

Saint Patrick School

Service Credit Program

Descriptions

2011-2012



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Saint Patrick School

Service Credit Program – Descriptions 2011-2012

Please review the description of the service position that you currently hold or are interested in. Several service position descriptions have been changed and/or updated. All programs must run as described in this service credit booklet. Any changes will require approval from the Principal and the Pastor.

All volunteers are required to complete a Cori form, complete a one-time "Protecting God's Children" workshop and review and sign the Code of Ministerial Conduct per the Archdiocese of Boston.

Once you sign-up for a service position, the expectation is that you will fulfill your service credit commitment of 35 credits. Please note that as the school year progresses, changes in service position becomes difficult. An appropriate billing statement will be generated if the commitment is not fulfilled.

When deciding which service position to select, please keep in mind that committee members are expected to fulfill the requirements listed; however, we recognize that unforeseen situations may develop resulting in an inability to comply with a requirement. When such situations occur, members should notify the Chairperson as soon as possible in order to make other arrangements. If the Chairperson is unable to resolve a situation in a timely fashion, they should contact the Service Coordinators.

Credit value is based on service credit responsibilities and are designed to not only raise funds to defray tuition but also to provide the opportunity where parents can come together as a school community while keeping our students safe.

Partial Credit option is available for families who wish to sign up for a 10, 15, or 20 credit position only with full payment of balance at \$35 per credit due prior to beginning of school year in September. Service Credit Coordinators along with the Principal will determine feasibility and approval of all such requests.

In September (date TBD) a meeting will be held for all chairpersons and co-chairpersons of fundraising events. This meeting will also include the principal, MC president, PTO president, service credit coordinators and database support chairperson. This meeting will be held to review all guidelines regarding the pre-approval criteria prior for ALL events. Pre-approval from administration must be obtained prior to all major school related events. **Mandatory attendance required.**

Service positions are assigned based on the criteria noted below:

1. Experience
2. Seniority in the school
3. Negotiate with administration
4. Lottery

The Service Credit Program booklet can be accessed through the St. Patrick School website and is updated regularly.

As you know, the school depends heavily on everyone's assistance. We thank you in advance for your support and cooperation.

Important Note: In recognition of the responsibilities of the following service credit jobs:

- Christmas Fair Chairperson(s)
- Spring Fundraiser Chairperson(s)

The individuals who perform these functions for two years will receive one-year relief from the Service Credit Program, to be used the next year and have preferred choice status of open jobs when they return to the program. If that person decides to forego their 'relief year', then they will have preferred choice status for that year.

School Fundraising Activities

Christmas Fair

General Responsibilities:

All positions are required to **attend all mandatory meetings**, work **all hours that the Christmas Fair is open** (with the exception of the parking lot attendants), and are expected to arrive ½ hour before start of fair Friday and Saturday, work the day (Thursday) prior to the fair, and help with clean-up at the end of the fair. Shift helpers are only required to work their shift as well as clean up at the end of the Christmas Fair.

All chairpersons and assistants are responsible for the presentation of their table including, product display, space allocation, and general festive appearance. Chairpersons are also responsible to confirm with the fair director that assistants and workers have fulfilled their service credit requirements for this event.

Fair Director - Responsible for the planning and operation of the Christmas Fair. *One or both Chairpersons must be food safety certified. (Certification lasts for five (5) years and Mother's Club reimburses class fee).* This includes generating publicity, bulletin inserts, fair setup, overseeing every table, organizing meetings, certifying completion of all service credit program commitments, etc. Responsible to work with Principal to procure upper school student volunteers for hours at the Fair. Requires permission slips be sent home in advance and attendance and service hours be documented. Responsible for contacting high schools to procure student volunteers to work the days of the Fair as well as documenting participation and attendance. Chairpersons responsible for arranging custodial services. *Chairperson(s) is responsible for establishing and obtaining budget approval FOR ALL TABLES by the Treasurer of the Mother's Club prior to allocation of funds. Prior approval is necessary to guarantee reimbursement.*

Christmas Fair – Fair Director	Credits	Availability
2 Chairpersons	35	filled

Treasurers –Assure the integrity of the financial accounting of the entire event. Be available to make change and provide cash and coins to all tables, collect funds as needed or requested. Make deposits to the bank as funds reasonably accumulate. Coordinate with Fair Director and Mother's Club Treasurer regarding expenses by and/or for each table. Provide a reconciliation of all financial activity with detail by table. Treasurer and Co-Treasurer must be present the entire fair. Bookkeeping/accounting experience is required. Credentials will be reviewed prior to position being assigned. **Required to attend all mandatory meetings.**

Christmas Fair - Treasurer	Credits	Availability
1 Treasurer	35	filled
1 Co-Treasurer	35	filled

Bake Table – Soliciting required. This position requires extensive baking of cookies, pies, breads, fancy cakes, etc. All positions are required to work set-up the day before the fair, all fair hours, and clean up after the fair. Responsible for organizing all contributions by classroom, designing opportunities for youth participation as in decorating gingerbread people, etc. **Required to attend all mandatory meetings.**

Christmas Fair – Bake Table	Credits	Availability
1 Chairperson	35	filled
2 Assistant Chairpersons	35	filled

Toy Table – Soliciting required. Must be able to come up with new ideas for toys, prizes, and games for children. This is a fast paced table that the children enjoy. All positions are required to work set-up the day before the fair, all fair hours, and clean up after the fair. **Required to attend all mandatory meetings.**

Christmas Fair – Toy Table	Credits	Availability
1 Chairperson	35	filled
1 Assistant Chairperson	35	filled
1 Worker	35	filled

Book Nook and Canned Goods Table – This table’s main focus will be canned goods and books. The Book Nook Chairperson must be willing to pick-up and store all book table items at your house. Responsibilities include transportation of the items to the fair. The Canned Goods Chairperson will be responsible for distribution of notices to school community requesting donations of canned and dry goods, for providing collection boxes in each classroom, and for collecting and keeping track of all donated canned goods from school. All canned goods and packages must be checked for expiration dates. All positions are required to work set-up the day before the fair, all fair hours, and clean up after the fair. **Required to attend all mandatory meetings.**

Christmas Fair – Book & Cans	Credits	Availability
1 Chairperson – Book Nook	35	filled
1 Chairperson – Canned Goods	35	filled

Kid’s Jewelry Table – This is a table the children love. Responsible for finding funky jewelry connections, making jewelry and small gift items that the kids will buy. Some items are sold on consignment, so counting and returns must be made by Tuesday. All positions are required to work set-up the day before the fair, all fair hours, and clean up after the fair. **Required to attend all mandatory meetings.**

Christmas Fair – Kid’s Jewelry Table	Credits	Availability
1 Chairpersons	35	filled
1 Assistant Chairperson	35	filled

“Kids Corner” Table – This table will provide fun games, penny candy, face painting, fingernail painting, popcorn during fair operation hours. Must be willing to be responsible for storing of items,

solicitation if necessary, game stations and all aspects of table. This is a table kids love. All positions are required to work set-up the day before the fair, all fair hours, and clean up after the fair. **Required to attend all mandatory meetings.**

Christmas Fair – Kids Corner	Credits	Availability
1 Chairperson	35	filled
1 Assistant Chairperson	35	filled

Knit Table – Must be willing to recruit knitters or people who can crochet. Help to hang notices, place announcements in the parish bulletin and pick up donated items. All positions are required to work set-up the day before the fair, all fair hours, and clean up after the fair. **Required to attend all mandatory meetings.**

Christmas Fair – Knit Table	Credits	Availability
1 Chairpersons	35	filled
1 Assistant Chairperson	35	filled

Religious Table – All positions are required to work set-up the day before the fair, all fair hours, and clean up after the fair. The collection of religious items will be throughout the school year and will be picked up in the parishioner’s homes prior to the fair. There is some cleaning (statues, paintings, jewelry) and repair involved. Also, the storage of items at the end of the fair is required by the Chairperson and Asst. Chairperson. **Required to attend all mandatory meetings.**

Christmas Fair – Religious Table	Credits	Availability
1 Chairperson	35	filled
1 Assistant Chairperson	35	filled

Produce Table – Donations must be solicited and picked up. The Thursday before the fair, you must have access to a truck or station wagon and head into Chelsea Markets to pick up an enormous amount of produce. Responsible for loading and unloading. Produce must also be presented/wrapped, etc. in an attractive manner and responsible for making fruit/produce baskets. All positions are required to work set-up the day before the fair, all fair hours, and clean up after the fair. **Required to attend all mandatory meetings.**

Christmas Fair – Produce Table	Credits	Availability
1 Chairperson	35	filled
1 Assistant Chairperson	35	filled

Raffle – Work starts in August, but the majority of the work is done in October and November. Responsible for pickup of donations and packaging of donations. Both Chairperson and Assistant Chairpersons are required to solicit outside donations. You must be able to meet deadlines and plan ahead. You must keep accurate records. You must have great organizational skills and be able to work independently. You are required to work set-up the day before the fair, all fair hours, and clean up after the fair. **Required to attend all mandatory meetings. Chairperson is responsible for obtaining**

budget approval by the Treasurer of the Mother's Club prior to allocation of funds. Prior approval is necessary to guarantee reimbursement.

Christmas Fair – Raffle	Credits	Availability
1 Chairperson	35	filled
2 Assistant Chairpersons	35	filled

Food/School Hall-Snack Bar – One member of the committee must be food safety certified. (Certification lasts for five (5) years and Mother’s Club reimburses class fee). Coordinators must apply for and get permit from the Town of Stoneham for the two days of the fair. This must done in early October to ensure its procurement in time. Responsibilities include Friday School Lunch and food prepared and served throughout the duration of the fair. Extensive soliciting and cooking is required. Must buy and prepare foods to be sold at the Parish Center. All positions are required to work set-up the day before the fair, all fair hours, and clean up after the fair. Responsible for the upkeep of the dining room while fair is in operation. **Required to attend all mandatory meetings.**

Christmas Fair – Food	Credits	Availability
2 Coordinators	35	2-open
4 Assistant Workers	35	filled

Curiosity Shop – Chairperson will be responsible for adhering to protocol for determining the acceptability of donations. Chairperson is also responsible for collecting donations. Donations CAN NOT be dropped off at the Parish, the Parish rectory or St. Patrick School. Must meet people or drive to their homes to pick up items. 2 chairpersons should go together for all residential pickups. Must be willing to store all curiosity items at your house beginning the second week of October. Transportation of the items to the fair on Thursday and cleanup on Saturday is required. **The assistant chairpersons will assist the chairperson with pick-up, storage and transportation of items. All positions must work to set-up the table day prior to fair, work all fair hours and clean up at end of fair. Required to attend all mandatory meetings.**

Christmas Fair – Curiosity Shop	Credits	Availability
1 Chairperson	35	open
3 Assistant Chairpersons	35	1-open

Jewelry Table - Required to pick up, store and solicit if needed, jewelry items beginning in October. Organize, price, and sell items. Provide cleanup at end of event. All positions are required to work set-up the day before the fair, all fair hours, and clean up after the fair. **Required to attend all mandatory meetings.**

Christmas Fair– Jewelry Table	Credits	Availability
1 Chairperson	35	filled
1 Worker	35	filled

Pot O’Gold – The Pot O’Gold position requires continuous soliciting with the microphone (including selling raffle tickets, announcing sales at various tables, selling food, etc.) at the fair on both days (Friday and Saturday). The Pot O’Gold person will also be responsible for helping the Chairpersons

decorate the hall for the Fair on the Thursday before the fair, and for cleanup after the fair. **Required to attend all mandatory meetings.**

Christmas Fair – Pot O’Gold	Credits	Availability
1 Chairperson	35	filled

Set-up Workers – Each worker must be at the church hall at 8:00 a.m. on Thursday the day prior to the Fair. Workers may not bring small children during fair set up or fair clean up. Must be available on Saturday to help with the cleanup at fair’s end. **Required to attend all mandatory meetings.**

Christmas Fair – Set Up	Credits	Availability
4 Workers	20	filled

Shift Helpers – Work in various assigned positions at the fair. Helpers are required to assist in the cleanup of the hall at fairs end. **Required to attend all mandatory meetings.**

***If able to work all 3 shifts the credit value equals 35 credits.**

Christmas Fair – Shift Helpers	Credits	Availability
Friday – 9:00 – 2:00 (6 Workers)*	10	filled
Friday – 3:00 – 8:00 (6 Workers)*	10	filled
Saturday – 9:00 – 2:00 (6 Workers)*	10	filled

Parking Lot Attendant - Parking lot coordinator must be present from the start of the fair until the end of the fair. The coordinator is required to remain in the parking lot at all times and is responsible for monitoring parking lot safety and rules, etc. The coordinator will also facilitate the coordination of funerals, weddings, masses and school dismissal throughout the Christmas Fair event. Attendants are required to oversee the parking lot during fair hours, direct vehicles into parking spaces while keeping fire lanes open and the parking lot safe. **Does require being outdoors. Required to attend all mandatory meetings.**

***If able to work all 3 parking lot shifts the credit value equals 35 credits.**

Christmas Fair – Parking Lot Att.	Credits	Availability
Coordinator	35	filled
Friday - 8:30-2:30 (4 Attendants)*	10	filled
Friday – 2:30-8:00 (4 Attendants)*	10	filled
Saturday – 9:30-3:00 (4 Attendants)*	10	filled

Spring Fundraiser

One or both Spring Fundraiser Chairpersons must be food safety certified and be present during the entire event, including set-up and clean up. Must attend a food safety certification class to become certified. Certification lasts for five (5) years and Mother’s Club will reimburse class fee.

Spring Fundraiser Chairpersons – Chairperson 1 is responsible for all facets of planning the spring fundraiser including caterer, entertainment, class baskets/projects, equipment rental, etc. Chairperson 2 is responsible for all facets of executing the spring fundraiser including facility set-up/decorating, Raffles, booklet, publicity, silent auction set-up, etc. Chairpersons will work closely together overseeing all sub-committees, Auction Workers, and meetings. Chairpersons will work closely with the Donation Committee Coordinator, Treasurer and Co-Treasurer. Chairpersons responsible for arranging custodial services.

Spring Fundraiser	Credits	Availability
Chairperson #1	35	filled
Chairperson #2	35	filled

Spring Fundraiser Donation Committee Members - Responsible for soliciting donations/sponsorships and the preparation of donation letters i.e. printing, mailing, faxing, phone calls/soliciting of donations, committee meetings, donation pick-up, store and transport donations and weekly updates to chairpersons. Coordinator is responsible for managing all aspects of the donation database i.e. mailing, faxing, etc, print letters for mass mailing and school community, bulletin inserts re: donations, distribution of donation call lists to members, and compiling weekly updates from committee members. **Committee members must help with set-up of donations on day of event, work the evening of the spring fundraiser and clean up after event.**

Required to attend all mandatory meetings. Chairperson is responsible for obtaining budget approval by the Treasurer of the Mother's Club prior to allocation of funds. Prior approval is necessary to guarantee reimbursement.

Spring Fundraiser – Donation	Credits	Availability
Donation Committee Coordinator	35	filled
11 Committee Members	35	filled

Spring Fundraiser General Duties Committee – Responsible for completion of all ODD JOBS prior to the evening of the Spring Fundraiser (ie. making gift basket prizes, photocopying and stuffing of bulletin inserts, paddles, etc. Must attend Spring Fundraiser meetings. Committee members must work the evening of the Spring Fundraiser, which includes set-up the night before event and cleanup after the event. **Required to attend all mandatory meetings.**

Spring Fundraiser – General Duties	Credits	Availability
5 Committee Members	35	filled

Spring Fundraiser Treasurers -- Responsibilities include obtaining liquor license, ticket sales, organization of check out process and all financials connected with the Spring fundraiser. Will work closely with Auction Chairpersons and Mother’s Club Treasurer. Will provide a reconciliation of all financial activity in detailed spreadsheet. Treasurer and Co-Treasurer must be present the entire auction. Bookkeeping/accounting experience is required. Credentials will be reviewed prior to positions being assigned. **Required to attend all mandatory meetings.**

Spring Fundraiser – Treasurer	Credits	Availability
Treasurer	35	filled
Co-Treasurer	35	filled

Spring Fundraiser Raffle Committee – Responsibilities include parish mailing, photocopying for **ALL bulletin inserts and** school notices, scheduling and insertion of all bulletin inserts on Saturday mornings at the rectory, selling of raffle tickets at the Christmas Fair and after masses the two weekends prior to the Spring Fundraiser. Committee members must work the evening of the auction and cleanup after the event. **Required to attend all mandatory meetings.**

Spring Fundraiser – Raffle Comm.	Credits	Availability
2 Committee Members	35	filled

Spring Fundraiser Publicity – Responsible for all aspects related to getting the “word out to the public” about the auction. Responsibilities include writing articles to be published in surrounding area newspapers, cable channel and parish website, bulletin inserts, writing articles for the parish newsletter, creating and distributing flyers with spring fundraiser information, ticket sales, raffles, N.U.T.S (No Uniform Today slips), prizes, etc. Also, working with individuals responsible for making all contacts with newspapers, cable stations, website coordinators, school notices, C.C.D. notices, parish notices, etc. to “get the word out to the public” about the spring fundraiser event. Responsibilities also include: setting up the “Thank You” advertisement and picture with the major sponsors and the Pastor at the rectory after the spring fundraiser. This will be published in the Stoneham Independent newspaper. Must work the evening of the spring fundraiser and cleanup after the event. **Required to attend all mandatory meetings.**

Spring Fundraiser – Publicity	Credits	Availability
1 Chairperson for Publicity	35	filled

Spring Fundraiser Class Basket - Responsible for brainstorming ideas for creative class baskets/projects and sending notices to school parents requesting donations and volunteers from each class to make baskets/projects, providing announcements to school community when class baskets will be displayed, set up of class basket display, etc. Committee members must work the evening of the Spring fundraiser and set-up the evening before and cleanup after the event. **Required to attend all mandatory meetings.**

Spring Fundraiser – Class Basket	Credits	Availability
2 Committee Member	35	filled

Spring Fundraiser Booklet – Create design and layout of the spring fundraiser booklet, using desktop publishing application (Quark Xpress has been used in the past). Create illustrations for cover and divider pages. As text is received from chairperson, type copy into word processing program or page layout. Also, as ads come in, scan all art, recreate art that does not scan well or will not reproduce well. Proofread entire book with chairperson. Make any necessary changes. Provide printer with laser print copy of book and disk. Must adhere to all deadlines set by the fundraiser chairperson. **Required to attend all mandatory meetings.**

Spring Fundraiser – Booklet	Credits	Availability
1 Committee Member	35	filled

Spring Fundraiser Workers – Responsibilities include set-up of the hall the evening before the spring fundraiser, work the afternoon and evening of the event and cleanup after the event. **Required to attend spring fundraiser job training meetings and all mandatory meetings.**

Spring Fundraiser – Workers	Credits	Availability
5 Workers	15	filled

1000 Club

1000 Club - This major fundraising activity requires a total of 14 people to work in teams - Team A and Team B. Notification of Team assignment will be completed prior to beginning of 1000 club commitment. This is a twelve (12) month commitment beginning in July, (every other month on Monday evening (6 per year) and every month on Tuesday evening (12 per year). **If you are unable to attend your team assignment you must find a substitute or an appropriate billing statement will be issued. Arrival after the 7:00 pm start time will also constitute an appropriate billing statement to be issued.**

Treasurer – Responsibilities include verifying all checks for accuracy and depositing in account; issuing and mailing checks to monthly winners, making payments for all invoices; preparing annual reports to the Town and State; completing the required forms to obtain the annual permit; ordering and/or picking up supplies; checking the phone messages and providing the follow up.

1000 Club	Credits	Availability
Treasurer	35	filled

Bookkeepers – Responsibilities include accurate posting of all payments to individual membership accounts. Completing all forms for new memberships and/or cancellations; completing and providing the delinquent list. Must be available for Call and/or Drawing nights. Drawing Night is 2nd Tuesday of the month 7:00 pm until completion of tasks. Call Night is the night before the Drawing Night (Monday) 7-9 p.m.

1000 Club	Credits	Availability
3 Bookkeepers	35	1-open

Workers – Responsibilities include working on the Call Night and Drawing Night. Responsible for notifying members by telephone that they are two or more months behind in payments; writing any comments and/or information on the members cards and delinquent sheet; completing written letters for delinquent members; filing all cards in file. Drawing night assist in setting up for the drawing; making the coffee and refreshments available to the members; assist in all aspects of the mailing including the delinquent notices, recording, typing, printing, folding, and distributing of the monthly newsletter. Returning all supplies and/or books to the 1000 Club Room. Drawing Night is 2nd Tuesday of the month starting at 7:00 pm until completion of tasks. Call Night is the night before the Drawing Night (Monday) 7-9 p.m.

1000 Club	Credits	Availability
8 Workers	35	filled

Assistants – On the Drawing Night, assist in setting up for the drawing; making the coffee and refreshments available to the members; assist in all aspects of the mailing including the delinquent notices, recording, typing, printing, folding, and distributing of the monthly newsletter. Returning all

supplies and/or books to the 1000 Club Room. Drawing Night is 2nd Tuesday of the month starting at 7:00 p.m. until completion of tasks.

1000 Club	Credits	Availability
2 Assistants	25	2-open

Treasurer Assistant and Coordinator Assistant – On Drawing Night assist in setting up for the drawing; making the coffee and refreshments available to the members; assist in all aspects of the mailing including the delinquent notices, recording, typing, printing, folding and distributing of the monthly newsletter. In addition to working the drawing night will assist the Treasurer and 1000 Club Coordinator in picking up supplies; delivering school parent envelopes to the school office for distribution; delivering the membership mailing to the Post Office. Returning all supplies and/or books to the 1000 Club Room. Drawing Night is 2nd Tuesday of the month 7:00 pm until completion of tasks.

1000 Club	Credits	Availability
1 Treasurer Assistant	35	filled
1 Coordinator Assistant	35	open

Other Fundraising

Christmas Wreath Sale – This event requires 1 chairperson to procure wreaths/kissing balls, etc., price, arrange for set-up, advertise, plan/implement pre-sale and work the entire event. It also requires 2 people (1 chairperson and 2 workers) to **work all hours** of the sale setting up, selling, and cleaning up after the sale, and to help with all sales (including pre-sales). **The sale will be one weekend early in December (Friday from 2:00 – 3:30 p.m., Saturday from 12:00 – 7:00 p.m., and Sunday 8:00 a.m. – 1:00 p.m.).**

Christmas Wreath Sale	Credits	Availability
1 Chairperson	35	filled
2 Workers	35	filled

Cash Calendars – The chairperson’s responsibility for this event will involve ordering calendars and envelopes, working with principal and school secretary to monitor family participation, assembling calendar packets and sort by grade, advertising in the parish bulletin, all communications with school community, weekly notification of cash calendar winners (January), mailing of notices and payments to each winner weekly, as well as, publishing all cash calendar winners in the parish bulletin in February. The assistant chairperson’s duties include picking up envelopes twice a week, sorting, counting, and logging all money, resolving errors, depositing money to Mother’s Club, and developing tickets for incentive drawing. **Must provide 3 printing quotes prior to authorization of printing and present to the Treasurer of the Mother’s Club.**

Fall Fundraiser	Credits	Availability
1 Chairperson	35	filled
1 Assistant Chairperson	35	filled

Trivia Night – The Chairperson and assistant chairperson are responsible for coordinating and organization of all facets of planning and operation of the trivia night event. Workers are responsible for set up, working the entire event and clean up. Date of event is to be determined by Chairperson and Assistant Chairperson. Chairperson responsible for arranging custodial services. **Required to attend all mandatory meetings. Chairperson is responsible for obtaining budget approval by the Treasurer of the Mother's Club prior to allocation of funds. Prior approval is necessary to guarantee reimbursement.**

Trivia Night	Credits	Availability
1 Chairperson	35	filled
1 Assistant Chairperson	35	filled
6 workers	15	filled

Fall Shopping Night – This is a school and community fundraising event planned for the fall. This event requires one chairperson and one assistant chairperson to be responsible for public relations, coordinating with local vendors or crafters, coordination of donations, set-up and cleanup. Chairperson must seek out food donations for the event. Chairperson responsible for arranging custodial services. **Chairperson is responsible for obtaining budget approval by the Treasurer of the Mother’s Club**

prior to allocation of funds. Prior approval is necessary to guarantee reimbursement. This event requires 5 workers to work the entire event, which includes set up, the Fall Shopping Night event, and cleanup.

One or both Chairpersons must be food safety certified and be present during the entire event, including set-up and clean up. Must attend class to become certified. Certification lasts for five (5) years and Mother's Club will reimburse for class fee.

Fall Shopping Night	Credits	Availability
1 Chairperson	35	filled
1 Assistant Chairperson	35	filled
5 Workers	15	filled

School Support/Safety Activities

All involved with Student Supervision must attend a half-hour orientation meeting at the beginning of the school year.

School Supervision Coordinator – This supervisory position requires 1 person to coordinate the responsibilities of all workers assigned to the school during the school day (ie. before school supervisor (door duty), morning recess, first aid, and absentee follow-up). Supervisor is also responsible for re-designing the sign-in procedures and submitting monthly attendance records to the school office and service credit coordinators. Supervisor will have direct responsibility to contact workers regarding attendance and missed commitments. Supervisor is required to conduct a meeting in June of all workers prior to the beginning of school to discuss responsibilities, policies/procedures, commitment, and coordinate an Epi-pen training class.

School Supervision Coordinator	Credits	Availability
1 Chairperson	35	filled

Student Supervisors – These positions involve supervision of students during the school day.

- **Before School Supervision:** This requires two people per day to supervise the children in the schoolyard before school begins, and to be door monitors for 15 minutes following entry. Total time commitment is a ½ hour (**7:55 a.m. – 8:25 a.m.**). The door of the old school building must stay open and the individual must stay at the bottom of the steps to assist small children getting out of cars when necessary. May not bring small children to this service position. Must attend yearly mandatory meeting held in June. **Each person is required to sign in at the school office prior to before school supervision.**

Old School Building	Credits	Availability
Monday	35	filled
Tuesday	35	filled
Wednesday	35	filled
Thursday	35	filled
Friday	35	filled

New School Building	Credits	Availability
Monday	35	filled
Tuesday	35	filled
Wednesday	35	filled
Thursday	35	filled
Friday	35	filled

- **Morning Recess:** This requires 4 people per day to supervise the children in the schoolyard from **9:55 am – 10:20 a.m.** This position includes a yearly 1-hour Epi-pen training class. May not bring small children to this position. Must attend yearly mandatory meeting held in June. One (1) absence is allowed per school calendar year (2+ absences will result in a billing statement at \$35 for each missed date). Responsible to find a substitute, if unable to fulfill recess duty on your scheduled day, from the recess substitution list provided to all recess duty persons at the beginning of the school year. If no substitute is provided, an appropriate billing statement will be issued. **Each person is required to sign in at the school office prior to recess duty.**

Morning Recess	Credits	Availability
Monday – 4 positions	35	filled
Tuesday – 4 positions	35	filled
Wednesday – 4 positions	35	filled
Thursday – 4 positions	35	filled
Friday – 4 positions	35	filled

First Aid Person – This position requires one person per day to staff the first aid station in the school for one hour at lunchtime **11:30 am - 12:35 pm.** This position includes a yearly 1-hour Epi-pen training class. Must attend yearly mandatory meeting held in June. **Each person is required to sign in at the school office prior to first aid duties.**

First Aid Person	Credits	Availability
Monday – 1 position	35	filled
Tuesday – 1 position	35	filled
Wednesday – 1 position	35	filled
Thursday – 1 position	35	filled
Friday – 1 position	35	filled

Absentee Follow-up/Lunch Organization – This requires one person each day to contact all parents or guardians of children who are absent from school and have not contacted the office by 8:30 a.m. You are required to log the day’s attendance into the computer. In addition, each person will collate lunch program requests for the day and communicate school needs to the program provider. Must attend yearly mandatory meeting held in June.

Absentee Follow-up/Lunch	Credits	Availability
Monday – 1 position	35	filled
Tuesday – 1 position	35	filled
Wednesday – 1 position	35	filled
Thursday – 1 position	35	filled
Friday – 1 position	35	filled

Pizza Lunch Coordinator – There will be one pizza lunch a month. Responsibilities will include sending out notices, picking up order slips, preparing class lists for distribution, collecting and counting

money for deposit and serving the lunch to the students.

Lunch Coordinator	Credits	Availability
1 – 1 day a month	35	filled

Lunch Duty – Responsibilities include supervising and assisting children in the lunchroom and in the schoolyard. Cleaning tables after each lunch period. Lunch Hour is **11:25 pm to 12:35 pm**. This position includes a yearly 1-hour Epi-pen training class. May not bring small children to this position.

Lunch Coordinator	Credits	Availability
Monday	35	filled
Tuesday	35	filled
Wednesday	35	filled
Thursday	35	filled
Friday	35	filled

Pre-K Lunch Duty – Responsibilities include assisting pre-kindergarten students during lunchtime and cleaning tables after lunch. Lunch is 45 minutes. Lunch is scheduled from **11:45 am-12:30 pm**. This position includes a yearly 1-hour Epi-pen training class. May not bring small children to this position.

Pre-K Lunch Coordinator	Credits	Availability
Monday – 2 positions	35	filled
Tuesday – 2 positions	35	filled
Wednesday – 2 positions	35	filled
Thursday – 2 positions	35	filled
Friday – 2 positions	35	filled

General School Community Services

Enrichment Program – Chairperson is responsible for researching and scheduling the Enrichment Programs for the students. Contact presenters, create schedule for the programs, review with the Principal for approval, facilitate the presentations (reserve room(s), coordinate with maintenance), create and distribute notices informing teachers/families of upcoming programs. Program information is submitted to the Grant Coordinator for the purpose of writing grant requests.

The Box Tops/Fundraiser for Enrichment Coordinator is responsible for all fundraising efforts including soliciting and collecting Tag Day money and managing the Box Tops for Education program at or above its current level. This includes creating and distributing all notices, collection/counting of money, and making bank deposits. The Box Tops/Fundraiser for Enrichment Coordinator will provide the Chairperson with a monthly financial report, to include all money collected/deposited as well as a Box Top update. The Box Tops/Fundraiser for Enrichment Coordinator will assist the Enrichment Chairperson when necessary.

Enrichment Program	Credits	Availability
1 Chairperson	35	open
1 Box Tops/Fundraiser for Enrichment	35	filled

Grant Coordinator – Required to research, write, and submit grants on behalf of St. Patrick School. Work with the Enrichment Coordinator, Principal, Consultative Board, and other school community groups to get suggestions, ideas and schedule of programs. There are numerous grants offered by the local and state government, local business groups, creative art councils, various corporations, etc. Solid writing skills, computer knowledge, and access to the Internet required. Provide a monthly listing to the Consultative Board of grants in process or received.

Grant Coordinator	Credits	Availability
1 Coordinator	35	filled

Quiz Bowl - This event takes place in February and requires 2 chairpersons to assist the seventh and eighth grade participants in preparing for the event. The preparation is done after school.

Quiz Bowl	Credits	Availability
2 Chairpersons	35	filled

School Book Sale – This activity requires the chairperson and co-chairpersons to set up for Book Sale evening prior, supervision of book sale, order taking, collection of money, and assisting of the children as necessary. The Chairperson is responsible for scheduling the event and Book sale financials. Co-Chairpersons are responsible for assembling the newsletter with Scholastic magazine attachment and distribution to all classroom teachers Pre-K through 8. The Book sale is generally scheduled in the spring and is 3 days in duration. The Book Sale runs during the school day as well as for a short period after

school. All three Chairpersons are required to work set-up, entire Book sale, clean up, re-packaging of unsold books, etc.

School Book Sale	Credits	Availability
1 Chairperson	35	filled
2 Co-Chairpersons	35	filled

Librarian - This position involves working in the library during the school day to assist students in Grades 1-4, when they come for their assigned library times. A schedule is determined by the teachers and librarians at the beginning of the school year. There will be two assigned days, with one librarian each day. Responsibilities will include checking books in/out, shelving returned books, record keeping, general cleaning, seasonal decorating and other tasks (depending on creativity of person) associated with the upkeep of a library. Responsibilities will also include inviting students in the primary building to contribute a book to the library in honor of the child’s birthday, order books for birthday contributions, as well as, books which may be donated for other reasons. Also responsible to label books with “donation” stickers in front of books and will send out thank you notes.

Librarian	Credits	Availability
2 Chairpersons	35	filled

Recording Secretary for Consultative Board – This recording secretary is to attend ALL Consultative Board meetings and take down and transcribe the records of the meeting. The minutes of the Consultative Board meeting must be prepared and distributed to all board members within 4-5 days. One week prior to the next meeting, minutes of the last board meeting are prepared and given to the Consultative Board Secretary and are distributed to the board members along with the agenda for the next meeting. **The Recording Secretary is not a member of the Consultative Board and is not allowed to vote or to participate in discussions other than for purposes of clarification.**

Recording Secretary – Cons. Brd.	Credits	Availability
1 Secretary	35	filled

Lenten Lunch - This event requires 2 Chairpersons who will work in conjunction with the school administration in all aspects pertaining to the planning involved with the Lenten Lunch Program. The Chairpersons will coordinate with the 6 workers in planning the lunch menu, purchasing goods, advertising and working ALL lunches (9:00 a.m. – 2:00 p.m.). Each worker is responsible for 1 ENTIRE LUNCH and would be required to begin work on that week at 8:00 a.m. and work until 2 p.m. This includes cooking or soliciting the main meal, coordinating the meal for students, counting the money, shopping for the lunch, set-up, cleanup, as well as working all other lunches. Lenten Lunch workers are responsible for cashier duties and for provision of register balance following lunch. Lenten Lunch will consist of no more than 6 lunches. Lenten Lunch will begin the Wednesday after Ash Wednesday and will not be offered during school vacation week or Holy Week.

One committee member must be food safety certified and must be present during the entire event,

including set-up and clean up. Must attend a food safety class to become certified. Certification lasts for 4 years and Mother’s Club will reimburse class fee.

Lenten Lunch	Credits	Availability
2 Chairperson	35	filled
6 Workers	35	1-open

Halloween Activity – This activity for all grades requires a Chairperson to establish a party agenda and is directly responsible for all activities of the event. The Assistant Chairperson will work with the Chairperson in the preparation of the Halloween Party. This will involve pre-party prep work, set-up, provision of food and drink at the afternoon and evening event, decorating, monitoring of the elevators upstairs and downstairs, monitoring of the door to OLPH, monitoring of the boys and girls restrooms and pre-arrangement of custodial services. The workers will assist with the activities the day of the party to include pre-party preparation, set-up, monitoring of the elevators upstairs and downstairs, monitoring of the door to OLPH, monitoring of the boys and girls restrooms, and cleanup. **The use of fog/smoke machines is strictly prohibited in Our Lady of Providence Hall.**

Halloween Activity	Credits	Availability
1 Chairperson	35	filled
1 Assistant Chairperson	35	filled
5 Workers	20	filled

Sports Program – The Sports Coordinators will organize all aspects of team management for the boys and girls 5th, 6th, 7th, and 8th grade basketball program and any other ancillary sport related duties negotiated with the Principal. The Sports Coordinators for the teams will work closely together to coordinate practices and practice times, secure practice locations, structure of games, tournaments, schedules, fill in for coaches when necessary, etc. The Head Coach for each basketball team (Senior Boys, Junior Boys, Senior Girls, Junior Girls) will be responsible for running practice sessions, tournaments, and games. **All positions are appointed positions** (Credentials for these positions will be reviewed by the Sports Coordinators and the School Administration).

Sports Program	Credits	Availability
2 Sports Coordinator	35	filled
2 Head Coach – Senior Boys	35	filled
1 Head Coach – Junior Boys	35	open
1 Head Coach - Junior Boys	35	filled
2 Head Coach – Senior Girls	35	filled
1 Head Coach – Junior Girls (white)	35	open
1 Head Coach - Junior Girls (green)	35	open

Holiday Pastry Sale – Responsibilities include running all aspects of a pastry sale at Thanksgiving and Easter, organizing a taste test after weekend masses, managed all orders and payment, frequent

bank deposits, created labels for all orders, picked up and organized orders and distributed baked goods to customers.

Holiday Pastry Sale	Credits	Availability
3 Chairpersons	35	filled

Entertainment – Responsibilities include providing DJ Entertainment and all necessary equipment, etc. for the following school events: Halloween party in the Fall, Spring Fundraiser in March, and Trivia night.

Entertainment	Credits	Availability
1 Coordinator	35	open

Computer Support – Responsibilities include maintenance of all computers in the computer lab and school, repair when needed where parts are not required. Coordinating with administration, repair where purchase of required parts is necessary. Work with computer teacher to audit working conditions of computers on a regular basis. Responsible for making periodic recommendations to the Consultative Board on condition and viability of hardware in the computer lab. **Candidate must have extensive computer experience (hardware/software).** (Credentials for these positions will be reviewed by the School Administration.)

Computer Support	Credits	Availability
5 Chairpersons	35	filled

Database Support for Fundraising Events – This requires one coordinator responsible for creating and maintaining a database in Excel to include solicitation information for Christmas Fair, Spring Fundraiser, and any other school fundraising events. This person will be responsible for meeting with and maintaining contact with the chairpersons of each event and updating the database after each major fundraising event. This person will be required to provide an updated database in late August to each event chairperson.

Database Support	Credits	Availability
1 Chairperson	35	filled

Magazine Drive – Coordinators of this program will coordinate all aspects from set-up meetings, phone calls, emails with the magazine rep, prepare packets for the school, distribution of the packets to the appropriate grades, kick off program in the early fall, collect orders. Work begins in summer to ensure kick off at beginning of school year. Once orders are in they must be reviewed and tallied. Coordinate individual or classroom prizes. This is an ongoing fundraiser so reminder notices need to be sent periodically and monitoring of online orders to ensure appropriate commissions for the school.

Magazine Drive	Credits	Availability
2 Co-Coordiators	35	1-open

Scripts – Chairperson and Co-Chairperson coordinate all aspects of the design, implementation and administration of this fundraiser, which involves purchase of scrip (gift cards) of local and national retailers through online scrip company (glscrip.com). Includes ongoing processing and record keeping of scrip purchases by school families. Responsible for regular updates to Principal and Mothers’ Club Treasurer of reconciliation of purchases made and revenue earned through scrip program. (Credentials will be reviewed prior to position being assigned by the School Administration.)

Scripts Program	Credits	Availability
1 Chairperson	35	filled
1 Co-Chairperson	35	filled

Printing – Responsibilities include providing all printing work needed by St. Patrick School. This includes the St. Patrick School Handbook, Spring Fundraiser Booklet, and any other printing needs of the school, done in a timely fashion. (Credentials for this position will be reviewed by the School Administration.)

Printing	Credits	Availability
1 Coordinator	35	filled

Publicity/Media Relations -- Responsible for all aspects related to getting positive publicity about St Patrick School. Responsibilities include picture taking, writing articles to be published in surrounding area newspapers, cable channel and parish website, writing articles for the parish newsletter, etc. Must have flexible schedule to attend events both during the school day and weekends. Will work closely with Principal and Pastor. (Credentials for this position will be reviewed by the School Administration.)

Publicity/Media Relations	Credits	Availability
1 Coordinator	35	open