

Dear SVMS Parents,

On **Friday, June 1<sup>st</sup>**, the Sign-Up Genius for both Education Council and Home & School (HSA) Chair/Committee volunteer opportunities will be released at **12noon**. If you do not receive the email at 12noon, it is due to your server's processing, so please go to the School Website where it will be posted in the News.

As part of our school and parish recommendation to participate fully in the Stewardship Program, each family is required to either:

- Sit on either the Education Council or HSA Executive Board
- Serve as a Committee Chair for an Education Council or HSA Committee. (Please note that some current Officers/Chairs have elected to retain their positions for next year.)
- Participate in two or more committees during the school year. If this is your family option, one of these positions must be a Spring Fundraiser Committee.

We have a wide range of opportunities for volunteering! There is something for everyone -- from year-long participation to short-term responsibilities, and even one-day time commitments.

You will notice that Class Parents is no longer listed among the volunteer opportunities. The teachers have requested that interested parents email them directly when the Class Lists are issued in August.

Please feel free to contact us with any questions, particularly if you are new to the school. We understand the long list can be a little intimidating and we want to help all parents find a fun and comfortable place to donate their gifts.

Thank you very much for sharing your time and talent!  
Julia Crimmins and Mary Beth Flanagan, 2017-2018 SVMS HSA Co-Presidents  
Jen Blunda and Chrissy Farkas, 2018-2019 SVMS HSA Co-Presidents  
Nina Lagios, Education Council President

### **2018-2019 SVMS Parent Volunteer Opportunities**

#### **EDUCATION COUNCIL PRESIDENT**

- Nina Lagios

#### **EDUCATION COUNCIL VICE-PRESIDENT**

- Maria Nestor

#### **EDUCATION COUNCIL**

- Jessica Alperti
- Dana Finn
- Claudia DiGiacomo
- Carol Loundon
- Jaclyn Pasqua

- Justin Picciano
- Leslie Readlinger
- Libby Sims
- Nadine Youseff

BOARD POSITION: HSA Co-Presidents (2)

Oversee committees and volunteers. Manage HSA finances & budget. Plan and run Board Meetings and attend Ed Council and Finance Meetings. Support board members and volunteers efforts. Act as liaison between parish and school, regarding budget & HSA Dues.

- Jennifer Blunda
- Christine Farkas

BOARD POSITION: HSA Co-Vice Presidents (2)

Support co-presidents in all their efforts and management. Work closely with co-presidents and executive board to learn all aspects of HSA, in preparation for their role as co-presidents the following year.

- Allison Foer
- (1) slot open

BOARD POSITION: HSA Treasurer

Serve as a liaison between the parish treasurer and the HSA. Manage and collect HSA dues from parents. Issue monthly HSA financial reports to executive board.

- Jossie Acosta

BOARD POSITION: HSA Assistant Treasurer

Assist HSA Treasurer in management and collection of HSA dues and serve as a liaison between the parish treasurer and the HSA. Bookkeeping and/or accounting experience helpful.

- Kathy Colio

BOARD POSITION: HSA Secretary

Take HSA meeting notes. Manage, wrap and distribute faculty/staff gifts throughout the year. Handle secretarial duties as they arise, such as Mass Cards and other unexpected needs.

- Barb Verga

BOARD POSITION: HSA Primary School Representative

Plan Pre-K Play-Date in August. Assist Kindergarten Graduation planning. Oversee committees who serve primary grades, such as May Pole Dance for 1st Grade. Serve as liaison between Education Council and HSA.

- Melissa Teagan

BOARD POSITION: HSA Middle School Representative

Oversee the fundraising efforts for Grades 6-8, primarily the Graduation Fundraising efforts. Plan dances & book DJ for dances & graduation. Work with Fundraising Committees & Class Parents for Graduation. Serve as liaison between Educ Council & HSA.

- Missy McCabe

### 6th Grade (in September) Fall & Spring Fundraising Chairs (3)

This committee will run the theCherrydale (or similar) Fall Fundraiser and sell the SVMS School Crest Necklaces/Keychains in the Spring.

- (3) slots open

### 7th Grade (in September) Graduation Fundraising Chairs (4)

Two-year commitment for parents with 7th Grade children (in Sept). This committee will plan, manage and execute fundraising efforts in anticipation of graduation expenses. Run Fall (with 8th Grade) & Spring Mini-Camps during Teacher Conferences.

- Krista Turchiano
- Jessica Occhino
- Allison Foer
- Cara Wasdyke

### 7th Grade (in September) Middle School Dances Committee Committee (2)

Assist HSA Middle School Representative in planning Fall Social and Spring Semi Formal. Help with decorating, refreshments, and chaperone recruitment.

- (2) slots open

### 8th Grade (in September) Graduation Fundraising Chairs (4)

Second year commitment for parents with children in 8th Grade. This committee will plan, manage and execute fundraising efforts in anticipation of 8th grade graduation expenses. Run Fall Mini-Camps with 7th Grade Committee.

- Colleen O'Reilly
- Suzanne Voorhees
- Doreen Michelotti
- Allison Foer

### 8th Grade (in September) Middle School Dances Committee Committee (2)

Assist HSA Middle School Representative in planning Fall Social and Spring Semi Formal. Help with decorating, refreshments, and chaperone recruitment.

- (2) slots open

### 8th Grade Holiday Plant Sale Chairs (3)

Arrange vendor. Create order form and distribute to parents. Collect payments and order plants. Organize volunteers for distribution. Arrange selling of extra plants after masses. Must be 8th Grade Parents in September.

- (3) slots open

### Bottle Hill Day Committee Chairs\* (2)

Plan, coordinate and staff the SVMS Booth at Madison's annual street fair in October

- Mia Gorke
- Melissa Teagan

### Bottle Hill Day Committee\* (8)

Assist Chairs efforts and staff the SVMS Booth at Madison's annual street fair in October.

- (8) slots open

#### Box Tops Chair

Organize collection of Box Tops from students and parents throughout the year, including motivational contests.

- Jackie Barra

#### Breakfast with Santa Chairs (2)

Plan and execute this morning event for younger students, including scheduling Santa, registration, food, crafts, music, and volunteers.

- Julie Hagovsky
- Jackie Palumbo

#### Breakfast with Santa Committee (12)

Plan and execute this morning event for younger students, including food, crafts, and music.

- (12) slots open

#### Catholic Schools Week Chairs (2)

Plan, organize and execute all aspects of the week-long celebration.

- (2) slots open

#### Catholic Schools Week Committee (12)

Assist chairs in the planning, organizing and execution of all aspects of the week-long celebration.

- (12) slots open

#### Catholic Schools Week Family Night Chairs (2)

Plan and manage all aspects of the Family Night during Catholic Schools Week. Chair may decide if Dinner or Family Activity.

- (2) slots open

#### Catholic Schools Week Weekend Liturgies Chairs (2)

Plan and staff all student positions of the Catholic Schools Week Opening Liturgies

- (2) slots open

#### Catholic Schools Week Community Outreach (In-School) Day Chairs (6)

Plan and organize the community outreach efforts of the Day of Service during Catholic Schools Week for in-school programs.

- (6) slots open

#### Catholic Schools Week Day of Service for Middle School Chairs (2)

Plan and organize the community outreach programs for Grades 6-8 Catholic Schools Week Day of Service in the community, not in school.

- (2) slots open

#### Christmas Shop Chairs (3)

Buy gifts. Organize volunteers to wrap. Schedule shopping schedule with Teachers and School. Manage all aspects of Shopping Days.

- (3) slots open

#### Christmas Shop Committee (20)

Wrap gifts and attend shopping days to assist students.

- (20) slots open

#### Class Parent Coordinator Chair

Serve as a liaison between Class Parents and teachers, administrators, and school committees as requested.

- slot open

#### Community Service Chairs (3)

Create awareness and opportunities for our students to serve those in need. Schedule events and organize volunteers. Work with other school committees to include student efforts.

- Hui Boon Wan
- Beth Rojack
- Karyn Collins

#### Community Service Committee (12)

Create awareness and opportunities for our students to serve those in need. Schedule events and organize volunteers. Work with other school committees to include student efforts.

- (12) slots open

#### Cultural Arts Chairs\* (2)

Research, schedule and organize cultural presentations for students throughout the year.

- (2) slots open

#### Cultural Arts Committee\* (4)

Research, schedule and organize cultural presentations for students throughout the year.

- (4) slots open

#### First Day of School Snack & Field Day Refreshments Chairs (2)

Chairs provide Grapes & Bagel Knots for First Day of School Snack. Planning begins late-August. (Kindergarten parents should not sign up as it conflicts with Kindergarten Orientation). Chairs will also provide waters & popsicles at both Field Days.

- Kate McGinty
- Alison Catchpole

#### First Day of School Snack & Field Day Refreshments Committee (4)

Assist chairs to provide First Day of School Snack and both Field Day Refreshments. (Kindergarten parents should not sign up as it conflicts with Kindergarten Orientation on First Day). Must be available entire morning of First Day and both Field Days.

- (4) slots open

Front Office "Copying Angel" Chairs (4)

Assist copying needs of the faculty/front office on Tuesday mornings 9am-10:30am (some weeks much shorter, if at all)

- (4) slots open

Front Desk Monitors Chair

Organize and create schedule for parent volunteers to sit at front desk, to ensure coverage at all hours of the school day.

- Nicki Rionda

Front Desk Monitors (50)

Monitor front desk for a 2-hour shift two times each month.

- (50) slots open

Health and Wellness Committee Chairs\* (2)

Research and schedule programs and presentations, which expose students to healthy lifestyle options.

- (2) slots open

Health and Wellness Committee\* (8)

Plan and execute programs and presentations, which expose students to healthy lifestyle options.

- (8) slots open

Hospitality Chairs for School Events (2)

Includes (3) School-Wide Events and Open Houses. Organize parent volunteers to bake and bring food.

- (2) slots open

Hospitality Committee for School Events (30)

Includes (3) School-Wide Events and Open Houses

- (30) slots open

Hospitality Chairs for Faculty Events (2)

Includes (2) Teacher Breakfasts, (2) Teacher Lunches, and any Teacher Celebration Events. Organize parent volunteers to bake and bring food.

- (2) slots open

Hospitality Committee for Faculty Events (20)

Includes (2) Teacher Breakfasts, (2) Teacher Lunches, and any Teacher Celebration Events

- (20) slots open

International Club Chairs (2)

Welcome our international families. Plan and schedule functions throughout the year to help the families transition into our school community.

- Meg Anderson
- Shannon White

### Ladies Night Chairs (2)

Choose theme and location. Prepare and coordinate plans for the SVMS ladies to share a social evening together.

- (2) slots open

### Ladies Night Committee (8)

Choose theme and location. Prepare and coordinate plans for the SVMS ladies to share a social evening together.

- (8) slots open

### Landscaping Committee Chairs (3)

Design and maintain seasonal outdoor plantings/decorations for our school.

- Andrea Bohensky
- Barbara Puglisi
- Tom Salaki

### Landscaping Committee (4)

Design and maintain seasonal outdoor plantings/decorations for our school.

- (4) slots open

### Library Aides Chair

Schedule committee members to serve 2-hour shifts twice per month.

- Marie Gitto

### Library Aides (12)

MUST HAVE SCHOOL DAY AVAILABILITY. Serve 2-hour shifts in the library, twice per month, assisting students and book shelving/repair. Shifts are done during school hours.

- (12) slots open

### Lost & Found Chairs (2)

Periodically sort through items in Lost & Found bin, return labeled items to owners and publicize list of unclaimed items.

- (2) slots open

### Lunchroom Aides Chair

Schedule committee members one lunch shift per month. Remind volunteers of assignment. Manage substitutes when volunteer conflicts arise.

- (1) slot open

### Lunchroom Aides (40)

Serve one lunch shift per month from 11:45am-1pm. Assist students, teachers and lunchroom aides in the cafeteria.

- (40) slots open

### Men's Night Chairs (2)

Choose theme and location. Prepare and coordinate plans for the SVMS men to share a social evening together.

- Paul Maguire
- Bill Rojack

#### New Families Welcome Chair

“Welcome Committee” to help new families get acquainted with SVMS. Assign committee members individual home visits in August.

- Mary Beth Flanagan

#### New Families Welcome Committee (10)

This "Welcome Committee" is active in August. Visit 3-4 new families at their home and remain "buddies" with them throughout their first year at SVMS.

- (10) slots open

#### New Families Reception Chairs (2)

Plan, organize and attend the New Families Reception in the Community Room. This social event brings together new and existing SVMS parents.

- Carrie Ritchie
- Erin Nallin

#### New Families Reception Committee (10)

Plan, organize and attend the New Families Reception in the Community Room. This social event brings together new and existing SVMS parents.

- (10) slots open

#### School Pictures Chairs (2)

Schedule session dates with photographer, school and teachers. Distribute information to families. Facilitate photo distribution.

- Annemarie Shojai
- (1) slot open

#### School Pictures Committee (12)

Schedule session dates with photographer, school and teachers. Distribute information to families. Facilitate photo distribution.

- (12) slots open

#### School Store Chairs (2)

Plan, prepare, and purchase inventory for School Store. Schedule and manage School Store hours and sales.

- (2) slots open

#### School Store: Committee (3)

Work with committee chairs to design creative inventory. Work School Store hours.

- (3) slots open



### Shop with SCRIP Chairs (3)

Fill orders for store gift cards that school families have purchased. Meets twice weekly: once to receive orders and once to fill orders. Send out contract reminders in April.

- Diana Rendon
- Stefanie Cutler
- (1) slot open

### Uniform Exchange Chairs (2)

Manage and communicate with the Committee to keep the closet tidy and orderly, so families can find correct sizes/items easily. Meet monthly, or as needed.

- (2) slots open

### Uniform Exchange Committee (6)

Keep the closet tidy and orderly, so families can find correct sizes/items easily. Meet monthly, or as needed.

- (6) slots open

### SPRING FUNDRAISER: Spring Fundraiser Chairs (2)

Select event theme. Oversee all sub-committees. Manage finances and committee budgets. Publicize and market event.

- (2) slots open

### SPRING FUNDRAISER: Licensing Chair

Work with law firm to provide required information for event licenses.

- (1) slot open

### SPRING FUNDRAISER: Invitations & Tickets Chairs (2)

Design ticket and distribute to school families, working with ClickBid on ticket sales page. Prepare event check-in envelopes with purchased tickets.

- Chrissy Walz
- (1) slot open

### SPRING FUNDRAISER: Food Chairs (2)

Work with event chairs to select caterer. Choose menu as appropriate with event theme. Set-up and instruct catering staff before/during event.

- (2) slots open

### SPRING FUNDRAISER: Bar Chairs (2)

Work with event chairs to plan and prepare bar and beverage options for event. Work with bar staff/distributors.

- (2) slots open

### SPRING FUNDRAISER: Decorating Chair (2)

Plan, design and execute decorations for the event, in conjunction with event theme and design.

- (2) slots open

#### SPRING FUNDRAISER Decorating Committee (10)

Plan, design and execute decorations for the event, in conjunction with event theme and design.

- (10) slots open

#### SPRING FUNDRAISER: Grand Raffle Chairs (2)

Print Grand Raffle booklets. Distribute to school families, working with HSA Treasurer regarding HSA dues. Mail to parishioners. Recruit volunteers to sell at local merchants and masses.

- Chrissy Walz
- (1) slot open

#### SPRING FUNDRAISER: Tuition Raffle Chairs (2)

Print Tuition Raffle booklets. Distribute to school families. Creatively display purchasers' names to generate event interest.

- Barbara Verga
- Suzanne Voorhees

#### SPRING FUNDRAISER: Class Pools Chairs (2)

Design and distribute communication inviting families to donate to class pools. Organize class pool money. Work with gift accumulation to determine items to be purchased with funds.

- (2) slots open

#### SPRING FUNDRAISER: Sponsorship Chairs (2)

Create sponsorship levels and disseminate information through solicitation letter. Work with committee to solicit local businesses, corporations and families to sponsor event.

- (2) slots open

#### SPRING FUNDRAISER: Sponsorship Committee (4)

Solicit local businesses, corporations and families to sponsor event.

- (4) slots open

#### SPRING FUNDRAISER: Gift Accumulation Chairs (2)

Solicit school families, local merchants and service providers to procure donations. Keep spreadsheet for all gifts. Input prize/donation data in ClickBid system; prepare info for Event Program. Work with gift wrap and VIP chairs. Arrange auction tables.

- Jessica Alperti
- Natalia Haidukewych

#### SPRING FUNDRAISER: Gift Accumulation Committee (12)

Work with Committee Chairs to solicit local merchants, businesses, and service providers to procure donations. Help at event set-up with auction table prize arrangements.

- (12) slots open

#### SPRING FUNDRAISER: Event Program

Work with Gift Accumulation to pull ClickBid data and prepare Event Program. Print two-weeks prior and distribute to school families the Tuesday before event.

- (1) slot open

SPRING FUNDRAISER: VIP Events Chairs (2)

Create and schedule Special Events & Sign-Up Parties for Students and Parents. Coordinate and organize all aspects of events.

- (2) slots open

SPRING FUNDRAISER: VIP Events Committee (6)

Assist needs of VIP Event Chairs. Chaperone some events.

- (6) slots open

SPRING FUNDRAISER: Pick A Prize Chairs (2)

Work with Class Pools and Gift Accumulation Committees to purchase items. Create format for raffle. Coordinate system. Execute raffle ticket selection. Publicize winners.

- (2) slots open

SPRING FUNDRAISER: Class Crafts Chair (2)

Design Class Crafts for all classes. Work with Class Parents to schedule creation. Communicate pricing/item with Gift Accum and ClickBid.

- (2) slots open

SPRING FUNDRAISER: Gift Wrapping Chair (2)

Purchase gift wrap supplies. Work with Gift Accum and Pick-a-Prize Committees to create schedule for gift wrapping. Notify pastor and rectory of wrapping schedule. Wrap all prizes Tues-Thurs of event week.

- (2) slots open

SPRING FUNDRAISER: Gift Wrapping Committee (8)

Wrap all prizes Tuesday-Thursday of event week.

- (8) slots open

SPRING FUNDRAISER: ClickBid Chair

Coordinate all SVMS-ClickBid operations. Work with Gift Accumulation to ensure proper prize data entry. Train volunteers to assist guests at event.

- (1) slot open

SPRING FUNDRAISER: ClickBid Committee (8)

Learn functions of ClickBid through tutorial and assist guests at event check-in.

- (8) slots open

SPRING FUNDRAISER: Clean-up Committee (6)

Work with event-end committees to clean after event and categorize remaining prizes/displays for secure storage.

- (6) slots open