

Volunteer Guidebook

As the primary educator of your child, it is also important that you are involved in your child's school. There are several ways that parents can contribute their time and talents. It is greatly appreciated by the faculty and staff that you are willing to volunteer. This handbook is meant as a guide to make you comfortable in your position and hopefully answer questions you may have about the task you have accepted. Saint Raphael School thanks you for sharing your gifts and time with our students.

Volunteer Guidelines

As a volunteer in the classroom, lunchroom or on a field trip, you are there to assist and provide services to the students under the guidance of faculty and staff. To ensure that you are able to perform the requested duties, **we ask that volunteers not bring younger siblings and not use cell phones.** When volunteering for your child's class, you want to be able to give your full attention to your duties, and not be distracted by a younger sibling.

Volunteers are to sign in at the main office, leave car keys and wear the volunteer badge.

Volunteers who volunteer on a regular basis are requested to be Virtus trained. Training is available here at St. Raphael Parish as well as at other parishes.

Confidentiality

The volunteer will respect the privacy of the students, faculty, staff and clergy. What happens in our school or on school property stays at the school. Please do not discuss school business outside of the school or with other volunteers. A volunteer should not discuss a child's progress with anyone or inquire into a child's background.

Opportunities

There are numerous ways to become involved at Saint Raphael School. There are opportunities when interacting with students and behind the scenes. Volunteer opportunities include but are not limited to:

- Lunchroom Volunteer
- Art Room Volunteer
- Library Volunteer
- Field Trip
- Homeroom Parent
- Junior Great Book
- Angel Workshop
- Picture Person
- Classroom Activities

At Open House you will be given the opportunity to sign up for many activities, or you can contact the Home & School President or the Classroom Coordinator directly for more information.

Thank you for sharing your time and talents with Saint Raphael School!