

# **Volunteer Handbook**

## **2023 - 2024**

*St. Mary's School*  
Bryantown, Maryland

Dear Volunteers,

May this letter serve as a sign of my gratitude for your willingness to share your time and talent with the faith community of St. Mary's Bryantown Catholic School.

The faculty and staff look forward to working with you to promote the value of service as you join in the teaching ministry of the Church. I encourage you to ask for help, direction, or advice as you participate in the numerous opportunities to volunteer.

The volunteer application form can be obtained online through the SMB website: [www.bryantown.org](http://www.bryantown.org) or in the Main Office. Please complete the forms and return them to the school office. This is the first step to being in compliance with the Archdiocese of Washington Child Protection Policy. Mrs. Sarah Crozier is our Child Protection Coordinator, [crozier@bryantown.org](mailto:crozier@bryantown.org).

Together let us pray that God, who began this good work in us, may carry it through to completion.

I thank you for your priceless gift of gratuitous service.

In gratitude and yours in Christ,

*Catherine C. Silverstone*

Catherine C. Silverstone  
Principal

***“I have given you a model to follow, so that as I have done for you, you should also do.”  
John 13:15***

# St. Mary's Bryantown Catholic School

## Volunteer Handbook

### ***Volunteer Handbook Mission Statement***

*"For the Son of Man came not to be served but to serve..." (Mark 10:45)*

Research indicates that parent volunteerism in schools enhances student self-esteem, increases academic achievement and improves student behavior and attendance. We appreciate the priceless service that you provide us and we have created this Volunteer Handbook to assist you. We want to make sure that you are well informed on all aspects of volunteering at St. Mary's.

### ***ADW Schools Mission Statement***

The Catholic schools in the Archdiocese of Washington, rooted in Gospel values and the teaching mission of the Catholic Church, are learning communities of faith and service dedicated to educational equity and excellence for all students.

### ***ADW Schools Mission Goals***

1. Catholic Identity
2. Educational Excellence
3. Access and Equity
4. Service and Leadership

### ***St. Mary's Mission Statement***

St. Mary's School adheres to the philosophy provided by the Archdiocese of Washington, which provides guidance on several aspects of the educational program. Perhaps more importantly a summary of St. Mary's mission statement includes: a call to teach the message of Jesus Christ; the promotion of the self-esteem, moral and spiritual values of students; the creation of a strong Christian community within the parish; and the provision of an excellent educational program that empowers children to achieve their potential and impact the local and global community.

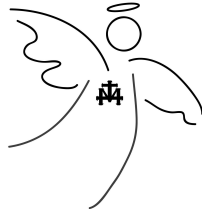
### ***Philosophy***

St. Mary's provides a traditional Roman Catholic education to the parish communities of St. Mary's Bryantown, St. Michael's, St. Dominic's, St. Mary's Newport and St. Francis of de Sales. St. Mary's School serves children in grades PreK3 through Eighth by developing their intellectual, social, physical, moral, and spiritual life.

St. Mary's views each child as a unique expression of God's love. Our staff exhibits professionalism in their approach to teaching the whole person. Our students build a solid foundation of skills needed for their adult lives.

St. Mary's recognizes that parents are the primary educators of their children. St. Mary's assists families in fulfilling their obligation for the Christian formation and education of their children. Together, we form a nurturing educational environment for the children of the community.

St. Mary's fosters a sound belief in parish, family, and community involvement. The administration of St. Mary's believes in a strong collaboration of staff, parents, church, and parish within the school. Our model will always be Jesus, the "Master Teacher." Our aim in fulfilling our mission as a Catholic school is to pattern our services to all people as Jesus did for us.



*“Nurturing a Lifelong Love for Jesus, Each Other, and Learning”*

## **Procedures and Policies**

### **School Hours**

Students in Pre-K (full day) through 8th grade are in class from 8:45 am – 3:15 pm. The School doors are open for students at 7:00 am for Before Care and remain open until 6:00 pm for After Care. If St. Mary’s School closes for weather related and other emergencies, so does Before and After Care.

### **School Office Hours**

The school office is open on all school days from 8:30 am – 4:30 pm.

### **Sign-In Procedure**

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge or sticker that may be picked up in the office.

### **Dependability**

The school relies on your support. We ask that you follow through on tasks by attending to scheduled times and please give notice of absence whenever possible. We also ask that all school procedures for arrival and dismissal of students be followed by parents/guardians for the safety of all children.

### **Confidentiality**

A volunteer operates in a position of trust. Personal information pertaining to students must be kept confidential. Children’s actions, responses, progress or problems at school are not for sharing in the community. Conversations between parents, teachers and students in the school are confidential. Volunteers should not discuss any information they might hear in school. Refer any concerns to the Administration. All volunteers will be asked to sign the Volunteer Pledge.

### **Volunteer Dress**

St Mary’s School has very detailed expectations for student dress. Although volunteers do not have a dress code requirement, it is expected that volunteers reflect the image of St. Mary’s School and wear modest clothing while working in the school or during school activities. This includes a moderate length for skirts and shorts, conservative blouses and tops.

### **Responsibility**

The Administration of St. Mary’s School is accountable for facilitating, monitoring, evaluating and providing continuity for the success of the volunteer program. The staff is committed to welcoming volunteers, informing them about their tasks, encouraging their initiatives and celebrating their efforts. Volunteers are expected to adhere to school rules and procedures, perform assigned tasks to the best of their ability, and work cooperatively with all staff.

### **Inclement Weather**

If it should be necessary to close the school because of weather conditions, an announcement will be made over television, radio, and the Charles County Public Schools website ([www.ccboe.com](http://www.ccboe.com)). St. Mary's School follows the Charles County public school's schedule. We will also attempt to send it out via our text messaging system and social media. It is very important to make sure you are receiving text message communications from St. Mary's School. Contact Mrs. Crozier if you are not receiving emails and/or text messages, [crozier@bryantown.org](mailto:crozier@bryantown.org).

### **Tracking of Volunteer Hours**

St. Mary's School Volunteers should track their volunteer hours/activities in the St. Mary's School Online Volunteer Hour system found on the St. Mary's website: [www.bryantown.org](http://www.bryantown.org). Please note, a copy of what you submit is emailed to you (check spam). If you do not want to participate in volunteering, there is a "buy-out" fee. All volunteer hours should be entered quarterly and no later than May 1, 2024, preferably as they are completed. Bills will be sent for all hours not recorded by May 15, 2024.

Thank you for all you do to support St. Mary's students and faculty. We appreciate the partnership of faculty, staff, parents, grandparents, and volunteers for the benefit of St. Mary's students.

### **Right to Amend**

St. Mary's Bryantown Catholic School reserves the right to amend this Volunteer Handbook. Notice of amendments will be sent to volunteers through the school newsletter and posted on our website.

*\*The following section (Child Safety & Legal Issues) derived from the United States Conference of Catholic Bishops guidelines regarding the Protection of All God's Children encompasses both school and church.*

## **Child Safety & Legal Issues**

### **Guidelines for the Supervision of Minors**

Guidelines include, but are not limited to, the following:

1. Church personnel are responsible for releasing minors in their care at the close of activities only to parents, legal guardians or other persons designated by parents or legal guardians in writing.
2. Programs for minors should not be administered by only one adult without additional adult supervision.
3. Church personnel should report uncontrollable or unusual behavior of minors to parents as soon as possible.
4. Facilities should be monitored during church services, and all school and other activities.
5. Parents should be encouraged to be part of all services and programs in which their children and young people are involved.
6. Parental permission should be obtained, including a signed medical treatment authorization form before taking minors on trips. Have minors use a "buddy system" whenever they go on trips away from church property.
7. Always obtain parental approval before permitting any minor to participate in athletic or other activities that involve potential risk.

# Just a Few of the Many Volunteer Opportunities at St. Mary's Bryantown Catholic School

*For more information on volunteer activities,  
contact Mrs. Silverstone at [silverstone@bryantown.org](mailto:silverstone@bryantown.org)  
and/or check the weekly newsletter for requests for volunteer opportunities.*

## **Home and School Association**

Attend meetings and be involved with planning of events. H.S.A meets on the 2nd Tuesday of each month. Help recruit new members and be an Ambassador for the school and its community. Officers are voted in at the end of the school year for the next incoming year. Positions run from July-June.

*To Volunteer Please Contact:* Current President – Denise Williams: [HSAboard@bryantown.org](mailto:HSAboard@bryantown.org)

## **School Advisory Board**

The School Advisory Board plays a critical role in the life and development of the school through the modeling of the mission. The School Advisory Board advises the administration in the running of the school. The Board meets the 2<sup>nd</sup> Tuesday of each month. *To Volunteer Please Contact:* Current President

– Francis Sherman and/or Mrs. Silverstone: [silverstone@bryantown.org](mailto:silverstone@bryantown.org)

## **Volunteer Coordinator**

The coordinator will help to organize volunteers and assist volunteers in tracking their volunteer hours. They will also be welcoming people for new volunteers. They will work with the principal on areas where volunteers can best be used in the school. *This position is currently filled.*

## **Tuition Assistance Program (TAP Cards)**

Assist with Mass and Walk up gift card sales, filling orders, and publicity about the program. *To Volunteer Please Contact:* Barbara Worth – [worth@bryantown.org](mailto:worth@bryantown.org), Julia Raley, Mrs. Crozier, or Mrs. Silverstone

## **Pre-Order Lunch Program**

Volunteer to work a weekday (M-F) shift from 11:00 am to 1:30 pm. This includes setting up and distributing lunches to students, making sure the appropriate student gets the lunch purchased, assisting children with their lunches (i.e.: open water bottles or milk cartons, opening condiment packets etc.), watching the hall during shift, and removing trash from lunch tables and making sure the room is clean and ready for the next group. There are 3 lunch shifts. *To Volunteer Please Contact:* Kim Minopoli - [minopoli@bryantown.org](mailto:minopoli@bryantown.org) or Penny Bailey - [office@bryantown.org](mailto:office@bryantown.org)

## **Front Office**

The office volunteer helps the school secretary in a variety of ways. Answering the phone, doing light office work and assisting with visitors coming into the office (school children and/or new families visiting the school). *To Volunteer Please Contact:* Penny Bailey [office@bryantown.org](mailto:office@bryantown.org)

## **Teacher Appreciation Week**

Teacher Appreciation Week is a week of activities, typically in May, when we honor our SMB Teaching Staff. Volunteers are needed in four main areas:

- Planning-Deciding on a theme and planning the week's activities, producing flyers for the teachers and parents.

- Decorations-Planning and decorating the bulletin board, organizing decorations for the teacher's doors, assisting with teachers' gifts, and coordinating student projects.
- Food-Providing food items for a breakfast, luncheon, healthy snacks day or sweet treats afternoon.
- Set-up/clean-up for food events.

*To Volunteer Please Contact:* Denise Williams - [HSABoard@bryantown.org](mailto:HSABoard@bryantown.org)

### **Technology Support**

Based on the volunteer's area of expertise, this may include supporting the network administrator, troubleshooting/fixing common issues, installing new equipment, upgrading/installing software, repairing equipment, and/or completing/maintaining/IT inventory. *To Volunteer Please Contact:* Mrs. Silverstone [silverstone@bryantown.org](mailto:silverstone@bryantown.org)

### **Prospective Student Open House**

Volunteers will be available to meet with prospective students and parents to give tours and answer questions the night of the Open House. *To Volunteer Please Contact:* Mrs. Silverstone - [silverstone@bryantown.org](mailto:silverstone@bryantown.org)

### **Used Uniform Sale**

Volunteers will sort and organize donations. Additionally, volunteers will provide upkeep for uniform storage areas. Washing dirty recyclable donations may be required. Volunteers are also expected to help at the used uniform sale and assist with two donation drop offs during the school year. *To Volunteer Please Contact:* Penny Bailey - [office@bryantown.org](mailto:office@bryantown.org) or Jamie Goldsmith

### **Beautification Committee**

Coordinate and organize a committee of volunteers to help with campus grounds beautification, fall and spring grounds clean-up, and upkeep of the school garden as needed. *To Volunteer Please Contact:* Mrs. Silverstone - [silverstone@bryantown.org](mailto:silverstone@bryantown.org)

### **Library/Media Center**

Assist with checking books in/out, shelving books, processing magazines, and performing other library tasks. Volunteers are needed for the Scholastic Spring Book Fair. *To Volunteer Please Contact:* Mrs. Ashley White - [white@bryantown.org](mailto:white@bryantown.org)

### **School Pictures**

Volunteers are needed to assist the photographers on school picture days. The primary responsibilities include organizing the students to get them to and from their picture appointments with the photographer, collecting payments, and maintaining picture records for the day. *To Volunteer Please Contact:* Penny Bailey - [office@bryantown.org](mailto:office@bryantown.org)

### **\$60,000 Raffle - All Families (PK-8th) must participate**

This requires all families to buy or sell 5 tickets at \$100 each by October 31, 2023. Each ticket drawn is placed back into the raffle for additional chances to win. If all tickets and money are turned in early by October 14, 2023, your family will be entered into a raffle for half price tuition (1 child, Active-Catholic Rate) for the school year 2024-2025. Additional incentives will be offered for selling more than the required 5 tickets. A family may opt out of this fundraiser for \$500.00. *For questions contact:* Sarah Crozier - [crozier@bryantown.org](mailto:crozier@bryantown.org)

# **Major Fundraisers**

**Each family K-8 must choose a fundraisers to join and work for the success of the fundraiser.**

*Major Fundraiser Buyout Fee: \$1,200*

## **Holiday Market**

Description: Outdoor market and school raffle with local vendors who “pop-up” in the SMB parking lot to sell their goods. Number of Committee Members Required: 20-25

Requirements of Committee Members: Attend the committee meetings, set-up the afternoon/evening before the event, attend and work the day of the event (raffle tables, parking, children’s games, donation station, etc.), and clean-up after events. The Holiday Outdoor Market may also include a school raffle, bake sale, Santa’s breakfast or workshop, and Mrs. Claus’ cozy corner. A donation of an auction item and/or securing at least one sponsorship may also be required. *To Volunteer Please Contact:*

[HSAboard@bryantown.org](mailto:HSAboard@bryantown.org)

## **Bag Bingo**

Description: Early bird and regular Bingo games to win designer bags/purses.

Number of Committee Members Required: 10-15

Requirements of Committee Members: Attend the committee meetings, set-up the evening prior or afternoon of the events, attend and work both bingo events (front door, floor, raffles tables, kitchen, or floater), clean-up after the events, donate two food items per event, and secure a sponsorship of at least \$250 to help cover the cost of purchasing the designer bags. *To Volunteer Please Contact:* Jessica

Oestringer [volunteer@bryantown.org](mailto:volunteer@bryantown.org)

## **Bells & Blessings Auction**

Description: Silent and live auction accompanied by a sit-down dinner, open bar, games, and raffles.

Number of Committee Members Required: 30-35

Requirements of Committee Members: Attend the committee meetings, set-up the afternoon/evening before the event, attend and work the night of the event, clean-up after the event, sell two tickets (outside of your own), donate a silent auction item, donate a live auction item and/or secure a sponsorship, and donate one bottle of wine. *To Volunteer Please Contact:* Tammy Zarychta & Crystal

Krauss [HSAboard@bryantown.org](mailto:HSAboard@bryantown.org)

## **Golf Tournament**

Description: Annual golf classic with contests, raffles, and silent auction held at Swan Point Yacht & Country Club. Number of Committee Members Required: 20-25

Requirements of Committee Members: Attend the committee meetings, set-up the morning of the event, attend and work the day of the event, clean-up after the event, donate two door prizes (one gift card and one bottle of liquor/box of golf balls), donate one auction item valued at \$50+, obtain at least one golf foursome outside of a sponsorship, obtain at least one tee sponsor valued at \$100, and obtain at least one sponsorship valued at \$350, \$500, or \$1,000. *To Volunteer Please Contact:* Cylinda Middleton or Ryan

Tomasko [HSAboard@bryantown.org](mailto:HSAboard@bryantown.org)



## Spring Event

Description: Themed, adult-only event (ranging from Kentucky Derby, Let's Make a Deal, Dueling Pianos, etc.), typically held at the Waldorf Jaycees, that includes a buffet-style dinner, silent and live auctions, games, and entertainment. Number of Committee Members Required: 22-26

Requirements of Committee Members: Attend the committee meetings, set-up the day of the event, attend and work the night of the event, clean-up after the event, sell ten tickets outside of your own, donate a silent auction item, donate a live auction item and/or secure a sponsorship, and donate four bottles of wine. *To Volunteer Please Contact:* Kim Charter [HSABoard@bryantown.org](mailto:HSABoard@bryantown.org)

## Color Run

Description: Fun event for the students to walk/run through various chalk checkpoints designated to blast their t-shirts with colored powder, as they listen to music, cheer, and mingle with friends. Number of Committee Members Required: 10-15

Requirements of Committee Members: Attend the committee meetings, set-up the morning of the event, attend and work the afternoon of the event, clean-up after the event, visit classrooms to get the students hyped for the event and encouraged to spread the SMB mission as they collect monetary pledges, and secure a sponsorship. *To Volunteer Please Contact:* Nichole Watts [HSABoard@bryantown.org](mailto:HSABoard@bryantown.org)

## Information on Fundraisers

Fundraising is the most effective way to offset tuition. Fundraisers provide activities, products, and strong community fellowship. They help to keep our school running and are a necessary component to offset rising tuition costs. Your support in participating in the organizing of the fundraisers and supporting by promoting them to your neighbors, family and friends as well as contributing financially to them will assist our students and school. Thank you for whatever you can do to support our school community.

## Volunteer Requirements

Each school family is required to contribute a total of **40 hours** of volunteer service to the school. This includes a minimum of 10 hours toward one major fundraiser, and a minimum of 20 hours of school support.

| Requirement                                | Buy-Out Fee  |
|--|--|
| Major Fundraising Support<br>(10-20 hours) | \$1,200.00 or Participation (verified by<br>Committee Chair) |
| School Support<br>(20-30 hours)            | \$300.00 or \$10/hour  |

# **Volunteer Handbook Acknowledgement**

## **2023-2024**

I pledge to volunteer my time and talents in service to the children of St. Mary's Bryantown Catholic School.

I will uphold the expectations of the role of volunteer by observing guidelines outlined in the Volunteer Handbook, Parent and Student Handbook, and by being committed to my duties.

I promise to respect the confidentiality of the students, faculty and staff.

I have read and understand St. Mary's mission statement and will follow the rules, policies and procedures outlined in the Volunteer Handbook to the best of my ability.

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**Volunteer Name (Please Print)**

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**Volunteer Signature**

**Date**