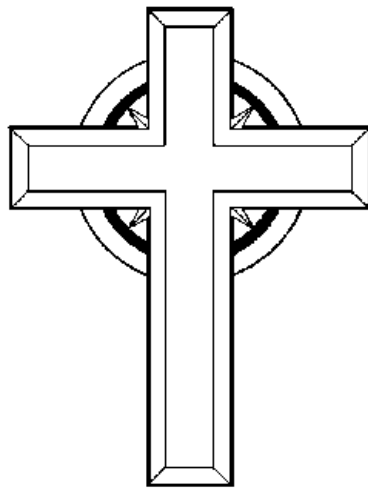


Section 5

**RECRUITING VOLUNTEERS,
TEAM WORK AND GOAL
SETTING**



*“We ourselves feel that what we are doing
is just a drop in the ocean. But the ocean
would be less because of that missing
drop.”*

- Blessed Teresa of Calcutta -

Dufferin-Peel Catholic District School Board

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SECTION 5 – KEYS TO MAKING A DIFFERENCE – EFFECTIVE CATHOLIC SCHOOL COUNCILS

RECRUITING VOLUNTEERS

Blessed Mother Teresa served with the knowledge that she had neither the gifts nor the capacity to do all of the work or to solve all of the challenges of her community. She let her works speak as a call for others to gather and make their own contributions.

You are aware of the value of the work of the volunteer who makes a commitment to a Catholic School Council. All members of your parent community, your teaching community and your parish community should be given the opportunity to become a member of your Catholic School Council. The Election Procedures and Guidelines are outlined for you in Section 7 of this handbook.

Before school council elections begin in your school, it is important to be aware of the process to recruit volunteers. Before it is time for school council elections in your school, you need to know how to recruit volunteers. The following are some key points to recruiting volunteers in your community. These will apply to any community, no matter the socio-economic background. Give them some thought and discuss them with your current volunteers.

- School survey: along with your principal, develop a survey and ask everyone in your school how, where and why they would like to be involved in their child's school as a volunteer. Start here as your base to determine where you need to go.
- Get to know your community – Who are they? What are their characteristics? What are their challenges?
- Tap into the strengths of your parent volunteers.
- Determine the jobs that need to be accomplished by your council and/or other volunteer school committees. Remember to include all jobs, big or small. Put time frames around jobs, i.e. one-hour evenings, one-year project, six hours a month. List what jobs can be completed at home.
- Develop a plan of action for your recruitment:
 1. Timing – When will you recruit? Meet the Teacher Night at the beginning of the school year.
 2. Who can you target? – Kindergarten parents, people only available in the morning, at lunch time or the evenings.
- How will you recruit?
 1. Newsletters
 2. Letter from principal
 3. Posters in school
 4. Letters to all parents recognizing great volunteers

5. Volunteer recruitment table at school events, parent barbeque, curriculum night, circulate around the school
6. Volunteer display and sign-up sheets in lobby of school
7. Recruit via announcement in church bulletin
8. Ask a current volunteer to bring a friends
9. Synervoice messages to parents
10. Twitter
11. Email
12. School website

**** Attempt to include all volunteers.**

It is frustrating when someone volunteers and no one gives him/her the opportunity to offer their services. Remember, word travels fast. Your current volunteers can be your biggest supporters.

Rotate your volunteers. Do not overuse your volunteers – that is a quick way to cause the volunteer to burn out and not want to continue.

- *Recognition:* How will you say thank you? Perhaps with a certificate, thanks in the newsletter, special pin, volunteer lunch or tea or pictures of volunteers at work in school etc.
- It is important to remember that recruiting volunteers takes time and is ongoing. If you have someone on your Catholic School Council who would like to co-ordinate the activities of your volunteers, that would be a bonus. This can be a very rewarding position.

YOUR TEAM – YOUR CATHOLIC SCHOOL COUNCIL

Today, more and more organizations are using the collaborative approach to get things done. Why? Teams use the collective talents of their members to accomplish their goals. The results of effective teamwork are impressive. Teams:

- Draw on a more diverse range of knowledge and gifts
- Accomplish more work with less time and materials
- Produce more innovative work
- Solve problems in less time

Team players have to use interpersonal skills, communicate effectively and contribute their share to the process. When everyone does his or her part, the result is success!

Teams usually share a common purpose or common goal. They recognize that they have to work together effectively and they see a result or benefit for each member and the team as a whole.

Being on a team, in this case your Catholic School Council, does not automatically guarantee that you are a team. Every member on the team must do his or her part in order to reach common goals. A school council's attitude and work ethic will depend upon the members' enjoyment in attending the meetings. They should feel that they are able to contribute ideas and opinions in a positive environment. There must always be an opportunity for team members to explore new ideas and to "test" their ideas with members who will listen and discuss in a collegial manner. *Challenge* you members to bring forward new ideas.

In Order to Succeed as a Team:

- Invite members who want to be on the team
- Encourage members to share their particular knowledge and talents
- Recognize that each person has something to contribute
- Create rules for the team to follow – who talks, who takes notes, timelines and expectations
- Address concerns of individual members
- Address those members who are not contributing
- Conduct productive meetings
- Assign reasonable tasks
- Recognize the members contributions on a regular basis
- Review and evaluate the goals of the team

Goals

See the Goal and Understand it's Meaning.

Many times when we are asked to set goals, we are not sure why we are going through this sometimes difficult exercise.

Very often we just want to "get on with it". The problem of "getting on with it" is that usually one person has an idea of where the group should go and expects the rest of the group to "go along". The problem is if the group does not understand its mandate or mission, then they definitely will not know how to get the job done and will not play "follow the leader". They might follow along for a while, but if the group does not see clear objectives and feel they are accomplished, they will eventually leave the group and go away frustrated.

Individuals have to feel that they are adding value to a group or an organization and are not spinning their wheels. They must see that their individual goals fit into the goals of the group and that their goals are aligned. In this way, the volunteer feels that his/her personal philosophy is truly shared in the vision and purpose of the group.

Before a group sets personal and organizational goals they should discuss as a group:

- What are we doing well?
- What makes our group special?

- What are our strengths?
- What are our weaknesses?
- What are our accomplishments?

We also ask:

- Where do you want to see this group next year?
- What do we need to do better?
- What is our next accomplishment?
- What do we need to do to get there?

All of the above do not have to be in a formal discussion. It could be an open discussion where everyone's opinions are expressed. When you feel that everyone has had his or her say, then the next step would be to formalize the process.

Goal Setting Exercise

Set aside some time for your group to have personal time to think about how they might answer the following questions. You might circulate the questions before meeting (one week) so that your members are given time to think about their answers before they come to the goal setting session.

- *When we set goals, remember the goals should be specific: "My goal is to run 3 fundraisers myself this year..."*
- *The goals should be able to be measured or evaluated: "I was able to run 2 fundraisers this year with the group."*
- *The goals should be achievable: "My goal is to run all fundraisers this year myself".*
- *The goals should be realistic. "I would like to raise \$10, 000 at every fundraiser*
- *The goals should be able to be accomplished in a reasonable period of time. "I will run 3 fundraisers in October..."*

The following might be used by a Catholic School Council to begin the goal-setting process.

Goal Setting Session

Name of School _____ Date _____

Name _____

As we take a look at what our goals are for the council as a whole, as individual council members we should think about:

1. Why did I decide to join this Catholic School Council?

2. What are two or three personal goals that I, as an individual council member, would like to accomplish this year?

3. What are two or three specific goals that the council should focus on for the current year?

4. Two long-term goals that I think that this council should be working on are: (Provide a timeline for accomplishment (date/year))

Once you have been able to think about your personal goals, if the members are comfortable, share them with the group. This gives members a better understanding of their team members and their goals and perspective about the school council.

These goals should be kept and perhaps addressed towards the end of the council's year as a year-end evaluation and wrap-up.

Group Goals

The Group goals should be shared with all the members and documented. This can be done on a flip chart or a white board. Have the group, through discussion, choose common goals and also determine goals that are feasible and that the group would like to adopt.

Determine the group goals for the year (short term). Document them. Make sure that everyone knows the goals and agrees with them. Post them. Make sure to evaluate these goals on a regular basis.

Determine what goals may be long term (two years or more). Document these goals. Determine how you will evaluate your progress.

Make sure that all Catholic School Council goals are shared with your community. This may be done in the minutes, a newsletter, a poster or a flyer.

Remember to always celebrate your accomplishments, large and small. The remarkable dynamics of a group can move an organization along. Groups who have a determined set of goals and who are committed to those goals will be successful at whatever they do. They will be a dynamic force. When goals are understood and believed in by a group, the goals help to pull and push the group. The group discovers that individuals are taking responsibility and ownership for what needs to be accomplished. A shared vision and purpose can be most rewarding for any group, especially a Catholic School Council.