



## HOME AND SCHOOL COMMITTEES 2011-2012

St. Pat's Home & School's (H&S) success directly correlates with parental involvement. Your active participation with our committees is needed. Below you will find each of our committees and a list of duties for both committee chairs and volunteers. Please contact an officer or committee chair for more information. Thanks in advance for your efforts this year. We are glad to have you!©

1. CARNIVAL: Annual event in August
  - A. coordinates the annual carnival for the St. Pat's Parish
  - B. set up crew (helps get games, tables, tents, etc. ready on event day)
  - C. take down crew (helps tear down games, tables, tents, etc., clean store equipment after carnival)
  - D. helps pre-sell tickets for event and raffle after Mass and before dismissal
  - E. volunteers for shift(s) at the carnival to run game or activity
2. BOOK FAIR: fall and spring
  - A. works with Librarian and Company Rep to organize, plan and execute the two book fairs
  - B. helps set up/take down books for fair
  - C. helps work during fair with check out/sales, restocking, etc.
  - D. provide miscellaneous assistance during fair
3. FOOD COMMITTEE: throughout the year
  - A. coordinates food and paper items as need for the staff
  - B. bake/cook/pick up food and paper goods for various school functions/in-services/meetings
  - C. sets up or cleans up space for function or meal
4. GOOD NEIGHBOR: throughout the year
  - A. coordinates discovery and fulfilling needs of school families who are dealing with challenges
  - A. provides meals or other assistance for school families during time of need (i.e. illness, surgery, etc.)
5. CATHOLIC SCHOOLS WEEK (CSW)- January/February
  - A. assists the school committee to help coordinate activities throughout the week
  - B. helps run daily activities and provides supplies
  - C. helps decorate the school for the week and provides supplies (food, paper goods, etc.) as needed to celebrate the week's events
6. PARADES: ST. PATRICK'S DAY/Elkhorn Days- March /June
  - A. helps plan and execute St. Pat's participation and creates a theme
  - B. helps decorate float before parade
  - C. helps tear down float after parade

**\*WE HAVE GREAT SCHOOL AND PARISH SPIRIT! ALL AGES WELCOME TO MARCH IN THE PARADES; STROLLERS AND WAGONS, TOO!**
7. STAFF APPRECIATION WEEK (SAW): One surprise week sometime in March
  - A. helps plan and execute activities and create theme for the week
  - B. helps prep for events (decorate, package items, etc.) and helps set up, clean up and/or facilitate a day's event
  - C. helps solicit donations for the week

**-The SAW committee collects contributions, at any level, and distributes the funds to the entire school staff via \$CRIP Certificates of Appreciation.**
8. YEARBOOK: throughout the year
  - A. coordinates the production and sales of the St. Pat's annual yearbook
  - B. helps obtain photos of student/school activities: sports (soccer, track, basketball, t-ball, etc.), programs (Christmas, Spring, etc), and other events (classroom parties, extracurricular activities/clubs, etc.)
9. LUNCH ROOM: volunteer however you'd like: weekly, monthly, a few times a year or sub
  - A. helps coordinate and schedule volunteers, five per shift
  - B. helps serve lunch, clean up school lunch tables and chairs

**\*WE CHALLENGE EACH FAMILY TO WORK A MINIMUM OF ONE SHIFT EACH SEMESTER OF THE SCHOOL YEAR.**
10. SAFETY PATROL: volunteer to assist at after school pick-up
  - A. helps with ensuring cars *back into* stalls and close lots at 3:20PM or 5 minutes prior to an early dismissal
11. GROUNDS MAINTENANCE: August/April clean-up and as needed throughout the year
  - A. contributes to the upkeep of the parish landscape plan, helps organize volunteers for clean-ups
  - B. helps with weeding, trimming shrubs/flowers, planting flower pots, laying mulch, edging, mowing, etc. in cooperation with the rest of the parish
  - C. donates money or actual items for the maintenance (i.e. plants, lawn bags, plants, soil, mulch, etc.)
12. SCHOOL SHOWCASE: throughout the year
  - A. helps clean and change out cases monthly
  - B. helps create new ideas for cases
  - C. solicits teachers and staff for student creations
13. \$CRIP: throughout the year. Orders are accepted via backpack, school office and after all weekend masses. Fulfillment is 1-2 days for in-stock items; 7-10 days for pre-order items.
  - A. participate simply by buying \$CRIP and supporting \$CRIP promotion, food and vendor events.
  - B. helps sell \$CRIP after weekend mass, help with various fulfillment tasks (i.e. aid in packaging and distribution during promotions, sales, etc.)

**\$CRIP: What is it? How do I use \$crip? Why should I use \$crip?** Simply put, it costs you nothing to participate, yet it earns money for our school. \$CRIP are gift certificates to local and national stores. H&S purchases these cards at a discount. You purchase the gift cards at face value and use them like cash at the places you shop. You want to participate because it is Home & School's primary fundraiser. Our students do NOT sell goods door to door. The profit dollars raised are distributed in three ways: the current year's choice project, back to the program to purchase more gift cards and then, back to participants earning cash back. For more info, go to: <http://www.stpatselkhorn.org/school/scripprogram2.cfm>

**MAKE A DIFFERENCE AND PARTICIPATE. BUY \$CRIP. IT'S EASY TO USE AND IS FREE MONEY FOR OUR SCHOOL!©**

14. SCHOOL DIRECTORY: August/September
  - A. edits, publishes and distributes the St. Pat's School annual school directory
  - B. helps solicit advertisement ads for the H& S directory
15. APPAREL SALES: throughout the year \***Check out our on-line St. Pat's store: <http://stpatshs.gigabitprint.com/>**
  - A. works with our vendor to maintain the on-line store
  - B. helps set-up/run sales and aids with distribution of purchased items, including the Spring Uniform Pre-Order in April
16. USED UNIFORM SALES: throughout the year
  - A. helps collect and prepare used clothing and maintains inventory
  - B. helps set-up/run sales
  - C. coordinates sale of items throughout the year, as needed, by soliciting parents
17. ROOM PARENTS: throughout the year
  - A. works with teacher to discover various needs (i.e. parties, reading with students, etc.) and communicates them to parents
  - B. works with other committees to aid in classroom needs (i.e. Staff Appreciation Week, Catholic Schools Week, etc.)
  - C. RP Auction Team solicits funds from families, coordinates and implements auction baskets with the auction chairs
18. STAFF BIRTHDAYS: throughout the year
  - A. organizes all birthdays and favorites forms for all St. Pat's staff, then sends monthly reminders
  - B. adopts one or more staff member and recognizes them on their birthday. You review their "favorites" questionnaire, spend \$10-20 (your personal contribution) and deliver it on behalf of H& S
19. ELF: December
  - A. collects contributions and distributes the funds to school staff via \$CRIP certificates as Christmas gifts from participating families

**-The H&S ELF Fund is an easy way to take care of your school holiday shopping. A voluntary contribution, at any level, covers the entire school staff.**

20. VVO (Various Volunteer Opportunities): throughout the year
  - A. discovers, organizes and coordinates aid for various school and H&S needs throughout the year
  - B. work shifts for various events (i.e. Get Set for School, Picture Pay, Health Screening, holiday decor, field day, etc.)
  - C. coordinates the BOO HOO/WOO HOO breakfast for Kindergarten parents
21. YAHOO /Social Network Group: throughout the year. Sign up on the H&S Membership & Dues form.
  - A. administers invitations to the groups via e-mail and monitors postings
  - B. maintains/updates the H&S Facebook page

**-Yahoo is a virtual bulletin board that allows *current* H & S members to communicate, solicit help, and find opportunities like carpool, sitters, etc.**

22. FREE MONEY PROGRAMS- BOX TOPS/HY-VEE RECEIPTS/ YOUNKERS SALES: throughout the year
  - A. Promotes, collects and redeems items for H&S funds

**-Save/turn in Box Tops, Hy-Vee receipts, etc. via your student's backpack throughout the year. Our chairs send them in and we earn FREE MONEY.**

**Participate in the two Younker's Coupon Book Sales during the school year. Watch for instructions and specific dates in e-communications about FREE MONEY programs!**