

# St. Michael-St. Gabriel Volunteer Guide 2019-2020

---

All St. Michael-St. Gabriel families are required to complete **10 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 and Sacred Program **BEFORE** they begin their ministry. The program can be accessed by following this link: <https://safeandsacred-archindy.org/login/index.php>. Please be sure to choose "Location 345 - St. Michael-St. Gabriel School" 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 & Sacred Training **required** for both to participate. One hour of work = one hour of service]*

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

Monitor students during recess to ensure they are playing safely. Parents will spend an hour (12:00-1:00) monitoring two different recess duties outside or in the classroom, depending on weather. Both locations will also have teachers present to answer any questions. Sign-in required. *[Safe & Sacred Training **required** to participate. One hour of work = one hour of service]*

## **FIELD TRIP CHAPERONE**

Accompany your student on his or her field trip and help monitor other 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 & Sacred Training **required** to participate. One hour of work = one hour of service]*

## **MEAL PITCH-INS:**

Parents drop off a dish in the morning or 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 & Sacred Training **not required** to participate. One meal per event = one hour of service]*

- Parent Teacher Conferences (10/16/19 – 10/17/19: teacher dinner)
- Open House (1/15/20: teacher dinner)
- Catholic Schools Week (specific date TBD between 1/27/20 – 1/31/20: teacher luncheon)
- Teacher Appreciation Week (5/4/20 – 5/8/20: teacher luncheon)

## **BACK TO SCHOOL NIGHT (8/23/18) and PARENT-TEACHER CONFERENCES (10/16/19 & 10/17/19)**

Attend these informative meetings showing support for your student. Sign-in required. *[Safe & Sacred Training **not required** to participate. One hour of attendance per meeting = one hour of service]*

## **WALK-A-THON**

- **Counters & Prep: 9/12/19, 9/19/20, 9/25/19, 10/3/19, and 10/10/19 through 10/11/19**

Parents help count donations brought in by students. We begin around 8:00 AM and usually finish in 2 hours, depending on the number of volunteers and donations. Sign-in required. *[Safe & Sacred Training **required**. One hour of work = one hour of service]*

- **Walk-A-Thon Event: 10/11/19**

Parents help with final shirt distribution, pep rally set-up, monitor students during the walk, and clean up. Sign-in required. *[Safe & Sacred Training **required** to participate. One hour of work = one hour of service]*

**PARENTS' MASS: 9/26/19 at 10:00 A.M.**

Parents may volunteer to be readers, carry the gifts, read petitions and join the choir to receive service hours. Note: Simply attending Mass will not count toward your Service Hours. *[Safe & Sacred Training **required** to participate. One hour participating in Mass = one hour of service]*

**BOOK FAIR**

- **Fall Book Fair: 11/4/19 - 11/7/19**

Work the register and help students find books during the school day and/or after school. Sign-in required. *[Safe & Sacred Training **required** to participate. One hour of work = one hour of service]*

- **Spring BYGO Book Fair: 4/6/20 - 4/9/20**

Work the register and help students find books during the school day and/or after school. Sign-in required. *[Safe & Sacred Training **required** to participate. One hour of work = one hour of service]*

**CHRISTMAS FEAST: 12/19/20**

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

**COLOR RUN: 4/24/20**

Throw color powder on students (4-8 Grade). Help with activity stations (PK- Grade 3). Clean Up. Sign-in required. *[Safe & Sacred Training **required** to participate. One hour of work = one hour of service]*

**MOTHER'S DAY BREAKFAST: 5/8/20**

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

**FIELD DAY: 5/21/20**

Collaborate on activities. Set-up, monitor students, and help with activities and clean up. Sign-in required. *[Safe & Sacred Training **required** to participate. One hour of work = one hour of service]*

**8<sup>TH</sup> GRADE GRADUATION: 5/26/20**

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

**CYO COACHING**

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

**PTA MEETINGS: 3<sup>RD</sup> SUNDAY OF THE MONTH UNLESS OTHERWISE NOTED**

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

Additional opportunities may also be made available throughout the year. Please contact your SMSG PTA with any questions or to volunteer at [SMSGPta@indyarchangel.org](mailto:SMSGPta@indyarchangel.org).