Help plan, set-up or work a fun shift.
<b>Field Day</b>	WED 5/18/16: At year-end students enjoy outdoor Field Day in Des Peres park. Helpers set up and run games such as parachute, kick ball, relays, or assist with serving refreshments. Work time: school day.
<b>Gabriel's Giftshop *WP</b>	SAT. 12/5/15: Part of Breakfast in Bethlehem. At giftshop kids can Christmas shop for parents/family for low \$. Guides help, wrap & tag gifts. Jobs: solicit gifts, pre-sale set-up, wrap gifts, store shifts. Time: Saturday, or flexible hours for set-up
<b>Girl Scout/Boy Scout Leader</b>	Leader or Assistant Leader in scouts. Each grade at St. Paul's forms a troop.
<b>Graduation Reception *WP</b>	MAY 2015: 7th grade parents plan, shop, set-up & work graduation reception for the 8th graders (punch, order cakes, tablecloths & flowers). Check with school office & 8th grade room parents/teacher for requests. Work time: evening.
<b>Health Screening Day</b>	SEPT.: Assist school nurse on health screening day with vision & hearing tests, height/weight measures, recording, etc. Please note if you are an RN, etc. (not a pre-requisite). Work time: school day.
<b>New Family Welcome Team *WP</b>	PERIODIC: An especially important role ... can you be a friendly contact to meet & follow up with new families, making yourself available to answer their questions, introducing them to others & familiarizing them with our school and activities?
<b>North Campus Volunteer Librarian</b>	ROTATING MONDAYS: Great way to interact with North Campus students & assist all NC teachers! Volunteer librarian works 2-3 hour shift as 3rd-8th grades rotate thru; check out/return books, help students find books. (Monthly or less; just 4 - 8x/year)
<b>Photo Bulletin Boards</b>	1x or 2x PER MO: Arrange bulletin boards at both (or one) campus, post photos, borders, decorate. Great for scrapbooker or crafter! "School spirit" boards keep parents informed and highlight activities. Work time: flexible.
<b>Plays &amp; Musicals *WP</b>	9/25/15 is 8TH GRADE PLAY; 4/29/16 is 1-4th GRADE MUSICAL: Assist behind-the-scenes with productions by making props, scenery, or costumes. Work time: flexible.



<b>Prep Team: Breakfast in Bethlehem *WP</b>	NOV/DEC: Advance work to prepare gym/school/church for event, possibly including decorations, tabletops, scenery, props, signs, costumes, craft prep, set up, clean up. Work time: flexible.
<b>Room Parent Planning Team</b>	Team helps room parents with beginning-of-year training, info manual, fielding questions throughout year. Room parents report to PTL. (Sign up to be a room parent under the individual grade listings below.)
<b>Scholastic Book Fair (Daytime + Working-Parent Friendly Options)</b>	DATE TBA (Winter or Spring): School book fair shopping days are staffed by volunteers who work a shift to help parents and kids find books, run cash register, set up, tear down. List preference if any: Daytime store shifts; evening set-up.
<b>School Picture Day</b>	If needed, help check in students and assist photography company on school picture day(s). Coordinator confirms time slots with volunteers, works with office staff. Work time: school day.
<b>Snack Cart Re-Stocker *WP</b>	North Campus parent job: Purchase & re-stock packaged chips, candy & water bottles for school VB/BB concessions cart. No concession work required. 4x/year or as needed. Contact Athletic Director Mr. Sterling or North office for food list.
<b>South Campus Library Book Re-Shelver</b>	Flexible day and time ... stop in for half an hour on day/time convenient for you to re-shelve books that K-2nd students have returned. Rotating shifts, work once a month or less. Time: school day or before/after school (or when office is open)
<b>Special Requests or Skills</b>	One area in which I have always hoped to contribute, but have never been asked, is.... (Please email Volunteer Coordinator with information; see email link at top of page. Thank you.)
<b>Teacher Appreciation Team</b>	Small team to plan/prep various appreciation gestures for teachers 4-6 times during year such as cards, signs, bringing pot-luck meals or baked goods, snacks, accreditation mtg refreshments. Daytime availability.
<b>Trivia Night *WP</b>	DATE TBA (Jan-Feb): A fun parents' evening of trivia, fellowship, games and prizes, sponsored by PTL. Jobs: set up/decorations, serve drinks/clean up. Work time: weekend.
<b>Trunk 'r Treat *WP</b>	FRI. 10/30/15: Kids trick-or-treat in school parking lot car to car, have pizza, hot cocoa, family fun, DJ music. Jobs: set up, clean up, pass out pizzas, run popcorn machine, make/refill cocoa, monitor playground. Work time: weekend
<b>Trunk 'r Treat Co-Chair</b>	We are seeking a co-chair for this family event to help plan, organize, publicize, make purchases and communicate with helpers. Can you help this year?
<b>Volunteer Coordination</b>	RECURRING: Record & update volunteer sign-ups, communicate with staff, event chairs and PTL on shortfalls and leadership openings. Helpers always welcome! Please share your ideas for volunteering. Flexible timing.
<b>Young Sports Team Planning *WP</b>	PERIODIC: Connecting younger grade (K-4th) school families to community sports teams & coaches via referrals, up-to-date lists of area teams with St. Paul's families enrolled. Jobs: team lists, communications, announcements. Work time: flexible.
<b>Full-day K - Room Parent</b>	Terrific way to be involved in your child's class & get to know teacher, other parents! (A) Plan/run 2 class parties & sign-ups (B) plan 1-2 teacher gifts (C) plan class auction basket (D) work 1 breakfast morning. Need 1-3/class; daytime availability
<b>Full-day K - Teacher Helper</b>	PERIODIC: Assist Miss Weiss with reading and help to individual students, or help prepare Leveled Reading materials by copying, laminating, or collating. Work time: daytime.
<b>Half-day K - Room Parent</b>	Terrific way to be involved in your child's class & get to know teacher, other parents! (A) Plan/run 2 class parties & sign-ups (B) plan 1-2 teacher gifts (C) plan class auction basket (D) work 1 breakfast morning. Need 1-3/class; daytime availability
<b>Half-day K - Teacher Helper</b>	PERIODIC: Assist teacher with reading and help to individual students, or help prepare Leveled Reading materials by copying, laminating, or collating. Work time: daytime.
<b>1st Gr. - Room Parent</b>	Terrific way to be involved in your child's class & get to know teacher, other parents! (A) Plan/run 2 class parties & sign-ups (B) plan 1-2 teacher gifts (C) plan class auction basket (D) work 1 breakfast morning. Need 1-3/class; daytime availability
<b>1st Gr. - Teacher Helper</b>	PERIODIC: Assist teacher with reading and help to individual students, or help prepare Leveled Reading materials by copying, laminating, or collating. Work time: daytime.
<b>1st Gr.</b>	Terrific way to be involved in your child's class & get to know teacher, other parents! (A) Plan/run 2 class parties & sign-ups (B) plan 1-2 teacher gifts (C) plan class auction basket (D) work 1 breakfast morning. Need 1-3/class; daytime availability
<b>2nd Gr. - Teacher Helper</b>	PERIODIC: Assist teacher with reading and help to individual students, or help prepare Leveled Reading materials by copying, laminating, or collating. Work time: daytime.
<b>3rd Gr. - Room Parent</b>	Terrific way to be involved in your child's class & get to know teacher, other parents! (A) Plan/run 2 class parties & sign-ups (B) plan 1-2 teacher gifts (C) plan class auction basket (D) work 1 breakfast morning. Need 1-3/class; daytime availability
<b>3rd Gr. - Teacher Helper</b>	PERIODIC: Assist teacher with reading and help to individual students, or help prepare Leveled Reading materials by copying, laminating, or collating. Work time: daytime.

<b>4th Gr. - Room Parent</b>	Great way to be involved in your child's class & get to know teacher, other parents! (A)Plan/run 2 class parties & sign-ups (B)plan 1-2 teacher gifts (C)plan class auction basket(D)work 1 breakfast morning. Daytime availability Need 1-3/class-LIST CLASS
<b>4th Gr. - Teacher Helper</b>	PERIODIC: Assist your child's teacher by making copies for class, or copies for math and science. Work time: daytime.
<b>5th Gr. - Room Parent</b>	Great way to be involved in your child's class, get to know teacher & parents! (A)Plan Xmas party & helpers (B)Help at Feb. bowling party (C)Plan 1-2 teacher gifts (D)Plan auction basket (E)Work 1 breakfast morning. Daytime availability. LIST CLASS
<b>5th Gr. - Teacher Helper</b>	PERIODIC: Assist your child's teacher by making copies for class, or copies for math and science. Work time: daytime.
<b>5th Grade Tournament - Booklet</b>	JAN-FEB: Tournament booklet involves the collection, organizing and & solicitation of ads from families & businesses. Book production (Mrs. Beary) involves typing designing the booklet.
<b>5th Grade Tournament *WP</b>	MAR 5-7: St. Paul's tradition is that our 5th grade sponsors a basketball tournament on site, attended by other schools, which is a fundraiser for our school. All 5th grade parents are involved in the tournament work, working concession stand, etc.
<b>6th Gr. - Room Parent</b>	Great way to be involved in your child's class, get to know teacher & parents! (A)Plan Xmas party with helpers (B)Help at Feb. bowling party (C)Plan 1-2 teacher gifts (D)Plan class auction basket (E)Work 1 breakfast morning. Daytime availability
<b>6th Gr. - Teacher Helper</b>	PERIODIC: Assist your child's teacher by making copies for class, or copies for math and science. Work time: daytime.
<b>7th Gr. - Room Parent</b>	Great way to be involved in your child's class, get to know teacher & parents! (A)Plan Xmas party with helpers (B)Help at Feb. bowling party (C)Plan 1-2 teacher gifts (D)Plan class auction basket (E)Work 1 breakfast morning. Daytime availability
<b>7th Gr. - Teacher Helper</b>	PERIODIC: Assist your child's teacher by making copies for class, or copies for math and science. Work time: daytime.
<b>8th Gr. - Room Parent</b>	Great way to be involved in your child's class, get to know teacher & parents! (A)Plan Xmas party with helpers (B)Help at Feb. bowling party (C)Plan 1-2 teacher gifts (D)Plan class auction basket (E)Work 1 breakfast morning. Daytime availability
<b>8th Gr. - Teacher Helper</b>	PERIODIC: Assist your child's teacher by making copies for class, or copies for math and science. Work time: daytime.
<b>I will help in any area</b>	Please call me when volunteers are needed for open jobs throughout the year. Use comments for (a) Either daytime or evenings (b) During the school day (c) Only evenings or weekends
<b>Other</b>	Other school groups and committees not listed, such as School Board, Marketing Cmte, Accreditation Cmte., etc.

Soli Deo Gloria