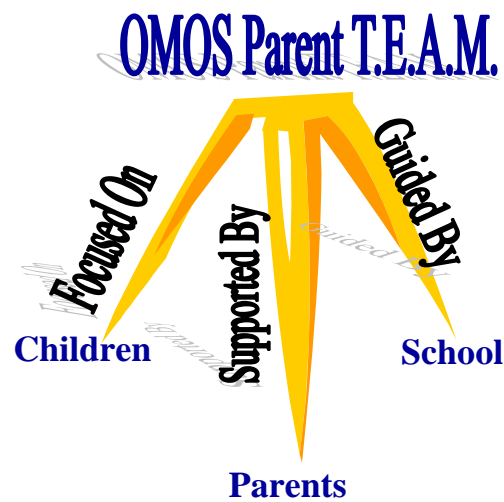


Our Mother of Sorrows School

Parent Stewardship Program

Sharing our Time, Talents, and Treasures



Dear OMOS Families,

The OMOS Parent T.E.A.M. would like to welcome you to our 2007-2008 school year! As we begin another promising school year here at Our Mother of Sorrows, let us start by thanking you for choosing Our Mother of Sorrows School and becoming a part of our OMOS School and Parish Community. You have chosen to partner with OMOS in our commitment to the education, spiritual development, and social awareness of our children.

The Parent Stewardship Program is an important component to this partnership by communicating to our families the needs of our school and parish and by providing a way for our families to respond to that need. You are a vital part of our OMOS Parent T.E.A.M. and we depend on the time and talents of our families to provide the stewardship necessary for our OMOS Community to succeed. We have planned many events and activities for this school year and are looking forward to a great year! We are very excited about working with all of you! It is our hope that you will take the time to fully join in our school and parish community through the many events, groups, and activities offered here at Our Mother of Sorrows.

Thank you in advance for your support of our OMOS Parent T.E.A.M, our School, and our Parish throughout this coming year.

Blessings,

*Lupita Rocha
Parent T.E.A.M.
President*

*Janice Walsh
Parent T.E.A.M.
Vice President*

*Diana Maugans
Parent T.E.A.M.
Secretary*

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OMOS PARENT T.E.A.M.

(Together Everyone Accomplishes More!)

Mission Statement

The mission of the OMOs PARENT T.E.A.M. is to provide a network of parental stewardship for the students, families, teachers, and staff, of Our Mother of Sorrows School, bringing our school and parish together in the Spirit of Christian Community, and to generate financial support for the benefit of our children

Objectives and Goals

- 1. Establish a more welcoming environment for our parents, students, teachers and staff through community building.**
 - a.) By providing hospitality ministers at all events and functions.**
 - b.) By hosting events designed to bring our individual families together with our school and parish family.**

- 2. Build a stronger relationship with the parish to encourage parochial ownership of our school and familial protectiveness of our children.**
 - a.) By providing visible and informative support to our parish.**
 - b.) By providing a pro-active liaison to our parish.**

- 3. Provide financial support for the wellbeing and education of our children by means of fundraising events through parent stewardship, utilizing our time, talents, and treasures.**
 - a.) By discerning the best possible fund raising opportunities.**
 - b.) By providing constructive input, as a primary member of a collaborative parish & school team, to determine the best possible uses for the funds raised in conjunction with the school's Strategic Plan.**

Introduction

The Parent Stewardship Program provides the opportunity for our parents to partner with Our Mother of Sorrows community in being **STEWARDS**, offering our time, talents, and treasures for the success of our school and benefit of our children. This booklet has been prepared to communicate to our families and students how the program works and why it is so important. It provides a uniform set of guidelines and will facilitate consistent application of the Parent Stewardship Program. Parent Stewards (volunteers) are a vital part of the OMOS Parent T.E.A.M., our school, and our community. We want you to know that your efforts are sincerely appreciated by the Faculty, Staff, Pastor, School Board, Parent T.E.A.M., and all those involved with and dedicated to making Our Mother of Sorrows School a wonderful educational and spiritual experience for our children.

The Purpose

A critical part of Our Mother of Sorrows School educating our children is fulfilled through a partnership between the School and the Parents. Various needs remain unmet for the school each year and our parents and families provide the stewardship, through our time, talents, and treasures to meet those needs so that the school can continue its function and provide a high quality level of education, while establishing and maintaining a positive Catholic environment for student learning. Therefore, in addition to the obligation to pay tuition, parents are required to commit their time and talents to the school through the Parent Stewardship Program.

One immense benefit of the Parent Stewardship Program is that it lowers costs for the school, thus helping to keep tuition manageable, making Our Mother of Sorrows School available to more families. The most compelling benefit, however, is that children do better in school and get more out of their educational & spiritual experience when parents play an active role in their education.

The Parent Stewardship Program enhances the child's academic experience by creating a sense of community and spirit of cooperation in the school. Your stewardship to the school and involvement in our OMOS Community events and activities communicates to your child that you are committed to their education, their overall well being, and care about what they do here at OMOS.

The Commitment

OMOS' mission is to work collaboratively to foster the growth of students' spirituality, academic potential, and community involvement. This, taken from the school's Mission statement, attests to our school's commitment to our students and families. Working collaboratively with our parents, families, and community in a partnership is key. In response, our families are committed to being stewards, providing the time, talents, and treasures to meet the needs of the school and our children.

The OMOS Parent T.E.A.M. (Together Everyone Accomplishes More!) is the school's parent association and exists to provide our families with the opportunities to **be** stewards. The Parent T.E.A.M.'s commitment, as stated in our Mission statement, is to provide a network of parental stewardship for the students, families, teachers, and staff of Our Mother of Sorrows School, bringing our school and parish together in the Spirit of Christian Community, and to generate financial support for the benefit of our children.

The Program

The Parent Stewardship Program is managed by the OMOS Parent T.E.A.M. in conjunction with the School Board and the School Administration. Every parent of an OMOS student is a member of the OMOS Parent T.E.A.M. The program was created to assist our families in being stewards for our school and community. In choosing Our Mother of Sorrows Community and enrolling our children in our school, we accept the partnership offered by the school and the mutual commitment it takes for it to succeed.

In doing so, we also accept the responsibility of providing 30 Parent Stewardship Hours per family for the 2007- 2008 school year. The Parent Stewardship Program runs from April 1st, 2007 through March 31st, 2008. Any hours served after April 1st, 2008 will apply to next school year. The program year is divided as such to allow our school office enough time to reconcile each family's Parent Stewardship account.

Ways to complete the 30 stewardship hours:

1. Sign-up for all the events and activities you feel you would like to participate in throughout the year on the Parent Stewardship Program Event Sign-up form or turn in an "all-call" form as events come up.
2. Make arrangements to help out at the school or in the classroom. Teachers have various needs in and out of the classrooms that can be met by family volunteers such as assisting in class or on field trips. Additionally, some functions of the office, such as filing and copying, can also be fulfilled by parent volunteers.
3. Arrange for other immediate family members or a substitute* (must be 18 years of age or older) to provide their time and talents. Stewardship hours may be fulfilled by the student's parents/guardians, siblings (18 years of age or older), or other members of the immediate family. A substitute* is anyone who is **not** the parent, legal guardian, older sibling or member of the immediate family of the student (minimum age of 18 years).

***Individuals outside of the immediate family must be approved by the Principal prior to performing stewardship hours.**

A list of opportunities to fulfill Parent Stewardship Hours is included in this handbook. Areas of interest may be designated on the Parent Stewardship Form which should be turned into the office as soon as possible. A master list will be compiled from these forms and each event coordinator will be given a list of names of interested volunteers. As the time for each events approaches, the event coordinators will contact the names on the list to schedule volunteers for the events. If interested in other events once a Parent Stewardship Form has been turned in, it is also possible to sign up for events when an "all call" for help is made by an event coordinator.

Each family is responsible for signing up for the desired activities. In addition, each family volunteer is responsible for completely filling out the sign-in log at each event they serve. Stewardship hours missing the "In" or "Out" times are difficult to verify and will receive no credit. The event coordinators will turn these logs in to the school office after the event to credit each family for stewardship hours served.

The Partnership

As with all partnerships, there is a mutual understanding that the partnership will only be successful if both parties involved are fully committed. This is especially true in our OMOS community. In order to provide the best possible opportunities for our students to succeed, and offer the lowest tuition possible, we need the help of everyone!

To ensure the quality and enjoyment of our events and activities for all involved, parent volunteers are asked to notify the **event coordinator** if unable to serve in an event as scheduled. This must be done no later than **24 hours** before the day of the event. Additionally, any deficit in stewardship hours for the 2007-2008 school year will be billed at **\$20.00 per hour**. Any Parent Stewardship Program account not paid in a timely manner will result in academic records being withheld and the student's admission for the next school year may be refused until the account is paid in full or payment arrangements have been made.

We strongly encourage you to partake in the events and activities planned throughout the year. All of these have been carefully planned with all our families in mind. They give us an opportunity to spend precious time with our children, before the next "giant" step to High School. The friendships and community that will result will be lifelong connections with our children. We guarantee that an hour of a family member's time and talent is much more valuable to both the school and the children than the payoff of \$20.00 per hour.

The Angel Hours Program

In the spirit of community and helping others, the Angel Hours Program offers the opportunity for the many families that provide those extra hours of service during the school year to donate any hours in excess of the 30 stewardship hour commitment to families finding it difficult to fulfill their requirement due to special circumstances. To designate Angel Hours, the family providing the Angel Hours should note this on the event log. Stewardship hours for a single activity may be split to complete the family's commitment and to donate Angel Hours. Angel Hours, however, can not be designated to a particular family.

Anyone wishing to make use of Angel Hours must make an appointment with the school principal to discuss their particular situation.

Clearance

In an effort to ensure the safety and security of our children, the Diocese of Tucson has implemented new policy regarding clearance for volunteers depending on the level of involvement in our schools.

Type A: This type of clearance requires viewing of the Diocesan Compliance video, a background check, and fingerprinting. This is used for positions where our volunteers are working directly with our children as in the classroom, lunch monitor, or on a field trip. Events/activities requiring this type of clearance are marked by the † symbol in the handbook.

Type B: This clearance is required for **ALL** volunteers and refers to having viewed the Diocesan Compliance Video and signed the attestation. This is very basic clearance and needed for instances where the involvement with our children is very minimal such as during Christmas Festival or Golf Tournament.

The Summary

- The Parent Stewardship Program communicates the needs of our OMOS school and community to our families and provides the opportunities for our families to meet that need and fulfill the 30 stewardship hours per family for the 2007-2008 school year.
- Immediate family members and/or substitutes (18 years of age or older) can offer their time and talents to fulfill the 30 stewardship hours. Anyone else needs to be approved by the Principal.
- Family volunteers will log their time on the event sign-in logs at each event they participate in.
- If unable to make an event you have been scheduled for, please contact the **EVENT COORDINATOR** no later than 24 hours before the day of the event.
- A fee of \$20.00 per hour will be billed for any unfulfilled hours.
- Academic records will be withheld in the event a bill for unfulfilled hours is unpaid by the end of the school year.
- Type A or Type B clearance is necessary to serve in the program events and activities.
- Come join our OMOS Community and have fun while taking an active role in our children's education and spirituality.

Stewardship Opportunities

Our school and community have many opportunities for our families to provide their time and talents. This section lists and describes the events and activities available for our families to choose from and the *approximate* time involved. As noted earlier, volunteers are required to log their time for every activity attended. The listed hours will **not be** applied automatically.

Please fill out the Parent Stewardship Form included with this handbook indicating the stewardship opportunities your family is interested in. This will be used to compile a list of volunteers for each event/activity and forwarded to the appropriate Coordinator.

† indicates that a Type A clearance is required for that event/activity.

Coordinator/Co-Chair Positions

A fun and exciting way to serve is as an Event Coordinator or Co-Chair. These positions require good organizational skills and a positive attitude! From start to finish, the event coordinator and co-chairs are responsible for the entire event. Some details are already in place, such as date and times of the events, anything after that is up to the enthusiasm and imagination of the event coordinator and co-chair. The Parent T.E.A.M. is dedicated to ensuring that all events have, at the minimum, **two** people running an event. This provides consistency, a T.E.A.M. effort, and back up for unforeseen circumstances.

The event coordinators and co-chairs share the work involved which includes: advertising for the events, scheduling the necessary volunteers, organizing the event, its activities, necessary decoration/props/ prizes etc..., setting up the event, cleaning up after the event, and providing a sign-in log for the volunteers. Everything it takes to successfully run the event! We will provide the event coordinators with the master list of volunteers for their particular event compiled from the Parent Stewardship Sign Up Form. In addition, the OMOS Parent T.E.A.M. Core members are there to provide any guidance or assistance in any way needed.

Please consider filling one of these positions as you make out your list of activities for your family. If you have questions regarding the coordinating of an event, please contact any of our OMOS Parent T.E.A.M. Officers:

Lupita Rocha—President
(520) 731-6487
Rochal6@cox.net

Janice Walsh—Vice President
jan111468@yahoo.com

Diana Maugans—Secretary
maugans2@juno.com

Extra Curricular Activities

†Angel Choir Volunteer

Assist Angel Choir Director with children at practices.

Stewardship hours: 1 hour per practice

†Basketball Coach's Aide

Must be familiar with the rules of the sport. Coach's Aides are needed to ensure that the team members are adequately supervised during practice. Practice is held Mondays through Thursdays from 3:30 p.m. until 5:00 p.m. unless other arrangements are made with the Athletic Director. Students that are not picked up by the end of practice must be escorted to after school care. Games take place at other schools within the Diocese, as well as, at Our Mother of Sorrows. J.V. basketball games are during the week during normal practice times. Varsity basketball games are held on Saturdays/Sundays at Salpointe High School.

Stewardship Hours: 1 1/2 hour per practice/game day plus tournament weekend

†Basketball Referee – JV

Referees are needed on game days for J.V. games. Once interschool competition begins, games are once or twice a week. Games are from 3:45 p.m. until they complete. Depending on the number of courts available, the different teams may have to be played subsequently instead of concurrently. This position requires knowledge of the sport. Training may be available (see the Athletic Director).

Stewardship Hours: varies by the number of games, averages 1 hour per game.

† Science Olympiad Coach

Perform tasks as directed by the Science Olympiad Team Coordinators. Working with team members on Science Olympiad events.

Stewardship Hours: 40+

†Science Olympiad Team Coordinator

Coordinates Science Olympiad Committee. Supervise and assist student members with team projects. The school principal appoints this position.

Stewardship Hours: 40+

† Science Olympiad Volunteer

Perform tasks as directed by the Science Olympiad Team Coordinators. Assist with Science Olympiad competition held at OMOS.

Stewardship Hours: As needed

† Type A Clearance needed

* Available on an "as needed basis"

Extra Curricular Activities (cont'd)

†Track and Field Coach's Aide

Must be familiar with the rules of the sport. Coach's Aides are needed to ensure that the team members are adequately supervised on practice days. Practice is Mondays through Thursdays from 3:30 p.m. until 5:00 p.m. unless other arrangements are made with the Athletic Director. Students that are not picked up by the end of practice must be escorted to after school care. Majority of the competitions are held on Saturdays at Salpointe High School.

Stewardship Hours: 1 1/2 hours per practice day plus 5 hours on competition days.

†Track Meet Volunteer

People are needed to assist in timing the running events and working the field events at the inter-school competitions. Some training is required. All competitions are held at Salpointe High School on Saturdays.

Stewardship Hours: 5 hours per competition

†Volleyball Coach's Aide

Must be familiar with the rules of the sport. Coach's Aides are needed to ensure that the team members are adequately supervised during practice. Practice is held Mondays through Thursdays from 3:30 p.m. until 5:00 p.m. unless other arrangements are made with the Athletic Director. Students that are not picked up by the end of practice must be escorted to after school care. Games take place at other schools within the Diocese, as well as, at Our Mother of Sorrows. Games are during the week during normal practice times.

Stewardship Hours: 1 1/2 hours per practice day plus tournament weekend

†Volleyball Referee - JV

Must be familiar with the rules of the sport. Referees are needed on J. V. game days. Once interschool competition begins, games are once or twice a week. Games are from 4:00 p.m. until they complete. Depending on the number of courts available, the different teams may have to be played subsequently instead of concurrently.

Stewardship Hours: varies by the number of games to be played, averages 1 hour per game.

Parent T.E.A.M. Events and Activities

Bake Sale Baker

Bake cookies, cakes, cupcakes, quick breads, etc., as directed by the Bake Sale Coordinator. Baking opportunities include special event bake sales, Christmas Festival, & Cake Walk at Fiesta. Other baking opportunities may become available during the school year. Should this occur, the Bake Sale Baker Coordinator will contact the bakers with the details.

Stewardship Hours: Based on delivered quantity.

† Type A Clearance needed

* Available on an "as needed basis"

Parent T.E.A.M. Events & Activities (cont'd)

Bake Sale Coordinator

Coordinate Bake Sale Bakers as needed for special event bake sales, the Christmas Festival, Cake Walk at Fiesta, and any other baking needs. This includes notifying the bakers of the amount needed (per baker) and the amount of time credited.

Stewardship Hours: 3 hours per event

†Book Fair Coordinator

Coordinate the student book fair held during Catholic Schools week. Schedule helpers, set up student schedules, setup book fair, advertise, and close out after last day of fair.

Stewardship Hours: 40 hours

†Book Fair Volunteer

Perform tasks as directed by the Book Fair Coordinator. Tasks include setting up book fair, completing sales, and packing up at book fair completion.

Stewardship Hours: various shifts

Box Tops Coordinator/Co-chair

Pickup box tops/soup labels that have been turned in by school and parish members.

Coordinate the Box Top Volunteers in sorting, bundling, and submitting the box tops/soup labels to the appropriate organization.

Stewardship Hours: 40 hours

Box Tops Volunteer

Sort, bundle, and submit box tops as directed by the Box Tops Coordinator.

Stewardship Hours: Depends on number of volunteers and quantity of box tops turned in.

Catholic Schools Week Coordinator/Co-chair

Organize events for Catholic Schools Week, including events that show student, teacher, and volunteer appreciation.

Stewardship Hours: 10 hours

Catholic Schools Week Volunteer

Perform tasks as directed by the Catholic Schools Week Coordinator/Co-chair.

Stewardship Hours: 10 hours

† Type A Clearance needed

* Available on an "as needed basis"

Parent T.E.A.M. Events and Activities (cont'd)

Christmas Basket & Raffle Coordinator/Co-chair

Organize the selection of basket themes by the grades, coordinate the collection of donated items for the baskets from each grade, the assembling of the baskets, the displaying the baskets for ticket sales, the selling of tickets and collections of monies, and the raffle.

Stewardship Hours: 20 +

Christmas Basket & Raffle Volunteer

Perform tasks as directed by the Christmas Basket & Raffle Coordinator.

Stewardship Hours: various depending on tasks

Christmas Festival Coordinator/Co-chair

Organize the Christmas Festival. Tasks include arranging for food preparation for the food sale, coordinating with the Bake Sale Coordinator, arranging for classroom projects for silent auction, decorating the courtyard/hall for the event, advertising, coordinating with the Christmas Basket & Raffle coordinator in regards to the classroom basket ticket sales and display for the basket raffle. Coordinating with music teacher for Christmas Choir and caroling. Coordinating with Secret Santa Shop Coordinator for public access to shop.

Stewardship Hours: 40+

Christmas Festival Volunteer

Perform tasks as directed by the Christmas Festival Coordinator.

Stewardship Hours: 2-hour shifts, may sign up for multiple shifts

†Field Day Coordinator/Co-chair

Organize events and volunteers for the Field Days held at the end of the year. The event varies from year to year.

Stewardship Hours: depends on the chosen event

†Field Day Volunteer

Perform tasks as directed by the Field Day Coordinator.

Stewardship Hours: 2-hour shifts, may sign up for multiple shifts

Golf Tournament Coordinator/Co-chair

A committee of three is formed to organize Annual Golf Tournament from setting up date, location, fees, business sponsorships, luncheon, and a variety of other tasks.

Stewardship Hours: varies

† Type A Clearance needed

* Available on an "as needed basis"

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Parent T.E.A.M. Events and Activities (cont'd)

Golf Tournament Volunteer

Perform tasks as directed by the OMOS Golf Tournament Coordinating Committee. Assist with the golf tournament on event day.

Stewardship Hours: varies by task and number of shifts worked

†Jog-a-thon Coordinator/Co-chair

Coordinate pledge forms, advertising, prizes, and the event on event day.

Stewardship Hours: 40 hours

†Jog-a-thon Volunteer

Perform tasks as directed by the Jog-a-thon Coordinator. Tasks include cutting oranges for the runners, counting laps, monitoring runners for water needs, and collecting lap cards.

Stewardship Hours: 2-hour shifts, may sign up for multiple shifts

Parent T.E.A.M. Core Member

Serve as voting core member of the Parent T.E.A.M, includes attendance at monthly meetings, hospitality events and specific T.E.A.M. events.

Stewardship Hours: 20+

Parent T.E.A.M. Newsletter Coordinator/Co-chair

Set up, edit, and distribute a monthly or quarterly newsletter for Parents & Teachers with information about Parent T.E.A.M upcoming events, goals, and accomplishments and other community news.

Stewardship Hours: depending on tasks

Parish Fiesta Sub-Committee Member

Serve on sub-committee to plan and execute annual Fiesta. Perform tasks as directed by Fiesta Coordinators.

Stewardship Hours: depending on tasks

Parish Fiesta Volunteer

Perform tasks as directed by Fiesta committee members. Various booths and opportunities to volunteer.

Stewardship Hours: depending on tasks

† Type A Clearance needed

* Available on an "as needed basis"

Parent T.E.A.M. Events and Activities (cont'd)

†Secret Santa Shop Coordinator/Co-chair

Organize the Secret Santa Shop, which occurs in December, for the students. Tasks include pre-shopping for the Santa Shop, schedule Secret Santa Shop volunteers, sorting the Santa Shop items, set up the Santa Shop for student pre-view, run the Santa Shop on student shopping day. Coordinating with Christmas Festival Coordinator for community shopping night.

Stewardship Hours: 40+ hours

†Secret Santa Shop Volunteer

Perform task as directed by the Secret Santa Shop Coordinator.

Stewardship Hours: 2-hour shifts, may sign up for multiple shifts

Skate Country Coordinator/Co Chair

Distribute event flyer per event, advertise, attend and monitor the Skate Country events. Collect check at the end of the event and deliver to the school office.

Stewardship Hours: 40 hours

Teacher Appreciation Club Coordinator/Co-chair

Organize volunteers to provide lunches and treats for our teachers and staff in appreciation for their hard work on a regular basis and on special days.

Stewardship hours: based on events

Teacher Appreciation Club Volunteer

Provides needed items for lunches and treats as directed by Teacher Appreciation Club Coordinator.

Stewardship hours: based on delivered amount

•

Teacher Conference Dinner - October

Arrange a potluck dinner for the teaching staff to be held on the first evening of the parent teacher conferences that occur at the end of the first grading quarter. The members of the Parents T.E.A.M. provide the food. Send reminders to those that have signed up to bring food. Set up dinner for the staff.

Stewardship Hours: 4 hours

UA Football Concessions Coordinator/Co-Chair

Organize and train volunteers to work concessions at UA home Football games.

Stewardship hours: 40+

† Type A Clearance needed

* Available on an "as needed basis"

Parent T.E.A.M. Events and Activities (cont'd)

UA Football Concessions Volunteer

Perform tasks as directed by UA Football Concessions Coordinator.

Stewardship hours: 6 - 8 per game

Welcoming Committee Coordinator/Co-Chair

Organize a phone tree system with volunteers to call to welcome new families into the community and to inform about upcoming Parish and School events and ways to participate.

Stewardship hours: depending on tasks and calls

Welcoming Committee Volunteer

Perform tasks and calls as directed by Welcoming Coordinator

Stewardship hours: depending on calls made

Religious Education – School & Parish

Alumni Association Coordinator

Organize yearly gatherings for OMOS alumni and Fiesta Alumni booth

Stewardship hours: 40+

†Christmas Program Volunteer

Work with staff member (typically the music teacher) in charge of putting together the student Christmas program.

Stewardship Hours: 20 hours (may vary depending on the program chosen)

Family Mass Coordinator*

Organize participation of families in monthly family masses. Schedule participants of the mass to usher, be gift bearers, etc.

Stewardship hours: 40+

†Parent Sacrament Volunteer

Work with teachers, religious education and liturgy directors on sacrament preparation and ceremonies.

Stewardship hours: depending on event

† Type A Clearance needed

* Available on an “as needed basis”

Religious Education – School & Parish (cont'd)

Reception Coordinator*

Organize receptions following sacramental ceremonies.

Stewardship hours: depending on event

Reception Volunteers

Perform tasks as directed by Reception Coordinator

Stewardship hours: depending on event

†Religious Education instructor

Teach religious education following lesson plans as directed by the Religious Education Director.

Stewardship hours: 40+

†Vacation Bible School Coordinator*

Organize and promote the annual vacation bible school, including registration, volunteers, setting up student groups, etc.

Stewardship hours: 40+

†Vacation Bible School Volunteer

Perform tasks as directed by Vacation Bible School Coordinator

Stewardship hours: 20+

Youth in Ministry Celebration Coordinator*

Organize volunteers and items needed for the Youth in Ministry Celebration at the at the end of the school year.

Stewardship Hours: 10+

Youth In Ministry Volunteer*

Perform tasks as directed by the Youth in Ministry Coordinator

Stewardship hours: 10

† Type A Clearance needed

*Available on an “as needed basis”

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School Board

School Board Member

Attend monthly meetings and participate on subcommittees of the board. Some additional meetings may be needed. Decisions made on the financial needs of the school, school public relations, and the general direction for the school.

This position is selected through a discernment process. Inquire at the school office.

Stewardship Hours: 40+

School Office

Buddy Family Program - Buddy Family*

Assist new families by introducing them to their new school and its families. Help by answering questions regarding new dress code, school events, and so forth.

Stewardship Hours: Dependent on the number of new families seeking buddies

Copy Clerk*

Assist office staff in making copies as requested.

Stewardship hours: depending on need

Health Screening Volunteer

Perform tasks as directed by the Health Week Coordinator (School Nurse). Please indicate if you are a medical professional (MD, RN, LPN, EMT, etc.)

Stewardship Hours: 3 hour shifts, morning and afternoon,

Jump Rope For Heart Volunteer

Perform tasks as directed by the Jump Rope For Heart Coordinator (School Nurse).

This even may not occur every school year.

Stewardship Hours: 2-hour shifts, may sign up for multiple shifts

Office Volunteer*

Perform task to assist in school office as requested by school staff. Tasks may include answering the phone, delivering information and items to the classrooms, and collecting student attendance from the classrooms.

Stewardship hours: depending on tasks

White Envelope Coordinator/Co-Chair

Organize volunteers and items needed to stuff and distribute bi-monthly white envelope.

Stewardship hours: 40

† Type A Clearance needed

* Available on an "as needed basis"

School Office (cont'd)

White Envelope Volunteer

Perform tasks as directed by White Envelope Coordinator

Stewardship hours: 40

†Yearbook Coordinator

Coordinate junior high yearbook and the yearbook helpers. Schedule photo sessions needed to fill the yearbook.

Stewardship Hours: 40+ hours

†Yearbook Volunteer

Perform tasks as directed by the Yearbook Coordinator. Requires working with the junior high students in putting together the yearbook. Photography experience would be helpful.

Stewardship Hours: 40+ hours

Scouts

†Boy Scouts - Cub Master

Plan, organize, and lead Pack meetings and events. Monthly Pack meetings, committee meetings, and roundtable. Recruit new scouts and parents.

Stewardship Hours: 40+

†Boy Scouts - Cub Den Leader

Leader for Tiger, Wolf, Bear, Webelos 1, or Webelos 2 den. Organize den meetings and help each scout with advancement. Participate in monthly Pack planning meetings and Pack meetings.

Stewardship Hours: 40+

†Boy Scouts - Troop Scout Master

Plan, organize, and lead Troop meetings and events. Weekly 1.5 hour meetings, troop committee meetings monthly (1.5hrs), Campouts (1 weekend/month), Summer camp (6 days/nights), Hikes (6-10 per year, 4-8 hours per hike) Roundtable (1.5hrs monthly). Recruit new scouts and parents.

Stewardship hours: 40+

†Boy Scouts - Troop Assistant Scout Master

Assist Scoutmaster as needed. Weekly 1.5 hour meetings, troop committee meetings monthly (1.5hrs), Campouts (1 weekend/month), Summer camp (6 days/nights), Hikes (6-10 per year, 4-8 hours per hike) Roundtable (1.5hrs monthly).

Stewardship hours: 40+

† Type A Clearance needed

*Available on an "as needed basis"

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Scouts (Cont'd)

†**Boy Scouts - Treasurer**

Maintain records of all income and outlays. Deposit income and write checks for expenses. Participate in monthly Troop committee meetings, generate monthly treasurer reports, support annual popcorn sales. Also a committee member, so additional hours for that activity and commitment.

Stewardship Hours: 30+

†**Girl Scouts – Troop Leader**

A Girl Scout Leader take full responsibility for providing leadership to the troop; organizing all meeting, trips and events the troop participates in; attends required Council meetings and is responsible for a troop reporting, funds and bank accounts. The troop leader is also required to attend all necessary training provided by the Council.

Stewardship hours: 40+

†**Girl Scouts - Troop Co-Leader**

Shares the Leaders responsibilities as designated by the Girl Scout Leader and/or the Girl Scout Council.

Stewardship hours: 40+

Student Monitoring

† **Courtyard Monitor - Lunch Time***

Monitor students while they eat lunch. Encourage the younger students to spend more time eating and less time visiting.

Stewardship Hours: 2 hours per day, Monday through Friday

†**Hot Lunch Coordinator/Co-Chair**

Organize the volunteers to serve hot lunches to the students when school is in session.

Stewardship Hours: 3 hours

†**Hot Lunch Volunteer**

Perform tasks during lunch as directed by the Hot Lunch Coordinator.

Stewardship Hours: 3 hours

†**Morning Break Monitor***

Monitor the courtyard during the students' morning snack break.

Stewardship Hours: 1 hour per day

† Type A Clearance needed

*Available on an “as needed basis”

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Student Monitoring (cont'd)

Parking Lot Monitor – Morning*

Direct traffic, and monitor pedestrian flow and student drop-off in either the north or east parking lots.

Stewardship Hours: 30 minutes Monday through Friday

Parking Lot Monitor – Afternoon*

Direct traffic, and monitor pedestrian flow and student pick-up in either the north or east parking lots.

Stewardship Hours: 30 minutes Monday through Friday

†Playground Monitor*

Supervise structured games during the students' recess time.

Stewardship Hours: 1 hour per day

Teacher Assistance

†Art Instructor Aide*

Assist with class projects and performing tasks as directed by the art instructor.

Stewardship hours: depending on project

At Home Classroom Volunteer*

Perform tasks at home as directed by a member of the teaching staff. Needs are varied depending on the requesting staff member. Tasks may include cutting paper, organizing items needed for a student project, preparing book orders, constructing booklets, and possibly some light typing.

Stewardship Hours: 1-2 hours per project, as needed by individual teacher

†Classroom Event Coordinator*

Following the teacher's guidance and direction, organize alone or with classroom volunteers classroom events such as:

Parties - items needed and parents to help

Classroom projects: - Collecting supplies for projects and items for classroom.

Teacher Gifts - May create a "bio" of interests to help parents with gifts. Meet with the teacher (interview type) to find out interests, create a Teacher "Wish List"

Stewardship hours: as needed by teachers

† Type A Clearance needed

*Available on an "as needed basis"

Teacher Assistance (cont'd)

Classroom Prep – May*

Assist the teachers in preparing the classrooms for the summer months. Classroom prep occurs during the week before the last week of school.

Stewardship Hours: 2-4 hours per classroom as needed by individual teacher

Classroom Prep – August*

Assist the teachers in preparing the classrooms for the new school year. Classroom prep occurs during the week before the first day of school.

Stewardship Hours: 2-4 hours per classroom as needed by individual teacher

†In Classroom Volunteer*

Because individual classroom needs are varied, duties include, but are not limited to, setting up bulletin boards, working with students as needed, walking students to and from activities, run errands, count hot lunch orders, and student supervision.

This position is implemented as a pool of participants to be assigned to teachers as they are requested.

Stewardship Hours: as needed by teacher

†Field Trip Volunteers

Assist teachers in supervising and caring for students on off campus field trips.

Stewardship hours: as needed

†Library Volunteer*

Assist the librarian as needed with library tasks such as organizing or checking out books, supervising students, etc.

Stewardship hours: as needed

†Resource Center Volunteer*

Perform tasks as directed by Resource Teacher.

Stewardship hours: as needed

†Silent Auction Christmas Class Project Volunteer*

Perform tasks as directed by the teacher to assist with class project for Christmas Silent Auction.

Stewardship hours: as needed

† Type A Clearance needed

*Available on an “as needed basis”

FAQ's

Can I have a substitute work my hours? Yes, however, be aware that there are some positions that may not be substituted.

Who can be used as a substitute? Any individual approved by the principal prior to the event.

What if my hours are not turned in or accounted for? It is each family's responsibility to sign in and out at each event. The Event Coordinator/Co-Chair can help with any discrepancies.

Can I work in the classroom where my child is enrolled? The teachers will be provided a list of participants interested in helping out in the classroom as teacher assistants. The classroom teacher has final say on who works in their classroom. If your presence is detracting from the teacher's ability to control or conduct class, you may be asked to change to another classroom.

Is there any training or additional application needed to work at the school?

Training is not needed for any of the service opportunities available, although, where indicated, certain experience may be desired due to the nature of working closely with the students. Background checks and fingerprinting may be required. It is your responsibility to get the necessary clearance for the tasks/events you would like to participate in.

If I sign up for a coordinator position, will I be trained for the task? Yes. You will be given all information and contacts needed to fulfill the task. If possible, there will be at least two coordinators for all events.

May I bring children under the age of 18 with me to the event I work at? It depends on the event coordinator and the environment of the task. Check with the event coordinator prior to bringing a child with you to the event. The event coordinator has the right to request that you not work an event if they feel that the presence of the child will deter from your performance of the task or the environment is not a safe one for the child.

May I bring younger siblings to work in the classroom? Bringing younger siblings into the class can be distracting to the students and makes it more difficult to keep them on task. For this reason, younger siblings will not be allowed in the classroom.

Can I place my children in the before/after school care program in order to serve my participation hours? Only children enrolled in the school may be placed in before/after school care program (free of charge) so that you may serve your stewardship hours.

How do I go about signing up to participate? You can sign up to participate by either filling out the Stewardship Program Sign Up Form provided and turning it in at the school office, at the OMOS Parent T.E.A.M. table at Open House at the beginning of the school year, or by inquiring at the school office. Some positions, such as Parent T.E.A.M. Core members and School Board members may have a prescribed discernment process that must be followed.

Am I guaranteed the service opportunity I signed up for? No. Most service opportunities have a limited number of positions available. The positions will be filled on a first come first serve basis. Sign up for several positions to be sure to fulfill your stewardship hours.

FAQ's (cont'd)

What happens when the posted hours are more than the actual hours needed for the task? The stewardship hours posted in the Parent Stewardship Program Handbook is only an approximation, the participant will only receive credit for actual hours served.

What about when the posted hours are short of the actual hours needed to complete the task? The actual number of hours (within reason) will be awarded to the participant. Again, the posted number of hours, in the list of opportunities, is estimated and the committee realizes that it may take longer for the participant to complete the task.

What if I can't fulfill my commitment hours? Every family is required to commit 30 hours per school year. Families that do not fulfill this commitment will be billed for \$20.00 per hour for each hour they are deficient. You may also speak to the school principal about Angel Hours.

May I donate or transfer hours in excess of 30 to another family? Hours may not be designated for a particular family. You may designate your hours as Angel Hours if you desire. The Angel Hours go into a single pool to be distributed by the school principal.

How many hours must my family fulfill if my children enter the school after the beginning of the academic year? You will be required to fulfill an average of 10 hours per quarter of school that your child(ren) is(are) enrolled. If the current quarter is more than half over, the following quarter will begin the fulfillment requirement.

Who is in charge of the Parent Stewardship Program? The OMOS Parent T.E.A.M. is tasked with formatting, implementing, and monitoring the Parent Stewardship Program in conjunction with the School Board and School Administration. Any questions or concerns can be submitted to the OMOS Parent T.E.A.M. directly or through the school office.