



St. Ignatius Volunteer,

Our sincerest thank you for volunteering to take a leadership role at St. Ignatius Catholic School. Your willingness to serve our school community is critical to the success of our school. We want to make you aware of some of the policies and procedures that we have in place to help our HSA leadership complete their mission successfully, and to ensure effective communication and interaction with our parents and students.

COMMUNICATION

- Each Tuesday morning, the school will send written communication to all parents by email. We try to limit school-wide email communication to this single correspondence each week. Therefore, if you have flyers, notices, reminders or requests that need to be sent to the school community, please email your communication to Jacqueline Kite-Powell (jkitepowell@stignatiusmeridian.org) by the Friday afternoon prior to the Tuesday that you want to include your communication. That will give us time to follow up with you if there are any questions about your communication.
- Any communication, flyers, notices or reminders that you would like posted on the school's social media accounts should also be sent to Jacqueline Kite-Powell (jkitepowell@stignatiusmeridian.org) at least 24 hours prior to the date that you would like the information posted.
- When you communicate with the members of your team, committee or school groups, please always remember that you are a leader in the St. Ignatius community and that you are representing our community in your interactions with students, parents, volunteers and people outside of our community. Please keep in mind our Catholic mission and philosophy in your communications and interactions.

USE OF LOGO

- If you want to use the school name, logo or mascot on any written materials, equipment, banners, clothing or gear, please request these logos/images (and our official school print color information) from Jacqueline Kite-Powell (jkitepowell@stignatiusmeridian.org). In addition, a draft or prototype of any formal correspondence, gear, or decor that includes the school name, logo or mascot should be sent to Jacqueline Kite-Powell for approval before anything is printed, created or used.

EXPENDITURES/ REIMBURSEMENTS

- If you anticipate that your event or project will have expenditures for which you will need reimbursement, please prepare an anticipated budget and submit it to Hillary Smith, HSA President (hsa@stignatiusmeridian.org). This budget will need to be approved in writing by Hillary Smith and Heike Youde (hyoude@stignatiusmeridian.org) prior to any purchases or expenditures. Only expenditures that have been included on the approved budget will be reimbursed. Once you are ready for reimbursement, please submit an HSA reimbursement form (to be found on the HSA tab of the school website) and include original

receipts. You will be reimbursed within two weeks of submission of the required materials. You will need to use our sales tax exempt certificate in making your purchases to avoid sales tax. A copy of the certificate should be obtained from Heike Youde. Sales tax will not be reimbursed to you so make sure to use the certificate for any purchases.

DONATIONS

- If you receive any donations in connection with your project or event, please have your donors complete the HSA donation form (found on the HSA website) and submit completed donor forms to Jacqueline Kite-Powell (jkitepowell@stignatiusmeridian.org) so that we can send them a receipt for their tax reporting purposes.
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FUNDRAISING

- We want to honor the generosity of our parents and community by limiting the number of fundraisers we have each year to our 3 main fundraising events. If you foresee that your committee/team/event will need to raise funds to be used specifically in connection with your event or team, we ask that it be done through our Fall Festival fundraising event. For example, if the gardening committee wants to do fundraising to support the garden, they could set up a game, booth or raffle at the Fall Festival. Please contact Hillary Smith, HSA President (hsa@stignatiusmeridian.org) to discuss this process further or with any questions about any anticipated fundraising needs.
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VOLUNTEERS

- Any persons who will be interacting with students must have completed our Safe Environment Training. If you are leading an activity that will include adults interacting with students, make sure that you send a list of all adults working with students to Janelle McIntyre (jmcintyre@stignatiusmeridian.org) at least 48 hours prior to your first event so that we can make sure that each of these adults has completed this training.
 - Outbursts of anger, violence, or profanity by adults will not be tolerated at school-related events or on campus. Please notify Mrs. Kane immediately if you witness any such interaction by one of your volunteers or by any adult at the event you are hosting, or if you are ever concerned about the safety of any of our students at any time.
 - If you need additional volunteers or committee members or contact information for volunteers who have signed up for your committee or event, please contact Sarah Murphy, HSA Volunteer Coordinator (volunteer@stignatiusmeridian.org).
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Again, we thank you for your willingness to step up as a leader in our community. Our school could not succeed without the hard-work and dedication of our volunteers!

Received and acknowledged by: _____

Date: _____