

## 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 Fair Share 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, 4-5x/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 Fair Share hours obligation.
- All liaisons are required to attend 4-5 meetings typically scheduled every two months during the school year. Meeting schedule is set at the start of the term/school year. Meetings are approximately one hour long in the morning on a school day. (8:30am, after drop-off in school Pavilion.)

- Liaisons collaborate with chair/co-chair on their defined grade project, which are repeated each year. Chair/co-chairs share the project plan, timing, 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.
  
- Regular email communication with the grade PRC representative
  - Start of school year to introduce yourself as COT liaison, announce community service project for the grade, timing of when project will happen in the school year
  - Announcement of project start including project description, information about the organization, how the students and families will be involved in serving the organization.
  - Creation of flyers if needed about non profit organization and project/donation details.
  - Promote service project and encourage participation. Share photos, successes, impact on organization, and reminders of important dates and needs.
  - Engage and coordinate with families for any volunteer opportunities to support the project
  - Thank you to students and families for their service at end of project. Share the number of hours, items or other results. Share photos or quotes. Celebrate the impact of their efforts.
  
- Regular email communication with COT chair/co-chairs on project updates
  - Any changes in non-profit contact information or policies
  - Dates set for project drives, guest speakers, classroom events or field trips
  - Information to be shared for all-school communication and PRC chair for general newsletter announcements
  - Document donation with count of hours, items, or other results to list in yearbook and end of year Giving Report.
  - Send photos that can be shared on AS social media to promote service, yearbook and end of year Giving Report.
  - Any updates in project that should be shared with the next COT rep for the upcoming year.
  
- Communicate with teachers to coordinate and support project needs in classroom
  - Introduce yourself to teachers and confirm project, non profit partner, and general timing.
  - Close to start of project, connect with teacher on engaging students on the importance of community service and the upcoming opportunity to support the project/organization
  - Timing of guest speakers, classroom events, field trips, etc.
  - Encourage in-class reminders of service project goals and timing.
  - Send thank you for supporting COT and non-profit, celebrate their efforts and success
  
- Communicate with outside non-profit organization
  - Introduce yourself to organization contact and confirm project partnership, and general timing.
  - Close to start of project, connect with contact to confirm organization needs and project details.
  - Coordinate with contact how best to educate students on non-profit and their service impact. Example: representative as a guest speaker, schedule on-site volunteer effort.
  - Send thank you supporting COT and partnering with AS on the service project.
  
- Communicate with All Saints parish contact on any opportunities for parish to be involved in service opportunities. Example: dates for the calendar or donation asks for newsletter.

- Communicate and coordinate with school administration on any 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 Time Commitment - Rough Estimation:*

### **Pre-Kindergarten - Sunshine Committee (Teacher Led Projects)**

The Sunshine Committee delivers special messages to faculty, staff and parish personnel who are celebrating an event or needs support, encouragement and prayers. Students will make and deliver special messages, cards, banners, flowers, etc.

Liaison Volunteer Estimate: Very little. 1-2 hours over the course of the school year. Could be more involved depending on how much support and involvement you and the teacher determine.

### **Kindergarten - Our Neighborhood Community (Teacher Led Projects)**

The students will take part in discussion and creating a special message for our three project recipient groups: veterans, seniors, and neighbors. Veteran's Day: Discuss the value provided by our veteran's and take part in a project that demonstrates our appreciation for what they do for our country, usually creating placemats. 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, helping with in-classroom activities, delivering cards or flowers, emails with families for 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 involvement if possible, coordinating donation drive, 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, volunteer needed to deliver book boxes to the Book Bank. (Book drive typically collects 1,500 or more books.)

## **3rd Grade – Colorful Reuse**

Once a year the 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: Several hours for the two weeks leading up to the crayon 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 crayon collection table, store crayons until the end of week, and ship boxes using the organizations premade labels.

## **4th Grade - Feeding the Hungry**

Twice a year the 4th grade classrooms will participate with two selected charities working to fight hunger. In the winter, the 4th grade classes create sack lunches to support The Blanchet House homeless lunch program. Grade families donate to a grocery shopping fund, and then students gather in the Parish Hall to make sandwiches and create sack lunches. In the Spring, students take a field trip to Oregon Food Bank where they spend two and a half hours working as volunteers.

Liaison Volunteer Estimate: 4-8 hours for each of the two projects. Coordinating guest speaker, coordinating donation drive, email communications. Coordinating guest speaker, coordinating Oregon Food Bank field trip, email communications.

*\*2022/2023 school year, a collection of non-perishable snacks for New Avenues for Youth supporting homeless youth may need to replace Oregon Food Bank depending on their acceptance of volunteers. \**

## **5th Grade - Kids Helping Kids**

Both class projects are collection drives asked of the whole school. They also both tie into the 5<sup>th</sup> grade religion curriculum to serve our community by providing clothes for those in need. In October, the 4th grade classes host a school-wide warm winter clothing drive for NW Children's Outreach. In May, 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, 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 - New Temporary Theme and Project in Development**

Previously, this project includes several visits to Providence Center for Medically Fragile Children where they are partnered with Providence teams and read books, do art projects, sing songs, go on walk-and-rolls, and other activities. This project is on hold with continued Covid-19 precautions.

Currently, class holds a grade specific toiletry drive for New Avenues for Youth working on prevention and intervention of youth homelessness. 2022 this drive was scheduled for the 100<sup>th</sup> day of school in February.

Liaison Volunteer Estimate: 4-8 hours coordinating guest speaker, coordinating donation drive, email communications, and delivery of donations.

### **7th Grade - Called to Discipleship (Teacher Led Projects)**

The seventh grade religion classes participate in a Service-Learning Project – “Called to Discipleship” during Lent. Working in small groups, students choose an organization to support. They then share their project with the school and service community throughout Lent and on Service Sunday.

Liaison Volunteer Estimate: Work with teacher on how much support is needed. Estimate 2-3 hours over the course of the school year. Could be more involved depending on how much support and involvement you and the teacher determine.

### **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: 3-6 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 PORTLAND  
**COMMUNITY  
OUTREACH**

[cot@allsaintsportland.com](mailto:cot@allsaintsportland.com)

## Volunteer Overview & Interest Form: Community Outreach Team (COT)

\_\_\_\_\_ I would like to be the grade COT liaison for my child's grade.  
Please list grade(s) of your children for next year: \_\_\_\_\_

In a brief paragraph, please indicate why you are interested in serving on COT and/or what you believe would make you a great candidate.

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### Acknowledgement

I have read the job description and will participate at the level described.

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**Printed Name**

**Signature**

Thank you! Please email your form to [cot@allsaintsportland.com](mailto:cot@allsaintsportland.com) or return to the front desk.