

***St. Elizabeth Catholic School's
Home and School Association
Committee Handbook***

St. Elizabeth School is fortunate to be blessed with so many willing and talented volunteers. We are pleased to present the following committee handbook that outlines the many volunteer positions offered by the Home and School Association (HSA).

These programs offer a variety of opportunities that can suit everyone's schedule. Please note that if you do select a volunteer position that involves working with the students, you will need to be in compliance with the Archdiocesan mandate requiring Virtus training and finger prints on file with the Archdiocese. If you need more information about these requirements, please go to the school website, www.stelizabethschoolmd.org, to begin this important process.

The Chairman positions have an instructional binder with "How To" information plus historical details.

If you have any questions about any of these volunteer positions, please contact one of the Home and School Association Officers as listed in the St. Elizabeth Handbook.

Thank you for your commitment to our school!

"What we have done for ourselves alone dies with us; what we have done for others and the world remains and is immortal." - Albert Pine

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Back to School Picnic

Date: Friday afternoon in early to mid-September.

Description: Organizes the Back to School Picnic at the beginning of the school year. All St. Es families are invited for a two-hour picnic, where entertainment (DJ, games, etc) and some food are provided. Several parent and student volunteers assist with set-up, clean up, and supervise activities during the picnic. All volunteers are also asked to bring selected supplies and dessert.

Staffing: 2 committee chairs
20-25 parent volunteers
15-25 student volunteers (7th/8th graders)

Hours: Committee chairs: 15 hours
Volunteers: 1-5 hours

Calendar/Responsibility:

1. February and March:
 - Begin scheduling the moon bounce and DJ companies.
 - Decide if pizza and/or ice cream companies will be available to sell food and schedule these as well.
 - Plan a rain date for the event (usually the Friday following the original date).
2. Late Spring through August:
 - Promote the picnic through the school and recruit volunteers.
3. Three weeks before the picnic:
 - Confirm vendors
 - Plan the layout
 - Schedule the volunteers.
4. One week before the picnic:
 - Finalize the vendors and the volunteer schedule.
 - Chairs are to attend the event.

Opportunity for at home/evening work: Low to moderate

Bingo Night

Date: Late January/Early February (Friday evening of Catholic Schools Week)

Description: Work with co-chair to create communication for the Thursday Folder, including advertising event, request for prize and raffle basket donations, sign-up/ order forms, request for 7th grade volunteers, and request for baked goods. Reserve All Purpose Room and bingo equipment. Organize donations from individuals for raffle baskets and prizes (purchase remainder) and make raffle baskets. Coordinate pizza and sub with vendors and collect food orders and payments. Arrange for 7th grade students and volunteers to work the evening of the event. Set up, clean up and oversee volunteers night of event.

Staffing: 2 committee chairs
15 volunteers
7th graders to help run the events
Volunteers needed to bring baked goods

Hours: Committee chairs: 15 hours
Volunteers: 1-5 hours

Calendar/Responsibility: **Need info**

Opportunity for at home/evening work: Low to Moderate

Box Tops/Grocery Store Rewards Programs

Box Tops

Date: Ongoing through the school year

Description: Committee volunteers collect and tally General Mills' box tops from the students each month. The box tops are redeemed twice during the school year. The committee chair settles the account with the Home and School Association at the end of the year.

Staffing: 2 committee chairs
6-8 volunteers

Hours: Committee chairs: 15 hours
Volunteers: 1-5 hours

Calendar/Responsibility:

1. Beginning of the school year:
 - Hold meeting to review General Mills' guidelines
 - Coordinate responsibilities
 - Send a memo to the Principal outlining campaign
 - Make a flyer for the Thursday Folder - update folder as needed
2. End of October and February:
 - Collect box tops and have them counted in groups of 50 - make sure none are expired
 - Mail the box tops
3. End of Year:
 - Check with the Director of Finance to see if the proceeds checks have been received

Opportunity for at home/evening work: Moderate to High

Giant/Safeway/Harris Teeter Rewards

Timing: Ongoing throughout the school year

Description: This committee collects card numbers, inputs them into store websites and promotes the program in the school. Numbers are collected during school wide events and school approved incentive contests.

Staffing: 2 committee chairs
6-8 volunteers

Hours: Committee chairs: 15 hours
Volunteers: 1-5 hours

Calendar/Responsibility:

1. Summer and beginning of school year:
 - Collect card numbers from school families, friends and parishioners
 - Enter card numbers into each stores website
2. Ongoing:
 - Update the Thursday folder each month with the totals
 - Check stores' websites in the coordinator sections for contests that earn extra money
3. End of Year:
 - Check with the Director of Finance to see if the proceeds checks have been received.

Opportunity for at home/evening work: Moderate to High

Bulletin Boards

Date: Ongoing throughout the school year

Description: Manage monthly designs for the school bulletin board, located around the corner from the front entrance. 10 monthly designs are needed each year. This includes purchasing needed materials and arranging them on the board.

Staffing: 1 committee chair
5 volunteers

Hours: Committee chairs: 50 hours (5 hours per month)
Volunteers: 2-4 hours

Calendar/Responsibility:

1. Late summer:

- Hold a meeting before school begins to determine Christian-valued themes and timetables

2. Monthly:

- Design, purchase material for, and assemble bulletin board
- Hang boards on the first of each month

Opportunity for at home/evening work: Low

Catholic Schools Week

Date: Late January/Early February

Description: Plan activities for the 5 days of Catholic Schools Week. 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. A committee chair and co-chair attend events each of the 5 days.

Staffing: 2 committee chairs
5 co-chairs (one for each day of the week)
1 co-chair for the student/teacher volleyball game
30+ volunteers

Hours: Committee chairs: 32 hours (2 hours in Oct, 10 hours in Dec, 20 hours in Jan/Early Feb)
Co-chairs: 17 hours (2 hours Oct, 5 hours in Dec, 10 hours in Jan/Early Feb)
Volunteers: 8 hours (2 hours in Oct, 2 hours in Dec, 4 hours in Jan/Early Feb)

Calendar/Responsibility:

1. October:

- Stay in contact with the principal and HSA
- Hold committee meeting
- Plan events for the week

2. November:

- Meet with the principal to discuss plans

3. December/January:

- Continue planning with co-chairs and committee members
- Request volunteers via the Thursday Folder

4. Catholic Schools Week (late January/Early February)

- Highlight each day's events using the carpool message board

5. CSW Sunday - Opening Mass

- Work with the liturgy coordinator to involve students in mass
- Provide a reception (cake) with servers (volunteers) after mass

6. CSW Monday - Parent Appreciation Day

- Coordinate the principal's parent reception (2 volunteers for set up and clean up)
- Give family gifts to the parents through the homerooms (2 volunteers)
- Coordinate student thank-you letters to parents

7. CSW Tuesday - Student Appreciation Day (Out of Uniform Day)

- Distribute treats to students at lunchtime (2 volunteers)
- Arrange for a school assembly
- Create a special activity to welcome to the students in the morning and provide favors to each student (21 volunteers)

8. CSW Wednesday - School Spirit Day (Students wear blue and white)

- Coordinate door decorating contest with Student Council

9. CSW Thursday - Clergy Appreciation Day

- Assist the principal and liturgy coordinator with preparation for mass (co-chair)
- Present clergy with cards from the students and goodies after mass

Catholic Schools Week, continued

10. CSW Friday - Teacher Appreciation Day

- Provide breakfast available for teachers in the lounge (2 volunteers and committee members provide food)
- Plan catered faculty lunch (8 volunteers to set-up and serve; committee members to bring some food items)
- Put together favors for the staff
- Announce winner of door decorating contest
- Assist with the student/faculty volleyball game (set-up, referees, line judges, an emcee)

Opportunity for at home/evening work: Low

Dinner Nights Out - more details coming soon

Family Fun Night - more details coming soon

Father/Daughter Dance

Date: Early spring, typically before the Gala

Description: Create the theme and invitations for the 2 hour dance. Coordinate volunteers and secure location for the event. Collect RSVPs and payment for the dance. Plan for food, photographer and DJ at the dance.

Staffing: 2 committee chairs
5 volunteers for set up and/or clean up

Hours: Committee chairs: 15 hours
Volunteers: 1-5 hours

Calendar/Responsibility:

1. Summer

- Book the all-purpose room, prior to the school year beginning
- Published date on the school calendar for the fall

2. January

- Hold meetings to organize event
- Plan invitations
- Book the DJ and photographer.

3. Night of Dance

- Attend event in the evening
- Oversee set up and clean up

Opportunity for at home/evening work: Low to Moderate

Fundraising/Volunteer Reporting

Date: Ongoing throughout the year

Description: Two chairs work together to monitor the fundraising obligation and required volunteer hours for each St. Elizabeth School family. The chairs are responsible for merging all the fundraising and volunteer data for reports and billing. Responsibilities include policy review, merging and recording of data, website updates, mid-year balance letters, and year-end invoicing of all balances due. The busiest times are in January and May.

Staffing: 2 committee chairs

Hours: For each committee chair: 25+ hours (2 hours/month; more hours in January and May)

Calendar/Responsibility:

1. Ongoing:

- Check fundraising e-mails and log fundraising commitments on the master tracking file (Fundraising Chair)
- Track volunteer hours received by e-mail, school logbooks and other forms and log hours on the master tracking file (Volunteer Hours Chair)

2. January:

- Send out mid-year fundraising and volunteer balances (both chairs)

3. May:

- Send out year-end invoices of all balances due (both chairs)

Opportunity for at home/evening work: High

Graduation Dinner

Date: End of May/First week of June

Description: The committee is comprised of 7th grade parents, who plan and coordinate a congratulatory dinner for the graduating 8th grade students and their parents.

Staffing: 2 committee chairs (parents of 7th graders)
15 volunteers (7th graders and parents of 7th graders)

Hours: Committee chairs: 15 hours
Volunteers: 6 hours; 15+ hours for slide show coordinator

Calendar/Responsibility:

1. September:

- Pick a decorating committee (10-15 people) and a serving committee (8 children and their parents)
- Pick a slide show coordinator, and have him/her ask for pictures the first week of school

2. October:

- Ask for kindergarten photos
- Continue asking every other month until May

3. January/February:

- Pick a theme, approved by the principal

4. March/April:

- Design invitations
- Plan decorations
- Select caterer and menu
- Purchase paper products
- Get principal's approval for all above items

5. April:

- Finalize decorations (purchased, borrowed or made)

6. April/May:

- Purchase paper goods, drinks and silverware

7. Three weeks before event:

- Create and print program
- Mail invitations

8. Day of event:

- Organize volunteers, hang decorations, and set tables
- Oversee staggered shifts of decorating committee
- Oversee serving committee with set up of drinks, plates, candles, etc. and event clean up

Opportunity for at home/evening work: Low to Moderate

Grandparents'/Special Person's Day - more details coming soon

Homeroom Parent Coordinator

Date: Ongoing throughout the school year

Description: Oversee and monitor the Homeroom Parents and their responsibilities. This position requires constant contact between the school and parents.

Staffing: 1 committee chair

Hours: 26-30 hours

Calendar/Responsibility:

1. Late August:

- Hold a meeting to coordinate duties
- Assign and recruit Homeroom Parents to classrooms
- Coordinate an informational coffee in September

2. Early September:

- Create sign-up sheets for Back to School Nights and Distribute “Responsibilities” letter to HR parents
- Coordinate activities (Halloween, Christmas, Valentine’s parties, Staff gifts) as outlined in the Homeroom Coordinator guidelines

3. December:

- Work with the Director of Finance to perform deposit for staff Christmas gifts, purchase staff gifts and prepare for distribution

4. May:

- Work with the Director of Finance to perform deposit for staff year end gifts, purchase staff gifts and prepare for distribution

5. Ongoing:

- Supervise communication to Homeroom Parents from the school

Opportunity for at home/evening work: High

Homeroom Parents

Date: Ongoing throughout the school year

Description: These volunteers help their teachers in planning and assisting with activities such as Halloween, Christmas and other parties, field trips, and other teacher requests. Volunteers communicate with families about other school-related events and activities that may come up throughout the year. HR parents recruit volunteers for parties and specials and are in constant contact with HR coordinator and parents.

Staffing: 2 volunteers per class

Hours: 1-3 hours per month

Calendar/Responsibility:

1. September:

- Attend one required meeting for all homeroom parents with the Homeroom Coordinator
- Prepare sign up sheets for Back to School nights
- Coordinate responsibilities with other class HR parent
- Communicate with teacher about their needs for the school year

2. Ongoing:

- Distribute information to class parents throughout the year as needed
- Send reminders to class parents about their volunteer activities

Opportunity for at home/evening work: High

Hospitality

Date: Ongoing throughout the year

Description: This committee provides baked goods, drinks, and decorations for a variety of school functions during the year. The committee works with other volunteer committees when the need for food/drink arises.

Staffing: 2 committee chairs
20-30 volunteers

Hours: Committee chairs: 15-20 hours
Volunteers: 1-4 hours per event

Calendar/Responsibility:

1. Late August:

- Meet with the committee and go over responsibilities at different events for the school year
- Plan needs for fall events

2. Ongoing:

- Execute Hospitality functions at the following events: Back To School nights in September, breakfast reception for homeroom parents, Halloween, and many other events that come up.

Opportunity for at home/evening work: Low

Hot Lunch update

Date: Ongoing throughout the school year

Description: Oversees the entire lunch program from coordinating menu selections to student sign-up, to communication with the catering company for the entire school year. Volunteers for this committee serve the lunch in the cafeteria and will follow the direction of the Lunch Captain and School Administrators.

Staffing: 3 committee chairs
1 database chair (4-14 hours per quarter)
60+ volunteers (Volunteers sign up for August-December, January-June or Full Year)

Hours: Committee chairs: 15 hours
Volunteers: Once a week, Every two weeks, Once a month. Commit on a quarterly basis.
Menu Chair: 2-3 hours/quarter for menu creation/distribution, 3-4 hours/quarter with chefs
Money Chair: 6 hours/quarter for collection of money, 8-10 hours/quarter for inputting orders and creating lists, 4 hours/month for forgotten lunch calls/collection of money.
Volunteer Chair: 3 hours/quarter to create and print volunteer schedules.

Calendar/Responsibility:

1. August:

- Set the responsibilities for the committee
- Have everything in order before school starts.

2. Quarterly:

- Meet before each of the remaining quarters for the rest of the year
- Select menu items for the upcoming year
- Meet with current food distributors to discuss menu options
- Update on-line order form and get approval from school administration
- Communicate lunch program to St. Elizabeth families via the website
- Reconcile money collected with online order
- Deliver food/drink orders to caterer
- Have student lunch lists available for verification during lunch periods
- Contact families with forgotten/unpaid meals for collection
- Create volunteer list quarterly
- Distribute list to volunteers
- Work with Financial Officer to deposit monies and pay caterers

Opportunity for at home/evening work: Moderate to High

Joe Corbi

Date: Mid October - Early November

Description: Catalog sale of frozen baked goods and pizzas.

Staffing: 2 committee chairs
15 volunteers

Hours: Committee chairs: 15 hours
Volunteers: 1-5 hours

Calendar/Responsibility:

1. September:
 - Meet with committee to plan promotional campaign
 - Ensure a Joe Corbi rep will be here during our Halloween parade with sample food to encourage sales
2. October:
 - Coordinate distribution of order forms and catalogs
 - Collect orders, tally and submit
 - Coordinate a date, location, and sorting volunteers for order pick-up during afternoon carpool
3. November:
 - Distribute purchases

Opportunity for at home/evening work: Low

Library

Date: Ongoing throughout the school year

Description: Responsible for assisting the school librarian with the upkeep and maintenance of the school library. In addition, the committee will assist the librarian or assigned teacher/students with reading to the students, helping students to choose a book for check-out, or any other duty as requested by the librarian/teacher.

Staffing: 2 committee chairs
20 volunteers

Hours: Committee chairs: 15 hours
Volunteers: 1-15 hours

Calendar/Responsibility:

1. September

- Conduct a training session for all volunteers
- Catalog and monitor existing and all new (donated) books

2. Ongoing

- Maintain the current books and help with the checkout and depositing of books from students
- Cover new books (books may be brought home to be covered and/or do needed book repairs, then returned to school)

Opportunity for at home/evening work: Low

Mother/Son Breakfast – NEW EVENT! More details coming soon

Recess Coordinator - Kindergarten

Date: Ongoing throughout the school year

Description: Responsible for overseeing the daily kindergarten recess volunteer calendar on Volunteer Spot. The committee chairs must check the on-line volunteer calendar to be certain that the appropriate amount of volunteers are signed up each day. Emails are sent out 1-2 times per week to fill open volunteer spots in the calendar.

Staffing: 2 committee chairs

Hours: 1 hour per week

Calendar/Responsibility:

1. August:

- Meet to organize the on-line volunteer calendar, welcome letter, etc.

2. Ongoing:

- Alternate responsibility for communicating with volunteers and checking the calendar for volunteers

Opportunity for at home/evening work: High

Recess Coordinator - Grades 1-8

Date: Ongoing throughout the school year.

Description: Responsible for overseeing the daily recess volunteer calendar using on Volunteer Spot. The committee chairs must check the on-line volunteer calendar on a regular basis to be certain that the appropriate amount of volunteers (4) are signed up each day.

Staffing: 2 committee chairs

Hours: 1 hour per week

Calendar/Responsibility:

1. August:

- Set up the Volunteer Spot calendar, once the final school calendar is available
- Request volunteers via the Thursday Folder
- Send completed calendar copies to the school

2. Ongoing:

- Check Volunteer spot regularly to ensure enough recess coverage
- Recruit more volunteers as needed

Opportunity for at home/evening work: High

Sally Foster

Date: May; Late summer - October

Description: Manage the Sally Foster fundraiser campaign, which starts on the first day of school and ends in mid-September.

Staffing: 2 committee chairs
3-5 volunteers

Hours: Committee chairs: 30 - 40 hours each (May to mid-October)
Volunteers: 1-5 hours

Calendar/Responsibility:

1. May

- Hold a planning meeting to organize marketing and timelines for the fundraiser
- Attend Sponsorship Night

2. Summer:

- Set up dates for the fundraiser and determine deadlines

3. September:

- Participate in marketing efforts during the campaign
- Attend all three Back To School Nights for promotion
- Tally Sally Foster orders

Opportunity for at home/evening work: Low

Santa's Workshop

Date: First week of December

Description: Buy items for and manage Santa's Workshop. This is a temporary store set up at the school where students can purchase inexpensive (\$1 - \$7) Christmas gifts for their family members.

Staffing: 2 committee chairs
40 volunteers

Hours: Committee chairs: 40 hours
Volunteers: 3-6 hours

Calendar/Responsibility:

1. Ongoing:

- Purchase and store discounted items that would be suitable for sale at Santa's Workshop (religious items, sports items, Christmas decorations, small toys, etc.)
- Purchase and store wrapping items for the workshop

2. Early Fall:

- Recruit volunteers to work shifts (3 hours long) at the workshop as wrappers, cashiers, and shopping helpers

3. November:

- Create a class schedule for the workshop (Preschool - Grade 8) and distribute to teachers
- Schedule 9 volunteers for each shift
- Create notices for the Thursday Folder with the class shopping schedule
- Create descriptive fliers for the Preschool and Kindergarten families, so their children will be prepared on their assigned day

4. December:

- Set up the workshop by pricing, tagging and displaying all items
- Decorate the store (held in the school library)
- Ensure volunteers have all necessary supplies during the workshop
- Stock additional items for sale as needed
- Turn in money each day of the workshop
- Store items left over after the workshop is completed
- Clean up the library

Opportunity for at home/evening work: Low

School Directory

Date: Late summer

Description: Coordinate the publication of the school directory that contains school information, class lists, and family information such as phone numbers, addresses and email.

Staffing: 1 committee chair

Hours:15-20 hours

Calendar/Responsibility:

1. July/August:

- Review and revise the directory before publication and distribution at the start of the new school year

Opportunity for at home/evening work: High

School Liturgy

Date: Ongoing throughout the school year

Description: Assist the current sponsoring grade's teacher in planning their school Mass.

Staffing: 2 committee chairs
15-20 volunteers (2 volunteers per Liturgy)

Hours:For committee chairs: 15 hours
For volunteers: 3-5 hours per Mass

Calendar/Responsibility:

1. Monthly:

- Help make visuals for students sponsoring Mass
- Help with Mass rehearsals for the sponsoring class
- Attend the Mass

Opportunity for at home/evening work: Low

Spirit Shop

Date: Ongoing throughout the school year

Description: Responsible selling St. E's merchandise. The committee will inventory and restock merchandise as needed.

Staffing: 2 committee chairs
1 publicity committee chair
5-10 volunteers

Hours:For committee chairs: 15 hours
For volunteers: 1-5 hours

Calendar/Responsibility:

1. Late August:

- Meet in the summer to check inventory and update website
- Attend Opening Day celebration on the first day of school

2. September

- Attend all three Back To School Nights for sales

3. Ongoing:

- Monitor and update the website
- Staffing the spirit shop for sales during school store hours
- Attend other school events as needed throughout the year (Back to School picnic, Sponsorship Night, etc.)

Opportunity for at home/evening work: Low

Sponsorship Night

Date: Late May

Description: 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.

Staffing: 1 committee chair
25-30 volunteers

Hours:For committee chairs: 6-7 hours
For volunteers: 1-6 hours

Calendar/Responsibility:

1. Late Winter/Early Spring:

- Meet with the Director of Admissions and the Principal to plan Sponsorship Night
- Include an introduction from the Principal and a presentation from the HSA in the evening's agenda

2. April:

- Recruit volunteers to sponsor new families and ask them to attend Sponsorship Night
- Match volunteers with families, based on ages of children and experience in the school
- Ask volunteers to contact their new families and invite them to Sponsorship Night
- Coordinate with Hospitality committee to provide refreshments at Sponsorship Night

3. May:

- Ask Director of Admissions to provide a uniform sample for Sponsorship Night
- Organize a student "fashion show" to display current school uniforms at the event
- Ask spirit shop to promote and sell items at the event
- Ask HSA to set up volunteer tables at the event

4. Late May

- Hold Sponsorship Night event
- Ask volunteers to continually follow up with their new families throughout the summer and early fall

Opportunity for at home/evening work: Moderate

Staff Appreciation

Date: Ongoing throughout the year

Description: Coordinate monthly meals throughout the year to recognize the efforts of the school staff. The chairs are responsible for planning menus, recruiting volunteers, setting up schedules, and carrying out the lunches.

Staffing: 2 committee chairs
25-30 volunteers

Hours: For committee chairs: 5-6 hours per month
For volunteers: 1-2 hours per month (not required each month)

Calendar/Responsibility:

1. Early August:

- Contact volunteers to prepare the Staff breakfast the week before school begins
- Plan a schedule of events for the year
- Get approval from school administration for the calendar
- Contact volunteers for a September meeting to review schedule and responsibilities

2. Ongoing:

- Send out reminders of upcoming events and ask for volunteers
- Prepare and send out, one week in advance, lunch invitations to staff and teachers
- Remind volunteers of upcoming commitments
- Oversee set up and clean up of each event

Opportunity for at home/evening work: Low for chairs; High for volunteers

Stencil/Cut Outs

Date: As needed, at the Principal's request

Description: Provide help with stencils and cut outs for the school.

Staffing: 1 committee chair

Hours:15

Calendar/Responsibility: Work at the request of the Principal

Opportunity for at home/evening work: Moderate to High

Tuition Raffle

Date: Late January/Early February (Friday of Catholic Schools Week)

Description: Organize promotion, distribution and sale of Tuition Raffle tickers. Winner is selected at the Student/Teacher Volleyball game. Winner receives one free tuition or cash equivalent.

Staffing: 2 committee chairs

Hours:15 hours

Calendar/Responsibility:

1. November

- Hold a planning meeting

2. December

- Order raffle tickets
- Print fliers and put promotions on the Thursday Folder
- Get labels/spreadsheets printed with oldest and only students
- Stuff envelopes with 4 raffle tickets per school family

3. January

- Send tickets home
- Continue Thursday Folder promotions
- Count money (3 times)
- Sell tickets at all St. Elizabeth Masses one weekend
- Draw winner at Student/Teacher Volleyball Game

Opportunity for at home/evening work: Moderate

Uniform Exchange

Date: Ongoing throughout the year

Description: Oversee the Uniform Exchange program over the school year. This program allows families to donate gently used school uniforms and select items needed.

Staffing: 1 committee chairs
10-15 volunteers

Hours:For committee chairs: 15 hours
For volunteers: 10-15 hours

Calendar/Responsibility:

1. Early Fall:

- Organize a schedule of volunteers to collect, wash, and sort uniforms, then return uniforms to school

2. Ongoing:

- Promote the Uniform Exchange
- Ask for donations and volunteers when needed

Opportunity for at home/evening work: Low to Moderate

Volunteer Coordinator

Date: Ongoing throughout the school year

Description: Oversee Home and School Association volunteer recruitment on Sign Up Genius and through the school website.

Staffing: 1 committee chair

Hours: 15 hours

Calendar/Responsibility:

1. Spring:

- Ask committee chairs to review committee descriptions
- Update as needed and send to HSA for school notification

2. August:

- Update committee descriptions and volunteer needs on Sign Up Genius
- Forward to HSA for school notification

3. Ongoing:

- Monitor Sign Up Genius for updates
- Notify committee chairs when volunteers are added
- Alert HSA when volunteer numbers are low and activities need promotion

Opportunity for at home/evening work: High