

St. Joseph Catholic School

600 S Coulter Dr
Bryan, TX 77803
Tel: 979-822-6641

“Fish” Program Handbook

Family Involvement and Service Hours

The opportunity to get involved through volunteering at your school.



WELCOME
Thank you for saying “Yes”



Volunteer Coordinator: Shannon Giese
979-822-6641 ext. 51 or sgiese@stjosephbcs.org

St. Joseph Catholic School established a service program to provide an opportunity for the home and school to work together to ensure the success of all our students. We strive to provide quality programs and extra-curricular opportunities that need your assistance and support. We sincerely appreciate those of you who contribute your time and talent. Your involvement with us will greatly enhance our school program and we trust it will be a satisfying and inspirational experience for you as well. Thank you for caring about our school.

- **Each family is required to provide the school a total of 20 hours of service per year.**
- This must be completed by May 25, 2011.
- For hours not completed by this time a fee of \$12.50 per hour will be charged to your account.
- The program is mandatory for all families and is looked at with the same seriousness as the payment of tuition.
- *Students finals and/or diplomas may be held pending payment of fees.*

Why do we need a Volunteer Program?

There are countless benefits that a well run volunteer program can bring to your school:

For Students:

- ❖ Increased individual attention
- ❖ Increased self-esteem through knowing an adult volunteer cares about them
- ❖ More trust of adults through mentoring, tutoring
- ❖ A chance to learn and expand their world view from the wealth of experience an adult volunteer can bring.

For Teachers:

- ❖ More time for lesson planning
- ❖ Another set of adult hands and eyes to monitor the classroom, provide assistance and support learning
- ❖ Access to the experience and talents of volunteers to enrich lesson plans

For Staff:

- ❖ Lighten the burden of paperwork
- ❖ Provide assistance with answering phones, greeting visitors
- ❖ Assistance with set up/monitoring/clean up of school events

For School:

- ❖ Access to a team of community ambassadors to advocate for your school
- ❖ Access to the volunteer's community/business relationships for needed resources

Code of Ethics & Rules

1. Volunteers must use positive reinforcement and encouragement rather than competition, comparison or criticism.
2. Volunteers must only use appropriate language in the presence of other students or adults and refrain from profanity.
3. Possessing or being under the influence of alcohol or drugs is strictly prohibited; smoking or tobacco products are also prohibited during volunteering.
4. Avoid being in a situation by yourself with a student, especially behind closed doors.
5. Any violation of this Code of Ethics may be grounds for removal of the volunteer. If a volunteer must be removed from the program they will be required to pay the remaining hourly balance.

Participation and Release from Liability

1. Volunteer Time: I understand that St. Joseph Catholic School does not provide insurance, medical benefits, workmen's compensation or disability benefits to volunteers.
2. Property Loss: I understand that the school is not responsible for any personal loss of volunteer's property.
3. Medical Treatment: I give St. Joseph Catholic School permission to provide and/or arrange for my transportation to an emergency room for treatment. I consent to emergency treatment deemed necessary or advisable if I am unable to act on my behalf. I understand that St. Joseph Catholic School is not responsible for the costs of such treatment.
4. Photograph Permission: I understand that during my volunteer work at the school, photos may be taken that include me, and that they may be used for promotional purposes for the school. I give permission for the use of such photographs that may be used in current or future promotional materials.

Ethics & Integrity in Ministry Policy
Diocese of Austin

*All volunteers, paid staff or clergy at St. Joseph who serve minors or vulnerable adults in a parish, school or diocesan setting must attend “Protecting God’s Children”, a workshop on how to protect vulnerable children, and on child sexual abuse. This is part of the diocesan Ethics and Integrity in Ministry policies that were adopted by the Diocese of Austin in January 2002.

*Information regarding the dates and locations of upcoming workshops may be obtained by accessing the Diocese of Austin website at www.austindiocese.org. They are offered at various local sites as well as locations within the Austin diocese.

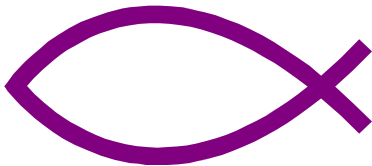
*Volunteers, staff and clergy are also required to complete an **online application and background check**. The online application may be accessed and filled in through this same website by clicking on the eAppsDB link. Once your application is entered into the database, you have 30 days to attend the workshop.

*If you are a returning volunteer who has completed the application and attended the workshop, there is no need to do this again. The Diocese will run periodic background checks on all volunteers.

*For further information about this requirement, please visit the Austin Diocese website at www.austindiocese.org and click on the eAppsDB link.

*The **workshop and online application are required** if you plan to volunteer in classrooms, chaperon or drive students on field trips, or work directly with students in any area or capacity.

*It is **NOT required** if you plan to volunteer with set up/clean up at events, sell concessions, provide carpentry, plumbing, landscaping etc. services, or assist the office with clerical jobs that do not involve working with our students.



2010-11 FISH Event Sheet
Family Involvement & Service Hours

“Prayer in action is love, and love in action is service.”
 Mother Teresa of Calcutta

This is a sample sheet of how to keep track of your **FISH** hours. Copies of this sheet can be found on the school website www.stjosephbcs.org. You are encouraged to list **all** your service and involvement.

You may email the details of hours worked directly to sgiese@stjosephbcs.org

Please do NOT rely on the word of an event sponsor to get your hours recorded on the form. This remains YOUR responsibility to turn them in to the volunteer coordinator. After the first school semester, your family will receive an update of hours.

Date	Activity	Fish Hours
	Worked	Worked
<i>Sample</i>		<i>Copy</i>

Volunteer Opportunities

All-School Opportunities

Art Gala/Art Events
Athletic Complex Maintenance
Band Concert/Choir/Competitions
Basketball Tournament
Book Fairs
Bus Driver
Christmas Float decorating
Church Festival
Destination Imagination
Elementary Enrichment Program
Elementary Field Day
Fall Fest
Field Trip Chaperone
Gate/Concessions for Athletic Events
Golf Tournament
Grant Writing
International Night
Keysis
Kickoff Pep Rally
Library Assistance
Omelet Supper
PSIA coaches/judges/event
Santa Store/Santa Pics
Sports Banquet
Spring Fling
TAPPS coaches/judges/event
Teacher Appreciation Luncheons