



MCDONELL AREA
CATHOLIC SCHOOLS

Est. 1882

Rooted in Christ, Formed for Life

Dear Volunteers,

We are delighted to have you as part of our family and community here at McDonell Area Catholic Schools (MACS). We understand that your time is precious and we are honored that you are willing to spend some of it with us. Each and every day, our school depends on volunteers like you to ensure that we operate efficiently and successfully.

MACS requires that each household give at least **30 hours** of volunteer time per school year. In order for student volunteer hours to be counted, the student must be a *minimum* of 3rd grade and able to work independently at the assigned task. Student Ambassador hours are excluded as they need to follow those program requirements. Many families donate time to support their place of worship: up to five (5) of your MACS' volunteer hours requirement may be fulfilled by hours served at your parish or church. All other hours are to be school-based, as listed under Volunteer Opportunities (see page 2).

Within this handbook, you will find the following information:

1. MACS Volunteer Program Goals and Safe Environment requirements
2. Volunteer Opportunities
3. Volunteer Guidelines
4. How to Report Volunteer Hours

Please know your volunteer efforts are truly appreciated. Our teachers, administrators, and staff humbly thank you for the time and talent you so generously give to our schools and hope you find the experience inspiring and rewarding!

In Christ our hope,

Molly Bushman
President

OUR MISSION

Centered on Jesus Christ and His Church, we partner with families to nurture young people's spiritual, intellectual, physical, and moral formation through a PreK-12 Catholic liberal arts education and vibrant student life of discipleship, athletics, and the arts.

MACS VOLUNTEER PROGRAM GOALS

- Increase parent and family engagement in each student's education
- Help and support for classroom teachers, support staff, and events in the schools
- Improve communication and strengthen relationships between the school and the community they serve

Who is a MACS volunteer?

- MACS volunteers are those individuals who donate their time to provide support to teachers, students, and the MACS mission and vision.
- Volunteers give their time out of dedication to our schools and not for payment or financial benefit to a specific program.

Can I volunteer at my parish or church?

- As noted, up to five (5) hours may be counted from hours at your parish or church. Examples of parish service include, but are not limited to: Lector, Extraordinary Eucharistic Minister, Music Ministry/Choir, Parish Fundraisers, Youth Ministry, Religious Education, Altar Service, Sacristan, Buildings and Grounds, Hospitality, Outreach, and Parish Pastoral or Finance Council.

Who can volunteer?

- Any person (grade 3 or older) in the students' family or designated by the family.
- Certain tasks require specific minimum ages, i.e., kitchen help must be at least 16 years old.
- High school students are encouraged to participate in volunteer time by signing up for events during non-school hours.

For the safety of our students and staff, and so that we are compliant with the Diocese of LaCrosse, any person aged 16 or older who wishes to volunteer in the MACS system must first go through the following process.

Safe Environment for Volunteers

1. Complete Basic Background Check once every five years. (Required for those independently, directly supervising children and/or regular volunteering in the schools.)
2. Complete Confidential Questionnaire annually.
3. Complete Annual Verification annually.

Annual Training is located on the [MACS website](#).

Return all safe environment paperwork to any school office Attention: Candas Konop or email questions to c.konop@macs.k12.wi.us.

Volunteer Opportunities

The following is a list of just a few areas in which volunteers may serve in our schools. For current volunteer opportunities, please visit the MACS website to sign up through Sign Up Genius. Look for events that suit your preference and skills. Where and when a volunteer is needed or placed is dependent on the needs of the school:

Classroom Helpers – Volunteers work closely with the principal and administrative assistant assisting with various duties, library supervision, recess, mentor program, field trips, 4k bus hub, classrooms, and help from home opportunities.

School Events Volunteer – This includes our school fundraisers, Spring Spectacular and Spaghetti Spectacular, as well as Booster Club events (Athletic, Fine Arts, and Faith) and HandS events.

Technology Helpers – Technology helpers share their computer skills and knowledge of hardware and software, streaming Events / AV help (including theater and athletics), beginning/end of school year tasks

Committees - Qualifying Committees include:

- Parent Ambassadors,
- Advancement Committees,
- Facilities/Finance,
- Education Commission,
- Long Range Planning,
- Safety and Emergency Services,
- Booster Clubs (Athletic, Fine Arts, Faith),
- Strategic Plan focus area committees,
- HandS,
- Planning Committees for Spring Spectacular and Spaghetti Spectacular.

Service as an officer or regular member on one of these committees fulfills **20** hours, provided that the committee chairperson verifies the list of active members to the Volunteer Coordinator annually by March 1.

Central Office – Help with data entry, logging volunteer hours, writing out cards, fundraising efforts, Scrip, Alumni outreach, grant research, proofreading, and mailings.

Facilities/Grounds – Groundskeepers are responsible for maintaining the physical appearance of an area. Special projects, classroom cleaning, ground maintenance.

Secondary Volunteer Coaches – Volunteer MACS coaches are appointed by the school's Athletic Director to volunteer coaching positions (report list of coaches to volunteer coordinator at end of season). All volunteer coaches must complete the Safe Environment paperwork listed above, along with fingerprinting prior to coaching.

Bus/Shuttle Drivers - Volunteer bus drivers are coordinated through the Athletic Director and Bus Manager and may be required to complete additional paperwork with the central office. Shuttle drivers are coordinated through the central office. Special DOT licensure and background check may be required for bus drivers.

Volunteer Guidelines

School volunteers always work under the supervision of a MACS staff member or committee member. Volunteering is a scheduled, prearranged activity.

Confidentiality - As volunteers work with staff and students, information in a confidential manner may be shared. The problems, abilities, relationships and confidences of students, their parents, and the staff should never be discussed by a volunteer with anyone outside of school staff or other volunteers with a professional need to know the information.

Code of Ethics - Like teachers, volunteers are bound by a code of ethics to keep confidential matters in the school. The staff and students need to know they can trust the volunteers. Volunteers are expected to display exemplary Christian conduct at all times.

Discipline - The responsibility of discipline for students rests with the professional staff. Make the staff aware of any discipline problem that arises while working with a student.

Dress Code – Volunteers need to follow school guidelines for student dress code for the activity. Dress comfortably, but remember that you are a role model to our students.

Smoking and vaping – Smoking and vaping is prohibited on all school property, indoors and outdoors.

Reporting Suspected Child Abuse and Neglect - MACS volunteers are encouraged to report incidents of concern. Options for reporting include law enforcement, the Diocese of LaCrosse, and reports to MACS administration. A helpful reporting tool for incidents of concern is Speak Up Speak Out Wisconsin, which can also be used to report various concerns and threats against the safety of members of the school community.

Driving - Volunteers who drive for the school must present and maintain a valid driver's license, follow mandatory procedures, and complete required documents to the central office.

Reporting Volunteer Hours

The primary way to report volunteer hours is through the appropriate link at the [MACS Volunteer webpage](#). This is the best way to ensure your hours are recorded accurately.

Alternatively, hours may be reported by completing a [paper form](#) and returning it to the MACS Volunteer Coordinator. This may be done by turning in the form to any school office, or directly to the MACS Central Office. For events, you may be responsible to check in upon arrival.

And finally, thank you for your service. You are making a difference.

*"I heard the voice of the Lord saying, 'Whom shall I send and who will go for us?'
Then I said, here I am, Lord! Send me.'" Isaiah 6:8*