

PTO Volunteering Program Guide



School Year 2022 - 2023

Appendix A – Point Guidelines

General Guidelines:

- These are GUIDELINES.... not absolute rules
- Family Target Points = 15 points (we will track points >15 points). For Families that join St. Patrick Catholic school after the beginning of the school year, points will be reduced per trimester that will be due. (5 points each trimester)
- Connect1 will only track full points - no half points will be given. If you have ½ hour increments for events, provide an email to the VP of Volunteers and they will be added up and included in your time.
- Only adults in the family will accrue points. Student volunteer time does not count toward family volunteer points.
- ANY TIME you provide to the school counts toward volunteer points. Examples include:
 - Participating in PTO meetings (each parent attending gets one point)
 - Participating in Trunk or Treat by decorating a car
 - Helping out in the classroom
 - Supporting Library book input into the computer system
 - Helping out at Lunch and Recess Duty
 - Cleaning up after an event you were at for the school
- You CAN EARN POINTS without an OPCYP background check. Many volunteer opportunities are on activities that do not involve children and can add to your points for the year.
- For events/tasks, points are accrued to the volunteer automatically if they are signed up within the Connect1 App and the event date passes – the app does not know if the volunteer actually participated, therefore, point adjustment(s) would be required via the VP of Volunteers for such situations. Please confirm with the Event Coordinator to be sure they validate your volunteer time or let them know if you cannot be there.
- If in doubt, email the VP of Volunteers/volunteer coordinator; they are there to help!

Hours Based Volunteer:

- Baseline: 1 hour = 1 Point
- Incentives *: 1 Hour = 2 Points

*Incentive refers to scenarios where we are having difficulty getting volunteers and need to offer more points. This must be approved by the Principal and Volunteer Coordinator and will be notated on the volunteer sign up.

Annual Point Accrual and Family Responsibilities:

- Each family is responsible for keeping track of their points. The Connect1 App allows for ease of tracking per family member and total Family points. Families are required to create a Connect1 Account at the beginning of the year or update their existing one.
- A letter will be sent before Spring Break to provide a total point accrual that the VP of Volunteers has on file for your family. If you see any discrepancies in your point total, it is your families' responsibility to contact the VP of Volunteers and work to rectify the issue. This letter is also considered a reminder and allows time for those families that may not have their points accrued to volunteer and earn points before the end of the school year.
- All points will be finalized before the end of the school year. Any families that do not have a total of 15 volunteer points for the school year will be charged \$25 dollars for each point not earned.
- Be sure to email the VP of Volunteers for any questions, concerns, or issues you have with your volunteer points.

Material Contributions Supporting Sign-up Events:

- Refers to items ("materials") purchased in support of a sign-up event (e.g. food, supplies). This does NOT refer to direct monetary donations towards fundraising campaigns.
- Simple guidance for most items would equate dollar amount to points (see table below)
- For scenarios where amounts are >\$150, then contact VP of Volunteers for guidance
- Only specific donations will be available for donation points. YOU MUST EMAIL THE VP OF VOLUNTEERS WITH YOUR DONATION AND COST FOR ITEM(S) FOR POINTS FOR CREDIT. If an email is not sent, points will not be given.
- These are as follows for 2022-23 school year:
 - Live and Silent Auction Donations to include support for Class Baskets or money in support of purchasing items.

- Donations in support of 8th Grade Graduation activities
- Donations in support of Confirmation activities
- Donations in support of First Communion activities

Donated Item Amount	Points
<\$25	1
\$26 - \$50	2
\$51 - \$75	3
\$76 - \$100	4
\$101 - \$125	5
>\$126	Discussion with VC/Principal

Strategic Tasks and Positions:

Refers to efforts where community members contribute expertise, advice, testimonial, and/or time to strategic tasks brought forth by the school.

Positions	Point	Examples
PTO Board Position	Full Target Amount	All elected PTO positions
Room Parent	Full Target Amount	
Auction Chair	Full Target Amount	
Golf Classic	Full Target Amount	
5K Mud Run	Full Target Amount	
Head Coach	Full Target Amount	
Assistant Coach	Full Target Amount	
Event Coordinator	Full Target Amount	

Other Unidentified Scenarios:

If you encounter situations that are not addressed in these guidelines, the process will be:

- Contact the VP of Volunteers to provide details of the scenario
- VP of Volunteers works with the PTO and Principal as necessary to identify appropriate solution and communicates back to the inquiring person.
- VP of Volunteers updates guidelines in future release of this document

Point Adjustment:

Point Adjustment could occur for several reasons:

- Volunteering occurs outside of app posting
- Volunteer works more hours than requested
- Volunteer does not do volunteer for the time reserved on the app.

***In any of these events, the event owners/coordinators/creators must contact the VP of Volunteers to request adjustments. ***

The Mission of Saint Patrick Catholic School, rooted in the richness of Catholic Tradition, is to provide a Christ-centered learning environment, leading our students to do God's will in this world. Recognizing that our students are unique creations of God that are blessed with special talents and gifts, we strive to empower them to become active and creative 21st century learners.

Guidance for Virtus Training

Requirements for New St. Patrick Families

Our school takes seriously the Lord's mandate to "Let the children come to me, and do not hinder them; for to such belongs the kingdom of heaven" in Matthew 19:12. We are committed to creating a safe environment which begins by ensuring that those volunteers with substantial contact with minors are compliant with the child protection policies of the Diocese of Arlington. Your volunteer service is subject to successfully completing the *Online Office for the Protection of Children and Young People (OPCYP)* application, background check and Virtus: *Protecting God's Children* safe environment training with 45 days of submitting the online application – instructions will follow. Your continued service is conditioned upon passing all background checks. The application process is electronic and should take you approximately 25 minutes to complete.

Additionally, all volunteers are prohibited from performing, teaching, or advocating any practices or doctrines that are inconsistent with religious tenets of the Catholic faith. For Catholic volunteers, conformance with religious tenets of the Catholic faith is a condition of service.

Prior to your first day of service, the OPCYP background check online application must be completed. Instructions on how to complete the application process in the most efficient manner are provided below.

In an effort to assist you and ensure this is a quick process, please use the checklist under "**Information Needed**" to gather the following information prior to beginning the application process. Should you need to delay or stop the application process, you may save your information and return to it at a later date or time.

INFORMATION NEEDED:

- Social Security or ITEN number (For all employees and those who have been issued either one – refusal to provide it could disqualify you from volunteering).
- Your address for the last 15 years of residence
- Your contact information for the last 5 years of employment (if you have worked for the same company for the past five years, please provide at least one other employer if possible)
- Criminal history information (i.e, charges/convictions, jurisdiction, approximate date)
- Please indicate Location: Saint Patrick School
- Position Title: Volunteer

1. Fill out the Volunteer Application Form and Background Investigation Form

- a. Go to the Diocese of Arlington Child Protection landing page:
<https://www.arlingtondiocese.org/Child-Protection/> or use the following URL to log into the OPCYP Background Check Application site:
https://secure4.arlingtondiocese.org/OPCYP_Application/
- b. If you are a new user, choose “Create Account.” If you have logged in before, please use your Username and Password. If you have forgotten it, please input your email address and reset your password.
- c. Use your **legal** name and the information provided above when selecting your location and position.
- d. Provide all the information requested and answer the questions as thoroughly as possible.
- e. Once you have completed the application, press the red Finish button. You will then be sent to a DocuSign site to review the information you provided which has been preloaded into the Diocesan forms.
- f. **STOP! PLEASE READ INSTRUCTION BEFORE CONTINUING**

Review of Forms Process

- Review the forms for accuracy
- Provide your electronic signature authorizing the Diocese
- Provide your electronic signature that states that you have received or read the documents
- Complete the process by clicking finish once you have reviewed and signed the documents

-
- Print or save an electronic copy of the full Child Protection Policy and Code of Conduct for your information.

Next Steps

Now that you have completed the application process, this is what you should expect:

- The OPCYP Liaison will be contacting you shortly to invite you to meet, sign and notarize the CPS form at the location. Please work with them to set-up a mutual time to complete the process.
- The OPCYP Liaison will be reviewing your paperwork to ensure all the information has been correctly entered. If there is a question or an issue with your paperwork an email will be sent with instructions explaining the issue(s) and the next steps.
- Please keep your Username and Password in a safe place. It is the key to access your OPCYP portal.

Nota Bene

The Diocese of Arlington is committed to ensuring the privacy and security of your information. It does not sell or share its information with outside vendors. To this end, regular electronic audits are conducted on our systems to provide you with the utmost confidence that your information is being securely stored and used appropriately.

2. Register and attend a VIRTUS Seminar presented by the Arlington Diocese.

You can locate and register for sessions at: <https://www.virtusonline.org>. These seminars fill up quickly and the session itself takes a few hours. There is usually one session at St. Patrick School each year, but there are others in the surrounding area that you can sign up for. Please note that your VIRTUS session must happen within 45 Days of completing and submitting your online paperwork to the Diocese.

3. Finally:

Once your Application Form is completed and you have at least registered for your VIRTUS seminar, the Diocese Liaison will email you to find a time for you to come in and have a notarized background check completed by our school's notary. More specific instructions will be sent once applications are submitted through the online portal.

INFORMATION FOR FAMILIES WAITING TO COMPLETE VIRTUS TRAINING

1. If the event is during school hours and there will be significant contact between that adult and the students at St. Patrick's, they will need to be compliant. The best examples of this are events such as the school's book fairs or volunteers who help out at lunch. These volunteers must be compliant.

-
2. If it is a school wide event, where many parents and students will be present (the Mud Run for example) compliance is NOT necessary.
 3. If a parent/relative is coming in to be a volunteer, they do not have to be compliant with the Diocese because the teacher will be in the room with that volunteer for the entirety of the time. In the event that the volunteer IS compliant, then the teacher is able to leave the room, but only in that particular situation.
 4. Any field trip where chaperones are expected to oversee more than just their own child, the volunteers need to be compliant. If the field trip occurs at an orchard or somewhere parents can drive their children themselves and participate in the field trip, the school allows non-compliant individuals to accompany the trip, but these adults will not be able to supervise any other child other than the one they are guardian/parents of. If this same adult who is not compliant wants to accompany the field trip with another compliant adult that is fine, but supervision and responsibility fall upon the compliant individual. In field trip settings there are specific ratios (adult/children) that must be adhered to.
 5. If one compliant adult is present in a situation, other non-compliant adults may be there. This is specific to things such as CYO sports and the like. Again, in these instances the school would prefer that all supervising adults become compliant with the Diocese, but in the event that they are not, the compliant adult accepts the responsibility of supervision of the group.