



Home and School Association Volunteer Handbook 2018-2019

*Our goal as parents and teachers is to not only teach our children
our Faith, but to teach them to LIVE our Faith.*

When I stand before God at the end of my life, I would hope that I would not have
a single bit of talent left, and could say, "I used everything you gave me."

-Erma Bombeck

ARBORETUM CLEANUP

- Who is needed: Coordinator and Family Volunteers
- Description: The Arboretum clean-up involves weeding, mulching, and planting flowers.
- Coordinator will work with teachers to schedule two dates (one in fall and one in spring) and organize volunteers.
 - Family Volunteers are needed to help. This is a great way to demonstrate stewardship toward the school and community!

ARBOR DAY

- Who is needed: 1st Grade Parent Coordinator
- Description: In 1994, we started an Arboretum behind the Mary Good Center. Each 1st grade class plants a tree so they can watch it grow as they grow at St. B's. Every year near Arbor Day (the last Friday in April), the entire school participates in a ceremony and the 1st grade class plants a tree of their own.
- Coordinator plans this ceremony in collaboration with the 1st grade teacher. They should coordinate with the 5th grade class on their spring clean-up to ready the school grounds for this event.

BEE BAKERS

- Who is needed: Coordinator and Volunteers
- Description: Bee Bakers are a group of people willing to provide food, drink or supply items for breakfasts, luncheons or special events. You are not required to participate in every event. Sign up for events that are convenient to you, as requests are sent out prior to each event.
- Coordinator posts events and slots on SignUpGenius 1-2 weeks prior to events, ensures slots are filled and items delivered, and follows up with thank you notices.
 - Volunteers commit to an event on SignUpGenius and deliver an item accordingly.

BOX TOPS FOR EDUCATION

- Who is needed: Coordinator
- Description: All families are encouraged to clip, save and submit their Box Tops from grocery and household products.
- Coordinator will collect the box tops from the bin in the school entry **every month**, verify expiration dates, prepare them for submission and **mail them by the due dates of November 1st and March 1st**. Coordinator is also responsible for publicity, including organizing collection contests, submitting announcements to the H&S secretary, and using creative methods to meet our annual goal.

CAFETERIA

- Who is needed: Two volunteers every school day.
- Description: This is a great way for family to get involved by helping serve hot lunch. One FREE lunch is offered to one of your children on the day that you volunteer! Per State guidelines, no tagalongs can be in the kitchen during this volunteer time.

CATHOLIC SCHOOLS WEEK (CSW)

- Who is needed: Coordinator and Volunteers

- Description: During CSW, we hold special events, such as a teacher appreciation lunch and a family lunch, to celebrate our Catholic school. The Family Lunch is an exciting day for all and takes place on Friday. Parents bring takeout or home cooked meals, decorations for the table, centerpieces, candles, etc.
- Coordinator will organize events for the week, including volunteers to staff the playground during the teacher luncheon.

CHRISTMAS WISH LIST

- Who is needed: Coordinator
- Description: This is a wonderful assistance to families wanting to give the teachers and staff gifts at Christmas. Scrip of Choice certificates will be included in the list.
- Coordinator will prepare and distribute the wish list.

COCA-COLA GIVE

- Who is needed: Coordinator and Volunteers
- Description: All families are encouraged to donate codes from Coke products (caps and cardboard tear-offs). Families may create their own user profile and donate codes to St Bernadette School at <https://us.coca-cola.com/give> or they may drop off their codes at the school entry collection bin.
- Coordinator will collect caps and cardboard tear-offs from the bin **every month** and enter codes for St Bernadette School at <https://us.coca-cola.com/give>. Coordinator is also responsible for publicity, including organizing collection contests, submitting announcements to the H&S secretary, and using creative methods to meet our annual goal.
 - Volunteers will help enter donated codes on the website.

COMMUNITY OUTREACH

- Who is needed: Coordinator and Volunteers
- Description: To teach our children the virtue of charity, we hold events in collaboration with local social service agencies to assist those in need. Examples include book drives, food pantry drives, Foundation Dinners container donations, and pop tab collections.
- Coordinator will organize events and collaborate with local social service agencies to provide items of need. Additional volunteers are needed to assist.

COSI ON WHEELS

- Who is needed: Coordinator and Volunteers
- Description: COSI comes directly to our school, sets up and spends the day providing an educational, fun program filled with activities for our children. Each class will go separately to the program, which will be adapted to meet the needs of each grade level. An additional 30 volunteers are needed for the entire day to help with all the activities. We need at least four very strong people to help tear down at the end of the day. Sorry, no tagalongs allowed at this program.
- Coordinator will organize this event and the volunteers.

DINE TO DONATE

- Who is needed: Coordinator
- Description: Families eat at a local restaurant on a designated day to have a percentage of their purchase donated to our school.
- Coordinator plans, organizes and markets fundraisers with restaurants such as Bob Evans, Max & Erma's, Raising Canes, and Pizza Cottage.

DIRECTORY

- Who is needed: Coordinator
- Description: We provide a staff, student and family directory to encourage communication. This directory is published for the private use of St. Bernadette School families. Under NO circumstances is the directory information to be used for sales, solicitations, or any other commercial purpose.
- Coordinator is responsible for all actions required to collect family information, compose the directory (Microsoft Publisher skills are ideal), printing and distribution.

FATHER-DAUGHTER DANCE

- Who is needed: Coordinator(s)
- Description: This is a time for fathers and daughters to dress up, spend quality time together, munch on goodies and pose for a keepsake photo.
- Coordinator(s) are responsible for planning and executing the event within budget. The event typically includes a DJ, food and activities.

MARDI GRAS

- Who is needed: Event Chair, Auction Chair, Auction Committee, Banking Chair, Classroom Creations Chair, Decorations Chair, Dinner Chair, Games Chair, Movies Chair, Program Chair, Publicity Chair, Raffle Chair, Teacher's Treasures Chair, and Volunteer Chair
- Description: **Our largest fundraiser** is an evening of family FUN with entertainment, live and silent auctions, games, Teacher Treasures and Classroom Creations, food, and dancing! In addition to the chairpersons, at least one parent from each family is responsible for volunteering a small amount of their time during this big night of Mardi Gras.
- Event chair will oversee the entire event.
 - Other chairs will organize their individual area. Responsibilities and time commitments will vary by area.

MERCHANDISE

- Who is needed: Coordinator
- Description: St. Bernadette logo wear is a great way to show school spirit and market our school in the community We typically place orders once or twice a year and sell stock items at some school functions.
- Coordinator is responsible for advertising, announcements, and all actions associated with merchandise orders and delivery, including organizing volunteers.

MOTHER-SON EVENT

Who is needed: Coordinator(s)

Description: This is a time for mothers and sons to spend quality time together, munch on goodies and pose for a keepsake photo.

- Coordinator(s) are responsible for planning and executing the event within budget. The event typically includes a DJ, food and activities.

NEW FAMILY MENTOR

Who is needed: Coordinator and Volunteers

Description: Entering a new school is an exciting and sometimes overwhelming experience! Our H&S Association eases the transition for new families by providing them with a mentor family that guides them throughout the year.

- Coordinator is responsible for organizing mentors, pairing families together and answering questions.
- Mentor families will buddy with and provide guidance to their new family all year.

PUBLIC RELATIONS

Who is needed: Coordinator

Description: Help showcase our school to the community through pictures and articles!

- Coordinator will collaborate with teachers, staff, H&S officers and event coordinators to submit articles and pictures for Facebook, the school website, *The Catholic Times*, *The Eagle Gazette*, and *The Towne Crier*.

RECYCLING

Who is needed: Coordinator

Description: We currently accept ink cartridges in our designated bins at our school entrance for recycling.

- Coordinator will submit announcements to the H&S secretary, collect the cartridges, and mail them to the recycling center.

ROOM PARENT

Who is needed: Coordinator and a Room Parent for each classroom

Description: A room parent is a very important part of our school family and provides volunteer services to a teacher's classroom. You are responsible to enlist the help of other parents and coordinate efforts. Typically, room parents help coordinate class parties, special events, parent volunteers in the classroom, and maintain a positive attitude among the parents in your room.

- Coordinator is responsible for confirming each classroom Room Parent, communicating with Room Parents all year, creating a positive volunteer atmosphere, collaborating with the Principal and teachers, submitting announcements to the H&S secretary and posting relevant information on SignUpGenius.
- Room Parent is responsible for all communication with the classroom parents, collaborating with teachers for classroom activities and overseeing parent volunteers.

SCRIP

Who is needed:

Inventory/Sales Coordinator, Financial Coordinator, and Volunteers

Description:

Scrip fundraising is a no-selling program that allows you to raise money to help pay your tuition. Scrip is just another way to pay for everyday purchases using gift cards in place of cash, checks, and credit cards. This program offers a great way to get friends and family involved to help pay your family's tuition!

- Inventory/sales coordinator will place and distribute orders, manage inventory and manage bookkeeping.
- Financial Coordinator will assist with bookkeeping, track family allocation of tuition credits and notify/distribute allocations in April/May.
- Volunteers are needed to help process orders on Tuesday and Thursday mornings.

ST. NICHOLAS CELEBRATION

Who is needed:

Coordinator and Volunteers

Description:

Each year in December our students receive a special visit from St. Nick. He meets with all the children, explains his origin, and gives each child a symbolic candy cane as they exit the church. Afterward, the children and staff leave their shoes in the hallway and St. Nick fills them with goodies!

- Coordinator is responsible to plan and execute this event with the help of volunteers.

TEACHER APPRECIATION

Who is needed:

Coordinator and Volunteers

Description:

In May, we celebrate our teachers in coordination with national Teacher Appreciation Day/Week.

- Coordinator will plan and purchase gifts with budgeted Home & School funds and organize a luncheon hosted by the Bee Bakers.

UNIFORM EXCHANGE

Who is needed:

Coordinator and Volunteers

Description:

In August, a uniform exchange is set up in the school entryway. Parents are encouraged to exchange gently used items. No donation of clothes or money is necessary to take items. Parents are encouraged to take what they need!

- Coordinator is responsible for planning in collaboration with staff and announcements to parents. They will also be responsible for setup, maintenance, cleanup, storage of leftover clothes and donation of unwanted clothes to the St. Vincent de Paul Society.
- Volunteers will assist the Coordinator.

YEARBOOK

Who is needed:

Coordinator(s), Classroom Representative

Description:

We have a small yearbook published every year by LifeTouch that provides wonderful memories for our children.

- Coordinator will work closely with LifeTouch, communicate with Classroom Representatives, and design, order and distribute yearbooks.
- Classroom representatives will collaborate with Coordinator on class photos.