



*St. Paul  
Parents' Auxiliary  
Handbook  
2018 - 2019*

### **Message from your Parent Auxiliary Board**

Welcome back both new and returning families to school year 2018-2019. We are very excited to get this year started, meet our new families, reconnect with returning families, and work together to support our children and our school. We have an amazing staff that will help develop our children into smart young ladies and gentlemen.

The school year is not only a special time for our children, but for families as well, and there will be many opportunities for you to get involved and share your talents with the school and church. We are looking forward to a wonderful year!! Thank you for your support.

Respectfully,  
Your Parent Auxiliary Board

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We have **four (4) scheduled General P.A. Meetings** for the upcoming school year. Please mark your calendars and plan to attend the following dates:

- o August 12 – 10:15 a.m., School Auditorium
- o December 12– 6:00 p.m., Church
- o Talent Show– TBD, School Auditorium
- o Spring Program- TBD, School Auditorium

### **“Serve-Us” Requirements**

Volunteer support is essential to help keep tuition rates reasonable and ensure affordable faith-based education for our children. At St. Paul, every family with children in grades Kindergarten through eighth is required to volunteer at least **20 hours** during the school year. **There are four (4) events during the year with a mandatory 2 hour Serve-Us commitment per family; the Fall Festival, Pumpkin Patch, Christmas Trees and the Spring Auction.** The remaining **12 hours** can be served via various opportunities and events throughout the year.

Only adults or family members 16 years old and above (e.g., parents, grandparents, aunts, uncles, cousins, family friends) may earn Serve-Us Hours. For their own safety, those under the age of 18 must be accompanied by an adult; accordingly, each volunteer will earn Serve-Us Hours for service rendered to the school. Please note that Serve-Us Hours differ from the volunteer hours required among middle school students; these hours may not be combined toward the 20 Serve-Us Hours requirement. Each family may earn **5 hours** per year by **chaperoning field trips**. Hours are not granted for candy/food donations, as well as other item donations to individual classrooms (e.g., Silent Auction baskets, items for classroom projects or parties), unless approved by the P.A. via the Volunteer Coordinators prior to the donation. While we consistently seek ways to enrich our children’s experiences in the classroom, please note that volunteer hours are to benefit the entire school, not only an individual classroom.

Hours worked by a family cannot be transferred to another family or carried over to the next school year. If your child begins after the first day of school, your Serve-Us hours will be prorated based on your starting date. If you start in the first quarter, you will be responsible for 20 hours; if you start in the second quarter, you will be responsible for 15 hours; if you start in the third quarter, you will be responsible for 10 hours; and if you start in the fourth quarter, you will be responsible for five (5) hours.

St. Paul uses the SignUp Genius website ([www.signupgenius.com](http://www.signupgenius.com)) to announce upcoming volunteer opportunities and recruit volunteers. If you are not receiving the SignUp Genius emails, please contact the Volunteer Coordinators at [volunteercoordinator@spsjax.org](mailto:volunteercoordinator@spsjax.org).

### **Submitting “Serve-Us” Hours**

Serve-Us Hours Logs are available at the school office and may be downloaded from the school website ([www.spsjax.org](http://www.spsjax.org)). All sections of the form must be completed, and the log must be turned in monthly to the school office by each family. This log sheet is the only acceptable mechanism for submitting Serve-Us hours. **It is each family’s responsibility to log their hours and get the appropriate validating signatures prior to submitting the log sheet.**

The ONLY signatures which may validate Serve-Us hours are the **Principal, Teacher, and PA Board.**

**Serve-Us Hours must be timely submitted to be counted. Specifically, Serve-Us Hours earned during the first semester MUST be submitted NLT Noon on Tuesday, December 18<sup>th</sup>, in order to be counted. For Eighth Grade Families-Serve-Us Hours MUST be completed NLT one week before graduation-Thursday, May 23.**

### **Unfulfilled Hours**

Although it is the ultimate responsibility of each family to track their own hours, the Volunteer Coordinators will keep a log of hours for all families. **Every family is required to volunteer at least 20 hours during the school year.** Families that do not fulfill the 20-hour requirement must pay a fee of \$20 per hour for the remaining balance of hours. Families that do not fulfill the 4 mandatory hours at the Fall Carnival and Spring Gala will be charged at a rate of \$40 per remaining hour. Eighth grade hours must be completed and turned in prior to final exams. An invoice for any unpaid hours for eighth grade families will be sent out the week of final exams and all unfulfilled hours must be paid before graduation. **All other families will be billed for any unfulfilled hours through the FACT’s Accounting System.** These statements will be sent with report cards and will be payable upon receipt. If fees are not paid before the next school year begins, the student will not be allowed to start the new school year until the balance is satisfied.

### **Fingerprinting & Background Checks**

The safety of our students is of the utmost importance to St. Paul and to the diocese. Providing our students with a secure environment is a priority. As such, any volunteer who has consistent contact

with children (e.g., field trip chaperone) is required to undergo an electronic fingerprint (available by appointment at some UPS locations) and background check prior to the activity. Additionally, to work around or with students, all volunteers must have completed the “Protecting God’s Children” workshop, which is held regularly in different locations in and around Jacksonville. Dates and locations of workshops may be viewed online at [www.virtus.org](http://www.virtus.org). While the certification for “Protecting God’s Children” has no expiration, fingerprinting must be updated every five (5) years.

Volunteer hour credit will be granted **for the completion of the electronic fingerprint/background check (1 hour) and the workshop (2 hours) in the school year in which they are completed.** Please note this on your Serve-Us Hours Log and submit the log to the school office upon completion.

### **Opportunities to Serve**

The P.A. communicates volunteer opportunities regularly via email, SignUp Genuis, and the Wednesday folder, as well as during the quarterly P.A. General Meetings. Some of the many volunteer opportunities available are:

- **Homeroom Parents** – Homeroom Parents provide a valuable service to the school. They support teachers by coordinating volunteer activities, classroom gatherings, and various events as they arise. They are responsible for assisting the teacher when needed with special projects and school fundraisers, calling and emailing parents when necessary, and acting as liaison between the class and the P.A. Homeroom Parents will receive quarterly updates from the VP of Volunteers regarding Serve-Us hours, and they are tasked with communicating to families any upcoming opportunities to serve.

**One (1) Homeroom Parent** is required for each class. Anyone interested in being a Homeroom Parent must attend the first PA Meeting after school begins (Tuesday, August 21, 6pm.). In addition, Homeroom Parents will be required to attend at least one PA Meeting each semester, as well as the final planning meeting prior to the Fall Festival and Spring Auction. Homeroom Parents automatically earn 20 hours\* for serving in this yearlong capacity.

*\* Failure to fulfill your commitment (including attendance at the required PA meetings) will result in the loss of hours and will require the party in default to fulfill any hours unearned.*

- **Class-sponsored Events**

Each class is responsible for hosting certain school events during the course of the school year. Volunteers from the class will be needed for the following events:

- **Kindergarten- PreK4 Kindergarten Completion (June 4, 8:30am )**
- **Grades 1 & 3 – First Communion (May 5, 9a.m. Mass)**
- **Grades 2 & 4 – Christmas Program Reception (12/13, 6pm, outside)**
- **Grade 6 –Confirmation (Feb. 23, 4pm Mass)**
- **Grades 5 & 7 – 8<sup>th</sup> Grade Graduation (5/31, 9 a.m. Mass)**

- **Event Chairperson** – An Event Chairperson is responsible for coordinating all aspects of an event and managing event-related expenses according to the budget provided by the P.A. The chairperson is also responsible for recruiting all volunteers to support the event. An Event Chairperson will earn 20 Serve-Us hours by serving in this capacity. Chairpersons are needed for the following events:
  - Uniform Sales (8/12)
  - Fall Festival (10/20)
  - Thanksgiving Luncheon (11/20)
  - Spring Auction (3/16)

Please contact your Volunteer Coordinators if you are interested in chairing any of the events listed above.

- **Short Stop Helper** – The Director of Shortstop manages this volunteer opportunity. Please inquire at the school office and speak with Mrs. Pam Boedeker to inquire further into what may be needed.
- **Cafeteria Helper** – This opportunity is managed through the cafeteria staff. Please contact the school office to learn more and offer your assistance. The school is currently scheduling designated days for all cafeteria volunteers. Please email [Kristin.wilson@spsjax.org](mailto:Kristin.wilson@spsjax.org) for information.
- **Tutoring** – In some cases there is a need for students to receive additional tutoring outside of the classroom. If you have an aptitude in certain subject areas and would like to offer tutoring time, please contact the school office.
- **Classroom Volunteer** – There are many occasions in which teachers welcome an extra set of hands in the classroom for a variety of reasons. Each teacher will know his/her individual needs and/or share those needs with the Homeroom Parent. Please reach out directly to the teacher and/or Homeroom Parent for whom you would like to volunteer.
- **Sports Program** – Many opportunities are available for this program, ranging from coaches to scorekeepers and team parents. To serve the sports program, please email [Bobbie.Rountree@spsjax.org](mailto:Bobbie.Rountree@spsjax.org).
- **Work Days** – Work days are held randomly throughout the year as the need arises. Please contact your VP of Volunteers to have your name included in the contact list for any opportunities that become available.

Please check all opportunities prior to participating to ensure they are “Serve-Us” opportunities and to confirm the number of hours awarded for the activity.

## Currently Scheduled School Events for 2018-2019

### School Wide events for the year

Back-to-school Bash	August 12, 2018, 10:15 a.m., School Auditorium*
Grandparents' Day	September 12, 2018 8:00 a.m. Mass
Fall Festival/Fun Run	October 20, School Grounds
Trunk or Treat	October 31 (For PreK3 – First Grade students)
Saints' Parade	November 1, School Grounds
Campus Beautification	Dates TBD, School Grounds
Thanksgiving Luncheon	November 20, School Auditorium
Father/Daughter Dance & Winter Formal	TBD, School Auditorium
Christmas Program	December 12, 6:00 p.m.*, Church
Catholic Schools Week	January 28-Feb.1
Talent Show	TBD, School Auditorium
Spring Auction	March 16 <sup>th</sup> , 2019
Confirmation	February 23 <sup>rd</sup> , 4pm Mass
First Penance	Date TBD, Church
(Second Graders & CCD)	
First Communion	May 5, 9am Mass
(Second Graders & CCD)	
Spring Performance	TBD , School Auditorium
Sports Banquet	TBD, School Auditorium
PreK Completion	June 4, 8:30am, School Auditorium
Field Day	June 4, School Grounds
8th Grade Graduation	May 31, 9am Mass
Last Day of School	June 5, Mass, awards, and early dismissal

**\*Denotes a General P.A. Meeting prior to the event/performance**



*Tear out and turn in to the School Office*

**By signing below, you acknowledge receipt of this handbook for the 2018–2019 school year.**

**Name of Family/Student(s):** \_\_\_\_\_

**Name of Parent:** \_\_\_\_\_

**Signature of Parent:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Contact Phone:** \_\_\_\_\_

**Contact Email:** \_\_\_\_\_

