

# Home and School Association

## Available Positions

**THANK YOU to all the parents who have come forward to fill an Open Position with H.S.A.! We have had a great response.**

**We appreciate your support and dedication to our staff and students!**

**Although we have filled many positions, we still have a few more opportunities for you to get involved with your school! We need to fill these positions before the end of this school year.**

**Please consider one of these positions with H.S.A.!**

Our Mission: H.S.A. functions under the guidelines of the St. Isidore School Board to support various activities that enrich the education and lives of our children. Through fundraising efforts of school parents, we provide students and teachers with the many classroom and school “extras” that are not included in the school budget (classroom teaching tools, assemblies, field trips, books, etc.). We coordinate these activities with the help of parent chairpersons and volunteers throughout the school year.

*Please feel free to contact us with questions about any of the positions.*

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H.S.A. Co-Presidents*

***“We make a living by what we get, but we make a life by what we give.” - - Winston Churchill***

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### **H.S.A. Board Positions**

***Starting Fall 2010***

***Term – 3 years***

***Ongoing September through May***

### **Co-President**

This position oversees all H.S.A. functions with the existing Co-President during the 3 year term. The Co-Presidents work closely together to oversee our Chairpersons who coordinate multiple events throughout the school year. The Co-Presidents head the committees for the Family Halloween Party (Oct.), Family Reading Night (Nov.) and the Year End Celebration (Jun.). In addition, the Co-Presidents organize the Mentor Social (Sep.), several Catholic Schools Week events (Jan.) and several Teacher Appreciation Week events (May). The Co-Presidents publish three progress letters to the school parents throughout the year and work with our Treasurer to monitor our income and expenses. The Co-Presidents work closely with the Principal and the School Staff and attend School Board Meetings monthly. The communication segment of this position can be done from your home. But, there are times the Co-Presidents need to be at the school to supervise, set up or be present at events. Skills Needed: Organization, Computer (Word, Excel, and Email), Takes Initiative, Independent Work Style, Ability to work on several events at the same time, Thorough planning skills with attention to detail.

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If you are interested in this H.S.A. Board position, please complete the application in this packet and return it to the school office Attention: H.S.A. by **Friday May 28, 2010**. Applications will be reviewed by the Principal and the current H.S.A. Board.

## **H.S.A. Committees**

**Starting Fall 2010**

**Term – 1 year with annual renewal option**

### **Family Halloween Party Committee – Event Date: October 30, 2010**

If you love Halloween- this is the committee for YOU! We have a great time organizing this spooky evening for all SIS families! Help make the 2010 Halloween Party a success!

#### **Pumpkin Decorating Contest Coordinator**

Responsibilities include: attending one committee planning meeting, collecting forms from the office, purchasing pumpkins and handing them out in the office. During the Halloween Party the Coordinator checks in the participating families, assigns them a number, encourages voting and then counts the ballots. In addition, paper ballots are made and prizes for winners and all participating families are purchased and wrapped (H.S.A. reimbursed). Time Commitment: 5 hours – after school and on your own time, plus set up, actual event and clean up.

#### **Registration and Pizza Coordinator**

Responsibilities include: researching pizza prices, attending one committee planning meeting, confirming with restaurant, tracking pizza orders, registration forms and money as they arrive in the office, creating an Excel spreadsheet by family name, and keeping committee updated with attendance numbers. Time Commitment: 7 hours – during school office hours and on your own time, plus set up, actual event and clean up.

### **Family Reading Night Committee – Event Date: November 9, 2010**

Put on your thinking cap and help out with this very fun and educational event for all SIS students and their families! The past two years were a huge success – help us make the 3<sup>rd</sup> event even better!

#### **Guest Reader Coordinator**

This person contacts and recruits staff, parents or local officials to attend our event as a Guest Reader. Each Reader reads a story (which usually coordinates with the Family Reading Night / Scholastic theme) to our students and families. The Coordinator communicates with the Readers and the Committee on theme and style of book being read.

#### **Volunteer Coordinator**

As the volunteer sheets are returned to the office, the Volunteer Coordinator will organize parent volunteers for 30 minute shifts. After the event, all volunteer names will be submitted for the event Thank You Letter via E-envelope. Responsibilities also include attending one committee planning meeting. Time Commitment: 5 hours on your own time, plus set up, actual event, and clean up.

### **Year End Celebration Committee – Event Date: June 2, 2011, tentatively**

Summer fever! Help the students in Grades 1<sup>st</sup> – 7<sup>th</sup> launch into summer vacation by helping with this fun event! We have an assembly/show, refreshments and music. At the committee planning meeting in April we will determine specific responsibilities for each committee member. These include: advertisement, decorations, refreshments and volunteers. Time Commitment: 4 hours on your own time, plus set up, actual event and clean up.



# Home and School Association Committee Application

## **H.S.A. Committee**

**Starting Fall 2010**

**Term – 1 year with annual renewal option**

Name: \_\_\_\_\_

List Children and Grades for 2010/11 School Year: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Please check the position(s) you are applying for:

### Committee Member Positions:

\_\_\_\_\_ Family Halloween Party – Pumpkin Decorating Contest Coordinator

\_\_\_\_\_ Family Halloween Party – Registration and Pizza Coordinator

\_\_\_\_\_ Family Reading Night – Guest Reader Coordinator

\_\_\_\_\_ Family Reading Night – Volunteer Coordinator

\_\_\_\_\_ Year End Celebration

1. Please describe your current participation in activities at St. Isidore School and Parish.

2. Please give a brief description of your educational, work, and volunteer background.

Thank you! Please return this to the school office Attention: H.S.A. by **Friday May 28, 2010.**  
All applications will be reviewed by the H.S.A. Board.