



Parent Involvement Program Volunteer List

Athletic Coach

*Description: ** The following are mandatory: Virtus training (Protecting God's Children), sign a criminal background release form and all volunteers must read and sign the Pastoral Code of Conduct.*

Coach and Assistant Coach: One coach and assistant coach needed for each team assembled. Responsible for overseeing practices, coaching athletes in good sportsman-like conduct, attend all games.

- Football
7th and 8th grades
- Girls' Basketball
5th, 6th, 7th, and 8th grades
- Boys' Basketball
5th, 6th, 7th, and 8th grades
- Girls' Softball
5th, 6th, 7th, and 8th grades
- Boys' Baseball
5th, 6th, 7th, and 8th grades
- Girls' Cheerleading Coach
combined 7-8th squad
- Girls' Volleyball
7th and 8th grades

Art Smart

*Description: Art program designed to provide additional art studies and education in the classroom through hands on projects. ** Requires Virtus training.*

- Chair: responsible for coordinating volunteers for the classrooms, overseeing materials and coach volunteers or provide monthly plan; efficiently manage the finance of materials.
- 8-10 volunteers: Volunteer is responsible for Art Smart Program demonstration/project for entire grade: i.e. demonstration for 4A and 4B, not just 4A.

Box Tops

Description: School fund raising program through the Box Top Program

- Chair: 1 volunteer responsible for collection, counting and processing of Box Top program.

Bulletin Board

Description: Decorate bulletin board by the school office.

- Chair: responsible for coordinating volunteer schedule and recommending themes for the monthly bulletin board set up. Chair can also volunteer to design and assemble the bulletin board.
- 9 volunteers: one/month - September through June to design and assemble bulletin board.

Cafeteria Worker

*Description: Work in the school cafeteria during school lunch hours. Assist students with their individual needs during lunch, assist in clean up. ** Requires Virtus training.*

- Substitutes needed: receives credit for time worked.

Classroom Volunteer

*Description: Assist teacher in the classroom. ** Requires Virtus training. Schedule available in the fall.*

Classroom Speaker

*Description: ** Requires Virtus training. i.e. medical health week, dental health. Sign up in the fall.*

Computer Room Volunteer

*Description: Work in the computer lab with Mrs. Pat DeMarco ** Requires Virtus training. Schedule available in the fall.*

Crim Mileage Club

*Description: CRIM associated program to promote wellness for school children. Event held on one selected day per week during recess hours, covering 4 recess periods. Assist in tracking students walking, recording laps. 2.5 hours per week. ** Requires Virtus training.*

- 4-5 volunteers to work on Tuesdays for the entire year.

8th Grade Graduation Dance Volunteer

*Description: For 8th Grade parents only. ** Requires Virtus training.*

- Chair: responsible for organizing a committee to plan the 8th grade graduation party that includes decorations, DJ, food, prizes and chaperones. Budget set at \$25 per child.
- 6-8 8th grade parent volunteers needed for decorating hall, etc.

8th Grade Graduation Reception Volunteer

*Description: For 7th Grade parents only. ** Requires Virtus training.*

- Chair: responsible for organizing the dessert and beverage reception for the families after the 8th grade graduation Mass.
- 2 7th grade parent volunteers; 7th grade students also assist.

Family Folder

Description: Volunteers needed to compile one Family Folder which will be sent home with the eldest child of each family.

- 4-5 volunteers: Come in every Friday at noon to assemble and pass out Family Folders with information, etc. Entire school year commitment.
- 2-3 volunteers: Come in every Monday morning to sort and track all returned folders, send reminders to those who have not sent them back. Entire school year commitment.

Family Fun Night

Description: Annual family event in conjunction with the Auction or SuperDraw, event is designed for the entire family and includes DJ, dancing raffles and prizes.

- Chair: responsible for organizing event, overseeing 15-18 total volunteers before and after the event. Schedules event in Father Bush Parish Center.
- Acquisition: 2-3 volunteers responsible for seeking acquisitions for pizza and prizes.
- Goody-bags: 2-3 volunteers working to assemble goody-bags for students prior to the evening of the event.
- DJ, etc.: 1 volunteer responsible for music, DJ and assisting in live raffles.
- Food: 5-6 volunteers responsible for dispersing food and beverages evening of the event.
- Pre-ticket Sales: 1-2 volunteers responsible for compiling list of pre-purchased tickets for evening of event.
- Ticket Sales: 3-4 volunteers responsible for selling tickets the evening of the event.
- Raffle Ticket Sales: 3-4 volunteers responsible for selling raffle tickets during event and assist in prize drawings.
- Clean up: 5-7 volunteers responsible for cleaning up the hall after the event.

Field Trip Driver/Chaperone

*Description: ** Requires Virtus training. Must meet automotive insurance and seat-belt requirements.*

First Communion Dinner

Description: Annual First Communion Dinner for all First Communicants. This event is for 1st Grade parent volunteers ONLY. Organize event with Religious Education, decorate hall, and serve during dinner, clean-up

- Chair: responsible for organizing event with Religious Education.
- 8-10 1st grade parent volunteers

Fun Fair

*Description: Spring carnival for Holy Family School children. ** Requires Virtus training.*

- Chair: responsible for managing the spring carnival.
- Set up: 6 volunteers needed to set up event.
- Check-in: 4 volunteers needed to check in attendees.
- Games: 8-12 volunteers responsible for running games for students and awarding prizes.
- Cake Walk: 4 volunteers responsible for overseeing the cake walk.

Fun Fair continued:

- Bounce Houses: 5 volunteers responsible for overseeing children on/in the bounce houses.
- Popcorn: 4 volunteers responsible for making and distributing popcorn.
- Security: 8 volunteers responsible for chaperoning the perimeter of the event.
- Clean up: 6 volunteers needed to clean area after event.

Gift Certificate Program (Scrip)

Description: Major fund raising through the sales of gift certificate purchase program.

- Chair: responsible for managing, promoting and coordinating all aspects of the gift certificate purchase program.
- Co-Chair: assist Chair with all aspects of the Gift Certificate Program.

Library

*Description: Work in the school library, check students' books in/out of the library computer system and assist librarian as needed. ** Requires Virtus training.*

- 8-10 volunteers: 2 hours/week all year.
- 4-6 volunteers needed for end-of-year cleaning.

Market Day

Description: Frozen food fund raiser, 10% of all sales goes to the school.

- Chair: responsible for organizing volunteers, for processing and distributing monthly Market Day order forms, overseeing unloading of truck, separating food, filling orders.
- 3-4 volunteers needed to work once a month - September through May.

Men's Club

Description: Parish-wide organization and the force behind many parish activities. Total cost of Holy Family School athletic program is underwritten by the Men's Club. Financially supports and promotes athletics within Holy Family School. All school families are encouraged to join the Men's Club.

- President
- Vice President
- Secretary
- Treasurer
- Parish Picnic Volunteers: 40-50 total volunteers needed once a year at the annual Parish Picnic.
 - Planning Committee Chair
 - Set-up and tear-down: 15-20 volunteers needed for set up and tear down.
 - Food: 5-8 volunteers needed for cooking food.
 - Beverages/Snacks: 5-8 volunteers needed.
- Golf Outing:
 - Committee Chairs: 4 volunteers needed for arranging the golf course, sponsors, food, and gift bags.
 - 15-20 volunteers needed on the day of the event. This includes students who put golf bags on carts.

Men's Club continued:

- Father/Son Breakfast:
 - Committee chairs: 2 volunteers needed for making arrangements for the breakfast. This includes guest speaker, raffle items (gifts), church bulletin announcements, etc.
 - 10 volunteers needed to assist during the event.
- Raffles: 2 annual raffles - one for the Parish Picnic and the other between the Thanksgiving and Christmas holidays.
 - Committee Chairs: 2 volunteers needed for applying for licenses and mail drop off.
 - 8-10 volunteers needed for "Lick-n-Stick" mailings.

Parent Involvement Program (PIP)

Description: Organize and track monthly parent involvement through volunteer service hours, work with school to track service hours.

- 1 Chair, responsible for the coordination and fulfillment of volunteer activities for the school and maintain monthly reports for volunteer service. Call volunteers to remind them of upcoming events that they are scheduled to fill. Generate master list of volunteers.

Picture Day

*Description: Assist with the yearly school picture event. ** Requires Virtus training.*

- 3 volunteers: assist with getting students/classroom to picture location; placing students in correct line for photographers; fix collars, hair, etc.

PTO (Parent Teacher Organization)

Description: The PTO is organized exclusively for charitable, literacy, or educational purposes under the Authority of the Holy Family School.

- PTO President: *Description: The President shall: Preside at all and administer all regular, special and executive committee meetings. Call special meetings of the PTO Executive Committee. Serve as official spokesperson of the PTO. Prepare the Agenda for the Executive Committee in consultation with the Principal. Serve as ex-officio member of all PTO committees. Perform such duties as are incumbent of this office. Develop a yearly operating budget projection.*
- PTO Vice President: *Description: Have had a child enrolled in Holy Family School for at least three years before assuming office. Assume the duties of the President on his/her absence. Perform additional duties designated by the President. Assist in the formation of all committees and serve as an ex-officio member. Serve as PTO's representation to the Parish Council. Coordinate college scholarship program. Assume the position of the President in the subsequent year. Assist in the development of operating budget.*
- PTO Secretary: *Description: Record and make available to the members copies of the minutes of all general meetings. Conduct the correspondence of PTO. Maintain a current file of reports, records and correspondences of the PTO. Perform additional duties as designated by the President. Have the option of first right of refusal to the office of Vice President. Assist in the development of operating budget.*

PTO (Parent Teacher Organization) continued:

- PTO Treasurer: *Description: Account for, maintain, and report on all PTO revenue and expenditure activity. Review and recommend payment of bills to the Executive Committee. Provide a written monthly cash accounting report of all income and expenditures. Perform additional duties as designated by the President. Serve for two years. Assist in the development of operating budget.*

PTO Hospitality

Description: Provide refreshments at all PTO functions and arrange a set-up and clean-up, working with other committee chairs when appropriate. Provide additional hospitality services for teacher's conferences, workshops and special occasions.

- Chairperson: responsible for the coordination of hospitality volunteers.
- Volunteers

PTO Spirituality/Social Concerns Chair

Description: Send flowers, cards or Mass cards to teachers and/or to the family of PTO members as the need arises.

- One volunteer annually.

PTO Student/Parent Enrichment Chair

Description: Search, find and schedule educational programs for school assemblies.

- Chair: oversees all aspects of the Student/Parent Enrichment program, seeks and schedules events for the students and parents. Works within approved annual budget. Coordinates events with school and appropriate facilities.

Sally Foster

Description: Fall school fund raiser through the sales of Sally Foster products.

- Chair: responsible for managing the Sally Foster fundraiser.
- 10-15 volunteers needed to unload delivery truck.

Spirit Wear

Description: Sales of School Spirit Wear - not a fund raiser.

- Chair: responsible for the ordering and sales of school approved sweat shirts, t-shirts and hoodies.
- 2-3 volunteers: assist the Chair with Spirit Wear program.

SUMMERFeST

Description: Summer fund raiser, partnership between the PTO and Men's Club. Funds divided equally. Event held the weekend of the Buick Open.

- 4 co-chairs: two from PTO, 2 from Men's Club
- Volunteers: needed for selling tickets, food, security, set up, take down.
- Advertisement

SuperDraw

Description: Major fund raiser to sell raffle tickets, held every other year, opposite of the Auction.

- Chair: oversees aspects of major fund raising event. Schedule and preside over meetings, sets agenda and goals, obtains permits for raffles.
- Co-chair: assists Chair with all aspects of the fund raiser.
- Advertising Chair
- Food & Beverage Chair: solicits local restaurants and food suppliers for food & beverages for the event; oversees food and beverages on evening of event
- Decorating Chair
- 50/50 ticket sellers
- Volunteers

3rd Grade Nursing Home Field Trip Driver/Chaperone

Description: 3rd grade parents ONLY. Each Third grade class visits a local nursing home once a month for Mass/Communion Service. Drivers must meet the minimum insurance coverage minimums, follow seat-belt requirements, assist teacher as needed.

*** Requires Virtus training.*

- 6 volunteers needed per classroom/month

Walk-A-Thon

*Description: School fund raiser. Students collect pledges for miles walked. ** Requires Virtus training.*

- Chair: responsible for managing fundraiser. Also responsible for finding, arranging and locating track or venue for students to walk. Acquire sponsorship for event.
- Volunteers: responsible for assisting along track route.
- Money management volunteers: collect pledge sheets, tally amounts.

Welcoming Committee

Description: Welcoming Committee assembles welcome packet for new families at the start of the school year

- 3 volunteers: assemble "Welcome to School" signs with balloons; assemble goodie bags with welcome letter, candy, etc.
- 4-5 volunteers: deliver Welcome Packets to new families; place signs in yards where applicable.