

D.O.V.E.S.

DEDICATED OFFICIAL VOLUNTEERS EMANATING SPIRIT

**VOLUNTEER
OPPORTUNITIES
and
INFORMATION**



**D.O.V.E.S.
VOLUNTEER HANDBOOK
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INTRODUCTION

The name DOVES stands for “***Dedicated Official Volunteers Emanating Spirit***”. The DOVES logo is symbolic of the gift of the Holy Spirit that volunteers in the D.C.E.S family are willing to share. Volunteer involvement helps to insure that every student has the opportunity to achieve intellectual, physical, social and emotional growth in a Christian environment.

The DOVES program was initiated to provide a better-organized method of lending assistance to our Elementary School teachers, support staff, Parents Guild and various school activities that go on throughout the school year. We invite parents, grandparents, parishioners, and friends of D.C.E.S. to help at our school. When you volunteer at our school, you are a representative of the church and school. Since you are serving in a Catholic School, you are expected to support the teachings of the Catholic Church and to live in a manner consistent with them.

A VOLUNTEER RESOURCE SHEET is given to each family in the fall. This is a list of available job opportunities. You are invited to indicate jobs which interest you and days and times that you would be available to help if needed for unlisted activities at school. The Parents Guild Chairpersons are responsible for job placement and will contact you about committee assignments. If you need additional information or have questions about the school volunteer program, please contact us.

This booklet attempts to list and describe most of the volunteer positions and activities at the school. Please keep it accessible as a handy reference.

DOVES Committee

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WHY VOLUNTEER?

"None of us stands so tall as when we stoop to help a child." Helping children is what teaching, parenting, and volunteering is all about. . . . a shared venture, a cooperative understanding, a labor of love! Everyone benefits from your involvement with the DOVES Program. The school and faculty benefit by the additional assistance and expertise the volunteer provides. The clerical tasks performed, provide the teacher with more time for teaching and planning. The volunteer is fulfilled by knowing he/she has shared time, talents, hobbies, experiences and services that expand and enrich the programs and curriculum of our school. The student receives additional help needed and is provided with extras that would be improbable without volunteer assistance. And finally, the community benefits because DOVES volunteers act as role models and present service as a positive aspect in the children's lives. When students become adults, they too will be able to share the Christian spirit with future generations.

Your contribution is a vital one and will become an important part of the total instructional effort. **YOU MAKE A DIFFERENCE!** You help us reach our goal of providing the best possible education for our students!

VOLUNTEER OPPORTUNITIES

PARENTS GUILD

PARENTS GUILD (PG) - a service/support group in which all parents are encouraged to participate. The organization provides enrichment aids to the school and faculty. Monthly meetings are held which are open to all parents. Board positions are usually filled in May.

Executive Board - is elected in the spring from P.G. Committee Chair people. The executive officers administer P.G. programs and activities. The Executive board positions include the co-presidents, treasurer and secretary.

P .G. Committees

Membership - Organizes the annual membership drive which helps fund P.G. programs and activities that benefit every D.C. student

D.C. Apparel - Handles the sale of gym shirts and sweatshirts, and the sale of jackets, duffel bags, ties and aprons.

Caring Committee – Provides assistance to D.C.E.S. families in times of crisis by offering prepared dinners, lunches, transportation, etc

Hospitality - Provides food and beverages for special luncheons and school events

Parish Council - Acts as a liaison at Parish Council meetings.

Homeroom Parent Coordinator - Recruits, selects, organizes and provides information to volunteer homeroom parents. Three representatives are needed for each homeroom.

Programs - Investigates, recommends, and organizes special student events; assemblies, Great Books, D.C. BOOK BANK, Halloween Sock Hop, Book Fairs, Awards Assembly, Pet Blessing and adult evening education programs.

Holiday Boutique - Organizes this annual juried arts and crafts boutique. It is held on the first Saturday of November in the Elementary School and requires tremendous volunteer assistance for all the sub committees listed below. It is a major fund raiser which supports all the special programming and equipment extras.

Bake Sale Organizes the collection and sale of baked goods that are donated by each school family and are sold at the Boutique.

Publicity Contacts the appropriate media to advertise the Boutique and produces and distributes posters.

Raffle Solicits prizes and donations, distributes raffle tickets to all school families, keeps pertinent records and distributes prizes to winners that are drawn at the Holiday Boutique.

Kitchen Organizes, prepares and serves lunch and beverages to patrons and crafters at the Holiday Boutique.

OTHER VOLUNTEER OPPORTUNITIES

DOVES JOB CODE

Adult Education Program (AEP)- People will receive service hours for attending PG sponsored Adult Education Programs which include day/evening Parent Guild Meetings and special programs on a variety of educational topics.

Art Class Helper (ART) - Assistance is needed for Art Class before, during, and after school hours. Services must be requested by the Art Teacher.

Auction Tin Can Alley (AUC) - Help on Auction Night with the Tin Can Alley Raffle.

Auction (AUC) - This annual function benefits both D.C. schools. Date to be announced.

- Item Acquisition Committee- for more information contact Lynn Polaczyk at 313- 562-1990 ext.224.
- Contact people/businesses about donations/advertisement (lists provided- daytime availability recommended)
- Donate an item or service
- Help plan and develop the Auction decorations theme
- Work on the Auction Computer (daytime availability only)
- Help with Auction mailings
- Clerical jobs at home
- Auction Night Volunteer
- Design computer advertisements

Baby Sitting (BS) – Help other parents volunteer by babysitting. Great home job for moms with young children.

Bake (BAKE) – Prepare baked goods for special meetings, activities or homeroom parties,; usually a few dozen items as needed. This does not apply to the Holiday Boutique Bake Sale Requirement.

** A MAXIMUM OF 2 HOURS per event may be applied toward service hours. **

Band Boosters (BND) - Join in supporting the D.C. Music Program.

Bible Trivia (BT) - Help prepare questions and/or drill the Bible Team and drive students to the competitions, videotape Bible Trivia shows on your home VCR (must have Dearborn Cable)

Book Fair (BF) - Many volunteers are needed at the fall and spring book sales.

Bulletin Board Decorators (BUL) - Several bulletin boards are crying for your creative abilities. Teachers are willing to give supplies, direction, and suggestions. 1-2 times/month.

Bus Patrol (BUS) - Be available to help supervise students who will be waiting to board Dearborn Public School Busses until a DCES teacher arrives after dismissal. Approximate Time 2:45 to 3:10 PM

Cafeteria Supervisor (CS) - Monitor students assembled in the cafeteria from 7:30 to 7:50 each school morning.

Calligrapher (CAL) -Volunteer needed to do calligraphy on nametags, certificates, etc.

Caring Committee (CC) Provide general assistance to the committee, prepare and deliver meal to a family in crisis, be a family coordinator

Check papers and/or workbooks (CKPA) -Available only if a teacher requests, done at home or school per teacher.

Choir Helper (CHR)- Assistance is needed for choir practice/productions.

Classroom Assistant (CA) - Help needed to assist teachers before, during or after school. Services must be requested by the teacher.

Class Picnics (CLP) - Helpers needed for classes that have an end of the year picnic.

Clerical Support (CLS) - Typing, special mailings, and special projects at school.

Club Moderators (CLB) - Organize and/or supervise these before or after school activities or offer your services for any other activity or club you would be willing to organize.

- Chess Club
- Math Counts – be a leader for this Jr. High activity; B.S. in math or engineering needed
- Math Club
- Science Olympiad – Help with science enrichment programs
- Other Suggestions

Computer Classroom Assistant (CCA) - Help students during computer class times especially 1st, 2nd, 3rd and 4th grades; assist students with computer usage at lunch or before/after school

Computer Entry (COE)- Enter projects scores, chart student, etc for teachers.

Computer Maintenance (CM) - Help repair and maintain the DCES computers.

Computer Website Manager/Developer (CW) - Help students and teachers setup and design web pages. Help maintain the DCES Internet Server.

Crossing Guard (ASP) **Paid position but substitutes needed occasionally.** Adult Crossing Guards are located at different intersections near the school and work before and/or after school.

C.Y.O. (CYO) – Coach a DCES sports team or provide parental assistance at athletic events.

D.C. BOOK BANK (BB) - The committee plans and organizes the DC Book Bank program.

- Volunteers need for tabulation of records on Book Bank turn in day (6 times per year, 8 am to 10 am).

D.O.V.E.S. (DOV) – Volunteers needed to help manage the volunteer program by inputting hours into the volunteer database, printing certificates & reports, and providing volunteer information to committee heads, teachers and school administration.

Donations- Service hour credit is given for Elementary School donations (ESD)-usable supplies and equipment, and for donations to the Holiday Boutique (HBD), Auction (AUCD) and for Homeroom party supplies (HRRD), (OVER AND ABOVE WHAT IS REQUIRED BY EACH CLASSROOM). A \$3.00 donation will equal 1 hour of service.

Easter Cake Raffle (ECR)- A fund raiser to support the missions. Bake or donate cake (ECRD), or sell chances in school.

Field Trips (FT) - Chaperones needed to assist on these class trips.

Gym Assistant (GA) - If you can volunteer on a regular basis, your help would be appreciated. 9 week minimum assignment. (Helping grades 3, 4 and 5). You may not be assigned to your child's class but placed where needed

Halloween Sock Hop (HSH) - On a Sunday evening, in October, 6-8 P.M. A dance for Elementary students and their families with refreshments and DJ music. Volunteer opportunities for this event would be a Committee member or volunteer for the day of the dance (1 - 2 hours).

Holiday Boutique (HB) - Many volunteers are needed in a variety of jobs, such as raffle, publicity, kitchen and bake sale. A separate volunteer form is sent to every family in October.

Home Jobs (HJ) - Help, as needed, with assignments that are requested and can be done at home. Some examples include making games, posters, flash cards, mailings, and other clerical requests.

Homeroom Helper (HRH) - Assists Homeroom Parent with class activities.

Homeroom Parent (HRP) Organizes parties, field trip, enrichment activities, and the class picnic for a homeroom. Three parents per class.

Hot Lunch Helpers (HLH) - Distribute hot lunch to students daily or as a substitute.

Hot Lunch Money - (HLM) Count lunch money.

Infant Reporters (INF) - Take pictures and write brief copy for the church newspaper.

Junior High Career Day (JCD) - Assist with Junior High Career Day as a speaker

Library Aide (LA)- Help in the Library. Must volunteer a minimum of 1/2 day per week on a regular basis.

Lunch Supervision (LS)- Paid position but occasional substitutes needed.

Consumer Programs (CP) - Help with Campbell Soup Labels, Box Tops for Education, Betty Crocker Coupons and any other that may come up. This job can be done at home most of the time.

Marketday Volunteer (MKT) - Help with the distribution of Market Day Item-- one after school and early evening per month, assist with order sheet tabulation or various other jobs.

Newsletter (NLE) - Assemble the monthly D.C.E.S. Newsletter.

Nurse (NUR)- **Paid position but occasional substitutes needed.**

Parents Guild (PGB) - Serve on the board or on committees that require assistance and participate in P.G. activities.

Picture Day Helper (PDY) - Supervise students during school picture taking in September.

Phone Caller (PC) - Make phone calls for staff or committee chairman as needed

Printing Volunteer (PT) - Volunteer on a weekly basis for elementary school copying needs.

Protecting God's Children Workshop (PGC) – Attend the Protecting God's Children workshop as required by the Archdiocese of Detroit for all volunteers working with children. Information about the class is available in the elementary school office or online at www.virtus.org.

Scoliosis Screening (SCL) - Nurses screen students for spinal curvature. March 2008. Both volunteers and nurses are needed.

Scouts (SCS) - Help with the established programs at our school

Scrap Paper (SCP) - delivery of any usable scrap paper for school use. The paper should be 8x11 paper that is printed only on one side. The scrap paper must not contain any personal, medical or court records. 1 hour may be recorded for delivery time.

Sharing Personal Skills (SPS) - Volunteer your special skill or expertise for an enriching classroom experience. Share information about specific jobs, businesses, industries, demonstrate hobbies, other special interests or CPR. Share information with classes or a parent group.

St. Christine's Soup Kitchen (STC) - A meal is planned, prepared, and served to the needy. Help is needed to shop for food and to prepare and serve food. Junior High parents only.

Swap Shop (SWS) - Used uniforms can be sold or purchased. Held at the end of the school year.

Tutors - Help low ability students in math (TUM) or reading(TUR) at teacher's request.

Uniforms (UNI) - Periodically wash spare uniforms, sweaters, etc.

Videographer (VID) - Willing to videotape special functions for the school or class



REPORTING YOUR DOVES HOURS

DOVES Hours – Each family is required to volunteer for 15 hours (10 hours for single parents) during the school year. Hours you donate during the academic school year, which extends from August through June, are the only hours eligible to be considered for DOVES Hours for the current school year.

Submitting DOVES Hours- ***You are responsible for turning in your own hours.***

Reporting DOVES Hours- The forms for reporting hours are the DOVES Family Report Form, included at the end of this handbook, and the Volunteer Sign In/Out Book, located in the D.C.E.S. office. Send the completed form with your child in an envelope marked “DOVES” and they will be delivered to the DOVES office.

Signing in with chairpersons for individual jobs does not necessarily mean your hours are recorded. You still may need to report your hours on a DOVES Family Report Form.

Please do not report hours prior to working them.

All service hours must be reported by the last day of the current school year.

There is no way for us to know your hours unless you record them either on a Family Report form or the Volunteer Sign In/Out Book in the D.C.E.S. office.

Please call one of the DOVES chairpersons if you need assistance or have any questions regarding DOVES reporting.

ACTIVITIES NOT ELIGIBLE FOR D.O.V.E.S. HOURS

Activities that do not directly benefit the Elementary School cannot be reported as fulfillment of service hour requirements. Examples of some of these activities include, but are not limited to:

- Sale or purchase of Men’s Club Raffle tickets.
- Parent Guild membership fee.
- Monetary value of Holiday Boutique raffle tickets. The sale of raffle tickets is one of the three service requirements, which also include the Bake Sale donation and the service hour requirement.
- Fees paid for your child to participate in extra activities, including beginning of the year homeroom donation, field trips, junior high luncheons and dances.
- School activities including paid positions, time spent attending school functions such as Open House, concerts and conferences.
- Parish activities including Sunday School teachers, Parish cleanup and spring planting, church Christmas decorating, Men’s Club meetings and activities, Women’s Club meetings and activities, Parish Council Meetings and Super Bowl Party.
- High school volunteer work.

SCHOOL POLICIES AND HELPFUL INFORMATION

The following list should help you become acquainted with the "ins and outs" of the school.

1. Absence Procedures - It is essential that volunteers take the responsibility of notifying the teacher/chairperson as soon as it is known that an absence is necessary. This may be done by calling the school secretary or chairperson.
2. Disciplining Students - NOT the responsibility of the volunteer. The volunteer may correct, but all discipline should be left to the school employees. Please do report consistent improper behavior.
3. In order to work with children, all volunteers are **required** to take the "Protecting God's Children" workshop offered through the Archdiocese. Further details available in the elementary school office or online at www.virtus.org
4. Smoking is not permitted in the building or when with children.
5. Fire and Tornado Drills - Volunteers follow the rules and example of the teacher with whom they're working. During a Fire Drill everyone must vacate the premises during a drill. If a volunteer has a child outside the classroom, the child should be taken to the teacher once outside.
6. School Nurse - A sick child should be accompanied to the nurse or to the office if the nurse is not available.
7. Medicine - All medicine is kept in the office and administered only by office staff.
8. Child Abuse - State of Michigan Child Protection Law (Act 238 of 1975) states that suspected child abuse or neglect must be immediately reported to the State Department of Social Services. The reporting person must notify the school principal of his or her finding and a written report must be filed. A person cannot be dismissed or otherwise penalized for making a report required by this act.
9. Morning Prayer - If you are in school for opening prayers, stop what you are doing and join.
10. Place to work - This is usually determined by the teacher. It can be a place in the classroom, the hall, or even outdoors. Often we must adapt to what exists rather than what would be ideal. If the school does not have a room or if materials are not ideal for the task to be done, make the best of what is available.
11. Rewards and Gifts - Although there is no policy forbidding a volunteer giving gifts to students on special occasions, praise and positive reinforcements are encouraged as the best rewards. NO candy or food please! .
12. Sending Things Home - Assignments, notes, books, etc., are given only by teachers and school staff.

13. Taking Children from the Classroom - This is done ONLY with the knowledge and approval of the teacher.
14. SIGN-IN - Please remember to sign the Volunteer Sign In/Out Book as you report for your volunteer assignment and as you leave the building. WHY SIGN IN AT THE SCHOOL OFFICE? We appreciate your work as a volunteer and the sign-in sheet will help us to know who is working in the school and what services you bring. A record will be kept of your volunteer hours. Should a message come for you, it may save valuable time for the office staff to know definitely that you are in the building and where you can be located.
15. VOLUNTEER TAGS - are available in the school office. By wearing this identification every time you are in the school as a volunteer, you will enable students, teachers, school personnel and other volunteers to recognize you.
16. Income Tax Deductions - Deductions may be taken by volunteers for automobile mileage to and from their volunteer assignments.
17. Teacher's Lounge - This room is for the teachers only!
18. Telephone - the office telephone may be used upon request.

ONLY A TEACHER CAN DO SOME TASKS

It is also important that you remember as the teacher plans activities and tasks for you, there are guidelines that he/she must follow. No matter how much volunteer assistance you are able to give or how valued that assistance may be, *only the teacher may:*

- 1) Diagnose
- 2) Contact parents
- 3) Evaluate on a formal basis
- 4) Prescribe
- 5) Initiate instruction;
- 6) Write comments on papers that go home
- 7) Discipline students
- 8) Work with permanent files



DIVINE CHILD ELEMENTARY SCHOOL D.O.V.E.S. FAMILY REPORT FORM

Volunteer First Name _____ Last Name _____ Date _____
 Child Name _____ Grade _____ Homeroom _____

DO NOT DEPEND ON SOMEONE ELSE TO RECORD YOUR SERVICE HOURS

Date of Service	Type of Service/ Activity	Location of Activity	Teacher/ Chairman Helped	Job Code	# of Hours	Recorded in sign in/out book? (Y or N)

DEDICATED OFFICIAL VOLUNTEERS EMANATING SPIRIT

File this report form monthly or as needed
 Please do not wait until the end of the school year

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DIVINE CHILD ELEMENTARY SCHOOL D.O.V.E.S. FAMILY REPORT FORM

Volunteer First Name _____ Last Name _____ Date _____
 Child Name _____ Grade _____ Homeroom _____

DO NOT DEPEND ON SOMEONE ELSE TO RECORD YOUR SERVICE HOURS

Date of Service	Type of Service/ Activity	Location of Activity	Teacher/ Chairman Helped	Job Code	# of Hours	Recorded in sign in/out book? (Y or N)

DEDICATED OFFICIAL VOLUNTEERS EMANATING SPIRIT

File this report form monthly or as needed
 Please do not wait until the end of the school year

DIVINE CHILD ELEMENTARY SCHOOL VOLUNTEER HOURS PAYMENT FORM

Family Name _____ Date _____

Child Name _____ Grade _____ Homeroom _____

Check No. _____

Payment for: Volunteer Hours (\$3 per hour) _____

* Requirement is 15 hours per family or 10 hours for single parent families

NOTE: Payment for Holiday Boutique raffle tickets and bake sale will be collected at the time of the Holiday Boutique. Please do not remit payment for those items.

Thank You

Please attach your check made out to **Divine Child Elementary School** to this form and return both to the school office in an envelope marked ATTN: D.O.V.E.S.

