

# **Volunteers**

August 2010

Volunteers play an essential role in the existence and operation of Incarnate Word Academy. IWA has been blessed with many wonderful families who give their time and talent to assist in the classroom, school office, or with fundraising. We depend on the help of volunteers throughout the year and invite you to join our volunteer team by offering your time and talent. Working together as a school community is a great way to meet other families, have fun, and support our children.

IWA is most grateful for any time or help you can give. There are many different areas where we need volunteers at various times throughout the days, evenings, and weekends. Please fill out the form on the reverse side of this letter and return it to school by Wednesday, September 1, 2010. Even if you are unable to volunteer at this time, please return the form. Only one form per family needs to be returned. Remember; please return it to your **youngest child's teacher**.

The Diocese requires all volunteers to read the "Standards of Conduct for Ministry" as set forth by the Cleveland Catholic Diocese and sign an acknowledgement form. The "Standards" and "Acknowledgment" form will be sent via your youngest child after we receive your volunteer form. As in the past we will offer a "Virtus Training" session accompanied with fingerprinting, which is also required by the Diocese. We thank all volunteers for their cooperation in these matters.

<p><b>Turn over for Volunteer Sign-up Sheet</b></p>
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## Volunteer Sign-Up Sheet 2010-2011

Parent Name: \_\_\_\_\_

Home Phone (w/area code): \_\_\_\_\_

Work Phone (w/area code): \_\_\_\_\_ Cell Phone (w/area code) \_\_\_\_\_

E-mail address \_\_\_\_\_

Youngest Child's Name & Room Number: \_\_\_\_\_

<b>Classroom Activities:</b>
<b>Individual teachers will send out letters requesting their own volunteers. All must be Virtus trained except for field trip volunteers.</b>
<input type="checkbox"/> <b>Computer Lab*</b>
<b>Committees:</b>
<input type="checkbox"/> Uniforms-R-Us
<input type="checkbox"/> Learning Garden
<input type="checkbox"/> Marketing
<b>Fundraising Activities:</b>
<input type="checkbox"/> Annual Appeal
<input type="checkbox"/> Box Tops for Education
<input type="checkbox"/> Campbell Labels
<input type="checkbox"/> Store Certificate Program
<b>Office Activities:</b>
<input type="checkbox"/> Copying flyers Tues. or Thurs.
<input type="checkbox"/> Newsletter
<input type="checkbox"/> School Office
<b>Other School Activities:</b>
<input type="checkbox"/> Call Mothers (Callers from home)
<input type="checkbox"/> <b>Kindergarten Screening * (spring)</b>
<input type="checkbox"/> <b>Library Volunteer *</b>
<input type="checkbox"/> Morning Parking Lot
<input type="checkbox"/> Memory Book / Video (Gr. 8)
<input type="checkbox"/> Count Mission Money – Advent/Lent
<input type="checkbox"/> <b>Spelling Team*</b>

Please check off the areas that you would be able to assist the school. Return form to your youngest child's homeroom by Wednesday, September 1, 2010.

Thank you!!!!!!

\_\_\_\_\_ I am unable to assist the school at this time. Please indicate reason:

\_\_\_\_\_

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\_\_\_\_\_

**\* These areas of volunteering require mandatory completion of Virtus Training and fingerprinting as noted in the Parent-Student Handbook under Volunteers.**