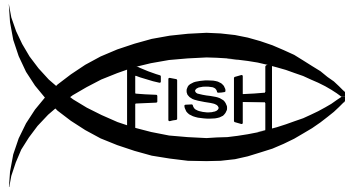


STELLA MARIS ACADEMY

7654 Herschel Avenue
La Jolla CA 92037
(858) 454-2461
www.stellamarisacademy.org

Handbook for the
Volunteer “Fish” Program
Family Involvement and Service Hours



WELCOME
Thank you for saying “Yes”

Volunteer Coordinator: Julie Hollis

(858) 454-2461 x 110

Email: jhollis@stellamarisacademy.org

Welcome to the Family Involvement Service Hours Program (F.I.S.H.). Research says that it takes a home and school working together to ensure children's success in school. We sincerely appreciate those of you who contribute your time and talent. We know your involvement with us will greatly enhance our school program and we trust it will be a satisfying and inspirational experience for you as well. On behalf of Stella Maris Academy, welcome, and thank you for caring about our school.

Why do we need a Volunteer Program?

There are countless benefits that a well run volunteer program can bring to your school:

For Students:

- * Increased individual attention
- * Increased self-esteem through knowing an adult volunteer cares about them
- * More trust of adults through mentoring and tutoring
- * A chance to learn and expand their world view from the wealth of experience an adult volunteer can bring

For Teachers:

- * More time for lesson planning
- * Another set of adult hands and eyes to monitor the Classroom, provide assistance and help reduce discipline problems
- * Access to the experience and talents of volunteers to enrich lesson plans

For Staff:

- * Lighten the burden of paperwork
- * Provide assistance with answering phones or greeting visitors

For School:

- * Access to a team of community ambassadors to advocate for your school
- * Access to the volunteer's community/business relationships for needed resources

Code of Ethics & Rules

1. All volunteers must complete the Safe Environment program.
2. Volunteers must use positive reinforcement and encouragement rather than competition, comparison or criticism.
3. Volunteers must not use profanity or other inappropriate language in the presence of students or adults.
4. Volunteers must dress appropriately for a Catholic school.
5. Possessing or being under the influence of alcohol or drugs is strictly prohibited. Smoking or tobacco products are also prohibited.
6. Avoid being in a situation by yourself with a student, especially behind closed doors.
7. Any violation of this Code of Ethics may be grounds for removal of the volunteer.

Participation and Release from Liability

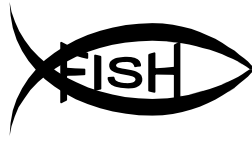
1. Volunteer Time: I understand that Stella Maris Academy requires 25 service hours per two parent family or 12 service hours per single parent family. Service hours accumulate July 1—June 30, to be broken down into 2 periods; July—December & January—June. Please submit your hours online via school website FISH online submission form.
2. Property Loss: I understand that the school is not responsible for any personal loss of volunteer's property.
3. Medical Treatment: I give Stella Maris Academy permission to provide and/or arrange for my transportation to an emergency room for treatment. I consent to emergency treatment deemed necessary or advisable if I am unable to act on my behalf. I understand that Stella Maris Academy is not responsible for the costs of such treatment.
4. Photograph Permission: I understand that during my volunteer work at the school, photos may be taken that include me, and that they may be used for promotional purposes for the school. I give permission for the use of such photographs that may be used in current or future promotional materials.

Policy on Safe Environment Programs

Every parish and Catholic school in the Diocese of San Diego must implement a safe environment program to ensure that its children and young people who worship, study or participate in its activities can do so in the safest and most secure setting possible.

- I. A safe environment program begins with screening all adults who work with children and young people on a regular basis. Following screening, they must acknowledge in writing that they understand and will abide by the *Diocesan Code of Ethical Standards for Church Ministers*.
- II. A safe environment program requires the ongoing training of parents, educators, church ministers, volunteers and other regularly involved with minors as to the issue of child abuse, including sexual abuse.
- III. Every volunteer must complete the following to volunteer at Stella Maris Academy:
 - A. Attend Safe Environment Training video presentation
 - B. Read and agree to comply with the diocesan Code of Ethical Standards for Church Ministers
 - C. Receive clearance from the Department of Justice and Federal Bureau of Investigation through the process of Livescan. Livescan is an automated fingerprinting procedure.

If you are a returning volunteer who has completed the requirements stated above; you will not need to complete this process again.



FISH Hours Sheet

Family Involvement & Service Hours

"Prayer in action is love, and love in action is service"

Blessed Mother Teresa of Calcutta

FAMILY NAME: _____

PLEASE SUBMIT YOUR HOURS ONLINE VIA SCHOOL WEBSITE-FISH ONLINE SUBMISSION FORM. GO TO WWW.STELLAMARISACADEMY.ORG, SELECT PARENTS, F.I.S.H., ONLINE SUBMISSION FORM.

Each family is required to complete a total of 25 hours for a two parent family and 12 hours for single parent family per year. In lieu of service hours you may write a check to SMA in the amount of \$250/two parent family or \$120/single parent family. There is an ongoing need for service throughout the school year, so please do not wait until May to begin your service.

FISH - Family Involvement and Service Hours Submission Form

To submit volunteer service hours, complete the form below each time you perform volunteer service hours for Stella Maris Academy.

* Required

Family Last Name *

First Name of person completing volunteer service *

Last Name of person completing volunteer service *

Description of volunteer service *
brief description of volunteer service

Number of hours *

Name of person who can verify hours *

Volunteer Opportunities

ACCELERATED READER

This program encourages reading and builds reading comprehension which is proven to positively impact academic performance.

COMMUNITY ACTIVITIES

La Jolla Christmas Parade

Design and build a parade float for the La Jolla Christmas Parade.

CURRICULUM ENHANCEMENT ACTIVITIES

**Field Trip Drivers/Chaperones ☺ Junior Achievement
Room Mom's Program ☺ Class Room Mom's
Academic Decathlon ☺ Scholastic Book Fairs
Family Math Night**

Help by chaperoning, driving, coordinating, and assisting with classroom or off campus activities.

EVERYONE A READER

The Everyone A Reader "EAR" is a program offering one on one tutoring with students in grades 1 – 3.

FUNDRAISING

**Annual Star Gala Fundraiser
Spell-A-Thon ☺ SCRIP/Gift Cards**

Fundraising is imperative to the success of Stella Maris Academy. Through the years fundraising has assisted by keeping tuition affordable, enhancing curriculum, acquiring state of the art technology, etc. Your support is invaluable

HOSPITALITY

**New Family Mentor Program ☺ Back to School Coffee
Fall Gathering ☺ Room Mom's Luncheon
Grandparent's Day ☺ International Luncheon
SMA Open Houses ☺ Catholic Schools Week
Faculty Appreciation**

Coordinate, provide refreshments, and/or help with receptions and hospitality throughout the year. Welcome the new families by becoming a New Family Mentor.

LUNCH VOLUNTEERS

Pizza Lunch ☺ Trio Hot Lunch

Volunteers are needed to meet lunch deliveries, check the order, and distribute lunches from 11:30 to 1:00.

Times and days may vary due to changes in the school schedule.

OFFICE VOLUNTEERS

Help needed in the office for a variety of reasons, such as when the school secretary may need to be away for a few hours or is ill. Preparing and distributing the Monthly Family Envelope. Other light office work when needed. Work would include answering calls, checking in visitors, preparing paperwork, and attending to sick children.

PARENT ORGANIZATIONS

Parent-Teacher Organization ☺ Dad's Cub

Parent organizations provide support to the Faculty & Staff of SMA. This is an opportunity to meet other parents, help your child's school and establish a strong school family.

SPORTS

Coaching ☺ Field Day

Coach one of the SMA athletic teams, help at the end of year Field Day.

SUNSHINE COMMITTEE

This group will help with meals, gifts, greeting cards, and other items or services during illness, death in the family, and other times of need for members of the Stella Maris' community.

VARIOUS OTHER NEEDS

Various needs arise throughout the school year for people with special skills and talents, as well as helping with the previously listed events. Please know that your time and talents are appreciated at any level.

Service is the very purpose of life.
It is the rent we pay for being on this planet.
~Marion Wright Edelman