

# HOME AND SCHOOL

## POSITIONS THAT REQUIRE LEADERSHIP

Executive positions:

**President:** Leads a monthly meeting with the executive officers and principal to discuss school needs and communications, to address upcoming events and identify leadership for events. Directs the committee in regards to principal's vision. Responsible for calendaring all Home and School Events on the Master Calendar and the School Calendar

- Host back to school coffee for new families
- Host back to school luncheon for the church and school community
- Host 4 night Home and School Meetings- including calendaring, publicity, refreshments and organization
  - September Meeting
  - Christmas Program
  - Spring Arts Festival
  - End of School Ice Cream Social
- Serves on the School Advisory Council
- Nominates to principal and pastor, presents and orders award for Friends of St. Mary's that is presented at Wunderfall

**Vice President:** Main duty is to lead the meeting in the president's absence.

- Organizes a volunteer interest survey
- Places families in volunteer positions for the year by September
- Tracks service hours by soliciting and recording hours and communicating them to families, principal and book keeper.
- Acts as the touch point person when other leaders need volunteers
- Makes volunteer calendar for cafeteria workers
- Makes volunteer calendar for book fair
- Makes volunteer calendar for safety patrol and teaches the safety process to kids
- Order T-Shirts for the 100 plus hour volunteers and make a plan to present at Spring Arts Festival

**Secretary:** Main duty to take notes on meeting and to disseminate notes to all teachers, administrators and families in the school.

- Make and distribute school directory and school calendar of events each month
- Pair new families with existing families in the same grade levels. Host a party for introductions. Follow up with families biweekly first semester and monthly second semester for input.

**Room Mom Coordinator for Ec-6<sup>th</sup> grade:** Meet with room moms monthly to discuss needs and events

- Solicit room moms for each class
  - Make sure room parent understands obligation to organize and manage Wunderfall Booth for class.
- Give budget to each room and PO's for reimbursements
- Order King Cakes, plates and napkins for the Friday before Fat Tuesday.
- Organize and advise each room mom of the following parties:
  - 1-3 Homeroom teachers will need to assist with Thanksgiving Project. Details should be coordinated with the teachers.
  - Christmas party- parents are asked to bring a >\$3 gift for each child. Room Mom is responsible for providing a stocking for each child and decorate with names or organize with the teacher to do this as a class project. Snacks may be served, but this is a noon dismissal day so full meal is not needed.
  - Organize volunteers to serve the King Cake and determine King and Queen on the Friday before Fat Tuesday.
  - Decorate the Mardi Gras Float and determine your classes' Krewe Name. Decide on a presentation for the float that includes either a chant or music that coordinates with the Krewe name. Float or parade presentation needs to have a special place for the King and Queen that is determined by the King Cakes from the Friday before Fat Tuesday. There will be a prize for best float.

Activity Coordinator for 7-12<sup>th</sup> grade: Main responsibility is to provide fellowship activities for Upper School

- Solicit Room Parent for each grade
  - Make certain that 6<sup>th</sup>-8<sup>th</sup> grade room parents understand they are responsible for organizing and managing grade level fund raising: pancakes, donuts, spaghetti dinners, dances, flower sales, snow cone sales, hot chocolate sales and cookie/drink sales as needed. Room Parent must also organize and manage booth for Wunderfall.
- Decorate, find music, find Grande Marshall (Usually Priest) and invite the Homecoming King and Queen and principal to judge the floats, and prizes for Mardi Gras Parade as well as order beads and collect costumes for 8<sup>th</sup> graders.
- Christmas (End of the Semester) Celebration in Gym for 7-12<sup>th</sup> grade. Drinks and snacks need to be provided. Discuss with Teachers ideas for games, music and activities.
- Work with Ladies Guild for service opportunities for students: Enchilada Roll and St. Nicholas Bazaar.
- Work with TAPPS Coordinator and Athletic Director to organize, calendar, and publicize Spirit Week for Homecoming.

Public Relations Coordinator: Main responsibility is to promote the school in the community

- Organize Pet Food Drive during October to celebrate Feast of St. Francis- provide containers for classes for food brought in, promote, count, and arrange for delivery
- Promote the Pet Blessing in conjunction with Priest and Deacon
- Organize, promote, and plan for distribution of a toy drive for the Feast of St. Nicholas with Marines
- Work with Ladies Guild on St. Nicholas Bazar
- Organize, calendar, and publicize Catholic Schools Week Activities for students (Last week of January)
- Organize with room moms appreciation gifts and treats for teachers during CSW.
- Host a Teacher Appreciation Dinner during CSW
- Work with the registrar to promote existing families to turn in letters of intent. Brainstorm to find incentives for early registration
- Organize, calendar and promote an Open House for parish families not enrolled in the school during CSW.
- Organize, provide speech and coordinate with pastor for speakers after each Mass to thank parish community for providing a school during CSW.
- Organize, calendar and promote an Open House for community for registration purposes in March
- Organize, provide speech and coordinate with pastor for speakers after each Mass for registration for the upcoming school year one Sunday in March.
- Organize one school wide service project during LENT. Coordinate with principal for ideas, distribution and publicity. IE: rice bowls, Catholic Charities, Project Starfish
- Organize a drive (food or clothing) for the community during May. Some suggestion: LCM, House of Hope, Habitat for Humanity, Hwy 80 Rescue Mission, Coats for Kids

#### Rewards Coordinator

- Work with local businesses to solicit donations such as free sandwiches, ice cream, kids meals, etc coupons for Star of the Month rewards
- Solicit donations, ,maintain, and operate the AR Store
- Organize and administer awards parties for school wide contest
- Work with principal to secure prizes for good behavior awards
- Solicit food contributions from local businesses for donations for relays, Stampede, Wunderfall, etc: such as Made rite, starbucks, Panera Bread

#### Athletic Booster Club President

- Work with athletic director to manage, stock and operate Concession stand, gate and clean up after events.
- Work with PE teacher to organize volunteers, ribbons, drivers, hospitality for coaches, and spirit for fall and spring relays
- Work with athletic director to design, order and sell spirit shirts
- Work with AD to plan and organize Athletic Banquet
- Work with AD to promote sales of booster club memberships and banners- purchase incentives for membership

- Work with AD to promote games to school community and offer incentive prizes
- Organize concessions for Saturday Church league Bball games
- Organize drive for letter campaign to solicit donations for department
- Work with AD to develop a board and bylaws to oversee the organization
- Help coordinate sales –ordering and distribution of PE uniforms

#### Treasurer/Student Fund Raising

- Present financials from Home and School Monthly at Executive meetings that include Home and School General Funds, Used uniform sales, Student Accounts, school supplies and Party Funds
- Track student fundraising accounts and correspond with parents quarterly
- Keep Spread sheet on monthly classroom enrichment funds vs teacher expense and present monthly to teachers and principal
- Sign all PO's/Reimbursements for funds out of Home and School Accounts
- Organize and identify school needs and plan fundraising opportunities to attain needs
- Evaluate current student account and Home and School fundraisers for feasibility
- Evaluate new fundraising opportunities
- Solicit community input on current and prospective fundraisers

#### Uniforms/School Supplies

- Organize used uniforms by size and price for resale
- Open and manage used uniform sales at registration and once monthly
- Establish committee to evaluate uniforms, dress code, consequences for infractions and rewards for no uniform violations in a year.
- Plan for new uniform sales with approved vendors and publicize to school families
- Organize a school supply kit to be purchased by parents at beginning of school year- includes advertising, ordering and distribution
- Evaluate need for a second supply sale at midterm.

#### Picture Day/Yearbook Coordinator

- Work with Administrative Assistant to choose a photographer, schedule Fall pictures in casual uniform, Spring pictures in free dress, class pictures in dress uniform, group pictures, Athletic pictures and Cap and Gown pictures
- Solicit volunteers to plan publicity, collect fees, and organize each picture day event
- Establish group of parents and high school students to choose a yearbook format and sign an agreement for publication
- Organize presale, sale and distribution of yearbooks

- Organize and collect photos from all school events: plays, relays, enrichment, guest speakers, daily life, etc.
- Work throughout the year on yearbook layout in collaboration with student staff
- Work with photography class and teacher to collect various photos
- Work with English teachers to create text and student comments for yearbook

#### Faith Enrichment

- Work with Faith Formation team of school advisory council to promote sacrament formation
- Coordinate with religion teachers one retreat day for each grade 2-12.
- Organize parent meeting for students in initiation sacrament formation
- Promote church events to school community
- Work with principal to coordinate First Friday events

#### Prom

- Organize committee of students and parents to plan venue, invitations, food, DJ, budget, tickets, pictures, and chaperones
- Publicize event

#### Graduation

- Work with Dean of Students and High School Home Room teachers to establish 11<sup>th</sup> grade parent and student team for graduation party, pictures, events, and honors and awards.