

# **SJPII Parent-Teach Organization for 2025-2026**

The Parent-Teacher Organization (PTO) is an essential part of the St. John Paul II Catholic School community. It is made up of dedicated parents, guardians, and staff who share a common goal: to enhance our children's educational experience while building a strong, faith-filled community - and having fun along the way!

The PTO serves as a bridge between home and school, helping to foster open communication and collaboration. Throughout the year, the PTO organizes family-friendly events, fundraising activities, and community-building opportunities. Funds raised by the PTO help provide resources, supplies, and activities that enrich our school community and support needs not fully covered by tuition.

Our guiding reminder is:

**"Hope in God never disappoints." (Romans 5:5)**

Getting involved in the PTO is a meaningful way to take an active role in your child's education and fulfill your required volunteer hours while making lasting connections within our school family.

## **PTO Executive Committee**

**President:** Meg Rosario, [mejerosario@gmail.com](mailto:mejerosario@gmail.com)

**Vice President:** Ambre Kornegay, [ambre.kornegay@gmail.com](mailto:ambre.kornegay@gmail.com)

**Treasurer:** Tricia Hernandez, [trhernandez@gmail.com](mailto:trhernandez@gmail.com)

**Recording Secretary:** Christa Willie, [christa.mastro@gmail.com](mailto:christa.mastro@gmail.com)

**Corresponding Secretary:** Sara Fogle, [sarafogle02@gmail.com](mailto:sarafogle02@gmail.com)

**Volunteer Coordinator:** Sandy Kemple, [sandy.kemple@gmail.com](mailto:sandy.kemple@gmail.com)

**President Emeritus:** Amanda Fraser-Bizorik, [a.fraser.bizorik@gmail.com](mailto:a.fraser.bizorik@gmail.com)

## Grade Level Parents (GLP) Coordinator

The Grade Level Parent (GLP) Coordinator serves as an important liaison between families, the PTO, and the school. This role helps strengthen communication and build community within each grade level.

### **Key Responsibilities:**

- Serve as the primary point of contact between grade-level parents and the PTO President, sharing questions, concerns, and important information both ways.
- Host an introductory/informational meeting for parents prior to the start of the new school year to foster connection and provide clarity on the role of the GLP.
- Share teacher-provided information, including preferred communication methods and strategies, with parents.
- Clearly communicate expectations, guidelines, and helpful reminders for the school year to support parents in staying informed and involved.

## Grade Level Parent Guidelines:

Grade Level Parents (GLPs) play a vital role in supporting teachers and fostering communication between the school and families. GLPs help build a sense of community while assisting with classroom and school-wide needs throughout the year.

### **Responsibilities Include:**

- Communicate directly with teachers to help support classroom needs throughout the school year.
- Share information with families about upcoming class projects, events, classroom needs, PTO flyers, and field trips.
- Organize a casual gathering for students and parents before the start of school, such as a park day, picnic, or sports activity, to help build connections within the grade level.
- Provide helpful information to both new and returning SJPII families, including resources such as Track it Forward, volunteer training, fundraising opportunities, teacher preferences, and more.
- Be available to assist with classroom projects or activities as needed and requested by the teacher.

## Grade Level Parent (GLP) List

Coordinator: Megan Conrad, [mjbarnet1@gmail.com](mailto:mjbarnet1@gmail.com)

Pre-K Parent: Tessa Choban, [tessamp14@gmail.com](mailto:tessamp14@gmail.com)

Kinder Parent: Lauren Hunt, [lmhunt1987@gmail.com](mailto:lmhunt1987@gmail.com)

1<sup>st</sup> Grade Parent: Mika Mendez, [mika.friday@yahoo.com](mailto:mika.friday@yahoo.com),

1<sup>st</sup> Grade Parent: Susanna Binkley, [susannarclendenin@gmail.com](mailto:susannarclendenin@gmail.com)

2<sup>nd</sup> Grade Parent: Leia Capps, [leiacapps@mac.com](mailto:leiacapps@mac.com)

3<sup>rd</sup> Grade Parent: Kelly Christakos Stivers, [kstivers@hotmail.com](mailto:kstivers@hotmail.com)

4<sup>th</sup> Grade Parent: Tricia Hernandez, [trhernandz@gmail.com](mailto:trhernandz@gmail.com)

5<sup>th</sup> Grade Parent: Amy Lachney, [lachneykids@gmail.com](mailto:lachneykids@gmail.com)

5<sup>th</sup> Grade Parent: Rachel Steele, [gwwlover@yahoo.com](mailto:gwwlover@yahoo.com)

6<sup>th</sup> Grade Parent: Lauren Peledge, [lauren.peledge@yale.edu](mailto:lauren.peledge@yale.edu)

6<sup>th</sup> Grade Parent: Christina Kassop, [ckassop@verizon.net](mailto:ckassop@verizon.net)

7<sup>th</sup> Grade Parent: Erin Moffit, [eclmoffitt@gmail.com](mailto:eclmoffitt@gmail.com)

7<sup>th</sup> Grade Parent: Sara Beth Atkins, [atkinssb@gmail.com](mailto:atkinssb@gmail.com)

8<sup>th</sup> Grade Parent: Nicole Carter, [ncarter307@yahoo.com](mailto:ncarter307@yahoo.com)

8<sup>th</sup> Grade Parent: Kristin Callis, [westbury228@yahoo.com](mailto:westbury228@yahoo.com)

Specials Parent:

If you are interested in helping, please contact:

Volunteer Coordinator, Sandy Kemple, for more information.

## **Event Coordinators:**

Used Uniform Sale Coordinator: Tessa Choban, [tessamp14@gmail.com](mailto:tessamp14@gmail.com)

Campus Clean Up Coordinator: Karen Lambert, [klambert@victorypackagin.com](mailto:klambert@victorypackagin.com)

Box Tops Coordinator: Blake Rozniak, [jr\\_rozniak@yahoo.com](mailto:jr_rozniak@yahoo.com), Sara Blakely, [chickenhouse3000@gmail.com](mailto:chickenhouse3000@gmail.com)

Raise Right Coordinator: Corina Payne, [corinagpayne@gmail.com](mailto:corinagpayne@gmail.com)

Spirit Wear Coordinator: Samantha Sliney, [sliney2013@gmail.com](mailto:sliney2013@gmail.com)

Festifall Coordinator: Nicole Chartraw [chartrawn@gmail.com](mailto:chartrawn@gmail.com), Robert Campbell [soupcaninc@hotmail.com](mailto:soupcaninc@hotmail.com)

Pumpkin Decorating Contest Coordinator: Erica Prestigiacomo [epresti226@gmail.com](mailto:epresti226@gmail.com)

**Veterans' Day Coordinator (November 12):**

**Grandparents/ Special Person Day Coordinator (November 25):**

Christmas Bazaar Coordinator: Nikki Reynolds, [nikkifour@hotmail.com](mailto:nikkifour@hotmail.com) (needs a co-coordinator)

Christmas Parade Coordinator (December 7<sup>th</sup>): Roderic Rosario, [roderic.rosario@gmail.com](mailto:roderic.rosario@gmail.com)

Christmas Tree Decoration Coordinator: Julie Cosmello, [julesrx00@aol.com](mailto:julesrx00@aol.com)

Golf Tournament Coordinator: Luke Zimmerman, [luke.zimm@yahoo.com](mailto:luke.zimm@yahoo.com)

Gala Committee: Amanda Fraser-Bizorik, [a.fraser.bizorik@gmail.com](mailto:a.fraser.bizorik@gmail.com), Tricia Hernandez, [trhernandz@gmail.com](mailto:trhernandz@gmail.com), Abby Flores, [aflores@jp2catholicschool.org](mailto:aflores@jp2catholicschool.org), Silent Auction Coordinator for Gala: Laura Cabrera, [LCabrera-Portillo@firsthealth.org](mailto:LCabrera-Portillo@firsthealth.org)

**Fish Fry Committee: at least 2 people**

Catholic Schools Week Lunch Coordinator (Jan 26-31): Rachel Steele, [gwwlover@yahoo.com](mailto:gwwlover@yahoo.com)

**Teacher Appreciation Week Coordinator (May 4-8):**

Evening of Fine Arts Coordinator: Kat Dominguez [pmk37341@hotmail.com](mailto:pmk37341@hotmail.com)

Sneaker Drive Coordinator: Corrine Turner, [corinnencturner@gmail.com](mailto:corinnencturner@gmail.com)

Parent Rosary Group Coordinators: Kelly Stivers [kstiver@hotmail.com](mailto:kstiver@hotmail.com)

## **Fundraising and Volunteer Commitment**

St. John Paul II Catholic School is committed to providing a high-quality, faith-based education while keeping tuition rates as affordable as possible. However, the actual cost of educating each student exceeds the annual tuition charged.

To help bridge this gap and continue offering excellent programs and resources, we rely on the active participation of our school families in both fundraising efforts and volunteer activities. These initiatives play a vital role in supporting our school and can only succeed through the generosity and dedication of our volunteers.

Your time, talents, and support make a meaningful difference in the life of our school community.

## **Used Uniform Sales**

Our Used Uniform Sales not only provide families with affordable uniform options but also help raise additional funds for our school. Gently used uniforms are bought back for **\$3 per item** and sold for **\$5 per item** (with occasional exceptions for special sales). Please note: uniforms that are faded, have outdated logos, or show signs of damage such as rips or stains will not be accepted for resale.

### **Used Uniform Sale Dates (Held at Tru-Legacy Activity Center):**

- **August 18 | 3:00 – 6:00 PM**
- **October 29 | 2:00 – 3:30 PM**
- **December 10 | 2:00 – 3:30 PM**
- **February 11 | 2:00 – 3:30 PM**
- **May 6 | 2:00 – 3:30 PM**

### **Important Note for Parents:**

Unclaimed items from Lost and Found will be collected a week prior to each sale and added to the inventory. If your child is missing a fleece, sweatshirt, or other uniform item, please check Lost and Found before these dates.

**Payment Methods:**

At this time, **cash and checks only** are accepted. We are not able to process credit cards or FACTS payments for these sales.

For questions, please contact our Used Uniform Coordinator, **Tessa Choban** at **tessamp14@gmail.com**.

**Used Uniform Sales Coordinator Responsibilities**

- Organize and lead five uniform sales annually in partnership with the PTO.
- Work with the PTO to schedule and advertise sales in advance.
- Determine volunteer needs and coordinate assistance.
- Ensure uniforms are sorted, labeled by size, and displayed prior to each sale.
- Provide uniform guidelines for parents during sales.
- Oversee collection and organization of uniforms post-sale for future events.

**Festifall**

**Date & Time:** October 17 | 3:00 – 6:00 PM

Festifall is a fun, family-friendly event for our school community! It features games, activities, food, and entertainment for all ages. This annual tradition helps bring our families together in a joyful and festive atmosphere.

For questions about Festifall, please contact:

**Nicole Chartraw** | **chartrawn@gmail.com**

**Festifall Coordinator Responsibilities**

The Festifall Coordinator works closely with the PTO, Grade Level Parent (GLP) Coordinator, and parent volunteers to ensure a successful and well-organized event.

**Responsibilities include:**

- Collaborate with GLP Coordinator and parents to ensure each grade hosts a booth with a fun activity or game.
- Plan and communicate a clear layout for the event so families know where activities, booths, and vendors are located.

- Coordinate with food and drink vendors, and organize additional activities such as a petting zoo, pumpkin patch, photo booth, bounce house, etc.
- Recruit and manage volunteers needed for set-up, support during the event, and clean-up afterward.
- Oversee logistics for both the **Tru-Legacy Activity Center** and outdoor areas where the event typically takes place.

## **Pumpkin Decorating Contest**

The Pumpkin Decorating Contest is a fun and creative tradition held during the week of **Festifall**. Students are invited to decorate a pumpkin at home and bring it to school for display and judging.

For questions about the Pumpkin Decorating Contest, please contact:

**Erica Prestigiacomio** | [epresti226@gmail.com](mailto:epresti226@gmail.com)

## **Pumpkin Decorating Coordinator Responsibilities**

The Pumpkin Decorating Coordinator ensures the event runs smoothly by managing all logistics leading up to and during the contest.

### **Responsibilities include:**

- Advertise the event in advance through flyers, newsletters, or school communication channels.
- Set up tables the morning of the event to receive and display student pumpkins.
- Label each pumpkin with a number to assist with voting.
- Oversee the voting process and tally votes to determine winners.
- Ensure the display is organized and accessible for students, staff, and families to enjoy.

## **Veterans Day Celebration**

**Date:** November 12

St. John Paul II Catholic School honors the service and sacrifice of our veterans with a special **Veterans Day Mass**, followed by activities to celebrate and thank those who have served our country.

## **Veterans Day Coordinator Responsibilities**

The Veterans Day Coordinator works to ensure this special day is meaningful and well-organized.

### **Responsibilities include:**

- Plan and coordinate activities following Mass to honor and thank the veterans within our SJPII community.
- Work with the PTO, staff, and volunteers to prepare hospitality, displays, or small tokens of appreciation for our guests.
- Help create an atmosphere of gratitude and respect for those who have served our country.

## **Grandparents / Special Person Day**

**Date:** November 25

Grandparents / Special Person Day is a cherished tradition at St. John Paul II Catholic School. This special day invites students to share their school experience with grandparents or another important person in their lives as a way of saying thank you for their love and support.

### **Coordinator Responsibilities**

The Grandparents / Special Person Day Coordinator helps plan and organize meaningful activities for students to enjoy alongside their guests.

#### **Responsibilities include:**

- Coordinate activities that allow students to spend quality time with their grandparents or special guests.
- Work with PTO, staff, and volunteers to ensure a welcoming and organized event.
- Assist with planning hospitality, activities, and any small gifts or keepsakes to help celebrate the day.

## **Christmas Bazaar**

**Date:** November 22 | Morning to Afternoon

The Christmas Bazaar is a festive, annual event at St. John Paul II Catholic School, featuring local vendors selling hand-crafted goods—perfect for holiday shopping! Santa and Mrs. Claus often make a special appearance and are available for photos with children and families.

For questions about the Christmas Bazaar, please contact:

**Nikki Reynolds | [nikkifour@hotmail.com](mailto:nikkifour@hotmail.com)**

### **Christmas Bazaar Coordinator Responsibilities**

The Christmas Bazaar Coordinator oversees the planning and execution of this fun and festive event.

#### **Responsibilities include:**



- Coordinate with local vendors to secure participation and collect payments for vendor spaces.
- Organize the event layout and logistics, including setup and breakdown on the day of the bazaar.
- Arrange for donated items to be raffled off to attendees during the event.
- Work with the PTO and volunteers to ensure a smooth and successful event for both vendors and guests.

## **Christmas Parade**

St. John Paul II Catholic School proudly participates in the **Southern Pines Christmas Parade** each year by entering a festive school float. Students, parents, teachers, and staff are all welcome and encouraged to join in this joyful community tradition!

## **Parade Coordinator Responsibilities**

The Parade Coordinator leads the planning and organization for SJPII's participation in the parade.

### **Responsibilities include:**

- Plan, design, and oversee the creation of the SJPII Christmas float.
- Organize and communicate with all students, parents, staff, and faculty participating in the parade.
- Coordinate logistics, including float transportation, parade route details, and gathering locations for participants.
- Ensure the group represents SJPII in a joyful, safe, and organized manner.

## **Catholic Schools Week**

**Dates:** January 26 – January 31

Catholic Schools Week is a special time set aside to celebrate the gift of Catholic education. Throughout the week, St. John Paul II Catholic School hosts a variety of activities and events that highlight our faith, our school community, and the blessings of Catholic education.

## **Catholic Schools Week Coordinator Responsibilities**

The Catholic Schools Week Coordinator helps make this week extra special for our faculty and staff by organizing a meal in their honor.

### **Responsibilities include:**

- Plan and coordinate a breakfast or lunch for the SJPII faculty and staff during Catholic Schools Week.
- Work with volunteers and the PTO to organize food donations, setup, serving, and clean-up.
- Help foster a spirit of gratitude and appreciation for our dedicated teachers and staff during this celebration of Catholic education.

## Gala Event

The **SJPII Gala** is a cherished tradition — a wonderful evening for parents, staff, and friends of the school to dress up, enjoy a night out, and support our school through a joyful fundraising celebration. After a brief hiatus, this fabulous event returned last year and is now planned as a festive **kick-off to the Lenten season**.

### Save the Date:

**2026 Gala — Friday, February 13th**

**Location:** Pinehurst Fair Barn

For more information or to volunteer, please contact:

**Amanda Frazer Bizorek** or **Tricia Hernandez**

## Gala Event Coordinator Responsibilities

The Gala Event Coordinator works closely with the PTO to plan and execute this special evening.

### Responsibilities include:

- Organize and lead a volunteer team to assist with event planning and execution.
- Collaborate with the PTO to determine the date, location, and event theme.
- Oversee all aspects of event planning, including decorations, entertainment, activities, meals, and beverages.
- Coordinate a **Silent Auction** and any additional fundraising activities for the evening.
- Ensure the evening reflects the joy and community spirit of SJPII while supporting the school's mission.

## Lenten Fish Fry

This year marks our **third annual Lenten Fish Fry** — a wonderful opportunity to build community and strengthen ties with our parish while observing the Lenten tradition of fellowship and simple meals. We hope to continue growing this event with even greater participation and support!

### Dates:

February 20, 27 | March 6, 13, 20, 27

**Time:** 4:30 – 6:30 PM

**Location:** Tru-Legacy Activity Center

## **Fish Fry Coordinator Responsibilities**

The Fish Fry Coordinator works with the PTO to plan and carry out each Fish Fry event during Lent.

### **Responsibilities include:**

- Collaborate with the PTO to plan menus and purchase food and supplies.
- Coordinate volunteers for food preparation, serving, and clean-up.
- Organize food donations from families and local businesses.
- Help advertise the event to increase school and parish participation.
- Oversee set-up, day-of operations, and clean-up with the support of PTO and volunteer

## **Annual Golf Tournament**

Held each **spring**, the Annual Golf Tournament is a fun and competitive event open to the public. All proceeds directly benefit **St. John Paul II Catholic School**, supporting programs, resources, and opportunities for our students.

**Coordinator:** Luke Zimmerman

## **Golf Tournament Coordinator Responsibilities**

The Golf Tournament Coordinator leads the planning and execution of this important fundraiser.

### **Responsibilities include:**

- Organize the tournament logistics, including date, location, registration, and schedule of events.
- Work with local businesses and families to secure sponsorships, donations, and prizes.
- Promote the tournament within the school, parish, and greater community to encourage participation and support.

- Coordinate volunteers to assist with tournament operations, including check-in, hospitality, and awards.
- Oversee day-of logistics to ensure a smooth and successful event.

## Teacher Appreciation Week

**Dates for 2025-2026:** May 4 – 8, 2026

Each year during the **first week of May**, schools across the nation celebrate **Teacher Appreciation Week** — a special time to recognize and honor the dedication, hard work, and love our teachers and staff bring to St. John Paul II Catholic School. With the support of our school families, we plan a variety of activities throughout the week to show our appreciation.

## Teacher Appreciation Coordinator Responsibilities

The Teacher Appreciation Coordinator works with parents and the PTO to plan and carry out special events and activities throughout the week to celebrate our amazing SJPII faculty and staff.

### Responsibilities include:

- Organize daily activities, meals, treats, and small gifts for staff throughout Teacher Appreciation Week.
- Coordinate with parent volunteers to help plan, donate, and assist with each day's events.
- Work with the PTO to ensure events are well-communicated and executed smoothly.
- Create a joyful and meaningful experience for teachers and staff in gratitude for their dedication and service.

## Non-Event Fundraisers

### RaiseRight Fundraising Program

**RaiseRight** is a simple and convenient way to support **St. John Paul II Catholic School** through your everyday shopping. By purchasing digital or physical gift cards for items like groceries, gas, clothing, dining, and more, a percentage of each purchase (typically between **2% and 16%**, depending on the retailer) goes directly to **SJPII's PTO**.

**Bonus for Families:** 75% of the rebate earned from your purchases will be applied as a credit toward your child's **2025-2026 tuition**.

**The earning period will be communicated to families once it has been determined.**

## **How to Get Started:**

1. Visit [RaiseRight.com/enroll](https://RaiseRight.com/enroll) or download the **RaiseRight app**.
2. Select **"Join a Program."**
3. Enter **SJPII's Enrollment Code: LL9FAFLL27211**
4. Complete your account setup and follow the two-step verification process.

## **Payment Options:**

### **1. Pay Online with Your Bank Account**

- From your Account page: go to **Settings > Payment Options > Add Bank Account**.
- Follow the prompts to securely link your bank account.
- **Fee:** \$0.29 per transaction.

### **2. Pay Online with a Credit Card**

- **Visa, Mastercard, and Discover** are accepted.
- Option to securely save your card for future use.
- **Fee:** 2.6% per transaction.

## **Three Easy Ways to Shop:**

### **1. eGift Cards (eCards):**

- Instantly delivered and stored in your **RaiseRight Wallet**.
- Easy to scan in-store from your phone or send as gifts.
- Schedule deliveries for future occasions or send immediately as eGifts.

### **2. Physical Gift Cards:**

- Traditional plastic gift cards shipped to **SJPII** and then delivered to you (3–5 business days after the Coordinator places the order).
- Great for gifts and helpful as visual reminders of available funds.
- Physical card order dates will be determined and shared by the **RaiseRight Coordinator**.

### 3. Reloadable Gift Cards:

- Reload funds onto physical cards purchased through **RaiseRight** (available for 125+ brands).
- Perfect for regular expenses like groceries, gas, and dining.
- Easily reload through the website or app and track balances in your Wallet.

### Follow RaiseRight for Extra Savings:

- **Facebook:** @RaiseRight
- **Instagram:** @RaiseRightFundraising
- Watch for special bonus rebate offers throughout the year!

### RaiseRight Coordinator Responsibilities:

- Set and communicate physical gift card order dates.
- Place orders on behalf of SJPII families.
- Promote RaiseRight as an easy, ongoing fundraiser to help maximize participation and benefits for our school community.

### Box Tops for Education

**Box Tops** is a simple way to support **St. John Paul II Catholic School** through everyday purchases. Participating brands offer Box Tops that can be easily scanned using the **Box Tops for Education app** — no more clipping required!

#### Invite Others to Join:

Know someone who isn't participating yet? Encourage them to sign up using our school's referral code: **H9805UG2**. SJPII will earn **up to 50 Bonus Box Tops** when they scan their first receipt!

**Stay Connected:**

Follow **Box Tops for Education** on **Facebook** and **Instagram** for special offers and bonus opportunities.

**Wondering Which Brands Participate?**

Check the app for a current list of all eligible products and brands.

Every Box Top helps support our school — thank you for participating!

**Loyalty Card Linking Programs**

These simple programs allow you to support **St. John Paul II Catholic School** through your everyday grocery shopping — at no additional cost to you! Just link your store loyalty cards to SJPII, and a portion of your purchases will benefit our school.

**Please note:** All loyalty cards must be re-linked **each August** to continue earning rewards for SJPII.

- **Harris Teeter** – Donates **\$10 per linked HT Plus membership** through the Together in Education program.
- **Food Lion** – Link your **MVP Card** using school code **214115**.
- **Lowe's Foods** – Visit [rewards.lowesfoods.com](https://rewards.lowesfoods.com) and select "**Cart to Class.**" Search for and select **St. John Paul II Catholic School** to link your card.

**Spirit Wear Website**

For all your **SJPII Spirit Wear** needs, visit our online store:

<https://sjpii.square.site/>

Show your school pride in style!

**GotSneakers Recycling:** A simple and eco-friendly fundraising program that benefits **St. John Paul II Catholic School** by recycling old sneakers. Depending on the condition of the sneakers, our school receives a donation for each pair collected. This is a great way to clear out those outgrown or worn-out shoes while supporting SJPII!

**Got Sneaker Coordinator:** EASY volunteer hours! Order bags from GotSneakers. Place the bag inside the GotSneaker box in the Activity Center. Once the bag is full of old shoes, close the bag, attach

shipping label (shipping is free) and drop off at a FedEx location. Repeat the process throughout the school year!

## **Coordinator Responsibilities**

- Order collection bags from **GotSneakers**.
- Place the collection bag inside the **GotSneakers donation box** located in the Activity Center.
- Once a bag is full, seal it, attach the **provided shipping label** (shipping is free), and drop it off at a **FedEx location**.
- Repeat the process as needed throughout the school year.

## **Volunteer Requirements and Opportunities**

### **Volunteer Hour Requirements**

Parent involvement is a vital part of the success of **St. John Paul II Catholic School** and is a long-standing tradition in Catholic education. Volunteer service not only helps keep tuition costs manageable but also enriches our school community and strengthens the partnership between home and school. Additionally, students take pride in seeing their families actively engaged in school life!

Like most diocesan schools nationwide, each family is required to complete **25 hours of verified volunteer service** in support of **SJP II activities** by the **last day of school each year**.

### **Unfulfilled Hours**

Families who have not completed their 25-hour requirement by **June 30th** will receive notification by email. Any **unfulfilled hours** will be billed at a rate of **\$25 per hour**, and the balance will be charged to your **FACTS account**.

## **Online Volunteer Hour Tracking**

All **SJP II volunteer hours** must be submitted through **Track it Forward** to ensure accurate tracking and fulfillment of volunteer requirements.

**How to Register for Track it Forward:**



1. Visit [www.trackitforward.com](http://www.trackitforward.com).
2. Click on “**Find Existing Site.**”
3. In the search box, type: **St John Paul II Catholic School Southern Pines, NC.**
4. On the next screen, scroll down and select “**Don’t have an account yet? Click here to register.**”
5. Enter your email address and create a password to set up your account.

You may also download the **Track it Forward app** for convenient access.

For questions, please contact our **Volunteer Coordinator:**  
**Sandy Kemple | [sandy.kemple@gmail.com](mailto:sandy.kemple@gmail.com)**

### **Important Guidelines:**

- **All available and approved volunteer opportunities** will be listed on Track it Forward.
- Families are required to **sign up and submit hours through Track it Forward.**
- **Hours must be submitted within one month** of service to receive credit (e.g., hours from October cannot be submitted in February).
- All volunteers must complete the **Diocese of Raleigh Safe Environment Training** before volunteering on campus.
- Volunteer hours will be reviewed and approved monthly by the Volunteer Coordinator.  
For questions about approvals, please contact **Kerry Alfrey**.

### **A Note on Volunteer Commitment:**

Our school events, activities, and enrichment opportunities rely on the generosity of our volunteers. If you sign up for a service opportunity, please honor that commitment as students, teachers, and fellow families are counting on your support. If you are unable to fulfill your commitment, please make every effort to find a replacement.

### **Volunteer Conduct Requirements and Guidelines**

Volunteers play an important role in the success of **St. John Paul II Catholic School**. To maintain a safe, professional, and respectful environment for our students, faculty, and fellow parents, we ask all volunteers to follow these guidelines:

## Confidentiality

As a volunteer, you serve in a position of trust. **All personal information about students, faculty, and families must remain confidential.** Conversations, observations, and knowledge about students' behavior, academic progress, or personal situations are **not to be shared outside of school**. If you have any concerns, please refer them directly to the **principal**.

## Training Requirements

Depending on your level of contact with students, you may be required to complete **Safe Environment Training (SET)** and a **Diocese of Raleigh background check** before volunteering.

SET is available both **in-person and online**:

<https://dioceseofraleigh.safeenvironment.org/login/index.php>

## Signing In / Out

For the safety of our students and staff, **all volunteers must sign in and out at the front office** each time they visit the school. Please also indicate the purpose of your visit.

## Dress Code

Volunteers are expected to dress in a manner that is **modest, neat, and appropriate for a school environment**. For safety reasons, we ask that **preschool-age children not accompany parents** when volunteering during school hours.

## Questions?

We are happy to assist you! For questions, please contact:

**Nancy Sheets** | Front Office | **910-692-6241**

**Sandy Kemple** | Volunteer Coordinator | [sandy.kemple@gmail.com](mailto:sandy.kemple@gmail.com)

## Right to Amend

The PTO or Principal of St. John Paul II Catholic School reserves the right to amend this handbook as needed. **Any changes will be communicated to families via email.**

## A Final Note of Gratitude

Your time and talents make a lasting impact on our school community. Even after fulfilling your required hours, your continued involvement is always welcome and greatly appreciated. **Your**

**service enriches not only your child's experience but the experience of all SJPII students.**  
Thank you for your partnership and dedication!