

## **Volunteering at St. Anne for the 2021/2022 School Year**

At this time, all volunteers must be fully vaccinated against COVID-19. Volunteers will be required to bring in proof of vaccination that will be photocopied and kept on record for one year as mandated by the state of Oregon.

## **Archdiocese of Portland Mandatory Requirements for Volunteers**

The following are the requirements to volunteer with children in accordance with the Archdiocese of Portland:

- 1. Background Check:** Every volunteer at the school must have a background check completed whether working with children or not. The Archdiocese of Portland utilizes the Praesidium Program to process background checks which are renewed every three years.
- 2. Attend C.A.S.E. Training:** This is required for all first-time volunteers who will be in contact with children. The training consists of watching and discussing a video and lasts approximately two hours. Training days and times will be determined once people have notified the school office of their intent to volunteer.
- 3. Complete the “Standards of Conduct for Ministry with Children & Youth” module:** Once your background check is complete, you are entered into the Armatus® system by the Archdiocese and will receive login information. You need to login, read and agree to comply with the Archdiocesan Standards of Conduct prior to volunteering.
- 4. Complete online yearly “refresher” training courses:** After completing the initial C.A.S.E. in-person class, volunteers are required to complete yearly online refresher courses as outlined by the Archdiocese of Portland.

If you are fully vaccinated and would like to volunteer at St. Anne this year, please send an email of interest to Shawna at [sprestianni@stannegp.com](mailto:sprestianni@stannegp.com). Based on whether you are a new volunteer or have volunteered here before, Shawna will guide you through the correct process. For those who need to attend the in-person C.A.S.E. class, you will be provided with a list of dates and times once the office has been able to set up the classes. Classes will be held during a variety of times in order to allow for all who need to, to attend.

We are very appreciative of all those who give their time at St. Anne Catholic School. Volunteers provide much-needed assistance and add to the family environment that we strive to foster.

### **Typical volunteer jobs:**

- **Classroom helper** - reading with students, making copies for teachers, helping with projects, being a supportive adult in the lives of our students
- **Office helper** - doing a variety of things for Shawna depending on the time of year and what’s happening at the school
- **Student supervisor** - supervising students along with staff and teachers during snack, recesses and lunch
- **PTO** - be a part of the PTO and choose from a variety of projects, activities and other fun stuff
- **Pick-Up** - help direct traffic at the end of the day from 2:30 - 3:00
- **Auction** - we are looking for a chairperson for this year’s auction in addition to many other things that can be done even from home