

Volunteer Overview & Interest Form: **Community Outreach Team (COT) Grade Liaison**

Thank you for your interest in being a part of the Community Outreach Team. We are fortunate All Saints School supports opportunities to put our values into action through community outreach. Giving our children opportunities to see the power of their actions to make positive change is a meaningful way to get involved as a parent volunteer and complete Service Hours.

Community Outreach Team Mission

All Saints school is committed to fostering outreach in support of social consciousness and the virtues of justice and compassion.

The Community Outreach Team's role is to help in building a foundation of compassion and giving in our children that reflects our Catholic values. We provide ongoing, age appropriate community service projects for each grade with the support of our teachers, school staff and parent volunteers.

Liaison Objective

Liaisons coordinate with non-profit organizations, teachers and school staff to activate their defined service project at a scheduled time of year. The liaison also works to promote participation with students and families.

Successful Liaisons Are...

- **Enthusiastic about community service.**
- **Organized and timely.**
- **Communicate concisely with strong spelling/grammar.**
- **Can coordinate with teachers, PRC, families and outside non-profit organizations.**
- **Willing to rally students and families and encourage participation.**
- **Available for COT meetings, twice a year, with additional phone/email coordination.**

Term and Responsibilities

- One-year term. Selected by ingoing/outgoing chairs with blind application.
- May repeat. Opportunity for a rotating role as well for parents who want to volunteer for their other children's grades.
- Completes the annual Service Hours obligation.
- All liaisons are required to attend 2 meetings scheduled and the beginning and the end of the school year. Meeting dates are set at the start of the school year. Meetings are approximately 1.5 hours long in the morning on a school day. (8:30am, after drop-off in school Pavilion.)
- Liaisons meet with chair/co-chair on their defined grade project, and are given the project plan, non-profit contact information and sample emails and flyers that can be used to support their efforts. Liaisons are supported by chair/co-chairs for any needs or concerns throughout the project and term.

- **Communication with the Grade PRC Representative**
 - Start of school year to introduce yourself as COT liaison, announce community service project for the grade and month/s it will occur in the school year
 - Project start announcement including project description, information about the organization, how the students and families will be involved in serving the organization.
 - Promote project, encourage participation and send reminders of important dates and needs.
 - Engage and coordinate with families for any volunteer opportunities to support the project.
 - End of project "Thank you!" to families for their service. Share the number of hours, items or other results of their hard work. Share photos or quotes. Celebrate the impact of their efforts.

- **Communication with COT chair/co-chairs**
 - Dates set for project drives, guest speakers, classroom events or field trips
 - Document project's donations with count of hours, items, or other results to list in yearbook and end of year Giving Report.
 - Send photos for the yearbook and end of year Giving Report.
 - Any updates in the project that should be shared with the next COT rep for the upcoming year.
 - Any changes in non-profit contact information or policies

- **Communicate with teachers**
 - Introduce yourself to teachers and confirm project, non-profit partner, and general timing.
 - Kick-off project by connecting with teacher on student engagement (importance of community service and cause/non-profit organization)
 - Timing of guest speakers, classroom events, field trips, etc.
 - Creation of flyers or other in-class project artwork. (Flyers, posters, art projects)
 - Encourage in-class reminders of service project goals and timing.
 - Send thank you for supporting COT and celebrate their efforts

- **Communicate with non-profit organization**
 - Introduce yourself to organization contact and confirm project partnership, and general timing.
 - Kick-off project by connecting with contact to confirm organization needs and project details.
 - Coordinate with contact how best to educate students on the non-profit organization and their service impact. Example: guest speaker, schedule on-site volunteer effort.
 - Send thank you supporting COT and partnering with All Saints on the service project.

- **Communicate with All Saints church** on any opportunities for them to be involved in service opportunities. Example: dates for donation drives.

- **Communicate and coordinate with school administration** when needed for all-school drive donation collection or drop off plans. Use of the school's donation bins, tables or overnight storage.

- **Arrange for materials, deliveries or other project support needs.** Examples:
 - Drop flyers or donation boxes off at school for classroom distribution
 - Collect donations and or money through paypal or other apps
 - Set up and take down tables in school portico
 - Pick up donations from school and deliver to non-profit
 - Provide poster materials or other supplies to classrooms (cost are reimbursed)

Liaison Volunteer Project Description and Estimate of Time Commitment:

Kindergarten - Our Neighborhood Community

The students will take part in discussion and create a special message for our three project recipient groups: veterans, seniors, and neighbors. Veteran's Day: Discuss the value provided by our veterans and take part in a project that demonstrates our appreciation for what they do for our country, usually creating door hangers. Valentine's Day: Partner with Laurelhurst Village Senior Living facility to deliver hand crafted Valentines to the residents. Spring Flowers: Discuss the importance of being a good neighbor and create flower baskets to show our thanks to the neighbors in the homes that surround All Saints.

Liaison Volunteer Estimate: A few hours for each of the three projects. Coordinating guest speakers, and in-classroom art projects, delivering art to recipients, and emails families with project updates.

1st Grade - Uplift Patients & Families

Twice a year the first grade classrooms will collect donations to benefit our two selected charities. In fall, the class collects art supplies for the patients of Randall Children's Hospital. In spring, the class collects food pantry snacks to support families staying in the Ronald McDonald House.

Liaison Volunteer Estimate: 4-6 hours for each of the two projects. Coordinating guest speakers, coordinating student, coordinating donation drive, delivery, email communications.

2nd Grade - Books Build Bridges

Once a year the second grade hosts an all-school book drive to benefit Children's Book Bank. Students bring books they collected from home, their family, friends or neighbors to donate. In addition, the students promote the book drive throughout the school with posters and announcements.

Liaison Volunteer Estimate: Several hours for the two weeks leading up to the book drive coordinating guest speaker, coordinating donation drive, coordinating poster project in class, email communications, etc. Drive week will require daily time either from liaison or volunteers to host the morning book collection table, count daily totals, and store book boxes until the end of week. At the end of the week, volunteers needed to deliver book boxes to the Book Bank. (Book drive typically collects 1,500 or more books.)

3rd Grade – Colorful Reuse

Students work with two organizations that represent creative ways to recycle or reuse materials for art. In the winter, third graders do an art project in-class using principles of SCRAP to recycle materials to create something new. They also collect old or unused materials to be donated to SCRAP. At the end of the year, third grade hosts an all-school used crayon drive to benefit The Crayon Initiative. In June, students bring used crayons they collected from home or their classrooms to donate. In addition, the students promote the used crayon drive throughout the school with posters and announcements.

Liaison Volunteer Estimate: 4-6 hours for each of the two projects. (The SCRAP art project may take more time.) Coordinating guest speakers, coordinating student involvement, coordinating donation drive, delivery, email communications.

4th Grade - Feeding the Hungry

Twice a year the 4th grade classrooms will support the Blachet House, an organization working to fight food insecurity for those experiencing houselessness. In the fall and spring, 4th grade families donate to a grocery shopping fund, and then students gather in the Parish Hall to make sandwiches and create sack lunches.

Liaison Volunteer Estimate: 4-6 hours for each project. Coordinating guest speaker, coordinating monetary donations and shopping for food ingredients, parent volunteers to oversee lunch creation, sack lunch delivery, email communications.

5th Grade - Kids Helping Kids

The 5th Grade hosts two all-school drives benefiting organizations that help foster youth with basic clothing needs. In the fall, the 4th grade classes host a school-wide warm winter clothing drive for NW Children's Outreach. In Spring, students lead an all-school sock and underwear drive for Project Lemonade.

Liaison Volunteer Estimate: 4-8 hours for each of the two projects. Coordinating guest speaker, coordinating poster project in class, coordinating all-school donation drive, coordinating parent volunteer support, email communications, delivering potentially up to 50-200 bags or boxes of clothing, email communications. If situation permits, coordinating NW Children's Outreach field trip to sort clothing on-site.

6th Grade - Planting for the Future

In the spring, 6th graders learn about the responsibilities and impact of Portland Parks & Rec, as well as the volunteers required to support it. The classes will take a field trip to Laurelhurst Park and work hands-on under the leadership of the neighborhood volunteer group to plant and mulch in designated areas.

Liaison Volunteer Estimate: 4-8 hours coordinating guest speaker, coordinating parent volunteer support, coordinating monetary donation from parents, email communications, and field trip.

7th Grade - Caring for Pets

In the fall, 7th grade students create pet tug toys to donate to dogs currently living at the Oregon Humane Society. Students hear from a guest speaker and then collect old t-shirts and blankets, cut strips of fabric and follow instructions on how to braid them into tug toys for dogs.

Liaison Volunteer Estimate: 4-6 hours coordinating guest speaker, coordinating parent volunteer support, collecting material donation from parents, in-class toy build project, email communications.

8th Grade - Community Food Pantry

The 8th grade students lead monthly, all-school food drives to benefit the St. Vincent de Paul food pantry located in the All Saints Parish. The drives are held for a week each month and students collect all donated items from the classrooms or common areas and deliver to the food pantry. Students also have the opportunity to support Christmas food boxes by building, filling and carrying boxes that are delivered to families for the holidays.

Liaison Volunteer Estimate: 1-2 hours each month. Coordinating guest speaker, school promotional communications and signs, coordinating monthly all-school donation drives, delivery to pantry in parish hall, and email communications.

All Saints Community - Create for the Community Workshops

COT hosts a series of 3 craft workshops over the school year for students and families to create something wonderful for themselves as well as a local non-profit organization. Small groups will be led through a seasonally themed craft project, enjoy snacks and refreshments, and support a great cause. Example past workshops include a Pumpkin Succulent Arrangement for Blanchet House dining hall leading up to the Thanksgiving holiday; Holiday Wreaths for Catholic Charities Refugee Resettlement program so families can enjoy fresh, holiday greenery to celebrate the Christmas season; Felt flower bouquets to bring lasting beauty into rooms at Hopewell House.

Liaison Volunteer Estimate: 4-8 hours for the few weeks leading up to each project to order and prep materials, schedule and recruit attendees for two classes per project, lead or assist in each class, deliver to non-profits.

All Saints Community - The Giving Tree

In December, All Saints families support Catholic Charities Refugee Resettle Program with a Giving Tree. This all-school and church collection drive is a special tradition and helps multiple families transitioning here from all over the world celebrate the Christmas holiday with donated gifts.

Liaison Volunteer Estimate: 4-8 hours over the month of December to set up tree, coordinate with non-profit on delivery due date, school promotional communications and signs, email communications, manage intake of gifts and deliver to non-profit.



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