

Home and School Association Committees

All committee chairpersons and volunteers report to the Home and School President who in turn reports to the administration.

An Evening with Us (November): This committee is involved in the planning and setting up of a wine and cheese social usually located in the school quadrangle in mid-November. The chairperson secures the date with the principal and reserves it with the church office as well as obtains a key to the Family Center for the night of the social. The H&S Association budgets funds for the event. Volunteers assist the chairperson with executing the set up and cleanup.

Cafeteria Helpers: This set of helpers will occasionally assist cafeteria staff during lunch from 11am-1pm. The chairperson will maintain a list of helpers and their contact information and contact volunteers as needed. Hairnets (provided) or a ball cap must be worn

Church Cleaning: This committee is comprised of school parents and grandparents who volunteer their time from 2pm-3:30pm on the 2nd Friday of the month to clean the church during the school year. Cleaning instructions are located in the church. The committee chairperson maintains a list of members and contacts them for schedule reminders or adjustments. Volunteers are finished in time for carline.

Faculty Birthday/Celebration Committee: This committee will acknowledge faculty and staff birthdays with a personal contribution of a small bag or container of goodies, along with a card signed from the "St. Genevieve Home and School Assn". Traditionally, the cards have been homemade most often by children of the volunteers. Members also contribute to the monthly birthday celebration for the entire faculty. This committee would best be served by two

chairpersons-one to -one to coordinate individual treats and one to coordinate monthly celebrations. The committee would also be called upon for special school celebrations.

Grandparents Socials (2 in September): This committee organizes a reception for grandparents on two separate Fridays in September which are held after Grandparents mass. Donations of food and drink items are obtained by the chairperson and members. Volunteers are also needed to work the receptions. The chairperson is responsible for obtaining dates from the administration and securing that date with the church office. The chairperson also coordinates volunteers and sets up a photography session as needed.

Halloween Bazaar (October): This large committee plans, organizes, and executes a fun filled activity for the entire school at the end of October. Many volunteers are needed for the following subcommittees and class-assigned booths.

Food and Drinks: purchases, organizes and serves food/drinks as well as supplies for the Bazaar. Obtaining ice for the bazaar will be under this committee as well.

Games: evaluates old and new games for the Bazaar and determines which games need to be repaired or replaced. When games are assigned to each class, this chairperson also secures parts of the games, instructions and game signs, and distributes them to each booth before the Bazaar begins.

Grounds and Tents: This group plans and prints out 2 maps (sunshine and rainy day) of where each Bazaar activity will be located. In addition, this committee will secure large tents from the community to set up on the cemented play area as well as set up garbage containers throughout the Bazaar layout.

Photos: This committee will be responsible for coordinating picture taking during the Bazaar, decorating the backdrop, printing

photos, and distributing them to the classes the week after the Bazaar.

Popcorn and Cotton Candy: This committee is responsible for obtaining supplies for popcorn and cotton candy prior to the Bazaar. They will also pop the corn the morning of the bazaar and pick up the cotton candy to be given out to the students. Cleaning the popcorn machine and returning it to the Family Center will also be the responsibility of this committee.

Prizes: This committee will obtain prizes to be distributed at the game booths during the Bazaar, the cost of which will be within the stated Bazaar budget. They will also divide and distribute these prizes to the game areas before the Bazaar begins and throughout the Bazaar. Any leftover prizes should be collected at the end of the Bazaar and turned in to the Bazaar chairperson.

Pumpkin Decorating/Coloring Contests: This committee is responsible for securing prizes and anonymous judges for the Pumpkin Decorating and Halloween Coloring contests. Instructions and rules will also be distributed to the classes and parents. The committee chairperson will announce the winners at the beginning of the Bazaar.

Treat Bags: This committee will secure donations of treat bags to be used during the Bazaar from area businesses. They will also be responsible for dividing the bags between the classes, writing names of students on the bags, placing photo and craft tickets in the bags and then distributing the bags to the teachers before the Bazaar. The chairperson will also be responsible for ordering Halloween Bazaar cups, if needed, and sending thank you notes to businesses that donated items.

Home & School Scrapbook: This committee will be responsible for taking photos throughout the year and/or obtaining photos during the year from either parents or the administration and creating a scrapbook at the end of the year that will be kept in the school foyer.

H&S budgets funds for this committee as well as accepts scrapbook supplies from other parents.

Labels, Box Tops for Education: This committee will assist in collecting, trimming and sorting labels to be mailed off for monies to be used in a variety of ways throughout the school.

Religion in the Home: This committee will help distribute information on religious events or holidays to our students and parents. The chairperson will coordinate these activities with the school administration and church.

Room Helper Chairperson: This chairperson compiles and distributes information to individual classroom room helpers regarding treat sales, teacher birthdays and favorites, Halloween Bazaar, Christmas activities and Teacher Appreciation Week. This information is coordinated with the Home and School President and administration.

Teacher Appreciation Luncheon (April): This committee plans, coordinates, and cooks lunches for the faculty and staff during Teacher Appreciation Week as well as purchases gifts for them. This chairperson will also be responsible for obtaining door prizes and decorating for the Friday luncheon.

What's Your Bag? This committee will receive returned forms from the office and compile lists of volunteers and contact information for each committee in a computer spreadsheet. Each volunteer listing shall be forwarded to the appropriate committee chairperson. If a chairperson is not named for a committee, the "What's Your Bag" chairperson will make contact with the activity volunteers asking that someone take on that position. Copies of the separate activity listings shall be submitted to the H&S President.