

Home & School Association Handbook

Welcome and Introduction

Welcome to the 2007-2008 school year at Saint Martin's! The Home & School Association (HSA) is an organization made up of and open to all parents and staff associated with Saint Martin's School (SMS). All parents and school staff are automatically considered members of the HSA and are encouraged to participate in the meetings which are generally held on the second Wednesday of each month from September through June. The meetings provide an excellent opportunity to discuss ideas, issues, and other topics that impact the Saint Martin's experience. The HSA also assists with planning wholesome opportunities for social interaction as well as providing a means for raising funds which go towards the school's various needs. HSA members help to coordinate fund-raising efforts and support for programs and materials which enrich the school environment.

This handbook outlines some of the many volunteer opportunities and roles sponsored by the Home & School Association. All descriptions are general, not exhaustive, and are subject to change. You will see a variety of ways you can become more involved with the Saint Martin's community. The opportunities include activities you can do from home, activities with a pre-determined schedule, and large project-oriented activities. Volunteering for these activities offers a fun way to earn your hours while at the same time making every year at Saint Martin's better than the last.

If you have any questions about the activities outlined in this handbook or about getting more involved with the Home & School Association, please do not hesitate to contact one of the HSA officers below.

The HSA Leadership Team for 2007-2008 school year includes:

President.....	Trish Povlitz
Vice President.....	Rob McMillin
Secretary.....	Elizabeth Lopez
Treasurer.....	Sherry Antonetti
Homeroom Program Coordinator.....	<i>currently open</i>
Faculty Liaison.....	<i>currently open</i>

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Home & School Association

Description: This committee meets once a month, typically on the second Wednesday, from 6-7pm with the principal and/or a staff liaison to discuss home and school needs, concerns, events, etc. The meetings are open and any parent or staff member is welcome to attend.

President

Needs: 1 person

Hours: 60 hours

Calendar/Responsibility:

- Prepare agendas and lead monthly HSA meetings
- Attend/present/speak at school meetings, e.g. Back to School events, orientation, other events as needed
- Represent St. Martin's at appropriate Archdiocese or Parish meetings
- Attend as liaison to School Advisory Board meetings once a month
- Draft and manage annual calendar of fund-raising and volunteer activities
- Oversee fund-raising success (report to school advisory board) and volunteer activities
- Work with HSA leadership team to evaluate current year and plan for next school year
- Serves a 2 year term

Vice President

Needs: 1 person people

Hours: 60 hours

Calendar/Responsibility:

- Co-lead with the President on the same responsibilities as above
- Attend/represent HSA at school meetings, e.g. Back to School events, orientation, other events as needed
- If the president is unavailable, represent St. Martin's at appropriate Archdiocese or Parish meetings
- Alternate attending as liaison to School Advisory Board meetings once a month
- Draft and manage annual calendar of fund-raising and volunteer activities
- Co-lead oversight of fund-raising success (report to school advisory board) and volunteer activities
- Work with President and HSA leadership team to evaluate and plan for next school year
- Serves a 2 year term

Secretary

Needs: 1 person

Hours: approximately 15-20 (actual hours to be reported)

Calendar/Responsibility:

- Attend each meeting and record minutes
- Prepare minutes for approval the following month
- Send to web site coordinator for posting on web
- Assist and participate in ongoing school meetings or fund-raising/volunteer activities as needed

Treasurer

Needs: 1 person

Hours: approximately 20 (actual hours to be reported)

Calendar/Responsibility:

- Liaise with each fund-raising activity lead coordinator to obtain financial data
- Track and manage financial data
- Attend each meeting and provide financial input and report updates
- Assist and participate in ongoing school meetings or fund-raising/volunteer activities as needed

Homeroom Program Coordinator

Needs: 1 person

Hours: approximately 10-15 hours (actual hours to be reported)

Calendar/Responsibility:

- This person is a member of the HSA Leadership team whose role is to oversee and monitor the Homeroom Parents from all 9 grades to help ensure their responsibilities are being fulfilled.
- Prepare sign-up posters to solicit volunteers for Homeroom Parent(s) and the various class activities.
- Ensure each class has a designated Homeroom parent
- Issue "responsibilities" letter to Homeroom parents and teachers for each class including handbook information on how to perform the duties
- Collaborate with each Homeroom parent to ensure duties are being fulfilled especially for special school activities being sponsored by a particular class/grade, e.g. Story Time with Santa, First Communion, Teachers' Appreciation Luncheon, etc.

FUND-RAISING ACTIVITIES

Below are general descriptions of the activities and roles for the fund-raising activities.

Important Note: Although approximate hours are indicated for the following activities/roles, parents or other family members who volunteer for school activities must record actual hours worked in the Volunteer Hours notebook located on the front desk in the school's main foyer.

Sally Foster Sales

Description: This committee heads up the Sally Foster fund-raiser which occurs at the beginning of the school year.

Needs: 2 committee chairs; 2-4 volunteers

Hours: Committee chairs – approximately 10 hours each; Volunteers- approximately 1-2 each

Calendar/Responsibility:

- Meet in the summer to setup dates for the fund-raiser and determine deadlines.
- Attend and present at the back-to-school night(s) to promote.
- Volunteers needed to sort and distribute orders on delivery day as well as tally Sally Foster orders.
- Submit a financial report to HSA treasurer.

Uncle Ralph's Cookies Sales

Description: This committee heads up the fund-raising activities for "Uncle Ralph's" cookies sale which occur at the beginning of the school year.

Needs: 1 committee chair
1-2 volunteers

Hours: Committee chair– approximately 10 hours
Volunteers –approximately 2 hours

Calendar/Responsibility:

- Meet in the fall to setup dates for the fund-raiser and determine deadlines.
- Attend and present at the back-to-school night for promotion.
- Volunteers needed to sort and distribute orders on delivery day.
- Submit a report to the HSA treasurer.

Joe Corbi's Pizza & Cookie Sales

Description: This committee heads up the fund-raising activities for "Joe Corbi's" pizza and cookie sale which typically happens early in the calendar. Joe Corbi's is also typically served at the "State of the School" event in January to help promote sales before Lent.

Needs: 1 committee chair
1-2 volunteers

Hours: Committee chair– approximately 10 hours
Volunteers –approximately 2 hours

Calendar/Responsibility:

- Meet in the fall to setup dates for the fund-raiser and determine deadlines.
- Attend and present at the back-to-school night for promotion.
- Volunteers needed to sort and distribute orders on delivery day.
- Submit a report to the HSA treasurer.

St. Patrick's Day Auction

Description: This committee coordinates and plans the yearly school auction. The auction is a dinner event with silent and live auctions and is typically held in around St. Patrick's Day in March.

Needs: 3 committee chairs with at least 10-15 volunteers on the committee

Hours: For committee chairs – 60 hours
For volunteers – between 2-15 hours depending on role and level of involvement but actual hours worked in planning, preparing, and executing the event must be reported

Calendar/Responsibility:

- Select/confirm date for auction
- Book rooms with the rectory office
- Hold planning meetings starting in October and hold as often as necessary (at least monthly)
- Assign volunteers to head each area of need which include (but are not limited to)
 - Theme selection – identify theme of auction
 - solicit donations– prepare fliers and solicit auction donations from previous companies and families directly. This takes much persistence on all levels and obtaining items for the actual auction is a key to success
 - dinner – select caterer, work with caterer, setup at event
 - music – select type of music and schedule for day of event
 - advertising – identify types of advertising needed to get people to attend event, signed up, and get lots of bidders
 - database and catalog preparation – listing all donations into database and preparing_ auction catalog to be distributed for soliciting bids
 - Setup day of event – need multiple volunteers to setup tables, dishes, decorations
 - Welcome table – Setup welcome table to sell 50/50 raffle tickets, hand out auction numbers and check-in attendees
 - Monitor auction bids – Monitor bidding, add new sheets if needed, arrange for people to pull auction bid sheets and pre-identified time
 - Live Bid – arrange for person to do the live bids
 - Checkout– Setup checkout line, acceptance of checks, obtain credit card machine, identify people to run credit card machines
 - Cleanup – cleanup of the room, event items, and removal of tables
- Submit financial report to HSA Treasurer

BINGO Teams (Lead Coordinator & Team volunteers)

Description: The coordinator and each team of volunteers run the weekly BINGO sessions at St. Martin's Church. BINGO is our largest fund-raiser and requires a committed team of volunteers and a strong Lead Coordinator. There are six teams that rotate weekly.

Needs: 1 Lead Coordinator and 8-10 volunteers per team (total of 50-60 volunteers)

Hours: For Lead Coordinator – 60 hours
For volunteers – 60 hours if all scheduled bingos are worked. If not all scheduled BINGO sessions are not worked, actual hours will be credited.

Calendar/Responsibility:

Coordinator

- Manage all activities to run and supply weekly BINGO events
- liaise with BINGO supply companies
- create teams and schedules
- ensure all sessions are run smoothly
- submit regular financial updates to the HSA Treasurer

Volunteers:

- Captain to oversee the evening, payouts and team
- Floor workers (at least 3 people) selling rip tickets
- Callers to call the bingo and also responsible to setup machines upon arrival
- Cashier/Sales (preferably 2 people) to work the table as folks enter selling the evening bingo cards and special games
- Kitchen (1-2 people) to prepare evening snacks, sell food and cleanup kitchen

Spring Fun Fest'

Description: This committee is comprised of two co-chairs who plan and coordinate this family event. It is usually held in May.

Needs: 2 co-chairs
9 - 18 parent volunteers to chair or co-chair a particular aspect of the Festival
50 minimum parent volunteers to work the day of the event at each of the different booths/areas (most work 2 hour shifts)

Hours: For Co-chairs – 35-40 hours each estimated
For parent volunteers – actual hours worked; from planning events (typically 6 one hour meetings) and hours worked the day of the event to set-up, run, and clean-up the event

Calendar/Responsibilities:

- Select date for the Fun Fest' working with the Home & School Association during their planning sessions which typically begins during the Spring of the PREVIOUS school year.
- Schedule the date and book the entire school (all classrooms and the parking lot) through the rectory as soon as possible (as close to a year ahead of time, if possible)
- Co-Chairs host meetings beginning in December or January to fill lead coordinator roles and help outline responsibilities.
- Hold follow-on meetings (typically 6-8 more).
- Get volunteers to lead the coordination of all activities including, but not limited to the following: arts & crafts, volunteers, tickets, prize alley, vendor booths, advertising, food, cake walk, games, facilities coordinator, and more
- Submit financial report to HSA Treasurer

Golf Tournament

Description: This committee organizes a Golf Tournament fund-raising event for the spring. Volunteers raise funds by getting sponsorships from businesses, acquiring advertisements for the program, obtaining prizes donated from local businesses, marketing the event, coordinating the event and working the event.

Needs: 2 committee chairs
4-5 committee volunteers
4-5 Tournament Day volunteers

Hours: For Committee chairs – approximately 10-20 hours but actual hours worked to be reported
For other volunteers – report actual hours

Calendar/Responsibility:

- Meet initially in October for startup.

- Contact local course to make arrangements
- Meet as necessary to plan leading up to tournament in May.

Box Tops for Education and Campbell's Soup Labels

Description: This person promotes, collects, and tallies General Mills Box Tops and Campbell's Soup Labels from the students each month. The box tops and labels are redeemed during the school year. At convenient intervals throughout the school year box tops and soup labels are collected, cut, counted and submitted to Box Tops for Education and Campbell's Soup Labels programs. This person collects soup labels and General Mills box tops from the students each month.

Needs: 1 person

Hours: approximately 1-2 hours per month

Calendar/Responsibility:

- At the beginning of the year, make a flier to send home with students,
- Setup accounts and place collection boxes in the school and the church
- monitor and continue to promote program

Coordinator for Giant, Safeway and other Grocery store programs

Description: This person promotes and monitors the Giant A+, Safeway Club, or other store programs. The committee chair is responsible for checking the websites for balances and confirming deposits with the school.

Needs: 1 person

Hours: approximately 1-2 hours per month

Calendar/Responsibility:

- Meet in late summer before school to put together sign-up sheet for both programs.
- Distribute at back-to-school nights in September and masses.
- Check websites of programs for contribution amounts and check to ensure deposits.

Dinner-Night-Out Coordinator

Description: One person plans and coordinates the dinner night out schedule and commitments with restaurants. Planning should be done over the summer for at least the Fall half of the school year.

Needs: 1 person

Hours: approximately 1-2 hours each month

Calendar/Responsibility:

- Establish one to two dinner night out events per month (September through May).
- Coordinate dates with the school calendar
- Contact local restaurants to obtain commitments (dates and percentage of proceeds)
- Market the dates through the school newsletter, individual notices, e-mails, etc.
- Track the receipt of checks through the school office
- Submit a financial report to the HSA Treasurer

School Activities (Non-Fund-raising)

Homeroom Parent

Description: 2 parents from each class are on point to coordinate with the HSA and classroom teacher(s) regarding class parties, respective class-sponsored school event, other class activities, and the auction basket to be contributed to the St. Patrick's Day Auction. This includes identifying parent volunteers to coordinate/execute each party.

Needs: 2 Homeroom Parent volunteers per class

Hours: approximately 1-2 hours per month (actual hours must be reported)

Calendar/Responsibility:

- All Homeroom parents must attend a mandatory meeting early in the Fall with the HSA Homeroom Parent Coordinator
- Prepare sign-ups and announcements for classroom duties
- Coordinate with volunteers and send reminders to ensure all duties are fulfilled for class parties and the auction basket
- Sign-up and attend at least one HSA meeting during the school year

IMPORTANT NOTE: there is no HSA money budgeted for class parties or the auction baskets. Families typically contribute toward the costs/items. Homeroom Parents can determine the best way to collect items/money for the class auction basket. For the holiday parties, it is recommended that the Homeroom Parents collect a "party fund" up front (e.g. \$15-\$20 per family) to be budgeted over the 3 parties which are as follows for each class:

- Halloween party in October
- Christmas party in December
- Valentines Day party in February

Class party coordinators for Halloween, Christmas, and Valentines Day

Description: Need 2 parents in each class to work with the teachers to plan and coordinate the refreshments and activities each the parties.

Needs: 2 volunteers per party

Hours: approximately 2-5 hours each (actual hours must be reported)

Calendar/Responsibility:

- Contact teacher to confirm date and identify specific needs
- Plan activities, if requested by teacher
- Plan and coordinate refreshments requested by teacher
- Provide parents to assist with Halloween costumes for younger students, as requested by teacher (e.g. male parent might be best to help male students with costumes)

Class Auction Basket Coordinators

Description: These people coordinate the class auction basket for donation to the auction.

Needs: 2 people per class

Hours: approximately 5-10 hours each (actual hours must be reported)

Calendar/Responsibility

- Determine theme of basket.
- Notify class parents of the theme and request donations (typically \$10-\$15 per family or a material donation of an item toward the basket theme)
- Purchase the items needed for the basket
- Follow-up with any parents who need to donate to ensure full participation
- Send description of basket and value to the auction team
- Package and bring the auction basket the day before the auction

Class-sponsored School Events

As referenced above, each grade is assigned as the sponsoring class for a particular school event. It is the Homeroom Parents' responsibility to ensure that a lead coordinator is identified for the respective class-sponsored school activity/event and that the planning and execution are happening as necessary. The sponsoring class assignments are as follows:

- Catholic Schools Week Activity-----Kindergarten
- Teacher Recognition Week-----1st grade
- First Reconciliation Lunch-----2nd grade
- First Communion-----3rd grade
- Grandparents' Day (assist Development Committee) -----4th grade
- Story time with Santa-----5th grade
- Teacher Appreciation Lunch-----6th grade
- Graduation Reception-----7th grade
- Communion Breakfast-----8th grade

Below are descriptions of each event in approximate chronological order:

Story Time with Santa

Description: This committee is comprised of 5th grade parents who plan and coordinate this family event, usually scheduled in early/mid December, to celebrate the Christmas season as a community.

Needs: 2 committee chairs
10 parent volunteers
7th and 8th grade students to help with the event (usually crafts and Santa shop)

Hours: Committee Chair approximately 10-15 hours
Volunteers approximately 2-6 hours for set-up/clean-up and shopping for supplies

Calendar/Responsibilities:

- Story Time with Santa takes place in early/mid
- Contact the rectory office to schedule the date, book the gym, aftercare room, and cafeteria
- Advertise and sell tickets starting at least 3 weeks before the event
- Organize a short Christmas movie or two which should start promptly at 7pm
- Purchase snacks and drinks for the event
- Provide Crafts (2 parents should supervise crafts during the event): simple crafts such as make-your-own Christmas cards and make-your-own magnetic ornaments (e.g. purchase through "Oriental Trading Company", no glitter due to mess).
- Decorate gym
- Obtain a volunteer to be Santa who will listen to children's wishes, read a story, and take photos with children (use high back chair in health room for Santa)
- Organize a Secret Shop (4 parents needed to run the shop during the event plus 4-6 students to help the shoppers), takes place in the aftercare room, for students to purchase gifts for family, friends and teachers (Dollar store items or Oriental Trading-about 500 items: gifts for children, parents, grandparents and teachers). Consider having older students help with gift wrap as a craft in the cafeteria to reduce wait time in line to shop.

Catholic Schools Week Activity

Description: This committee is comprised of Kindergarten parents who coordinate a school activity with Sister Sharon to celebrate Catholic Schools Week.

Needs: 2-4 Volunteers

Hours: approximately 2-4 hours

Calendar/Responsibilities:

- Catholic Schools' Week typically falls during the last week of January
- Contact Principal in late December/early January to identify specific needs for Catholic Schools Week
- Obtain other volunteers as needed depending on the event. Provide assistance with set-up and clean-up

Teacher & Staff Recognition Week

Description: This committee is comprised of 1st grade parents who plan and coordinate a means to ensure that the teachers and staff of St. Martin's School feel appreciation from the parents and students during Catholic Schools Week.

Needs: 2 parent volunteers

Hours: approximately 2-5 hours (actual hours must be reported)

Calendar/Responsibilities:

- In early January, request donations from the other 1st grade parents to assist in providing a means to show appreciation to the teaching staff during Catholic Schools Week at the end of January.
- Suggestions are: something different each day, e.g. bagels, donuts, a small gift; or one large gift at the end of the week; or whatever the class chooses as a meaningful way to express gratitude and appreciation for the dedication of **all** the teachers and staff of St. Martin's School.

Teacher & Staff Appreciation Luncheon

Description: The committee is comprised of 6th grade parents who plan an on-site luncheon to honor of the teachers, staff, and priests of St. Martin's School.

Needs: 1 Coordinator

12 volunteers (6 for set up and 6 for clean up)

Hours: approximately 10-20 hours for the coordinator (actual hours must be reported)

approximately 1-2 hours per volunteer (actual hours must be reported)

Calendar/Responsibility:

- The luncheon typically occurs on the Friday of Catholic Schools' Week
- Coordinator: Organize and lead various actions required to host and execute the lunch
 - Confirm the date and the space (typically in the school library)
 - Determine any funds are available from the HSA or the School Advisory Board
 - Verify invitee list with the principal
 - Decide on food arrangements (e.g. catered or families cook), and necessary supplies, e.g. plates, glasses, utensils, or using the church china/glassware/silverware
 - Solicit monetary donations from the families of the sponsoring class to go toward centerpieces, 1 or 2 gift baskets, giveaways, or other items needed.
 - Assign volunteers to necessary tasks
 - Execute the plan and enjoy providing the teachers with an event they will love
- Volunteers: assist with set up and clean up activities as assigned by coordinator
 - Help set up room (tables, chairs, decorations, etc.)
 - Possibly assist with serving teachers
 - Assist with clean-up and returning tables/chairs to normal positions

First Reconciliation

Description: This committee is comprised of 2nd grade parents who plan and coordinate a celebration after the students receive their first reconciliation.

Needs: 2 chair people

Hours: approximately 2-5 hours

Calendar/Responsibilities:

- The event usually takes place in April.
- Coordinate with 2nd grade teacher on date.
- Plan and coordinate refreshments requesting donations from other parents.
- Obtain volunteers for setup, volunteers during event and for clean-up.

First Communion Reception

Description: This committee is comprised of 3rd grade parents who plan and coordinate a congratulatory reception for the 2nd grade students and their parents after each First Communion mass (there are usually 3 masses).

Needs: 2 committee chairs

10 volunteers

Hours: For Committee Chair – approximately 5 hours (actual hours to be reported)

For volunteers – as needed 1-2 hours as signed-up (actual hours to be reported)

Calendar/Responsibility:

- The event takes place in May.
- Coordinate with 2nd grade teacher on the date
- Schedule location with church office -usually in the gym
- Plan and coordinate refreshments and decorations for 3 services which includes Religious Education (CCD) students
- Provide volunteers for set-up, assistance during the event, and clean-up

Grandparents' Day

Description: This committee is comprised of Development Committee members who plan and coordinate an event including a breakfast for the grandparents of St. Martin's students. Working with the Development Committee are 4th grade parents who provide assistance with set-up and clean-up for the event.

Needs: 2 committee chairs

10 volunteers

Hours: For Committee Chair –approximately 10-20 hours

For volunteers – as needed–estimated 1- 4 hours

Calendar/Responsibility:

- This event takes place in May.
- In early April, contact member(s) on the Development Committee to discuss date, time and agenda of the event.
- Provide volunteers for set-up of food and decorations
- Provide volunteers during event and clean-up

8th Grade Communion Breakfast

Description: This committee is comprised of 8th grade parents who plan and coordinate a celebratory breakfast usually held in late May or early June.

Needs: 2 chair people

Hours: approximately 2-5 hours

Calendar/Responsibilities:

- Coordinate with the teacher regarding date of the event.
- Obtain other volunteers as needed to help with set-up and clean-up.
- Enjoy breakfast with the other St. Martin families.

Graduation Reception

Description: This committee is comprised of 7th grade parents who plan and coordinate a congratulatory reception for the 8th grade students and their parents.

Needs: 2 committee chairs
10 volunteers

Hours: For Committee Chair – approximately 5-10 hours (actual hours must be reported)
For volunteers – as needed (actual hours must be reported)

Calendar/Responsibility:

- The graduation takes place near the end of school (typically the first week of June)
- Coordinate with 8th grade teacher on date
- Schedule location with church office
- Plan and coordinate refreshments and decorations
- Provide volunteers for set-up, assistance during the event, and clean-up/take-down

Miscellaneous

Lost and Found Coordinator – Parent who organizes the return of items lost by students which are labeled with a name and the donation of those not labeled.

Hot Lunch Coordinator – Parent who contacts/schedules vendors to provide lunch to the students and faculty. Provides order forms to families.

Early Birds – Parents who schedules parent volunteers to be available to supervise students as they arrive at school prior to the start of the school day.

Second Hand Uniform Sale – Parents who organize the sale of donated used uniforms usually in the spring. Donations are collected all year and set-up in the cafeteria for purchase.