

## 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

### 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.

### ELF (winter)

- \*Chairperson – coordinates solicitation of funds and distribution of gift cards to all St. Patrick's school and parish staff at Christmas time

- \*Volunteer opportunities – assist in solicitation and distribution

### 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.

### FAMILY FOOD NIGHTS / SHOPPING NIGHTS (throughout the year)

- 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.

### FOOD COMMITTEE (throughout the year)

- 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 (throughout the year)

- \*Chairperson – promotes programs to bring in funds for H&S

- \*Volunteer opportunities – submit Box Tops, Kroger, Casey's and TAGG through various apps

### GUARDIAN ANGELS

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

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

### 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.)

### SCHOOL SUPPLY KITS

- \*Chairperson – coordinates the production and sales of school supply kits

- \*Volunteer opportunities – assist in solicitation and distribution to classrooms

### 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

### SPIRIT WEAR / NEW APPAREL SALES

- 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

### 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
- The SAW committee collects contribution and distributes the finds to the entire school staff via gift certificates of appreciation.

### SOCIAL MEDIA (throughout the year)

- \*Chairperson – responsible for uploading and maintaining all H&S facebook posts with pertinent and timely info

- \*Volunteer opportunities – reach out to various committees for timely content, assist chairperson

### USED UNIFORM SALES (throughout the year)

- 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

### YEARBOOK (throughout the year)

- \*Chairperson – coordinates the production and sales of the annual St. Patrick's yearbook

- \*Volunteer opportunities – take/obtain photos of student/school activities, sports, programs (Christmas, spring, etc) and other events (classroom parties, extracurricular clubs, etc)

### 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.)