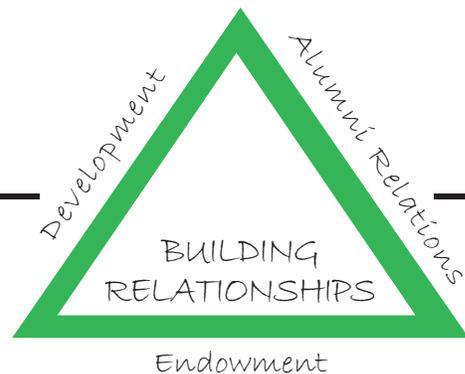


# Advancement Services

Sponsored by the  
Office of Stewardship &  
Development and the  
Office of Catholic Schools

March 2007



## Volunteers – A Vital Constituency Orientation and Training - Part III in a IV Part Series

*In last month's newsletter, this article covered Phase II – Volunteer Recruitment. Once your cadre of committed, enthusiastic unpaid heroes is assembled, treat them right, right from the start.*

### Phase III – Orientation and Training

Assume nothing when it comes to volunteers. Even if some have been around your school for awhile, they may have serious gaps in their knowledge. Provide each volunteer with an orientation similar to a prospective parent visit – tour, materials, introductions, opportunity to ask questions, etc.



Based on the role taken, the training may be as simple as “this is how we do it” to something more specific involving formal preparation programs, role-playing, etc. It's one thing to ask a volunteer to read stories to third graders from 1:00 p.m. to 2:00 p.m. on Fridays and quite another to chair the Auction which is already incorporated into the school's operating budget.

### The Advancement Services

**Newsletter** should be distributed to staff, volunteers and board members involved in your institutional advancement efforts. Please copy and forward as necessary. If you would like to submit a question to our Q & A column, post a position announcement or arrange for others to receive this newsletter, please contact [foleymaryj@aol.com](mailto:foleymaryj@aol.com).

The orientation and training must suit each situation in order to ensure a meaningful and successful experience for everyone involved. Once the project is complete, follow-up to determine if the earlier prep was adequate and/or how it can be improved.

Since orientation will be basically the same, while training can vary, make sure you are consistent with the process, information and materials.

### Introductions

It is very important to introduce volunteers to the front office staff and other personnel with whom they will interact. Naturally, the staff will all respond to this meeting with tremendous pleasure and express heartfelt gratitude to the volunteers. (If this isn't a natural reaction, consider training in that regard as well.)



### Tour

While volunteers do need to learn their way around the school, try to avoid the real estate approach to the tour and focus instead on the students and their



accomplishments. “Last year's Annual Appeal raised the funds for this new Computer/Reading Lab and already we've seen significant increases in the children's test scores.” “This is Mrs. Slinkard's room; you should peek in during story time at 1:00. She has different voices for all the characters and the kids are utterly enthralled.”

### Materials

In addition to the school promotional packet, include a thank you letter from the Principal, volunteer guidelines appropriate to your school, Q&A about managing volunteer responsibilities, a list of remaining volunteer opportunities (they surely have friends who will want to join them at your school!) and all other literature that will help them feel at home.



### Wrap Up

Conclude the orientation with a clear statement about the next step – date, time, place, activity. Express your enormous appreciation and tell the volunteers just how, and how much, the children benefit from their investment of time and talent. These statements of thankfulness, and references to the children and the volunteers' influence, should be standard in all ongoing communication.

And that, of course, has a great deal to do with...**Phase IV - Volunteer Motivation and Recognition** which will conclude this series in next month's issue.

# And The Winner Is...

## Raffle Rules and Regulations

With many of our schools and parishes engaged in raffle-based fund raising, it is vital that all understand the existing legislation surrounding the issues of distribution and licensing.



- #1: It is illegal to send raffle tickets through the mail. Always. There has been confusion in the past with some schools/parishes thinking that this is permissible if the mailing is sent first class. Not true. You cannot mail raffle tickets. Period.
- #2: You may also not send raffle ticket order forms through the mail. At most, you can send an advertisement of the raffle noting prizes, costs, and instructions for where and when tickets can be purchased.
- #3: You may need a license for your raffle based on the municipality in which you dwell. The first step, when considering a raffle, is to determine if your local municipality will allow it and if so, then follow the prescribed steps for obtaining the necessary permissions.

Please take these regulations seriously. It is only right that we raise funds for the faith formation and character development of our children by adhering to the highest possible standards of conduct. For the official Archdiocesan raffle guidelines, please email Yasmin Quiroz at [yquiroz@archchicago.org](mailto:yquiroz@archchicago.org).

## Special Events Program

The March 14th meeting of the Archdiocesan Development Council will focus on Special Events ranging from Homecoming to Grandparents Day to Auction/Casino Nights. Instead of the usual keynote presentation and subsequent break-out sessions, this event will begin with the Special Event Panel followed by opportunities for schools to meet independently either around topic areas or by elementary/secondary designation. A program flyer is attached with this newsletter. Registration is required to ensure sufficient seating, materials and refreshments. To attend this session, please email Jan Malloy at [jmalloy@mothermcauley.org](mailto:jmalloy@mothermcauley.org).



## Question and Answer...

**Q:** I understand that as our Alumni Relations program grows, we should be looking for more and more ways to serve our former students as well as options for getting them involved. Any suggestions?



**A:** Alumni services can include but are not limited to...

- ⇒ Reunion Planning
- ⇒ List Production
- ⇒ Networking
- ⇒ Newsletter/Other Communication Vehicles
- ⇒ Meeting Space
- ⇒ Alumni Directories
- ⇒ Outings/Trips
- ⇒ Special Interest Groups
- ⇒ Find-A-Friends Contacts
- ⇒ Sport Nights
- ⇒ Performances
- ⇒ Out-of-State Alumni Clubs
- ⇒ Recognition
- ⇒ Awards
- ⇒ School Merchandise

Roles that your alumni can play in your school's operation might cover...

- ⇒ Speakers Bureau
- ⇒ Reunion Committee
- ⇒ Career Day Speaker
- ⇒ Annual Fund Rep
- ⇒ Chaperone
- ⇒ Alumni Board
- ⇒ In-School Volunteer
- ⇒ Class/Decade Rep
- ⇒ School Board Member
- ⇒ Alumni Job Network
- ⇒ Student Recruitment
- ⇒ HS/College Reps
- ⇒ Phonathon Volunteer
- ⇒ Mentor/Advisor/Buddy
- ⇒ Committee Member
- ⇒ Out-of-Town Alumni Coordinator

## So Long, Farewell, We Hate to Say Goodbye

Elisa Barrera Mejia, long-time secretary for Advancement Services, has moved on from the Archdiocese to a position in the Institutional Advancement office at Guerin College Prep. We bid her adieu with much gratitude and affection and wish her well in all her future endeavors.

Elisa's successor is Yasmin Quiroz who can be reached at 312/751-5361 or [yquiroz@archchicago.org](mailto:yquiroz@archchicago.org).

Welcome Yasmin!

Archdiocesan Development Council  
Presents

*Fundraising & Friendraising Events*  
**Fundraising & Friendraising Events**

March 14, 2007

**Panel Presentation & Discussion**

**Auction/Casino** - Mary Ann Hocter, Sacred Heart    **Homecoming** — George Rattin, Carmel  
**Pre-Event Events** - Muffie Dondlinger, St. Scholastica    **Grandparents Day** — Lynn Fredrick, Ascension  
**Your Night at Cellular Field**- Jan Malloy, Mother McAuley  
**Golden Lion** - Karen Herman-Demuro, St. Giles

**Follow-up Session**

***Brainstorm, Share, Network, etc.....***

***In response to numerous requests from member schools, instead of our formal break-out session, the afternoon will provide opportunities for open discussion between schools either around topic area or by elementary/secondary designation.***

Time: 9 a.m. - 9:30 Hospitality

9:30 a.m. – 11:45 p.m. Panel Discussion

11:45 p.m. - 12:30 p.m. Lunch on your own: Dominican Café

*Lunch on your own in the neighborhood or*

*Dominican Café - \$8.00 at Café*

12:30 p.m. - 2:00 p.m. Follow-up Session

**Location: Dominican University, Priory Campus, 7200 W. Division St. River Forest**

The Priory Campus is located one block west of Harlem on Division (enter off of Division). Parking is available near the building and in the lots on either side of the driveway as you enter from Division

708-714-9001

=====  
Name: \_\_\_\_\_

School: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E Mail \_\_\_\_\_

- I will be attending the Presentation
- I will be attending the Follow-up Session
- I will be going out for lunch
- I will be dining at Dominican Café -\$8.00 at Café
- My school has paid the \$50 Annual ADC dues**
- Not sure? Call Ann Mommsen 847-965-2900.

**RSVP by March 9, 2007 to Jan Malloy**  
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Chicago, IL 60655  
773-881-6565  
jmalloy@mothermcauley.org