



# Saint Luke Catholic School



## PTO Volunteering Program Guide

2020-21



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## Introduction

The purpose of this guide is to provide the school community with information about the St. Luke School (SLS) volunteering program and to help the PTO accomplish its mission of promoting community engagement at Saint Luke Catholic School. This guide is owned and maintained by the Volunteer Coordinator ("VC") as part of his/her duties as a member of the SLS PTO Executive Board (For more information see Appendix B).

## Why is Volunteering Important to SLS?

Parent engagement is **vital** to the success of our school. We encourage all parents and extended family to engage in our community and volunteer time, talent, and/or treasure to help make our school successful. There are three important ways in which we believe our participation provides value to SLS:

1. **Student Success**- studies show parent involvement through volunteering contributes to student engagement which leads to the success of your children and all students.
2. **Stronger Community** - parent engagement allows us to build a stronger school community focused on faith, friendship and fun.
3. **Administrative Support** - as a school, we rely on parent volunteerism to address key functions that SLS would otherwise need full-time, paid employees to address, resulting in higher tuitions.

## Re-Defining Volunteering at SLS

In prior years, volunteering and receiving volunteer credit focused on efforts that were only measured in hours based on time spent helping at school events. Those families who were unable to volunteer at the events often struggled to satisfy their target hours, leaving them with overall negative feelings about the SLS volunteering process.

In order to reflect the time demands of 21st century parents and the many ways that SLS parents engage in the school, our view of volunteering has evolved into something more nuanced and robust than simply hours offered. We are taking our SLS Volunteering Program to a new level which will enable us to recognize the enormous skills and talents within our parent community, and at the same time provide an incentive model focused on positive reinforcement and recognition.



At Saint Luke, we define Volunteering as :

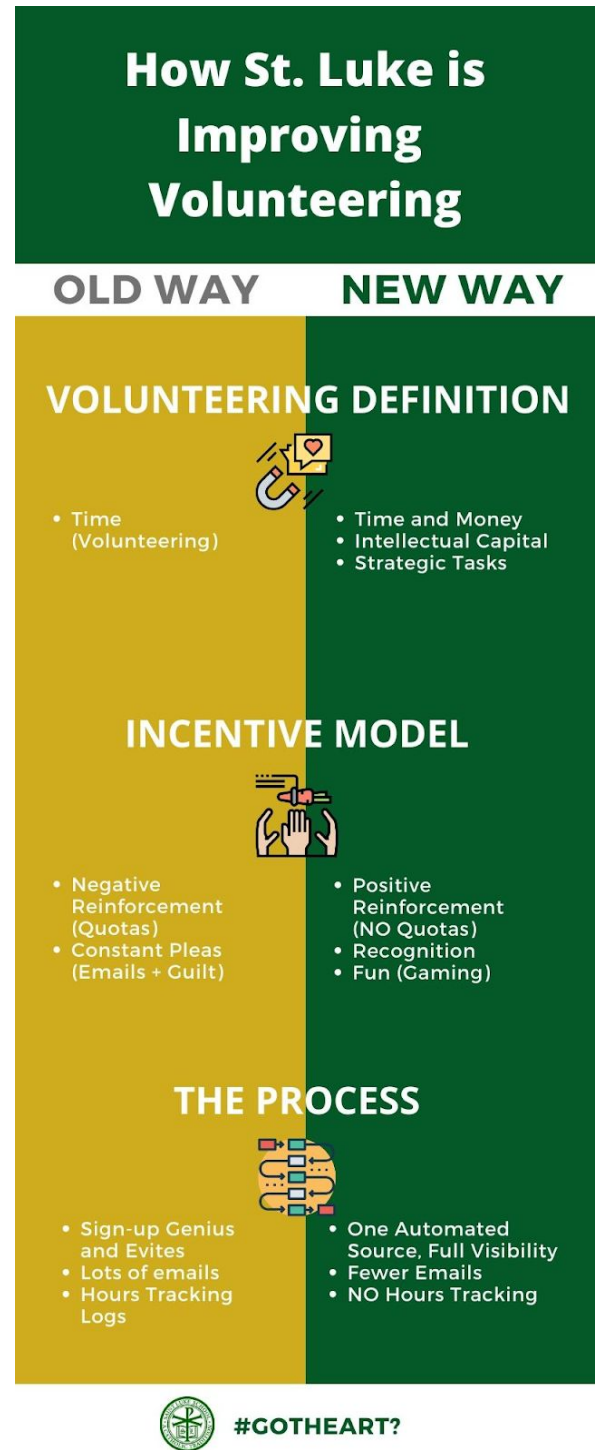
*Freely offering to do something in support of the school in the form of your time, your talents, and your material contributions to the school and events.*

This expanded definition not only includes volunteering for school-wide and classroom level events, but also focuses on your intellectual capital. As an example, we may post volunteering opportunities that represent “strategic tasks” that would benefit the school, such as marketing reviews, social media posts, technology support, connections to local business sponsors, and advice on capital plans. We believe this type of matching school needs with community talents will create a synergistic relationship that benefits both the school and families but, more importantly-- the success of the children.

The graphic to the right shows how this program is evolving from our old ways and into newer, more positive-based methods of volunteer engagement for our school community.

## Types of Volunteering Events (Ways to Volunteer)

At Saint Luke School, we offer a number of opportunities for families to volunteer their time, talents, and treasure. These opportunities include traditional hours-based volunteering, materials to or to the school in general and strategic tasks and advice. This **does not** refer to direct monetary donations or materials contributed towards fundraising campaigns (e.g., Annual Fund donations, Auction donations, or sponsorships). In addition, there are opportunities to assume more full-time positions with various leadership roles, including PTO and other strategic committees.





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The following table provides a summary of the volunteering event types and some example events / efforts within those types:

Event Type	Examples (Information regarding these events can be found in the School's <a href="#">A-Z Guide</a> )
Fundraising Events	Auction, Annual Fund, Wildcat 5K/Fun Run
Social Events	Daddy / Daughter Dance, Taste of St. Luke
Traditions	Field Day, Seder Meal
School Operations	Lunch Duty, Library, Picture Day, School Store Coordinator
CYO / Sports Coaching	Basketball, Tennis, Cross-Country
Classroom Events	Class Parties, Field Trips, Mystery Reader
Expertise on Strategic Tasks	Advice, Procurement, Research
Leadership	PTO, Room Parent, Committee Chair

## Family Point System

Starting in the 2020-21 school year, the SLS PTO and the School Principal are eliminating the hours quota. There are two parts to this:

1. The removal of “hours” and to replace it with “points.” Using points aligns with our expanded definition of volunteering and takes away any implied view that volunteering can only constitute time. The creation of a points system also eliminates the need for parents to record volunteer hours as done in years past. The points will be automatically accrued (see How We Track Point and the New SLS App section below).
2. The “quota” is now going to be a “target.” While in the past, the school has looked to bill parents for not achieving previously established hours quotas, we want to attempt to focus on positive recognition to incentivize engagement, as opposed to the fear of billing.

**This year the target is 24 points per household, 12 for single parent households and Preschool/Pre-K families with one child enrolled.** We encourage families to earn as many points as they can since there will be a new recognition program to reward levels of points earned.



## How Does the Points System Work?

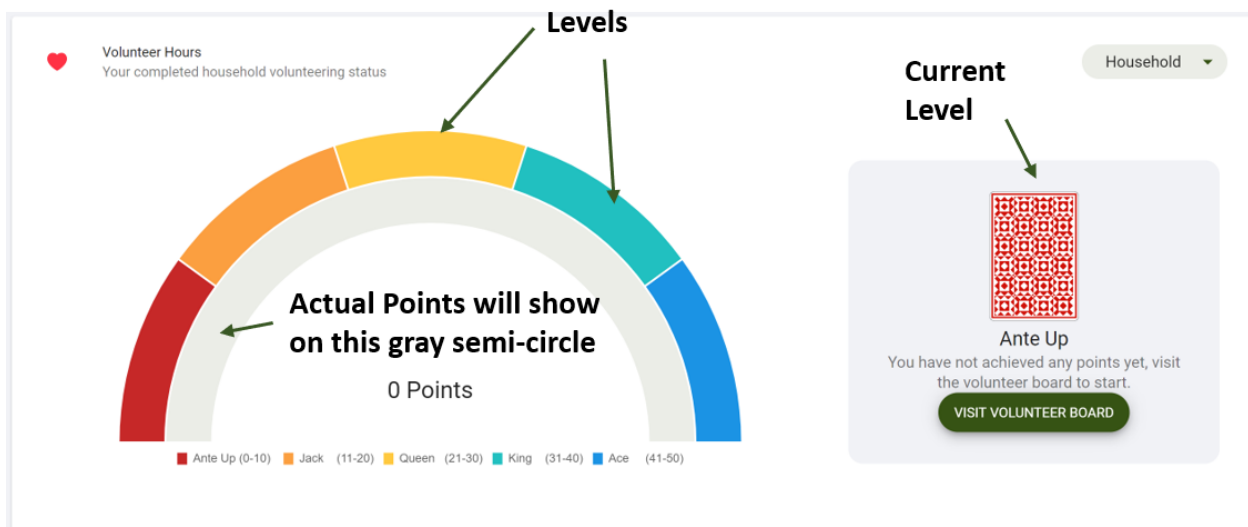
Gaming research shows that using points can be an effective way of promoting engagement. Similar to what you may see in a video game, we will use “points” and the accumulation of points will lead to recognition “levels” that you can achieve (see also Recognition Program below).

Given we have our own school “HEART” program, we named these levels based on the hearts suit in a deck of cards:

- **Level 1 - Ante Up** when you begin the game and achieve 0-10 points
- **Level 2 - Jack of Hearts** club when your family attains between 11-20 points
- **Level 3 - Queen of Hearts** club when attaining 21-30 points
- **Level 4 - King of Hearts** club when attaining 31-40 points
- **Level 5 - Ace of Hearts** club when attaining 41 + points

## How We Track Points and the New SLS App

To facilitate our new volunteer program, SLS utilizes an app developed by Connect1 that is tailored towards our needs. All SLS families are required to be registered in the app. Below is an example of how the point tracking will look.



## How are Volunteer Opportunities Created?

“Creators,” which are parent volunteers (e.g., Volunteer Coordinator, Room Parents) who create volunteer opportunities. They will have access to create events, tasks, or other sign ups that require volunteers. As part of that creation process, they define roles and allocate points



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to those roles based on the guidelines in Appendix A. Once a parent signs up for the event and the event date passes, the points automatically accrue for the volunteer in the profile section.

# Recognition Program

All families are eligible to receive recognition based on the number of points they accrue. Our incentive-based model allows parents to earn rewards and recognition for their volunteering".

Rewards and methods of recognition will continue to evolve as our new process matures.

Below are a few high level options being considered:

1. **"Volunteer Spotlight"** - A written recognition in our Wildcat Weekly email and/or the Volunteer App based on our "Heart" point monitor.
2. **Year-End Volunteer Appreciation Luncheon**- The top volunteer point earners will be invited to a year-end volunteer appreciation luncheon.



## APPENDIX A - Point Guidelines

<b>General Guidelines</b>	<ul style="list-style-type: none"> <li>Family Target Points = 24 points (we will track points &gt; 24)</li> <li>Only give full points, no half points</li> <li>These are GUIDELINES....not absolute rules</li> <li>For events / tasks, points are accrued to the volunteer automatically if they are signed up and the event date passes -- the app does not know if the volunteer actually showed and performed; therefore, point adjustment(s) would be required via the VC for such situations</li> </ul>		
<b>Hours-Based Volunteer</b>	<ul style="list-style-type: none"> <li>Baseline: 1 hour = 1 point</li> <li>Fundraising Events and Incentives*: 1 hour = 2 points</li> </ul> <p>* Incentives refers to scenarios where you are having difficulty getting volunteers and need to offer more points. This must be approved by the Principal and Volunteer Coordinator(s).</p>	<b>Examples</b> <ul style="list-style-type: none"> <li>Class Party volunteers</li> <li>Fundraising event volunteers</li> <li>Field Trip Chaperones</li> </ul>	
<b>Material Contributions Supporting Sign-up Events</b>	<ul style="list-style-type: none"> <li>Refers to items (“materials”) purchased in support of a sign-up event (e.g., food, supplies). This does NOT refer to direct monetary donations towards fundraising campaigns</li> <li>Simple Guidance for most items would equate dollar amount to points (see table below)</li> <li>For scenarios where amounts are &gt;\$150, then contact Volunteer Coordinator for guidance</li> <li>If contributions not included as a “role” in the app, then email the Volunteer Coordinator to get credit</li> </ul>		<b>Examples</b> <ul style="list-style-type: none"> <li>Supplies for Class Parties</li> <li>Wish List Items</li> <li>Material Contributions &gt;\$150 -- e.g., computers, equipment, banners, large volume supplies, etc.</li> </ul>
	<b>Donated Item Amount</b>	<b>Points</b>	
	<\$25	1	
	\$25 - \$50	2	
	\$51 - \$75	3	
	\$76 - \$100	4	
	\$101 - \$125	5	
	\$126 - \$150	6	
	>\$150	Discussion with VC / Principal	
<b>Strategic Tasks</b>	Refers to efforts where community members contribute their expertise, advice, testimonial, and/or time to strategic tasks brought forth by the school.		
	<b>Strategic Tasks</b>	<b>Point Guidance</b>	<b>Examples</b>
	Task Force Lead	Case by case, based on hours	
Information Requests	Case by case, based on hours	<ul style="list-style-type: none"> <li>Website Maintenance</li> <li>Surveys</li> <li>Social Media Efforts</li> <li>Marketing Promotion</li> <li>Writing School Reviews</li> </ul>	





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	Marketing Requests	Case by case, based on hours	<ul style="list-style-type: none"> <li>● Parent Testimonials</li> <li>● Graphic Design Help</li> <li>● Contract Reviews</li> <li>● Vendor Research and/or Connections</li> <li>● Leadership Advice</li> <li>● Prof Development</li> </ul>
	Connections	Case by case, based on hours	
	PTO or Other Strategic Meeting Participation	Case by case, based on hours	
	Research / Work	Case by case, based on hours	
<b>Positions</b>	Refers to annual positions at the school that typically make up a full year commitment.		
	<b>Positions</b>	<b>Point</b>	<b>Examples</b>
	PTO Board Position	Full Target Amount	President, Vice-President, etc.
	Room Parent	Full Target Amount	
	Auction Chair	Full Target Amount	
	Annual Fund Chair	Full Target Amount	
	Wildcat 5K Chair	Full Target Amount	
	Committee Chair	Full Target Amount	Social Committee
	Head Coach	Full Target Amount	CYO Sports
	Assistant Coach	Full Target Amount	CYO Sports
<b>Other Unidentified Scenarios</b>	<p>If you encounter situations that are NOT addressed in these guidelines, the process will be:</p> <ul style="list-style-type: none"> <li>● Contact the Volunteer Coordinator to provide details of the scenario</li> <li>● Volunteer Coordinator works with PTO and Principal as necessary to identify appropriate solution and communicates back to inquiring person</li> <li>● VC updates guidelines in future release of this document</li> </ul>		
<b>Point Adjustments</b>	<p>Point Adjustment could occur for a number of reasons:</p> <ul style="list-style-type: none"> <li>● Volunteering occurs outside of app posting</li> <li>● Volunteer works more hours than requested</li> </ul> <p>Event owners / coordinators / creators must contact the VC to request adjustments.</p>		



## APPENDIX B - Role of the Volunteer Coordinator

The Volunteer Coordinator reports directly to the PTO President and is responsible for the SLS volunteering program. This role involves promoting volunteerism across the school and helping event coordinators secure volunteering needs. Specifically, the Volunteer Coordinator:

1. Documents and communicates the purpose, goals, and processes for the SLS Volunteer Program
2. Serves as the administrator of the school's new volunteering app and provides support for those who are using the app to create events
3. Creates a culture of positive motivation for increasing parent participation in volunteering opportunities (Volunteering Point System)
4. Help ensure that all events / tasks requiring volunteers are all clearly shown on the app to the entire school community
5. Provides guidelines to "Event Creators" (those who own events requiring volunteering needs) on assigning points to event roles
6. Partners with Event Coordinators to help them fulfill volunteering needs (promoting events via emails, Wildcat Weekly, etc.)
7. Provides recognition and encouragement to volunteers
8. Works with PTO President and School Administration on overall reporting of volunteering success



# APPENDIX C- Guidance for Virtus Training

## REQUIREMENTS FOR NEW SLS FAMILIES

1. Go to the Arlington Diocese website [here](#) and fill out the Volunteer Application Form. This form is a typical application form so please be sure to have your last 15 years of residence, as well as the last 5 years of your work history ready to input. The attachment mentions a "Welcome Letter" but that is not necessary, so please disregard it.
2. Register and attend a VIRTUS Seminar presented by the Arlington Diocese. You can locate and register sessions [here](#). This is the step that takes the longest as these seminars fill up quickly and the session itself takes a few hours. Please note that your VIRTUS session must happen within 45 days of completing and submitting your online paperwork to the Diocese.
3. Finally, once your Application Form is completed and you have at least registered for your VIRTUS seminar, the Diocese Liaison will email you to find a time for you to come in and have a notarized background check completed by our school's notary. More specific instructions will be sent once applications are submitted through the online portal.

## INFORMATION FOR FAMILIES WAITING TO COMPLETE VIRTUS TRAINING

1. If the event is during school hours and there will be significant contact between that adult and the students at St Luke's, they will need to be compliant. The best examples of this are events such as the schools book fairs or volunteers who help out at lunch. These volunteers must be compliant.
2. If it is a school wide event, where many parents and students will be present (the 5K for example) compliance is not necessary.
3. If a parent/relative is coming in to be a guest reader, they do not have to be compliant with the Diocese because the teacher will be in the room with that volunteer for the entirety of the reading session. In the event that the guest reader IS compliant, then the teacher is able to leave the room, but only in that particular situation.
4. Any field trip where chaperones are expected to oversee more than just their own child, necessitates compliance with the Diocese. If the field trip occurs at an orchard or somewhere parents are able to drive their children themselves and participate in the field trip, the school allows non-compliant individuals to accompany the trip, but these adults will not be able to supervise any other child other than the one they are guardian/parents of. If this same adult who is not compliant wants to accompany the field trip with another compliant adult that is fine, but supervision and responsibility fall



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upon the compliant individual. In field trip settings there are specific ratios (adult/children) that must be adhered to.

5. As long as one compliant adult is present in a situation, other non compliant adults may be there. This is specific to things such as CYO sports and the like. Again, in these instances the school would prefer that all supervising adults become compliant with the Diocese, but in the event that they are not, the compliant adult accepts the responsibility of supervision of the group.