

St. Mary's
SYCAMORE
CATHOLIC
SCHOOL

Parent
Volunteer
Opportunities
Handbook



2025-26
Academic Year

St. Mary's School Families,

The St. Mary School Staff and PTO continue to believe that parent involvement and participation in school activities is not only a means to show our support for the faculty and the school but is absolutely necessary in order to maintain and expand many of the academic and extracurricular services offered by the school to our children

Sincerely,
Patricia Strang, Principal

Virtus

Please note that all volunteers coming in contact with students are required by the Rockford Diocese to undergo a personal background check and complete a VIRTUS child safety training course and paperwork. To begin the process please email stmarystarvolunteers@gmail.com or contact the school office (815) 895-5215.

Fingerprinting

Certain categories of volunteer such as coaches are required to be fingerprinted. See the principal for details. Coaches must also have training in concussion protocols and bloodborne pathogens.

In-School Opportunities

Most of these opportunities are during school hours and require VIRTUS.

- **Library Book Reshelving:** (flexible hours) Requires VIRTUS
You will reshelve books that have been returned.
Time commitment: 1 hour per week (can be done anytime Monday-Friday, 8am-3pm)
Where Accomplished: School (Library)
- **Used Uniform Sorting:** (flexible hours) Requires VIRTUS
You will sort and organize used uniforms that have been returned.
Time commitment: 1 hour per week (can be done anytime Monday-Friday, 8am-3pm)
Where Accomplished: School (PTO room)
- **Lunchroom Aide: (11:40 - 12:35 daily)** Requires VIRTUS
Volunteers supervise students in the lunchroom. Help little ones open containers and milks. Supervise
Time commitment: 1 hour per day
Location: School (Cafeteria)
- **PTO Pizza Lunches: (11:30 - 12:35 monthly)** Requires VIRTUS
Help serve pizza lunch to students in the cafeteria.
Time commitment: 1.25 hours per day
Location: School (Cafeteria)
- **Recess Aide: (11:30 - 12:35 daily)** Requires VIRTUS
Volunteers supervise the parking lot/playground area during recess. On indoor recess days, volunteers will be assigned to supervise students during recess in the classroom. Volunteers monitor children's whereabouts, keeping them out of prohibited areas.
Time commitment: 1.25 hours per day
Where Accomplished: School
- **Field Day Volunteers: (May)** Requires VIRTUS
Assist PE Teacher with set-up and clean up of games on the day of the event
Time commitment:
PE teacher will set up time
Location: School
- **Used Uniform Exchange: (Summer)** Requires VIRTUS
Host a Uniform Exchange during the summer and at Back To School Night in August. Arrange a date with the principal for at least two exchanges to take place and one in January (if needed) and secure volunteers to sort and work the events.
Time commitment: 8-10 hours yearly

Where Accomplished: School (PTO room)

Out of School Opportunities

Many of these opportunities do not require VIRTUS

- **Music Concert:** Christmas concert and Spring concert
Set up and take down chairs, stage and risers for Spring and Christmas concerts.
Time commitment: 1 hour
Where: PAC
- **Snow Shoveling: (Morning prior to school starting)**
Shovel snow in front of school on days it snows.
Time commitment: 1 hour
Where: School
- **Summer Clean Up and Mulching: (Summer)**
Clean-up of the school grounds and mulching of the playground.
Time commitment: 2-3 hours
Where: School
- **Athletic Program Coach:** (Child does not need to be on a team) (Requires VIRTUS & additional background certification)
Coach a St. Mary team (volleyball, basketball)
Time commitment: As needed (evenings)
Where Accomplished: School
- **Back to School Night - August** (Requires VIRTUS)
This event is a chance for “new” St. Mary’s families to meet “old” families before the start of the school year. It is held in August in the Parish Activity Center.
Time commitment: Planning 5 hours, Day of Event varies
Volunteers needed: Planning 3-5 , Day of Event 12-15
 - Dinner and dessert servers
 - Tables that promote school and parish events and activities
 - PTO tables - Welcome, New Families, Fundraisers
 - Used uniform exchange (at the school) Requires VIRTUS
 - School supply drop off (at the school) Requires VIRTUS
 - Set up/Clean up
- **Catholic Schools Week** (May require VIRTUS)
2-3 volunteers
Plan events for the students and teachers throughout the week.
- **Community Building Committee - 1-2 People** (Requires VIRTUS)
Plan and execute events that encourage school families to socialize

- **New Family Liaison** - (Requires VIRTUS)
Fostering relationships and assisting new families to Saint Mary School in a variety of ways
 - Call and message new families help with questions regarding school
 - Organize New Parent Information Nights
 - Set up parent mentors
- **Grands Day** - (Requires VIRTUS)
- **Teacher Appreciation Week - 2 to 3 volunteers** (May require VIRTUS)
Plan a week of teacher meals, gifts and events to show our teachers and staff how much the parents and students of St. Mary School appreciate all they

Fundraisers

Fundraisers are an essential component to maintaining our commitment to academic excellence, spiritual formation and a service to others mindset that St. Mary's is committed to providing its students.

Annual (once per year)

- **Fun Run - (September)** (Requires VIRTUS)
These positions are for planning and executing the annual Fun Run to benefit the Guardian Angel Fund.
 - ❖ **Planning volunteers** for this fundraiser would organize and promote a 5k for the school. **20 hours / 4-5 planning volunteers needed**
 - ❖ **Day of volunteers** for this fundraiser would help where needed at the event with supervising the 2K route, run check in or where needed.
3 hour / 10-15 volunteers needed day of event
Location: Home/ Sycamore Forest Preserve
- **Holiday Greens Sales: (September-November)**
Volunteers are needed to prepare marketing materials, send out flyers, tally final orders and distribute greens.
8-10 hour time commitment/8-10 volunteers also needed day of sorting
Where Accomplished: Home/PAC
- **Book Fair:**
- **Cookies with Santa:** (Requires VIRTUS)
Volunteers are needed to prepare marketing materials, send out flyers, decorate the morning of, and work the event.
2-4 hour time commitment/8-10 volunteers needed total

• Brews, Bottles & Blarney

These positions are for planning and executing a major fundraiser to benefit St. Mary's School Budget.

**All of the committees listed will be assisted and guided by the event chairpersons. You will receive all the help and materials needed to be successful on any of these committees!*

- ❖ **Silent Auction Committee: 20 hours / 3-4 volunteers**
 - Work with the solicitation committee to coordinate auction donations from the community, teachers and parents, class basket donations, etc.
 - Organize donations into "baskets"
 - Set up the auction items the day prior to the event.
- ❖ **Solicitation Committee: 20 hours / 3-4 volunteers**
 - Solicit business for sponsorship and or donations.
 - Business/event liaison to coordinate logo, tickets, marketing materials, etc
 - Sponsorship thank-you letters after the event
- ❖ **Auction Software Management (Needs to be comfortable working within software programs) : 20 hours / 1-2 volunteers**
 - Design and manage the event on the Auctria website.
 - Upload auction item images and create descriptions for each item
 - Maintain sponsorship info on site
 - Manage ticketing, add-ons, and website updates as needed.
- ❖ **Food committee: 10 hours / 3-4 volunteers**
 - Solicit food donations and/or catering options
 - Assist with creating & organizing menu
 - Assist with obtaining paper supplies
 - Help set up food areas on the day of the event.
 - Help organize volunteers to work food and drink at the event.
- ❖ **Decorating Committee: 4 hours / 6-8 volunteers**
 - Plan and purchase event themed decorations
 - Help decorate the day of the event from about 8am to noon
- ❖ **Clean-Up Committee: 2 hours / 6-8 volunteers**
 - Help clean-up after the event from about 7pm to 9pm.
 - Coordinate food donation with leftovers
- ❖ **Communication Committee: 20 hours / 2 volunteers**
 - Help promote the event through social media, print and other marketing vehicles at school, Parish, Religious Ed and the community.
 - Work with Sponsorship committee to put together marketing materials for sponsors
 - Help design event booklet

Ongoing (throughout the year)

- **Flamingo Flocker: (Spring & Fall)**

Place Flock in front yards and remove flock from yards

Dates: Spring, Summer and Special Occasion Orders

Location: Sycamore, DeKalb, Cortland, Genoa

Volunteers Needed: 5

Duties:

- Drive to yards and place flocks
- Take flock out of yard after one to three days

- **Box Tops Coordinator: (all year)**

Coordinator often runs several contests throughout the year to see which class turns in the most box tops—prizes to the winner.

15 hour commitment/1-2 volunteers needed

Where Accomplished: Home/School

- **Pizza Coordinator: (Monthly)** (Requires VIRTUS)

Coordinate the monthly Pizza Day.

- Plan monthly pizza with the school and Sam's Pizza over the summer.
- Distribute order forms to students and staff (first week of school)
- Purchase fruit and cookies.
- Get a check from Theresa for the amount of the pizza, hand in receipts for applesauce and cookies for reimbursement.
- Execute pizza day once a month. Distribute to students