



St. Anthony Parish School

Membership Commitment Handbook

2010-2011

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COMMITTEES

Dress Code Committee

Time Commitment: Meets annually or when needed.

Duties: Discuss updates and revisions to dress code policy as needed.

Home & School Association

The Home & School Association promotes effective communication and cooperation between parents and educators. The association oversees most fundraisers for the school and is responsible for the overseeing of enrichment and social programs for the students, faculty, and school families. Members are determined through the prayerful selection process in May.

Time Commitment: Officers carry two-year terms. The association currently meets the fourth Wednesday of the month. Two to six additional hours may be required of association officers.

Duties:

President: Set agenda, facilitate monthly meetings, attend School Committee meeting, and liaison to the Membership Committee.

Vice-President: Assist President and take over responsibilities of President if needed, and liaison to the Fund Raising Committee.

Secretary: Record and transcribe meeting minutes, and liaison to the Communication/Community Relations Committee.

Budget/Finance: Responsible for all finances including producing monthly financial statements, and liaison to the Programs and Services Committee.

Home & School Class Representatives

Time Commitment: Approximately three hours per month. Representatives are encouraged to attend Home & School Committee meetings.

Duties: Assist teachers in organizing special classroom events, act as liaison to help facilitate family involvement.

Home & School Standing Committees

Time Commitment:

Approximately 4 to 8 hours per month. Committee Chairs should attend monthly Home & School meetings.

Duties: Membership Committee, Fundraising Committee, Programs and Services Committee, and Communications & Community Relations Committee. Members work closely with Home & School officers.

Fundraising Coordinator: The Fundraising Coordinator of the Home & School Association coordinates the following fundraising programs. At the start of each school year, the coordinator confirms the school's enrollment in each program. Throughout the school year, each program is promoted to the parents and parish. Periodically follow-up to ensure timely receipt of checks for money earned with each program.

New Family Coordinator: Will coordinate activities and sponsors for new St. Anthony families, including Catholic Schools Week in the spring and New Family Social in the late summer.

New Family Sponsor: Will provide tours and answer questions as needed for new St. Anthony families or families interested in enrolling their children at St. Anthony.

Parish Council

Time Commitment: Three year term. Members are selected each May by the Prayerful Selection Process (Discernment). Meetings are held on the third Tuesday of each month at 7:00 pm. required to be a liaison to at least one standing committee, attending the All-Committee Night on the second Tuesday of each month from 7:00 to 9:00 pm.

Duties: This group makes decisions for the Parish by responding to the needs of the parishioners and discerning the will of God in a particular community of believers. They provide spiritual leadership, parish governance, policy formation, and parish planning.

School Committee

The School Committee members are responsible for developing policies with the administration that will enable the school to reach the goals of helping students develop spiritually and intellectually. Members are determined through the prayerful selection process. Board positions are discerned at the June meeting.

Time Commitment:

Officers carry three-year terms. School Committee members currently meet the first Tuesday evening of every month in addition to any committee to which they are liaison.

Duties:

President: Set agenda, facilitate monthly meetings, and attend Parish Council meeting current the second Tuesday of every month.

Vice President: Assist President and take over responsibilities of President if needed.

Secretary: Record and transcribe meeting minutes.

Budget/Finance: Works with administration and Finance Task Force to develop yearly budget and assists with related projects.

Policy/Education: Responsible for revision and development of policies as needed.
Public Relations/

Communications: Facilitates communication between school, administration, faculty, school families and the Parish.

Technology Liaison: Work as a member of the Technology Committee for the Parish.

Requirements: Must be a Parish member for one year. May not serve for more than six consecutive years.

FUNDRAISERS

Annual Parish School Auction

Description: This is a joint venture between school families, religious education families and the Parish to raise fund for the Catholic Education Endowment Fund, which provides funds to those families with limited income wishing to have a Catholic education for their child(ren).

Time Commitment: Varies according to committee and committee assignment. Planning meetings start in September. Event is held in March.

Duties: Duties include helping to plan event, assist in collecting/soliciting donations, organizing displays, promotional materials, setting-up event, assisting at the event, and set-up/cleanup.

Bradley Center (required for all school families)

Time Commitment: 6 hours per event.

Duties: Work in Bradley Center concession stand. Duties vary and may include cooking/wrapping food, pouring refreshments, and sales.

Family Fun Day

Time Commitment: This event is one time per year during Catholic School's Week. Come and mingle, get to know other school families. We'll have games, food, and fun.

Duties: Setup, clean up, help with games and in the kitchen. For additional duties, join the planning committee.

Fish Fry

Time Commitment: Parish Fish Fry is held on the first Friday the month, September through May. Help is needed Thursday morning, Friday morning, and Friday evening.

Duties: Vary, but may include food preparation, cooking, setup, kitchen help, and cleanup.

Market Day

Time Commitment: Approximately three hours per month on Market Day Saturday mornings from September through June.

Duties: Help with setup in Reichling Hall (or designated area) and unload, unpack, and organize products. Assist and double check customer orders.

Requirements: Accountability and punctuality. Must enjoy working in a fast paced and friendly atmosphere.

Special Note: Men are especially needed for assistance in unloading the truck and carry out orders.

Rummage Sale

Time Commitment: Very flexible, varies week of sale and event date. Shifts are 8:00 am to 12:00 pm, 12:00 pm to 3:00 pm, and 6:00 pm to 9:00 pm.

Duties: Responsible for tagging and sorting rummage items. Work either in kitchen or on the floor the Saturday of the sale. Volunteers with trailers or trucks for pickup of large items as well as in the cleanup and disposal of extra rummage.

Special Note: Children can be brought during the week of setup. Volunteers with trucks and vans are needed to pickup large items.

Scrip

Description: Scrip is a program in which the school sells various store gift certificates at face value.

Time Commitment: Weekly duties can be approximately two to three hours.

Duties: Help is needed to do weekly ordering and processing, distribution of scrip on Friday morning, Market Day and Fish Fry. Coordinator needed to maintain overall accuracy of financial information for Home & School Committee and tuition credit.

ACTIVITIES AT SCHOOL

Artists in Residence

(alternates every other year with Kid's Choice Day - odd numbered school years)

Time Commitment: Approximately 7 to 15 hours (includes arrangements and day of event).

Duties: Members are needed to form a committee to assist the coordinator with arranging for artists and assisting on the day of this event. Lists will be provided to members for possible presenters. Artists are assigned classes of students rather than students choosing artists. Members are needed on the day of the event to help supervise students by grade level, take pictures of the event, assist presenters and coordinate snacks for the artists.

Book Fair

Time Commitment: Volunteers needed for three to four hour shifts during sale days or coordinate this event for approximately 30 hours.

Duties: Coordinate Book Fair schedule with the School and Librarian. Prepare three-day schedule for students and teachers. Responsibilities include publicity to the school families and the parish, as well as cash handling and some light bookkeeping duties for Home & School and the Librarian. Plan, setup and disassemble Scholastic Book fair materials. You must be present during the event.

Car Line

Time Commitment: 30 minutes each school day. May be once a week or twice a month.

Duties: Adult supervision is needed to direct traffic and assist students to waiting vehicles at the end of the school day.

Catholic Schools Week

Time Commitment: 2 to 4 hours per day during the last week in January.

Duties: In conjunction with the Milwaukee Archdiocese, our school celebrates and appreciates our catholic school education. Past events have included an all school liturgy, banners for our church and school, special lunch, bowling, movie, bingo, etc. Members are needed each day to help supervise these special events.

Christmas Social

Time Commitment: Planning and organizing can be done at home. Day of the event: approximately 3 hours. Our Christmas Social takes place the last day of school before Christmas vacation.

Duties:

After Mass, students have a small Christmas social which includes cake and milk. Duties include planning, setup and cleanup.

Community Art Fair

Time Commitment:

One to two times per year. Total time commitment four to six hours.

Duties:

Work with art teacher to display student's art work.

Computer Aides

Time Commitment: Approximately 2 hours per week.

Duties: Supervise small groups in the computer lab. Computer literacy is a necessity.

Halloween Trick-or-Treat

Time Commitment:

Once a year. Total time commitment four to six hours.

Duties: Organize and MC event.

Health Room

Time Commitment:

Preferably 10:00 am to 1:00 pm, but any help is appreciated. Volunteers are needed any day school is in session, can be weekly or every other week, as your schedule permits.

Duties:

Provide care for students who become sick or injured during regular school hours. Possibly answer telephone and door during lunchtime.

Requirements:

Two evening classes for certification in First Aid and CPR.

Special Note: CPR and First Aid certification are valid for three years. May be possible to bring preschool children.

Kid's Choice Day

(alternates every other year with Artists in Residence - even numbered school years)

Time Commitment:

Approximately 4 hours on an April afternoon.

Duties:

This day of fun-filled activities includes crafts, woodworking, self-defense, hair and nail care, cake decorating, and much more. Members are needed the day of event to help set-up, supervise the students, assist presenters, and help clean-up.

Library Aide

Time Commitment:

2 to 3 hours every other week.

Duties:

Help children check books in and out and return books to shelves. Assist the Librarian with bookmarks, copies or other duties as assigned.

Special Note:

This is a good opportunity for parents who may want to work with their child's class. Preschoolers must be comfortable in a quiet, semi-confined area.

Martin Center Aide

Time Commitment: 1 to 2 hours weekly, usually in the mornings, times will be arranged.

Duties: Assist first grade students with phonics and sight word review.

Requirements: Due to the nature of this activity, preschoolers are discouraged.

Musicals/Programs

Time Commitment: Musicals are held in December and April. Project hours are flexible including days, nights, and weekends.

Duties: Work with Music Teacher to determine costume needs, set design, construction, painting, and sound equipment.

Office Help

Time Commitment: 1 to 2 hours per week on Thursday mornings or late Wednesday afternoons.

Duties: Stuff family envelopes, miscellaneous duties.

Requirements: Confidentiality a must!

Special Note: May be possible to bring preschool children.

School Picnic

Time Commitment: Day of event, last day of school. Approximately 4 to 8 hours.

Duties: Picnic is a farewell to the students. Day includes Mass, games, lunch, and year book signing. Parents help with coaching, games, serving lunch and cleanup. Coordinators are also needed.

Playground Maintenance

Time Commitment: Flexible, during August and March for seasonal maintenance.

Duties: Report needs to Home & School Association for repair and maintenance of playground area and equipment as needed. Procure and spread wood chips and sand.

Requirements: Must be able to do some light physical work.

Recess Supervision - 10:00 am recess

Time Commitment: approximately 30 minutes - volunteers are needed any day school is in session, can be weekly or every other week.

Duties: Supervise primary level children on the playground, or in the classroom in the event of inclement weather.

Special Note: Preschoolers are welcome to come along.

Recess Supervision - Lunchtime - 11:30 to 12:30

Time Commitment: 1 hour -volunteers are needed any day school is in session, can be weekly or every other week.

Duties: Supervise school children on the playground during the noon recess and in Reichling Hall during lunch period. During special events and/or inclement weather, children may eat and/or have recess in their classrooms.

Special Note: Preschoolers are welcome to come along.

Recess Supervision - 2:00 pm Recess - only on Fridays

Time Commitment: approximately 30-45 minutes on Fridays per week or every other week. (Children are outside from 2:00 to 2:30 pm).

Duties: Supervise primary level children on the playground, or in the classroom in the event of inclement weather.

Special Note: Preschoolers are welcome to come along.

Special Person Lunch Day (during Catholic Schools Week)

(alternates every other year with Grandparent's Day)

Time Commitment: Time can be as little as 2 to 3 hours day of event, or up to 8 hours. Students are encouraged to invite a special person for lunch and a tour of school and classroom. Some prep work can be done in advance at home.

Duties: Help is needed as greeters, extra help with hot lunch, decorating, host/hostess, planning, and chairperson.

St. Nick Day

Time Commitment: One time in early December, 3 to 4 hours.

Duties: Shop, organize, and distribute small St. Nick gifts to students. Sponsored by Home & School Committee.

Teacher Aide - Copy Room

Time Commitment: Help is needed any day school is in session. 1-3 hour time increments in the morning or afternoon.

Duties: Cutting, pasting, copying, collating, bulletin boards, and other special projects.

Teacher Appreciation Week

Time Commitment: 10 hours in May.

Duties: This is the week to show our teachers what they mean to us. Help is needed to organize a special surprise for our teachers each day.

Teacher Luncheons

Time Commitment: 4 to 5 times per school year, Home & School Association provides our teachers with a special luncheon. Approximately 3 hours per event.

Duties: include some food preparation, setup serving and cleanup.

Used Uniform Sale

Time Commitment: Varies according to the number of volunteers. Approximately 2 to 4 hours the day of the sale in both September and June.

Duties: Coordinator is responsible for publicity. Other volunteers must be able to organize incoming school clothes, collect and distribute money.

ACTIVITIES AT HOME

Baker

Time Commitment: as needed

Duties: Baking for various school functions.

Campbell Soup Labels

Time Commitment: Coordinator: approximately 2 to 4 hours per month.

Volunteer: approximately 1 hour each time you receive labels to trim.

Duties: Coordinator: Collect and sort labels for volunteers to trim. Count, bundle, mail in for redemption. Promote program to parents and parish. Volunteer: Trim labels and bundle into groups of 100 labels.

General Mills Box Tops

Time Commitment: 3 to 4 times per school year, approximately 12 hours total.

Duties: Collect, cut and mail box tops.

Milk Caps

Time Commitment: 3 to 4 times per school year.

Duties: Collect and mail milk caps.

Target

Time Commitment: approximately 2 hours. Initial promotion must take place in September.

Duties: Our school makes a percentage of sales charged on registered Target credit cards. Duties including promoting this program throughout the year.

OTHER ACTIVITIES

Athletics

Time Commitment: Volleyball: Fall **Softball:** Spring **Basketball:** Winter **Track:** Spring

Duties: Coaching boys and girls teams including practice, games, tournaments, and preseason meeting.

Christian Formation Teachers

Time Commitment: Once a week for approximately 2 hours depending on grade level (September through April).

Duties: Prepare lesson plan and teach class for parish/school family children from preschool through high school. May involve occasional meetings.

Scouting

Time Commitment: Most groups meet twice monthly in addition to many special events.

Duties: Set a positive example, organize and run meetings, work with other group leaders and attend leader meetings.