



Holy Family Catholic School Home and School Association Volunteer Opportunities



We are looking for volunteers to be homeroom parents for the 2017-2018 school year. Our goal is to find 2 parents per grade level. Below are the expectations for homeroom parents. If you are interested, please fill out your name, your child's name and grade level for the 2017-2018 school year and return the form to the front office.

Thanks,
Ann Bjelland
HSA President

Homeroom Parent:

- Meet/email with the teacher at the beginning of the school year to gain an understanding of their expectations, schedule, and preferences.
- Maintain open lines of communication with the teacher, principal, and other parents within the class, HSA officers and various committee chairpersons.
- Develop an email and phone system to contact the parents of children in your class. The school's Parent Alert system will handle emergency school wide communication. The Room Parents' communication may be used to gather or give other information like an interest in a new HSA event or a short notice need for volunteers.
- Coordinate volunteers and assist with **Teacher's Luncheon**. Each grade will have at most one teacher/staff appreciation luncheon to coordinate each school year. We may have other groups sponsor some or combine classes to reduce the work load on classes. There is also a teacher appreciation week in the spring in which classes will participate.
- Coordinate the class sponsorship of a booth or booths at the **Fall Festival**. This includes completing any repairs of the booth or booths, as necessary, providing decorations for your booth area, arranging volunteers for set-up, staffing of the

booths throughout the day, clean up, encouraging each family to donate baked items for the Cake Walk, as well as, providing an accurate accounting of booth tickets at the end of the day.

- Coordinate the class **Christmas, Valentines and Fiesta Day parties**. This includes set-up and clean up, providing refreshments and optionally completing an activity or craft with the class. All menu items and craft or activities must be approved by the teacher in advance.
- Lead the class, with teacher input and schedule approval, in the creation of the class project for the **Pot O'Gold** (POG) live Auction and a small item by each child for **Pot O'Gold** Buy-it-Now (BIN) auction/sale. Some grades have traditional POG projects that you may or not continue.
- Help get volunteers as needed for HSA and other projects and events.

Home and School Association Board Positions

We are currently looking for volunteers to serve on the executive board of the Home and School Association (HSA) for the 2017-2018 school year. Listed below are the board positions and a brief summary of the responsibilities of each position.

President:

- Plan and preside over monthly HSA meetings
- Serve on the School Advisory Council
- Serve as the primary contact between the HSA and school administration
- Represent the HSA at appropriate school, parish and diocesan functions.
- Serve as ex-officio member of all HSA committees

Vice President:

- Assume the duties of the HSA President in his/her absence
- Attend the monthly HSA meetings
- Assist in the formation of all related committees and serve as an ex-officio member
- Coordinate support activities for the faculty including the homeroom parent structure
- Oversee Staff Appreciation Committee, Room Parent Committee, Welcome Committee, Hospitality Committee and Helping Hands Committee (Volunteers).
- Coordinate the fundraising activities (Spirit Nights) of the HSA.
- Perform additional duties designated by the HSA President

Secretary/Treasurer:

- Record and make available the minutes of the HSA meetings.
- Attend the monthly HSA meetings
- Conduct the correspondence of the HSA
- Maintain a current file of reports, records and correspondence of the HSA
- Assist with the formation of committees and serve as an ex-officio member if requested by the President
- Maintain records and receipts and expenditures
- Submit and request payment of bills to the school business manager in a timely manner.
- Request a monthly income and expenditure report from the school business manager and present the report at the HSA meetings.
- Perform additional duties designated by the HSA President

**Complete and Return to the school office
by Friday, May 19th**

I am interested in volunteering to be a Homeroom Parent for the 2017-2018 school year.

Name: _____

Phone: _____ Email: _____

Child's Name: _____

Grade Level 2017-2018: _____

I am interested in serving on the Home and School Association Board (HSA) for the 2017-2018 school year.

_____ President

_____ Vice-President

_____ Secretary/Treasurer

Name: _____

Phone: _____ Email: _____

Child's/Children's Name(s) and Grade for 2017-2018:
