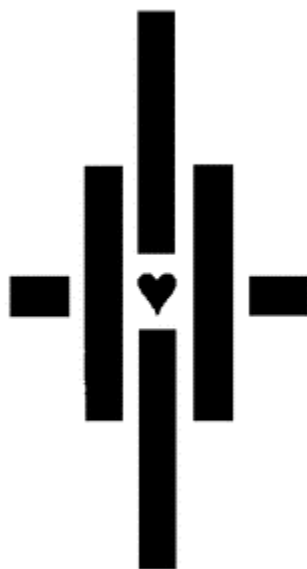


**PARENT PARTICIPATION  
PROGRAM HANDBOOK  
2018 - 2019**



**ARCHBISHOP NEALE SCHOOL  
LA PLATA, MARYLAND**

## IMPORTANT INFORMATION FOR ALL VOLUNTEERS

The Archdiocese of Washington has completed its revision of the Child Protection Policy, which was effective on June 1, 2003. In accordance with this policy, all volunteers who have contact with children must complete the Child Protection Policy Compliance Checklist for Volunteers.

- **Register for an account on VIRTUS at [www.virtus.org](http://www.virtus.org).**  
If access to the Internet is not available, please see the Child Protection Compliance Coordinator at the school for further assistance with the registration process. When you set up your account on VIRTUS, the system will allow you to register for the required workshop. Choose a date and location from the drop-down menu that fits your schedule.
- **Complete Volunteer Application Form.**  
Return the completed application to the Child Protection Compliance Coordinator at the school. It will be retained on file at the school.
- **Call the Child Protection Compliance Coordinator at the school to set up an appointment to initiate the electronic background check.**  
The steps above must all be completed and recorded on VIRTUS before a background screening appointment is scheduled.
  - ✓ Bring the following documents to background check:
    - Check or money order payable to Archbishop Neale School (ANS) in the amount of \$18.50
    - Two forms of valid identification (state issued); one must be a photo ID. Acceptable forms of identification include: driver's license, military ID, work ID, passports and birth certificates. Debit/credit cards and social security cards are not valid forms of identification
- **Read the Child Protection Policy Booklet**  
The Acknowledgement Form in the back of the booklet must be signed and returned no later than 30 days following the assumption of duties to the Child Protection Compliance Coordinator at the school. A copy will be retained on file at the school and the original will be sent to the Office of Child and Youth Protection at the Archdiocese of Washington.

The mandatory education programs on child protection are held at various locations in the Archdiocese throughout the year. You are required to attend one three-hour session. They are generally held in the evening or on weekends. The session locations and times are posted on VIRTUS and the Archdiocese of Washington website [www.adw.org](http://www.adw.org).

## PARENT PARTICIPATION PROGRAM GUIDELINES

1. Remember that ANS appreciates all your hard work and service to maintain our school and support our children. Volunteering is a vital part of the ANS spirit, and is necessary to the efficient functioning of the school. **Performance of these much-needed volunteer functions by paid personnel would cause tuition to increase substantially.**
2. Every family is required to accumulate 20 Parent Participation Program hours (10 hours for single-parent households) per year (May 17, 2019). Hours are awarded for service either through participation in activities listed in this handbook or through special activities with prior approval of the school administration. Families who fail to accumulate their hours will be assessed a Parent Participation Program fee of \$400 (\$200 for single-parent households).
3. Volunteers are responsible for logging in their hours on Track It Forward. Please make sure you record your volunteer service to ensure that your family receives proper credit. Coordinators are not responsible for logging in parent volunteer hours. If there is a concern regarding volunteer efforts, the Activity Coordinator will be contacted for verification of hours.
4. The process to sign up and record hours is as follows:
  - When volunteering for an activity, please access the Track It Forward web site and sign up for the event. **If you are new to the school, or forgot the password to your account, please send an email to [trackitforward@archbishopnealeschool.org](mailto:trackitforward@archbishopnealeschool.org).**
  - At each volunteer event such as Fall Festival, Field Day, etc., you will need to sign in and out on the volunteer time sheet provided.
  - For recurring activities, such as playground, library aide, etc., sign in at the front office volunteer log.
  - Separately, log in to your Track It Forward Account and record your hours.
  - Once your hours are verified against the volunteer time log sheet, your hours will be approved and moved from “pending” to “earned.”
5. There are plenty of opportunities to earn parent participation hours. Check the school calendars that come home monthly and the Event Sign-Ups calendar on Track It Forward, make sure you are receiving the School Messenger (Parent Alert) email and attend HSA meetings to learn about upcoming opportunities.
6. **NO PARTIAL CREDIT IS GIVEN FOR HOURS.** Families are required to earn 20 hours (10 hours for single-parent households) to avoid the assessment fee. If you do not earn your total required hours, you will be assessed the entire fee. The hours and fees will not be prorated except for those families leaving the school during the year or registering later in the year. (Each situation will be handled independently.)
7. All positions, including coordinator positions, are hours based and time must be logged into Track It Forward. No full credit will be automatically awarded.
8. Points may NOT be carried over from the prior school year or donated to other families after they have been worked. Friends and family may volunteer in support of another family, but those hours must be logged in under that family name in Track It Forward.
9. Hours are not awarded for monetary or non-monetary donations to the school. ANS welcomes the generosity of our families and will happily provide you with a donation receipt for your tax purposes.

Thanks to all of you for the hours of service you provide to the Archbishop Neale School community. Most special thanks to those who go above and beyond your required hours a year!

## HOW TO SIGN UP FOR VOLUNTEER POSITIONS

To help identify potential volunteers for the upcoming school year, please select your Parent Participation activities from the listing on the following pages of this handbook. Each description provides a summary of the duties that are to be performed. Keep in mind that any activity where you come in contact with children will require you to complete the requirements for the ADW Child Protection Policy. You **WILL NOT** be able to perform those volunteer activities until you are in compliance. Any volunteer time that you can give over and above your required hours will be willingly accepted and greatly appreciated.

On Track It Forward, under Event Sign-Ups, there will be an event listed as “2018-2019 Parent Participation Program” and will contain the same listing of positions provided below. Please indicate your interest by signing up under those activities and/or positions.

Every effort will be made to accommodate all needs, special circumstances, and special talents. Parents who wish to earn their hours through service not listed in this handbook must submit the Parent Participation Request Form located on the back page. You must obtain the signature of the Principal **prior to** volunteering. Hours are not awarded after the fact for unapproved volunteer activities.

Your activity requests will be compiled and the information will be provided to the Parent Participation Coordinator and the individual activity coordinators. The individual activity coordinators will contact you to discuss your participation in the selected activity. If you do not receive a call or email within the first month of the school year, please make the effort to contact the activity coordinators or Parent Participation Coordinator to check on the status of which activity you have been assigned. For recurring activities, such as morning carpool, playground duty, etc., please sign up for the date you wish to participate in Track It Forward under Events Sign-Ups.

### **ID#1-A     ATHLETIC COACHES & ASSISTANTS** **(Child Protection Compliance Required)**

Volunteers will coach students at practices and games. Assumes full responsibility for students; stays at practices until all students are gone; makes sure equipment is returned to proper place and school is locked and alarm set. Encourages sportsmanship at all practices and games for the various sports teams of the school.

- Field Hockey (September/October)
- Volleyball (September/October)
- Boys' Varsity Basketball (November-March)
- Boys' Junior Varsity Basketball (November-March)
- Girls' Varsity Basketball (November-March)
- Girls' Junior Varsity Basketball (November-March)
- Track (March/April)
- Lacrosse (April/May)
- Softball (May)

**ID #1-B****ATHLETIC EVENT WORKERS****(Child Protection Compliance Required)**

Volunteers are needed to serve as timekeepers, statistics keepers, scorekeepers, officials, announcers, hall and cafeteria monitors during home sporting events. May assist with field/court set-up and takedown. Workers are needed for approximately 7 home games during the basketball season. Games are on Sunday afternoons from 12:00 to 5:00 PM and a schedule will be provided. Workers are also needed for volleyball events in the fall and track events in the spring.

**ID #2****BOX TOP COORDINATOR**

Counts, cuts, and wraps all box tops for submission.

**ID #3****COMPUTER CLASS AIDE****(Child Protection Compliance Required)**

Assists computer teacher during computer lab. No experience necessary. Training will be provided.

**ID #4-A****CONCESSION STAND COORDINATOR****(Child Protection Compliance Required)**

Responsible for shopping and set up of concession stand for sporting events at the school. Schedules concession stand workers. Responsible for storage of concession stand items. Coordinator is needed during home basketball games (November through March). Games are on Sunday afternoons from 12:00 to 5:00 PM and a schedule will be provided.

**ID #4B****CONCESSION STAND WORKERS****(Child Protection Compliance Required)**

Assists the coordinator during sporting events with concession stand shopping, set up, sales and clean up. Workers are needed during home basketball games (November through March). Games are on Sunday afternoons from 12:00 to 5:00 PM and a schedule will be provided.

**ID #5****DESTINATION IMAGINATION****(Child Protection Compliance Required)**

- **School Coordinator**: Serves as a mentor and guide for DI teams. Is the ANS representative during Charles County DI coordinator meetings (4-6 per year) and ensures information is passed on to team managers. Collect information from prospective participants and help establish teams of 2-7 students. Assist team managers with online registration process, answers questions and checks in with team managers throughout the season. Visits with teams prior to the tournament to help them know expectations of the tournament.
- **Team Manager**: Will mentor and guide 2-7 children on a DI team. You will help them build their teamwork skills, explore their curiosities and use critical thinking skills to develop challenge solutions that will be presented at tournaments. Team managers are encouraged to hold weekly meetings to help their team develop a unique solution to one of seven open-ended Challenges and practice instant Challenges. Training is available.

- **Appraisers:** Serves as an appraiser to fully register for the DI season. Appraisers do not need to be related to any of the team members. Appraisers provide feedback and encouragement for the teams' creativity and innovative Challenge solutions during tournaments. No experience or special skills are required. Appraisers must attend a one-day training session (normally held in late January). The regional tournament is usually the second Saturday in March. If the team the appraiser is registered with moves on to the Maryland State Tournament, the appraiser must attend the state tournament, normally scheduled the first Saturday in April at UMBC.

**ID #6**

**FALL FESTIVAL COORDINATOR**

**(Child Protection Compliance Required)**

Designs, plans, coordinates and organizes games, crafts, vendors, activities and events for the festival. Solicits volunteers to assist with preparation, games, activities and clean up.

**ID #7**

**FAMILY FUN NIGHT COORDINATOR**

**(Child Protection Compliance Required)**

Coordinates, schedules and implements 1 to 2 "fun night" events per school year. (Bingo, movie night, pot luck) for the ANS school community.

**ID #8**

**FINE ARTS COORDINATOR**

Prepares and submits application for Charles County Arts Alliance and schedules performances for the next school year. Must be available to ensure payment is rendered to companies/individuals for performances and attend the performance if necessary.

**ID #9**

**GIFT CERTIFICATE PARTICIPATION**

Purchase of gift certificates through the year (May to May) will be awarded hours as follows: 10 hours for every \$4,000 of certificates purchased. No partial hours awarded.

**ID #10-A**

**GRANDPARENTS'/SPECIAL PERSONS' DAY COORDINATOR**

**(Child Protection Compliance Required)**

Organizes luncheon for the two-day event held in the spring. Plans menu, purchases food and arranges seating times for all grades. Tallies orders and schedules workers to assist with set up and also work the luncheon days.

**ID #10-B**

**GRANDPARENTS'/SPECIAL PERSONS' DAY ASST. COORDINATOR**

**(Child Protection Compliance Required)**

Assists coordinator as needed.

**ID #11-A**

**HSA - PRESIDENT**

Prepares the agenda and presides at all meetings of the HSA. Makes arrangements for speakers and supplemental activities for HSA meetings. Serves as a member of the School Advisory Board and Fundraising Committee. Performs all other duties pertaining to the office. The President serves a two-year term and is elected by the HSA members. Hours worked must be recorded in Track It Forward.

**ID #11-B**     **HSA – VICE PRESIDENT**

Assists the HSA President and performs the duties of the President in their absence. The Vice President serves a two-year term and is elected by HSA members. Hours worked must be recorded in Track It Forward.

**ID #11-C**     **HSA – SECRETARY**

Keeps a record of all HSA meetings and performs other duties as may be assigned by the President. Provides the meeting minutes to the Principal for approval and distribution. The Secretary serves a two-year term and is elected by the HSA members. Hours worked must be recorded in Track It Forward.

**ID #11-D**     **HSA MEETING ATTENDANCE**

Attend scheduled HSA meetings during the school year. HSA meetings run approximately one hour. If you attend meetings, you may receive one hour toward your requirement.

**ID #12-A**     **HOT LUNCH ORDER PROCESSORS**

Open hot lunch envelopes. Tallies lunches ordered by homeroom. This volunteer position is every other Thursday.

**ID #12-B**     **HOT LUNCH ORDER COMPILER**

Inputs lunch orders onto homeroom spreadsheets. Emails spreadsheets to school office. This may be done at home and is every other Thursday.

**ID #13-A**     **ICE CREAM SALES COORDINATOR**  
**(Child Protection Compliance Required)**

Coordinates schedule of workers, place ice cream orders, and keeps accounting of ice cream sales.

**ID #13-B**     **ICE CREAM SELLERS**  
**(Child Protection Compliance Required)**

Sells ice cream during lunch periods on Fridays during the school year. At least two volunteers are needed each week.

**ID #14**        **IMPROVEMENT WORKERS**

Workers are needed in individual areas, such as snow removal, painting, electrical, carpentry and plumbing. Please indicate what talents you have when completing the form in the back of the handbook.

**ID #15**        **LIBRARY AIDE**  
**(Child Protection Compliance Required)**

Assists with book circulation and library skills work in library classes. May also prepare new books for circulation.

- ID #16-A**    **MORNING CARPOOL COORDINATOR**  
**(Child Protection Compliance Required)**  
Creates event sign ups on Track It Forward and ensures volunteers are present for morning carpool. Meets with carpool volunteers to go over roles and responsibilities.
- ID #16-B**    **MORNING CARPOOL WORKERS**  
**(Child Protection Compliance Required)**  
Directs incoming carpool every morning from 7:00 AM until 7:40 AM as assigned by the coordinator.
- ID #17**        **MORNING & AFTERNOON BUS MONITORS: MCDONOUGH, LACKEY, LAPLATA & ST. CHARLES HIGH SCHOOLS**  
**(Child Protection Compliance Required)**  
Monitors ANS students during bus transfer at McDonough, Lackey, LaPlata, and St. Charles High Schools. At least one volunteer is needed at each site from 7:00-7:30 AM and 2:00-2:30 PM. Positions may be shared.
- ID #18**        **OFFICE WORKERS/PACKET COMPILATION WORKERS**  
**(Child Protection Compliance Required)**  
Assist office staff on an as-needed basis. Duties include copying, collating, stapling, and other general office work. During the summer, help is needed with collating information to be placed in back-to-school packets and filling gym uniform orders.
- ID #19-A**    **PLAYGROUND COORDINATOR**  
**(Child Protection Compliance Required)**  
Coordinates playground volunteers by creating event sign ups on Track It Forward and ensures volunteers are present for playground duty. Notifies volunteers about playground times and goes over playground responsibilities. Coordinator will notify volunteers when times are different due to special events, Mass, etc. Assists volunteers in finding substitutes.
- ID #19-B**    **PLAYGROUND DUTY**  
**(Child Protection Compliance Required)**  
Volunteers supervise children during recess. If students are inside due to inclement weather, volunteers are needed to assist in classrooms. Event sign ups are available on Track It Forward.
- ID #20-A**    **ROOM PARENT COORDINATOR**  
**(Child Protection Compliance Required)**  
Schedules room parents for each homeroom. Makes list of homeroom parents and provides them with their responsibilities. Creates event sign ups on Track It Forward and verifies and approves room parent volunteer hours.
- ID #20-B**    **ROOM PARENTS**  
**(Child Protection Compliance Required)**  
Two parents are needed per homeroom to help plan, prepare and attend classroom parties (Halloween and Christmas). Room parents must also prepare a basket for auction at the school's annual spring event. Seventh grade room parents will



assist with the 8<sup>th</sup> grade graduation reception. Room parents may be asked to help with Teacher Appreciation Luncheon during Catholic Schools Week.

**ID #21**      **SECRET SANTA SHOP COORDINATOR**

**(Child Protection Compliance Required)**

Organizes shop for children to purchase Christmas presents for family members. Purchases and inventories stock, keeps running account of sales, schedules, and workers to help children shop. May obtain donations from businesses. Santa Shop will be open to students for approximately three (3) days in December. Creates event sign ups on Track It Forward and verifies and approves room parent volunteer hours.

**ID #22**      **SPECIAL EVENT PLANNING**

Provides assistance for various school projects and/or fundraisers. Examples include, but are not limited to:

- Annual Jaycees Event
- Annual Turkey Trot
- Annual Golf Tournament

**ID #23**      **SPECIAL TALENTS**

Parents with special talents not covered in any other category may apply these skills for volunteer hours. To receive hours under this listing, volunteers must submit a Parent Participation Application Form (see back page) and have service approved by Principal prior to performing volunteer work. Please specify special talent and availability.

**ID #24**      **STEM/STEAM**

**(Child Protection Compliance Required)**

- ID #24A      3<sup>rd</sup> Grade STEAM Coordinator
- ID #24B      3<sup>rd</sup> Grade STEAM Workers
- ID #24C      4<sup>th</sup> Grade STEAM Coordinator
- ID #24D      4<sup>th</sup> Grade STEAM Workers
- ID #24E      STEM Workers

**ID #25**      **UNIFORM EXCHANGE COORDINATOR**

**(Child Protection Compliance Required)**

Schedules 3 uniform exchange days: one held prior to the start of school, one in the fall and one in the spring. Organizes the exchange and storage of all uniform exchange items. Creates event sign ups on Track It Forward and verifies and approves room parent volunteer hours.

**ID #26**      **WINTER TEA COORDINATOR**

**(Child Protection Compliance Required)**

Organize and implement the Winter Tea (afternoon tea for ladies and girls at the school) with the committee. Organizes table sponsors, attendee list, vendors, auction items, and food preparation. Solicits entertainment, manages communication pre and post-event, tracks proceeds and expenses, and works with the committee to innovate new and exciting ideas. Creates event sign ups on Track It Forward and verifies and approves room parent volunteer hours.

**ID #27**

**YEARBOOK COMMITTEE/PHOTOGRAPHER**  
**(Child Protection Compliance Required)**

Assists with compilation of yearbook as well as taking pictures.

# SPECIAL TALENTS FORM (to be used with ID # \_\_\_\_ )

To earn credit for your hours, this form MUST be returned to you with the signature of the principal before you perform your volunteer service.

(Please print)

**STUDENT NAME:** \_\_\_\_\_ **HOMEROOM:** \_\_\_\_\_

**PARENT NAME:** \_\_\_\_\_

**PARENT ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PHONE NUMBERS:**

Cell \_\_\_\_\_

Home \_\_\_\_\_

**DESCRIPTION OF PROPOSED VOLUNTEER SERVICE:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ESTIMATED NUMBER OF HOURS:** \_\_\_\_\_

(actual hours are to be recorded in Track It Forward)

**Parent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**(Office Use Only)**

**DATE APPROVED:** \_\_\_\_\_

**PRINCIPAL SIGNATURE:** \_\_\_\_\_

Please keep a copy of this for your records and remember to log in your service hours onto Track It Forward once completed. Thank you for your service to Archbishop Neale School!