



ST. ANN'S ACADEMY
ESTABLISHED 1880

Parent Participation Program Category Descriptions

Families of St. Ann's Academy are asked to complete 20 volunteer hours at the school during each school year. A deposit of \$300 is held on file and returned to families upon the completion of all 20 hours. Please note that there will be no refund processed for partial completion of the assigned 20 hours.

The school office staff will provide a contact list for each category to the appropriate manager. Parents are asked to follow up as required throughout the year, in addition to checking the SAA Weekly email for volunteer opportunities.

In order to volunteer, the parent, grandparent, sibling (19 or older) will require a criminal check (please note that a criminal record check is valid for 5 five years – check with the school office if you have any questions or require a criminal record check request form). Volunteer drivers must provide the school office with a copy of current vehicle insurance with proof of \$2 million liability insurance, and a copy of a valid driver's license.

01. Walkathon Stations/Lunch Prep/Pledge Tally, Count Money – *School Staff*

- Work at the check in stations on the 15km route or walk with students as per Teacher's request
- Work in the canteen preparing hot-dog lunch
- Bike the 15km route throughout walkathon
- Counting of money, deposit preparation, prep ticket draws, prize draw tickets, etc
- Coffee/donuts circulation
- First aid attendant along route

02. St. Ann's Parents' Association Events (Community Building Events, Fundraising Events, Raffles, Bazaar, etc) – *St. Ann's Parents' Association*

- Events as planned and managed by committee chairs requiring assistance which may include set-up/clean-up, managing a portion of the event, advertising, donations, auctions

03. St. Ann's Parents' Association Executive and meetings

- Elected executive members (President, Vice-President, Treasurer, Secretary) serve a 2 year term
- Meetings are held on the 2nd Tuesday of each month
- Parents are credited with Parent Participation Hours for attending meetings

- 04. St. Ann's Parents' Association Category Manager – *St. Ann's Parents' Association***
- ☛ Contact parents who have indicated interest in volunteering for specific categories, advise of meeting times, assistance required, etc as needed (school office will provide the list of parents and phone numbers for each category)
- 05. Golf Tournament – *Mr. Byron Green***
- ☛ The tournament committee will solicit new members if and when needed from the list provided
- 06. Library – *Mrs. Ali Sucro***
- ☛ Supervision and assistance at scheduled times throughout year (librarian will train)
 - ☛ Jobs include putting books away, checking books in and out of the library, seasonal decoration, entry of new books into the computer
 - ☛ Book Fairs: Book Fair jobs include organizing volunteers, putting together the family reading night and Book Fair promotion to students
- 07. One to One Reading (*Parent Volunteer, Program Coordinator*) – *Mrs. Lisa Hanlon***
- ☛ Coordinator's role: manage communication with volunteers, set up schedule, liaison with community resources
 - ☛ Times scheduled for volunteer reading with children in program (3 half hour sessions once a week)
 - ☛ Volunteers should enjoy reading with young children
 - ☛ Require parents or community volunteers with very good reading and English skills
 - ☛ Training given (a 3 hour session to be taken before tutoring)
- 08. Canteen - *Mrs. Mila Skiba***
- ☛ Scheduled participation in preparing lunch menu, supervising students selling
 - ☛ Rolling of coins
 - ☛ Assistance in prep of meals on special days i.e. pancake breakfast during Catholic Schools Week, hotdogs during Walkathon and Sports Day
- 09. Phoning Committee – *St. Ann's Parents' Association***
- ☛ 15 – 20 positions available – disseminate information to families; call information provided via Parent Support Group phoning committee category manager
 - ☛ Also required to be a "welcome parent " to new families at St. Ann's Academy
 - ☛ Emergency phone pyramid contacts require 6 - 10 willing individuals to disseminate information quickly to classroom parents in an emergency/crisis situation
- 10. Maintenance (Yard Clean-up, grounds keeping, repairs, maintenance, recycling, etc) – *Mr. James Jackson***
- ☛ Follow directions of organizers to clean up school grounds
 - ☛ Physical labor
 - ☛ Scheduled yard work throughout the year
 - ☛ Winter snow shoveling, sanding, and sweeping
 - ☛ Summer weed trimmer, lawn cutting, sweeping
 - ☛ Repair and maintenance as coordinated with Mr. Jackson

11. Classroom and/or Field Trip Assistance – *School Staff*

- ☛ Check with individual teachers regarding specific classroom/field trip assistance required

12. Graduation – *Mr. Kevin Langevin*

- ☛ Coordination of fundraising
- ☛ Correspondence, phoning
- ☛ Decorating at Grad
- ☛ Grad Mass
- ☛ Arrangement of photos
- ☛ These jobs are usually for parents with graduating grade 12 students and are coordinated under the direction of the teacher or parent sponsor
- ☛ Coat checks at Grad event

13. Religious Activities & Retreats – *Mr. Lawrence Beaton (religious activities) and Mr. Kevin Langevin (retreats)*

Religious Activities – Mr. Lawrence Beaton

- ☛ School Masses: Set-up/clean-up
- ☛ Eucharistic Ministers (development of a list of qualified parents)
- ☛ Artistic people to develop banners for the various liturgical seasons (i.e. Advent, Christmas, Lent and Easter) that could be hung in gym to add more color to the Masses.
- ☛ Cleaning altar cloths and table coverings for Mass and Chapel

Religious Retreats – Mr. Kevin Langevin

- ☛ Ordering and preparation of food for student retreats throughout the year

14. School Dance Supervision – *Elementary Grade 7 teacher (Elementary dances); Mr. Green and High School Student Council (High School dances)*

Elementary Dances: Coordinated by Grade 7 class

- ☛ Ticket sales at the door, work in canteen, baking, etc

High School Dances: Student Council Staff coordinators

- ☛ Supervision at dance

15. Sports Day – *Elementary & High School Athletic Directors*

- ☛ Work stations
- ☛ Set-up/clean-up

16. Athletic Department – *Elementary & High School Athletic Directors*

- ☛ Qualified participants to help coach, referee, drive to games
- ☛ Work at track meets (i.e. timing and recording times of events, measuring long jump, raking sand pits, setting up for sports)
- ☛ Work canteen during tournaments
- ☛ Fundraising, sponsorship in programs

17. Music Department – *Mr. Tony Cuzzetto (High School) and Mrs. Maaïke Kopper (Elementary)*

- Set-up/clean-up for concerts
- Fundraising
- Driving to concerts
- Chaperones

18. Woodworking Department – *Mr. Tony Cuzzetto*

- Donations of wood to be picked up throughout the year
- Classroom assistance

19. Art Department – *Miss Reiswig*

- Supervision on field trips
- Setting up displays in hall window boxes

20. Career Day – *Student Services Counsellors*

- Assist event coordinators with workshop material preparation, event organization
- Parents could be requested to be a presenter but please **note** that not every parent who wants to speak will be used, as we rotate through different speakers over a 3 year period and reserve the right to select our presenters

21. School Council

- School Council meets on the 3rd Tuesday of each month; parents are welcome to attend and will be credited with Parent Participation Hours for their attendance
- School council positions are elected positions; if you are interested contact your parish Priest or the school Principal

22. School Promotions – *Communications Committee*

- Sending letters of invitation to school events to Alumni and potential students
- Help at 'Open House' events with decorating and refreshments
- Media
- Submission of promos in church bulletins
- Follow up (i.e. thank you cards)

OTHER:

- Please indicate any other areas of interest you may have
- To be coordinated through the school office