

## Holy Cross Lutheran School Volunteer Guidelines

Welcome to all volunteers at Holy Cross Lutheran School. Thank you for your time, service, and commitment. Volunteering provides needed services for our school, builds relationships between parents, and serves as role modeling for our children. It is our goal that the time you spend at Holy Cross School is enjoyable and beneficial for both you and our school. Thank you again for making a difference in the lives of our students!

### Volunteer Procedures

- Every three years complete a background check. The form is included.
- Field Trips require proof of insurance and a signed waiver, which is in the school office.
- Sign in and out of the school office when school is in session.
- Volunteers may use the work room materials for school projects.
- Volunteers are not expected to be responsible for administering student discipline. Disruptions should be referred to a teacher or the administrator.
- Kitchen volunteers need to take the Food Handler's class.
- Kitchen volunteers should wear shoes that are enclosed. Clothing covering shoulders, partial arms and legs is suggested due to contact of hot liquids or food. Smocks will be available.
- Confidentiality pertaining to personal information about students is expected.

**This year we are asking all parents to sign up for either one event or two hours of service. Please check the event or activities in which you would like to volunteer. \*Return to the office.**

<u><b>PTL Volunteer events (all year)</b></u>	<u><b>Booster Club</b></u>
<input type="checkbox"/> Box Tops Collection helper/ counter (monthly)	<input type="checkbox"/> Soccer Concession Stand
<input type="checkbox"/> Monthly Bake Sale Baker	<input type="checkbox"/> Volleyball Concession Stand
<input type="checkbox"/> Book Fair (Oct/ Nov '17, Mar '18, May'18)	<input type="checkbox"/> Basketball Concession Stand
<u><b>PTL ONE TIME Volunteer event</b></u>	<input type="checkbox"/> Set up the Concession Stand
<input type="checkbox"/> Back to School Bash (Aug 14, 2017)	<input type="checkbox"/> Fundraiser
<input type="checkbox"/> Pastries with Principal (Sept '17, April '18)	<input type="checkbox"/> Spirit Wear
<input type="checkbox"/> Movie Night (Sept '17)	<u><b>School Assistance</b></u>
<input type="checkbox"/> Veterans Day (Nov '17)	<input type="checkbox"/> Art Room Helper

<input type="checkbox"/> Fun Night (Feb '18) Helper	<input type="checkbox"/> Hot Lunch Kitchen
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<input type="checkbox"/> Grandparents Day (Mar '18)	<input type="checkbox"/> Lost and Found
<input type="checkbox"/> Father/Daughter Dance (Apr '18)	<input type="checkbox"/> Change Hall Flags
<input type="checkbox"/> Jog-a-thon Tallying (Apr '18)	<input type="checkbox"/> Uniform Exchange
<input type="checkbox"/> Teacher Appreciation Week (May '18)	<input type="checkbox"/> Bulletin Boards (Mission, PTL, Booster)

Parent Name _____	
Parent Email Address _____	Phone _____