

# St. Michael-St. Gabriel Volunteer Guide 2022-2023

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All St. Michael-St. Gabriel families are required to complete **5 service hours** during the academic year. Below are some opportunities by which you can complete those service hours. As a reminder, all staff and volunteers working with students or in the school building must complete the *Safe Parish* Program **BEFORE** they begin their ministry. The program can be accessed by following this link: <https://www.archindy.org/hr/safe-home.html>. Please be sure to choose "St. Michael-St. Gabriel" when you chose your volunteer location.

## **MORNING DROP OFF/ AFTERNOON DISMISSAL (DAILY)**

- Morning Drop Off occurs from 7:00-7:45 a.m. Volunteers help to make sure that students exit their vehicles safely. Contact the main office for more information and to sign-in.
- Afternoon Dismissal: Volunteers help set up the carlines about 45 minutes before dismissal. Contact the main office for more information and to sign-in.

*[Safe Parish Training **required** for both to participate. One hour of work = one hour of service]*

## **RECESS DUTY (DAILY):**

Volunteers monitor students during recess to ensure they are playing safely. Parents will spend 30 minutes to an hour (11:30 a.m.-1:00 p.m.) monitoring different recesses outside or in the classroom, depending on weather. Both locations will also have teachers present to answer any questions. Sign-in required. *[Safe Parish Training **required** to participate. One hour of work = one hour of service]*

## **FIELD TRIP CHAPERONE**

Volunteers monitor students in the class throughout the entire trip. Please note that parents are not allowed to bring their own children on these field trips, as this poses a liability issue and detracts from the task of monitoring students on the class trip. Sign-in required. *[Safe Parish Training **required** to participate. One hour of work = one hour of service]*

## **MEAL PITCH-INS:**

Volunteers drop off a dish prior to the event. Dishes can be brought to the office, unless a different spot is designated. Please sign-in at the main office so that you can be credited for your dish. *[Safe Parish Training **not required** to participate. One meal per event = one hour of service]*

- Parent Teacher Conferences (10/18/22 and 10/19/22: teacher dinners)
- Open House (specific date TBD between November and February: teacher dinner)
- Catholic Schools Week (specific date TBD between 1/30/23 - 2/3/23: teacher luncheon)
- Teacher Appreciation Week (specific date TBD between 5/1/23 - 5/5/23: teacher luncheon)

## **BACK TO SCHOOL NIGHT (8/25/22) and PARENT-TEACHER CONFERENCES (9/14/22, 9/15/22, 1/11/23, and 1/12/23)**

Parents or guardians attend these informative meetings showing support for their student. Sign-in required. *[Safe Parish Training **not required** to participate. One hour of attendance per meeting = one hour of service]*

## **WALK-A-THON**

- **Counters & Prep: 9/14/22, 9/21/22, 9/28/22, 10/5/22, and 10/10/22 through 10/14/22**  
Volunteers help count donations brought in by students. We begin around 8:00 a.m. and usually finish in two hours, depending on the number of volunteers and donations. Sign-in required. *[Safe Parish Training **required**. One hour of work = one hour of service]*

- **Walk-A-Thon Event: 10/14/22**  
Volunteers help with final shirt distribution, pep rally set-up, monitoring students during the walk, and clean up. Sign-in required. [Safe Parish Training **required** to participate. One hour of work = one hour of service]

**PARENTS' MASS: 9/29/22 at 8:15 A.M.**

Parents may volunteer to be readers or serve as cantors to receive service hours. Note: Simply attending Mass will not count toward your Service Hours. [Safe Parish Training **required** to participate. One hour participating in Mass = one hour of service]

**GRANDFRIENDS DAYS: 11/10/22 and 11/11/22**

Volunteers set-up the reception snacks and drinks, help serve snacks, and clean up after the reception. [Safe Parish Training **required** to participate. One hour of work = one hour of service]

**BOOK FAIR**

- **Fall Book Fair: 11/7/22 - 11/11/22**  
Volunteers work the register and help students find books during the school day and/or after school. Sign-in required. [Safe Parish Training **required** to participate. One hour of work = one hour of service]
- **Spring BYGO Book Fair: 3/13/23 - 3/17/23**  
Volunteers work the register and help students find books during the school day and/or after school. Sign-in required. [Safe Parish Training **required** to participate. One hour of work = one hour of service]

**CHRISTMAS FEAST: 12/20/22**

Volunteers prepare food, help serve students, and clean up after the event. Sign-in required. [Safe & Sacred Training **required** to participate. One hour of work = one hour of service]

**NJHS INDUCTION CEREMONY: 2/15/23**

Volunteers set-up the reception, help serve, and clean up after the reception. [Safe Parish Training **required** to participate. One hour of work = one hour of service]

**COLOR RUN: 4/28/23**

Volunteers throw colored powder on students. Volunteers also help with activity stations (PK- Grade 3) and clean-up. Sign-in required. [Safe Parish Training **required** to participate. One hour of work = one hour of service]

**FIELD DAYS: 5/24/23 and 5/25/23**

Volunteers set-up activities, monitor students, and help with activities and clean up. Sign-in required. [Safe Parish Training **required** to participate. One hour of work = one hour of service]

**8TH GRADE GRADUATION: 5/30/23**

Volunteers set-up the gym, help serve, and clean up after the reception. [Safe Parish Training **required** to participate. One hour of work = one hour of service]

**CYO COACHING**

Volunteer are needed to coach a CYO sport. Attendance at CYO events does not count toward Service Hours. [Safe Parish Training **required** to participate. One hour of coaching = one hour of service]

**PTA MEETINGS**

Meet with fellow parents to help plan or learn more about upcoming PTA Events. Sign-in required. [Safe Parish Training **not required** to participate. One meeting = one hour of service]