



St. John's School
Service Hours and
Volunteer Handbook
2021–2022

Ways to Get Involved,
Be Informed &
Stay in Touch

Dear Families,

The inherent value of volunteers cannot be debated. One of the things that makes SJS so special is that there are so many people who are willing to give their time and energy to volunteer for our children's sake.

We recognize that SJS could not be successful without the wonderful support of our volunteers, and that many families contribute well over the requested service hours. We are extremely grateful for all our school families' contributions. The hours served are given from the heart, and they are performed with love. The School Advisory Board, the Home and School Association, and many other parent-led groups are dedicated and determined to make SJS the best school it can be.

Please remember, you are truly appreciated even when we do not see you in action or we forget to thank you in person. You are a very important part of our school community. Additionally, the children are very proud when they see their parents and other family members involved and helping at their school. Thank you so much for all that you do.

Sincerely,

A handwritten signature in cursive script that reads "Susan McDonough".

Susan McDonough
Principal

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1. GETTING STARTED

Volunteers are always welcome at SJS. Here are a few guidelines to ensure your volunteer time is productive:

- Park in the parking lot to keep lanes at and near the school’s entrances clear in accordance with school safety policies.
- Sign in at the office so staff knows you are in the building. Use a name tag so everyone knows you are checked in.
- Respect that classes may be in session and should not be interrupted without prior notice from the front desk.
- Be mindful of proper attire, as it should be comfortable and appropriate to be working on projects and/or interacting with students.
- Please refer to the SJS Parent/Student Handbook for additional school policies regarding visitors.
- Have fun! No volunteer effort is too small. Your active participation at SJS contributes on many levels in helping our school provide a quality education in an exciting, nurturing environment.

If you have questions about activities and/or service/volunteer positions, please contact a member of the Home and School Association (HSA) listed at the end of this handbook.

2. CHILD PROTECTION REQUIREMENTS (VIRTUS)

The Archdiocese of Washington (ADW) leads the way in child protection by being one of the first dioceses to implement a written policy; regularly provide education on child safety; and require volunteer training, fingerprinting, and background checks. All volunteers who supervise children (including field trip chaperones, substitute teachers, coaches, etc.) must meet these requirements.

You can schedule fingerprinting by contacting the school office at 301-373-2142. The child protection training schedule is listed at www.virtus.org. A complete checklist is below.

Volunteers are required to respect students’ and families’ rights to privacy. A professional and caring manner in dealing with students, along with a commitment to maintaining confidentiality, is required of anyone who volunteers to work with children.

Important Note:

1. Compliance in another archdiocese’s child protection program does not fulfill ADW requirements.

CHILD PROTECTION CHECKLIST	
STEP 1	
<input type="checkbox"/>	Create an account at www.virtus.org .
<input type="checkbox"/>	Complete the application form.
STEP 2	
<input type="checkbox"/>	Complete a volunteer application, including two forms of identification (at least one photo ID), with the parish or school Child Protection Coordinator (Mrs. Conroy).

STEP 3	
<input type="checkbox"/>	Sign up for a Protecting God's Children training session at www.virtus.org (must be completed within 60 days of creating an account).
<input type="checkbox"/>	Submit the Acknowledgement E form and Code of Conduct Form (from the back of the booklet you received) to Mrs. Conroy.
STEP 4	
<input type="checkbox"/>	After all previous steps are complete, obtain fingerprinting documents from Mrs. Conroy; this will include an ADW fingerprinting authorization number.
<input type="checkbox"/>	Bring the fingerprinting authorization form and two forms of identification to an approved fingerprinting location.
<input type="checkbox"/>	Submit a copy of your receipt to Mrs. Conroy.

3. SERVICE PROGRAM

Parent service is vital to the life and mission of SJS. Parents, **working** on behalf of the school, help strengthen and increase our spiritual and scholastic environment. Service is a critical component in Catholic education.

With strong volunteerism, we can provide all the needed services and activities that create a quality, affordable, faith-based education for our children. SJS recognizes and truly appreciates the dedication of our school families. SJS continues to thrive due to our families' service and volunteer efforts.

SERVICE REQUIREMENTS	
<ul style="list-style-type: none"> • Families complete a designated fundraiser and 10 additional service hours during the school year. <ul style="list-style-type: none"> ○ Families will be assigned to one of the designated fundraisers (details are included in this handbook). ○ Remaining 10 hours dedicated to our community events, school committees, classroom support, school functions, and other activities as defined in the General Activities section of this handbook. 	
<ul style="list-style-type: none"> • Families opt out of the designated fundraiser and 10 additional service hours at a cost of \$500.00 per enrolled student. 	
<ul style="list-style-type: none"> • Families opt out of one of the designated fundraisers at a cost of \$250.00 per enrolled student. • Families are still responsible for 10 service hours toward general activities, as defined in this handbook. 	

Important Notes:

1. Opt out options are **only available** during the tuition agreement process.
2. Opt out options **will not be available** during fundraiser planning and execution.
3. Families who receive the following tuition assistance **are not permitted to opt out:**
 - ADW Scholarships
 - Monsignor Harris Fund (minus SCRIP)
 - Pastor's Assistance
 - COMB Fund

EXEMPTIONS FROM SERVICE REQUIREMENTS			
	<u>DESIGNATED FUNDRAISER</u>	<u>10HRS</u>	<u>BINGO</u>
Designer Bag Bingo	X	X	X
Auction	X	X	X
Golf	X	X	X
SCRIP	X	X	X
5K	X	X	X
Joe Corbi	X	X	
Fall Festival	X	X	
Christmas Craft	X	X	
Charleston Wrap	X	X	
SJS Sip N Shop	X	X	
Read-A-Thon	X	X	
Square 1	X	X	
Cornhole	X	X	
HSA BOARD	X	X	
Bingo Chair	X	X	
Bingo Floor Captain	X	X	
Bingo Kitchen Captain		X	

Important Notes:

1. The only events where co-chairs are permitted are for the following events.
 - a. Designer Bag Bingo, Auction, Golf, SCRIP, 5K
 - b. Both co-chairs are exempt from the designated fundraiser, additional service hours, and their Bingo requirement.

DESIGNATED FUNDRAISERS FOR 10 SERVICE HOURS
FAMILY ASSIGNMENT COMMITTEE
<ul style="list-style-type: none"> • The committee will assign families to one of six fundraisers no later than June 15. • The committee includes the Principal, HSA President/Vice President, HSA Volunteer Chair, and HSA Fundraising Chair. • The committee will strive to assign families in accordance with the preference they designated during the tuition agreement process. • Assignments are ultimately made to ensure the success of each individual fundraiser and the entire SJS HSA fundraising program. • Assignment modifications are at the discretion of the Principal/Family Assignment Committee, as necessary.
SIX FUNDRAISERS
<ul style="list-style-type: none"> • All fundraisers require three to six months of planning to effectively execute. • Specific execution duties and assignments for these events are determined in collaboration with the Event Chairperson at the Event Kickoff meeting. • The Event Kickoff meeting is mandatory. • The designated fundraisers are described further within this handbook: <ol style="list-style-type: none"> 1. Designer Bag Bingo 2. St. John's 5K

3. SJS Sip N Shop
4. Spring Auction
5. Golf Tournament
6. Joe Corbi's

ASSIGNMENT CRITERIA (as listed in order of priority)

- 1. Designated Fundraiser**
Spring Auction will be filled first, followed by Designer Bag Bingo, Golf Tournament, St. John's Eagle 5K, the SJS Sip N Shop, and Joe Corbi's.
- 2. First Come, First Serve**
The Family Assignment Committee will assign all families a number in chronological order based on the date/time families sign their tuition agreements.
- 3. Family Preference**
During the tuition agreement process, families will rate their event preference from 1–6.

REMAINING 10 SERVICE HOURS: GENERAL ACTIVITIES

- You can earn your remaining 10 service hours by volunteering for the following activities.
- Other activities may be approved by the SJS HSA Executive Board upon request.

Christmas Festival & Santa's Workshop	Lego Robotics Coach
Fall Festival	Room Parent
Wrapping Paper Fundraiser	Classroom Event/Party
Spirit Nights	Classroom Volunteer
Used Uniform Sale	Drama/School Play Support
HSA General Meeting	Field Trip Volunteer
HSA Executive Board Meeting	Field Day Volunteer
HSA Executive Board Member	School Sport Coach
HSA Board Committee Member	Any School-Sponsored Club
School Advisory Board Member	Any School-Sponsored Event
School Advisory Board Committee Member	Grandparents Day

SERVICE HOUR TRACKING AND COMPLETION

WHEN ARE SERVICE HOURS DUE?

- Parent service hours must be completed and entered into Track It Forward by June 15.
- Service hours not completed will be charged a burdened rate of \$35/service hour.
- Parents may begin earning service hours for the following school year on July 1.
- "Extra" parent volunteer hours are not carried over to the following year.
- Relief from any service hours will be made at the discretion of the Principal/HSA Executive Board if a major circumstance would prevent a family from fulfilling their hours.

WHO IS PERMITTED TO PERFORM SERVICE HOURS?

- Only parents, guardians, siblings (age 16+), and grandparents may perform service hours.
- Students and other relatives may not earn service hours.
- Extra hours may not be donated to other families.

ARE THERE ANY EVENTS/ITEMS THAT DO NOT EARN SERVICE HOURS?

- Items, activities, or events that are not specifically requested by SJS.
- Driving students to activities.
- Cash donations.
- In-kind donations such as dinners, school supplies, or equipment.
- Food or refreshments/beverages will not be accepted in lieu of service hours.

4. BINGO SERVICE REQUIREMENTS

SJS Bingo is our largest fundraiser and is the one of the biggest reasons SJS can maintain a manageable tuition rate. It is important for our families to understand that all students benefit from our Bingo program.

BINGO SERVICE REQUIREMENTS
<ul style="list-style-type: none"> • Bingo buyout is \$2,000 per school year for up to 10 families (first come, first serve). • Attendance is mandatory, and families must arrive for their scheduled Bingo date on time, as noted in the job descriptions within this handbook. • All new families are required to attend a Bingo orientation prior their first Bingo. • Families who fail to fulfill their obligations will receive a letter from the school and be billed the \$500 missed Bingo fee. • If a family is late to their assigned Bingo, they will be billed \$250.
BINGO TEAMS
<ul style="list-style-type: none"> • The Bingo Chair(s) assign new families to a team at the beginning of the school year. • The schedule is sent out in August before the start of school. • Weekly reminders are sent via email/text/phone message to the primary contact info listed on your school account. • Unless you request a change for the next year, the assigned team is your team for the remainder of your time at SJS.
SUBSTITUTES & SWAPS
<ul style="list-style-type: none"> • If you cannot make your scheduled date, please find a family who can swap with you. • The St. John's School Parent Bingo Group Facebook page is the recommended resource for swaps. • Families are responsible for managing any swaps they coordinate for their scheduled bingo days. The school is not responsible for tracking swaps. • If a swap occurs, and the family who is supposed to work forgets about the change, that family will be charged the \$500 missed bingo fee. • All swaps are final. • If your original bingo is cancelled for any reason, you will still work the bingo you swapped for. • Subs are permitted, but they must be a family member and must adhere to the approval process. • All swaps/subs must be approved by the Principal and the Bingo Coordinators. This includes extended family members who are sent to work bingo. Please send an email to sjshbingo@gmail.com and mcdonoughs@sjshollywood.org or message/tag us via the St. John's School Parent Bingo Group.

Important Notes:

1. No one under the age of 16 is permitted to be a sub or be utilized in a swap.
2. Paid subs **are not permitted**. Any family found to be using a paid sub will be billed the **\$500** missed Bingo fee.

BINGO JOB DESCRIPTIONS
BINGO COORDINATION CHAIRPERSON
<ul style="list-style-type: none"> • Oversees recruiting, training, and the work of Bingo Team Captains. • Assists Team Captains, Callers, and Stockers to ensure weekly bingo runs smoothly. • Ensures supplies and materials are inventoried, ordered, and shopped for by delegating to Bingo Stockers. • Ensures cohesive communication amongst all aspects of the weekly Bingo operation.

- Informs school Principal of any patron and/or volunteer disputes.
- Manages the weekly cash count following every Bingo and assists in monthly financial reconciliation.
- Call semiannual Bingo Committee Meeting with Floor Captains, Stockers, Callers, and reports minutes.
- Works closely with the Bingo Kitchen Crew Lead.

KITCHEN

- Bingo Kitchen Team arrival time is 3:00 p.m. on assigned night for table setup.
- Departure time is ~8:00/8:30 p.m. after the kitchen is clean, restocking is complete, and garbage is removed.
- Bingo Kitchen Team is responsible for completing the inventory sheet to be used as restocking for the following week.
- Kitchen Captains will assign you one of the following positions:
 1. Food Prep: Handled by all kitchen workers, includes restocking food and paper products, cutting desserts, and wrapping up food for selling.
 2. Cook: Handles frying and oven cooking.
 3. Food Handler: Sells food to customers.
 4. Cashier: Handles kitchen money and fills out deposit slip at the end of the night.

FLOOR

- Bingo Floor Team arrival time is 4:30 p.m. on assigned night.
- Departure time is ~9:30/10:00 p.m. after tables are broken down and gym is cleaned up.
- Floor captains will assign you one of the following positions.
 1. Pull Tab Seller: Sells pull tabs, helps as floor worker, and calls back bingos and winners.
 2. Cashier: Supports the Floor Captain in the office selling bingo books.
 3. Payout Person: Handles the cash payouts for either pull tab winners or bingo winners.
 4. Specials Seller: Handles on-floor sales of individual specials.
 5. Caller: Calls bingo and pull tab games and makes announcements. This is a unique position that is handled outside of the individual teams but is part of the Floor Team for that night.

Note: Additional training for calling back winners for both bingo and pull tabs will be provided on your first night working bingo.

5. EVENT DESCRIPTIONS

SCHOOL EVENTS	
CORNHOLE	SEPTEMBER
This is a new SJS fundraisers as of the 2021 school year. This event is a combination of fundraiser and SJS community building. By hosting this early in the school year, we hope to foster SJS friendships and reconnect after summer. There will be a 50/50, food trucks, and cash prizes for the winning teams. Two sessions will occur a “family” and a “professional” with a higher buy in / pay out for the professional level teams.	
EVENT TASKS	
Donations	Coordinate and solicit donations.
Marketing Coordinator	Print letters, flyers, and bulletins during the school day. Work with the HSA Marketing Chairperson for approval on letters, flyers, bulletins etc...
Classroom Baskets	These duties are handled by room parents: coordinate and correspond with teachers and parents regarding classroom basket items; pick up items at school; and compile creative classroom baskets for silent auction.
Grocery Store Runners	Days prior to the event, pick up food for the event.
Treasurer	Distribute the beginning banks to all points of sale and keep each stocked with cash through the night. Reconcile the bank at the end of the night.

Check-in Tables	Greet players and receive payments (cash and credit) for onsite registration. Keep track of pre-registered/paid players. Check in players on the cornhole app.
Silent Auction Tables	Set up and run the silent auction table with baskets compiled by the classroom items. Monitor bids, keep close eye on items, close bids quickly at the end of intermission.
Raffle Tables	Sell raffle tickets. Monitor baskets and collect 50/50 tickets/money.
Tournament Captains	Must understand how cornhole tournaments are run and be in charge of the tournament bracket and run the Scoreholio app.
Floor workers/Runners	Actively interact with players. Sell raffle tickets. assist tournament captains.
Bartenders	Serve beer and wine. Receive payments for drinks.
TAM-Certified Bartender	Possess TAM certification.
Set Up or Clean Up	Set up cornhole boards, scoreboards, and tables and chairs the morning of the event and put tables and chairs away the night of the event. Take out trash.
Thank You Cards	Handwrite thank you cards to donors.
JOE CORBI'S	SEPTEMBER
Enjoy an easy and quick family night dinner, dessert, or snack with Joe Corbi's Pizza! All sellers win prizes from Joe Corbi's prize package and have the opportunity to earn individual special reward prizes and classroom rewards.	
EVENT TASKS	
Marketing	In charge of advertising. Prepare the flyers, emails, etc... Works with the HSA Marketing Chairperson for Facebook posts and to approve all advertisements to go out to school families and through the Church.
Sorting Brochures	In charge of being at the school for delivery of brochures. Banding together the number of brochures for each class to be given to the teachers to distribute to the students. Help the prize coordinator sort the prizes from Joe Corbi after pick-up day and bag them by the child's name and grade so the teacher can hand them out.
Paper Orders	In charge of entering all paper orders into the online system or spreadsheet. Ensure all orders are turned in and entered in the system before closing the final order with Joe Corbi's.
Treasurer	In charge of all monetary transactions associated with the fundraiser. Works with the HSA Treasurer.
Prize and Reward Coordinator	Tallying the number of items sold per child/family and the prizes they won. Writing up the rewards IE: Non-Uniform Pass, No Homework Pass, Tuition Drawing, Class Rewards, etc... These rewards must be approved by the principal first. The prizes won come from Joe Corbi's. Work with the sorting coordinator after the order pick up day to sort prizes from Joe Corbi and bag them by child's name and grade so teachers can hand them out.
Volunteer Coordinator	Determines how many volunteers are needed and number of hours for the fundraiser. Let the HSA Volunteer Chairperson know how many volunteers are needed.
Delivery Day Coordinator	In charge of meeting the delivery truck at school, making sure we received all items. Separating individual orders by the seller. Working with the Volunteer Coordinator assigning duties to volunteers making sure pick-up runs smoothly. Making sure all trash is removed from the room and the room is clean at the end of pick-up. Make sure all school property is returned to school, IE: hand

	trucks, walkie talkies etc.... All orders must be picked up by the seller's parent or guardian and distributed to the buyers who ordered from their child. No individuals can pick up their own order (they must go through the seller) except if they placed a public order where there was not a seller.
DESIGNER BAG BINGO	JANUARY VIRTUAL or SEPTEMBER/OCTOBER IN PERSON
This is not only one of SJS's biggest fundraisers of the year, but it is also an evening of fun and fellowship. There are fabulous designer bag prizes, plus many local businesses and families donate items for both silent and brown bag auctions.	
EVENT TASKS	
Donations/Bag Committee	Coordinate and solicit donations.
Print/Copy Makers	Print letters, flyers, and bulletins during the school day.
Classroom Baskets	These duties are handled by room parents: coordinate and correspond with teachers and parents regarding classroom basket items; pick up items at school; and compile creative classroom baskets for silent auction.
Used Bag Collector	Solicit gently used (preferably designer) purses from donors for brown bag auction. Ensure the quality/cleanliness of the bags.
Grocery Store Runners	Days prior to the event, pick up food for the event.
Bingo Packets and Programs	Print, compile, and staple bingo programs and bingo packets for pre-registered players.
Treasurer(s)	Distribute the beginning banks to all points of sale and keep each stocked with cash through the night. Reconcile the bank at the end of the night.
Check-in Tables	Greet players and receive payments (cash and credit) for admission and bingo sheets. Keep track of pre-registered/paid players and provide them with packets.
Brown Bag Tables	Monitor brown bag table and sell tickets.
Silent Auction Tables	Monitor bids, keep close eye on items, close bids quickly at the end of intermission.
Raffle Tables	Sell raffle tickets.
Pull Tabs	Sort pull tabs and sell to players.
Kitchen Captain	Coordinate and manage kitchen workers.
Kitchen Workers	Cooking, food preparation, serving and collecting payment for food and drink items. (Be prepared to arrive between 4:00/4:30 day of event.)
Floor Captain	Must understand how bingo is run, to include pull tabs and general bingo rules. Must train and manage floor workers.
Floor Workers	Actively interact with players. Sell pull tabs and specials, announce winners.
Bartenders	Serve beer and wine. Receive payments for drinks.
TAM-Certified Bartender	Possess TAM certification.
Drink Servers	Walk around to players and take drink orders.
Set Up or Clean Up	Set up tables and chairs the night prior to event or put tables and chairs away night of event.
Thank You Cards	Handwrite thank you cards to donors.
ST. JOHN'S EAGLE 5K AND FUN RUN	SEPTEMBER/OCTOBER
This is a family-friendly event honoring Pat Suit, SJS alumna and former principal. Pat passed away from breast cancer on January 22, 2013. Her life and legacy are honored through this event and proceeds go toward supporting SJS teachers and students, as well as MedStar St. Mary's Hospital Cancer Care and Infusion Services.	
EVENT TASKS	

Race Director/Chair	Responsible for coordinating and managing entire event as well as leading the 5k race efforts.
Kids Fun Run/Obstacle Course Director	Responsible for developing, coordinating and managing kids' fun run/obstacle course.
Sponsorship Coordinator	Responsible for coordinating and soliciting sponsorships for the race.
Registration Captain	Responsible for managing registration and ensuring a successful check-in process for registered participants during the event.
Treasurer/Cashier	Handle all monetary transactions associated with the event. Work with the HSA treasurer. Collect money from race day registrants, make change if needed. Make sure registration form is filled out completely and correctly.
Publicity/Marketing Coordinator	In charge of advertising. Prepare flyers and promotional pieces.
Food Coordinator/Water Stop Captain	In charge of food for vendors and volunteers and food sold at the event. Coordinate efforts of water stop workers.
Race Packet Distributor	Those working pre-registration will hand out the previously prepared packets to participants. Those working race day registration will hand out the packets based on T-shirt size. Mark name on sheet to show that packet has been picked up.
Trouble Desk	List any changes in participant information due to typos during data entry. Change event that person wishes to participate in. Make decisions on other issues that may appear.
Packet Stuffer	Place all donated goodies and T-shirt in bags for runners, including kids grab bags. Put pre-registered participants' names on bags.
Start and Finish Line Workers	Move runners/walkers to the start line. Keep strollers at the rear of the pack.
Water Stop Workers	Fill water cups, hand water to runners, pick up trash. Set up and take down water stop.
Course Workers	Keep runners and walkers on course using voice and hand signals.
Refreshment Distributor	Set up and restock refreshments. Slice fruit and mix Gatorade. Clean up area after race.
Photographer	Take photos before, during, and at post-event celebration.
Set Up and Clean Up	All will set up and clean up the area they will be working (i.e., registration, water stops, kids' fun run/obstacle course).
FALL FESTIVAL	
OCTOBER	
The Fall Festival is a day of in-school fun for all students in grades pre-k to 8! Students can win prizes and candy while playing games such as football toss, pick a duck and the cake walk. Raffle prizes include bicycles, scooters, and toys. We also have face painting and a hayride.	
EVENT TASKS	
Set Up and Clean Up	Set up occurs the night before the event (set up tables and games, prepare candy and prize buckets). Clean up occurs at the conclusion of the event.
Bundling Tickets	Prepare bags of tickets for students who pre-purchased.
Ticket Booth/Refreshments	Sell tickets and refreshments during the event. Handle cash boxes.
Kitchen Workers	Assist with lunch prep and deliver to classrooms.
Raffle Tables	Oversee raffle tables. Assist students with filling out tickets.
Games & Activity Tables	Oversee games and activities. Assist students.
SJS Sip N Shop	
NOVEMBER	

The SJS “Sip N Shop” is a one-stop shop for all your gift giving needs! Shop from local vendors and crafters for the perfect gift for your loved ones or buy yourself something special. You can also enjoy baked goods and a glass of wine while you shop.

EVENT TASKS	
Set Up and Clean Up	Set up tables and chairs day of event or put tables and chairs away after completion of event.
Santa	Take pictures with children during event.
Photographer	Take photos of children with Santa and provide to families prior to departure.
Wreath Booth	Oversee the sales and/or assist customers with creation of wreaths.
Raffles Table	Oversee raffle tables and sell tickets.
Gift Wrap Booth	Responsible for wrapping gifts for customers.
Food/Drink/Bake Sale Concessions	Responsible for food, bake or drink concessions sales. TAM-Certified Bartender required for wine sales.
Vendor Coordinator	Sends out the applications and release forms to the vendors, collects the money from the vendors.
Facility Coordinator	Manage set up and clean up. Oversees parking lot and traffic.
Money Coordinator	In charge of all the monetary transactions associated with the bazaar. Works with the HSA treasurer.
Food Coordinator	In charge of the food for the vendors/volunteers, plus food sold at the event.
Publicity/Marketing Coordinator	In charge of the advertising. Prepares the flyers and promotional pieces.
Prizes and Raffles Coordinator	Solicits donations for door/raffle prizes.

CHRISTMAS FESTIVAL & SANTA’S WORKSHOP	DECEMBER
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Students can craft and shop during this fun-filled day! We’ll get into the Christmas spirit with photos with Santa, Christmas craft activities, shopping opportunities, and more.

EVENT TASKS	
Set Up and Clean Up	Set up occurs the night before and day of event (set up tables and activities). Clean up occurs at the conclusion of the event.
Bundling Tickets	Prepare bags of tickets for students.
Ticket Booth/Refreshments	Sell tickets and refreshments during the event. Handle cash boxes.
Kitchen Workers	Assist with lunch prep and deliver to classrooms.
Game & Activity Table	Oversee games and activities. Assist students.
Santa’s Secret Workshop	Assist students as they shop for gifts.

SPRING EVENTS	
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SPRING AUCTION	APRIL
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The annual Spring Auction brings together more than 200 members of our school, parish and local communities. Guests enjoy a fun-filled evening of entertainment, delicious food, and competitive bidding. Many local businesses and school families generously donate items for the live and silent auctions, thus giving auction-goers the opportunity to bid on over one hundred items.

Donations Committee	Responsible for coordinating and soliciting ALL donations for the auction.
Marketing Committee	Responsible for overall marketing for the event such as creating flyers, website announcements and sponsor advertisement/signs.
Decorations Committee	Responsible for all aspects of planning the auction décor. This includes facilitating the décor setup for the event.
Check-in and Check-out (Credit Card Machine)	Computer skills are highly recommended as we use a website to facilitate the auction.
Print/Assemble Brochures	Print, compile, and staple auction programs.

Game Tables	Oversees games tables.
Raffle Tables	Oversees raffle tables.
Laundry	Launder tablecloths and chair covers utilized during the event.
Drink Server and Cashier	Walk around the floor and take drink orders and receive payments.
Set Up or Clean Up	Set up tables and chairs the night prior to event or put tables and chairs away night of event.
Silent Auction Tables and Runners for Check Out	Monitor bids, keep close eye on items, close bids at the designated times. Run items to check-out table as requested.
Bartenders	Serve beer and wine. Receive payments for drinks.
TAM-Certified Bartender	Possess TAM certification.
Thank You Cards	Handwrite thank you cards to donors.
GOLF TOURNAMENT	
MAY	
Enjoy 18 holes of golf at the beautiful Breton Bay Golf and Country Club! The event begins with a putting contest at 8 a.m. and a shotgun start at 9 a.m. Beverages, lunch and door prizes are included with your entry fee. Sponsorships are available for holes, beverage and golf carts, and more. Bring your family and friends! Fore!	
Treasurer	Manage cash-in and cash-out bookkeeping for donations, sponsorship registration, and expenses. Report on the overall profitability of the event. Works with HSA Treasurer.
Promotional/Sponsorships Lead	Lead a team of volunteers to conduct marketing of the event to gain registration, donations, and sponsorships.
Volunteer/Registration Lead	Identify areas for where volunteers will be needed, assist in managing registration, and ensure a successful check-in process for registered participants and sponsors during the event.
Check-In Coordinator	Manage the check-in process and assist as golfers wrap up their day.
Basket Coordinator	Receive basket donations and create baskets for event.
Solicit Donations	Reach out to local businesses to ask for donations for baskets that are appropriate for golf event.
Photographer	Take photos before, during, and at post-event celebration.
Check-In Helper	Assist Check-In Coordinator.
Set Up and Clean Up	Arrive early to prepare for the event and clean up at the conclusion.
Pick Up/Deliver Breakfast Items	Obtain breakfast food for the event and bring it to the event location.
Set Up Sponsorship Hole Signs	Place signs at each hole during setup time.
Sell 50/50 Tickets	Sell tickets during the event.
Deliver Boxed Lunches	Pick up lunch for the event and bring it to the event location.
Thank You Cards	Handwrite thank you cards to donors.

6. HSA LEADERSHIP

Some parents seek opportunities to be volunteer leaders in the school community. The following descriptions outline the responsibilities of HSA leadership volunteers. The HSA leadership is a group of enthusiastic and dynamic parents/guardians, plus faculty and staff volunteers. The group of committee chairpersons and individual leaders manages projects and programs that support the school, families, and faculty.

The responsibilities may include organizing special events, providing a reliable communication network among parents and teachers, coordinating parent volunteers in classroom activities and conducting fundraising events and programs.

HSA EXECUTIVE COMMITTEE: OFFICERS

PRESIDENT

- Oversee the leadership of the organization's activities.
- Serve as the official spokesperson for the HSA.
- Develop agendas and conduct Executive Committee and General HSA meetings.
- Develop and provide to the leadership updated handouts on HSA organization and contact information.
- Work with school administration to facilitate calendar of HSA events for the school year.
- Collaborate with Treasurer to develop HSA's financial accountability.
- Assist Secretary in publishing meeting minutes.
- A member, ex officio, of all committees.
- Maintain President's Manual of important documents necessary for the administering the HSA Board.
- Collaborate with administration to formulate annual budget and bring to Executive Committee for approval.
- Serve other officers with follow-up and assistance as needed.
- Provide HSA board members with updated communicative information and guidelines to support their leadership responsibilities.
- Promote the continued growth and development of the HSA organization.
- Appoint special committees/task groups to generate discussion of issues and topics that propose new ideas to support the parent/guardian community and volunteering at HSA.

VICE PRESIDENT

- Aide the President in his/her duties.
- Perform the duties of the President in his/her absence.
- Serve as a liaison between the Executive Committee and the other communities.
- Perform other duties as prescribed by the President or Executive Committee.
- Serve committee chairs with follow-up and assistance as needed.
- Facilitate the growth and development of activities and programs that will support and enrich SJS families.
- Collaborate with school administration to ensure accurate and thorough communication with parents/guardians.

RECORDING & CORRESPONDING SECRETARY

- Record the minutes of all organization and Executive Committee meetings.
- Provide copies of minutes to the members of the Executive Committee and webmaster.
- Handle all correspondence pertaining to the association.
- Custodian of all HSA books and records, except those pertaining to the treasurer.
- Perform other duties as prescribed by the President or Executive Committee.
- Correspond with the President and other HSA members as needed.
- Participate in scheduled activities to encourage HSA membership.
- Communicate with School Webmaster to ensure information is posted on the school website such as HSA purpose/mission, minutes, by-laws, officers, monthly reports, meeting dates and events.

HSA TREASURER

- Keep an itemized record of all monies spent, received, and allocated.
- Present a report on the financial condition of the organization at scheduled organization and Executive Committee meetings.
- Furnish a statement to the membership at the close of the financial year.
- Work closely with the parish secretary/bookkeeper to keep records in balance.
- Request checks to be prepared by the parish secretary.

HSA STANDING COMMITTEE CHAIRPERSONS

FUNDRAISING CHAIRPERSON

- Work with the Executive Committee to establish overall fundraising goal for the school year.

<ul style="list-style-type: none"> ● Recommend fundraisers for the following year and work with school staff on scheduling to ensure there are no conflicts. ● Coordinate the efforts of each event chairperson. ● Act as liaison between the HSA board and the event committees. ● Report on progress at Executive Committee meetings. ● Ensure that at completion of each event, revenue and expenses are tallied and reported, and the event operations binder is updated and complete.
VOLUNTEER COORDINATION CHAIRPERSON
<ul style="list-style-type: none"> ● Assist in the staffing of all standing and event committees. ● Serve as the point of contact for all HSA event chairs to ensure each event has enough volunteers. ● Follow up with event chairs to assess if their volunteer needs were met for the event and make suggestions to be included in the event operations binder. ● Manage Track It Forward. ● Update Volunteer Handbook as needed.
MARKETING COMMITTEE CHAIRPERSON
<ul style="list-style-type: none"> ● Report on the activities of marketing subcommittees: Advertising, Hospitality, and Welcoming. ● Coordinate the efforts of the marketing subcommittees. ● Serve as a member of each subcommittee.
HSA MARKETING SUBCOMMITTEES
ADVERTISING SUBCOMMITTEE LEAD
<ul style="list-style-type: none"> ● Recruit members for the subcommittee. ● Work to publicize SJS. ● Contact local newspapers, radio stations, websites, etc. to let others know about what SJS does and offers. ● Work with the school Principal and committee chairs to develop ways to promote our school and events by using flyers, signs, posters, etc.
HOSPITALITY SUBCOMMITTEE LEAD
<ul style="list-style-type: none"> ● Recruit members for the subcommittee. ● Plan open houses and other visitor events. ● Responsible for events considered social rather than fundraising.
WELCOMING SUBCOMMITTEE LEAD
<ul style="list-style-type: none"> ● Recruit members for the subcommittee. ● Develop and implement a program to make sure every new family is contacted early and feels welcome. ● Work with the school secretary to obtain contact information for new families.
HSA LIAISON POSITIONS
CHURCH YOUTH GROUP LIAISON
<ul style="list-style-type: none"> ● Serve as a liaison between the St. John's Church Youth Groups and the HSA. ● Create awareness and participation of school students in youth group activities such as social gatherings, service projects, and mission trips.
KNIGHTS OF COLUMBUS LIAISON
<ul style="list-style-type: none"> ● Serve as a liaison between the St. John's Knights of Columbus and the HSA. ● Foster continued collaboration between the school, HSA, and Knights of Columbus.

7. CONTACT INFORMATION

HSA OFFICERS		
President	Megan Wasel	hsa@sishollywood.org
Vice President		hsa.vp@sishollywood.org
Recording Secretary	Stephanie Quade	hsa.secretary@sishollywood.org
Treasurer	Adam Miller	hsa.treasurer@sishollywood.org

8. APPRECIATION

We extend our gratitude to all the families who patiently provided input, editing, and approval of the various portions of this handbook. Thank you to all of the SJS volunteers who support our efforts!

*“Volunteers do not necessarily have the time; they just have the heart.”
Elizabeth Andrew*