

# SAINT THERESA PARISH OFFICE OF RELIGIOUS EDUCATION

## RELIGIOUS EDUCATION VOLUNTEER FORM FOR 2009–2010

Last Name, First Name \_\_\_\_\_ Parish ID # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

PHONES:

Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_

Catechetical Experience/Teaching Credentials \_\_\_\_\_

### VOLUNTEER EMERGENCY CONTACT INFORMATION

Please designate someone that the RE Office should notify in the event of an emergency that involves you.

Emergency Contact Name \_\_\_\_\_ Relationship \_\_\_\_\_

PHONES:

Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_ Other \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### SUMMARY OF VOLUNTEER OPPORTUNITIES

**EDUCATIONAL** (Year-long): **Teachers** & **Co-Teachers** provide instruction. **Aides** provide general classroom support. **Floaters** serve as emergency substitute Teachers or Aides in the event of last-minute teacher/aide absences. **Substitute Teachers** (not year-long) are on-call to fill in when regular teachers are absent.

(Please complete Class/Session Assignment Preference Questions on reverse of this form.)

TEACHER     CO-TEACHER     AIDE     SUBSTITUTE TEACHER

**STAFF SUPPORT** (Year-long): **Coordinators** maintaining order in the Center Hall during session, locking and unlocking doors, assisting with early pick-ups, and distributing the Class Code Folders on the Session Cart. **Hall Monitors** remain posted in halls during session to keep order and assist Coordinator. **Nursery Monitors** provide babysitting for children of teachers/aides/volunteers. **Office Helpers** help with sorting and filing.

(Please complete Class/Session Assignment Preference Questions on reverse of this form.)

COORDINATOR     HALL MONITOR     NURSERY MONITOR     OFFICE HELPER

All volunteer positions in Religious Education must have the required Diocesan paperwork processed prior to volunteering. Online Virtus registration and sign up is required in order to get credit for the course. Go to [www.virtus.org](http://www.virtus.org) to register today!

### DIOCESE OF ARLINGTON CHILD SAFETY PROGRAM REQUIREMENTS

Please indicate your level of Diocesan Child Safety Program certification:

- Fully Certified (All Child Safety Program Paperwork completed, submitted, & approved; VIRTUS Seminar completed)  
 No VIRTUS requirements completed. (Please contact the RE Office to pick up Paperwork Packet; go to [www.virtus.org](http://www.virtus.org) to view seminar schedules.)

Please complete the rest of the form on reverse.

## SESSION SCHEDULE

**Session 1: Monday, 4:30-5:45 pm**

Kindergarten, Grades 1-8

**Session 3: Tuesday, 4:30-5:45 pm**

Presch 4, Kindergarten,  
Grades 1-8

**Session 5: Wednesday, 6:15-7:30 pm**

Kindergarten, Grades 1-8,

**Session 2: Monday, 6:15-7:30 pm**

Grades 1-8

**Session 4: Wednesday, 4:30-5:45 pm**

Presch 4, Kindergarten,  
Grades 1-8

**Session 6: Thursday, 4:30-5:45 pm**

Kindergarten, Grades 1-8

Catch-up Sacraments for Grades 3-8 (MSP)

## VOLUNTEER SCHEDULE CHOICES

Please identify your schedule preferences (for year-long Volunteer Opportunities) in the table below.

**First Choice:** Session # \_\_\_\_\_ **Second Choice:** Session # \_\_\_\_\_ **Third Choice:** Session # \_\_\_\_\_

It is always assumed that, unless a special preference is expressed, your volunteer tasks will be assigned at the same time as your child is receiving instruction. If you have children receiving instruction at several different session times, please indicate for which child's session time you prefer to volunteer: Child's Name \_\_\_\_\_

I will need babysitting in the Volunteer's Nursery for \_\_\_ child(ren); please list ages: \_\_\_\_\_ (must be between 1-5 years).

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## CLASS/SESSION ASSIGNMENT PREFERENCES

Please read & indicate your specific preferences for the class/session to which you will be assigned.

I would like to  Teach  Aide in the following grade(s): first choice \_\_\_\_\_ second choice \_\_\_\_\_ third choice \_\_\_\_\_

I do/ do not wish to be in my child's class.

I would like to Co-Teach with \_\_\_\_\_.

I would like to Co-Teach but have not yet identified a Co-Teacher who wishes to teach the same grade/session.

I do not have any students enrolled in the Program but would like to Teach/Aide.

I am Virtus Certified and would like to  Substitute Teacher  I can only Substitute during Session # \_\_\_\_\_.

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**For office use only.**

## **RETURN THIS FORM TO:**

**OFFICE OF RELIGIOUS EDUCATION**

**21370 SAINT THERESA LANE, ASHBURN, VA 20147**

**TEL. 703-729-3714 FAX 703-729-9036**

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