

Dear Families,

The inherent value of volunteers cannot be debated. One of the things that makes SJS so special is that there are so many people who are willing to give their time and energy to volunteer for our children's sake.

We recognize that SJS could not be successful without the wonderful support of our volunteers, and that many families contribute well over the requested service hours. We are extremely grateful for all our school families' contributions. The hours served are given from the heart, and they are performed with love. The School Advisory Board, the Home and School Association, and many other parent-led groups are dedicated and determined to make SJS the best school it can be.

Please remember, you are truly appreciated even when we do not see you in action or we forget to thank you in person. You are a very important part of our school community. Additionally, the children are very proud when they see their parents and other family members involved and helping at their school.

Thank you so much for all that you do.

Sincerely,

Susan McDonough
Principal

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GETTING STARTED

Volunteers are always welcome at SJS. Here are a few guidelines to ensure your volunteer time is productive:

- Park in the parking lot to keep lanes at and near the school's entrances clear in accordance with school safety policies.
- Respect that classes may be in session and should not be interrupted without prior notice from the front desk.
- Be mindful of proper attire, as it should be comfortable and appropriate to be working on projects and/or interacting with students.
- Please refer to the SJS Parent/Student Handbook for additional school policies regarding visitors.
- Have fun! No volunteer effort is too small. Your active participation at SJS contributes on many levels in helping our school provide a quality education in an exciting, nurturing environment.

If you have questions about activities and/or service/volunteer positions, please contact a member of the Home and School Association (HSA) listed at the end of this handbook.

CHILD PROTECTION REQUIREMENTS

The Archdiocese of Washington (ADW) leads the way in child protection by being one of the first dioceses to implement a written policy; regularly provide education on child safety; and require volunteer training, fingerprinting, and background checks. All volunteers who supervise children (including field trip chaperones, substitute teachers, coaches, etc.) must meet these requirements.

You can schedule fingerprinting by contacting the school office at 301-373-2142. The child protection training schedule is listed at www.virtus.org. A complete checklist is below.

Volunteers are required to respect students' and families' rights to privacy. A professional and caring manner in dealing with students, along with a commitment to maintaining confidentiality, is required of anyone who volunteers to work with children.

Important Note:

1. Compliance in another archdiocese's child protection program does not fulfill ADW requirements.

CHILD PROTECTION CHECKLIST	
STEP 1	
☐	Create an account at www.virtus.org .
☐	Complete the application form.
STEP 2	
☐	Complete a volunteer application, including two forms of identification (at least one photo ID), with the parish or school Child Protection Coordinator (Mrs. Ripple).
STEP 3	
☐	Sign up for a Protecting God's Children training session at www.virtus.org (must be completed within 60 days of creating an account).
☐	Submit the Acknowledgement E form and Code of Conduct Form (from the back of the booklet you received) to Mrs. Ripple.
STEP 4	
☐	After all previous steps are complete, obtain fingerprinting documents from Mrs. Ripple; this will include an ADW fingerprinting authorization number.
☐	Bring the fingerprinting authorization form and two forms of identification to an approved fingerprinting location.
☐	Submit a copy of your receipt to Mrs. Ripple.

SERVICE PROGRAM

Parent service is vital to the life and mission of SJS. Parents, **working** on behalf of the school, help strengthen and increase our spiritual and scholastic environment. Service is a critical component in Catholic education.

With strong volunteerism, we can provide all the needed services and activities that create a quality, affordable, faith-based education for our children. SJS recognizes and truly appreciates the dedication of our school families. SJS continues to thrive due to our families' service and volunteer efforts.

SERVICE REQUIREMENTS
- Families are required to complete a total of fifteen (15) service hours per school year. - Each family is assigned and required to participate in one (1) Fundraiser/Event as defined in this handbook. - St John's Staff are exempt from the fifteen (15) service hour requirement. - Remaining service hours can be earned through our community events, school committees, classroom support, school functions, and other activities as defined in the General Activities section of this handbook.
Families may opt out of the fifteen (15) service hours at a cost of \$2,000.00 per family. The Family opt out is limited to ten families on a first come first serve basis.

Important Notes:

- Opt out options are **only available** until August 15th, 2026.
- Opt out options **will not be available** during fundraiser planning and execution.
- Families who receive the following tuition assistance **are not permitted to opt out:**
 - ADW Scholarships
 - Pastor's Assistance
 - Monsignor Harris Fund (minus Raise Right)
 - COMB Fund
 - MIL Family Scholarship

ASSIGNMENT CRITERIA
● Families will be afforded the opportunity to register and sign up for a Fundraiser/Event. Registration for the Fundraisers/Event will be on a first come first serve basis. Once the designated amount of volunteer openings fills up, registration for that specific Fundraiser/Event will close. In the event a family does NOT sign up during the open registration window, the HSA shall assign families to an event. ○ Fundraisers and their associated volunteer requirements, including specific day and time slots, <u>will be available in Track-It-Forward.</u> ○ It is the responsibility of each family to select and sign up for their additional hours during the school year. ○ Volunteers for the following positions will not be required to register for a Fundraiser/Event: -SJS Eagle 5K Chair / Co-Chair -Corn Hole Chair -Christmas Bazaar Chair / Co-Chair -Designer Bag Bingo Chair / Co-Chair -Read-A-Thon Chair -Golf Tournament Chair / Co-Chair -Joe Corbi Chair -Used Uniform Sale Chair -Square One Art Chair -Spirit Night Chair -Raise Right Chair -Spring Auction Chair -Fall Festival Chair -Athletic Director -HSA Board -SAB Board
FUNDRAISERS/EVENTS

- All fundraisers require three to six months of planning to execute effectively.
- Specific execution duties and assignments for these events are determined in collaboration with the Event Chairperson.
- Fundraisers/Events are described further within this handbook

GENERAL EVENTS/ACTIVITIES

- Remaining service hours can be earned by volunteering for the below listed activities. (table not all inclusive)
- Other activities may be approved by the SJS HSA Executive Board to include Administration upon request.

GENERAL EVENTS/ACTIVITIES	
Fall Festival	Room Parent
Spirit Nights	Classroom Event/Party
Used Uniform Sale	Classroom Volunteer
HSA General Meeting	Drama/School Play Support
HSA Executive Board Meeting	Field Trip Volunteer
HSA Executive Board Member	Field Day Volunteer
HSA Board Committee Member	School Sport Coach
School Advisory Board Member	Any School-Sponsored Club
School Advisory Board Committee Member	Any School-Sponsored Event
Lego Robotics Coach	Grandparents Day
Basketball Concessions	Athletic Coaches
Hospitality Committee	Beautification Day
Mathe Counts Coach	WJFR News

SERVICE HOUR TRACKING AND COMPLETION
WHEN ARE SERVICE HOURS DUE?
● Family service hours must be completed and entered into Track-It Forward within two weeks of completion. Hours submitted beyond two weeks after completion of activity will not be approved. ● Service hours not completed will be charged a burdened rate of \$150/service hour at the end of the school year through FACTS. ● Reporting period July 1, 2026 – May 31, 2027 ● “Extra” family volunteer hours are not carried over to the following year. ● Relief from any service hours will be made at the discretion of the Principal/HSA Executive Board if a major circumstance would prevent a family from fulfilling their hours.
WHO IS PERMITTED TO PERFORM SERVICE HOURS?
● Only parents, guardians, siblings (age 16+), and grandparents may perform service hours. ● Students and other relatives may not earn service hours. ● Extra hours may not be donated to other families.
ARE THERE ANY EVENTS/ITEMS THAT DO NOT EARN SERVICE HOURS?
● Items, activities, or events that are not specifically requested by SJS. ● Driving students to activities. ● Cash donations. ● In-kind donations such as dinners, school supplies, or equipment. ● Specific to the event, gift cards, food or refreshments/beverages will be accepted in lieu of service hours. ○ This will be determined by the event chair, HSA, & administration. ○ Limited to three (3) donations per family, per school year. Donation must equal \$50 each to count as one (1) service hour.

EVENT DESCRIPTIONS

JOE CORBI	
Enjoy an easy and quick family night dinner, dessert, or snack with Joe Corbi's Pizza! All sellers win prizes from Joe Corbi's prize package and have the opportunity to earn individual special reward prizes and classroom rewards.	
EVENT TASKS	
Marketing	In charge of advertising. Prepare the flyers, emails, etc... Works with the HSA Marketing Chairperson for Facebook posts and to approve all advertisements to go out to school families and through the Church.
Sorting Brochures	In charge of being at the school for delivery of brochures. Banding together the number of brochures for each class to be given to the teachers to distribute to the students. Help the prize coordinator sort the prizes from Joe Corbi after pick-up day and bag them by the child's name and grade so the teacher can hand them out.
Paper Orders	In charge of entering all paper orders into the online system or spreadsheet. Ensure all orders are turned in and entered in the system before closing the final order with Joe Corbi's.
Treasurer	In charge of all monetary transactions associated with the fundraiser. Works with the HSA Treasurer.
Prize and Reward Coordinator	Tallying the number of items sold per child/family and the prizes they won. Writing up the rewards IE: Non-Uniform Pass, No Homework Pass, Tuition Drawing, Class Rewards, etc. These rewards must be approved by the principal first. The prizes won come from Joe Corbi's. Work with the sorting coordinator after the order pick up day to sort prizes from Joe Corbi and bag them by the child's name and grade so teachers can hand them out.
Volunteer Coordinator	Determines how many volunteers are needed and number of hours for the fundraiser. Let the HSA Volunteer Chairperson know how many volunteers are needed.

Delivery Day Coordinator	In charge of meeting the delivery truck at school, making sure we received all items. Separating individual orders by the seller. Working with the Volunteer Coordinator assigning duties to volunteers making sure pick-up runs smoothly. Making sure all trash is removed from the room and the room is clean at the end of pick-up. Make sure all school property is returned to school, IE: hand trucks, walkie talkies, etc. All orders must be picked up by the seller's parent or guardian and distributed to the buyers. No individuals can pick up their own order (they must go through the seller) except if they placed a public order where there was not a seller.
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SPRING ONLINE AUCTION	
This event involves bidding on different items online. Enjoy bidding on items like Principal for a Day and Preferred seating for St John's Events.	
EVENT TASKS	
Chair	Coordinate and solicit donations. Provide event links for bidding. Notify winners and follow up that all auction items are paid for. Provide HSA Treasurer with a finalized list of winners and amounts.
Marketing	Print letters, flyers, and bulletins during the school day.

CHRISTMAS BAZAAR	
This event features local vendors selling arts and crafts.	
EVENT TASKS	
Chair	Coordinate and solicit donations.
Marketing	Print letters, flyers, and bulletins during the school day.
Admissions	Receive payment for admissions from vendors and shoppers

Raffle Coordinator	Solicit raffle donations, sell raffle tickets, and facilitate drawings
Vendor Coordinator	Manage vendor requests, coordinate vendor setup
Decor	Oversee gathering and setup of Christmas Decor
Food/Beverage Tables	Sell and serve food and drinks during the event
Set up and Clean up	Decorate, set up tables before event, take down after event.

DESIGNER BAG BINGO	
This is not only one of SJS's biggest fundraisers of the year, but it is also an evening of fun and fellowship. There are fabulous designer bag prizes, plus many local businesses and families donate items for both silent and brown bag auctions.	
EVENT TASKS	
Donations/Bag Committee	Coordinate and solicit donations.
Print/Copy Makers	Print letters, flyers, and bulletins during the school day.
Classroom Baskets	These duties are handled by room parents: coordinate and correspond with teachers and parents regarding classroom basket items; pick up items at school; and compile creative classroom baskets for silent auction.
Used Bag Collector	Solicit gently used (preferably designer) purses from donors for brown bag auction. Ensure the quality/cleanliness of the bags.
Grocery Store Runners	Days prior to the event, pick up food for the event.
Bingo Packets and Programs	Print, compile, and staple bingo programs and bingo packets for pre-registered players.
Treasurer(s)	Distribute the beginning banks to all points of sale and keep each stocked with cash through the night. Reconcile the bank at the end of the night.
Check-in Tables	Greet players and receive payments (cash and credit) for admission and bingo sheets. Keep track of pre-registered/paid players and provide them with packets.

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Brown Bag Tables	Monitor the brown bag table and sell tickets.
Silent Auction Tables	Monitor bids, keep close eye on items, and close bids quickly at the end of intermission.
Raffle Tables	Sell raffle tickets.
Pull Tabs	Sort pull tabs and sell to players.
Kitchen Captain	Coordinate and manage kitchen workers.
Kitchen Workers	Cooking, food preparation, serving and collecting payment for food and drink items. (Be prepared to arrive between 4:00/4:30 day of the event.)
Floor Captain	Must understand how bingo is run, to include pull tabs and general bingo rules. Must train and manage floor workers.
Floor Workers	Actively interact with players. Sell pull tabs and specials, announce winners.
Bartenders	Serve beer and wine. Receive payments for drinks.
TAM-Certified Bartender	Possess TAM certification.
Drink Servers	Walk around to players and take drink orders.
Set Up or Clean Up	Set up tables and chairs the night prior to the event or put tables and chairs away the night of the event.
Thank You Cards	Handwritten thank you cards to donors.

ST. JOHN'S EAGLE 5K

This is a family-friendly event honoring Pat Suit, SJS alumna and former principal. Pat passed away from breast cancer on January 22, 2013. Her life and legacy are honored through this event and proceeds go toward supporting SJS teachers and students, as well as MedStar St. Mary's Hospital Cancer Care and Infusion Services.

EVENT TASKS

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Race Director/Chair	Responsible for coordinating and managing the entire event as well as leading the 5k race efforts.
Kids Fun Run Course Director	Responsible for developing, coordinating and managing kids' fun run course.
Sponsorship Coordinator	Responsible for coordinating and soliciting sponsorships for the race.
Registration Captain	Responsible for managing registration and ensuring a successful check-in process for registered participants during the event.
Treasurer/Cashier	Handle all monetary transactions associated with the event. Work with the HSA treasurer. Collect money from race day registrants, make change if needed. Make sure the registration form is filled out completely and correctly.
Publicity/Marketing Coordinator	In charge of advertising. Prepare flyers and promotional pieces.
Food Coordinator/Water Stop Captain	In charge of food for vendors and volunteers and food sold at the event. Coordinate efforts of water stop workers.
Race Packet Distributor	Those working pre-registration will hand out the previously prepared packets to participants. Those working race day registration will hand out the packets based on T-shirt size. Mark name on sheet to show that packet has been picked up.
Trouble Desk	List any changes in participant information due to typos during data entry. Change events that person wishes to participate in. Make decisions on other issues that may appear.
Packet Stuffer	Place all donated goodies and T-shirts in bags for runners, including kid's grab bags. Put pre-registered participants' names on bags.
Start and Finish Line Workers	Move runners/walkers to the start line. Keep strollers at the rear of the pack.
Water Stop Workers	Fill water cups, hand water to runners, pick up trash. Set up and take down water stop.
Course Workers	Keep runners and walkers on course using voice and hand signals.

Refreshment Distributor	Set up and restock refreshments. Slice fruit and mix Gatorade. Clean up area after race.
Photographer	Take photos before, during, and at post-event celebration.
Set Up and Clean Up	All will set up and clean up the area they will be working (i.e., registration, water stops, kids' fun run/obstacle course).

FALL FESTIVAL

The Fall Festival is a day of in-school fun for all students in grades pre-k to 8! Students can win prizes and candy while playing games such as football toss, pick a duck and the cake walk. We also have face painting and a hayride.

EVENT TASKS

Set Up and Clean Up	Set up occurs the night before the event (set up tables and games, prepare candy and prize buckets). Clean up occurs at the conclusion of the event.
Bundling Tickets	Prepare bags of tickets for students who pre-purchased.
Ticket Booth/Refreshments	Sell tickets and refreshments during the event. Handle cash boxes.
Kitchen Workers	Assist with lunch prep and deliver to classrooms.
Raffle Tables	Oversee raffle tables. Assist students with filling out tickets.
Games & Activity Tables	Oversee games and activities. Assist students.

GOLF TOURNAMENT

Enjoy 18 holes of golf at the beautiful Breton Bay Golf and Country Club! The event begins with a putting contest at 8 a.m. and a shotgun start at 9 a.m. Beverages, lunch and door prizes are included with your entry fee.

Sponsorships are available for holes, beverage and golf carts, and more. Bring your family and friends! Fore!

EVENT TASKS

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Treasurer	Manage cash-in and cash-out bookkeeping for donations, sponsorship registration, and expenses. Report on the overall profitability of the event. Works with HSA Treasurer.
Promotional/Sponsorships Lead	Lead a team of volunteers to conduct marketing of the event to gain registration, donations, and sponsorships.
Volunteer/Registration Lead	Identify areas for where volunteers will be needed, assist in managing registration, and ensure a successful check-in process for registered participants and sponsors during the event.
Check-In Coordinator	Manage the check-in process and assist as golfers wrap up their day.
Solicit Donations	Reach out to local businesses to ask for donations for baskets that are appropriate for golf events.
Photographer	Take photos before, during, and at post-event celebrations.
Check-In Helper	Assist Check-In Coordinator.
Set Up and Clean Up	Arrive early to prepare for the event and clean up at the conclusion.
Pick Up/Deliver Breakfast Items	Obtain breakfast food for the event and bring it to the event location.
Set Up Sponsorship Hole Signs	Place signs at each hole during setup time.
Sell 50/50 Tickets	Sell tickets during the event.
Deliver Boxed Lunches	Pick up lunch for the event and bring it to the event location.
Thank You Cards	Handwrite thank you cards to donors.

HSA LEADERSHIP

Some parents seek opportunities to be volunteer leaders in the school community. The following descriptions outline the responsibilities of HSA leadership volunteers. The HSA leadership is a group of enthusiastic and dynamic parents/guardians, plus faculty and staff volunteers. The group of committee chairpersons and individual leaders manages projects and programs that support the school, families, and faculty.

The responsibilities may include organizing special events, providing a reliable communication network among parents and teachers, coordinating parent volunteers in classroom activities and conducting fundraising events and programs.

HSA BOARD MEMBERS
PRESIDENT

- Oversee the leadership of the organization's activities.
- Serve as the official spokesperson for the HSA.
- Develop agendas and conduct Executive Committee and General HSA meetings.
- Develop and provide to the leadership updated handouts on HSA organization and contact information.
- Work with school administration to facilitate the calendar of HSA events for the school year.
- Collaborate with the Treasurer to develop HSA's financial accountability.
- Assist Secretary in publishing meeting minutes.
- Maintain President's Manual of important documents necessary for administering the HSA Board.
- Collaborate with the administration to formulate an annual budget and bring it to the Executive Committee for approval.
- Serve other officers with follow-up and assistance as needed.
- Provide HSA board members with updated communicative information and guidelines to support their leadership responsibilities.
- Promote the continued growth and development of the HSA organization.
- Work with the school secretary to obtain contact information for new families.
- Appoint special committees/task groups to generate discussion of issues and topics that propose new ideas to support the parent/guardian community and volunteering at HSA.
- Plan and present an End of Year Review Presentation for the school community.
- Attend SAB Meetings

VICE PRESIDENT

- Aide the President in his/her duties.
- Perform the duties of the President in his/her absence.
- Serve as a liaison between the Executive Committee and the other communities.
- Perform other duties as prescribed by the President or Executive Committee.
- Serve committee chairs with follow-up and assistance as needed.
- Facilitate the growth and development of activities and programs that will support and enrich SJS families.
- Collaborate with school administration to ensure accurate and thorough communication with parents/guardians.

SECRETARY

● Record the minutes of all organization and Executive Committee meetings. ● Provide copies of minutes to the members of the Executive Committee and webmaster. ● Handle all correspondence pertaining to the association. ● Custodian of all HSA books and records, except those pertaining to the treasurer. ● Perform other duties as prescribed by the President or Executive Committee. ● Correspond with the President and other HSA members as needed. ● Participate in scheduled activities to encourage HSA membership. ● Communicate with the school secretary to ensure information is posted on the school website such as HSA purpose/mission, minutes, by-laws, officers, monthly reports, meeting dates and events.
HSA TREASURER
● Keep an itemized record of all monies spent, received, and allocated. ● Present a report on the financial condition of the organization at scheduled organization and Executive Committee meetings. ● Furnish a statement to the membership at the close of the financial year. ● Work closely with the parish bookkeeper and Calibre to keep records in balance. ● Request checks to be prepared by the parish bookkeeper and Calibre.
HSA STANDING COMMITTEE CHAIRPERSONS
MARKETING/ADVERTISING COMMITTEE CHAIRPERSON
● Recruit members for the committee ● Work to publicize St. John's School fundraisers and events. ● Contact local newspapers, radio stations, websites, etc. to let others know about what SJS does and offers. ● Work with the school Principal and committee chairs to develop ways to promote our school and events by using flyers, signs posters, etc.
Knights of Columbus Liaison
Teacher Representative
Hospitality Committee Chair
Volunteer Committee Chair
● Manage and monitor Track it Forward Events. ● Assist families and volunteers in setting up events within Track it Forward. ● Assign families to fundraising events as needed. ● Provide training as needed to families with regards to Track it Forward. ● Serve as the point of contact for all HSA event chairs to ensure each event has enough volunteers. ● Follow up with event chairs to assess if their volunteer needs were met for the

event and make suggestions to be included in the event operations binder. Track volunteer exemptions, waivers, and buyouts, and monitor family progress toward annual service hour requirement
Fundraising Committee Chair

President	Adam Miller	hsa@sjshollywood.org
Vice President	Caroline Shadforth	hsa.vp@sjshollywood.org
Secretary	Kristen Walker	hsa.secretary@sjshollywood.org
Treasurer	Bryan Johnson	hsa.financial@sjshollywood.org