



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.

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

- 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)

- 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

- 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. Library

- 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

06. One to One Reading

- 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)

07. Canteen

- 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

08. Maintenance (Yard Clean-up, grounds keeping, repairs, maintenance, recycling, etc)

- 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

09. Classroom and/or Field Trip Assistance

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

10. Graduation

- 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

11. Religious Activities & Retreats

Religious Activities

- 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

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

12. School Dance Supervision

Elementary Dances:

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

High School Dances:

- Supervision at dance

13. Sports Day

- Work stations
- Set-up/clean-up

14. Athletic Department

- 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

15. Music Department

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

16. Woodworking Department

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

17. Art Department

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

18. Career Day

- ☛ 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

19. School Committee

- ☛ 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

20. School Promotions

- ☛ 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 check the monthly newsletters for volunteer opportunities