

The St. Thecla Volunteer Hours Program

The St. Thecla Volunteer Hours Program administered under the auspices of the St. Thecla School Board, organizes adult workers for activities and programs that benefit the school and the parish. The policy is a collaborative effort of parents, the principal and pastor. We based the decisions on parent experience, the variables in many family situations, wisdom, and what is possible within all of our responsibilities.

The policy:

- Families of students in kindergarten through 8th grade are required to accumulate 30 hours during the academic year. 10 of those hours must be divided among the following events: Rummage Sale, Haunted House, and Taste of Thecla.
- Families of students in the Pre-Kindergarten program (Pre-K3 and Pre-K4) are required to accumulate 15 hours. 5 of those hours must be divided among the following events: Rummage Sale, Haunted House, and Taste of Thecla.
- **These requirements are the minimum**, however, many parents volunteer 100+ hours throughout the school year. *This is appreciated!* Hours over the minimum are not computed or carried over into the next school year.
- While the plan is an integral part of helping to meet budget, the primary motivation is that we, as parents, be actively involved in the school lives of our children.

This policy replaces the FRR (Fund-Raising Responsibility) and TRP (Tuition Reduction Program). Parents, guardians, or other adult members (21 years or older) in a student's immediate family are eligible to earn hours. The total of hours volunteered is due by the school picnic of an academic year.

The Rummage Sale, Haunted House and a spring event (this year Taste of Thecla) are the greatest sources of revenue. This is the reason why they are mandatory. Due to today's economy, we are taking a break from a grand raffle this year, but we need everyone pulling together.

The list of all the activities and events along with the distribution of hours will be sent to you via email. Kindly submit questions in writing to schoolboard@saintthecla.org. These guidelines will be reviewed annually by the St. Thecla School Board.



St. Thecla Volunteer Hours Guidelines

Total hours required per family:
30 for K-8 with 10 of those hours divided among the mandatory events.
15 for PK with 5 of those hours divided among the mandatory events.
Mandatory events: Rummage Sale, Haunted House, and Taste of Thecla.

MANDATORY EVENTS

Rummage Sale

Help with the collection and organization of donated items, working at the sale and clean up

Chair Hours: 15

Volunteer Hours: as worked

Event Date: late August through early September

Location: Church Basement

Contact: Rita Schneider 773-792-2189 for more information

Haunted House

Help with the set-up, scarers, concession stand, ticket sales, security, and clean-up/tear down

Chair Hours: 15

Volunteer Hours: as worked

Event Date: October

Location: Church Basement

Contact: Cindy Dietz 773-316-6822 or Marita Finnegan 773-551-9250 for more information

Taste of Thecla

Help with set-up, serving food, bar tending, and clean up

Chair Hours: 15

Volunteer Hours: as worked

Event Date: spring

Location: Falcon Hall & Olendzki-Piccolo Multi-Purpose Room

Contact: Kathy Borner 773-443-3261 for more information

FAMILY SCHOOL ASSOCIATION (FSA) & SCHOOL BOARD

FSA Board Member

Serve on the FSA Board and attend monthly meetings; organize various fundraising and family oriented activities throughout the school year; and chair a minimum of two committees and/or events

Volunteer Hours: 20

Event Date: school year

Meeting Location: Queen of Peace Room

Contact: Linda Parker 847-890-9615 for more information

School Board Member

Serve on School Board for a three year term (elected positions with elections held in April); attend monthly meetings; and participate in at least one major and one minor committee

Volunteer Hours: 20

Event Date: school year

Meeting Location: Teachers' Lounge

Contact: Mecca Sadler 773-414-5003 for more information

SCHOOL ACTIVITIES

Confirmation Reception

Set-up, work kitchen, and clean-up
Volunteer Hours: as worked
Event Date: November
Location: Falcon Hall
Contact: School Office 773-763-3380 for more information

Copy Person

Work one morning per week in the school office making copies of papers for the faculty and school
Volunteer Hours: as worked
Event Date: school year
Location: School Office
Contact: School Office 773-763-3380 for more information

Lunch Duty

Assist at lunchtime with distributing lunches, helping younger students, and cleaning up in the multi-purpose room
Volunteer Hours: as worked
Event Date: school year
Location: Olendzki-Piccolo Multi-Purpose Room
Contact: School Office 773-763-3380 for more information

Medical and Dental Forms

Collect, review, and record school medical and dental forms during school hours
Volunteer Hours: as worked
Event Date: beginning of school year with some support throughout
Location: School Office
Contact: School Office 773-763-3380 for more information

Room Parents

Plan and lead the Halloween & Valentine's Day parties (grades Pre-K through 6) and dances (grades 7 & 8); assist at the school picnic
Volunteer Hours: 4 hours for each party/dance. (Additional hours as worked for Catholic Schools Week, End of the Year Picnic, and 8th Grade Dinner Dance)
Event Date: school year
Contact: Linda Parker 847-890-9615 for more information

School Directory

Collect school families' contact information and organize for distribution to parents
Volunteer Hours: 10
Event Date: September
Contact: School Office 773-763-3380 for more information.

Scout Leaders

Lead the Scouting Program (girls and boys) sponsored by St. Thecla Parish
Volunteer Hours: 15
Event Date: school year
Contact: Jean Sekera 773-852-6683 for more information.

VIRTUS Training

Coordinate the training of all school volunteers
Volunteer Hours: 15
Event Date: School year
Contact: School Office 773-763-3380 for more information.

Volunteer Hour Tracking

Track all points that are eligible for credit for school families, send out quarterly reports, and work with school office to reconcile hours worked vs. fees paid
Volunteer Hours: 15
Event Date: school year
Contact: School Office 773-763-3380 for more information.

Webmaster

Update St. Thecla website on a constant basis so that all members of the St. Thecla community will remain informed
Volunteer Hours: 15
Event Date: school year
Contact: School Office 773-763-3380 for more information.

Weekly Communication

Organize the weekly announcements and principal's letter; email to the school community and webmaster
Volunteer Hours: 15
Event Date: school year
Contact: School Office 773-763-3380 for more information

ATHLETIC COUNCIL ACTIVITIES

Athletic Director, Assistant Director, Scheduler, & Treasurer

Organize sports for school, church, and adults; serve on the Athletic Council; and attend monthly meetings
Volunteer Hours: 20
Event date: school year
Contact: Dan O'Grady 773-774-6106 for more information.

Athletic Council Members

Serve on the Athletic Council; attend monthly meetings; and assist the director, assistant director, and treasurer
Volunteer Hours: 15
Event date: school year
Location: Falcon Hall
Contact: Dan O'Grady 773-774-6106 for more information.

Concession Stand Coordinators

Coordinate stocking of concession stand for football, basketball, and volleyball
Hours: 10 per sport
Event Date: seasonal
Location: Falcon Hall
Contact: Dan O'Grady 773-774-6106 for more information.

Coaches

Run practices and games throughout the season

Biddy Basketball: 1st - 3rd grade; co-ed teams
Coordinator: 20 hours
Coaches: 15 hours

Basketball: 4th - 8th grade; boys and girls teams
Coaches: 15 hours

Cross Country: 4th - 8th grade; boys and girls teams
Coaches: 15 hours

Football: 4th - 8th grade
Coaches: 15 hours
Football Equipment Coordinator Hours: 10

Cheerleading: 5th - 8th grade
Coaches: 15 hours

Softball/Baseball: 7th - 8th grade; boys and girls teams
Coaches: 15 hours

Track & Field: 4th - 8th grade
Coaches: 15 hours

Volleyball: 4th - 8th grade; boys teams and girls teams
Coaches: 15 hours

All coaches must have attended the Positive Coaching Seminar.
Contact: Dan O'Grady 773-774-6106 for more information.

Super Bowl Party

Set up, work kitchen, tend bar, and clean up at Super Bowl Party
Volunteer Hours: as worked
Event Date: Super Bowl Sunday
Location: Falcon Hall
Contact: Dan O'Grady 773-774-6106 for more information.

5th Quarter Parties

Set up, work kitchen and/or clean up for basketball and volleyball end of season parties and football Homecoming Party
Volunteer Hours: as worked
Event Date: end of season for each sport
Location: Falcon Hall
Contact: Dan O'Grady 773-774-6106 for more information.

OTHER ACTIVITIES

Arts & Crafts Fair

Bake for bake sale, setup, sell raffle tickets, work bake sale and clean up

Volunteer Hours: as worked

Event Date: TBA

Location: Falcon Hall

Contact: Bernie Buck 773-774-6897 for more information

Memorial Fund Board Members

Attend bi-monthly meetings to address the status of the Memorial Fund and the potential need for fundraising

Volunteer Hours: as worked

Event Date: School year

Contact: Gina O'Hehir 773-775-6350 for more information.

Texas Hold 'Em Tournament

Set up, tend bar ,and clean up at tournament

Volunteer Hours: as worked

Event Date: TBA

Location: Falcon Hall

Contact: Dylan Farmer 773-983-2753 for more information.