

*St. Edward the Confessor
Parish School
Volunteer Service Handbook*



2009-2010

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ST. EDWARD THE CONFESSOR PARISH SCHOOL VOLUNTEER SERVICE PROGRAM

PURPOSE

- ◆ To encourage parental involvement in our children's education
- ◆ To provide an opportunity for parents to role model Christian service and provide each family the opportunity to promote a sense of community in our School

Welcome to the Volunteer Service Handbook. We hope that you find that it easy to read, to understand and to be able to find some area in which to volunteer next school year.

There are a few changes to be aware of:

1. Jobs are listed as either **Open** or **Filled**. If a job is listed as Filled and you have not already been informed that you are in this spot, please do not list it as one of your choices. **We have included a Interests / Comments section at the bottom of the form which allows you to write in a position that is currently Filled, but have an interest in filling should it become Open.**
2. A link to the Sign-Up Form will be sent by ConnectEd to the email address you listed with the school. Please make sure that you have given the School Office the correct email address for your family. It will not be sent until the day that they can be completed and submitted for placement. All forms have to be submitted online to insure conformity in procedure. If you are not able to sign up online, please contact Volunteers@stedward.com for assistance.
3. Please follow each step in filling out the form as leaving out information will cause an error message to appear. The form will not let you proceed until all of the entries are correct. The online process will give you the options to volunteer for positions as well as Buy Out any credits for a total of 1.5 credits per family. You can fill in as many as seven options. Each family must complete the form in order to track your individual Volunteer Service to our School.
4. If you have any questions regarding the new procedures, please send them to volunteers@stedward.com.

Thank you for your Service to our School but most importantly to our Children.

REQUIREMENTS AND GUIDELINES

In order to more effectively manage the process of volunteer placement, we ask all families to carefully review and follow the guidelines listed below when choosing a position/positions to fulfill their volunteer commitment. School Administration, Parent Guild and School Commission have reviewed the contents of this handbook. Any exceptions must be submitted in writing to the School Commission.

In an effort to consolidate our Handbook, there is only ONE position per listing unless otherwise noted in the last column. We will continue to add people to the position until all of the slots are filled. You may only sign up for a position marked "Open".

- ◆ **No volunteer placements will be made until a form has been received online. NO PLACEMENTS WILL BE MADE OVER THE PHONE. In order to assure accuracy in placement, we MUST receive your sign-up form BEFORE we can place you in any position, without exception. Please refer to the sign-up form for deadline dates for submittal. If we do not receive your form by the deadline date, we will assume you have chosen the full buy-out option and will be billed accordingly.**

- ◆ **Positions are listed as **Open** or **Filled**. A qualified individual has precedence in **Filled** positions at the discretion of the Chairperson and Administration. All Open positions are filled on **a first come, first served basis** with precedence given as needed, to experienced qualified individuals. All positions are subject to administrative approval. **Only those positions listed as Open are available for next school year. If you have an interest in a Filled position, please note this in the Interest / Comments section of the online form. Your name will be kept for further reference should the position become Open.****

- ◆ **If you have chosen a position/positions, which make up less than 1.5 credits, we will automatically place the remainder of your credits into the Buy Out option. If you do not wish to buy out any portion of your credits, please mark the appropriate box. All monies are due at Registration on May 27 and 28, 2009.**

- ◆ **You will be notified **via email in the late summer** as to your volunteer service placement. Information regarding your volunteer placement will not be available prior to the summer. A committee chairperson will contact you regarding your specific assignment, and when and where to begin your shift. If you do not hear from a committee chairperson immediately, please be patient, as each committee's requirements vary as to start times. **You will hear from the volunteer coordinator ONLY if there is a problem with your service request.****

- ◆ **If at any time you are unable to work your assigned volunteer shift, please notify the Committee Chairperson or teacher, NOT the Volunteer Coordinator. You are also responsible for finding a replacement. Failure to find a replacement and notify, will result in a report to the Administration and will result in a \$75.00 assessment per missed shift.**
- ◆ If a family chooses not to participate in the Volunteer Service Program, they must choose the buy-out option, and are required to pay an assessment, which is due at Registration on May 27 and 28, 2009. Special circumstances and exemptions should be submitted in writing to the School Administration and School Commission for review. Non-compliance may result in non-renewal of family registration.

1.5 credits - \$ 1,500.00 1.0 credit - \$ 1,000.00 .50 credit - \$500.00

IN ADDITION TO EACH FAMILY’S PARTICIPATION IN THE VOLUNTEER SERVICE PROGRAM, THE FOLLOWING REQUIREMENTS ALSO NEED TO BE MET:

- ◆ **Fiesta:**
 1. Each School Family is required to provide a representative to work a four (4) hour shift at the Fiesta with Friends fundraising event. Only those volunteers working 1.5 credits at the Fiesta are exempt from this 4-hour shift.
 2. Each family is also responsible for providing one (1) home baked cake per enrolled child for the “Cake Walk” booth. An assessment of \$100.00 per missed cake will be billed.
 3. Fiesta will have a **Buy Out of \$250.00** if Fiesta Volunteer Chair is notified prior to the event. **No Shows or Late to the Shift** will be billed at \$100.00 per hour billable in ½ hour increments.
- ◆ **Donut Sales:** First grade families are required to sell doughnuts at mass a minimum of one (1) Sunday throughout the year. A master calendar will be sent with all families with dates and names. If you cannot work your assigned Sunday, you may trade with another family. Non-compliance with this will result in an assessment of \$25.00 on the following month’s tuition statement.

FINGERPRINTING / SAFE ENVIRONMENT TRAINING

All volunteers who work directly with children on a regular basis must be fingerprinted through the Diocese of Orange.

You must fill out a Live Scan Applicant Form in the School Office to be entered into the Fingerprinting database. You will then receive a Live Scan Form to take with you when you are fingerprinted. You must be fingerprinted by Entersect. Permanent fingerprinting sites are listed below.

- 1. MARYWOOD CENTER - WEDNESDAYS**
1:00 P.M. – 4:00 P.M.
2811 East Villa Real Drive – Orange – 92863
877- 482-7350
- 2. SANTA MARGARITA - FRIDAYS ONLY**
CATHOLIC HIGH SCHOOL 1:00 P.M. – 5:00 P.M.
22062 Antonio Pkwy - Rancho Santa Margarita - 92688
949-766-6000
- 3. ENTERSECT SECURITY - MONDAY THRU FRIDAY**
LIVE SCAN CENTER 9:00 A.M. – 6:00 P.M.
2030 E. 4TH Street, Suite 152-G, Santa Ana, 92705
877- 482-7350
WWW.ESSLIVESCAN.COM

During the year, there are fingerprinting dates at sites in our Deanery. Please check the school office for those dates.

The cost for fingerprinting is \$46.00.

Volunteers must also complete an online Safe Environment training course available on www.shieldthevulnerable.org. After the course is completed, please print out the certificate and turn in to the School Office.

Volunteers may only begin working once their fingerprinting is cleared and their safe environment certificate has been received.

SCHOOL COMMISSION

Committee Position		<u>POSITION</u>	<u>TERM</u>	<u>CREDIT</u>
160	001	President	2 years	1.5
160	002	Parliamentarian	1 year	1.5
160	003	President - Elect	2 years	1.5
120	004	Secretary	2 years	1.5
120	005	Treasurer	2 years	1.5
160	004	Development Committee Chairman	2 year	1.5
160	005	Religion Committee Chairman	2 year	1.5
160	006	Safety Committee Chairman	2 year	1.5
160	007	Technology Committee Chairman	2 year	1.5
160	008	Wellness Council Chairman	2 year	1.5

SCHOOL COMMISSION – Committee Code 160

President

Responsibilities include:

- Conduct all School Commission meetings
- Follow up on all topics, issues, special projects that are generated by Parent Guild Organization
- Works directly with the School Principal and Church Pastor
- Attend School Commission meetings once per month
- 2 year commitment

Parliamentarian

Responsibilities include:

- This position is held by the retiring Chairperson of the School Commission
- Attends School Commission meetings once per month
- Provide support and experience to the Chairperson
- 1 year commitment

President - Elect

Responsibilities include:

- Assume responsibilities of the Chairperson in his/her absence
- Attends School Commission Meeting once per month
- Is in training the first year of service to assume the Chairperson position the following year
- 2 year commitment

Secretary

Responsibilities include:

- This position is held for two years
- Attends and takes minutes at all Parent Guild and School Commission meetings
- Provides meeting minutes for approval at future meetings
- 2 year commitment

Treasurer

Responsibilities include:

- This position is held for two years
- Act as liaison between Parent Guild and School Commission.
- Attend Parent Guild and School Commission meetings
- 2 year commitment

Development/Advancement Chairperson

Responsibilities include:

- Works directly with School Principal and Pastor.
- Works to procure sponsorships and community partnerships and to develop and implement annual fund.
- Enhance the Endowment Program.
- Works with Alumni Liaison to create meaningful Alumni activities and newsletter.
- Attends monthly School Commission Meetings.
- 2 year commitment

Religion Committee Chairman

Responsibilities include:

- Attend and Chair monthly Religion Committee meetings.
- Implement Religion activities throughout the School.
- This is a two-year position with Administrative approval.
- Attends monthly School Commission Meetings.
- 2 year commitment

Safety Committee Chairman

Responsibilities include:

- Training of staff and personnel of the school in the area of disaster preparedness
- Update written procedures and set time tables for drills, with the Principal
- Ensures that the disaster cards are fill out at registration
- Reviews emergency information with staff each year prior to the start of school
- Update supplies as needed
- Professional experience is required. i.e. Fire department, police department
- 2 year commitment

Technology Committee Chairman

Responsibilities include:

- Chair Technology meetings and lead Committee members in researching technological needs of school and report findings and suggestions to School Commission.
- This is a two-year position with Administrative approval
- Attends monthly School Commission Meetings
- 2 year commitment

Wellness / Nutrition Committee Chairman

Responsibilities include:

- Lead members to enhance Nutrition/Health programs throughout the School.
- This is a two-year position with Administrative approval
- Attends monthly School Commission meetings
- 2 year commitment

PARENT GUILD ORGANIZATION

<u>Committee</u>	<u>Position</u>	<u>POSITION</u>	<u>CREDIT</u>
120	001	President	1.5
120	002	Vice President - Fundraising Liaison	1.5
120	003	Parliamentarian	1.5
120	004	Secretary	1.5
120	005	Treasurer	1.5
120	006	Book Fair Coordinator's	1.5
120	013	Box Tops for Education	1.5
120	007	Community Relations	1.5
070	001	Fiesta Chairman	1.5
120	008	1st Grade Donut Coordinator (must be First Grade Parent)	1.5
080	001	Gift Wrap/Magazine/Entertainment Books	1.5
120	009	Hospitality Chairman	1.5
110	001	Main Event Chairman	1.5
120	010	Mentor Program Coordinator	1.5
120	011	Middle School Fundraising Coordinator One each from 6th, 7th and 8th grades	1.5
150	001	Room Mom Chairman	1.5
190	001	Scrip Chairman	1.5
120	012	Volunteer Service Coordinator	1.5

PARENT GUILD ORGANIZATION – Committee Code 120

EXECUTIVE COMMITTEE

The Parent Guild Executive Committee consists of the following members: President, Vice President – Fundraising Liaison, Parliamentarian, Treasurer and Secretary. The President, Vice President – Fundraising Liaison, Treasurer and Secretary are elected positions. Nominations are taken each Spring for President, and every other year for Treasurer and Secretary, for a two-year term. Nominees are reviewed and approved by the Principal and the Pastor. Those approved candidates accepting the nomination will have their names placed on the ballot for election at the May Parent Meeting. Formal meetings are held on a monthly basis.

President

Responsibilities include:

- Conduct all Parent Guild Organization meetings once per month.
- Attend School Commission meetings to give status report on the School's individual fundraisers.
- Coordinating Revenue Raisers for class fundraising for the next school year.
- 2 year commitment

Vice President – Fundraising Liaison

Responsibilities include:

- Attends Parent Guild meetings
- Oversees all Fundraising Chairs (Main Event, Fiesta, Scrip, Gift Wrap, Middle School Fundraising and Box Tops for Education.
- Attends regular Fundraising committee meetings or communicates regularly with Fundraising Chairs as a representative of the PGO Board and reports back to the Board as to the status of each event.
- Assumes responsibilities of the president in his/her absence.
- Organizes refreshments for PGO General Meetings or other places where PGO is represented.
- 2 year commitment

Parliamentarian

Responsibilities include:

- This position is held by the retiring Chairperson of the Parent Guild
- Attends Parent Guild meetings
- Provide support and experience to the Chairperson
- 1 year commitment

Secretary

Responsibilities include:

- This position is held for two years
- Attends and takes minutes at all Parent Guild and School Commission meetings
- Provides meeting minutes for approval at future meetings
- 2 year commitment

Treasurer

Responsibilities include:

- This position is held for two years
- Act as liaison between Parent Guild and School Commission.
- Attend Parent Guild and School Commission meetings
- 2 year commitment

Book Fair Coordinators

Responsibilities include:

- Plan two (2) Book Fair events: 1 during Catholic School week and 1 at the end of the school year. Planning should begin 5 weeks prior to each event.
- Serve as liaison between school, volunteers, and Scholastic Book Fair
- Coordinate hours of parent volunteers.
- Promote, decorate and direct operations of Book Faire to school community including planning family and community events
- Set-up and wrap-up all aspects of the Book Fair

Box Tops for Education

Responsibilities include:

- Collect, Organize and Count Box Top for Education coupons from each class monthly.
- Organize class awards for most Box Tops brought in each month.
- Arrange submission to Box Top organization for payment to school of earned funds.
- Reports winners and funds submitted to Parent Guild monthly.

Fiesta Chairman - See Description under Fiesta Committee Section

First Grade Donut Coordinator (Should be a 1st Grade Parent)

Responsibilities include:

- Coordinate, produce and distribute schedule for Sunday 9:00 am Mass donut sales by 1st Grade parents
- Contact parents once a week to remind them of scheduled shift

Gift Wrap Chairman - See Description under Gift Wrap Committee Section

Hospitality

Responsibilities include

- Mandatory attendance at all Parent Guild Meetings to keep abreast of all issues
- Public relations for the School.
- Sends press releases to local newspapers regarding the school's activities and student achievements
- Communicates with Parish Bereavement and Hospitality committees
- Organizes and sends Mass cards in the event of a death in a student's family
- Work with Room Mom Chairperson for set up of meals for families in need (i.e., illness, death in family, etc.), to assure meals are taken care of
- Work closely with PGO Chairperson on special publicity opportunities, such as Teacher of the Year, etc.
- Cards for school Staff birthday celebrations

Main Event Chairman - See Description under Monarch Main Event Committee Section

Mentor Program Coordinator

Responsibilities include:

- Coordinate contact between new and existing School Families to assist with any questions a new family might have.
- Develop the Volunteer Family Contact List with 2 existing parents listed per grade. This list is to be given to every new school family.
- Work with Administration to host the New Parent Tea.
- Work with the Hospitality Chair on All – School Social Events, with the specific purpose of insuring new family involvement.
- For each new student starting after the first day of school., greet the child and parents in the school office at 8 AM, escort them to their classroom and assist parents and children with any concerns or questions on their first day

Middle School Fundraising Coordinator

Responsibilities include:

- Assist with organization, implementation and participation in team fundraising efforts for the Middle School classes.
- Will work with teachers to assist with coordination efforts of Middle School parents.
- Report to Parent Guild the revenue produced by the fundraisers.
- Report to the Middle School parents, each family's balances at the end of each year.

Room Mom Chairman - See Description under Room Mom Committee Section

Scrip Chairman - See Description under Scrip Committee Section

Volunteer Service Coordinator

Responsibilities include:

- Coordinates the Volunteer Service Program and places all parent volunteers in their volunteer positions
- Channel parent commitments to the appropriate committee and make any necessary adjustments in individual commitments, so that volunteer service needs are met
- Maintain and update volunteer service handbook
- Attends Parent Guild Meetings

ART COMMITTEE

Committee	Position	<u>POSITION</u>	<u>CREDIT</u>	<u>STATUS</u>
010	001	Art Master Parent Liaison	1.5	Filled
010	002	Art Muralist for School	1.5	Filled
<u>INSTRUCTIONAL AIDES</u>				
010	003	Kindergarten AM – Bennett	0.5	Open
010	004	Kindergarten PM – Bennett	0.5	Open
010	005	Kindergarten AM – Capek	0.5	Open
010	006	Kindergarten PM – Capek	0.5	Open
010	007	1st Grade Schreiber	0.5	Open
010	008	1st Grade Derby	0.5	Open
010	009	2nd Grade Brown	0.5	Open
010	010	2nd Grade Rice	0.5	Open
010	011	3rd Grade Munroe	0.5	Open
010	012	3rd Grade Barona	0.5	Open
010	013	4th Grade Jimenez	0.5	Open
010	014	4th Grade Sandland	0.5	Open
010	015	5th Grade Schmitt	0.5	Open
010	016	5th Grade Boissranc	0.5	Open

ART COMMITTEE – Committee Code 010

Art Masters Parent Liaison

Responsibilities include:

- Coordinates the aides for the classrooms and the remaining art programs for the classrooms
- Coordinating staff needs and making sure appropriate supplies are on hand for follow-up classroom lessons and labs

Instructional Aide

Responsibilities include:

- Preparation and presentation of art projects to be taught in the classroom
- Assist Art Instructor monthly with classroom projects, needs to show up to EVERY art master meeting, it is not a share job
- Help to prepare (mat artwork, get signatures), set-up (frame artwork, make signs, set up tables and easels), work at ((host, greet, cashier, refreshments etc.) and tear down (unframe, take down tables, etc.) the Night at the Arts show in April

Art Muralist for School

Responsibilities include:

- Works directly with School Administration and teachers to paint scenery for class programs and for artwork on walls in School Building.

ATHLETICS

<u>Committee</u>	<u>Position</u>	<u>POSITION</u>	<u>SEASON</u>	<u>DAY</u>	<u>TIME</u>	<u>CREDIT</u>	<u>STATUS</u>
020	001	Chairperson				1.5	Open
020	002	Athletics Clerical				1.5	Open
020	003	Uniform Coordinator				1.0	Open

COACHING

020	004	Boy Football A-Head	FALL	Mon-Thur	2:50-4:30	1.0	Open
020	005	Boy Football A-Asst.	FALL	Mon-Thur	2:50-4:30	0.5	Open
020	006	Boy Football B-Head	FALL	Mon-Thur	2:50-4:30	1.0	Open
020	007	Boy Football B-Asst.	FALL	Mon-Thur	2:50-4:30	0.5	Open
020	008	Boy Basketball A-Head	WINTER	Mon-Thur	2:50-4:30	1.0	Open
020	009	Boy Basketball A-Asst.	WINTER	Mon-Thur	2:50-4:30	0.5	Open
020	010	Boy Basketball B-Head	WINTER	Mon-Thur	2:50-4:30	1.0	Open
020	011	Boy Basketball B-Asst.	WINTER	Mon-Thur	2:50-4:30	0.5	Open
020	012	Boy Volleyball A-Head	FALL	Mon-Thur	2:50-4:30	1.0	Open
020	013	Boy Volleyball A-Asst.	FALL	Mon-Thur	2:50-4:30	0.5	Open
020	014	Boy Volleyball B-Head	FALL	Mon-Thur	2:50-4:30	1.0	Open
020	015	Boy Volleyball B-Asst.	FALL	Mon-Thur	2:50-4:30	0.5	Open
020	016	Girl Basketball A-Head	WINTER	Mon-Thur	2:50-4:30	1.0	Open
020	017	Girl Basketball A-Asst.	WINTER	Mon-Thur	2:50-4:30	0.5	Open
020	018	Girl Basketball B-Head	WINTER	Mon-Thur	2:50-4:30	1.0	Open
020	019	Girl Basketball B-Asst	WINTER	Mon-Thur	2:50-4:30	0.5	Open
020	020	Girl Volleyball A-Head	FALL	Mon-Thur	2:50-4:30	1.0	Open
020	021	Girl Volleyball A-Asst	FALL	Mon-Thur	2:50-4:30	0.5	Open
020	022	Girl Volleyball B-Head	FALL	Mon-Thur	2:50-4:30	1.0	Open
020	023	Girl Volleyball B-Asst.	FALL	Mon-Thur	2:50-4:30	0.5	Open
020	024	Girl Softball A-Head	SPRING	Mon-Thur	2:50-4:30	1.0	Open
020	025	Girl Softball A-Asst	SPRING	Mon-Thur	2:50-4:30	0.5	Open
020	026	Girl Softball B-Head	SPRING	Mon-Thur	2:50-4:30	1.0	Open
020	027	Girl Softball B-Asst	SPRING	Mon-Thur	2:50-4:30	0.5	Open
020	028	Coed A Soccer	SPRING		2:50-4:30	1.0	Open
020	029	Coed B Soccer	SPRING		2:50-4:30	1.0	Open
020	030	Track & Field	Spring	Fri		1.0	Open
020	031	Cheerleading Coach	Year Round	Home	Games	1.5	Open

ATHLETICS COMMITTEE – Committee Code 020

Chairperson

Responsibilities include:

- They will assist the Athletic staff with after school sports
- Coordinate the Athletics' Awards Banquet
- Must attend monthly Parent Guild Meetings

Clerical Assistant - Athletics

Responsibilities include:

- Assisting Athletics Staff with clerical duties
- Computer knowledge essential

Uniform Coordinator

Responsibilities include:

- Assisting Athletics Staff with distribution and retrieval of uniforms from athletes during all sport seasons

Coaching – Head and Assistant

Responsibilities include:

- Coaching after school athletics
- Boys sports include football, basketball and volleyball, track
- Girls sports include softball, basketball and volleyball, track
- Head and assistant coaches are needed for each sport both A and B teams

Cheerleading Coach

Responsibilities include:

- Helping train the cheerleaders
- Setting up cheerleading camp
- Coordinating competitions with other schools

CLERICAL AIDE

Committee	Position	POSITION	DAY	TIME	CREDIT	STATUS
030	001	Clerical Aide	Mon	9:00-11:00 am	1.0	Open
030	002	Clerical Aide	Mon	1:00 - 3:00 pm	1.0	Open
030	003	Clerical Aide	Tue	9:00-11:00 am	1.5	Open
030	004	Clerical Aide	Tue	1:00 - 3:00 pm	1.5	Open
030	005	Clerical Aide	Wed	9:00-11:00 am	1.5	Open
030	006	Clerical Aide	Wed	1:00 - 3:00 pm	1.5	Open
030	007	Clerical Aide	Thur	9:00-11:00 am	1.5	Open
030	008	Clerical Aide	Thur	1:00 - 3:00 pm	1.5	Open
030	009	Wednesday Envelope	Wed		1.5	Open
030	010	Wednesday Envelope	Wed		1.5	Open
030	011	Office/Clerical Asst.			1.5	Filled

CLERICAL AIDE COMMITTEE – Committee Code 030

Clerical Aide

Responsibilities include:

- Working in copy center duplicating papers and aiding in the preparation of various materials for the teachers
- Aides will be trained in the proper use of necessary machines

Wednesday Envelope Coordinator

Responsibilities include:

- Stuffing of the Wednesday envelope with the School newsletter, flyers and other pertinent information generated by the School Administration and Committees, which is sent home on a bi weekly basis.
- This position requires preparation during the summer months, so the envelopes are ready on the first day of school.
- Responsibility for this position is assumed every week school is in session for the entire school year.
- This position is subject to the approval of the school administration.

Office Clerical Assistant

Responsibilities include:

- Assists with office clerical help in Front Office
- Works closely with Front Office Staff
- Days and times to be determined by Front Office Staff

COMPUTERS

<u>Committee</u>	<u>Position</u>	<u>POSITION</u>	<u>DAY</u>	<u>TIME FRAME</u>	<u>CREDIT</u>	<u>STATUS</u>
040	001	Kindergarten AM	Thur	8:10 - 8:55 am	1.0	Open - 2 positions
040	002	Kindergarten PM	Thur	2:05 - 2:50 pm	1.0	Open - 2 positions
040	003	1st Grade Derby	Mon	12:30 - 1:35 pm	1.0	Open - 2 positions
040	004	1st Grade Schreiber	Wed	12:30 - 1:35 pm	1.0	Open - 2 positions
040	005	2nd Grade Rice	Tue	10:25 - 11:30 am	1.0	Open - 2 positions
040	006	2nd Grade Brown	Wed	10:25 - 11:30 am	1.0	Open - 2 positions
040	007	3rd Grade Munroe	Wed	1:45 - 2:50 pm	1.0	Open - 2 positions
040	008	3rd Grade Barona	Mon	1:45 - 2:50 pm	1.0	Open - 2 positions
040	009	4th Grade Jimenez	Thur	12: 25 - 1:55 pm	1.0	Open - 2 positions
040	010	4th Grade Sandland	Tue	12: 25 - 1:55 pm	1.0	Open - 2 positions
040	011	5th Grade Schmitt	Thur	10:20 - 11:45 am	1.0	Open
040	012	5th Grade Boisseranc	Mon	10:20 - 11:45 am	1.0	Open
040	013	Special Projects			1.5	Filled
040	014	Aide for Julie Mildrew			1.5	Filled
040	015	8th Grade Grad Video			1.5	Filled
040	016	Web Master			1.5	Open

COMPUTER LAB – Committee Code 040

Lab Aide

K-5 Responsibilities include:

- Assist the computer teacher with students in the computer lab
- Previous computer knowledge not required
- Aides are trained how to use the computers and programs

Web Master

Responsibilities include:

- Updates the St. Edward School Internet Web page on an ongoing basis
- Assures all information on Web page is current

DISASTER COMMITTEE

<u>Committee</u>	<u>Position</u>	<u>POSITION</u>	<u>CREDIT</u>	<u>STATUS</u>
050	001	Emergency Preparedness and Safety Coordinator/Instructor and Fire Life Safety Drill Liaison	1.5	Filled
050	002	Campus Safety Coordinator Coordinator/Instructor and Fire Life Safety Drill Liaison	1.5	Filled
050	003	Emergency Aide Liaison - Shed Organization, Supplies Maintained Ordered and Restocked Search & Rescue Coordinator	1.5	Filled
050	004	Clerical - Committee Minutes Update Emergency Preparedness Manual Prior to the School Year Liaison with OCSD and OCSCA	1.0	Open
050	005	Maintain Classroom Emergency Bags and Supplies (3) Rechecks-Sep Jan June	1.5	Filled
050	006	CPR and AED Training Staff, Triage and Treatment Coordinator Must be state certified.	1.5	Filled
050	007	First Aid Training Staff, Triage and Treatment Coordinator Must be state certified.	1.5	Open

DISASTER COMMITTEE – Committee Code 050

Disaster Preparedness Committee Members

Responsibilities include:

- Works directly with the Safety Commission Chairperson
- Training of staff and personnel of the school in the area of disaster preparedness
- Update written procedures and set time tables for drills, with the Principal and Safety Commission Chairperson
- Ensures that the disaster cards are fill out at registration
- Reviews emergency information with staff each year prior to the start of school
- Update supplies as needed in the Storage Shed
- Ensure that all Insurance and Exit Plans are completed according to State requirements
- Professional experience is required. I.e. Fire department, police department

Clerical for Committee

Responsibilities include:

- Works directly with the Safety Commission Chairperson
- Must be computer knowledgeable especially in Excel
- Attend and take minutes for Monthly School Disaster Committee meetings.

CPR Instructor

Responsibilities include:

- Works directly with the Safety Commission Chairperson
- Applicant must hold valid BLS Instructor card (AHA preferred),
- Attend Monthly School Disaster Committee meetings.
- Training of staff, teachers and coaches.

First Aide Instructor

Responsibilities include:

- Works directly with the Safety Commission Chairperson
- Applicant must be certified to provide First Aide training.
- Attend Monthly School Disaster Committee meetings.
- Training of staff, teachers and coaches.

FAITH FORMATION

Committee Position		<u>POSITION</u>	<u>DAY/TIME</u>	<u>CREDIT</u>	<u>STATUS</u>
060	001	Religious Education Aide		1.5	Open
060	002	Children's Liturgy Catechist	Sun. 9:00 Mass	0.5	Open - 12 positions
060	003	Religious Education Catechist	Weekday Eves	1.0	Open- 3 positions
060	004	Religious Education Catechist	Sun. 9:00 Mass	1.0	Open
060	005	Confirmation	Weekday Eves	1.0	Open- 3 positions
060	006	Baptism	Weekday Eves	1.0	Open - 6 positions

FAITH FORMATION – Committee Code 060

Religious Education Office Aide

Responsibilities include:

- General office duties to include copying, filing, phones, answering questions and light typing. Duties may change from day to day.
- Occasionally helping by assisting a lead teacher in a Religious Education class.
- Assistance is needed from 4 –5:30 on Monday, Tuesday, or Wednesday afternoons.

Baptismal Preparation Catechist

Responsibilities include:

- Teach preparation classes two times a month to the parents and godparents of individuals planning to be baptized

Children's Liturgy Catechist

Responsibilities include:

- Teach religion class during the 9:00 a.m. Sunday Mass on a rotating basis
- Teaching materials provided
- Teachers are expected to teach at least two Sunday's per month

Confirmation Catechist

Responsibilities include:

- Teach religion class once a week to high school students preparing to receive Confirmation

Religious Education Catechist

Responsibilities include:

- Teach religion classes to Parish children on Monday, Tuesday or Wednesday evenings.

FIESTA FUNDRAISER

<u>Committee</u>	<u>Position</u>	<u>POSITION</u>	<u>CREDIT</u>	<u>STATUS</u>
070	001	Chairperson	1.5	Filled
070	002	Co-Chairperson	1.5	Filled
070	003	Rides Chairperson	1.5	Open
070	004	Accounting Chair	1.5	Filled - 2 positions
070	005	Accounting Helper	1.0	Open
070	006	Accounting/Money Runner	0.5	Open - 4 positions
070	007	T-Shirt Sales	1.5	Open
070	008	Cake Walk Co-Chair	1.5	Open - 2 positions
070	009	Country Store Chair	1.5	Filled
070	010	Country Store Helper- Fiesta Weekend	1.0	Open - Unlimited
070	011	Country Store Sorter – Pre Fiesta	0.5	Open - Unlimited
070	012	Decorations/City Chair	1.5	Filled
070	013	Entertainment Chair	1.5	Filled
070	014	Fiesta Floater	1.0	Open - 6 positions
070	015	Food Booth Chairperson	1.5	Open - Unlimited
070	016	Food Booth	1.0	Open - Unlimited
070	017	Games Chair	1.5	Open- 2 positions
070	018	Games Helper	1.0	Open - Unlimited
070	019	Publicity Chair	1.5	Filled- 2 positions
070	020	Raffle Chair	1.5	Filled - 2 positions
070	021	Raffle Helper	1.0	Open- 2 positions
070	022	Set-up/Break Down Chair	1.5	Filled
070	023	Set-up/Break Down Electrical	1.0	Open
070	024	Set-up/Break Down Helper	1.0	Open - Unlimited
070	025	Traffic/Parking Chair	1.5	Filled
070	026	Parking Control	1.0	Open - Unlimited

070	027	Volunteer Chair	1.5	Filled - 3 positions
070	028	Volunteer Helper	1.0	Open - 2 positions
070	029	Underwriting Chair	1.5	Open
070	030	Security/Beer-Wine Chair	1.5	Filled

FIESTA COMMITTEE – Committee Code 070

Ride tickets can be purchased at a discount prior to the event.

All Chairpersons will be responsible for working the Fiesta weekend and also to work shifts at the Church and School sales tables. Most other Fiesta positions require that the volunteer be available to work the entire weekend. Please check with Fiesta Volunteer Coordinator for details.

Chairperson

Responsibilities include:

- All aspects of the event including underwriting and ticket sales
- Holds regular meetings with committee members prior to the event
- Reports to Vice President – Family Fundraising Liaison

Co-Chairperson/Ride Coordinator

Responsibilities include:

- Assists chairperson in all aspects of the event including underwriting and ticket sales
- Works with the ride company in securing the rides for the event
- Has the opportunity to assume the chairperson position for the event the following year
- Attends regular meetings

Accounting Chairperson

Responsibilities include:

- Assists chairperson in accounting aspects of the event
- Formulates a budget for the event
- Oversees all financial dealings
- Provides reports to the fiesta committee
- Attends regular committee meetings prior to the event

Cake Walk Chairperson

Responsibilities include:

- Formulate plan for the cake walk booth at the event
- Secure equipment
- Secure cake donations from school and parish families
- Arrange flyers/posters
- Handles phone call inquiries from school and parish families
- Attends regular committee meetings prior to the event

Country Store Chairperson

Responsibilities include:

- Obtain donations from school and parish families for the country store booth
- Sort and tag donations and Organize booth
- Prepare any unsold inventory for St. Vincent de Paul Society
- Attends regular committee meetings prior to the event

Country Store – Fiesta Weekend

Responsibilities include:

- Helper assists country store Chairperson with all aspects of the country store booth
- Must work in country store the weekend of the event.

Country Store – Pre Fiesta/Sorter

Responsibilities include:

- Helper assists country store Chairperson with all aspects of the country store booth
- Sorter helps sort and tag merchandise to be sold in Country Store booth

Decorations/City Chairperson

Responsibilities include:

- Gather information to obtain permits for the event from the City of Dana Point
- Provide all decorations for sign-up booth and any necessary signs and decorations for the event
- Design, secure production and oversee sales of fiesta T-shirts
- Help secure donations and assist in the selling of tickets during event
- Attends regular committee meetings prior to the event

Entertainment Chairperson

Responsibilities include:

- Gather all musical and other entertainment
- Arrange stage, lighting and sound system
- Attends regular committee meetings prior to the event

Fiesta Floater

Responsibilities include:

- Work entire weekend of Fiesta
- Fill in wherever they are needed as directed by Fiesta Chairman

Food Chairperson

Responsibilities include:

- Oversees food booth captains
- Formulates a plan that will include menu selection, food, purchasing, equipment rentals, electrical needs, distribution and inventory
- Provide kitchen support for booths
- Oversees food booth operations during event
- Oversee set-up and break-down of booths
- Attends regular committee meetings prior to the event

Security Chairperson/Beer and Wine Chairperson

Responsibilities include:

- Provide event with law enforcement and 24 hour security
- Provide headphone rentals
- Organizes Beer and Wine Booth
- Attends regular committee meetings prior to the event

Games Chairperson

Responsibilities include:

- Selects games and prizes
- Organizes game booths
- Tracks all inventories
- Oversee games booth helpers
- Attends regular committee meetings prior to event

Games Helper

- Running one or more game booths for the entire duration of the event, to include coordination of volunteers inside of the booth
- Attending games committee meetings as required prior to the event

Publicity Chairperson

Responsibilities include:

- Provide any necessary public relations work and advertising for both School and Church relating to the event
- Attends regular committee meetings prior to the event

Raffle Chairperson

Responsibilities include:

- Assists Fiesta chairperson in selecting prizes for raffles, orders them and distributes all raffle tickets
- Oversees any special raffles
- Attends regular committee meetings prior to the event

Set-Up and Break Down Chairperson

Responsibilities include:

- Obtain equipment rental needs from each chairperson and select the rental company
- Provide diagram and blue prints for the event
- Establish and oversee set-up and break down crews
- Provide a clean-up subcommittee
- Attends regular committee meetings prior to the event

Traffic Control and Parking Chairperson

Responsibilities include:

- Formulate a plan to include all parking areas, any additional parking needs and staffing, and traffic control after all masses and during event
- Attends regular committee meetings prior to the event

Parking Control

Responsibilities include:

- Assists with traffic control at the event

Volunteer Chairperson

Responsibilities include

- Obtain and place all volunteers including School and Parish Families, for the event
- Formulate plans to oversee volunteer sign-up tables after all masses
- Oversee volunteer sign-in table at the event
- Handle any scheduling changes before and during event
- Attends regular committee meetings prior to the event

Volunteer Helper

- Assists Volunteer Chairperson with all aspects relating to the event

Underwriting Chairperson

Responsibilities include:

- Contact School, Parish and local businesses for sponsorship
- Order sponsor signs and display during event
- Formulates and provides report for the Parent Guild Underwriting Coordinator for data entry
- Attends regular committee meetings prior to the event

GIFT WRAP / MAGAZINE / ENTERTAINMENT BOOKS

Committee	Position	POSITION	CREDIT	STATUS
080	001	Chairperson	1.5	Filled
080	002	Co-Chairperson Sally Foster	1.5	Filled
080	003	Co-Chairperson Magazine	1.5	Filled
080	004	Co-Chairperson Entertainment Books	1.5	Filled
080	005	Chairperson On Training	1.5	Filled
080	006	Accounting/Family Credit	1.5	Filled
080	007	Publicity/Marketing/Raffle	1.5	Filled
080	008	Mentor	1.0	Filled

Current school year Chairperson(s) and Co-Chairperson(s) will attend the Spring Kick-Off Meeting for Gift Wrap/ Magazine. The Summer Meeting will be attended by next years Mentors, Chairperson(s) and Co-Chairperson(s).

GIFT WRAP/MAGAZINE/ENTERTAINMENT BOOKS FUNDRAISER - Committee Code 080

Usually 50% monetary credit is given for all gift-wrap and magazines purchased. Monetary credit for entertainment books varies and is based on the total number of books sold by the School. Family Credit will be given as a Cash Rebate in the months of December and May

Chairperson

Responsibilities include:

- **This position is held for one (1) year**
- Gift wrap/Entertainment Book and Magazine communications, Book inventory, order counting, School Faculty/Church/Preschool communication.
- Reports to Vice President – Family Fundraising Liaison

Co-Chairperson

Responsibilities include:

- **This position is held for one (1) year**
- Assists Chairperson with all aspects of this event including supply purchasing.
- Assumes the Chairperson position the following year

Accounting

Responsibilities include:

- Family credit entry/submissions/problems, on-line orders, labels.

Publicity/Marketing/Raffle

Responsibilities include:

- Mailers, Bulletin Boards, Emails/Connect-Ed messages, Angel Express. Edline, bulletin at Church, raffle prizes, order form boxes.

Mentor

Responsibilities include:

- This position is held by the retiring Chairperson of the Gift Wrap Committee
- Attends Meetings in Spring and July, and actively involved in setup and closure of event.
- Provide support and experience to the Chairperson and Co-Chairperson

INSTRUCTIONAL

<u>Committee Position</u>		<u>POSITION</u>	<u>DAY</u>	<u>TIME FRAME</u>	<u>CREDIT</u>	<u>STATUS</u>
090	001	TYKE Aide Nelson AM	Mon	8:15-11:15 am	1.5	Open
090	002	TYKE Aide Nelson PM	Tue	8:15-11:15 am	1.5	Open
090	003	TYKE Aide Nelson AM	Wed	8:15-11:15 am	1.5	Open
090	004	TYKE Aide Nelson AM	Thur	8:15-11:15 am	1.5	Open
090	005	TYKE Aide Nelson AM	Fri	8:15-11:15 am	1.5	Open
090	006	Kindergarten Aide - Capek	Mon	8:00-11:00 am	1.5	Open
090	007	Kindergarten Aide - Capek	Tue	8:00-11:00 am	1.5	Open
090	008	Kindergarten Aide - Capek	Wed	8:00-11:00 am	1.5	Open
090	009	Kindergarten Aide - Capek	Thur	8:00-11:00 am	1.5	Open
090	010	Kindergarten Aide - Capek	Fri	8:00-11:00 am	1.5	Open
090	011	Kindergarten Aide - Capek	Mon	12:00-3:00 pm	1.5	Open
090	012	Kindergarten Aide - Capek	Tue	12:00-3:00 pm	1.5	Open
090	013	Kindergarten Aide - Capek	Wed	12:00-3:00 pm	1.5	Open
090	014	Kindergarten Aide - Capek	Thur	12:00-3:00 pm	1.5	Open
090	015	Kindergarten Aide - Capek	Fri	12:00-3:00 pm	1.5	Open
090	016	Kindergarten Aide - Bennett	Mon	8:00-11:00 am	1.5	Open
090	017	Kindergarten Aide - Bennett	Tue	8:00-11:00 am	1.5	Open
090	018	Kindergarten Aide - Bennett	Wed	8:00-11:00 am	1.5	Open
090	019	Kindergarten Aide - Bennett	Thur	8:00-11:00 am	1.5	Open
090	020	Kindergarten Aide - Bennett	Fri	8:00-11:00 am	1.5	Open
090	021	Kindergarten Music Aide - Bennett	Tue	11:00 - 11:30 am	0.5	Open
090	022	Kindergarten Aide - Bennett	Mon	12:00-3:00 pm	1.5	Open
090	023	Kindergarten Aide - Bennett	Tue	12:00-3:00 pm	1.5	Open
090	024	Kindergarten Aide - Bennett	Wed	12:00-3:00 pm	1.5	Open
090	025	Kindergarten Aide - Bennett	Thur	12:00-3:00 pm	1.5	Open
090	026	Kindergarten Aide - Bennett	Fri	12:00-3:00 pm	1.5	Open
090	027	1st Grade Aide - Schreiber	Tue	10:30-12:00 am	1.0	Open-2 Positions
090	028	1st Grade Aide - Schreiber	Thur	10:30-12:00 am	1.0	Open-2 Positions
090	029	1st Grade Aide - Schreiber	Thur	1:30 - 2:30 Reading Groups	1.0	Open-2 Positions
090	030	1st Grade Aide - Schreiber	Fri	1:30-3:00 pm	1.0	Open

090	031	1st Grade Aide - Derby	Mon	8:30 - 10:00 am	1.0	Open-4 Positions
090	032	1st Grade Aide - Derby	Tues	8:30 - 10:00 am	1.0	Open-4 Positions
090	033	1st Grade Aide - Derby	Wed	8:30 - 10:00 am	1.0	Open-3 Positions
090	034	1st Grade Aide - Derby	Fri	9:15 - 10:45 am	1.0	Open-2 Positions
090	035	1st Grade Aide - Derby	Fri	1:30-3:00 pm	1.0	Open
090	036	1st Grade - Derby Decorating		Last Week of Each Month	0.5	Open
090	037	2nd Grade -Brown Instructional Aide	Thur	1:45-2:45 pm	1.0	Open-9 positions
090	038	2nd Grade Brown Tape Reading	Fri	1:45-2:45 Time Negotiable	1.0	Open
090	039	2nd Grade - Brown Bulletin Board		Last Week of Each Month	0.5	Open
090	040	2nd Grade -Rice Instructional Aide	Thur	1:45-2:45	1.0	Open-9 positions
090	041	2nd Grade - Rice Bulletin Board		Last Week of Each Month	0.5	Open
090	042	3rd Grade Aide - Munroe	Tues	8:15 - 9:45 am	1.0	Open
090	043	3rd Grade Aide - Munroe	Fri	9:15 - 10:30 am	1.0	Open
090	044	3rd Grade Aide - Barona	Tues	9:30 - 11:00	1.0	Open
090	045	3rd Grade Aide - Barona	Tues	10:30 - 12:00	1.0	Open
090	046	3rd Grade Aide - Barona	Thur	9:00 - 10:30	1.0	Open
090	047	3rd Grade Aide - Barona	Thur	9:30 - 11:00	1.0	Open
090	048	3rd Grade Aide - Barona	Fri	9:30 - 11:00	1.0	Open
090	049	3rd Grade Aide - Barona	Fri	10:30 - 12:00	1.0	Open
090	050	4th Grade Aide - Sandland	Mon	1 hr btwn 8 - 12	1.0	Open
090	051	4th Grade Aide - Sandland	Tue	1 hr btwn 8 - 12	1.0	Open
090	052	4th Grade Aide - Sandland	Wed	1 hr btwn 8 - 12	1.0	Open
090	053	4th Grade Aide - Sandland	Thur	1 hr btwn 8 - 12	1.0	Open
090	054	4th Grade - Writers' Workshop	Thur	1:45-2:45	1.0	Open-6 positions
090	055	4th Grade Aide - Sandland	Fri	1 hr after Mass	1.0	Open
090	056	4th Grade Aide - Jimenez	Fri	12:30 - 3:00	1.5	Open-6 positions
090	057	4th Grade - Science Lab	Thur	9:00 - 11:30 once per month	0.5	Open
090	058	5th Grade Aide - Boisseranc	Tue	1 hour anytime	1.0	Open
090	059	5th Grade Aide - Boisseranc	Thur	1 hour anytime	1.0	Open

090	060	5th Grade Aide - Schmitt	Tue	1 hour in AM	1.0	Open
090	061	5th Grade Aide - Schmitt	Wed	1 hour in AM	1.0	Open
090	062	5th Grade Aide - Schmitt	Thur	1 hour in AM	1.0	Open
090	063	5th Grade Aide - Schmitt	Thur	2:00 - 3:00	1.0	Open
090	064	5th Grade Aide - Schmitt	Fri	10:30 - 11:30	1.0	Open
090	065	Spanish Aide			1.5	Open
090	066	Music Aide/Choir/Talent Show			1.5	Filled

INSTRUCTIONAL AIDE COMMITTEE – Committee Code 090

Classroom Aide

Responsibilities include:

- Work directly with the teacher in the classroom
- Clerical and instructional assistance for the teacher in the classroom setting

TYKE Classroom Aide

Responsibilities include:

- Will shadow the class throughout the day at each activity ie Library, PE, Computer

Music Aide

Responsibilities to include organizational aspects of the following two Musical Events:

Cherub Choir

- Help with the choir roster; attendance; snacks; communication with choir families
- Attend weekly practices from October through Easter, set-up chairs and nametags each week.
- Help with choir discipline during rehearsals.
- Attend Sunday Masses, Christmas and Easter Masses when Cherubs sing, approximately once per month, plus School Masses where Cherubs sing (2 – 4 times per year).
- Help prepare children for Noel Night, organize volunteers to put on reception after Noel Night.
- Distribute choir robes at beginning or year and collection at end of year.
- Help with any extra singing events, such as Diocese Choral Festival.

Talent Show

- Help with the promotion, auditions, and organizing helpers with set-up, take down and crowd control.

Spanish Aide

Responsibilities include:

- Works with the School Spanish Language teachers with various duties

MEDIA INFORMATION CENTER / LIBRARY

Committee	Position	<u>POSITION</u>	<u>DAY</u>	<u>TIME FRAME</u>	<u>CREDIT</u>	<u>STATUS</u>
100	001	Kindergarten AM	Thur	8:10 - 8:55 am	1.0	Open
100	002	Kindergarten PM	Thur	2:05 -2:50 pm	1.0	Open
100	003	1st Grade Derby	Mon	12:30 - 1:35 pm	1.0	Open
100	004	1st Grade Schreiber	Wed	12:30 - 1:35 pm	1.0	Open
100	005	2nd Grade Rice	Tue	10:25 - 11:30 am	1.0	Open
100	006	2nd Grade Brown	Wed	10:25 - 11:30 am	1.0	Open
100	007	3rd Grade Munroe	Wed	1:45 - 2:50 pm	1.0	Open
100	008	3rd Grade Barona	Mon	1:45 - 2:50 pm	1.0	Open
100	009	4th Grade Jimenez	Thur	12: 25 - 1:55 pm	1.0	Open
100	010	4th Grade Sandland	Tue	12: 25 - 1:55 pm	1.0	Open
100	011	5th Grade Schmitt	Thur	10:20 - 11:45 am	1.0	Open
100	012	5th Grade Boisseranc	Mon	10:20 - 11:45 am	1.0	Open
100	013	Library Aide	Fri	Anytime in AM	1.0	Open

MEDIA INFORMATION CENTER / LIBRARY – Committee Code 100

Chairperson

Responsibilities include:

- Computer data input
- Training volunteers in check-in and check-out of library books and materials
- Coordinate with teachers regarding their needs and encourage appropriate use of Library
- Supervise volunteers

Library Volunteers

Responsibilities include:

- Assist the students with check-in and check-out of books
- Alphabetize and shelf books
- Send out notices for overdue books and fines
- Help monitor conduct in Media Information Center
- Must be able to work Book Faire

Library Aide

Responsibilities include

- Work in Library to recover, restack and organize Library books.

MONARCH MAIN EVENT

Come join and be apart of the committee for the ALL new Monarch Main Event. NEW Venue, NEW Format, NEW Surprises!

<u>Committee</u>	<u>Position</u>	<u>POSITION</u>	<u>CREDIT</u>	<u>STATUS</u>
110	001	Chairperson	1.5	Filled
110	002	Co-Chairperson	1.5	Open
110	003	Accounting Chairperson	1.5	Open
110	004	Program/Advertising Chairperson	1.5	Filled
110	005	Program Helper/General Ads	1.5	Open
110	006	Program Helper/Business Directory	1.5	Open
110	007	Publicity Chair	1.5	Filled
110	008	VIP/Reservations Chairperson	1.5	Open
110	009	Live and Silent Auction Chairperson	1.5	Filled
110	010	Silent Auction/Computer	1.5	Open - 3 positions
110	011	Silent Auction Volunteer Coordinator	1.5	Open - 3 positions
110	012	Gift Gathering Drive	1.5	Open - 2 positions
110	013	Class Projects/Teacher Outings	1.5	Open - 2 positions
110	014	Ticket Captain Chairperson	1.5	Open
110	015	Ticket Captains	1.5	Open - 8 positions

All committee members will work towards gift gathering, advertising and ticket sales.

MONARCH MAIN EVENT COMMITTEE – Committee Code 110

Depending on the amount of underwriting, usually 100% monetary credit is given for advertisements in the program, dinner tickets, tuition raffle tickets, as well as auction items purchased at the event. Raffle tickets purchased the evening of the event will receive credit if purchased at the raffle table. Usually 50% credit is given for car raffle or 50/50 raffle tickets purchased and for centerpieces. No monetary credit is given for donated items for either the silent or the live auction.

Event Chairperson

Responsibilities include:

- Planning, marketing, and providing a budget for the event
- Holding status meetings with committee members who help with the event
- Mentor's the next year's event chairperson
- Reports to Vice President – Family Fundraising Liaison

Co-Chairperson

Responsibilities include:

- This is a two (2) year position and co-chairperson agrees to assume the position of Event Chairperson the following year
- Assists the current year chairperson with all aspects of the event
- Attend monthly Parent Guild meetings

Accounting Chairperson

Responsibilities include:

- All aspects of accounting duties for the event
- Input, track, process and reconcile all accounting transactions
- Works closely with event chairperson
- Oversee accounting helpers
- Attends regular committee meeting prior to the event

Silent and Live Auction Chairperson

Responsibilities include:

- Coordinates live auction items with auctioneer
- Coordinates the mass mailing for silent auction donations.
- Oversees all committee members in the collection of gifts.
- Set-up and display gifts at event
- Work with accounting chairperson to provide name of successful bidders
- Removal and delivery of unclaimed sold items after event
- Attends regular committee meetings prior to the event.

Silent Auction /Computer Helper (3 Volunteers)

Responsibilities include:

- Work directly with Silent Auction Chair
- Primarily responsible for computer input and database management

Gift Gathering Drive (2 volunteers)

Responsibilities include:

- Work closely with Silent Auction Chair
- Will run the two week gift gathering drive for school families for two weeks
- Will plan and organize the party for the grade that wins the drive

Class Projects/Teacher Outings (2 volunteers)

Responsibilities Include:

- Work closely with Silent Auction Chair
- Will work with Room Mom Coordinator and Room Moms in organizing the class projects and teacher outings for the silent auction.

Advertising Chairperson

Responsibilities Include:

- Will work with Program Chairperson and will promote advertising opportunities for Main Event.

Program Chairperson

Responsibilities include:

- Design and implement all aspects of the production and distribution of the program for the event
- Assure all deadlines are met for submittal of items which will appear in the program
- Works closely with event chairperson and attends regular committee meetings prior to the event

Program Helper

Responsibilities include:

- Assist Program Chairperson with duties outlined above
- Attends regular committee meetings prior to the event

Directory Chairperson

Responsibilities Include:

- Primarily responsible for organizing and selling ads for a school directory

Publicity Chairperson

Responsibilities include:

- Design and implement all aspects of the production and distribution of all publicity for the event
- Updates Edline and parish web site
- Coordinates with church staff to provide church bulletin donor recognition
- Works closely with the event chairperson
- Attends regular committee meetings prior to the event
- prior to the event

VIP/Reservation Chairperson

Responsibilities include:

- Coordinate all reservations by School Families, Parishioners, and Staff for night of the event
- Help promote and implement VIP program
- Works closely with the event chairperson
- Attends regular committee meetings prior to the event

Ticket Captain Chairperson

Responsibilities include:

- Organization and overseeing all Ticket Captain activities
- Recruit Ticket Captains for event, if necessary.
- Work with Parish to invite parishioners to the event.
- Works closely with the event chairperson
- Attends regular committee meetings prior to the event

Ticket Captain

Responsibilities include:

- Calling and inviting new families to the event.
- Calling and inviting alumni to event.
- **Must be present the night of the event.**
- Active member of the committee, which means participate in mail outs for event and to help put together baskets for event.
- Responsible to sell 20 tickets to the event.
- Works closely with the event chairperson
- Attends regular committee meetings prior to event

PHYSICAL EDUCATION

Committee Position		<u>POSITION</u>	<u>DAY</u>	<u>TIME FRAME</u>	<u>CREDIT</u>	<u>STATUS</u>
130	001	Kindergarten Aide	Mon	11:00 - 12:00 pm	1.0	Open
130	002	Kindergarten Aide	Wed	11:00 - 12:00 pm	1.0	Open
130	003	Kindergarten Aide	Fri	11:00 - 12:00 pm	1.0	Open

PHYSICAL EDUCATION – Committee Code 130

Class Assistant

Responsibilities include:

- Assist Physical Education staff with classes in Kindergarten
- TYKES uses instructional aides for their Physical Education classes

PLAYGROUND PARTNERS

Committee Position		<u>POSITION</u>	<u>DAY</u>	<u>TIME FRAME</u>	<u>CREDIT</u>	<u>STATUS</u>
140	001	Playground Partner Coordinator			1.5	Filled
140	002	1st - 8th Grades	Mon	11:45 - 12:25 pm	1.0	Open
140	003	1st - 8th Grades	Tues	11:45 - 12:25 pm	1.5	Open
140	004	1st - 8th Grades	Wed	11:45 - 12:25 pm	1.5	Open
140	005	1st - 8th Grades	Thur	11:45 - 12:25 pm	1.5	Open
140	006	1st - 8th Grades	Fri	11:45 - 12:25 pm	1.0	Open

PLAYGROUND PARTNERS – Committee Code 140

Playground Partner Coordinator

Responsibilities include:

- Coordinate and supervise peaceful playground games for students
- Training sessions to be held two weeks before session begins

Playground Partners

Responsibilities include:

- Supervise peaceful playground games
- Training sessions to be held two weeks before session begins

ROOM MOM

<u>Committee</u>	<u>Position</u>	<u>POSITION</u>	<u>CREDIT</u>	<u>STATUS</u>
150	001	Chairperson	1.5	Filled
150	002	TYKE AM	1.5	Open - 1 position
150	003	Kindergarten AM	1.5	Open - 4 positions
150	004	Kindergarten PM	1.5	Open - 4 positions 2 for each Teacher
150	007	1st Grade	1.5	Open - 4 positions 2 for each Teacher
150	009	2nd Grade	1.5	Open - 4 positions 2 for each Teacher
150	011	3rd Grade	1.5	Open - 4 positions 2 for each Teacher
150	013	4th Grade	1.5	Open - 4 positions 2 for each Teacher
150	015	5th Grade	1.5	Open - 4 positions 2 for each Teacher
150	017	6th Grade	1.5	Open - 3 positions 1 for each Homeroom
150	018	7th Grade	1.5	Open - 3 positions 1 for each Homeroom
150	019	8th Grade	1.5	Open - 3 positions 1 for each Homeroom

ROOM MOTHER COMMITTEE – Committee Code 150

Chairperson

Responsibilities include:

- Coordinate all Room Moms in grades TYKE - 8
- Provide training for Room Moms
- Assist Room Moms with class fundraisers and other School functions
- Coordinate the School Teacher Appreciation Week events.
- When special needs arise for funerals, sickness, or other family tragedies, Chair must coordinate emails to be sent to each Room Mom for assistance.
- Attend Parent Guild meetings

Room Mom

Responsibilities include:

- Organize and implement special/holiday activities for the class
- Organize transportation, chaperones and permission slips for class field trips
- Activate email chain in an emergency for the class
- Recruit help from class parents for various school events
- Contact new families when they enter a class during the school year to inform them of class policies, scheduled events, and class special projects in which they can volunteer.
- Works with Yearbook Committee to provide pictures for year book
- Cooperatively host the School Teacher Appreciation Week events.

SCHOOL SUPPORT SERVICES

Committee	Position	<u>POSITION</u>	<u>DAY/TIME FRAME</u>	<u>CREDIT</u>	<u>STATUS</u>
170	001	Academic Decathlon Coordinator		1.5	Filled
170	002	Tutor - Religion		1.5	Open
170	003	Tutor - Science		1.5	Open
170	004	Tutor - Math		1.5	Open
170	005	Tutor - Social Studies		1.5	Open
170	006	Tutor - Fine Arts (Music & Art)		1.5	Open
170	007	Tutor - Current Events		1.5	Open
170	008	Tutor - Literature		1.5	Open
170	009	Tutor - English & Spelling		1.5	Open
170	010	Tutor - Super Quiz Literature		1.5	Open
170	011	Tutor - Super Quiz Religion		1.5	Open
170	012	Tutor - Super Quiz Geography		1.5	Open
170	013	Tutor - Super Quiz Fine Arts		1.5	Open
170	014	Tutor - Super Quiz Science		1.5	Open
170	015	Logic		1.5	Open
170	016	Student Support Services	Credit determined by hours logged to administration per trimester.	1.5	Open - 4 positions
170	018	Bible & Basketball	Thur 6:30p-10:00p	1.5	Filled
170	019	Bulk Supply Ordering		1.5	Open - 2 positions
170	020	Christmas Program Coordinator		1.5	Open
170	021	Christmas Program Helper		0.5	Open - 4 positions
170	022	8th Grade Graduation		0.5	Open - 2 positions
170	023	8th Grade Graduation (Dance)		0.5	Open - 2 positions
170	024	Lost & Found Monitor		1.5	Filled
170	025	Middle School Christian Service Coordinator		1.5	Open - 2 positions
170	026	Money Counter	TBD by B. Belavic 2 teams of 3 to work alternate weeks Aug 1 - July 31	1.5	Open – 6 Positions

170	032	St Anne's Circle - President	1.5	Open
170	033	St Anne's Circle - Vice President	1.5	Open
170	034	St Anne's Circle - Treasurer	1.5	Open
170	027	School Technical Support	1.5	Filled
170	028	Yearbook Coordinator	1.5	Filled
170	029	Yearbook Coordinator	1.5	Open
170	030	Yearbook Aide	0.5	Open - Unlimited
170	031	Yearbook Aide-8th Grade	0.5	Open

SCHOOL SUPPORT SERVICES – Committee Code 170

Academic Decathlon Coordinator

Responsibilities include:

- Selects a total of 10 students from junior high to represent the school in the Diocese of Orange Decathlon competition
- Attends Diocese meetings regarding the competition
- Oversees and contacts tutors and assigns times for tutoring and organizes Decathlon Banquet

Academic Decathlon Super Quiz Tutor

Responsibilities include:

- Works closely with the Academic Decathlon coordinator
- Meeting each week with the students in their field of expertise
- Organizing materials and creating mock tests and administering test
- Must be flexible with student's schedules
- Possibility of meeting before and/or after school

Student Support Services

Responsibilities include:

- Trained professional supporting Student Support Studies program director in assessment and ILP development.
- Credit is determined by hours logged with the administration on a trimester basis.

Bereavement

Responsibilities include:

- Trained professional supporting families at teacher/administration request.
- Credit is determined by hours logged with the administration on a trimester basis.

Bible and Basketball

Responsibilities include:

- Organize competitive basketball play
- Collects registration fees
- Schedules score keepers and referees
- Keeps accounting records
- Leads group in prayer before games

Bulk Supply Coordinator

Responsibilities include:

- Ordering and distributing bulk supplies at beginning of school year. Bulk supplies consist of paper, colored paper, wipes, paper towels and Kleenex.
- Weekly monitoring of supplies in classroom and making mid-year orders.
- Take physical inventory of all bulk supply items at end of school year.

Christmas Program Coordinator

Responsibilities include:

- Works with the School Music Director in the coordination and production of the School Christmas Program.
- Organizes volunteers for and takes part in script writing, stage set-up, costumes, reader and role rehearsal, Event program, CD sales and distribution, traffic and parking.

Christmas Program Volunteers

Responsibilities include:

- Assist Program Coordinator with production of Christmas Pageant.

Lost and Found Monitor

Responsibilities include:

- Monitor Lost and Found bins on a monthly basis.
- Collect and distribute items marked with names to the appropriate Homeroom.
- Unmarked items will be set out once per month at a table near the carpool line for identification. All unclaimed items will be sent to an orphanage in Mexico.
- Organize Uniform Exchange in January and June.

Middle School Christian Service Coordinator

Responsibilities include:

- Plans and provides lead supervision for community service projects, providing opportunities for students to complete total of 15 hours of service opportunity per year.
- Develop and plan additional service opportunities, which may be performed without direct coordinator supervision.
- All Jr. High students would be invited to participate in all events, subject to the availability of adult supervision (approximately 6 students/1 adult for an off-campus activity). In the event of limited supervisors, student participation will be decided on a first come, first served basis.

- Information for planned events will be distributed to all Jr. High students. A parent signature on a down-loadable permission form through Edline will be required for participation in each organized event.
- Although the coordinator provides organized service projects and information for additional service opportunities, it is each student's responsibility to perform the service and accumulate their required Christian service hours. The coordinator will provide a mechanism for recording such hours, and in the event that an adult other than the coordinator supervises a service project, it is the student's responsibility to obtain supervisor signatures to verify the completion of hours.
- Records and keeps track of hours from the Middle School students in their Christian service duties and reports them each trimester to the Vice Principal. Inputs Service Hours into Aries and CCS Statements.

Money Counting

Responsibilities include:

- Must be available to work 26 weeks a year, 2 hours on alternating weeks, August 1 – July 31
- Open contribution envelopes, mark amounts
- Count Cash and Checks
- Times and schedules to be arranged by Barbara Belavic at the Church Office.
- Must get a substitute for shifts prior to not showing up for a shift. If a day lands on a holiday, another day will be determined that same week.

St Anne's Circle - President

Responsibilities include:

- Responsible for overall implementation of SAC , including meetings, enrollment, yearly calendar, activities, resolve concerns of members, recruit new members and fill committee positions.
- Promote their mission to provide a support network for mothers of St. Edwards and to encourage and sustain loving Catholic families.
- Set the agenda and meet monthly with committee to organize both charitable and family events.
- Mentor incoming President.

St Anne's Circle – Vice President

Responsibilities include:

- Support the duties and responsibilities of the President.
- Attend, take minutes and post them from the monthly committee meetings (1st Wed. of month)
- Write two monthly articles for the church bulletin.
- Create and maintain both SAC and member information.
- 2 year commitment to SAC.

St Anne's Circle - Treasurer

Responsibilities include:

- Full responsibility of all monies for SAC, including tri-annual report of revenues and expenses for Executive Committee.
- Advise committees on budget matters and give budget report.

Technical Support

Responsibilities include:

- To assist with any technical needs throughout school.
- Work with various chairman and coordinators to better utilize information in creation of reports.

Yearbook Coordinator

Responsibilities include:

- Coordinates and assembles the School's Yearbook
- Coordinates Yearbook Aides in gathering materials and pictures from each class's activities for inclusion in the yearbook.

Yearbook Aide

Responsibilities include:

- Assists the coordinator in taking pictures of each of the schools events, sports, clubs and activities
- Assists in gathering materials and pictures to be included in the yearbook.
- To assure that each of the activities that are assigned to them are adequately covered in the yearbook.

8th Grade Graduation Coordinator

Responsibilities include:

- This position is appointed by School Administration and is subject to the approval of the 8th Grade Teacher and Pastor
- Plan the following: yearbook signing day, BBQ, awards assembly, decorations, graduation day, video for that day, the special graduation social outing, the gift that the 8th grade will present to the school, and the special mass and program booklet
- **(School Administration must approve all facets of this position.)**

8th Grade Graduation Dance

Responsibilities include:

- This position is appointed by School Administration and is subject to the approval of the 8th Grade Teacher and Pastor.
- Plan the following: the 8th Grade Dance

SCOUTS

<u>Committee</u>	<u>Position</u>	<u>POSITION</u>	<u>CREDIT</u>	<u>STATUS</u>
180	001	Girl Scout Coordinator	1.5	Open
<u>Girl Scout Troop Leaders</u>				
180	002	K - 1 Daisy	1.0	Open
180	003	2 – 3 Grade Brownies	1.0	Open
180	004	4 – 5 Grade Juniors	1.0	Open
180	005	6 - 7 – 8 Grade Cadets	1.0	Open
180	006	Assistant Troop Leaders	0.5	Open
180	007	Cub Master	1.5	Open
180	008	Pack Committee Chairperson	1.0	Open
<u>Den Leaders</u>				
180	009	1st Grade Tiger Cub Scouts	1.0	Open
180	010	2nd Grade Wolf Cub Scouts	1.0	Open
180	011	3rd Grade Bear Cub Scouts	1.0	Open
180	012	4th Grade Webelos I Cub Scouts	1.0	Open
180	013	5th Grade Webelos II Cub Scouts	1.0	Open
180	014	Assistant Cub Master	0.5	Open
180	015	Assistant Den Leaders	0.5	Open

SCOUTS – Committee Code 180

Girl Scouts Coordinator

Responsibilities include:

- Organize and oversee entire Girl Scout program for School
- Work with troop leaders to ensure correct level training, Council training and certification
- Must attend monthly Service Unit Meeting

Daisy / Brownie / Cadet Girl Scout Leaders

Responsibilities include:

- Before placement can occur, the person interested must fill out an application with the Girl Scout Coordinator and go through training with the local council.
- The Leader must be First Aide / CPR certified.

- Organize all troop activities, including parent involvement and support
- Attend training sessions
- Communicate with school staff for use of School facilities
- Plan each Brownie or Girl Scout meeting

Cub Scout Cub Master

Responsibilities include:

- The primary Unit Leader to both BSA and Parish/School
- Plans and Leads all pack meetings and all outings (1st-5th grades combined)
- Organizes other leaders and parents to put on events
- Coaches Den Leaders
- Must complete trainings and attend monthly district Roundtable meeting
- Communicate with district cub scout office and leadership
- Must have a Cub Master in order for Scouts to continue

Cub Scout Pack Committee Chairperson

Responsibilities include:

- Oversees business operations of pack: finances, activities, events, advancement, compliance
- Leads Pack Committee; calls meetings, manages other members
- Recruits operational leaders: Cub master, Den Leaders, & Assistants
- Oversees Recruitment of scouts and annual recapturing
- Must complete trainings and attend monthly district Roundtable meeting
- Communicate with district cub scout office and leadership

Cub Scout Den Leaders

Responsibilities include (for one grade):

- Plan and Organize all den meetings and activities
- Obtain parent involvement and support
- Complete trainings and help pack operations through pack committee meetings
- Communicate with School Staff for use of School facilities

Cub Scout Assistant Leaders

Responsibilities include:

- Same duties as the Cub Master or Den Leader
- Assist in planning and in running meetings and outings
- Complete trainings

SCRIP FUNDRAISER

<u>Committee Position</u>		<u>POSITION</u>	<u>DAY</u>	<u>TIME</u>	<u>CREDIT</u>	<u>STATUS</u>
190	001	Co-Chairperson			1.5	Filled - 2 positions
190	002	Mentor			1	
190	003	Processing Team Member	Mon	8:30 - 10:30 a.m.	1.5	Filled - 4 positions
		Processing Team Member	Mon	8:30 - 10:30 a.m.	1.5	Open - 2 positions
190	004	Clerical Administrator	Tues	2 hours anytime	1.5	Filled
190	005	Fulfillment Team Member	Wed	9:30 - 11:30 am	1.5	Filled- 6 positions
190	006	Distribution Volunteer	Wed	2:00 - 4:00 pm	1.5	Filled
190	007	Distribution Volunteer	Thur	7:45 - 8:45 am	0.5	Filled
190	008	Distribution Volunteer	Thur	2:00 - 4:00 pm	1.5	Filled
190	009	Distribution Volunteer	Fri	7:45 - 8:45 am	0.5	Filled
190	010	Distribution Volunteer	Fri	2:00 - 4:00 pm	1.5	Open
190	011	Data Entry Volunteer	Weekly data input	Excel done	1.5	Filled - 2 positions

SCRIP FUNDRAISER COMMITTEE – Committee Code 190

Varying monetary credit is given depending on the type and amount of Scrip purchased. Credit will be given at 50% of participating vendors percentage. Family Credit will be given as a Cash Rebate in the months of December and May. Credit can also be earned using the E-Scrip and other store programs.

Co – Chairperson

Responsibilities include:

- Overall administration of the Scrip Program
- Maintains databases and credit earned through grocery store, e-scrip and school pop programs
- Forwards all scrip credit data to the Fundraising Data Coordinator
- Supervises all Scrip volunteers
- Reports to Vice President – Family Fundraising Liaison

Processing Team Member

Responsibilities include:

- Works closely with Scrip Chairperson
- Works each Monday (approximately 9am – 11 am) during the School year processing scrip orders

Weekly Clerical Administrator

Responsibilities include:

- Makes the copies, creates the paperwork and family folders and organizes the office.
- Works two hours on Tuesday to get ready for the processing on Wednesday mornings.

Fulfillment Team Member

Responsibilities include:

- Works closely with Scrip Chairperson
- Works each Wednesday (approximately 9 am – 11 am) during the school year filling Scrip orders

Scrip Distribution Volunteer

Responsibilities include:

- Works closely with Scrip Chairperson
- Works from 2 pm – 4 pm on Wed, Thurs or Fri distributing Scrip from the Scrip Office

Scrip Data Entry Volunteer

Responsibilities include:

- Must be Microsoft Excel proficient
- Weekly Data input on an Excel worksheet done at home

TRAFFIC CONTROL

<u>Committee Position</u>		<u>POSITION</u>	<u>DAY/TIME FRAME</u>	<u>CREDIT</u>	<u>STATUS</u>
200	001	Traffic Control Aide	Mon 7:30-8:15	1.0	Open - 4 positions
200	002	Traffic Control Aide	Mon 2:45-3:30	1.0	Open - 4 positions
200	003	Traffic Control Aide	Tues 7:30-8:15	1.0	Open - 4 positions
200	004	Traffic Control Aide	Tues 2:45-3:30	1.0	Open - 4 positions
200	005	Traffic Control Aide	Wed 7:30-8:15	1.0	Open - 4 positions
200	006	Traffic Control Aide	Wed 2:45-3:30	1.0	Open - 4 positions
200	007	Traffic Control Aide	Thur 7:30-8:15	1.0	Open - 4 positions
200	008	Traffic Control Aide	Thur 2:45-3:30	1.0	Open - 4 positions
200	009	Traffic Control Aide	Fri 7:30-8:15	1.0	Open - 4 positions
200	010	Traffic Control Aide	Fri 2:45-3:30	1.0	Open - 4 positions

TRAFFIC CONTROL – Committee Code 200

Traffic Control Aide

Responsibilities include:

- There will be a limit of 4 volunteer helpers per Traffic Shift. They will be decided on a first come, first served basis.
- Will be assigned specific positions in mid-August and will be notified through the mail of their specific responsibilities of each position
- Report to office, sign in, take an orange jacket and report to their assigned posts rain or shine
- Direct traffic in the parking lot on an assigned shift before or after school
- Assist students exiting their vehicles during drop off before school, and entering their vehicles during pick up after school
- A detailed list of instructions, maps and training materials will be sent to all traffic control aides prior to the first day of school

VACATION BIBLE SCHOOL

<u>Committee</u> <u>Position</u>		<u>POSITION</u>	<u>CREDIT</u>	<u>STATUS</u>
210	001	Vacation Bible School Coordinator	1.5	Filled
210	002	Vacation Bible School Co-Coordinator	1.5	Filled
210	003	Classroom Instructor	1.0	Open- 8 positions
210	004	Instructional Aide	0.5	Open- 8 positions
210	005	Music Supervisor	1.5	Open
210	006	Nurse - First Aide	1.5	Open
210	007	Snack / Nutritional Leader	1.5	Open
210	008	Craft Leader	1.5	Open
210	009	Religious Leader	1.5	Open

**All positions must be available to work Full Time during week of
Vacation Bible School to be held July 27 - 31, 2009.**

VACATION BIBLE SCHOOL – Committee Code 210

Vacation Bible School Coordinator

Responsibilities include:

- Determine Vacation Bible School dates in summer with Pastor, School Administration and Church Administration annually.
- Set up Registration dates, coordinate volunteers with Christian Service Coordinators
- Works directly with Instructional material provider in obtaining necessary curriculum and materials needed for activities of program.
- Follow up with School Office all billing and financial cost of materials.
- Plan curriculum for all grade level teaching.
- Oversee classroom instructors and delegate work to volunteers.
- Conduct 1 planning meeting with Instructors and Instructional Aides prior to Vacation Bible School starting.

Vacation Bible School Co-Coordinator

Responsibilities include:

- Works directly with Coordinator in all aspects of the running and planning of the Vacation Bible School.

Instructor

Responsibilities include:

- Work 8:30 – 12:30 for five days during summer, School Year 2009 – 2010 Vacation Bible School to be held July 27 - 31, 2009.
- Attend planning meeting prior to Vacation Bible School session starting
- Instruct and maintain 20+ children.
- Follow planned curriculum.
- Set-up and clean up for activities each day.

Instructional Aide

Responsibilities include:

- Work 8:30 – 12:30 for five days during summer, School Year 2009 – 2010 Vacation Bible School to be held July 27 - 31, 2009.
- Attend planning meeting prior to Vacation Bible School session starting.
- Assist instructor in classroom.
- Monitor children during all art, play, and activities during course of school hours.
- Set-up and clean up for activities each day
- Accompany children during restroom breaks.

Music Supervisor

Responsibilities include:

- Work 8:30 – 12:30 for five days during summer, School Year 2009 – 2010 Vacation Bible School to be held July 27 - 31, 2009.
- Supervise middle school students while teaching children during music sessions.
- Aide in keeping track of children during music sessions.

Nurse

Responsibilities include:

- **Must be First Aid / CPR certified.**
- Work 8:30 – 12:30 for five days during summer, School Year 2009 – 2010 Vacation Bible School to be held July 27 - 31, 2009.
- Attend planning meeting prior to Vacation Bible School session starting
- Administer any first aide to children and keep necessary paperwork for any special needs.
- Administer medication as needed to children.

Craft Leader

Responsibilities include:

- Work 8:30 – 12:30 for five days during summer, School Year 2009 – 2010 Vacation Bible School to be held July 27 - 31, 2009.
- Attend planning meeting prior to Vacation Bible School session starting
- Will work with coordinators to find fun and age appropriate themed crafts for all age groups attending VBS.
- Will figure out all materials needed, locate items to be purchased, purchase items, and have all materials ready for each class daily during VBS.

Religious Leader

Responsibilities include:

- Work 8:30 – 12:30 for five days during summer, School Year 2009 – 2010 Vacation Bible School to be held July 27 - 31, 2009.
- Attend planning meeting prior to Vacation Bible School session starting
- Will lead each group daily through the selected bible verses given with the VBS program.
- Must love bringing the bible stories to life.

Snack / Nutrition Leader

Responsibilities include:

- Work 8:30 – 12:30 for five days during summer, School Year 2009 – 2010 Vacation Bible School to be held July 27 - 31, 2009.
- Attend planning meeting prior to Vacation Bible School session starting
- Will attend VBS daily to supervise all snack preparation, service, and clean up.
- Will create fun and nutritional snacks for all students and helpers during VBS with the help of VBS coordinators.
- Will purchase, deliver and set up all foods and paper products for the week.
- Will need to be aware of all allergies of children attending camp and plan according to instruction.