



St. Genevieve  
Catholic School

**2020-2021 Home and School Association Committee Descriptions**  
**\$25 Annual dues from each family**

**Reception Volunteers:** Assist H&S officers in hosting receptions in the family center following mass for Blue mass, Veterans Day and other school celebrations. These volunteers will assist with donuts, coffee and decor.

**Church Cleaning:** This committee is comprised of school parents and grandparents who volunteer their time from 2:15-3:15pm on the 2nd Friday of the month (year-round) to clean the church. Cleaning instructions are located in the church. The committee chairperson maintains a list of members and contacts them for schedule reminders or adjustments. Volunteers are finished in time for carline.

**During School -Office Assistant:** Assist Mrs. Stacie in the front office with registration and bulk mailings.

**During School – Popcorn Assistant:** Assist with making popcorn using the school’s popcorn machine on popcorn sale days (8:00-9:30am).

**Faculty Birthday Committee:** This committee will acknowledge faculty and staff birthdays with treats and a card signed from the St. Genevieve Home and School Association. Traditionally, the cards have been homemade by children of the volunteers.

**Faculty Lunch Committee:** Members of this committee contribute lunch items for the faculty on a specified day each month. Volunteers may drop off the item in the morning and need not be present at the lunch.

**Grandparents Socials (2 in September):** This committee volunteers at the grandparents’ receptions on two separate Fridays in September following the Grandparents’ masses. Donations of food and drink items are obtained by the chairperson. The chairperson also coordinates volunteers and the photography sessions.

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

**Library Assistant:** Assist the Librarian with re-shelving books, filing documents, and substituting, as needed.

**Library - Book Fair Assistant:** Assist the Librarian with two Book Fairs (fall and spring).

**Religion in the Home (RIH) Committee:** This committee works closely with our RIH team to carry Christ’s word into the homes of our students through the distribution of the class evangelization kits, praying the rosary before mass and prayer during adoration, and organizing family service projects.

**T-Shirt Committee:** This committee is responsible for counting, ordering and selling spirit shirts.

**Teacher Appreciation Week (TAW) Luncheon (May):** This group facilitates the teacher luncheon on the Friday of TAW.

**Teacher Appreciation Week (TAW) Donations (May):** This committee is responsible for donating food and beverage items for the teachers during Teacher Appreciation Week (Monday – Thursday). The chairperson will maintain a list of volunteers and solicit donations using Sign-Up Genius.

**Teacher Appreciation Week (TAW) Lunch Volunteers (May):** This set of volunteers will relieve teachers of lunch duties (10:30 am-12:30pm) during TAW. The chairperson will maintain a list of volunteers and create the schedule for the week (Monday – Thursday) using Sign-Up Genius. Room Parents are not responsible for lunch duty during this week.

**Halloween Bazaar (October):** This committee plans, organizes, and executes The Halloween Bazaar at the end of October. Volunteers are needed for the following subcommittees and class-assigned booths:

- **Food / Drink / Popcorn / Cotton Candy Committee:** Volunteers organize and serve food, drinks, cotton candy, and popcorn for the Bazaar. Volunteers secure ice, cotton candy and treats for the bazaar, pop popcorn in the morning and clean the popcorn machine before returning it to the Family Center
- **Games / Prizes / Treat Bag / Photo Committee:** Volunteers evaluate the games for the Bazaar and determine which games need to be repaired or replaced. This committee will obtain prizes and distribute them to the game booths during the Bazaar per the Bazaar budget. This committee will be responsible for coordinating the photo booth for the Bazaar as well as dividing the Synergy bags between classes, writing #'s of students on the bags, placing photo and craft tickets in the bags and distributing the bags to the teachers before the Bazaar.
- **Pumpkin Decorating/Coloring Contests:** This committee is responsible for securing prizes and anonymous judges for the Pumpkin Decorating and Halloween Coloring contests. Instructions and rules will also be distributed to the classes and parents. The chairperson announces the winners prior to the Bazaar.

**Room Parent Team:** Each classroom teacher will be given a team of 2 or 3 volunteer “Room Helpers.” Home and School would like to invite all parents to consider being a room helper for their child’s classroom. Room Helper responsibilities include the following and may be divided amongst the team:

**September:**

- Send home a letter to parents (provided by H&S) to collect donations for Christmas, Birthday, and Teacher Appreciation Week goodies and presents. Collections are obtained only in September.
- As donations are received, document the donations and allocate a portion of the donations for auxiliary staff gifts and give to Jessica Richard.
- Attend a Room Helper Meeting where you will receive your Room Helper materials.

• **October:**

- Collaborate with grade level Room Helpers to obtain volunteers for the class booth at the Halloween Bazaar (Grades 1-7)

• **December:**

- Bring a special gift to the classroom teacher to celebrate Jesus’ Birthday! You may ask your teacher for time with the students prior to Christmas to create a homemade gift.

• **May:**

- During Teacher Appreciation Week (TAW) send a special treat to the teacher each day.
- During the TAW Luncheon Room Helpers stay during the luncheon.

• **Birthday Month:**

- Drop off a special birthday remembrance to the teacher from his/her students.

• **Treat Sale Month:**

- Each grade level is assigned treat sale for one month. On the morning of treat sale, please report to the cafeteria to count money and load treats into bags for each classroom.