

# Volunteer Handbook



*Achieve Here. Excel Here. Belong Here.*

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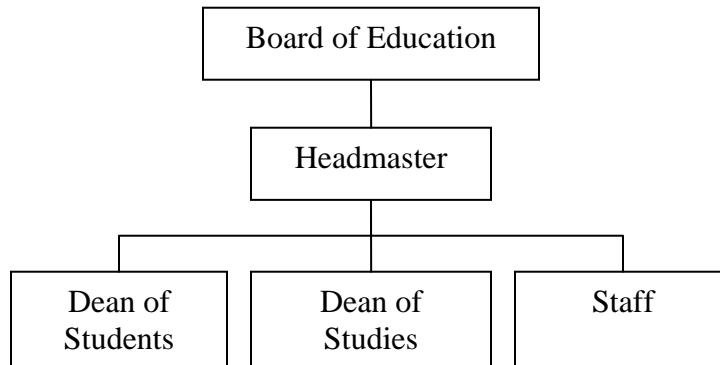
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## Organizational Chart



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## Contact Information

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Fax: (859) 291 – 1939

### **Web site**

[www.covingtonlatin.org](http://www.covingtonlatin.org)



## Mission and Motto

### **Our Mission**

The Covington Latin School develops Christian leaders by challenging its students to achieve their greatest level of spiritual, intellectual, and social development. The School's philosophy, curriculum and practices promote moral integrity and academic excellence, leading students to find fulfillment in a life of service to others and continuing love of learning

### **Our Motto**

*Bonitatem et disciplinam et scientiam, doce me*  
*"Teach me goodness, discipline and knowledge."*

The founder of Covington Latin School, the Most Reverend Francis W. Howard, Bishop of the Diocese of Covington from 1923 to 1944, envisioned the School as an institution which would be unique to, and an improvement upon, the American secondary education of his day in both philosophy and performance. From its inception, the Latin School has always been committed to students who need to skip grades for their academic advancement.

In founding the Covington Latin School, Bishop Howard took as his starting point the European *gymnasium* which served to move academically talented young men and women through an accelerated college preparatory education. Bishop Howard then adapted the gymnasium model to the needs of the Church in the American setting by incorporating into the school's curriculum the best aspects of American education in citizenship and the rich cultural and religious heritage of the Catholic tradition.

The elements of the school motto reflect Bishop Howard's perception...

#### ***Bonitatem (Goodness)***

Covington Latin School must help to shape the moral character of its students in the qualities of honesty, reverence, self-control, obedience, and in the recognition of the duties of a Christian toward God, neighbor, community and self.

#### ***Disciplinam (Discipline)***

Covington Latin School must help students train themselves in sound mental discipline with precise and regular study habits, orderly and productive work habits, and the development of sound critical judgment.

#### ***Scientiam (Knowledge)***

Covington Latin School must prepare its students for college and life by exposing them to a rigorous academic curriculum reflecting the strongest elements of the classical liberal arts, along with the best of modern scientific and mathematical courses.

#### ***Doce me (Teach me)***

The Covington Latin School must employ teachers of high quality and dedication to match that required by the academic courses and the religious formation programs.



In bringing together all the elements of Bishop Howard's vision, Covington Latin School has produced graduates of outstanding leadership in the religious, civic and professional life of the community. The faculty and administration of Covington Latin School remain committed to continuing the tradition of excellence handed onto them by Bishop Howard and all who have studied or taught at the School.

## Volunteer Opportunities

### Welcome!

On behalf of Covington Latin School's board, faculty, staff and students we are delighted that you have decided to volunteer your time and talents. Volunteers have and always will play an important and valuable role in helping the School achieve the high standards reflected in its mission statement.

We hope this handbook gives you all the information you need to make your volunteer experience rewarding. No matter how big or how small your commitment is, your time and effort are very much appreciated by everyone at the school. If you have any questions please feel free to contact us by calling the school office located in the main building.

### Volunteer Registration

If you are interested in volunteering, please let us know by one of two ways. You can either complete the Volunteer Application found in the appendix of this handbook and return it to the school. Or you can register online at the school's website ([www.covingtonlatin.org](http://www.covingtonlatin.org)) by completing the "APT Volunteer Form" found under the "Current CLS Students" menu.

### Volunteer Opportunities

There is a wide variety of volunteer opportunities available at CLS and each is a terrific way to donate your time and talents to helping the school enrich the overall experience of every student. This list should give you a good idea of each event and ways in which volunteers can help.

#### Welcome Dinner for New Parents (end of August)

Each year we hold an informal dinner to welcome the parents of our new students. It is a wonderful opportunity for them to meet one another and begin to form lasting friendships. The event is held at the School and starts at 6 PM; dinner is served at 6:30 and the event lasts until about 8:30 PM.

5 – 7 volunteers are needed to help prepare and serve food, bake desserts and clean up afterwards.

#### Magazine Sale (First 3 weeks of school year)

This is one of the most important fund-raising events planned during the school year. Proceeds from the event are used to fund the many APT Events scheduled throughout the year.

3 – 5 volunteers are needed at the end of the event, usually the first week of October, to help collect and calculate the magazine orders. Volunteers meet at the Development Office at 9 AM and should expect to be involved for about 2 or 3 hours.



Family Picnic (Early September)

The all-school picnic for students, their families, faculty and staff is a great opportunity to informally meet and greet each other. The event is held at a local park on the first Saturday of the school year. It begins at 10 AM with the annual volleyball tournament and ends around 2:30 PM.

10 – 12 volunteers are needed throughout the day to help prepare and serve food and refreshments, assist with activities and help clean up. Shifts will be worked out among the volunteers so that everyone has a chance to enjoy the day's events.

Parent-Teacher Conference Faculty Dinners (September, November and February)

The Parent-Teacher conferences are an important part of the education experience at CLS. Parents are able to individually meet with teachers in a relaxed atmosphere to discuss their student's progress. There are three Parent-Teacher conferences over the course of the school year. Conferences begin at 5 PM and the faculty breaks for dinner at 6:30 PM, giving the parents a chance to have refreshments and attend the APT meeting.

5-7 volunteers are needed to help plan, prepare and serve dinner to the faculty and to help clean up.

Mother's Luncheon (October)

The Mother's luncheon is an opportunity for mothers and CLS students to come together. It begins with Mass at the Cathedral at 10 AM and is followed by a luncheon at the school. Served by CLS fathers, the luncheon is a great time for mothers to meet their child's friends and mothers.

10 – 12 CLS fathers are needed to volunteer to help plan, prepare and serve food and refreshments and to help clean up. Volunteers can expect to be involved from 10:30 AM to about 12:30 PM.

Junior Ring Ceremony Reception (End of November or early December)

One of the most anticipated events in the life of a CLS Student, the Junior Ring ceremony is a time-honored tradition at the School. Recognizing this significance, the APT, with the help of sophomore parents, sponsors a reception following the ceremony.

10 – 12 sophomore parents are asked to volunteer to help bake desserts, plan, prepare and serve food and refreshments and to help clean up. Volunteers are asked to arrive at the school at 5 PM and can expect to be involved until about 9:00 PM.

All-School Christmas Party (Early December)

This party is for everyone! This informal get-together is a chance for everyone at the school to celebrate the season and to enjoy each other's company. The night includes a visit from Jolly Old Saint Nick, performances by the junior drama class, the school band and the chorus and Christmas gifts presented to the faculty by Mr. Whitehead.

15 – 20 volunteers are needed in several roles and at all levels of involvement to help decorate the school after the Thanksgiving break, arrange for baked goods and appetizers, help set up for the event, run events during the evening and help clean



up. Shifts will be assigned for event volunteers so that everyone can enjoy the evening's festivities.

*Catholic Schools Week (End of January)*

CLS participates in the annual Catholic Schools Week sponsored by the Diocese of Covington. Designed to showcase the quality and opportunities of Catholic schools, several different events are planned over the course of the week including a mass at the Cathedral.

5 – 7 volunteers are needed to help plan and organize different activities throughout the week.

*Father's Night (February)*

A night for the fathers and their students to have fun! The evening's activities include ping-pong and euchre tournaments, pizza, soft drinks and door prizes.

10 – 12 CLS mothers are needed to volunteer to help set up, plan, prepare and serve food and refreshments, arrange for door prizes, run and oversee the tournaments and to help clean up. The evening starts at 7 PM and usually ends around 9:30 PM.

*Open House Reception (Mid-February)*

This event is an excellent chance for prospective students and their parents to visit the school and meet with school administrators and faculty. As part of the event, the APT sponsors a reception in the cafeteria.

5 – 7 volunteers are needed to help set up, plan, prepare and serve food and refreshments and to help clean up.

*Grand Event (Early March)*

The Grand Event is one of the most important fundraisers for Covington Latin. The event benefits the students and the money raised pays for expenses not covered by tuition. It is a night of fun and socializing that includes dinner, dancing and a silent auction.

20 – 25 volunteers are needed in a number of roles to help make this event a success. Volunteers interested in helping with this event should contact the event chairperson.

*Speech Contest/Band Concert/Art Exhibition Reception (Early May)*

There are many talented students at CLS and this evening is a chance for them to be in the spotlight. The evening includes performances by the CLS Band, an art exhibit and the Speech Contest Finals.

5 – 7 volunteers are needed to help plan, prepare and serve food and refreshments, arrange for baked goods and to help set up and clean up. Volunteers are asked to arrive at 7 PM and can expect to be involved until about 9 PM.



Graduation Brunch/Graduation Reception (End of May)

The Graduation Brunch and the Graduation Reception are events that honor the achievements of every graduating senior and help enrich the graduation experience. The Brunch is a formal event that takes place the morning before graduation and includes senior gifts. The Graduation Reception is held in the school cafeteria immediately following the graduation ceremony.

12 - 15 junior parent volunteers are needed in a number of roles for this event. Activities include selecting the brunch menu, arranging for graduation gifts, ordering and mailing invitations, ordering flowers, preparing seating arrangements and name tags, baking, preparing food and refreshments, serving and helping with setting up and cleaning.

Exam Day Refreshments (End of Semesters – December and May)

The APT provides refreshments to the students during exam week to help them do their best. During exam week, two exams are given each day between 8 AM and 12:30 PM.

3 – 5 volunteers are needed to help with the set up and clean up of refreshments during the 30 minute break. Volunteers are asked to arrive at the school at 10 AM and can expect to be involved until about 11AM.

Garden Club (All School Year)

The CLS Garden Club plays an important part in maintaining the buildings and grounds. Most of the work is done over the summer preparing the school for the upcoming school year.

5 – 7 volunteers are needed to attend the periodic events to help mulch, plant, weed and collect litter around the school grounds.

Monthly Faculty Meetings (Each Month)

Monthly faculty meetings are held on the first Thursday of each month. To help with this effort the APT provides refreshments for each meeting.

5 – 7 volunteers are needed to deliver refreshments to the school on the day of the meetings between the hours of 1:30 and 2 PM.

## Volunteer Expectations

### Equal Opportunity

Covington Latin School believes that diversity is in the best interests of our students, faculty and staff. In support of this belief, the school is committed to upholding the values of the *Civil Rights Act* and *Americans with Disabilities Act* by providing equal volunteering opportunities for anyone interested regardless of age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief or disability that does not prohibit the performance of essential volunteer activities.



## Discrimination and Harassment

The School is dedicated to providing an environment free of discrimination and harassment; one that allows students, faculty, staff and volunteers to learn, work and develop with respect for one another. *Sexual harassment* is defined as any unwelcome sexual advance, request for sexual favors and other verbal or physical conduct of a sexual nature that affects an individual's employment, performance or creates an offensive or hostile environment.

- *Civil Rights Act of 1964* – prohibits discrimination based on race, color, religion, sex and national origin
- *Sexual Harassment* – Covered under the Civil Rights Act, sexual harassment is any unwelcome sexual advance, request for sexual favors and other verbal or physical conduct of a sexual nature that affects an individual's employment, performance or creates an offensive or hostile environment.
- *Americans with Disabilities Act* – under certain circumstances prohibits discrimination based on disability and affords the same protections against discrimination as the Civil Rights Act

## Volunteer Conduct

Volunteers are expected to conduct themselves with the same moral integrity on which the School was founded. This includes treating all others with respect and dignity and abiding by the rules and safety standards set by the School.

## Attendance

Volunteer attendance is important to the success of each event. If, for any reason, you are unable to meet your commitment, please notify your event chairperson as soon as possible so that arrangements can be made.

## Required Training

The Diocese of Covington takes the safety of children very strongly and has mandated that all volunteers must complete Virtus training before beginning any volunteer activity. Virtus training classes are offered throughout the year at many different diocesan locations. Volunteers can maintain their volunteer certification by completing monthly training modules sent via email.

To register for Virtus training, go to [www.virtus.org](http://www.virtus.org) and register.

For a schedule of Virtus training courses, visit the Diocese of Covington's website at [www.covingtondiocese.org](http://www.covingtondiocese.org).

If you have any problems or have questions about Virtus training, you can contact Anita Geiger at (859) 392 – 1565 or [ageiger@covingtondiocese.org](mailto:ageiger@covingtondiocese.org)

## Parking

Most events take place at the school's Main building and volunteers may park in the school's parking lot located in front of the building. The parking lot is shared with the Cathedral Basilica so parking may be limited.



## **Reimbursement**

Each event and activity has a planned budget which means volunteers can only be reimbursed for expenses that are directly related to an event AND that are approved by the event chairperson. Expenses cannot be reimbursed without appropriate receipts. No form is needed; simply submit your receipts to the APT Treasurer for reimbursement.

## **Dress**

Volunteer activities range from informal picnics to formal occasions. Please consider the nature of the event as well as the work you will be performing when deciding what to wear. If you are not sure what is appropriate, your event chairperson will be able to help.



# Volunteer Position Descriptions

## APT Volunteer Position Description

**Position Title:** APT President

**Term:** 2 Years (1 year as President-Elect, 1 year as President) (June – May)

**Time Commitment:** about 4-6 hours per month but more during August and September

**Required Training:** Virtus Seminar, Board of Education Member training

**Skill Set:** The ideal candidate must possess excellent leadership, organizational and communication skills. They should also be comfortable working and interacting with people of all types of backgrounds and experience levels; must manage time well and be comfortable in public speaking roles; must be committed to advancing the goals and mission of the school and students.

**Summary:** The APT President is responsible for the overall success of a number of APT sponsored events over the course of the school year. This includes ensuring each event has a chair person and enough volunteers. The APT President is also responsible for chairing 3 APT meetings per year and communicating on a monthly basis with the families of CLS students. Also, as a voting member of the CLS Board of Education, the APT President is required to attend the Board meetings each month.

### Responsibilities:

- The APT President serves at the discretion of the Covington Latin School Board of Education
- As a voting member of the Board of Education, the APT President is expected to attend the monthly Board of Education meetings
- All members of the Board of Education are required to serve on at least one Board of Education sub-committee
- The APT President is responsible for providing a monthly report to the Board of Education on APT activities
- The APT President is responsible for scheduling 3 annual APT meetings in conjunction with the Parent-Teacher conferences and also for setting the agenda and presiding over each APT meeting
- The APT President provides a monthly family newsletter
- Working with the Dean of Students, the APT President sets the dates of all APT events
- The APT President is responsible for filling all APT Event Chairs and committees
- The APT President is responsible for finding a speaker for each of the class orientation programs
- In order to ensure that all APT events are successful, the APT President needs to effectively communicate with each event Chairperson
- The APT President is expected to complete other duties as needed



## APT Volunteer Position Description

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**Position Title:** APT President-Elect

**Term:** 2 Years (1 year as President-Elect, 1 year as President) (June – May)

**Time Commitment:** about 2-3 hours per month but more during August and September

**Required Training:** Virtus Seminar, Board of Education Member training

**Skill Set:** The ideal candidate must possess excellent leadership, organizational and communication skills. They should also be comfortable working and interacting with people of all types of backgrounds and experience levels; must manage time well and be comfortable in public speaking roles; must be committed to advancing the goals and mission of the school and students.

**Summary:** The APT-President elect works with the APT President for the first year to understand the needs and responsibilities of the position of APT President and assumes the role of APT President in the second year. As a non-voting member of the CLS Board of Education, the APT President-Elect is required to attend the Board meetings each month. The APT President-Elect also serves as Parent Liaison for the Board of Education and is responsible for giving a report on the activities of the Board at each APT meeting. As a voting member of the APT Board, the APT President-Elect is responsible for working with the APT President and other APT Board members to ensure the success of APT-sponsored events over the course of the school year.

### **Responsibilities:**

- Reports to the APT Board President
- As a non-voting member of the Board of Education, the APT President is expected to attend the monthly Board of Education meetings
- Serves as the Parent Liaison for the Board of Education and gives a report on the Board's activities at each APT meeting
- All members of the Board of Education are required to serve on at least one Board of Education sub-committee
- As a voting member of the APT Board, the President-Elect is required to attend the 3 annual APT meetings and is responsible for providing a report regarding the Board of Education and its activities at each APT Board meeting
- In the absence of the APT President, the President-Elect is required to assume the duties, responsibilities and authority of the APT President
- As a voting member of the APT Board, the President-Elect is required to chair at least one APT event
- The APT President-Elect is expected to complete other duties as needed



## APT Volunteer Position Description

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**Position Title:** APT Treasurer

**Term:** 2 Years (June – May)

**Time Commitment:** about 1-3 hours per month

**Required Training:** Virtus Seminar

**Skill Set:** The ideal candidate must possess excellent organizational and communication skills. Although an understanding of general accounting principles is not required, the ability to create and maintain a simple budget and the ability to maintain bank statements and reconcile and balance a checkbook is needed.

**Summary:** The APT Treasurer is responsible for creating the annual APT budget and maintaining the budget throughout the school year. Working with the CLS Development Office, the Treasurer is responsible for receiving and depositing income from the Magazine Sales drive that funds the APT events. The Treasurer also works closely with individual event chairs to track and reimburse event expenditures.

**Responsibilities:**

- Reports to the APT Board President
- As a voting member of the APT Board, the Treasurer is required to attend the 3 annual APT meetings and to chair at least one APT event
- The Treasurer is responsible for creating and presenting the APT budget at the first APT Board meeting and providing the Treasurer's report at each APT meeting
- Work with the Development Office to receive Magazine Sales funds and make deposits in a timely manner
- Through working with the bank and reviewing bank statements, the Treasurer is required to keep a balanced checkbook and to ensure appropriate funds are available
- The Treasurer is responsible for communicating the budget for each event to the event chairs and to work with them to provide timely reimbursement of expenses
- Acting as the point of contact for the bank, the Treasurer meets with the bank at the beginning of the term to transfer privileges and as needed over the course of the term
- The APT Treasurer is expected to complete other duties as needed



## APT Volunteer Position Description

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**Position Title:** APT Secretary

**Term:** 2 Years (June – May)

**Time Commitment:** about 1-2 hours per month

**Required Training:** Virtus Seminar

**Skill Set:** The ideal candidate must possess excellent listening and communication skills to ensure that all appropriate APT meeting discussions and decisions are accurately recorded.

**Summary:** The APT Secretary is responsible for recording the minutes of each APT meeting and includes any discussion topics and decisions made. The Secretary is also responsible for reading the meeting minutes and having them approved before the start of each APT meeting.

**Responsibilities:**

- Reports to the APT Board President
- As a voting member of the APT Board, the Secretary is required to attend the 3 annual APT meetings and chair at least one APT event
- At each APT meeting, the Secretary is responsible for reading the previous meeting's minutes and having them approved
- The Secretary's main focus is to record the official business of the APT board including discussion topics and all decisions made
- Prior to each APT meeting, the Secretary reviews the meeting agenda and minutes with the APT President
- The APT Secretary is expected to complete other duties as needed



## APT Volunteer Position Description

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**Position Title:** APT Event Chairperson

**Term:** Duration of the event

**Time Commitment:** Depends on the event but usually several hours preparing for the event and any additional time spent working at the event

**Required Training:** Virtus Seminar

**Skill Set:** The ideal candidate must possess excellent organizational and communication skills and be able to lead a group of volunteers to ensure the success of an event.

**Summary:** An APT Event Chairperson is responsible for ensuring the overall success of an event. Each event is different in terms of scope but in general most events require the chairperson to work recruit volunteers, make arrangements for event space, schedule refreshments, plan activities

**Responsibilities:**

- Work with the APT Treasurer to understand and stay within the event budget
- Recruit an adequate number of volunteers to facilitate a successful event
- Communicate effectively with the APT President and event volunteers and hold meetings as necessary
- Make arrangements for event space, decorations, gifts, event activities, food and refreshments and other necessary activities depending on the event
- APT Event Chairpersons are expected to complete other duties as needed



## APT Volunteer Position Description

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**Position Title:** Event Volunteer

**Term:** Duration of the event

**Time Commitment:** Depends on the event but usually about 1-2 hours preparing for the event and any additional time spent working at the event

**Required Training:** Virtus Seminar

**Skill Set:** The ideal candidate must possess excellent listening and communication skills to ensure that all appropriate APT meeting discussions and decisions are accurately recorded.

**Summary:** The APT Secretary is responsible for recording the minutes of each APT meeting and includes any discussion topics and decisions made. The Secretary is also responsible for reading the meeting minutes and having them approved before the start of each APT meeting.

**Responsibilities:**

- The responsibilities of an event volunteer are different with each event or activity but may include hosting a reception, preparing and serving food and drinks, cleaning up, organizing events and games and decorating
- Volunteers are responsible for attending any meetings for an event they are working on
- Communicate with the event chairperson and other event volunteers
- Event volunteers are expected to complete other duties as needed



**Covington Latin School**

# Volunteer Application

\_\_\_\_\_  
Volunteer's Name (Please Print)

\_\_\_\_\_  
Address

(H) \_\_\_\_\_ (C) \_\_\_\_\_  
Phone Numbers

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Event or Activity you are volunteering for

Are you the parent of a student? Y N

\_\_\_\_\_  
Students Name (Please Print)

Please return to  
Covington Latin School  
21 East 11<sup>th</sup> Street  
Covington, KY 41011



**Covington Latin School**

**Volunteer Handbook Acknowledgement and  
Receipt Form**

Receipt and review of policies form

Signature on this receipt acknowledges that you have reviewed the Covington Latin School volunteer handbook. Please sign and date the receipt.

Volunteer Handbook Statement of Certification

I certify that I have received and reviewed the Covington Latin School Volunteer Handbook. I further understand that, by signing this statement I am indicating that I have read the Volunteer Handbook and understand its contents, or have discussed questions I have with the appropriate school representatives.

\_\_\_\_\_  
Volunteer's Name (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please return to  
Covington Latin School  
21 East 11<sup>th</sup> Street  
Covington, KY 41011

