



Our Lady Star of the Sea School

Volunteer Guidelines

- ❖ Volunteers are required to be VIRTUS certified to help at certain school events and volunteer activities.
 - VIRTUS events will be articulated at volunteer sign-up for events
- ❖ Volunteer attendance is important for the success of each event. If you sign up for an event and can no longer attend, please contact the chair of the event or the school office know as soon as possible.
- ❖ Volunteers are representatives of OLSS in actions and appearance.
 - Clothing that represents our catholic community should be worn. Shirts with the school's logo are highly preferred.
- ❖ Volunteers should sign in and out at the front office during all events which occur during school hours. The school has a visitor sign in sheet at the office. Some of our events will have their own sign in sheets so upon arriving at an event please check in with the event chair.
- ❖ Young helpers are welcome and encouraged at some events. Please make sure that children are acting appropriately as they represent our school.
- ❖ Please be responsible with cell phone usage during events.
- ❖ During your volunteer work at our school, you may learn confidential information about students, parents or teachers. You are expected to keep this information confidential in any setting inside or outside the school, just as you would wish your own privacy rights to be respected.
- ❖ While volunteering at OLSS is required it can be a lot of fun. Remember everything we do for the school we are doing to provide our children with an excellent Catholic education!