

**St. John the Baptist Catholic School
Family Club
Committee and Volunteer Handbook**

School Year 2008/2009

ST. JOHN THE BAPTIST CATHOLIC SCHOOL FAMILY CLUB VOLUNTEER OPPORTUNITIES

The Family Club is comprised of ALL St. John the Baptist Catholic School families, friends, staff, and community members. The purpose of the Family Club is to directly support the school and staff in the education of our children by bringing together every families' faith and knowledge and good old fashioned volunteer effort!

There are many volunteer opportunities from which to choose. All types of skills are **needed**. Your talent and time are greatly appreciated

Each family is required to provide 20 Parent Participation Hours to the school. 10 of these hours must be to **actively** assist in the Gala, Crab Feed or the Jog-a-thon. These activities require a significant number of volunteers and they are vitally important to the success of our school. As always, financial donations for an event may not be applied to the Parent Participation Hours Requirement. Parent Participation hours will be recorded from March, 2008 to March, 2009. If hours are not completed by March, 2009, tuition rate will switch to Category 3: Actual Cost/Non-Participation rate for the remainder of the school year.

The content of this handbook provides families with information to assist in filling out the Committee and Volunteer Sign-Up Form. If any further clarification is required, please contact the one of the Family Club Board Members.

ST. JOHN THE BAPTIST CATHOLIC SCHOOL FAMILY CLUB BOARD

The St. John the Baptist Catholic School Family Club Board consists of the following Officers:

- Co-President (2nd year): Renay Williamson
- Co-President (1st year): Judy Franzino
- Vice-President: Trish Tortolani
- Treasurer: Tina Altamura
- Secretary: Peta Shindle
- Past (vice) President: Gladis Gutierrez

Officers serve 2-year staggered terms.

The responsibility of the officers of the Family Club is to provide leadership/direction to the committees and to support the mission of the Family Club.

FUNDRAISING EVENTS

Fundraising is critically important to the financial viability of St. John the Baptist Catholic School.

- **Jog-A-Thon (Fall)**
 - This is the children's favorite fundraiser. They love to jog around the track and make money for the school. If you want to get a jump on your volunteer commitment, this event is for you. Planning begins early summer and event takes place shortly after the new school year begins.
- **Gala (Spring)**
 - This is an elegant event with food, wine, auction and entertainment for an incredible evening. Planning meetings for the committee begin in Fall of the school year.
- **Super Bowl Party-Crab Feed (January)**
 - This is a fun party and football event themed with host city of the Super Bowl.

10 Volunteer hours must be dedicated to one of the above events

- **Breakfast with St. Nick (First Sunday in December)**
 - This event supports the Family Club efforts to host/organize other events during the year and provide services to the school. Planning begins mid October.
- **SCRIP program (Ongoing)**
 - Volunteers are needed for scrip program promotion. Help is also needed to further promote the SCRIP, eScrip, and Schoolpop.com programs.
- **"Nearly New" (used) Uniform Sales (Ongoing)**
 - Committee responsible for collection, management, and sales of used uniforms. Sales are during Uniform Sales Day during the summer break and throughout the school year.
- **Box Tops for Education Coordinator**
 - Chairperson is needed to coordinate all Campbell's Labels/Box Tops for Education and apply for rebate to School.
- **Scholastic Book Fair (Fall and Spring)**
 - The book fairs support our library by providing books and enriching our library program.

COMMITTEES

- **Parish Liaison Committee**
 - The Chairperson, along with 1-2 members, is responsible for maintaining a communication link between the Parish and School. This committee is responsible for creating opportunities for parish members to involve themselves in school activities and programs and for creating within the school a higher level of interest in the Parish and its activities. This committee is specifically responsible for Family Mass Hospitality and the Parish bulletin board.
- **Room Parent Coordinator and Room Parents**
 - Any parent who is interested in serving as a Room Parent can do so. Opportunities to work directly with your child's class will be made available by the classroom teachers during Back-to-School night.
 - Each classroom will have one appointed Room Parent Coordinators. The Coordinator is the communication link from the Family Club, Fundraising, School Office or the Parish to the room parents of each classroom. The Coordinator needs to attend all Family Club meetings.
- **Appreciation Committee**
 - Chairperson plus 4-5 committee members are needed. This committee is responsible for the following events/days during the school year:
 - Providing staff lunch on one half-day per month.
 - Organizing Teacher Appreciation Week.
 - Organizing Appreciation events as they may evolve.
- **Other Hospitality/Social Committees**
 - Coordinators and event volunteers are required for the following activities:
 - Organizing refreshments for Family Club Meetings, including the Volunteer Appreciation Reception in May, New Family welcome/Uniform Sales, First Day of School welcome, Back to School Night
- **Faith Formation Team**
 - The Faith Formation team coordinates school-wide, faith-building events including celebrations based on the liturgical calendar and Faith Family activities.
- **Athletics**
 - Volunteering for the Athletic Program includes opportunities for: Coaching basketball and volleyball, Field Day, Presidential Fitness Testing, Track and Field Day
- **Public Relations/Recruitment**
 - This committee assists the administration in promoting our fabulous school in a variety of events and activities.
- **School Spruce-Up/Maintenance**
 - This committee assists in keeping our school spiffy!