

ACTIVITY DESCRIPTIONS

Chair people are responsible for supplying the Development office with publicity, handouts and updates for their event in a timely fashion along with submitting points to be tallied by a school board member.

ALUMNI COMMITTEE-aid the Development office in the maintaining of Alumni records and aiding in the planning and organizing of alumni focused events. Attend a minimum of 4 committee meetings per year (Time TBD). Prefer alumni experience or alumni of St. Paul's.

ANNUAL FUND WORKER – assist the Annual Fund Leaders in preparing mass mailings or in making scripted phone calls from a phone bank during an evening session to follow up on invitations to participate in the Annual Fund Drive.

ATHLETIC 4 POINT REQUIREMENT – Please mark this on your signup sheet if your child/children are participating in sports/cheerleading. It is only 4 points no matter how many children from your family are participating in sports. Even if you opt-out of PPP, you must still meet the athletic 4 point requirement or pay a fee.

ATHLETIC WORKER – will assist the Athletic Board during school athletic events. Responsibilities will include set-up, ticket sales, concessions, and clean up.

BATTLE OF THE BOOKS COACHING - Coordinator organizes teams of students, and schedules practice times during lunch or after school hours with the coaches. The coordinator provides information about the contest to the teams and their coaches, and provides support to coaches for the 4th-5th grade teams and the 6th-7th-8th grade teams as needed. The coordinator communicates with host school leaders, sends communications home to parents with principal's approval, and arranges for purchase of team shirts. The coaches assist teams in practicing for the 4th-5th grade and 6th-7th-8th grade events. Experience with coaching or attending Battle of the Books (BoB) is helpful. BoB helpers assist the coaches as instructed at practices

BATTLE OF THE BOOKS CONTEST – Leader, with help of an assistant, communicates with coaching coordinators from each participating school and organizes the evening contest event. This is a two-year commitment. BoB Contest helpers assist, organize, and work at the contest as instructed by the contest leader and assistant.

BOOK FAIR CHAIR – The chair is responsible for organizing this event in September, January, and April. The assistant will help the chairperson as directed. The workers will assist the chair with the set up or clean up of the school book fairs. Workers will also be needed to assist the children during the book fair.

CANDY BAR SALE CHAIR – The chair is responsible for organizing the candy bar fundraiser before Easter by scheduling volunteers, tabulating sales, and distributing orders. Workers will help the chair as needed. Takes place during the school day. Profits from these sales count toward the family fundraising commitment.

DEVELOPMENT HELPER- assist the Development office with data-entry, follow-up phone calls, basic filing and office work.

FISH FRY WORKER - Will assist the Athletic Board with the Lenten Fish Frys. Responsibilities will include set up, serving food, ticket sales, and clean up.

GENERAL MILLS BOX TOPS – This person collects General Mills box tops twice during the school year for the purpose of earning cash for our school. Specific information is sent home by this person.

GRANDPARENTS DAY – Chair is responsible for organizing this special day held in the spring for all of the school's grandparents or special person. Volunteers will work with the Chair in serving food and running the event.

HOLIDAY COOKIE/ORNAMENT DECORATING – Chair will organize the event in which all students will have the opportunity to demonstrate their cookie/ornament decorating skills. Workers will assist the chair and work with the children during the event.

HOME & SCHOOL FUN LUNCH – Chair will organize one fun lunch for the children and staff per month and the lunch for Fun in the Sun Day, including determining the menu, sending and collecting information from families. Workers will be responsible for helping at the monthly lunches.

HOSPITALITY – Chair is in charge of the refreshments served at various school events, including the Welcome Back Coffee, Open Houses, Student Council inductions, and any other events as determined by the Home & School Board. Workers will be active in serving the refreshments at the various events.

LUNCH DUTY – The chair will be responsible for tallying the points each month. Workers will provide assistance both in the lunchroom and at recess.

MAGAZINE/COOKIE DOUGH CHAIR - The chair is responsible for organizing the fundraisers by scheduling volunteers, tabulating sales, and distributing the items. Workers will help the chair as needed. Takes place during the school day. The magazine and cookie dough sale is scheduled to begin the first full day of school. Profits from both sales count toward the family fundraising commitment.

MANNA CHAIRS – One will be responsible for processing the orders, and the other for sorting the cards to fill the orders for this very important school fundraiser. Takes place during the school day

MARKET DAY - Chair will receive, submit, and process orders for the Market Day Program which directly benefits the school. Workers will assist in the distribution of the food on pick up days.

PARENT OR FAMILY NIGHT OUT CHAIRS – Three chairpersons (one per event) may each define a single night social event/fundraiser for parents and/or families during the year. Suggested options are an adults dance with a band; a card party/game night; a candlelight bowling night; a Dad-daughter dance with a DJ. Other options may be considered for a total of three social events, one per trimester. The chair of each event will work with the principal in defining its parameters. Workers will be available to assist with the simple single evening event for parents or families to socialize with the stated minor fundraising activity.

PIZZA KIT CHAIR – will be responsible for both pizza sales. The chair will organize the fundraiser by tallying orders, placing the order, and distributing the kits. Workers will assist the chair by helping with the distributions of the kits or other duties as needed. Takes place during the school day. These sales are an opportunity to stock up on lunches before summer and Christmas breaks, and profits count toward the family fundraising commitment.

Note that the dates are Pizza Kit Chair 1 - May of 2014 and December of 2014 for 2014-2015 school year points.

PUBLICITY CHAIR – Working closely with the Development office, the chairperson will promote accomplishments and upcoming events for the school and parish by way of newspapers, radio, parish bulletins and other methods as designed.

ROOM PARENTS CHAIR – will select two parents for each class and work with the room parents in organizing the parties. The chair also organizes the collection from the families for the teachers' and staffs' Christmas gifts. Room parents must be available for the three party dates (Halloween, Christmas, and Valentine's day), and **help an additional three hours with the Annual Fund Drive.**

SEDER MEAL – The Chair is responsible for coordinating the preparation of the Seder Meal which is attended by 6th, 7th, and 8th grade children and their families. The lower grade (K-5) parents who volunteer will assist in serving the meal.

TEACHER APPRECIATION WEEK CHAIRS – work to plan the daily special events during Teacher Appreciation Week for the school staff. The helpers assist the chairpersons with the planned events.

VACATION BIBLE SCHOOL WORKER – volunteers are needed to work at this annual summer event. Responsibilities will vary based upon need. Volunteers are needed from 9:00am – 2:30pm each day. Helpers are potentially needed for the classroom, kitchen, and babysitting. Two families are needed to house a team. A couple of parents are needed to organize a potluck for the team on Wednesday evening. A few families are needed to host dinner three times during the week. A few families are needed to provide lunches for the team. Please state on the form if you would like to help at VBS, host a team, help provide a potluck dinner, host a dinner, or provide a lunch. VBS is scheduled for the week of June 15-20, 2014.

UNIFORM SWAP/SHOP CHAIR – responsible for coordinating the set-up and distribution of used school uniforms in August and keeping the shop organized throughout the year as donations are made.

WREATH/ FLOWER CHAIR - will be responsible for sending order forms home, processing the orders, and arranging pickup of the merchandise for three flower, evergreen, or plant sales. The assistant will help with those duties.

8TH GRADE AWARDS BANQUET – Chair people will be responsible for organizing the annual banquet for our 8th graders. Volunteers will be responsible for working at the event, including set up, ordering and serving food, and clean up.