

OUR LADY 
QUEEN OF ANGELS
CATHOLIC SCHOOL

June, 2011

Dear Parents,

The Diocese of Orange requires *all volunteers* at our school to be fingerprinted and have safe environment training **PRIOR** to working with our students. This is a two step process. First, fingerprinting will be available at our school on Wednesday, August 31st from 8:00AM to 12:00PM.

Please contact Gina Kang (GKang@OLQA.org) at our school office (949) 644-1166 ext. 217 to set up an appointment for that day. Applicants need to bring either their Driver's License and Social Security Card **OR** their Passport and Social Security Card. Also, please bring \$47 cash to the fingerprinting appointment.

Secondly, volunteers need to log on to www.shieldthevulnerable.org to complete their safety training. Please print a copy of the Certificate of Completion and submit it to Gina Kang at the school office. All parents will have a name tag available at our school office to wear while on campus once fingerprinting and online safe environment training is complete. The online safety training program needs to be repeated once every 3 years. Fingerprinting through the Diocese of Orange is done only 1 time.

If you have any concerns or questions about our safe environment here at Our Lady Queen of Angels Catholic School, please email me at mfedak@OLQA.org.

Have a happy and safe summer!

God bless you,
Mrs. Fedak
Assistant Principal

2011 - 2012 OLQA Service Hour Program - FAQ

Who is required to complete volunteer service hours for OLQA?

Each school family is expected to complete 40 hours of volunteer service to the school each year and is responsible for reporting their hours, once completed, to the Volunteer Chair on a timely basis.

What qualifies as volunteer hours?

Volunteer activities are jobs, tasks or work done for the benefit of OLQA School. For example, attendance at a school program, luncheon or teacher conference does not qualify for service hour credit. However, those working at a luncheon or program are eligible to receive volunteer hour credit. After school programs such as Girl Scouts, Boy Scouts, Vacation Bible School and Church activities do not qualify as school volunteer hours. Additionally, in-kind contributions or donations to the school auction do not receive volunteer hour credit.

When can these hours be completed?

For the 2011-2012 school year, volunteer hours must be completed and reported between June 1, 2011 and **May 31, 2012**. Please plan ahead so you won't need to scramble near the end of the year to complete or record your hours. Uncompleted hours will be billed at the rate of \$20/hour on June 1, 2012.

What about Safety Training Requirements?

Working with students requires fingerprinting and safety training. Please see the Safety Training Information Sheet included with this mailing for more information on how to satisfy these requirements.

How can my family satisfy its service commitment?

There are many ways you can support OLQA and complete your annual 40 hour family volunteer commitment to the school. Please see the information on 2011 - 2012 Volunteer Opportunities to identify areas where your help is needed. You can contact the person listed for additional information or indicate your interest on the attached form. Sign up sheets for most activities will also be available on the first day of school. Other opportunities will become available throughout the year and will be announced in the family newsletter.

When working on campus, please remember to sign in and out in the school office. Volunteers are required to wear nametags at all times when working on campus.

How, when, and to whom do I report my volunteer hours?

As you complete your hours, please record them and submit them on a monthly basis to the School Auxiliary via the VP Volunteers Chair, Darcy Dewey, by returning the pink tracking sheets that are sent home in the family envelope or by recording your hours on the school website. Tracking sheets are also available online and in the school office. Hours may only be submitted after they have been completed and once you have satisfied your 40 hour commitment, it is not necessary to continue tracking your time.

Please note that no volunteer job automatically qualifies for 40 hours of service credit. All hours must be reported either online or on a tracking sheet to receive credit. It is recommended that volunteers retain copies of all hours submitted in the event of lost or misplaced forms.

Please contact Darcy Dewey at darcy_dewey@yahoo.com with additional questions or for more information.

2011 -2012 Volunteer Opportunities

(Additional opportunities to be offered in weekly bulletins and family envelopes throughout the year)

"Art Masters" Art Program **Contact:** **Allison Rule** allisonrule@cox.net
Assist coordinators with the preparation, instruction and classroom assistance with ongoing art projects at each grade level.

Auction **Contact:** **Kelly Bosley**
thebosleys@sbcglobal.net
Heather **Ferrero**
heather@insiterealtyadvisors.com

"Under the Tuscan Sun" will be held on Saturday, November 19, 2011. Numerous volunteer opportunities are available before and during this event in areas such as acquisitions, envelope stuffing, decorations, set-up, auction-night volunteers.....

Café OLQA **Contact:** **Becky Albano** balbano@cox.net
Lynne Karpa twokarpas@aol.com

This is an approximately once-a-month, two hour commitment throughout the school year to assist with the set up, serving and cleaning up of the daily hot lunch program. A substitute list is maintained for those unable to make an annual commitment to this program but would still like to work in this area.

Catholic Schools Week **Contact:** **Kathleen** **Nielsen**
kathleennielsen22@yahoo.com
Ashley Rodi
chrisrodi@sbcglobal.net

Assistance is needed to plan and execute the various programs and daily activities during Catholic Schools Week which takes place in January 2012.

Children's Choir **Contact:** **Mrs. Landis** dlandis@olqa.org
Assistance is needed at weekly rehearsals (Wednesdays after school) throughout the year during designated hours.

Christmas/Spring Lunches **Contact:** **Vicki** **Otterbein**
tvotterbein@gmail.com
Christy Frank
cfrank@magicalbuilders.org

Assistance is needed in setting up, staffing, and cleaning up at the Christmas school lunch in December and/or the 8th grade lunch in May.

Classroom Help **Contact:** **Room Parents** **(see school directory)**
Each classroom is assigned one room parent to assist the teacher. Please contact the room parents for your grade to see how you can help.

Community Service **Contact:** **Room Parents** **(see school directory)**

Assistance is needed for various community service projects undertaken during the year such as the Christmas Adopt-a-Family and Lenten collection programs.

Faculty Lunches

Contact:

Gisela Roufs

giselanewton@sbcglobal.net

Anna Riddlesperger

annacr@earthlink.net

The Hospitality co-chairs need assistance preparing recipes, decorating, serving, and/or cleaning up for the monthly faculty lunch on the first Friday of each month.

Family Envelopes

Contact:

Mrs. Dahl

esdahl@cox.net

Weekly assistance is needed each Wednesday from 9 am to 11 am to assist with stuffing the weekly family envelopes. This is an annual commitment.

Golf Tournament

Contact:

Jeremy Laster

jlaster@ranchomv.com

The annual golf tournament needs volunteer assistance in planning and staffing this annual March event.

Hearing & Vision Screening

Contact:

Mrs. Cunningham

dcunningham@olqa.org

Assistance is needed on Oct. 20th with testing, escorting children to and from classrooms and assembling screening forms.

Library Volunteers

Contact:

Mrs. Andrews

candrews@olqa.org

Help is needed in the school library throughout the school year during designated hours.

Membership Events

Contact:

Cindi Morales

cindinorm@aol.com

Mari-Anna Johnson

majohnson3@cox.net

Volunteers are needed to plan, set up and staff various membership events such as the back to school reception on the first day of school.

Scholastic Book Fairs

Contact:

Mrs. Andrews

candrews@olqa.org

Assistance is needed with the set up, staffing and packing up of two annual book fairs usually held in December and May.

School Picture Day

Contact:

Mrs. Cunningham

dcunningham@olqa.org

Volunteers are needed to assist with school picture day on September 13th.

School Sports

Contact:

Coach "K."

pkrigbaum@olqa.org

The after-school sports program needs coaching assistance and drivers throughout the year for boys football, basketball, and volleyball; girls volleyball and basketball as well as spring track.

Talent Show

Contact:

Mrs.

Custer

&

Mrs.

Houck

shouck@olqa.org

Volunteers are needed to assist with auditions, practices and coordination for the annual spring talent show.

*****Miscellaneous "On-Call" Needs*****

Darcy Dewey

darcy_dewey@yahoo.com

From time to time situations arise that require volunteers at the last minute. If you have time constraints, service preferences, or specific talents, please let us know and we'll do our best to match your interests and time with volunteer opportunities during the year.

Please note that no volunteer job automatically satisfies the 40 hour volunteer commitment. All volunteer efforts must be reported either by turning in a handwritten tracking sheet or recorded via the online reporting system through the school website no later than May 31, 2012 to receive credit.

Questions???? Please contact Darcy Dewey, VP Volunteers, at
darcy_dewey@yahoo.com