

Home & School Committee Descriptions

BOOK FAIR (fall & spring)

- Chairperson – works with Librarian & Scholastic Rep to organize, plan & execute the two book fairs & donut Sunday events.
- Volunteer opportunities – set up/take down books, work during fair with check out, sales, restocking, etc., provide misc. assistance

FALL FESTIVAL/CARNIVAL (annual event in the fall)

- Chairperson – coordinates all aspects of the annual festival
- Volunteer opportunities – set up/take down, pre-sell tickets at various times, work shifts at festival in various games, tents, or activities.

CATHOLIC SCHOOLS WEEK (first part of new calendar year)

- Chairperson – assists the school committee to help coordinate activities and get volunteers for activities throughout the week.
- Volunteer opportunities – run daily activities, decorate school and provide supplies (food paper goods, etc) as needed for week's events.

FOOD COMMITTEE

- Chairperson – coordinated food and paper good items as needed for staff.
- Volunteer opportunities – bake/cook/pick up/donate food and paper goods for various functions/in-services/meetings, set up/clean up.

FREE MONEY PROGRAMS – BOX TOPS/HY-VEE/BAKERS/ETC. (throughout the year)

- Chairperson – promotes, collects, & redeems items for H&S funds.
- Volunteer opportunities – save & turn in Box Tops, Hy-Vee receipts, etc via your student's backpack throughout the year.

STAFF APPRECIATION WEEK (SAW) (spring)

- Chairperson – plan, execute activities and create theme for the week
- Volunteer opportunities – prep for events (decorate, package items, etc.), help set up/clean up, & solicit donations for the week
- *The SAW committee collects contribution and distributes the finds to the entire school staff via gift certificates of appreciation.*

NEW APPAREL SALES/SPIRIT WEAR

- Chairperson – works with vendors to maintain and stock new apparel, works with administration on approval of items for sale
- Volunteer opportunities – set up/run sales, aids with distribution of purchased items

ROOM PARENTS

- Chairperson – organizes volunteers to become room parents and assigns their tasks
- Volunteer opportunities – works with teacher on various needs (i.e. parties, reading with students, etc.) and communicates to parents, also works with other committees to aid in classroom needs (i.e. Staff Appreciation Week, Catholic Schools Week, service projects, etc.)

SHOWCASE/GROUNDS

- Chairperson – upkeep the school landscape plan, organizes volunteers for cleanups, coordinates showcase
- Volunteer opportunities – helps with weeding, planting flower pots, etc. in H & S ground zones, donate \$ or items for maintenance

FAMILY FOOD NIGHTS

- Chairperson – organize and communicate all family food night events and ensure rebate funds are received from event.
- Volunteer opportunities – assist chairperson in needed functions to complete a successful event.

USED UNIFORM SALES

- Chairperson – collects and preps used clothing and maintains inventory
- Volunteer opportunities – set up/run sales, coordinates sale of items throughout the year as needed by soliciting parents

GUARDIAN ANGELS

- Chairperson - coordinates outreach to new families, assign new families to volunteers
- Volunteer opportunities – outreach to new families of St. Patrick's school

YEARBOOK

- Chairperson – coordinates the production and sales of the St. Patrick's annual yearbook
- Volunteer opportunities – take/obtain photos of student/school activities, sports (soccer, track, basketball, baseball, etc.), programs (Christmas, spring, etc.) and other events (classroom parties, extracurricular activities, clubs, etc.)

DIRECTORY

- Chairperson – coordinates the updating, production, solicitation of directory sponsors, & distribution of directories
- Volunteer opportunities – assist in updating information, sponsor solicitation, & distribution

ELF

- Chairperson - coordinates solicitation of funds and distribution of gift cards to all St. Patrick's School Staff around Christmas.
- Volunteer opportunities – assist in solicitation and distribution

SCHOOL SUPPLY KITS

- Chairperson – coordinates the production and sales of the school supply kits
- Volunteer opportunities – assist in solicitation and distribution

SOCIAL MEDIA

- Chairperson – responsible for uploading and maintaining all Home & School Facebook and Twitter Accounts with pertinent & timely info.
- Volunteer opportunities – reach out to various committees for timely content, assist chairperson

VVO (various volunteer opportunities) (throughout the year)

- Chairperson - discovers, organizes & coordinates aid for various school and H&S needs
- Volunteer opportunities – work shifts for various events (picture day, health screening, holiday décor, field day, etc.)

POINSETTIA SALES (fall/winter)

- Chairperson – coordinates with a floral vendor to sell poinsettias at Christmas time
- Volunteer opportunities – assist in solicitation, sales and distribution of poinsettias

LIBRARY VOLUNTEERS – work shifts as needed for the various needs of the librarian.