

SRS Home & School Committee Chair Responsibilities

Angel's Workshop: Responsibilities include coordinating projects, materials and volunteers for K-5th grade Christmas gift to parents; oversee project budget. Prepare necessary parts of projects ahead of time. Event usually takes place beginning of December.

Book Fair: Responsibilities include coordinating dates for the fair, event setup, and volunteer support. Event typically scheduled in November.

Drama Club: Responsible for conducting rehearsals on Sunday evenings for a show produced in the spring. Coordinate parent volunteers assisting with production of the show.

Father/Daughter Dance: Responsible for selecting and scheduling a DJ and photographer; coordinating food and decorations and submitting all necessary forms to the H&S treasurer. This event is usually held the Saturday after Catholic Schools Week at the school.

Hospitality: Responsible for organizing meals for teachers during parent teacher conferences. Responsible for coordinating volunteers and food donations, if applicable. These activities take place in November and February.

Mardi Gras: The Mardi Gras Family Fest Chair is responsible for coordinating fundraising, organizing volunteers, overseeing committees, setting up events, managing the budget, and submitting paperwork to the Accounts Payable and Accounts Receivable H&S treasurers. You must work closely with room parents to coordinate communication with SRS parents. This event occurs in February or March. The position requires extensive planning and time beginning months prior to the event. Planning meetings typically start in October. ***Due to COVID-19, the full scale and details of the this event have not been decided and will be up to the Home & School Board to decide and communicate further with the Chair.***

Mardi Gras Jr High: Mardi Gras Jr. High Chair(s) is in charge of all facets of Jr High Night, including overseeing volunteers, securing entertainment and staffing the event. This event is for 6th, 7th, and 8th grades only. This position works closely with the Mardi Grad Family Fest Chair to coordinate prizes, concessions, and games and ensure alignment with the Mardi Gras Family Fest. ***Due to COVID-19, the full scale and details of the this event have not been decided and will be up to the Home & School Board to decide and communicate further with the Chair.***

Mother/Son Event: Responsible for selecting and organizing an activity for the boys of SRS and their mothers. This event usually occurs in the spring.

Rock the Challenge: Oversee committees leading various aspects of RTC. Determine service projects, sponsorship details, secure t-shirts, release forms and manage scheduling.

Room Parents: Provide support to teachers and parents by coordinating volunteers and communicating important Home & School events. The Room Parent coordinates communication and grade-wide activities. When teachers need your help they will contact you directly. Shortly after school starts, the room parent will schedule a meeting with the teachers to plan out the school year's activities. This is a great time to get to know the teachers and to share ideas with them. Room parents may be asked to help with fundraisers and other events as needed. One room parent is assigned to each classroom based

on parent interest and position availability. ***Please note that room parents will need to coordinate at least four volunteers per room for Mardi Gras.***

School Supply Kits: Responsible for collecting supply kit orders and submitting the order for processing. Order are taken and placed in April or May of the prior school year.

Uniform Offering: Responsible for collecting gently used uniforms, ensuring all items are clean and presentable, conducting exchanges through the school year and coordinating volunteers to staff uniform offering events. This position is ongoing throughout the school year.

8th Grade Washington DC Trip: This chair is responsible for assembling a committee to assist with the 8th grade trip to DC. Responsibilities include arranging a date for the trip, with the administration's approval, communicating with the tour company, planning the itinerary, scheduling parent information meetings, recruiting chaperones, handling all necessary forms (waivers, medical forms, etc.), overseeing bus, roommate and chaperone assignments.

8th Grade Graduation: This position is responsible for assembling a committee to assist with all the activities associated with graduation, including a memory book, luncheon, trip to Cedar Point, etc. The chair and committee can replace or plan different activities if they wish.