

Volunteering at St. Anne Catholic School

Archdiocese of Portland Mandatory Requirements for School Volunteers

The following are the requirements for volunteering with children according to 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 Academy to process background checks which are renewed every three years.
2. **Attend C.A.S.E. Training:** This training 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. Trainings are automatically scheduled during the month before and first two months of school each school year.
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 log in, 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 training, volunteers are required to complete yearly online refresher courses as outlined by the Archdiocese of Portland.

If you would like to volunteer at St. Anne Catholic School, please send an email of interest to Shawna Prestianni, office manager, at schooloffice1@stannegp.com. Based on whether you are a new volunteer or have volunteered before, Shawna will guide you through the process. For those who need to attend the C.A.S.E. class, you will be provided with a list of dates and times once the office has set up the classes. Classes will be held during a variety of times in order to allow for all who need to attend to be able to find a time that works for them.

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 is happening at the school, answering phones, helping students who come to the office with needs, welcoming visitors who come to the school office
- **Student supervisor** - supervising students along with a staff member during snack, recess and lunch times
- **PTO** - be a part of the school's Parent/Teacher Organization and choose from a variety of projects, activities, events, and other fun things
- **Drop-off** - be on campus during the drop-off time to be an adult presence, help secure the campus, be watchful of the students as they get dropped off and head to class
- **Fundraisers** - chair the yearly auction dinner or help out with the auction in a variety of ways, lead or be a part of a committee to network with community partners and other organizations to create and carry out fun and beneficial events