

Date Received:

Volunteer Intent Form 2010-2011

Please return this form to the office of Religious Education as soon as possible.

E-MAIL: STMARKRELIG@AOL.COM

Please complete all portions of this form.

(PLEASE PRINT)

Name _____ Desired Partner _____

I am returning next year.

I am unable to return next year.

Desired Grade Level _____

Daytime Phone Number ____-____-____ Cell ____-____-____ Home Number ____-____-____

Address _____ City _____ Zip Code _____

E-Mail _____ Occupation _____

(We use email as our primary communication) Skills/hobbies _____

If applicable:

School Attending _____ Grade Level _____

Under 18 Years of Age

Over 18 Years of Age

Name: _____ Grade: _____ of children attending our program

Name: _____ Grade: _____

Desired Session:

_____ Tuesday 5:00 - 6:15 p.m. _____ Tuesday 7:00 - 8:15 p.m. _____ Wednesday 4:00 - 5:15 p.m.

Desired Position: **Please see position descriptions on reverse side.**

_____ Catechist

_____ Office Volunteer

_____ Co-Catechist

_____ Safety Team

_____ Permanent Substitute

Cross Walk Guard

Hall Monitors

_____ Substitute Catechist

Traffic Control

_____ Volunteer

_____ Special Events Team

**All volunteers are required to be fingerprinted and participate in the Virtus program under direction of the Archdiocese of Miami. All volunteers will be trained in safety procedures. i.e.: emergency and fire drills, inclement weather, etc.

Catechist- I understand my responsibilities include planning and presenting lessons, attending workshops and scheduled grade level meetings. I understand there are additional responsibilities for sacramental preparation classes. I am expected to arrive 20 minutes prior to class and stay after class assisting with the dismissal procedure for the duration of the Religious Education calendar year.

Co-Catechist- I understand my responsibilities include *assisting* the catechist with the class, learning *how to* and *participating in* creating and presenting lessons, acting as substitute for lead catechist in their absence. I understand there are additional responsibilities for sacramental preparation classes. I am expected to arrive 20 minutes prior to class and stay after class assisting with the dismissal procedure for the duration of the Religious Education calendar year.

Permanent Substitute Catechist- I understand that I would attend one session of Religious Education weekly, receiving my class assignment upon arrival. The office of Religious Education will provide an appropriate lesson plan.

Substitute Catechist- I understand that the office of Religious Education will call me when the need for a substitute catechist arises. The office of Religious Education will provide an appropriate grade level lesson plan upon my arrival.

Volunteer- I volunteer my time and talents to assist the Office of Religious Education in whatever needs they have.

Office Volunteer- I understand my responsibilities include assisting once a week arriving one half hour prior to the session time and/or staying up to one half hour after class is over. My student will be brought to the office at dismissal.

Safety Team- I understand my responsibilities include assisting once a week, arriving one half hour prior to the session time and/or staying up to one half hour after class is over. I will be trained in all safety procedures. i.e.: emergency, fire drills, inclement weather, car-line etc...
(Please check one of the following categories.)

- **Cross Walk Guard-** assuring safety for families using pedestrian crosswalk during arrival and dismissal. Possibly assist the staff, during the session, in any special projects.
- **Hall Monitors-** assisting in securing a safe environment at arrival time, during class session and at dismissal time. I understand I am to leave only after all children have been escorted to car-line or picked up by their parents.
- **Hospitality Desk-** assisting parents, volunteers and other visitors in the sign-in/early release process.
- **Traffic Control-** will help direct the traffic flow as cars enter into the Church property. I am responsible for the set up and breakdown of cones, signs etc... Possibly assist the staff, during the session, in any special projects.

Special Events Team- I would like to volunteer my time and talents by assisting with the coordination of one or all of these special events. Example: Certificate Calligraphy, Confessions, Parent Meetings, or Service Projects, including Holiday Events, Mission Relief Efforts, "Walk N' Roll" Walk-A-Thon.