



HSA Committee/Homeroom Parent descriptions

Back to School Picnic

The co-chairs organize the Back to School Picnic at the beginning of the school year. All St. Elizabeth's families are invited to attend the picnic, where entertainment (DJ, games, moon bounces, face painting, etc.) is provided. Parent and middle school student volunteers assist with set-up, clean up, and supervision of activities during the picnic.

Book Fair

The co-chairs help the school librarian set up and break down the fall and spring Book Fairs. Parent volunteers staff cash registers and check out for students during the week.

**Must be available to in school support for the Fall (1 week in Oct) and Spring Book Fair (1 week in March)*

Catholic Schools Week

The co-chairs plan activities for the 5 days of Catholic Schools Week typically held at the end of January or beginning of February. Each day involves events and activities that require detailed communication and coordination in order to honor the students, parents, staff and clergy of St. Elizabeth's School. A variety of volunteer opportunities are available for this committee.

**Must be available for in school support the week of the event. Strong organizational and delegation skills are a plus!*

Christmas Decorating Committee

The co-chairs coordinate parent and student volunteers to decorate the school for Christmas (typically) over Thanksgiving Weekend. They are also responsible for arranging volunteers to take down the decorations prior to the start of school in January.

**Must be available for in school support over Thanksgiving break and over Christmas break.*

Dinner Nights Out (DNO)

The co-chairs contact various local restaurants to schedule and hold fundraising dinners where a portion of the diners' checks are donated to the school. The co-chairs plan the event dates and market the events to the school via the carpool sign, Homeroom Parent Weekly Email Updates, News and Events, the school's social media and website.

**Mostly at home position*

Donuts for Dad

This Kindergarten/First grade event is typically held in March. Volunteers arrive at 7am one Friday morning in March to decorate the APR. The co-chairs organize the event in collaboration with the HSA Co-Presidents and K-1 lead teachers. Volunteers assist with set-up, clean up, decorations and food and drink.

**Must be available for in school support for the event in March.*

Father/Daughter Dance

Grades K-5 are invited to the Father/Daughter dance. The co-chairs are responsible for creating the theme and invitations for the 2-hour Father/Daughter Dance. The co-chairs coordinate volunteers, collect RSVPs and coordinate payment for the dance through Mrs. Woo. They plan food, schedule a photographer and DJ for the dance.

**Must be available for in school support the day of the event in April.*

Fundraising/Volunteer Reporting

The co-chairs monitor the fundraising obligation and volunteer hours required for each St. Elizabeth School family. The co-chairs are responsible for managing the website, merging all the fundraising and volunteer data for reports and billing.

**Mostly at home position, year round commitment.*

Graduation Dinner

These co-chairs are 7th grade parents, who plan and coordinate a congratulatory dinner for the graduating 8th grade students and their parents. The dinner is typically held the night before 8th grade graduation in May. The co-chairs are responsible for invitations, decorating, selecting caterer and menu, purchasing paper products, coordinating servers and developing a program.

**7th Grade parents chair this event with a committee of other 7th grade parents to support. Must be available for in school support of the event.*

Grandparents'/Special Person's Day

The co-chairs are responsible for providing food and drink at the church reception in the morning in October. The school provides a show and students in JK through Fourth Grade invite Grandparents/Special Persons to spend a morning at the school visiting his/her classroom. Parent volunteers are needed to provide baked goods for the reception.

**Must be available for in school support for the event.*

Homeroom Parents

Each homeroom (Preschool- 8th Grade) is assigned two Homeroom Parents. Homeroom Parents are responsible for sending out school wide communications to their classes from the Homeroom Parent Coordinator weekly. Homeroom Parents also meet with their teachers at the beginning of the school year to plan the year and expectations. The Homeroom Parents help their teachers in coordinating volunteers for classroom parties and volunteers for the specials' classes (JK-3rd Grade Art and Library). Homeroom parents also organize and execute one grade level sponsored Staff Appreciation luncheon during the year. This is a great volunteer opportunity for working parents, as communication is mainly through email.

**Mostly at home position, year long commitment.*

Hospitality

The co-chairs are responsible for providing tablecloths, centerpieces/decorations, paper products, utensils, and coffee for a variety of school functions during the school year. These events include the Kindergarten Orientation Night, Opening Day celebrations, Back to School Nights, Halloween Parade, Pastries for Parents (JK), and Graduation Ceremonies for JK and Kindergarten. The co-chairs recruit parent volunteers to serve on the Hospitality Committee who assist in set-up and clean-up of the events. The committee stocks treats, organizes donations, and ensures the staff lounge is tidy and decorated on a monthly basis.

**This is an in school year long committee. Event dates will be shared at the beginning of the school year.*

Fundraising

The co-chairs advertise and manage school wide on-going fundraisers that support the school year long. Additionally, they coordinate a Fall Fundraiser to kick off the school year. **Mostly an at home position with some in school requirements during the event.*

Mother/Son Event

Grades K-5 are invited to the Mother/Son Event. The co-chairs will plan and host a fun event for Mothers and Sons during the school year. The committee will coordinate volunteers, collect RSVPs and payment for the event, plan food, schedule photographer and/or DJ/entertainment. This event can be held on site or off campus.

**Must be available to attend the event in February.*

Mother's Day Tea

The co-chairs help with set-up and clean-up for this Kindergarten/First grade event that takes place the Friday before Mother's Day. The co-chairs coordinate with Kindergarten and First grade teachers to choose and purchase refreshments.

**Must be available for in school support during the event in May.*

New Family Welcome Committee/Sponsor Families

The co-chairs work with the Admissions director to help plan the Sponsorship Night in May. Chairs identify sponsor families and pair them with incoming families. Chairs ensure that new families are supported throughout the year

Sponsor families are volunteers who are responsible for welcoming new families to the school by answering questions throughout the spring, summer, and early fall, and attending the Sponsorship Night in May. Sponsors are asked to check in with committee chairs once a month.

**Year long position requiring both at home and in school support.*

Outreach Coordinator

Volunteers work with the coordinator on various school wide outreach projects that demonstrate St. E's commitment to the greater community. The outreach coordinator also supports the Greg Gannon Food Drive in December, alongside the 8th grade committee.

**Must be available for in school support of all 3 outreach projects- Fall outreach, Greg Gannon Food Drive (Nov/Dec) and Spring outreach.*

Recess Volunteer Calendar

This chair is responsible for overseeing the daily recess volunteer calendar using SignUp.com. The committee chair is responsible for building the calendar for the year and monitoring the calendar to make sure volunteer slots are filled. The chair will communicate to the school the volunteer coverage for the month. The majority of the work is done over the summer when the calendar is created.

**At home position, year long commitment.*

Rex Reed Truck Touch Day

The co-chairs plan and oversee a fun morning of car and truck exploration in late April for our Preschool through Second Grade students. The co-chairs reach out to local companies, organizations, and families in our community to coordinate car and truck displays in the back-parking lot. Volunteers on the day of the event are also needed for set up and clean up.

**Must be available for in school support for the event (April).*

Santa's Workshop

The co-chairs plan and run a temporary boutique during the first week in December. The school library is transformed into a Winter Wonderland where students can purchase inexpensive (\$1 - \$8) Christmas gifts for their family members. The co-chairs and parent volunteers are responsible for purchasing and tagging items, decorating the 'store', assisting children with their gift selections, wrapping gifts and storing items for the next year. A bulk of purchasing gifts takes place after Christmas break where major discounts can be found at retail stores.

**Must be available for in school support over the first weekend in Dec, the week of the event (1st week of Dec) and over a weekend in January. Strong organization skills, the ability to delegate and creativity are a must.*

Spirit Shop

The co-chairs maintain the St. E's Spirit Shop with inventory for uniforms and spirit items. Co-chairs are responsible for ordering, inventory, fulfilling orders and maintaining the e-commerce Shopify site.

**Year long position with both in school and at home requirements.*

Sponsor Family – See New Family Welcome Committee

Staff Appreciation

The chairs/co-chairs plan and assist in a variety of events to include small tokens of appreciation for the St. Elizabeth Community and Staff throughout the year. Co-chairs recruit parent volunteers to serve on the Staff Appreciation committee to support special events planned to show appreciation to our beloved staff. A variety of volunteer opportunities are available for this committee.

**Year long committee with monthly in school support.*

Staff Christmas Luncheon

The co-chairs plan and host the annual Staff Christmas Luncheon for St. E's staff and faculty. The luncheon takes place on the half day before Christmas break in the church commons. The co-chairs are responsible for planning a theme, menu and invitation. The co-chairs will recruit parent volunteers to donate items for the luncheon, help decorate and set up, assist with serving the food and cleanup

**Must be available for in school support the last week of school before Christmas break.*

Uniform Exchange

The co-chairs oversee the Uniform Exchange program throughout the school year. This program allows families to donate gently used school uniforms and select items needed. The co-chairs keep the Uniform Exchange donations organized throughout the year. The co-chairs and volunteers set up pop-ups during new family, pre-K and K orientation, as well as other events throughout the year when needed. The Uniform Exchange is open for all families everyday during carpool before and after school. **Year long in school position*