



**ST. JOSEPH**  
CATHOLIC SCHOOL

# **Home and School Association**

## **SERVICE HOUR HANDBOOK**

2023-2024



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## President's Letter

August 21, 2023

Dear Parents,

On behalf of the 2023-2024 Home and School Association, I would like to welcome each of you to the new school year at St. Joseph Catholic School (SJCS). We are so excited you are here!

Each family enrolled at our school is a member of the Home and School Association (HSA); however, beyond membership, our HSA strives for 100% of our parents to be active participants. We have so many wonderful activities happening this year and we rely on our HSA volunteers to make those events Happen!

In this handbook, you will find our HSA Committees, event descriptions, and projected event dates for the school year. Please read over the handbook with a prayerful and open heart to see where your time and talent can serve our SJCS community. You can sign up utilizing the Google Sign Up form that can be accessed by the QR code below or by clicking the link below the code. If you are not sure where your talents will be best suited, that is OK. Please scan the QR code for the sign up and simply provide your contact information and we will connect!

Last school year we moved to online Uniform Exchange! Please see the QR code below that links to our Uniform Exchange Facebook page to swap uniform pieces year-round!

We would like to get all forms submitted by September 22<sup>nd</sup>. Please keep in mind that each in-school or event volunteer must complete the Diocesan Safe Environment training prior to in-person service. Please get that scheduled soon! Lastly, I invite you to attend our first General HSA meeting on August 23<sup>rd</sup>. It is a great opportunity to ask questions and get plugged in with your SJCS Community! I look forward to meeting all of you and I am excited about our 2023-2024 school year!

Blessings,

Bethany Tinderholt  
HSA President

Volunteer Sign-Up



[Click Here to sign-up](#)

Uniform Exchange Facebook Page



[Click here](#)

# Family Required Service Hour Guidelines

St. Joseph Catholic School 2023-2024

## The Reasons

The benefits of total family involvement in our community are substantial. Parents (and grandparents, etc.) working on behalf of the school help to strengthen and increase our spiritual and scholastic environment. National studies also indicate that students perform at higher levels when parents are actively involved in their children's school. Additionally, service hours contributed at SJCS help to provide an economic bridge between tasks necessary to operate our school and the ever-increasing demands on our budget. In order to meet certain needs of the school, without increasing the already existing yearly burden to adjust tuition, the following policy is deemed to be in the best interest of St. Joseph Catholic School and our families.

1. Each family is required to perform 40 service hours **or** pay a "shortfall" payment as outlined below. If a family chooses to perform the 40 service hours, they are considered volunteers and are required to adhere to the diocesan policy on volunteers (see below). This requirement applies to each school year.
2. Families who do not satisfy the required number of service hours shall be charged a "shortfall" payment. For purposes of determining the amount of the shortfall payment, the following values shall be used: the first 20 hours of service shall carry a value of \$10.00 per hour and the remaining 20 hours shall carry a value of \$5.00 per hour. For example, if a family provides 35 service hours, falling 5 hours short of the 40-hour requirement, the family shall owe to the School the amount of \$25.00 (5 hours at \$5.00 per hour). If a family provides 5 service hours, falling 35 hours short of the required amount, the family shall owe the School the amount of \$250.00 (15 hours at \$10/hr. + 20 hours at \$5/hr.).
3. Payment for the "shortfall" of family service hours shall be made within ten business days after receiving an invoice from the School. If payment is not made in a timely manner, the Principal is empowered to utilize whatever reasonable and necessary means he or she deems appropriate to enforce compliance with this policy. This includes, but is not limited to, the following:
  - (a) A student whose family has not complied with this policy (either by hours or timely payment for "short fall" of hours) will not be accepted for enrollment in the School for the next following school year, without written permission from the Principal;
  - (b) A family who does not comply with this policy will automatically give up its reserved place for its child/children for subsequent school years, unless they have received a written exception from the Principal.
4. Each family is responsible for documenting or otherwise recording their service hours on FACTS SIS (RenWeb). Service on committees, including chairing a committee, or liaison services to other committees, shall be included as family hours. This would include service on the Advisory Council, Home and School Executive Board, and the committees formed by or with the approval of the Advisory Council or the Principal.

Parents/Guardians who choose to perform service hours are considered volunteers. As such, they are required by diocesan policy to abide by the following:

- (a) All volunteers are required to make a VIRTUS Profile, to complete the Volunteer Ministry Application, to authorize a criminal background check, to sign the Diocesan Code of Conduct, and to complete Safe Environment Training. A live training, “Safe Environment Awareness Session,” is required for all volunteers. Safe Environment Certification for Employees and Adult Volunteers is **REQUIRED PRIOR TO SERVING** in Ministry **AND MUST BE RENEWED EVERY TWO YEARS**. Contact the office if you need further information.
- 5. To be excused from this policy, in whole or in part, there must be a written approval signed by the Principal. No family shall rely upon any verbal authorization to provide less than the 40 service hours or to fail to make payments for the service hours, as provided for by this policy.

### **What Qualifies as Service at St. Joseph Catholic School?**

Almost all efforts, directed toward assisting our school, are acknowledged. Service Hours may be counted for (but are not limited to) helping in the following areas: classroom, office, workroom, library, lunchroom, fundraisers, hospitality, Spiritual Life, Lifeline, Advisory Council, H.S.A., School Development, and coaching SJCS school teams. Additionally, **one Service Hour may be earned for every \$10.00 spent** toward a school donation or purchase (hospitality, class parties, event supplies, etc.). **Please Note: Donations may qualify for service hours OR a tax-deductible donation.** You cannot receive service hours for donations that produce a tax-deductible donation letter from the school. Furthermore, Service Hours will not be given for events that are not school sanctioned (i.e. Scouts).

### **Home and School Association (HSA) General Meetings**

General meetings are held Wednesday at 6:00pm during the school year. There will be no meetings during the months of November, December, and April. The day following the meeting, the students will be allowed to be out of uniform and in their spirit dress. This consists of a SJCS spirit shirt, jeans, and tennis shoe of their choice. Please reference pg 27 in the Parent Handbook for more details. Occasionally we will have the opportunity for Special Dress days. Special Dress days are fun, and it is important that we stay within the guidelines so they can continue. Please reference pg 27 in the Parent Handbook for specific details. [Click here for Parent Handbook.](#)

### **Recording Service Hours**

Families are responsible for keeping a record of their Service Hours and documenting them into FACTS SIS (RenWeb), which can be found at <https://factsmgt.com>

- There are no “automatic 40 hours” given – all hours must be recorded
- Please “round” your time, up or down, to the nearest 1/4 hour
- If you reach 40 hours before the end of the year – *don’t stop recording!*  
(It is very important for us to know how many hours are logged for the various fundraising events/committees.)
- All service hours must be recorded by **April 30<sup>th</sup>** of each school year.

## ***FACTS SIS (RenWeb) Recording Instructions***

### **EXAMPLE OF HOW TO RECORD HOURS:**

- 1 Log in as a Parent to <https://factsmgt.com/>
- 2 Select the “Family” on the left side menu
- 3 Next to “Family Member”, click on the name you wish to enter hours for. 4
- To the right of “Service Hours”, Click on “Add +”
- 5 Enter information
- 6 Click “Save”
- 7 Next page will let you know if your service hours were saved successfully.
- 8 Example:

The screenshot displays the FACTS SIS (RenWeb) interface. At the top, a red header bar contains the St. Joseph Catholic School logo and name. Below the header, the main content area is divided into two sections. The top section, titled "Family Members", shows a list of family members with a table structure. The table has two columns: "Contact Info" and "Service Hours". The "Service Hours" column contains a button labeled "Add +" which is circled in black. An arrow points to this button. Below the table, the "Service Hours - Add" form is displayed. This form includes fields for "Name: Family Member Name", "Date: 6/4/2018" (with an arrow pointing to the "Date of event" label), "Hours", "Description", "Note", and "Verified By". A "Save" button is circled in black. Below the form, a message states "Service Hours submitted successfully." and provides links for "Add More Service Hours" and "Back to Family Home".

Contact Info	Service Hours
Name: Family Member Name (Relationship) Address: Address City, TX, Zip Home: 817-990-0000 Cell: 817-111-1111 Work: 817-222-2222 Email Address: email@email.com	No community service hours found.

Service Hours - Add

Name: Family Member Name

\* Date: 6/4/2018 **Date of event**

\* Hours:

\* Description:

Note:

Verified By:

**Save**

Service Hours - Add

Service Hours submitted successfully.

[Add More Service Hours](#)

[Back to Family Home](#)

If you are unable to record your Service Hours online, you may use an available computer at the school, call the school office during school hours, or email our VP of Volunteers, for assistance.

## Service Hour Opportunities

Please scan to view and sign up for volunteer opportunities or click the link below.



[Click here!](#)

### Advisory Council

This body helps to formulate policy and strategically plan for our school. Positions open in the spring of each year and are obtained by election. Meetings are held on the first Thursday evening of each month and are open to the school community.

**Advisory Council President: Rocky Cantu, [rocky.cantu22@gmail.com](mailto:rocky.cantu22@gmail.com)**

### Home and School Association (HSA) Executive Board

This body helps to raise both morale and financial support for students, staff, faculty and families through the use of programs and activities. Positions open in the spring of each year and are obtained by election. Executive Board meetings are held once each month and are open to the public.

**HSA President: Bethany Tinderholt, [bethanyAtinderholt@live.com](mailto:bethanyAtinderholt@live.com)**

SJSC HSA Executive Board		
<b>President</b>	Bethany Tinderholt	<a href="mailto:bethanyAtinderholt@live.com">bethanyAtinderholt@live.com</a>
<b>VP of Programs</b>	Tamara Crain	<a href="mailto:tamara.crain@gmail.com">tamara.crain@gmail.com</a>
<b>VP of Volunteers</b>	Lauren Kerschen	<a href="mailto:lauren@laurenkerschen.com">lauren@laurenkerschen.com</a>
<b>VP of Fundraising</b>	Kelsi Garcia	<a href="mailto:kelsi@wyreline.com">kelsi@wyreline.com</a>
<b>VP of Promotions</b>	Samantha Quintanilla	<a href="mailto:carlosysam@gmail.com">carlosysam@gmail.com</a>
<b>VP of Events</b>	Valerie Contreras	<a href="mailto:mrscontrerasgacs@gmail.com">mrscontrerasgacs@gmail.com</a>
<b>Secretary</b>	Bibiana Vergine	<a href="mailto:bibianaverGINE@gmail.com">bibianaverGINE@gmail.com</a>
<b>Historian</b>	Michelle Kerschen	<a href="mailto:kerschenm@gmail.com">kerschenm@gmail.com</a>



SJCS School Representatives		
<b>Treasurer</b>	Mary Lewis Business Manager	mlewis@stjoseph.tx.org
<b>Faculty Representative</b>	Linda Kuntz Vice Principal	lkuntz@stjoseph.tx.org
<b>Development Representative</b>	Monica Kertz Director of Development	mkertz@stjoseph.tx.org

## ***HSA Executive Board - Duties of the Officers***

### ***President***

Shall preside at all meetings of the Home & School and the Executive Board; attend the School's Advisory Council meetings (the president Elect may attend in place of the President); call special meetings whenever necessary; appoint committees; prepare meeting agendas; be a member ex-officio of all committees; prepare the President Elect to serve as President (in years where a President Elect is present); prepare a yearly budget for approval at the general meeting in the first month of school each year. In his/her absence, the duties and title and term of the President will fall to the President Elect. In a year without a President Elect, the duties and title will fall to the 1<sup>st</sup> Vice President.

### ***First Vice President – Aide to the President/Programs***

Working with the President, shall plan, arrange and help promote all Home and School programs for General Meetings, by securing a speaker or preparing other school programs. These programs include, but are not limited to, Service Hour Appreciation Night, Teacher & Staff Appreciation Day/Night (which includes the presentation of Annual Service Hour Volunteer Award). Program VP shall arrange for the opening devotional of the general Home & School Association meetings as well as the Executive Board Meetings. Shall oversee and coordinate a mandatory, yearly retreat/orientation for all Executive Board and Committee Chairs.

### ***Second Vice President – Volunteers***

Shall recruit volunteers as needed for Home & School Association committees, school projects, and to fill requests by School faculty and staff. Working with the President and VP of Programs, shall present a Fall Service Hour Sign-Up for all parents and provide a list of Service Hour volunteers to each Chairperson/Coordinator. Volunteer VP shall promote acquiring and recording of service hours. Shall also help coordinate the activities related to Volunteer Appreciation Night.

### ***Third Vice President – Fundraising***

Shall serve as Chair of the Fundraising Committee for the school year. Working with the President shall provide all Fundraising Chairpersons with expenditure

budgets and guidelines. Shall oversee Home & School fundraising events and collect written reports of fundraising committee work and progress to be shared with the Executive Board. Working with the President, VP shall help to select Chairpersons and Coordinators as needed. Fundraising VP shall collect written records/files of each Fundraising Committee's activities to be passed on to their successors.

#### *Fourth Vice President – Events*

Shall plant and arrange Home and School events promoting fellowship such as Family Fun Knights. Shall serve as Chair of Family Fun Knights for the school year. Shall select, with President and Volunteer VP, Coordinators for such events. Shall provide, in collaboration with the President and Treasurer, Event Chairpersons with expenditure budgets and guidelines. Shall oversee each HSA Fellowship Event. Shall plan appreciation events such as Service Hour Appreciation Knight, and Staff Appreciation Day/Night which includes the presentation of the Annual Service Hour Volunteer Award;. Shall provide updates on Fellowship/Appreciation events to the Executive Board Meeting. Shall collect records of each event's activities (how-to-playbook) to be passed on to Event Chairs. Additionally, will assist in the coordination of spirit knights.

#### *Fifth Vice President – Promotions*

Shall assist Fundraising Committee Chairpersons in publicizing their event(s). Shall keep the school and parish communities informed of upcoming fundraising events and special activities. With approval/authorization from the Principal or Principal designee, provide publicity of the School fundraising events with submission to area publications and media outlets, in the form of pictures, press releases, and church bulletin notices. Publicity efforts outside of fundraising and special activities shall be coordinated with The Office of School Development. This position will assist with coordinating HSA General meeting Attendance records.

#### *Secretary*

Shall coordinate the monthly update of information and appearance of the H.S.A. bulletin board in the school main hallway. Shall keep attendance records for all meetings. Shall prepare and keep available minutes of all Executive Board, Special and General HSA Meetings. Shall provide copies of the minutes to all Officers of the Home & School Association, maintain file copies of the minutes in the school office, post approved minutes on H.S.A. bulletin board and keep separate records of all amendments to the Home & School Constitution and By-Laws.

#### *Treasurer*

Shall be responsible for the monthly report on the financial status of the Home & School budget and assist with annual budget preparation.

#### *Historian*

Shall be responsible for collection and documenting the activities and publicity of the school during the year. Additionally, shall seek to document and collect historical facts, pictures, stories, etc. for those years in our school history when an appointed Historian was not available. The Historian is responsible, in collaboration with the staff and students, for overseeing the planning, implementing and general organization and activities of the yearbook staff.

## Home and School Association (HSA) Standing Committees

Duties of the Committees and Committee Coordinators/Chairperson

### ***HSA Workroom Staff***

Description: HSA Workroom Staff helps to prepare requested classroom materials for teachers and staff plus assist in the preparation of the "Thursday Folder" - to be sent via email.

Availability: Daytime Volunteers (flexible days/hours) are needed. This is a great ministry for parents with flexible schedules and retired grandparents, too!

2023-2024 Workroom Coordinator: Open

### ***Homeroom Representative Coordinator & Homeroom Representatives***

Description: Our HSA Homeroom Representatives coordinate and oversee class parties, submission of yearbook pictures, class baskets for AK2R, and provide overall teacher support throughout the school year. The Homeroom Coordinator will provide the Homeroom Reps with guidelines and support for their role. Pre-established guidelines on party dates, spending, and timelines are available to guide the Chairperson.

Availability: The Homeroom Representatives generally need to be available during and immediately before party times on the designated School Party Days (All Saints, Christmas, and End of Year); however, this role is highly do-able for a working parent! Much of the coordination can be completed on your schedule prior to party day. The Chairperson of Homeroom Coordinators, or a delegate, will need to be on-site most of the day on party days; however is also highly do-able for a working parent with a flexible work schedule!

2023-2024 Home Room Rep Coordinator: Julie Whaley

### ***Lunchroom Monitors***

Description: Parents and grandparents help make our lunchroom a safe and comfortable experience for our children. The Lunchroom Monitor Chairperson coordinates sign-ups and coverage for the roles. The Lunchroom Monitors help young children open food/beverage containers, supervise safe lunchroom interactions, supervise student cleaning of tables and chairs, help to empty trash containers, and help supervise cleaning of the lunchroom at the end of the scheduled period.

Availability: Daytime availability is needed for Monitors and Coordinator. The daily lunch/recess period takes place from 10:45 am -12:20 pm daily, except Wednesdays 11am-12:35pm

2023-2024 Lunch Coordinator: Open

## ***Class Picture Days***

Description: Assist in coordinating, setting-up and running our “Class & Student Picture Days” at SJCS.

Availability Needs: Daytime availability is needed on picture days.

2023-2024 Event Dates: Fall: September 5<sup>th</sup> & 6<sup>th</sup>  
Spring: April 2<sup>nd</sup>

2023-2024 Class Picture Coordinator: Open

## ***Rosary Garden***

Description: The Rosary Gardeners provide care and attention to the SJCS “Living Rosary” Garden. Weeding, planting, watering, etc. Our 2023-2024 vision to revive this committee includes SJCS families signing up for a month/week on a schedule maintained by the Rosary Garden Coordinator.

Availability Needs: Weekend Work is available, very flexible! Bring the whole family.

2023-2024 Rosary Garden Coordinator: Open

## ***Library Aides***

Description: Assist our Librarian and students with the following tasks and programs which foster learning in the SJCS media center. Opportunities within this committee include:

**Book Fair** - Assist Mrs. Lopez in the set-up, teardown and sales efforts of our two book fairs. The Book Fair will be held December 11<sup>th</sup> -15<sup>th</sup>. Daytime and evening volunteer opportunities available.

**PSIA** - Serve as academic coaches or as graders/judges/contest directors on tournament days.

**Spelling Bee** - Register participants the morning of the Bee and facilitate participant movement from the gym bleachers onto the stage.

**Mystery Readers** - Serve as mystery readers for PreK-3rd grade classes. Our students will enjoy the diversity of personalities and book themes that visiting readers share in the library setting. Mystery readers may serve on one or more occasion(s) throughout the school year.

Availability Needs: Daytime availability is needed; however many of the needs occur on only a few set dates per school year

2023-2024 Library Aide Coordinator: Mrs. Lopez

## ***Yearbook***

Description: Help design and layout our memories in the SJCS Yearbook. Volunteers solicit photos and organize photos for publication. Committee is also responsible for promoting the sale of yearbooks. The HSA Yearbook Coordinator will work with an SJCS Staff Member (Mrs. Lopez) to receive training on the yearbook. No experience needed! The Historian acts as the Yearbook Coordinator; additional volunteer contribute are welcome to contribute!

Availability: Most of the work on this committee takes place in the spring. Evening and weekend hours available.

2023-2024 Historian: Michelle Kerschen

## ***Teacher Luncheon Committee***

Description: Set-up, decorate, and clean-up the faculty lounge for monthly teacher/staff luncheons. Held on one Wednesday per month. Food will be provided by a different grade each month. Coordinator will coordinate grade level collections. Volunteers will set up and clean up.

Availability: Daytime availability needed on the specified Wednesday each month

2023-2024 Event Dates: Wednesdays, see HSA Dates at end of Handbook

Teacher Luncheon Coordinator: Juana Villegas and Karina Esparza

## ***Hospitality Committee***

Description: Assist with various hospitality events throughout the year including but not limited to: Back To School Picnic, New Parent Breakfast, Knights in Training, Grandparent's Day, A Knight To Remember, etc. Responsibilities include set-up and clean-up of food, beverages, and decor at events. The hospitality committee volunteers will work under the direction of the Director of Development to assist at SJCS Community and promotional events.

2023-2024 Event Dates: TBD

Availability: Daytime availability is needed on event dates

2023-2024 Hospitality Coordinators: Open

## ***Meet the Artist Committee***

Description: This SJCS tradition takes place in January. Under the guidance of development and Art teacher Mrs. Julie Stahl volunteers are needed to create and assemble the program book, frame and hang selected artwork in the school's gallery, set up and clean up refreshments during the Meet The Artist Reception.

Microsoft Publisher experience is helpful in creation of the program book.

2023-2024 Event Date: January 17

Availability: Evening or daytime availability

### ***A Knight to Remember Fundraiser***

Description: The AK2R fundraiser is the premier fundraising event for SJCS and requires many volunteer members and sub-committee leaders to pull off the show!

Specific sub-committees within AK2R include: Auction Committee, Invitation Committee, Raffle Committee, Class Art Committee, Classroom Basket Committee, Event Logistics Committee, Registration/Check In/Check Out Committee

Availability: After-hours and at-home hours are available for volunteers. The AK2R Leader Role is a substantial time commitment and may be co-held by a pair of friends or a couple.

2023-2024 AK2R Chairpersons: Open

### ***Knights on the Run (Boosterthon) Fun Run Fundraiser***

Description: During the Knights on the Run Fun Run event, our students obtain pledges and participate in a Fun Run to earn money for our school. This year SJCS HSA has partnered with Boosterthon company for the collection of online pledges and distribution of level prizes. The Run is scheduled for Tuesday, October 24<sup>th</sup> with Pep Rallies and Team Days the preceding week October 16<sup>th</sup>-23<sup>rd</sup>.

Availability-Chairperson: This role will require daytime availability during the period of October 16<sup>th</sup>-23<sup>rd</sup> with pre-work occurring both onsite and off-site. This chair role could be a partnership between a pair of friends or a couple to meet availability needs.

Availability-Volunteers: Daytime availability is needed. Most Knights on the Run Volunteers are needed to help on the day of the event for set-up, lap counting, and clean-up October 24<sup>th</sup>. Additional volunteer opportunities will be to help with the Pep Rally or Team Days October 16<sup>th</sup>-23<sup>rd</sup> during school hours.

2023-2024 Event Dates: October 16-24

Event Day: October 24<sup>th</sup>

2023-2024 Knights on the Run (Boosterthon) Coordinator: Bethany Tinderholt

## ***SJCS Golf Tournament***

Description: The SJCS HSA Golf Tournament is an opportunity to raise funds while having fun on the golf course. Volunteers are needed for solicitation of sponsors, event organization, prize coordination, food, and awards. The Chairperson will secure the golf course and lead the tournament volunteers.

Availability-Chairperson: Most golf tournament planning work can be done on the Chairperson's flexible schedule. Daytime availability will be needed on the day of the event (Date to be set by Chairperson in conjunction with HSA Executive Board approval).

Availability-Volunteers: Flexible work hours for solicitation of sponsors, golfers, and prizes. Day of event volunteers needed as well!

2023-2024 Event Dates: November 10

Committee Coordinator: Matt Kertz

## ***Spirit Wear***

Description: Inventory, sell and take orders for SJCS logo T-shirts, Sweatshirts, PE Uniforms and assorted merchandise. Volunteers on this committee staff tables with sale items during H.S.A. meetings and other special occasions throughout the year. Volunteers are also needed to sort, inventory, fill, orders, and re-order when order forms are received at school. In the 2023-2024 school year, we will be moving to an online store. This committee will more than likely include picking up orders from the local company and assisting in new product selection.

Availability: Flexible day and evening

2023-2024 Spirit Wear Coordinator: HSA

## ***Community Partnership Fundraising***

Description: Promote family participation in Community Partnership Fundraising programs including Kroger Reward, Tom Thumb, and others. During the 2022-2023 School Year, \$5245 were raised by our community partnership programs! Our Coordinator may also find and promote other Community Partnerships where families can link their accounts to automatic fundraising for SJCS. Our Coordinator will promote the programs with parents and create easy tutorials for signing up.

Availability: Flexible evening or day

2023-2024 Community Partnership Fundraising Coordinator: Open

## ***Family Fun Knights***

Description: Family Fun Knights (Nights) is a committee encompassing some of your favorite SJCS events plus adding more Family Fun (K)Nights along the way!

The FFK headliners will include:

**My Special Knight** - An opportunity for fathers, grandfathers, & father figures to share a special (k)night of dancing, DJ music, and fun with their SJCS daughters.

**My Competitive Knight** - An opportunity for mothers, grandmothers, & mother figures to share a special (k)night of games, jokes, and laughs with their SJCS sons.

**Family Movie Knight** - An opportunity for families to gather on the SJCS field on picnic blankets or in the school gym and watch a family friendly movie.

**Knights Under the Stars** - An opportunity for families to gather on the SJCS field with volunteers from a local observatory to view stars and learn about Astronomy.

This will be an active committee to engage our SJSC families and have fun as a Christian Catholic Community. The HSA VP of Events will partner with the four event Coordinators to help pull off great events! The VP of Events will also gauge interest in expanding to more family fun nights.

2023-2024 Family Fun Knight Coordinators: Valerie Contreras

## ***Family Movie Knights***

Description: An opportunity for all Knight families to enjoy a family (holiday) movie such as Polar Express with Hot Chocolate and in a school-wide warm winter pajama party. Volunteers for this event will include arranging movie projecting rights and set up, coordination of hot chocolate and light snacks, and other activities required to pull off a night of stargazing.

Availability: Both daytime and evening service hours are available for the Coordinator and Volunteers for this event.

2023-2024 Event Date: September 22

2023-2024 Family Move Knight: Open

## ***My Competitive Knight***

Description: An opportunity for mothers, or other important women, and sons of SCJS to have a special night together. Volunteers for this event will include planning, ticket sales, decorations, and other activities required to pull off a great night of games, jokes and laughs!



Availability: Both daytime and evening service hours are available for the Coordinator and Volunteers for this event.

2023-2024 Event Date: January 19

2023-2024 My Competitive Knight Coordinator: Open

### ***My Special Knight***

Description: An opportunity for fathers, or other important men, and daughters of SCJS to have a special night together. Volunteers for this event will include planning, ticket sales, decorations, and other activities required to pull off a flawless night of dancing, DJ and Fun!

Availability: Both daytime and evening hours are available

2023-2024 Event Date: February 9

2023-2024 My Special Knight Coordinator: Open

### ***Knights Under the Stars***

Description: An opportunity for all Knight families to enjoy stargazing on campus under the direction of Fort Worth Astro Association to view the night sky with their telescopes. Volunteers for this event will include arranging directly with Fort Worth Astro Association, scheduling catering/food trucks, and other activities required to pull off a night of stargazing.

Availability: Both daytime and evening service hours are available for the Coordinator and Volunteers for this event.

2023-2024 Event Date: October 27

2023-2024 Knights Under the Stars/Astro Night Coordinator: Open

### ***Spiritual Life Committee***

Description: This committee helps to promote Catholic values and traditions for our students and our families through a variety of educational and spiritual programs, masses and activities. The Spiritual Life Committee includes the Lifeline Program that provides Prayers and meals for SJCS families in times of crisis or special need.

Availability: Service hours are available both at school and at home, with either daytime or evening needs. Meetings are held on the second Wednesday of each month, at 3:30pm.

2023-2024 Spiritual Life Coordinator: Open

### ***Teacher/Staff Appreciation***

Description: This committee will assist the HSA in executing monthly appreciation for our teachers and staff members. This is a new committee to replace Secret Angel.

Availability Needs: Flexible

2023-2024 Teacher/Staff Appreciation Coordinator: HSA

### ***Catholic Schools Week***

Description: Since 1974, National Catholic Schools Week is the annual celebration of Catholic education in the United States. Through these events, schools focus on the value Catholic education provides to young people and its contributions to our church, our communities, and our nation. On each day of this special week, the SJCS Volunteers will recognize a different component of our extended community (students, faculty, grandparents, families, etc.) Volunteers are needed to decorate the halls, prepare or donate food, give tours to visitors, and serve special treats to our students, faculty, staff and guests.

Availability: Both daytime and evening service hours are available for the Coordinator and Volunteers for this event.

2023-20234 Event Dates: January 28-February 3

2023-2024 Catholic Schools Coordinator: Valerie Contreras

### ***SJCS Men's Club***

Description: St. Joseph is the patron saint of the Universal Church, families, and fathers! The SJCS Men's Club was created in 2015 to promote unity among parents and children by sponsoring functions and activities for their enjoyment. The Men's Club encourages fathers and father figures to actively display their faith in our school community. Membership is open to all guardians of students who attend St. Joseph Catholic School. SJCS Men's Club performs projects to enhance our children's school environment and education, which may include some physical activity such as lifting, bending and carrying items. The Men's Club also meets weekly prior to mass to say the Rosary.

Our SJCS Men's Club objectives include:

- An increased presence of male role models on campus, modeling faith-filled service to our sons and daughters.
- Create a network of involved and active fathers/guardians.
- Help you build a stronger bond with your children.
- Children: realize their guardian figures value their education.
- Fathers/ Guardians: develop a closer relationship with their children.
- School: experience greater parental involvement and assistance in the classroom

Availability: Both daytime and evening service hours are available for the Coordinator and Volunteers for this event. The coordinator will arrange volunteers upon request.

### ***Faith Extension Day***

Description: Faith Extension Day is a school wide day of service to the community in the spring. Students, faculty, staff and family all go out into the community for school sponsored projects throughout the area. To put on this day, we need many volunteers in many different capacities. We need sponsors, people to help organize and set up the projects, and people to head the individual projects the day of the event. Additionally, directed fundraising is needed prior to the event to ensure that supplies are available for the community project at no cost to the participating students.

Availability: Both daytime and evening service hours are available for the Coordinator and Volunteers planning this event. Daytime availability is needed during Faith Extension day.

2023-2024 Faith Extension Day Coordinator: Open

# HSA 2023-2024 Calendar

All dates subject to change. Check the monthly calendar in the Thursday folder for updates!

## JULY

Don't Forget to  
turn in your  
summer reading  
logs by August  
30th!

## AUGUST

18th-HSA Executive Board Meeting  
23rd-HSA General Meeting & Parent  
Info Knight-6:00 pm  
24th-Spirit Wear  
30th- HSA Teacher Lunch (8th Grade)

## SEPTEMBER

5th-Spirit Night @Chick-fil-A  
8th-Executive Board Meeting  
20th-HSA General Meeting-6:00 pm  
21st-Spirit Wear  
22nd-Family Movie Knight  
27th-HSA Teacher Lunch (7th Grade)

## OCTOBER

10th-Spirit Night @ Pokeworks  
12th-HSA Executive Board Meeting  
16th- Knights on the Run Kick Off  
18th-HSA General Meeting & Family  
Rosary-6:00 pm  
19th-Spirit Wear  
24th-Knights on the Run  
25th-HSA Teacher Lunch (6th Grade)  
27th-Knights Under the Stars

## NOVEMBER

7th-Spirit Night @ Chipotle  
9th-HSA Executive Board Meeting  
10th- Golf Tournament  
15th-HSA Teacher Lunch (5th grade)

## DECEMBER

5th-Spirit Night @ CiCi's Pizza  
15th-HSA Executive Board Meeting  
20th-HSA Teacher Lunch (4th grade)

## JANUARY

12th-HSA Executive Board Mtg  
16th-Spirit Night TBD  
17th-HSA General Meeting & Meet  
the Artist-6:00 pm  
18th-Spirit Wear  
19th-My Competitive Knight  
24th-HSA Teacher Lunch(3rd grade)

## FEBRUARY

6th-Spirit Night TBD  
9th-My Special Knight  
16th-HSA Executive Board Meeting  
21st-HSA Teacher Lunch ( 2nd Grade)  
21st-HSA General Meeting-6:00 pm  
22nd-Spirit Wear

## MARCH

5th-Spirit Night @ Jason's Deli  
8th-HSA Executive Board Meeting  
27th-HSA Teacher Lunch ( 1st  
Grade)  
27th-HSA General Meeting-6:00 pm  
28th-Spirit Wear

## APRIL

AK2R TBD!!  
9th-Spirit Night @ CiCi's Pizza  
12th-HSA Executive Board  
Meeting  
24th-Teacher Lunch (Kinder)

## MAY

2nd- HSA Executive Board Meeting  
7th-Spirit Night TBD  
8th-HSA General Meeting-6:00 pm  
9th-Spirit Wear  
15th-Teacher Lunch

## JUNE

Enjoy your  
summer!!