

*St. Edward the Confessor  
Parish School  
Volunteer Service Handbook*



**2011-2012  
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Code**

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# ST. EDWARD THE CONFESSOR PARISH SCHOOL VOLUNTEER SERVICE PROGRAM

## PURPOSE

- ◆ To encourage parental involvement in our children's education.
- ◆ To provide an opportunity for parents to role model Christian service and provide each family the opportunity to promote a sense of community in our School.

Welcome to the Volunteer Service Handbook. We hope that you find that it easy to read, to understand and to be able to find some area in which to volunteer next school year.

There are a few changes to be aware of:

1. Jobs are listed as either **Open** or **Filled**. If a job is listed as Filled and you have not already been informed that you are in this spot, please do not list it as one of your choices. **We have included a Interests / Comments section at the bottom of the form which allows you to write in a position that is currently Filled, but have an interest in filling should it become Open.**
2. A link to the Sign-Up Form will be sent by Connect Ed to the email address you listed with the school. Please make sure that you have given the School Office the correct email address for your family. It will not be sent until the day that they can be completed and submitted for placement. All forms have to be submitted online to insure conformity in procedure. If you are not able to sign up online, please contact [Volunteers@stedward.com](mailto:Volunteers@stedward.com) for assistance.
3. Please follow each step in filling out the form as leaving out information will cause an error message to appear. The form will not let you proceed until all of the entries are correct. The online process will give you the options to volunteer for positions as well as Buy Out any credits for a total of 1.5 credits per family. You can fill in as many as seven options. I suggest that you give more than one option, if it is filled before your number, you will have to be called to complete the process. Each family must complete the form in order to track your individual Volunteer Service to our School.
4. If you have any questions regarding these procedures, please send them to [volunteers@stedward.com](mailto:volunteers@stedward.com).

Thank you for your Service to our School but most importantly to our Children.

## REQUIREMENTS AND GUIDELINES

In order to more effectively manage the process of volunteer placement, we ask all families to carefully review and follow the guidelines listed below when choosing a position/positions to fulfill their volunteer commitment. School Administration, Parent Guild and School Commission have reviewed the contents of this handbook. Any exceptions must be submitted in writing to the School Commission.

In an effort to consolidate our Handbook, there is only ONE position per listing unless otherwise noted in the last column. We will continue to add people to the position until all of the slots are filled. You may only sign up for a position marked "Open".

- ◆ **No volunteer placements will be made until a form has been received online. NO PLACEMENTS WILL BE MADE OVER THE PHONE. In order to assure accuracy in placement, we MUST receive your sign-up form BEFORE we can place you in any position, without exception. Please refer to the sign-up form for deadline dates for submittal. If we do not receive your form by the deadline date, we will assume you have chosen the full buy-out option and will be billed accordingly.**
  
- ◆ Positions are listed as **Open** or **Filled**. A qualified individual has precedence in **Filled** positions at the discretion of the Chairperson and Administration. All Open positions are filled on **a first come, first served basis** with precedence given as needed, to experienced qualified individuals. All positions are subject to administrative approval. **Only those positions listed as Open are available for next school year. If you have an interest in a Filled position, please note this in the Interest / Comments section of the online form. Your name will be kept for further reference should the position become Open.**
  
- ◆ If you have chosen a position/positions, which make up less than 1.5 credits, we will automatically place the remainder of your credits into the Buy Out option. If you do not wish to Buy Out any portion of your credits, please mark the appropriate box.
  
- ◆ You will be notified **via email in the late summer** as to your volunteer service placement. Information regarding your volunteer placement will not be available prior to the summer. A committee chairperson will contact you regarding your specific assignment, and when and where to begin your shift. If you do not hear from a committee chairperson immediately, please be patient, as each committee's requirements vary as to start times. **You will hear from the volunteer coordinator ONLY if there is a problem with your service request.**

- ◆ **If at any time you are unable to work your assigned volunteer shift, please notify the Committee Chairperson or teacher, NOT the Volunteer Coordinator. You are also responsible for finding a replacement. Failure to find a replacement and notify, will result in a report to the Administration and will result in a \$75.00 assessment per missed shift.**
  
- ◆ If a family chooses not to participate in the Volunteer Service Program, they may choose the Buy Out option, and to pay an assessment, which is due at Registration on May 27 and 28, 2011. Special circumstances and exemptions should be submitted in writing to the School Administration and School Commission for review. Non-compliance may result in non-renewal of family registration.

**1.5 credits - \$ 1,500.00      1.0 credit - \$ 1,000.00      .50 credit - \$500.00**

**IN ADDITION TO EACH FAMILY’S PARTICIPATION IN THE VOLUNTEER SERVICE PROGRAM, THE FOLLOWING REQUIREMENTS ALSO NEED TO BE MET:**

- ◆ **Fiesta:**

1. Each School Family is required to provide a representative to work a four (4) hour shift at the Fiesta with Friends fundraising event. Only those volunteers working 1.5 credits at the Fiesta are exempt from this 4-hour shift.
  
2. Each family is also responsible for providing one (1) home baked cake per enrolled child for the “Cake Walk” booth. An assessment of \$100.00 per missed cake will be billed.
  
3. Fiesta will have a **Buy Out of \$250.00** if Fiesta Volunteer Chair is notified prior to the event. **No Shows or Late to the Shift** will be billed at \$100.00 per hour billable in ½ hour increments.

- ◆ **Donut Sales:** First grade families are required to sell doughnuts at mass a minimum of one (1) Sunday throughout the year. A master calendar will be sent with all families with dates and names. If you cannot work your assigned Sunday, you may trade with another family. Non-compliance with this will result in an assessment of \$25.00 on the following month’s tuition statement.

# FINGERPRINTING / SAFE ENVIRONMENT TRAINING

All volunteers who work directly with children on a regular basis must be fingerprinted through the Diocese of Orange. They must also complete an online Safe Environment training course available on [www.shieldthevulnerable.org](http://www.shieldthevulnerable.org). After the course is completed, please print out the certificate and turn in to the School Office.

You must fill out a Live Scan Applicant Form in the School Office to be entered into the Fingerprinting database. You will then receive a Live Scan Form to take with you when you are fingerprinted. You must be fingerprinted by Entersect. Permanent fingerprinting sites are listed below. Alternate locations are available in the School Office. The Cost is \$47.00 (subject to change) and must be paid in cash.

1. **MARYWOOD CENTER - WEDNESDAYS**  
*1:00 pm – 4:00 pm*  
*2811 East Villa Real Drive – Orange – 92863*  
*877- 482-7350*
2. **SANTA MARGARITA - FRIDAYS ONLY**  
**CATHOLIC HIGH SCHOOL** *1:00 pm. – 5:00 pm*  
*22062 Antonio Pkwy - Rancho Santa Margarita - 92688*  
*949-766-6000*
3. **CERTIFIX (ENTERSECT SECURITY) - MONDAY THRU FRIDAY**  
*9:00 am – 6:00 pm*  
*2030 E. 4TH Street, Suite 156-G, Santa Ana, 92705*  
*714-550-8086*
4. **POSTAL N PARCEL PLUS**  
*Mon – Fri 9am – 6 pm, Sat 10 am – 2 pm Walk In Welcome*  
*24000 Alicia Pkwy. # 17*  
*Mission Viejo, CA 92691*  
*949-588-7455*
5. **THE UPS STORE Daily**  
*Mon – Fri 8:30am – 6:30 pm APPOINTMENT REQUIRED*  
*Sat 9:00am – 5pm APPOINTMENT REQUIRED*  
*28241 Crown Valley Pkwy #F*  
*Laguna Niguel, CA 92677*  
*949-831-1878*

During the year, there are fingerprinting dates at sites in our Deanery. Please check the School Office for those dates.

**Volunteers may only begin working after their fingerprinting is cleared and their Safe Environment certificate has been received in the School Office.**

# PARENT GUILD ORGANIZATION

		POSITION	CREDIT
Committee	Position		
120	001	<b>President</b>	1.5
120	002	<b>Vice President - Fundraising Liaison</b>	1.5
120	003	<b>Parliamentarian</b>	1.5
120	004	<b>Secretary</b>	1.5
120	005	<b>Treasurer</b>	1.5
120	006	<b>Book Fair Co-Chairpersons</b>	1.5
120	007	<b>Book Fair Helpers</b>	1.0
120	008	<b>Box Tops for Education Chairperson</b>	1.5
120	009	<b>Christmas Tree Fundraiser Chairperson</b>	1.5
120	010	<b>Christmas Tree Helpers</b>	0.5
120	011	<b>Community Relations</b>	1.5
070	001	<b>Fiesta Chairperson</b>	1.5
120	012	<b>1st Grade Donut Coordinator (must be First Grade Parent)</b>	1.5
080	001	<b>Gift Wrap/Magazine</b>	1.5
120	013	<b>Hospitality Co-Chairperson(s)</b>	1.5
120	014	<b>Hospitality Committee Helper</b>	1.5
110	001	<b>Main Event Chairperson</b>	1.5
120	015	<b>Mentor Program Co-Coordinator(s)</b>	1.5
150	001	<b>Room Mom Chairperson</b>	1.5
190	001	<b>Scrip Chairperson</b>	1.5
120	018	<b>Spirit Gear Chairperson</b>	1.5
120	016	<b>Volunteer Service Coordinator</b>	1.5
120	017	<b>Volunteer Service Handbook Coordinator</b>	1.5

## **PARENT GUILD ORGANIZATION – Committee Code 120**

### **EXECUTIVE COMMITTEE**

The Parent Guild Executive Committee consists of the following members: President, Vice President – Fundraising Liaison, Parliamentarian, Treasurer and Secretary. The President, Vice President – Fundraising Liaison, Treasurer and Secretary are elected positions. Nominations are taken each Spring for President, and every other year for Treasurer and Secretary, for a two-year term. Nominees are reviewed and approved by the Principal and the Pastor. Those approved candidates accepting the nomination will have their names placed on the ballot for election at the May Parent Meeting. Formal meetings are held on a monthly basis.

#### **President**

Responsibilities include:

- Conduct all Parent Guild Organization meetings once per month.
- Oversees all Fundraising Chairs (Main Event, Fiesta, Scrip, Gift Wrap).
- 2 year commitment

#### **Vice President - Fundraising Liaison**

Responsibilities include:

- Attends Parent Guild meetings
- Assist President in overseeing Fundraising Chairs (Box Tops for Education, Book Fair and Spirit gear.)
- Attends regular Fundraising committee meetings or communicates with Fundraising Chairs as a representative of the PGO Board and reports back to the Board as to the status of each event.
- Assumes responsibilities of the president in his/her absence.
- Organizes refreshments for PGO General Meetings or other places where PGO is represented.
- 2 year commitment

#### **Parliamentarian**

Responsibilities include:

- This position is held by the retiring Chairperson of the Parent Guild
- Attends Parent Guild Organization meetings
- Provide support and experience to the Chairperson
- 1 year commitment

#### **Secretary**

Responsibilities include:

- This position is held for two years
- Attends and takes minutes at all Parent Guild Organization meetings
- Provides meeting minutes for approval at future meetings
- 2 year commitment

#### **Treasurer**

Responsibilities include:

- This position is held for two years
- Attend Parent Guild Organization meetings
- 2 year commitment

### **Book Fair Co-Chairpersons**

Responsibilities include:

- Plan two (2) Book Fair events: 1 during Catholic School week and 1 at the end of the school year. Planning should begin 5 weeks prior to each event.
- Serve as liaison between school, volunteers, and Scholastic Book Fair
- Coordinate hours of parent volunteers.
- Promote, decorate and direct operations of Book Fair to school community including planning family and community events
- Set-up and wrap-up all aspects of the Book Fair

### **Book Fair Helpers**

Responsibilities include

- Involvement in the planning of the two (2) Book Fair events: 1 during Catholic School week and 1 at the end of the school year. Planning should begin 5 weeks prior to each event.
- Be available 1-2 weeks before the events at least 3 full days or 5 ½ days to assist in preparation for the book fair event.
- Be available to work the actual book fair events.
- Assist Book Fair Co-Chairpersons with other planning and activities related to the book fair events

### **Box Tops for Education**

Responsibilities include:

- Collect, Organize and Count Box Top for Education coupons from each class monthly.
- Organize class awards for most Box Tops brought in each month.
- Arrange submission to Box Top organization for payment to school of earned funds.
- Reports winners and funds submitted to Parent Guild Organization monthly.

### **Christmas Tree Fundraiser-Chair**

Responsibilities Include:

- Advertising, collecting orders, placing the order with the tree provider, and organizing the collection day for the trees (including getting the space from the church office)
- All dealings with the tree provider and oversee the Helpers.

### **Christmas Tree Fundraiser-Helpers**

- Assist with removing the trees from the delivery truck and helping with distribution to the families that have ordered trees.
- Helpers must be available to work the entire day of tree delivery. Date to be determined.

### **Community Relations**

Responsibilities Include:

- Public relations for the School.
- Sends press releases to local newspapers regarding the school's activities and student achievements
- Work closely with PGO Chairperson on special publicity opportunities, such as Teacher of the Year, etc.

**Fiesta Chairman** - See Description under Fiesta Committee Section

**First Grade Donut Coordinator for Selling Donuts after Sunday 9 am Mass; (Must be a 1st Grade Parent**

Responsibilities include:

- Full 12-month commitment – take over from previous First Grade class in mid-September and hand off to new First Grade class mid-September of the following year.
- Create selling schedule (2 families each week), instructions and roster within first 2 weeks of school year. Distribute via hard copy to each First Grade family and distribute via e-mail. Facilitate resolution of schedule conflicts throughout the year.
- Provide schedule to church office to ensure that donuts are ordered. Coordinate with church office staff and school office staff on special Sunday events (Open House, Scout weekend, First Communion) along with any other special event weekends that arise during the year.
- Coordinate and facilitate set up and tear down of donut station (tables, chairs, coffee pots, supplies) for school Open House Sunday.
- Sell donuts on Sunday morning at least 3 times during the year-including serving as extra support for Open House Sunday. Serve in back-up role to sell donuts when other families are not able to fulfill their commitment
- Check supply inventory in donut room and restock donut room once every week
- Contact families each week to remind them of their scheduled shift
- Follow-up on any issues or problems that arise during Sunday donut sales including when commitment not fulfilled so that “no show” fee is charged to family account.

**Gift Wrap Chairman** - See Description under Gift Wrap Committee Section

**Hospitality**

It is the mission of the Hospitality Committee to provide a warm and nurturing environment for both current and new parish families, as well as provide a welcoming environment to all visitors, staff, and parents. It is also the mission of Hospitality to encourage such an environment by creating and implementing social events and/or community gatherings that will represent our Catholic standards and values.

**Hospitality Chairman**

Responsibilities include

- Mandatory attendance at all Parent Guild Organization Meetings to keep abreast of all issues
- Coordinate and/or assist in any or all PGO Sponsored Events
- Organize and coordinate Holiday and Birthday Gifts for Office Staff and Administration
- Coordinate and Host Muffins with Moms/Donuts with Dads
- Organize and coordinate Grandparents Day
- Coordinate and Facilitate Back to School BBQ for New and Returning families

**Hospitality Helper**

Responsibilities include

- Help and assist Hospitality Chairman(s) with their PGO responsibilities
- Assist in any or all PGO Sponsored Events

**Main Event Chairman** - See Description under Monarch Main Event Committee Section

### **Mentor Program Co-Coordinator(s)**

Responsibilities include:

- Coordinate contact between new and existing School Families to assist with any questions a new family might have.
- Develop the Volunteer Family Contact List with 2 existing parents listed per grade. This list is to be given to every new school family.
- Work with Administration to host the New Parent Tea.
- Work with the Hospitality Chair on All – School Social Events, with the specific purpose of insuring new family involvement.
- For each new student starting after the first day of school., greet the child and parents in the school office at 8 AM, escort them to their classroom and assist parents and children with any concerns or questions on their first day

**Room Mom Chairman** - See Description under Room Mom Committee Section

**Scrip Chairman** - See Description under Scrip Committee Section

### **Spirit Gear Chairman**

Responsibilities include:

- Purchase, Organize, and Sell the St Edward the Confessor Spirit Gear.
- Must keep an accurate inventory count of all products, must arrange to have a table set up at Open House, Back to School Night, New Family Barbeque, and other events for parents and parishioners to purchase spirit gear.
- Attends Parent Guild Organization Meetings

### **Volunteer Service Coordinator**

Responsibilities include:

- Coordinates the Volunteer Service Program and places all parent volunteers in their volunteer positions
- Channel parent commitments to the appropriate committee and make any necessary adjustments in individual commitments, so that volunteer service needs are met
- Attends Parent Guild Organization Meetings

### **Volunteer Service Handbook Coordinator**

Responsibilities include:

- Maintain and update Volunteer Service Handbook
- Assist Volunteer Service Coordinator as requested

# ART COMMITTEE

Committee	Position	<u>POSITION</u>	<u>CREDIT</u>	<u>STATUS</u>
010	001	Art Muralist for School	1.5	Filled
<b><u>INSTRUCTIONAL AIDES</u></b>				
010	002	Kindergarten	0.5	Open - 6 positions
010	003	1st Grade	0.5	Open - 4 positions
010	004	2nd Grade	0.5	Open - 4 positions
010	005	3rd Grade	0.5	Open - 4 positions
010	006	4th Grade	0.5	Open - 4 positions
010	007	5th Grade	0.5	Open - 4 positions

## **ART COMMITTEE – Committee Code 010**

### **Art Muralist for School**

Responsibilities include:

- Working directly with School Administration and teachers to paint scenery for class programs and for artwork on walls in School Building

### **Instructional Aide**

Responsibilities include:

- Assist Art Teacher in preparation and presentation of art projects to be taught in the classroom
- Assist Art Instructor weekly with classroom projects, needs to show up to EVERY art class, **it is not a share job**
- Help to prepare (mat artwork, get signatures), set-up (frame artwork, make signs, set up tables and easels), work at ((host, greet, cashier, refreshments etc.) and tear down (unframe, take down tables, etc.) the Night at the Arts show in the Spring

# ATHLETICS

<u>Committee</u>	<u>Position</u>	<u>POSITION</u>	<u>SEASON</u>	<u>DAY</u>	<u>TIME</u>	<u>CREDIT</u>	<u>STATUS</u>
020	001	<b>Chairperson</b>				1.5	Open
020	002	<b>Athletics Clerical</b>				1.5	Open
020	003	<b>Uniform Coordinator</b>				1.0	Open
<b><u>COACHING</u></b>							
020	004	<b>Boy Football A-Head</b>	FALL	Mon-Thur	2:50-5:30	1.0	Open
020	005	Boy Football A-Asst.	FALL	Mon-Thur	2:50-5:30	0.5	Open
020	006	<b>Boy Football B-Head</b>	FALL	Mon-Thur	2:50-4:30	1.0	Open
020	007	Boy Football B-Asst.	FALL	Mon-Thur	2:50-4:30	0.5	Open
020	008	<b>Boy Basketball A-Head</b>	WINTER	Mon-Thur	2:50-5:30	1.0	Open
020	009	Boy Basketball A-Asst.	WINTER	Mon-Thur	2:50-5:30	0.5	Open
020	010	<b>Boy Basketball B-Head</b>	WINTER	Mon-Thur	2:50-4:30	1.0	Open
020	011	Boy Basketball B-Asst.	WINTER	Mon-Thur	2:50-4:30	0.5	Open
020	012	<b>Boy Volleyball A-Head</b>	FALL	Mon-Thur	2:50-5:30	1.0	Open
020	013	Boy Volleyball A-Asst.	FALL	Mon-Thur	2:50-5:30	0.5	Open
020	014	<b>Boy Volleyball B-Head</b>	FALL	Mon-Thur	2:50-4:30	1.0	Open
020	015	Boy Volleyball B-Asst.	FALL	Mon-Thur	2:50-4:30	0.5	Open
020	016	<b>Girl Basketball A-Head</b>	WINTER	Mon-Thur	2:50-5:30	1.0	Open
020	017	Girl Basketball A-Asst.	WINTER	Mon-Thur	2:50-4:30	0.5	Open
020	018	<b>Girl Basketball B-Head</b>	WINTER	Mon-Thur	2:50-4:30	1.0	Open
020	019	Girl Basketball B-Asst	WINTER	Mon-Thur	2:50-4:30	0.5	Open
020	020	<b>Girl Volleyball A-Head</b>	FALL	Mon-Thur	2:50-5:30	1.0	Open
020	021	Girl Volleyball A-Asst	FALL	Mon-Thur	2:50-4:30	0.5	Open
020	022	<b>Girl Volleyball B-Head</b>	FALL	Mon-Thur	2:50-4:30	1.0	Open
020	023	Girl Volleyball B-Asst.	FALL	Mon-Thur	2:50-4:30	0.5	Open
020	024	<b>Girl Softball A-Head</b>	SPRING	Mon-Thur	2:50-5:30	1.0	Open
020	025	Girl Softball A-Asst	SPRING	Mon-Thur	2:50-4:30	0.5	Open
020	026	<b>Girl Softball B-Head</b>	SPRING	Mon-Thur	2:50-4:30	1.0	Open
020	027	Girl Softball B-Asst	SPRING	Mon-Thur	2:50-4:30	0.5	Open
020	028	Coed A Soccer	SPRING			1.0	Open
020	029	Coed B Soccer	SPRING			1.0	Open
020	030	Track & Field	Spring	Fri		1.0	Open
020	031	Kids Run OC-Head Coach	Spring	Fri		1.5	Filled
020	032	Kids Run OC-Admin Coach	Spring	Fri		1.5	Filled
020	033	Kids Run OC-Coach	Spring	Fri		1.0	Open - 3
020	034	Kids Run OC-Asst Coach	Spring	Fri		0.5	Open - 3
020	035	Cheerleading Coach	Year Round	Home	Games	1.5	Open

## **ATHLETICS COMMITTEE – Committee Code 020**

### **Chairperson**

Responsibilities include:

- They will assist the Athletic staff with after school sports
- Coordinate the Athletics' Awards Banquet
- Must attend monthly Parent Guild Organization Meetings

### **Clerical Assistant - Athletics**

Responsibilities include:

- Assisting Athletics Staff with clerical duties
- Computer knowledge essential

### **Uniform Coordinator**

Responsibilities include:

- Assisting Athletics Staff with distribution and retrieval of uniforms from athletes during all sport seasons

### **Coaching – Head and Assistant**

Responsibilities include:

- Coaching after school athletics
- Boys sports include football, basketball and volleyball, track
- Girls sports include softball, basketball and volleyball, track
- Head and assistant coaches are needed for each sport both A and B teams

### **Cheerleading Coach**

Responsibilities include:

- Helping train the cheerleaders
- Setting up cheerleading camp
- Coordinating competitions with other schools

## **CLERICAL AIDE**

<b>Committee</b>	<b>Position</b>	<b>POSITION</b>	<b>DAY</b>	<b>TIME</b>	<b>CREDIT</b>	<b>STATUS</b>
030	001	Clerical Aide	Mon	9:00-11:00 am	1.0	Open
030	002	Clerical Aide	Mon	1:00 - 3:00 pm	1.0	Open
030	003	Clerical Aide	Tue	9:00-11:00 am	1.5	Open
030	004	Clerical Aide	Tue	1:00 - 3:00 pm	1.5	Open
030	005	Clerical Aide	Wed	9:00-11:00 am	1.5	Open
030	006	Clerical Aide	Wed	1:00 - 3:00 pm	1.5	Open
030	007	Clerical Aide	Thur	9:00-11:00 am	1.5	Open
030	008	Clerical Aide	Thur	1:00 - 3:00 pm	1.5	Open
030	009	Office/Clerical Asst.			1.5	Filled

### **CLERICAL AIDE COMMITTEE – Committee Code 030**

#### **Clerical Aide**

Responsibilities include:

- Working in copy center duplicating papers and aiding in the preparation of various materials for the teachers
- Aides will be trained in the proper use of necessary machines

#### **Office Clerical Assistant**

Responsibilities include:

- Assists with office clerical help in Front Office
- Works closely with Front Office Staff
- Days and times to be determined by Front Office Staff

# COMPUTERS

<u>Committee</u>	<u>Position</u>	<u>POSITION</u>	<u>DAY</u>	<u>TIME FRAME</u>	<u>CREDIT</u>	<u>STATUS</u>
040	001	Kindergarten -Nelson		To Be	1.0	Open - 2 positions
040	002	Kindergarten -Bennett		determined	1.0	Open - 2 positions
040	003	Kindergarten -Duchene			1.0	Open - 2 positions
040	004	1st Grade Bader		To Be	1.0	Open - 2 positions
040	005	1st Grade –New Teacher		determined	1.0	Open - 2 positions
040	006	2nd Grade Hopkins		To Be	1.0	Open - 2 positions
040	007	2nd Grade Brown		determined	1.0	Open - 2 positions
040	008	3rd Grade Munroe		To Be	1.0	Open - 2 positions
040	009	3rd Grade McCormack		determined	1.0	Open - 2 positions
040	010	4th Grade Jimenez		To Be	1.0	Open - 2 positions
040	011	4th Grade Sandland		determined	1.0	Open - 2 positions
040	012	5th Grade Iseley		To Be	1.0	Open
040	013	5th Grade Beattie		determined	1.0	Open
040	014	Special Projects			1.5	Filled
040	015	Aide for Julie Mildrew			1.5	Filled
040	016	8th Grade Grad Video			1.5	Filled
040	017	Web Master			1.5	Open

## COMPUTER LAB – Committee Code 040

### Lab Aide

**K-5** Responsibilities include:

- Assist the computer teacher with students in the computer lab
- Previous computer knowledge not required
- Aides are trained how to use the computers and programs

### Web Master

Responsibilities include:

- Updates the St. Edward School Internet Web page on an ongoing basis
- Assures all information on Web page is current

# **DISASTER COMMITTEE**

<b>Committee</b>		<b>Position</b>	<b><u>CREDIT</u></b>	<b><u>STATUS</u></b>
050	001	Emergency Preparedness and Safety Coordinator/Instructor and Fire Life Safety Drill Liaison	1.5	Filled
050	002	Campus Safety Coordinator Coordinator/Instructor and Fire Life Safety Drill Liaison	1.5	Filled
050	003	Emergency Aide Liaison - Shed Organization, Supplies Maintained Ordered and Restocked Search & Rescue Coordinator	1.5	Filled
050	004	Clerical - Committee Minutes Update Emergency Preparedness Manual Prior to the School Year Liaison with OCSD and OCSCA	1.5	Filled
050	005	Maintain Classroom Emergency Bags and Supplies (3) Rechecks-Sep Jan June	1.5	Filled
050	006	CPR and AED Training for Staff, must be certified.	1.5	Open
050	008	Staff, Triage and Treatment Coordinator Must be state certified.	1.5	Filled
050	007	First Aid Training for Staff, Triage and Treatment Coordinator Must be state certified.	1.5	Open

## **DISASTER COMMITTEE – Committee Code 050**

### **Disaster Preparedness Committee Members**

Responsibilities include:

- Works directly with the Safety Commission Chairperson
- Training of staff and personnel of the school in the area of disaster preparedness
- Update written procedures and set time tables for drills, with the Principal and Safety Commission Chairperson
- Ensures that the disaster cards are fill out at registration

- Reviews emergency information with staff each year prior to the start of school
- Update supplies as needed in the Storage Shed
- Ensure that all Insurance and Exit Plans are completed according to State requirements
- Professional experience is required. I.e. Fire department, police department

**Clerical for Committee**

Responsibilities include:

- Works directly with the Safety Commission Chairperson
- Must be computer knowledgeable especially in Excel
- Attend and take minutes for Monthly School Disaster Committee meetings.
- Attends Monthly School Disaster Committee meetings

**CPR Instructor**

Responsibilities include:

- Works directly with the Safety Commission Chairperson
- Applicant must hold valid BLS Instructor card (AHA preferred),
- Attend Monthly School Disaster Committee meetings.
- Training of staff, teachers and coaches.

**First Aide Instructor**

Responsibilities include:

- Works directly with the Safety Commission Chairperson
- Applicant must be certified to provide First Aide training.
- Attend Monthly School Disaster Committee meetings.
- Training of staff, teachers and coaches.

## FAITH FORMATION

<b>Committee Position</b>		<b><u>POSITION</u></b>	<b><u>DAY/TIME</u></b>	<b><u>CREDIT</u></b>	<b><u>STATUS</u></b>
060	001	Religious Education Aide	1 afternoon/week	1.5	Open
060	002	Children's Liturgy Catechist	Sun., 9:00 Mass	0.5	Open - 12 positions
060	003	Religious Education Catechist	1 afternoon/week	1.0	Open
060	004	Religious Education Catechist	Sun., 9:00 Mass	1.0	Open
060	005	Confirmation	Weekday Eves	1.0	Open
060	006	Baptism	Sunday afternoon, occa. Thurs Evening	1.0	Open

## FAITH FORMATION – Committee Code 060

### Religious Education Office Aide

Responsibilities include:

- General office duties to include copying, filing, phones, answering questions and light typing. Duties may change from day to day.
- Assistance is needed from 4 –5:30 on Monday, Tuesday, or Wednesday afternoons.

### Infant Baptismal Team Member

Responsibilities include:

- Assist at Baptisms Sunday afternoons every three months. Occasional Thursday evening education sessions. Training is provided.

### Children’s Liturgy of Word

Responsibilities include:

- Teach religion class during the 9:00 a.m. Sunday Mass on a rotating basis
- Teaching materials provided
- Teachers are expected to teach at least two Sunday’s per month

### Confirmation Catechist

Responsibilities include:

- Teach religion class once a week to high school students preparing to receive Confirmation

### Religious Education Catechist

Responsibilities include:

- Teach religion classes to Parish children on Monday, Tuesday or Wednesday afternoons or Sunday mornings.
- 

## FIESTA FUNDRAISER

**All Chairpersons will be responsible for working the Fiesta weekend and also to work shifts at the Church and School sales tables. Most other Fiesta positions require that the volunteer be available to work the entire weekend. Please check with Fiesta Volunteer Coordinator for details.**

<u>Committee</u>	<u>Position</u>	<u>POSITION</u>	<u>CREDIT</u>	<u>STATUS</u>
070	001	<b>Chairperson</b>	1.5	Filled
070	002	<b>Co-Chairperson</b>	1.5	Filled
070	003	<b>Rides Chairperson</b>	1.5	Open
070	004	<b>Accounting Chair</b>	1.5	Filled - 2 positions
070	005	Accounting Helper	1.0	Open
070	006	Accounting Money Runner	0.5	Open - 4 positions
070	007	<b>T-Shirt Sales Chairperson</b>	1.5	Open - 1 position
070	029	T Shirt Helper	.05	Open – 1 position

070	008	<b>Cake Walk Co-Chair</b>	1.5	Open - 2 positions
070	009	<b>Decorations/City Chair</b>	1.5	Open
070	010	<b>Entertainment Chair</b>	1.5	Open
070	011	<b>Fiesta Floater</b>	1.0	Open - 10 positions
070	012	<b>Food Booth Chairperson</b>	1.5	Open - 2 positions
070	013	Food Booth	1.5	Open - Unlimited
070	014	<b>Games Chair</b>	1.5	Open- 2 positions
070	015	Games Helper	1.0	Open - Unlimited
070	016	<b>Publicity Chair</b>	1.5	Filled- 2 positions
070	017	<b>Raffle Chair</b>	1.5	Filled - 1 position
070	018	Raffle Helper	1.0	Open- 2 positions
070	019	<b>Set-up/Break Down Co-Chair</b>	1.5	Filled
070	020	<b>Set-up/Break Down Co-Chair</b>	1.5	Open
070	021	Set-up/Break Down Electrical	1.0	Open
070	022	Set-up/Break Down Helper	1.0	Open - Unlimited
070	023	<b>Traffic/Parking Chair</b>	1.5	Filled - 2 positions
070	024	Parking Control	1.0	Open - Unlimited
070	025	<b>Volunteer Chair</b>	1.5	Filled - 2 positions
070	026	Volunteer Helper	1.0	Open - 4 positions
070	027	<b>Underwriting Chair</b>	1.5	Filled
070	028	<b>Security/Beer-Wine Chair</b>	1.5	Filled

**All Fiesta Committee Chairpersons must work the entire weekend of the Fiesta**

### **FIESTA COMMITTEE – Committee Code 070**

Ride tickets can be purchased at a discount prior to the event.

#### **Chairperson**

Responsibilities include:

- All aspects of the event including underwriting and ticket sales

- Holds regular meetings with committee members prior to the event
- Reports to Vice President – Family Fundraising Liaison

### **Co-Chairperson/Ride Coordinator**

Responsibilities include:

- Assists chairperson in all aspects of the event including underwriting and ticket sales
- Works with the ride company in securing the rides for the event
- Has the opportunity to assume the chairperson position for the event the following year
- Attends regular meetings

### **Accounting Chairperson**

Responsibilities include:

- Assists chairperson in accounting aspects of the event
- Formulates a budget for the event
- Oversees all financial dealings
- Provides reports to the fiesta committee
- Attends regular committee meetings prior to the event

### **Accounting Helper**

Responsibilities include:

- Works directly with Accounting Chairman for entire weekend of Fiesta.
- May include post Fiesta accounting duties.
- Assist Accounting Chair in Fiesta duties.

### **Money Runner**

Responsibilities include:

- Works directly with Accounting Chairman for entire weekend of Fiesta.
- Assist Accounting Chair in Fiesta duties

### **T-Shirt Sales Chairperson**

Responsibilities include:

- Go to Fiesta Meetings once a month starting in January 2012.
- Run the school-wide tee shirt art contest for the design of the tee shirt.
- Handle the pre-order sales of tee shirts and sweatshirts for the staff, fiesta committee, and school families.
- Ordering and handing out all tee shirts for Fiesta.
- Staff tee shirt sales booths at church and school for the weeks before the fiesta starts and for the entire weekend of fiesta.

### **Cake Walk Chairperson**

Responsibilities include:

- Formulate plan for the cake walk booth at the event
- Secure equipment
- Secure cake donations from school and parish families
- Arrange flyers/posters
- Handles phone call inquiries from school and parish families
- Attends regular committee meetings prior to the event

### **Decorations/City Chairperson**

Responsibilities include:

- Gather information to obtain permits for the event from the City of Dana Point
- Provide all decorations for sign-up booth and any necessary signs and decorations for the event
- Design, secure production and oversee sales of fiesta T-shirts
- Help secure donations and assist in the selling of tickets during event
- Attends regular committee meetings prior to the event

### **Entertainment Chairperson**

Responsibilities include:

- Gather all musical and other entertainment
- Arrange stage, lighting and sound system
- Attends regular committee meetings prior to the event

### **Fiesta Floater**

Responsibilities include:

- Work entire weekend of Fiesta
- Fill in wherever they are needed as directed by Fiesta Chairman. May include some work prior to Fiesta weekend. ie. Working Fiesta sign up at Church, stuffing/ mailing raffle tickets.

### **Food Booth Chairperson**

Responsibilities include:

- Oversees all food booth captains
- Formulates a plan that will include menu selection, food, purchasing, equipment rentals, electrical needs, distribution and inventory
- Provide kitchen support for booths
- Oversees all food booth operations during event
- Oversee set-up and break-down of booths
- Attends regular committee meetings prior to the event

### **Food Booth Captain**

Responsibilities include:

- Formulates a plan for their specific food booth that will include menu selection, pricing, necessary equipment and running the booth the entire weekend of Fiesta
- Oversees food booth operations during event
- Oversee set-up and clean-up of food booth nightly
- Attends regular food booth meetings prior to the event

### **Games Chairperson**

Responsibilities include:

- Selects games and prizes
- Organizes game booths
- Tracks all inventories
- Oversee games booth helpers
- Attends regular committee meetings prior to event

### **Games Helper**

Responsibilities include:

- Running one or more game booths for the entire duration of the event, to include coordination of volunteers inside of the booth
- Attending games committee meetings as required prior to the event

### **Publicity Chairperson**

Responsibilities include:

- Provide any necessary public relations work and advertising for both School and Church relating to the event
- Attends regular committee meetings prior to the event

### **Raffle Chairperson**

Responsibilities include:

- Assists Fiesta chairperson in selecting prizes for raffles, orders and distributes all raffle tickets
- Oversees any special raffles
- Attends regular committee meetings prior to the event

### **Security Chairperson/Beer and Wine Chairperson**

Responsibilities include:

- Provide event with law enforcement and 24 hour security
- Provide headphone rentals
- Organizes Beer and Wine Booth
- Attends regular committee meetings prior to the event

### **Set-Up and Break Down Chairperson**

Responsibilities include:

- Obtain equipment rental needs from each chairperson and select the rental company
- Provide diagram and blue prints for the event
- Establish and oversee set-up and break down crews
- Provide a clean-up subcommittee
- Attends regular committee meetings prior to the event

### **Set-up/Break down Helper**

Responsibilities include:

- Volunteers will assist in the setup of the Fiesta grounds.
- Work includes setting up tables, chairs, signage, water system, some cooking equipment and basic electrical requirements.
- During Fiesta, the work includes repair, site security and crowd control.
- Work schedules begin the Wednesday prior to the weekend

### **Traffic Control and Parking Chairperson**

Responsibilities include:

- Formulate a plan to include all parking areas, any additional parking needs and staffing, and traffic control after all masses and during event
- Attends regular committee meetings prior to the event

### **Parking Control**

Responsibilities include:

- Assists with traffic control at the event

### **Volunteer Chairperson**

Responsibilities include

- Obtain and place all volunteers including School and Parish Families, for the event
- Formulate plans to oversee volunteer sign-up tables after all masses
- Oversee volunteer sign-in table at the event
- Handle any scheduling changes before and during event
- Attends regular committee meetings prior to the event

### **Volunteer Helper**

Responsibilities include:

- Assists Volunteer Chairperson with all aspects relating to the event

### **Underwriting Chairperson**

Responsibilities include:

- Contact School, Parish and local businesses for sponsorship
- Order sponsor signs and display during event
- Formulates and provides report for the Parent Guild Underwriting Coordinator for data entry
- Attends regular committee meetings prior to the event

## **GIFT WRAP / MAGAZINE FUNDRAISER**

<b><u>Committee</u></b>	<b><u>Position</u></b>	<b><u>POSITION</u></b>	<b><u>CREDIT</u></b>	<b><u>STATUS</u></b>
080	001	Chairperson	1.5	Filled
080	002	Co-Chairperson Gift Wrap	1.5	Filled
080	003	Co-Chairperson Magazine	1.5	Filled
080	005	Co-Chairperson Publicity	1.5	Filled
080	004	Mentor	1.0	Filled

**Current school year Chairperson(s) and Co-Chairperson(s) will attend the Spring Kick-Off Meeting for Gift Wrap/ Magazine. The Summer Meeting will be attended by next year's Mentors, Chairperson(s) and Co-Chairperson(s).**

### **GIFT WRAP/MAGAZINE/ FUNDRAISER - Committee Code 080**

#### **Chairperson(s)**

Responsibilities include:

- **This position is held for one (1) year**
- Gift wrap and Magazine communications, order counting, School Faculty/Church/Preschool communication.
- Reports to Vice President – Family Fundraising Liaison

### Co-Chairperson(s)

Responsibilities include:

- **This position is held for one (1) year**
- Assists Chairperson with all aspects of this event including supply purchasing.
- Bulletin Boards, Emails/Connect-Ed messages, Angel Express. Edline, bulletin at Church, raffle prizes, order form boxes.
- Assumes the Chairperson position the following year

### Mentor

Responsibilities include:

- This position is held by the retiring Chairperson of the Gift Wrap Committee
- Attends Meetings in the springtime and in July, and actively involved in setup/closure of event.
- Provide support and experience to the Chairperson and Co-Chairperson

## INSTRUCTIONAL

Times/Days of Instructional Positions may Change until the Schedule is finalized for  
School Year 2011- 2012

<u>Committee</u>	<u>Position</u>	<u>POSITION</u>	<u>DAY</u>	<u>TIME FRAME</u>	<u>CREDIT</u>	<u>STATUS</u>
090	001	Kindergarten Aide - Nelson	Mon	8:00 - 11:00am	1.5	Open
090	002	Kindergarten Aide - Nelson	Mon	12:00 - 3:00pm	1.5	Open
090	003	Kindergarten Aide - Nelson	Tue	8:00 - 11:00am	1.5	Open
090	004	Kindergarten Aide - Nelson	Tue	12:00 - 3:00pm	1.5	Open
090	005	Kindergarten Aide - Nelson	Wed	8:00 - 11:00am	1.5	Open
090	006	Kindergarten Aide - Nelson	Wed	12:00 - 3:00pm	1.5	Open
090	007	Kindergarten Aide - Nelson	Thur	8:00 - 11:00am	1.5	Open
090	008	Kindergarten Aide - Nelson	Thur	12:00 - 3:00pm	1.5	Open
090	009	Kindergarten Aide - Nelson	Fri	8:00 - 11:00am	1.5	Open
090	010	Kindergarten Aide - Nelson	Fri	12:00 - 3:00pm	1.5	Open
090	011	Kindergarten Aide - Duchene	Mon	8:00 - 11:00am	1.5	Open
090	012	Kindergarten Aide - Duchene	Mon	12:00 - 3:00pm	1.5	Open
090	013	Kindergarten Aide - Duchene	Tue	8:00 - 11:00am	1.5	Open
090	014	Kindergarten Aide - Duchene	Tue	12:00 - 3:00pm	1.5	Open
090	015	Kindergarten Aide - Duchene	Wed	8:00 - 11:00am	1.5	Open
090	016	Kindergarten Aide - Duchene	Wed	12:00 - 3:00pm	1.5	Open
090	017	Kindergarten Aide - Duchene	Thur	8:00 - 11:00am	1.5	Open
090	018	Kindergarten Aide - Duchene	Thur	12:00 - 3:00pm	1.5	Open
090	019	Kindergarten Aide - Duchene	Fri	8:00 - 11:00am	1.5	Open
090	020	Kindergarten Aide - Duchene	Fri	12:00 - 3:00pm	1.5	Open
090	021	Kindergarten Aide - Bennett	Mon	8:00 - 11:00am	1.5	Open

090	022	Kindergarten Aide - Bennett	Mon	12:00 - 3:00pm	1.5	Open
090	023	Kindergarten Aide - Bennett	Tue	8:00 - 11:00am	1.5	Open
090	024	Kindergarten Aide - Bennett	Tue	12:00 - 3:00pm	1.5	Open
090	025	Kindergarten Aide - Bennett	Wed	8:00 - 11:00am	1.5	Open
090	026	Kindergarten Aide - Bennett	Wed	12:00 - 3:00pm	1.5	Open
090	027	Kindergarten Aide - Bennett	Thur	8:00 - 11:00am	1.5	Open
090	028	Kindergarten Aide - Bennett	Thur	12:00 - 3:00pm	1.5	Open
090	029	Kindergarten Aide - Bennett	Fri	8:00 - 11:00am	1.5	Open
090	030	Kindergarten Aide - Bennett	Fri	12:00 - 3:00pm	1.5	Open
090	031	1st Grade Aide -New Teacher	Wed	8:30-10:00 am	1.5	Open-3 Positions
090	032	1st Grade Aide - New Teacher	Thur	8:30-10:00 am	1.5	Open-3 Positions
090	033	1st Grade Aide - New Teacher	Thur	1:30 - 3:00 pm Project Prep	1.5	Open-1 Position
090	034	1st Grade Aide - Derby	Mon	8:30 - 10:00 am	1.5	Open-1 Position
090	035	1st Grade Aide - Derby	Wed	8:30 - 10:00 am	1.5	Open-5 Positions
090	036	1st Grade Aide - Derby	Thur	8:30 - 10:00 am	1.5	Open-5 Positions
090	037	1st Grade Aide - Derby	Fri	9:15 - 10:45 am	1.5	Open-1 Position
090	038	1st Grade - Derby Decorating	Fri	1:30-3:00 pm	1.5	Open-1 Position
090	039	1st Grade - Derby Decorating	Last Week of Each Month		0.5	Open-1 Position
090	040	2nd Grade Brown Tape Reading	Fri	1:45-3:00 pm Time Negotiable	1.5	Open
090	041	2nd Grade - Brown Bulletin Board	Last Week of Each Month		0.5	Open
090	042	2nd Grade Center Volunteer - Hopkins	On Call	On Call	1.0	Open - 2 positions
090	043	3rd Grade Aide - Munroe	Tues	8:15 - 9:45 am	1.5	Open
090	044	3rd Grade Aide - Munroe	Fri	9:15 - 10:30 am	1.5	Open
090	045	3rd Grade Aide - McCormack	Thur	1:30 - 3:00 pm	1.5	Open
090	046	3rd Grade Aide - McCormack	Fri	1:30 - 3:00 pm	1.5	Open
090	047	4th Grade Aide - Sandland	Mon	1 hr btwn 8 - 12	1.0	Open
090	048	4th Grade Aide - Sandland	Tue	1 hr btwn 8 - 12	1.0	Open
090	049	4th Grade Aide - Sandland	Wed	1 hr btwn 8 - 12	1.0	Open
090	050	4th Grade - Writers' Workshop	Wed	8:15 -9:15 or 12:45-1:45	1.0	Open-5 positions
090	051	4th Grade Aide - Sandland	Thur	1 hr btwn 8 - 12	1.0	Open
090	052	4th Grade Aide - Sandland	Fri	1 hr after Mass	1.0	Open

090	053	4th Grade - Science Lab		9:00 - 11:30 once per month	0.5	Open
090	054	4th Grade Aide - Jimenez	Fri	12:30 - 3:00	1.5	Open - 6 positions
090	055	4th Grade - Science Lab		9:00 - 11:30 once per month	0.5	Open
090	056	5th Grade Aide - Beattie	Tue	2 hrs anytime	1.5	Open
090	057	5th Grade Aide - Beattie	Thur	2 hrs anytime	1.5	Open
090	058	5th Grade Aide - Iseley	Tue	1 hour in AM	1.0	Open
090	059	5th Grade Aide - Iseley	Wed	1 hour in AM	1.0	Open
090	060	5th Grade Aide - Iseley	Thur	1 hour in AM	1.0	Open
090	061	5th Grade Aide - Iseley	Thur	2:00 - 3:00 pm	1.0	Open
090	062	5th Grade Aide - Iseley	Fri	10:30 - 11:30 am	1.0	Open
090	063	Spanish Aide		M - F, 2 hrs weekly	1.5	Open
090	064	Middle School - Language Arts Aide		M - F, 2 hrs weekly	1.5	Open
090	065	Middle School - Social Studies Aide		M - F, 2 hrs weekly	1.5	Open
090	066	Middle School - Religion Aide		M - F, 2 hrs weekly	1.5	Open
090	067	Middle School - Math Aide		M - F, 2 hrs weekly	1.5	Open

## **INSTRUCTIONAL AIDE COMMITTEE – Committee Code 090**

### **Classroom Aide**

Responsibilities include:

- Work directly with the teacher and aide in the classroom
- Provide clerical and instructional assistance for the teacher and aide in the classroom setting

### **Spanish Aide**

Responsibilities include:

- Works with the School Spanish Language teachers with various duties.

### **Middle School Department Aides**

Responsibilities include:

- Works with each of the Middle School Teachers with various clerical duties. Math, Science, Religion, Language Arts, Social Studies.

## **MEDIA INFORMATION CENTER / LIBRARY**

<u>Committee</u>	<u>Position</u>	<u>POSITION</u>	<u>DAY</u>	<u>TIME FRAME</u>	<u>CREDIT</u>	<u>STATUS</u>
100	001	Kindergarten AM		To Be	1.0	Open
				determined	1.0	Open
100	003	1st Grade		To Be	1.0	Open
				determined	1.0	Open
100	004	2nd Grade		To Be	1.0	Open
				determined	1.0	Open
100	005	3rd Grade		To Be	1.0	Open
				determined	1.0	Open
100	006	4th Grade		To Be	1.0	Open
				determined	1.0	Open
100	007	5th Grade		To Be	1.0	Open
				determined	1.0	Open
100	008	Library Aide	Fri	anytime in AM	1.0	Open

### **MEDIA INFORMATION CENTER / LIBRARY – Committee Code 100**

#### **Chairperson**

Responsibilities include:

- Computer data input
- Training and supervising volunteers in check-in and check-out of library books and materials.
- Coordinate with teachers regarding their needs and encourage appropriate use of Media Information Center

#### **Library Volunteers**

Responsibilities include:

- Assist the students with check-in and check-out of books
- Escort students to and from Median Information Center
- Alphabetize, shelf and cover books
- Send out notices for overdue books and fines
- Help monitor conduct in Media Information Center
- Must be able to work Media Information Center Events: Book Fair and Meet the Author

#### **Library Aide**

Responsibilities include:

- Work in Library to recover, restack and organize Library books.

# MONARCH MAIN EVENT

**Come join and be part of the committee for the ALL new Monarch Main Event. NEW Venue, NEW Format, NEW Surprises!**

<u>Committee</u>	<u>Position</u>	<u>POSITION</u>	<u>CREDIT</u>	<u>STATUS</u>
110	001	Event Chairperson	1.5	Filled
110	002	Co-Chairperson	1.5	Open
110	003	Accounting Chairperson	1.5	Open
110	004	Live Auction Chairperson	1.5	
110	005	Program Chairperson	1.5	Filled
110	006	Program Helper	1.5	Open 2-3 positions
110	007	Program Designer	1.5	Open
110	008	Publicity Chairperson	1.5	Open
110	009	Raffle Chairperson	1.5	Open
110	010	Reservation Chairperson	1.5	Open
110	011	Silent Auction Chairperson	1.5	Filled
110	012	Silent Auction/Computer Helper	1.5	Open - 3 positions
110	013	Underwriting Chairperson	1.5	Open
110	014	Volunteer Chairperson	1.5	Open
110	015	Class Projects/Class Gift Baskets	1.5	Open - 2 positions
110	016	Committee Members	1.5	Open - 10 positions
110	017	Gift Gathering Drive	1.5	Open - 2 positions

**All committee members will work towards gift gathering, advertising and ticket sales.**

## **MONARCH MAIN EVENT COMMITTEE – Committee Code 110**

Depending on the amount of underwriting, usually 100% monetary credit is given for advertisements in the program, dinner tickets, tuition raffle tickets, as well as auction items purchased at the event. Raffle tickets purchased the evening of the event will receive credit if purchased at the raffle table. Usually 50% credit is given for car raffle or 50/50 raffle tickets purchased and for centerpieces. No monetary credit is given for donated items for either the silent or the live auction.

### **Event Chairperson**

Responsibilities include:

- Planning, marketing, and providing a budget for the event
- Holding status meetings with committee members who help with the event
- Mentor's the next year's event chairperson
- Attend monthly Parent Guild meetings

### **Co-Chairperson**

Responsibilities include:

- This is a two (2) year position and co-chairperson agrees to assume the position of Event Chairperson the following year
- Assists the current year chairperson with all aspects of the event
- Attend monthly Parent Guild meetings

### **Accounting Chairperson**

Responsibilities include:

- All aspects of accounting duties for the event
- Input, track, process and reconcile all accounting transactions
- Works closely with event chairperson
- Oversee accounting helpers
- Attends regular committee meeting prior to the event

### **Live Auction Chairperson**

Responsibilities include:

- Determining and obtaining Live Auction Items
- Working with auctioneer the night of the event
- Providing text for either the program or handout the night of the event for the details on the live items
- Delivering auction items to "winners"
- Attend regular committee meetings prior to the event.
- Works closely with event chair and co-chair

### **Program Chairperson "The Monarch Pages"**

Responsibilities include:

- Implement all aspects of the production and distribution of "The Monarch Pages" for the event and will work closely with the program designer
- Will provide all artwork and contents of the directory to the program designer

- Assure all deadlines are met for submittal of items which will appear in the program
- Works closely with event chairperson and attends regular committee meetings prior to the event
- Will sell Ads and oversee the business and school directories

### **Program Helper (2 to 3 people)**

Responsibilities include:

- Assist Program Chairperson with duties outlined above
- Attends regular committee meetings prior to the event
- Sell Ads for “The Monarch Pages”
- Organize the school and business directory

### **Program Designer**

Responsibilities include:

- Works with the Program Chairperson and committee
- Designs “The Monarch Pages”
- Designs invitations or other items as needed
- Attends regular committee meetings prior to the event

### **Publicity Chairperson**

Responsibilities include:

- Design and implement all aspects of the production and distribution of ALL publicity for the event, including flyers, ConnectEd emails, banners etc.
- Update parish web site
- Coordinates with church staff to provide church bulletin donor recognition
- Works closely with the event chairperson
- Attends regular committee meetings prior to the event

### **Raffle Chairperson**

Responsibilities include:

- Responsible for coordinating all aspects of event raffle
- Responsible for coordinating raffle volunteers night of the event
- Works closely with event chair
- Attends regular committee meetings prior to the event

### **Reservation Chairperson**

Responsibilities include:

- Coordinate all reservations by School Families, Parishioners, and Staff for night of the event
- Will work registration the night of the event
- Works closely with the event chairperson and assist in any VIP program
- Attends regular committee meetings prior to the event

### **Silent Auction Chairperson**

Responsibilities include:

- Coordinates the mass mailing for silent auction donations.
- Overseas all committee members in the collection of gifts.
- Set-up and display gifts at event

- Input all silent auction donations into the database for bid sheets
- Work with accounting chairperson to provide name of successful bidders
- Removal and delivery of unclaimed sold items after event
- Mail out thank you letters to all donors after the event
- Attends regular committee meetings prior to the event
- Works closely with event chair and co-chair

### **Silent Auction /Computer Helper (3 Volunteers)**

Responsibilities include:

- Work directly with Silent Auction Chair
- Primarily responsible for computer input and database management
- Gift gathering and assembling silent auction gift baskets

### **Underwriting Chairperson**

Responsibilities include:

- Responsible for obtaining event underwriters
- Responsible to recognizing event sponsors and “thank you’s”
- Will work with event chairs
- Attends regular committee meetings prior to the event

### **Volunteer Chairperson**

Responsibilities include:

- Responsible for obtaining volunteers the night of the event and is this volunteer point person the night of the event
- Will work with auction cashing company and silent auction company the night of the event
- Required to attend the event
- Attends regular committee meetings prior to the event

### **Class Projects/Class Gift Baskets (2 People)**

Responsibilities include:

- Work closely with Silent Auction Chair
- Will work with Room Mom Coordinator and Room Moms in organizing the class projects and teacher outings for the silent auction.
- Will provide all the necessary paperwork to the silent auction chair
- Collect all class projects from room moms and will bring them to the event
- Display projects at the event

### **Committee Members (10 to 15)**

Responsibilities include:

- Attends regular committee meetings prior to the event
- All committee members will work towards gift gathering, advertising, and ticket sales
- **Must be present the night of the event.**
- Active member of the committee which means participate in mail outs for event and to help put together baskets for event.
- Works closely with the event and silent auction chair

**Gift Gathering Drive (2 to 3 people)**

Responsibilities include:

- Work closely with Silent Auction Chair
- Will provide all necessary paperwork for donated items to the silent auction chair.
- Will run the two week gift gathering drive for school families for two weeks
- Responsible for drafting all flyers and correspondence to the school families
- Will plan and organize the party for the grade that wins the drive (one party for K-5 and one party for 6<sup>th</sup> thru 8<sup>th</sup>)

**PLAYGROUND PARTNERS**

<u>Committee</u>	<u>Position</u>	<u>POSITION</u>	<u>DAY</u>	<u>TIME FRAME</u>	<u>CREDIT</u>	<u>STATUS</u>
140	001	Playground Part Coordinator			1.5	Filled
140	002	1st - 8th Grades	Mon	11:45 - 12:25 pm	1.0	Open
140	003	1st - 8th Grades	Tues	11:45 - 12:25 pm	1.5	Open
140	004	1st - 8th Grades	Wed	11:45 - 12:25 pm	1.5	Open
140	005	1st - 8th Grades	Thur	11:45 - 12:25 pm	1.5	Open
140	006	1st - 8th Grades	Fri	11:45 - 12:25 pm	1.0	Open

**PLAYGROUND PARTNERS – Committee Code 140**

**Playground Partner Coordinator**

Responsibilities include:

- Coordinate and supervise peaceful playground games for students
- Training sessions to be held two weeks before session begins

**Playground Partners**

Responsibilities include:

- Supervise peaceful playground games
- Training sessions to be held two weeks before session begins

**ROOM MOM**

<u>Committee</u>	<u>Position</u>	<u>POSITION</u>	<u>CREDIT</u>	<u>STATUS</u>
150	001	Chairperson	1.5	Open
150	002	Kindergarten	1.5	Open - 6 positions 2 for each Teacher
150	003	1st Grade	1.5	Open - 4 positions

				2 for each Teacher
150	004	2nd Grade	1.5	Open - 4 positions 2 for each Teacher
150	005	3rd Grade	1.5	Open - 4 positions 2 for each Teacher
150	006	4th Grade	1.5	Open - 4 positions 2 for each Teacher
150	007	5th Grade	1.5	Open - 4 positions 2 for each Teacher
150	008	6th Grade	1.5	Open - 3 positions 1 for each HomeRoom
150	009	7th Grade	1.5	Open - 3 positions 1 for each HomeRoom
150	010	8th Grade	1.5	Open - 3 positions 1 for each HomeRoom

### **ROOM MOTHER COMMITTEE – Committee Code 150**

#### **Chairperson**

Responsibilities include:

- Coordinate all Room Moms in grades K - 8
- Provide training for Room Moms
- Assist Room Moms with class fundraisers and other School functions
- Coordinate the School Teacher Appreciation Week events.
- When special needs arise for funerals, sickness, or other family tragedies, Chair must coordinate emails to be sent to each Room Mom for assistance.
- Attend Parent Guild meetings

#### **Room Mom**

Responsibilities include:

- Organize and implement special/holiday activities for the class
- Organize transportation, chaperones and permission slips for class field trips
- Activate email chain in an emergency for the class
- Recruit help from class parents for various school events
- Contact new families when they enter a class during the school year to inform them of class policies, scheduled events, and class special projects in which they can volunteer.
- Works with Yearbook Committee to provide pictures for year book

- Cooperatively host the School Teacher Appreciation Week events.

## **School Service Committees**

<b>Committee Position</b>		<b><u>POSITION</u></b>	<b><u>TERM</u></b>	<b><u>CREDIT</u></b>	
160	001	Religion Committee Chair	2 year	1.5	
160	002	Safety Committee Chair	2 year	1.5	
160	003	Technology Committee Chair	2 year	1.5	
160	004	Health/Wellness Council Chair	2 year	1.5	
<b>Student Support Services</b>					
160	005	SSS Chair		1.5	Filled
160	006	SSS Co-Chair		1.5	Filled
160	007	SSS Advisor		1.5	Filled
160	008	SSs Enrichment Coordinator		1.5	Filled
160	009	SSS Classroom Support		1.5	Unlimited - Open

### **Religion Committee Chairman**

Responsibilities include:

- Attend and Chair monthly Religion Committee meetings.
- Implement Religion activities throughout the School.
- This is a two-year position with Administrative approval.
- Attends monthly School Commission Meetings.
- 2 year commitment

### **Safety Committee Chairman**

Responsibilities include:

- Training of staff and personnel of the school in the area of disaster preparedness
- Update written procedures and set time tables for drills, with the Principal
- Ensures that the disaster cards are fill out at registration
- Reviews emergency information with staff each year prior to the start of school
- Update supplies as needed
- Professional experience is required. i.e. Fire department, police department
- 2 year commitment

### **Technology Committee Chairman**

Responsibilities include:

- Chair Technology meetings and lead Committee members in researching technological needs of school and report findings and suggestions to School Commission.
- This is a two-year position with Administrative approval
- Attends monthly School Commission Meetings
- 2 year commitment

### **Health and Wellness Committee Chairman (2-year commitment)**

Responsibilities include:

- Lead members to enhance Nutrition/Health programs throughout the School.
- This is a two-year position with Administrative approval
- Attends monthly School Commission meetings

### **Student Support Services**

The Student Support Services (SSS) Committee's goal is to teach all students in the program by acknowledging and responding to the learning styles of each. Through the Auxiliary Studies Intervention & Enrichment, S.E.A.R.C.H. and Optional 9<sup>th</sup> Period programs, the SSS Committee will proactively guide all students in the program to reach their full academic potential. This committee is under the direction of Chris Covington.

### **Student Support Services Chairperson**

Responsibilities include

- Attends all SSS meetings and events
- Conducts meetings in Directors' absence
- Oversees committee members' activities
- Reports to administration regarding committee activities
- Attends administration meetings when appropriate
- Organizes and conducts trainings for administration, teachers and SSS classroom support volunteers

### **Student Support Services Advisor**

Responsibilities include:

- Attends monthly SSS meetings
- Liaison between teachers and SSS classroom support volunteers
- Organizes and conducts trainings for administration, teachers and Student Support Services classroom support volunteers

### **Student Support Services Classroom Support**

Responsibilities include:

- Works directly with students in a classroom setting to offer academic support
- Works under the direction of each student's teacher
- Will rotate in grades K-8 as needed
- Requires a weekly one hour commitment
- Experience working with children and/or teaching background (credentialed and/or licensed preferred)

### **Enrichment Coordinator:**

Responsibilities include:

- Organizes school wide events to raise awareness and promote understanding of learning differences, i.e. Autism Month
- Coordinates the activities of the enrichment volunteers
- Works with school administration to implement event plans and attends administration meeting when appropriate
- Attends SSS monthly meetings and other duties as assigned

# SCHOOL SUPPORT SERVICES

<u>Committee</u>	<u>Position</u>	<u>POSITION</u>	<u>DAY/TIME FRAME</u>	<u>CREDIT</u>	<u>STATUS</u>
170	001	<b>Academic Decathlon Coordinator</b>		1.5	Filled
170	002	Tutor - Religion		1.5	Open
170	003	Tutor - Science		1.5	Open
170	004	Tutor - Math		1.5	Open
170	005	Tutor - Social Studies		1.5	Open
170	006	Tutor - Fine Arts (Music & Art)		1.5	Open
170	007	Tutor - Current Events		1.5	Open
170	008	Tutor - Literature		1.5	Open
170	009	Tutor - English & Spelling		1.5	Open
170	010	Tutor - Super Quiz Literature		1.5	Open
170	011	Tutor - Super Quiz Religion		1.5	Open
170	012	Tutor - Super Quiz Geography		1.5	Open
170	013	Tutor - Super Quiz Fine Arts		1.5	Open
170	014	Tutor - Super Quiz Science		1.5	Open
170	015	Logic		1.5	Open
170	035	<b>Bereavement Coordinator</b>		1.5	Filled
170	016	<b>Bulk Supply Ordering</b>		1.5	Open - 2 positions
170	017	<b>Christmas Program Coordinator</b>		1.5	Open
170	018	Christmas Program Helper		0.5	Open - 4 positions
170	019	<b>8th Grade Graduation Coordinator</b>		1.5	Open - 2 positions
170	020	<b>8th Grade Graduation (Dance)</b>		0.5	Open - 2 positions
170	021	<b>Lost &amp; Found Monitor</b>		1.5	Filled
170	022	<b>Middle School Christian Service Coordinator</b>		1.5	Open - 2 positions
170	023	<b>Money Counter</b>	TBD by B. Belavic 2 teams of 3 to work alternate weeks Aug 1 - July 31	1.5	Open – 6 Positions
170	024	<b>Moms In Touch</b>		1.5	Open
170	025	<b>Music Aide- Cherub Choir</b>		1.5	Open

170	026	<b>Music Aide- Talent Show</b>	1.5	Open
170	027	<b>Recycle Coordinator - Ink Cartridges</b>	1.5	Filled
170	028	<b>Recycle Coordinator - Paper/Plastic</b>	1.5	Filled
170	029	<b>Recycle Coordinator -Electronics</b>	1.5	Open
170	030	<b>School Technical Support</b>	1.5	Filled
170	031	<b>Science Fair Judge/Coordinator</b>	1.5	Open
170	032	<b>St Anne's Circle - President</b>	1.5	Open
170	033	<b>Yearbook Aide - Pictures</b>	0.5	Open - Unlimited
170	034	<b>Yearbook Aide-8th Grade</b>	0.5	Open

## **SCHOOL SUPPORT SERVICES – Committee Code 170**

### **Academic Decathlon Coordinator**

Responsibilities include:

- Selects a total of 10 students from junior high to represent the school in the Diocese of Orange Decathlon competition
- Attends Diocese meetings regarding the competition
- Oversees and contacts tutors and assigns times for tutoring and organizes Decathlon Banquet

### **Academic Decathlon Super Quiz Tutor**

Responsibilities include:

- Works closely with the Academic Decathlon coordinator
- Meeting each week with the students in their field of expertise
- Organizing materials and creating mock tests and administering test
- Must be flexible with student's schedules
- Possibility of meeting before and/or after school

### **Bereavement**

Responsibilities include:

- Trained professional supporting families at teacher/administration request.
- Credit is determined by hours logged with the administration on a trimester basis.

### **Bulk Supply Coordinator**

Responsibilities include:

- Ordering and distributing bulk supplies at beginning of school year. Bulk supplies consist of paper, colored paper, wipes, paper towels and Kleenex.
- Weekly monitoring of supplies in classroom and making mid-year orders.
- Take physical inventory of all bulk supply items at end of school year.

### **Christmas Program Coordinator**

Responsibilities include:

- Works with the School Music Director in the coordination and production of the School Christmas Program.
- Organizes volunteers for and takes part in script writing, stage set-up, costumes, reader and role rehearsal, Event program, CD sales and distribution, traffic and parking.

### **Christmas Program Volunteers**

Responsibilities include:

- Assist Program Coordinator with production of Christmas Pageant.

### **8th Grade Graduation Coordinator**

Responsibilities include:

- This position is appointed by School Administration and is subject to the approval of the 8<sup>th</sup> Grade Teacher and Pastor
- Plan the following: yearbook signing day, BBQ, awards assembly, decorations, graduation day, video for that day, the special graduation social outing, the gift that the 8<sup>th</sup> grade will present to the school, and the special mass and program booklet
- **(School Administration must approve all facets of this position.)**

### **8th Grade Graduation Dance**

Responsibilities include:

- This position is appointed by School Administration and is subject to the approval of the 8<sup>th</sup> Grade Teacher and Pastor.
- Plan the following: the 8<sup>th</sup> Grade Dance

### **Lost and Found Monitor**

Responsibilities include:

- Monitor Lost and Found bins on a monthly basis.
- Collect and distribute items marked with names to the appropriate Homeroom.
- Unmarked items will be set out once per month at a table near the carpool line for identification. All unclaimed items will be sent to an orphanage in Mexico.
- Organize Uniform Exchange in January and June.

### **Middle School Christian Service Coordinator**

Responsibilities include:

- Plans and provides lead supervision for community service projects, providing opportunities for students to complete total of 15 hours of service opportunity per year.
- Develop and plan additional service opportunities, which may be performed without direct coordinator supervision.
- All Jr. High students would be invited to participate in all events, subject to the availability of adult supervision (approximately 6 students/1 adult for an off-campus activity). In the event of limited supervisors, student participation will be decided on a first come, first served basis.
- Information for planned events will be distributed to all Jr. High students. A parent signature on a down-loadable permission form will be required for participation in each organized event.
- Although the coordinator provides organized service projects and information for additional service opportunities, it is each student's responsibility to perform the service and accumulate their

required Christian service hours. The coordinator will provide a mechanism for recording such hours, and in the event that an adult other than the coordinator supervises a service project, it is the student's responsibility to obtain supervisor signatures to verify the completion of hours.

- Records and keeps track of hours from the Middle School students in their Christian service duties and reports them each trimester to the Vice Principal. Inputs Service Hours into Aries and CCS Statements.

### **Money Counting**

Responsibilities include:

- Must be available to work 26 weeks a year, 2 hours on alternating weeks, August 1 – July 31
- Open contribution envelopes, mark amounts
- Count Cash and Checks
- Times and schedules to be arranged by Barbara Belavic at the Church Office.
- Must get a substitute for shifts prior to not showing up for a shift. If a day lands on a holiday, another day will be determined that same week.

### **Moms in Touch**

Responsibilities include:

- Lead a support and prayer group for mothers in the school
- Reports to the Religion Committee Chairperson

### **Music Aide-Cherub Choir**

Responsibilities include:

- Help with the choir roster; attendance; snacks; communication with choir families
- Attend weekly practices from October through Easter, set-up chairs and nametags each week.
- Help with choir discipline during rehearsals.
- Attend Sunday Masses, Christmas and Easter Masses when Cherubs sing, approximately once per month, plus School Masses where Cherubs sing (2 – 4 times per year).
- Help prepare children for Noel Night, organize volunteers to put on reception after Noel Night.
- Distribute choir robes at beginning of year and collection at end of year.
- Help with any extra singing events, such as Diocese Choral Festival.

### **Music Aide-Talent Show**

Responsibilities include

- Help with the promotion, auditions, and organizing helpers with set-up, take down and crowd control.

### **Recycling Coordinator - Ink**

Responsibilities include

- Collecting, on a monthly basis, the recycle items (cartridges) from the school and take them to a Staples store. This person must have a business account with a Staples store.

### **Recycling Coordinator – Paper/Plastic**

Responsibilities include

- . Coordinate all aspects of the paper and plastic recycling

### **Recycling Coordinator- Electronics**

Responsibilities include

- Coordinate all aspects of the Spring electronic waste recycling drive sponsored by the school
- Position reports to the Technology Committee Chairperson

### **Science Fair Judge/Coordinator**

Responsibilities include:

- Securing judges needed to judge the Middle School science projects, coordinating the judges, setting up the times and dates for judging and securing the ribbons
- Helping finalize winners, and helping the science teachers with the actual science fair exhibit.
- Helping with entries to Orange County Science Fair

### **St Anne's Circle – President**

Responsibilities include:

- Responsible for overall implementation of SAC , including meetings, enrollment, yearly calendar, activities, resolve concerns of members, recruit new members and fill committee positions.
- Promote their mission to provide a support network for mothers of St. Edwards and to encourage and sustain loving Catholic families.
- Set the agenda and meet monthly with committee to organize both charitable and family events.
  - Mentor incoming President.

### **Technical Support**

Responsibilities include:

- To assist with any technical needs throughout school.
- Work with various chairman and coordinators to better utilize information in creation of reports.

### **Yearbook Aide-8<sup>th</sup> Grade**

Responsibilities include:

- Collecting the pictures for each of the 8th graders, including baptism, first day of school and two other pictures.
- Collecting the dedication pages from the 8<sup>th</sup> grade parents for the yearbook.

### **Yearbook Aide-Pictures**

Responsibilities include:

- Assist in taking pictures of each of the schools events, sports, clubs and activities
- Assist in gathering materials and pictures to be included in the yearbook.

## **SCOUTS**

<b>Committee</b>	<b>Position</b>	<b><u>POSITION</u></b>	<b><u>CREDIT</u></b>	<b><u>STATUS</u></b>
180	001	<b>Girl Scout Coordinator</b>	1.5	Open
180	002	<b><u>Girl Scout Troop Leaders</u></b> K - 1 Daisy	1.0	Open

180	003	2 – 3 Grade Brownies	1.0	Open
180	004	4 – 5 Grade Juniors	1.0	Open
180	005	6 - 7 – 8 Grade Cadets	1.0	Open
180	006	Assistant Troop Leaders	0.5	Open
180	007	<b>Cub Master</b>	1.5	Open
180	008	<b>Pack Committee Chairperson</b>	1.5	Open
<b><u>Den Leaders</u></b>				
180	009	1st Grade Tiger Cub Scouts	1.5	Open
180	010	2nd Grade Wolf Cub Scouts	1.5	Open
180	011	3rd Grade Bear Cub Scouts	1.5	Open
180	012	4th Grade Webelos I Cub Scouts	1.5	Open
180	013	5th Grade Webelos II Cub Scouts	1.5	Open
180	014	Assistant Cub Master	0.5	Open
180	015	Assistant Den Leaders	0.5	Open
180	016	Cub Scout Fundraising Chairperson	1.5	Open
180	017	Cub Scout Membership & Recruiting Chairperson	0.5	Open
180	018	Cub Scout Finance and Incentives Chair	1.5	Open
180	019	Cub Scout Training & Roundtable Coordinator	0.5	Open
180	020	Cub Scout Webmaster	1.0	Open
180	021	Cub Scout Pack Committee Chairperson Trainee	0.5	Open
180	022	Cub Scout Fundraising Chairperson Trainee	0.5	Open

### **SCOUTS – Committee Code 180**

#### **Girl Scouts Coordinator**

Responsibilities include:

- Organize and oversee entire Girl Scout program for School
- Work with troop leaders to ensure correct level training, Council training and certification
- Must attend monthly Service Unit Meeting

#### **Daisy / Brownie / Cadet Girl Scout Leaders**

Responsibilities include:

- Before placement can occur, the person interested must fill out an application with the Girl Scout Coordinator and go through training with the local council.
- The Leader must be First Aide / CPR certified.
- Organize all troop activities, including parent involvement and support
- Attend training sessions
- Communicate with school staff for use of School facilities

- Plan each Brownie or Girl Scout meeting

### **Cub Scout Cub Master**

Responsibilities include:

- The primary Unit Leader to both BSA and Parish/School
- Plans and Leads all pack meetings and all outings (1<sup>st</sup>-5<sup>th</sup> grades combined)
- Organizes other leaders and parents to put on events
- Coaches Den Leaders
- Must complete trainings and attend monthly district Roundtable meeting
- Communicate with district cub scout office and leadership
- Must have a Cub Master in order for Scouts to continue

### **Cub Scout Pack Committee Chairperson**

Responsibilities include:

- Oversees business operations of pack: finances, activities, events, advancement, compliance
- Leads Pack Committee; calls meetings, manages other members
- Recruits operational leaders: Cub master, Den Leaders, & Assistants
- Oversees Recruitment of scouts and annual recapturing
- Must complete trainings and attend monthly district Roundtable meeting
- Communicate with district cub scout office and leadership
- Must complete Boy Scouts of America “Youth Protection Training” class

### **Cub Scout Den Leaders**

Responsibilities include (for one grade):

- Plan and Organize all den meetings and activities
- Obtain parent involvement and support
- Complete trainings and help pack operations through pack committee meetings
- Communicate with School Staff for use of School facilities
- Attend monthly committee meeting for Pack 705
- Must complete Boy Scouts of America “Youth Protection Training” class

### **Cub Scout Assistant Leaders**

Responsibilities include:

- Same duties as the Cub Master or Den Leader
- Assist in planning and in running meetings and outings
- Complete trainings
- Attend monthly committee meeting for Pack 705

### **Cub Scout Fundraising Chair**

Responsibilities include:

- Lead Pack activity for fall Popcorn Fundraiser, coordinate with Council
- Organize one St. Edward booth sale & individual sales
- Submit Pack orders to Council
- Coordinate popcorn distribution & incentive prize distribution
- Lead pack activity for spring Scout-O-Rama coupons book sales
- Attend monthly committee meeting for Pack 705 as required

- Must complete Boy Scouts of America “Youth Protection Training” class

### **Cub Scout Membership & Recruiting Chair**

Responsibilities include:

- Maintain current pack roster and provide to leaders
- Work with committee chair on pack “rechartering”
- Lead Pack activity for fall and spring Cub Scout recruiting drives
- Point-of-contact for new Cub Scout applications throughout the year
- Must complete Boy Scouts of America “Youth Protection Training” class

### **Cub Scout Finance & Incentives Chair**

Responsibilities include:

- Maintain finance records for pack
- Make bank deposits/issue checks as required
- Collect and track registration/dues payments from scouts and leaders
- Attend monthly committee meeting and provide financial report
- Work with committee on budgeting for pack activities
- Ensure timely reimbursement for leader expenditures
- Establish and maintain incentive system for scout participation in den and pack activities
- Must complete Boy Scouts of America “Youth Protection Training” class

### **Cub Scout Training & Roundtable Coordinator**

Responsibilities include:

- Organize and track pack leader training
- Attend monthly district meeting (known as “roundtable”) on the second Thursday of the month
- Attend monthly committee meeting for Pack 705
- Must complete Boy Scouts of America “Youth Protection Training” class

### **Cub Scout Webmaster**

Responsibilities include:

- Maintain existing pack website with up-to-date information on events
- Post photos of events on website
- Ensure forms are available on website and that they are current
- Attend monthly committee meeting for Pack 705
- Must complete Boy Scouts of America “Youth Protection Training” class

### **Cub Scout Committee Chair Trainee**

Responsibilities include:

- Work as apprentice with Cub Scout Committee Chair to take over as Chair the following year
- Must complete Boy Scouts of America “Youth Protection Training” class

### **Cub Scout Fundraising Chair Trainee**

Responsibilities include:

- Work as apprentice with Cub Scout Fundraising Chair to take over as Chair the following year
- Must complete Boy Scouts of America “Youth Protection Training” class

## **SCRIP FUNDRAISER**

<u>Committee</u>	<u>Position</u>	<u>POSITION</u>	<u>CREDIT</u>	<u>STATUS</u>
190	001	Co-Chairperson	1.5	Filled - 2 positions

### **SCRIP FUNDRAISER COMMITTEE – Committee Code 190**

#### **Co – Chairperson**

Responsibilities include:

- Overall administration of the Scrip Program
- Maintains databases and credit earned through grocery store, e-scrip and school pop programs
- Reports to PGO Chairman

## **TRAFFIC CONTROL**

<u>Committee</u>	<u>Position</u>	<u>POSITION</u>	<u>DAY/TIME FRAME</u>	<u>CREDIT</u>	<u>STATUS</u>
200	001	Carpool Coordinator		1.5	Open
200	002	Traffic Control Aide	Mon 7:30-8:15	1.0	Open - 4 positions
200	003	Traffic Control Aide	Mon 2:45-3:30	1.0	Open - 4 positions
200	004	Traffic Control Aide	Tues 7:30-8:15	1.0	Open - 4 positions
200	005	Traffic Control Aide	Tues 2:45-3:30	1.0	Open - 4 positions
200	006	Traffic Control Aide	Wed 7:30-8:15	1.0	Open - 4 positions
200	007	Traffic Control Aide	Wed 12:45-1:30	1.0	Open - 4 positions
200	008	Traffic Control Aide	Thur 7:30-8:15	1.0	Open - 4 positions
200	009	Traffic Control Aide	Thur 2:45-3:30	1.0	Open - 4 positions
200	010	Traffic Control Aide	Fri 7:30-8:15	1.0	Open - 4 positions
200	011	Traffic Control Aide	Fri 2:45-3:30	1.0	Open - 4 positions

### **TRAFFIC CONTROL – Committee Code 200**

#### **Carpool Coordinator**

Responsibilities include:

- Maintain carpool grid for school families and provide a copy in school office. Either through realty listings or map quest programs.
- Be a contact for school families who have questions regarding carpool program.
- Has carpool sign-up at beginning of each school year for those families looking for a carpool.

### Traffic Control Aide

Responsibilities include:

- There will be a limit of 4 volunteer helpers per Traffic Shift. They will be decided on a first come, first served basis.
- Will be assigned specific positions in mid-August and will be notified through the mail of their specific responsibilities of each position
- Report to office, sign in, take an orange jacket and report to their assigned posts rain or shine
- Direct traffic in the parking lot on an assigned shift before or after school
- Assist students exiting their vehicles during drop off before school, and entering their vehicles during pick up after school
- A detailed list of instructions, maps and training materials will be sent to all traffic control aides prior to the first day of school

## **VACATION BIBLE SCHOOL**

**All positions must be available to work Full Time during week of  
Vacation Bible School to be held July 18 - 22, 2011.**

<b>Committee Position</b>		<b><u>POSITION</u></b>	<b><u>CREDIT</u></b>	<b><u>STATUS</u></b>
210	001	<b>Vacation Bible School Coordinator</b>	1.5	Filled
210	002	<b>Vacation Bible School Co-Coordinator</b>	1.5	Filled
210	003	<b>Classroom Instructor</b>	1.0	Open- 9 positions
210	004	Instructional Aide	0.5	Open- 9 positions
210	005	<b>Music Supervisor</b>	1.5	Open
210	006	<b>Nurse - First Aide</b>	1.5	Open
210	007	<b>Snack / Nutritional Leader</b>	1.5	Open
210	008	<b>Craft Leader</b>	1.5	Open
210	009	<b>Religious Leader</b>	1.5	Open

### **VACATION BIBLE SCHOOL – Committee Code 210**

#### **Vacation Bible School Coordinator**

Responsibilities include:

- Determine Vacation Bible School dates in summer with Pastor, School Administration and Church Administration annually.
- Set up Registration dates, coordinate volunteers with Christian Service Coordinators
- Works directly with Instructional material provider in obtaining necessary curriculum and materials needed for activities of program.

- Follow up with School Office all billing and financial cost of materials.
- Plan curriculum for all grade level teaching.
- Oversee classroom instructors and delegate work to volunteers.
- Conduct 1 planning meeting with Instructors and Instructional Aides prior to Vacation Bible School starting.

### **Vacation Bible School Co-Coordinator**

Responsibilities include:

- Works directly with Coordinator in all aspects of the running and planning of the Vacation Bible School.

### **Instructor**

Responsibilities include:

- Work 8:30 – 12:30 for five days during summer, School Year 2010 – 2011 Vacation Bible School to be held July 18 – 22, 2011.
- Attend planning meeting prior to Vacation Bible School session starting
- Instruct and maintain 20+ children.
- Follow planned curriculum.
- Set-up and clean up for activities each day.

### **Instructional Aide**

Responsibilities include:

- Work 8:30 – 12:30 for five days during summer, School Year 2010– 2011
- 0 Vacation Bible School to be held July 19 – 23, 2010.
- Attend planning meeting prior to Vacation Bible School session starting.
- Assist instructor in classroom.
- Monitor children during all art, play, and activities during course of school hours.
- Set-up and clean up for activities each day
- Accompany children during restroom breaks.

### **Music Supervisor**

Responsibilities include:

- Work 8:30 – 12:30 for five days during summer, School Year 2010 – 2011 Vacation Bible School to be held July 19 – 23, 2010.
- Supervise middle school students while teaching children during music sessions.
- Aide in keeping track of children during music sessions.

### **Nurse**

Responsibilities include:

- **Must be First Aid / CPR certified.**
- Work 8:30 – 12:30 for five days during summer, School Year 2010 – 2011 Vacation Bible School to be held July 19 – 23, 2010.
- Attend planning meeting prior to Vacation Bible School session starting
- Administer any first aide to children and keep necessary paperwork for any special needs.
- Administer medication as needed to children.

### **Craft Leader**

Responsibilities include:

Revised 06-14-11

- Work 8:30 – 12:30 for five days during summer, School Year 2010 – 2011 Vacation Bible School to be held July 19 – 23, 2010.
- Attend planning meeting prior to Vacation Bible School session starting
- Will work with coordinators to find fun and age appropriate themed crafts for all age groups attending VBS.
- Will figure out all materials needed, locate items to be purchased, purchase items, and have all materials ready for each class daily during VBS.

### **Religious Leader**

Responsibilities include:

- Work 8:30 – 12:30 for five days during summer, School Year 2010 – 2011 Vacation Bible School to be held July 19 -23, 2010.
- Attend planning meeting prior to Vacation Bible School session starting
- Will lead each group daily through the selected bible verses given with the VBS program.
- Must love bringing the bible stories to life.

### **Snack / Nutrition Leader**

Responsibilities include:

- Work 8:30 – 12:30 for five days during summer, School Year 2010 – 2011 Vacation Bible School to be held July 19 – 23, 2010.
- Attend planning meeting prior to Vacation Bible School session starting
- Will attend VBS daily to supervise all snack preparation, service, and clean up.
- Will create fun and nutritional snacks for all students and helpers during VBS with the help of VBS coordinators.
- Will purchase, deliver and set up all foods and paper products for the week.
- Will need to be aware of all allergies of children attending camp and plan according to instruction.