

St. Joseph Catholic School

600 S Coulter Dr

Bryan, TX 77803

Tel: 979-822-6641

Website: www.stjosephbcsschool.org

“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 22, 2009.
- 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.

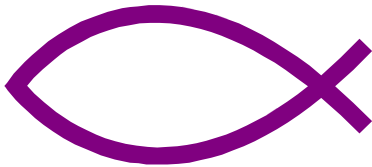
*Volunteers, staff and clergy are also required to complete an **online application and background check**. The online application may be accessed and filled in through this same website by clicking on the eAppsDB link. Once your application is entered into the database, you have 30 days to attend the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



2008-09 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 will be found at the front desk of each campus office and on the school website www.stjosephbcsschool.org. You are encouraged to list **all** your service and involvement.

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

A&M Concessions/Dippin Dots
Art Gala/Art Events
Athletic Complex Maintenance
Band Concert/Choir/Competitions
Book Fairs
Bus Driver
Christmas Float decorating
Church Festival
Destination Imagination
Development Office
Field Trip Chaperone
Golf Tournament
Grant Writing
Library Assistance
Mum Assembly
PSIA coaches/judges/event
Room Moms
Spring Fling
All Sports Booster Club
Teacher Appreciation Luncheons
Tech Assistance (computers etc.)

Elementary School Opportunities

Fall Fest
Elementary Ice Cream Sales
Elementary Community Closet
Elementary Lunch Monitors
International Night
Santa Store/Santa Pics
WorldFest Booth
Elementary Enrichment Program

- o Book Signings
- o Career Day/Discover the World
- o Chess Club
- o Collections Day
- o Math Science Night
- o Reading Campout
- o Enrichment (Friday) Clubs
- o Talent Show
- o Chess Club

Elementary Christmas Program
Elementary Field Day
Elementary Sports

- o Basketball
- o Baseball
- o Soccer

Elementary Spring Musical
Elementary Volunteer Room

Secondary School Opportunities

HS Cheerleading
MS Cheerleading/Drill Team
Dance Chaperone
Game Day Preparation
Keysis
Kickoff Pep Rally
MS/HS athletic events-Concessions and gate
Religious Retreats
Science Fair

Sports Banquet
TAPPS coaches/judges/event
Uniform closet

Description of Volunteer Opportunities

All Sports Booster Club

St. Monica's Club works to promote the welfare of children and youth in home, school, church, and community; to bring into close relationship the home and the school; to secure through united efforts the highest advantages for every child, physical, mental, social and spiritual. All fundraising efforts coordinated by this group benefit athletic, academic and extra-curricular programs of the school.

Contact: All Sports Booster Club- Joey Simmons (822-6641x48) josimmons@stjosephbcs.org

A&M concessions

The A&M concession stand is manned by a team of SJCS volunteers during TAMU football, basketball, and baseball games. The games are long, with work times lasting about 7 hours total. This job does require a lot of time on your feet, but you will have a great time cheering on the Aggies while earning funds for your school.

Contact: All Sports Booster Club- Joey Simmons (822-6641x48) josimmons@stjosephbcs.org

Art Gala

This event showcases all our fine artists. Volunteers will set up and clean up after the event. We also need help to serve refreshments and desserts.

Contact: Tom Deming (822-6641x41) tdeming@stjosephbcs.org

Band Concert/Choir

This event happens once a year. We need volunteers to help set up and clean up before and after the event.

Contact: Roger Boening (822-6641) rboening@stjosephbcs.org

Book Fairs

Two book fairs are held each year. We need volunteers to help set up and work the book air during the week.

Contact: Melissa Slater (822-6641) [mslater@stjosephbcs.org](mailto:m Slater@stjosephbcs.org)

Bus Driver/Transportation

Must have a CDL license to drive the bus. We need volunteers to transport the students to various activities throughout the year.

Contact: Lance Giese (822-6641x15) lgiese@stjosephbcs.org

Cheerleading/Drill Teams HS & MS

Girls sign up to perform on these different teams. Parent volunteers are needed to coach or assist with team practices and performances at events.

Cheerleading Faculty Sponsor: Steve Tenalio; stenalio@stjosephbcs.org

HS Drill Team Faculty Sponsor: Kathy Muegge; kmuegge@stjosephbcs.org

Divas Faculty Sponsor: Colleen Vranish; cvtanish@stjosephbcs.org

Contact: All Sports Booster Club- Joey Simmons (822-6641x48) josimmons@stjosephbcs.org

Christmas Float Decorating

We need volunteers to help in decorating the Christmas float for the annual BCS Christmas parade held every December.

Contact: TBA

Church Festival

This is our annual St. Joseph Catholic Church Festival held the first Sunday of every May. We need volunteers for many of the booths that are offered.

Contact: Helen Metzger (church office) 822-2721 hmetzger@stjosephbcs.org

Dance Chaperone

We need volunteers to help chaperone dances throughout the year. Some dances include Homecoming, Sadie Hawkins, and Prom. We also need volunteers to help decorate and clean up.

Contact: Steve Tenalio (822-6641) stenalio@stjosephbcs.org

Destination Imagination

This is a creative problem-solving team competition. Students in grades K-12 may sign up to be on a team. We need volunteers to help coach teams and judge. Weekly team meetings (1 hr minimum) begin in October and continue until competition in March. Some weekend commitment is required.

Contact: Jackie Keller (822-6643) jkeller@stjosephbcs.org

Development Office

The development office works to meet the needs of the school by coordinating all fundraising events or activities and community building. This office is in need of help throughout the year to work with alumni, donors, grant writing, event set up, clerical activities and specific fundraising and community building efforts.

Contact: Tom Deming (822-6641x41) tdeming@stjosephbcs.org

Elementary Book Signings

Assist the Enrichment Coordinator as we help students create their own short storybooks that are signed at shared at a community book store. Assistance is needed with collation, binding, copying, and set up/clean up on the day of event.

Contact: Jackie Keller (822-6643) jkeller@stjosephbcs.org

Elementary Career Day/Discover the World (Pre-K)

Visit our campuses on Career Day and share with our students your interesting career. Our Discover the World Program for Pre-K invites you to demonstrate experiment, perform or be a storyteller any time of the year.

Contact: Jackie Keller (822-6643) jkeller@stjosephbcs.org

Elementary Christmas Program

We need volunteers between October-December to assist with rehearsals, costumes and props.

Contact: Cheryl McIlwain (822-6643) cmcilwain@stjosephbcs.org

Elementary Collections Day

We need volunteers to help set up and monitor student collections during the day and after school.

Contact: Jackie Keller (822-6643) jkeller@stjosephbcs.org

Elementary Community Closet

The Christian Service Club will help organize and maintain a community closet of gently used donations that will be made available to St. Joseph families and their friends once a month. Parent volunteers are needed to help them run this activity.

Contact Jennifer DiStefano (822-6643) jdistefano@stjosephbcs.org

Elementary Enrichment Clubs

We need volunteers to lead or assist every Friday between 2-3pm with a particular club. We will put your skills and talents to use! Enrichment clubs run in the fall and spring.

Contact: Jackie Keller (822-6643) jkeller@stjosephbcs.org

Elementary Field Day

We need volunteers to help with our annual Field Day held every May. There are many different areas where we need help.

Contact: Norris Wied (822-6643) nwied@stjosephbcs.org

Elementary Math/Reading/Game Night

These nights will be held throughout the year. We need volunteers to help run the activities. There may also be a dinner before the event.

Contact: Jackie Keller (822-6643) jkeller@stjosephbcs.org

Elementary Soccer/Basketball/Baseball

Parent volunteers are needed to help coach and assist teams that are formed. Soccer will be offered in the fall, Basketball and Baseball will be offered in the spring. Must be EIM compliant.

Contact: Norris Wied (822-6643) nwied@stjosephbcs.org

Elementary Spring Musical

We need volunteers to help set up and clean up. There also may be other duties as needed. Held in May each year.

Contact: Cheryl McIlwain (822-6643) cmcilwain@stjosephbcs.org

Elementary Talent Show

We need volunteers to help set up, coordinate the music and other duties as necessary. Held in April/May each year

Contact: Jackie Keller (822-6643) jkeller@stjosephbcs.org

Elementary Volunteer Room

Volunteers to make copies, laminate, launder/sort/hang uniforms, decorate bulletin boards and other duties as necessary to help out the teachers.

Contact: Esther Miranda (822-6643) emiranda@stjosephbcs.org

Elementary Ice Cream Sales

Help us to serve ice cream to the students on **Friday's**

Contact: Pat Wiederhold (822-6643) pwiederhold@stjosephbcs.org

Elementary Lunch Room Monitor

We need volunteers to help monitor and assist the students during lunch.

Contact: Esther Miranda (822-6643) emiranda@stjosephbcs.org

Elementary Chess Club

Volunteers who have chess experience and can help tutor the chess team in game strategy during routine meetings. Others without experience can help to oversee the meetings. The meetings will be once a week for an hour (September-March)

Contact: Jackie Keller (822-6643) jkeller@stjosephbcs.org

Fall Fest

We need someone to coordinate this event and oversee the room moms to assist with securing volunteers. Parent volunteers help to run the different game booths and concessions. We also need help with set up and clean up.

Contact: Esther Miranda (822-6643) emiranda@stjosephbcs.org

Field Trip Chaperone

Parents may assist as chaperones on field trips only if they are EIM compliant. Field trips are scheduled by classroom teachers through the year.

Contact: teacher coordinating the field trip

Game Day Preparation

We need volunteers to help us get ready for the big game. Duties may include getting the field/court ready for play, setting up and working concession stands, working the gate, picking up trash, mowing the fields, taking care of the equipment, and other duties.

Contact: Coach of particular sport

Golf Tournament

We need volunteers to help set up and clean up. We also need help with the check in, setting up the course, lunch, and check out.

Contact: Tom Deming (822-6641x41) tdeming@stjosephbcs.org

Grant Writing

We need volunteers to who have experience with grant writing. Duties include researching grants to make sure the school qualifies and other duties as needed.

Contact: Tom Deming (822-6641x41) tdeming@stjosephbcs.org

HS/MS Sports Concessions/Gates

We need volunteers to work the concession stand and gates. This requires being on your feet. The volunteer may need to be there an hour before and after the game.

Contact: All Sports Booster Club- Joey Simmons (822-6641x48) josimmons@stjosephbcs.org

International Night

This event is coordinated by the Elementary School but is an all-school event that brings together St. Joseph families for a fun night of great food and fellowship. We need help to decorate, set up tables and chairs and clean up.

Contact: Esther Miranda (822-6643) emiranda@stjosephbcs.org

Kick off Pep Rally

We need volunteers to set up tables and chairs, cook/serve hamburgers, set up sound system, clean up and other duties.

Contact: All Sports Booster Club- Joey Simmons (822-6641x48) josimmons@stjosephbcs.org

Keysis

Youth night facilitators and chaperones for Keysis activities are needed. Responsibilities include cooking, supervising, driving and participating in various youth activities throughout the year.

Contact: John Valentino (822-6641x19) jvalentino@stjosephbcs.org

Library Assistance

Assist our librarian with sorting, shelving, cataloguing and bar coding our inventory at the elementary and secondary campus libraries.

Contact: Melissa Slater (822-6641) [mslater@stjosephbcs.org](mailto:m Slater@stjosephbcs.org)

PSIA coaches/judges/event

Private School Interscholastic Competition is academic competition. A variety of events to compete in are available to elementary and Middle school students (K-8). Event practices begin in October and lasts until competition in the spring. We need volunteers to coach the students in each particular event along with judges the day of the competition.

Elementary Contact: Kristy Barfknecht (822-6643) kbarfknecht@stjosephbcs.org

MS Contact: Toni Morrell– (822-6641) tmorrell@stjosephbcs.org

Religious Retreats

St. Joseph School has three day-long retreats for the secondary students throughout the year. Retreat volunteers help supervise the retreats and assist with meals, snacks, clean-up, and other tasks.

Contact: John Valentino (822-6641x19) jvalentino@stjosephbcs.org

Room Moms

We need volunteers that will coordinate all the classroom activities/parties.

Contact: Room Mom Coordinator

Santa Store/Santa Pics

The elementary school coordinates this store in the fall in November/December. Inexpensive items will be ordered for sale in the store, and pictures with Santa and other fun holiday activities (ornaments, cookie decorating, etc. will be arranged).

Contact: Esther Miranda (822-6643) emiranda@stjosephbcs.org

Science Competitions

Science fair activities will be coordinated by faculty sponsors. Faculty sponsors will contact volunteers as needed.

Contact: Elizabeth Cowles (822-6641) ecowles@stjosephbcs.org

Spring Fling

This is our biggest fundraiser so a lot of volunteers are needed before, during and after this event. Duties include getting donations for the silent auction, decorations, food donations, work game tables, and other duties.

Contact: Tom Deming (822-6641x41) tdeming@stjosephbcs.org

Sports Banquet

We need volunteers to help with setting up tables and chairs, decorating, food preparation, and other various duties.

Contact: All Sports Booster Club- Joey Simmons (822-6641x48) josimmons@stjosephbcs.org

TAPPS judges/event

High school students participate in academic competition offered by the Texas Association of Private and Parochial Schools (TAPPS). We need volunteers to judge events, work the hospitality room, and monitor hallways.

Contact: Steve Tenalio (822-6641) stenalio@stjosephbcs.org

Teacher Appreciation Luncheons

Volunteers are needed for bring food items and setting up the food area.

Contact: Monica Mize donald.mize@worldnet.att.net

Tech Assistance

Assist with activities related to computer set up and maintenance, troubleshooting, installation of hardware/software etc.

Contact: Matt Rice (822-6641) mrice@stjosephbcs.org

Uniform Closet (Secondary)

Help launder/sort and display donated uniforms. Take to local charities any items not needed.

Contact: Margaret Tietjen (822-6641) mtietjen@stjosephbcs.org

World Fest Booth

The elementary school sets up a booth at this community festival held annually in November in downtown Bryan. Volunteers are needed to help set up, cook, serve a variety of International foods and clean up. All profits from food sales benefit elementary enrichment programs.

Contact: Esther Miranda (822-6643) emiranda@stjosephbcs.org

Please check the areas you can commit to helping in this year-one form per family or parent. Return this form along with your FISH contract. Thank you for your commitment.

All-School Opportunities

- A&M Concessions/Dippin Dots
- Art Gala/Art Events
- Athletic Complex Maintenance
- Band Concert/Choir/Competitions
- Book Fairs
- Bus Driver
- Christmas Float decorating
- Church Festival
- Destination Imagination
- Development Office
- Field Trip Chaperone
- Golf Tournament
- Grant Writing
- Library Assistance
- Mum Assembly
- PSIA coaches/judges/event
- Room Moms
- Spring Fling
- All Sports Booster Club
- Teacher Appreciation Luncheons
- Tech Assistance (computers etc.)

Secondary School Opportunities

- HS Cheerleading
- HS Drill Team (Royalties)
- MS Cheerleaders/Drill Team (Divas)
- Dance Chaperone
- Game Day Preparation
- Game Day Preparation
- Keysis
- Kick off Pep Rally
- Religious Retreats
- Science Fair
- Sports Banquet
- TAPPS coaches/judges/event
- uniform closet

Elementary School Opportunities

- | | |
|--|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Fall Fest <input type="checkbox"/> Elementary Ice Cream Sales <input type="checkbox"/> Elementary Community Closet <input type="checkbox"/> Elementary Lunch Monitors <input type="checkbox"/> International Night <input type="checkbox"/> Santa Store/Santa Pics <input type="checkbox"/> WorldFest Booth <input type="checkbox"/> Elementary Enrichment Program <ul style="list-style-type: none"> o Book Signings o Career Day/Discover the World o Chess Club o Collections Day o Math Science Night o Reading Campout | <ul style="list-style-type: none"> <input type="checkbox"/> Elementary Spring Musical <input type="checkbox"/> Elementary Volunteer Room <input type="checkbox"/> Elementary Christmas Program <input type="checkbox"/> Elementary Field Day <ul style="list-style-type: none"> o Elementary Sports o Baseball o Basketball o Soccer <input type="checkbox"/> Enrichment clubs (Friday) <input type="checkbox"/> Talent Show |
|--|---|

Other areas I can provide assistance:

- Phone Caller
- Clerical Help
- Carpentry
- Plumbing
- Landscaping
- Signage
- Electrical
- Cook
- Tutoring
- Campus clean-up
- _____

Parent/s name:

Email Address:

Home Telephone:

Cell Phone (if preferred):

Please return this form to your campus office as soon as possible.

Thank you!!