



Queen of Peace - Parent Volunteer Guide

Welcome to the **Parent Volunteer Guide**

We're so glad you are interested in volunteering at your child's school! This guide is meant to provide information to help you understand the volunteer opportunities including what it means to "chair" an event.

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Types of volunteers

Please reference the school handbook or portal for the C.A.S.E training requirements to volunteer with students.

Chair

Queen of Peace has a few school events that are medium to large size and require a Chair to coordinate. A Chair will be able to lean on other volunteers to support the event from start to finish. The Chair will be the point person for answering questions, advertising for the event, and recruiting other volunteers for help.

Classroom Representative

As a classroom representative (room rep) you are the connector between the Parent Club, the classroom teacher, and the parents. The request is for the Class Representative to attend the monthly Parent Club and share information with the teacher and parents, usually by email or flier. The Classroom Representative will also work with the teacher to coordinate the three class parties, Halloween, Christmas and Valentines. This can be done by requesting other volunteers to assist with these parties.

Volunteer

A volunteer can be a part of an ongoing or singular school hosted event, classroom party or a request or task designated by staff. Below are specific school wide opportunities that come up during the year. Classroom teachers will communicate opportunities to their individual class parents and most class volunteering begins early October, after classroom routines are established.

Want to know more about volunteering , reach out out to the Parent Club, your child's Room Representative, or Ms. Debbie from the school office

List and brief description of opportunities to chair or volunteer

Participate in the Parent Club

- **Brief description:** The committee meets once a month to discuss upcoming school events, participate in planning, and assist with some of the decision making for school events.
- **Sponsor:** This is a Parent sponsored activity that is supported by Principal Mucken.
- **Types of volunteers needed:** Usually there is a Chair and Co-chair, the Class Representative will also attend, and parents who want to be a volunteer.

Your Child's Classroom Representative (room rep)

- **Brief description:** A classroom representative is a commitment through the school year that attends the Parent Club meetings and shares information to the teacher and parents. The Classroom Representative will work with the teacher to plan the three class parties.
- **Sponsor:** This position works closely with the Parent Club
- **Types of volunteers needed:** Classroom Representative and a back up if desired

Jog-a-thon

- **Brief description:** The jog-a-thon is a fund raiser for the school. It involves coordinating: running donations, acquisition and distribution of tee-shirts, race day events, and post fundraising awards.
- **Sponsor:** This is a school sponsored event, the money raised from this event is used for the general budget of the school.
- **Types of volunteers needed:** This requires a Chair, a Co-chair if desired and Volunteers to set up and clean up the event.

Trunk or Treat

- **Brief description:** Trunk or Treat is usually held the Friday prior to Halloween and includes Trunk volunteers to decorate their trunk and hand out candy, food coordination (either a vendor to food or parent support to sell food), and coordinating the event volunteers.
- **Sponsor:** This is a Parent Club sponsored event, the money goes to their kitty of money.
- **Types of volunteers needed:** A Chair, a Co-chair if desired, 30 volunteers for trunks, and about 5 volunteers for set up and clean up.

Scholastic Book Fair

- **Brief description:** Twice a year for a week duration the school hosts a scholastic book fair, usually in fall and spring. This event requires setting up the book displays, using the point-of sale system, selling the books, and tearing down the book displays.

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- **Sponsor:** This is a school sponsored event, the proceeds go to the teachers in the form of Scholastic points to buy supplies for the teachers.
 - **Types of volunteers needed:** A Chair and one other volunteer

Butter Braids

- **Brief description:** Butter braids are a danish treat that can be bought and the proceeds go to PVC.
- **Sponsor:** This is a Parent Club sponsored event, the money goes to their kitty of money.
- **Types of volunteers needed:** A Chair and 1-2 volunteers to distribute the Butter Braids.

Grandparent's Day

- **Brief description:** Following a morning mass, the Parent Club hosts a breakfast with the children and their grandparents.
- **Sponsor:** This is a Parent Club sponsored event, the money used for this event comes from the PC kitty of money.
- **Types of volunteers needed:** 8-10 Volunteers to set up, assist with food service for the breakfast and clean up.

School Auction

- **Brief description:** Each year the school hosts an auction that includes ticket sales, auction procurement, set up, and clean up. The auction is a key part to the school's fundraising effort.
- **Sponsor:** This is a school sponsored event, the money raised from this event is used toward the general fund.
- **Types of volunteers needed:** Procurement team, set up, serving food, and clean up. Multiple volunteers needed for each team.

Easter

- **Brief description:** Each year, the school hosts an Easter Egg Hunt, with prize bags for each child and special prizes for those who find the "lucky tickets". Assisting with putting together the prize bags, checking the plastic easter eggs/matching them up, setting up the egg hunt, assisting with supervising the separate age groups during the hunt, tending the prize tables, and clean up.
- **Sponsor:** This is a school sponsored event that does not raise money
- **Types of volunteers needed:** A chair with 10-12 Volunteers

Teacher Appreciation Week

- **Brief description:** We at Queen of Peace love our teachers and want to celebrate them! During this week, PC sponsors some events and the school sponsors others

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- **Sponsor:** These are school and PC sponsored event that does not raise money
 - **Types of volunteers needed:** A Chair or 1-2 volunteers

Field Day

- **Brief description:** Each year, the school hosts an end of year celebration for the kids; there are two volunteer needs, one being food preparation and another is the Field Events.
- **Sponsor:** This is a school sponsored event that does not raise money
- **Types of volunteers needed:** A Chair with 20-30 Volunteers

RESOURCES

Queen of Peace Weekly Newsletter

Each week the school creates a newsletter that can identify different volunteer opportunities. Events requiring multiple volunteers are often organized with shared google sheets for sign ups.

Queen of Peace Facebook Page

Often during the school year and summer break Principal Mucken will request volunteers for different tasks, such as helping paint a room at the school, weeding a garden or planting flowers.

Parent Club Members

This is a monthly meeting with a Chair and Co-chair, if you have questions or want to know more about the committee please send an email or reach out to a participant such as your room representative.

- Send an email to parentclub@qpschool.org
- Parent Club Charter

Queen of Peace Family Portal

Queen of Peace administration maintains the calendar within the portal; the calendar is updated with school activities that might need volunteers.