



# Home & School Association

Saint Vincent de Paul Home and School Association is a parent organization that seeks to promote a spirit of unity and service for both the Parish and the School through organizing volunteer activities and events.

## **Open Chair positions and Responsibilities for the 2019-2020 School Year**

Chair positions are a two-year commitment with the exception of Vice President, which is 3 years. Attendance at monthly meetings is required. Chairs also serve as the contact and volunteer coordinator for various events that are sponsored by H&S throughout the school year. Additional time outside of the monthly meeting is usually necessary for planning of events, organizing volunteers and executing activities. Chairs also contribute and provide content for the monthly newsletter and Friday Forecast updates.

### **Vice- President**

Vice-President serves one year as VP, the following year as President, and finally one year as Immediate Past Chair. The first year of service is training for the Chair position and assuming any duties in the Chair's absence.

Vice-President oversees all Room Parents (RPs). You will inform RPs they have been selected after Back to School night and then host an informational meeting to go over expectations and responsibilities. During the year, the VP is the contact for all questions and concerns from RPs. VP may also be asked to send communications to RPs regarding upcoming H&S events throughout the year.

Vice-President also serves as the contact and volunteer coordinator for:

- Accelerated Reader Point Exchange
  - VP will work closely with Lead Volunteer to set date of Point Exchange Events, coordinate volunteers, and organize prizes and treats.
- Junior Great Books

## **Faith & Family Co-Chairs**

Faith & Family Co-Chairs will work as a team and serve as the contact and volunteer coordinator for the following events:

- Pilgrim Virgin Statue
  - Establish sign up genius and coordinate special requests
- Catholic Schools Week Mass- Mass participants and Reception
  - Co-Chairs actively participate in the planning of the Reception with Parish Staff and help set up, serve, and break down CSW Receptions.
- Clergy Dinner- Spiritual Bouquets
- Faith Rally
  - Co-Chairs provide planning assistance, coordination of volunteers, coordinate and work with service agencies, planning and ordering of spirit gear for the Faith Rally.
- Liaison with parish when needed.
- Rosary Club
- Reach out to new non-Catholic families

## **Fundraising Co-Chair**

Fundraising Co-Chairs are on a staggered two-year rotation. As first year Co-Chair, the Chair will learn the inner workings of each program, work closely with Lead Volunteers, and confirm Lead Volunteer positions are filled for the following year. In the second year as Co-Chair, you will serve as Lead Chair teaching the incoming Chair the workings of the fundraising events and will take the lead on planning and organizing of fundraising activities.

The Co-Chairs will work as a team to over see numerous fundraising activities throughout the year with the Lead Chair providing guidance to the new Chair. The Fundraising Co-Chairs will work closely with Lead Volunteers for each event to promote the event, recruit volunteers, and support any additional needs of the event. If a Lead Volunteer is not established, Fundraising Co-Chairs can fulfill this role or seek out a volunteer. Lead Volunteers for the listed below activities, have been confirmed for the 2019-2020 school year. Fundraising Co-Chairs oversee:

- Grocery Cards
- Crusader Cards
- Barnes and Noble Book Fair
- Scholastic Book Fair
- Christmas Shoppe
- Uniform Exchange
- EduKit Program
- Spirit Gear
- Dine Out Events
- Jamba Juice
- Fun Food