

Volunteer Committee Descriptions – 2018/19
St. Ann Home & School Association – Volunteer Commitment Overview 2018/19

Thank you in advance for becoming involved in the Home & School Association activities that are a part of our school. Sharing your time, talents and treasure for the students, families, faculty and staff of St. Ann School is greatly appreciated!

Sign up checklist:

- A. Lunch/recess duty** – TWO (2) dates per family
- B. "Day-of" Volunteer Support** – Select ONE (1) fundraising or enrichment event for which you will provide "day-of"– or pre- event - assistance (Spaghetti Dinner, Adult Fundraiser or Grandparents/Special Persons Day). You will provide additional "hands on" assistance to the committee and help execute a successful event. Note: *If you serve on one of these committees as your primary placement, you do not need to sign up for "day-of" assistance.*
- C. Committee placement** - A minimum of EIGHT (8) points in committee placements. Please note that fulfilling a sign up genius request for food for one of the committees below will earn 1 point, in the event you need extra points.

A. LUNCH/RECESS DUTY (all families)

All families are asked to sign up for two lunch/recess duties during the school year. If you sign up for a lunch/recess duty and later discover you are unable to make it, YOU are responsible for finding a substitute.

OVERVIEW: Lunch/recess duty entails one volunteer per school day during the student lunch periods (11:00 a.m. - 12:30 p.m.). Lunch/recess volunteers help prepare the cafeteria for the two lunch periods, assist with food service, oversee playground activities and help to clean/re-set the cafeteria at the conclusion of the lunch periods.

DETAILS: Volunteers are asked to arrive by 10:55, if possible, but no later than 11:10 a.m. Sign in at the school office, put on a visitor badge, pick up a walkie-talkie and proceed to the cafeteria. During the cafeteria shift, volunteer will be asked to communicate with the food service and lunch duty staff to determine what assistance is needed, such as helping serve lunch and overseeing lunchroom activities. After all lunches are served, the lunch room volunteer may wipe down tables, benches, side tables, etc. and sweep floor, dump water, hang towels to dry and will then proceed to the playground to assist with recess oversight until the bell rings and students go inside at approximately 12:25 p.m. Shift concludes by 12:30 p.m.

POINTS: Lunch duties have no point allotments. Each family is asked to sign up for two dates during the school year.

B. "DAY OF" VOLUNTEER SUPPORT/EVENT ASSISTANCE (all families)

OVERVIEW: Each family is asked to sign up to volunteer for one of the two major fundraising events – Spaghetti Dinner Feb. 1, 2019) or the adult-only fundraising event (May 3, 2019) or for Grandparent/Special Person Day (Oct. 5, 2018) day. As an event volunteer, you are agreeing to assist on the day of the event or for a defined activity leading up to the event, as determined by the event planning committee. Specific volunteer opportunities related to the events will be communicated a minimum of two weeks before the event.

DETAILS: Event volunteers need to be available on the day of the event and agree to assist in a defined capacity to help ensure the success of the event. Specific shifts will be identified by the event planning committees and volunteers are asked to commit a minimum of one 3-hour shift, as determined by the committee. If you serve on one of these committees as your primary committee placement, you do not need to sign up for 'day-of' assistance.

POINTS: No points are associated with this committee. All families are asked to sign up for one shift at one of the three events.

- Grandparents/Special Persons' Day (Oct. 5, 2018) – 30 volunteers
- Spaghetti Dinner (Feb. 1, 2019) – 40 volunteers
- Adult Fundraiser (May 3, 2019) – 15 volunteers

C. COMMITTEE PLACEMENT

Families are asked to sign up for a minimum of 8 points. Point values for each committee position are indicated below. Number in parentheses indicates number of volunteers for each position. If you sign up for a committee position and later discover you are unable to participate, YOU are responsible for finding a substitute to take your place. (Please note: Point values and required number of volunteers are subject to change based on final enrollment numbers.)

1. ADULT-ONLY FUNDRAISING EVENT

OVERVIEW: During the 2018-19 school year, St. Ann's Home & School Association will host its fourth annual, adult-only, off-premise fundraising event. The fundraiser is intended to appeal to families of St. Ann's School and Parish, and will also be open to other members of the Stoughton-area community. While the specific details and format of the event will be designed by the event committee, key components of the event may include: an evening reception with food/beverages; a silent auction and/or wine auction; 50/50 raffle; entertainment; and some type of a community element.

DETAILS: Committee chair will initiate and coordinate the work with the committee to design and execute the event. The event planning committee will work together to determine and implement a theme/focus for the event; manage logistical details; manage fundraising components of the event; coordinate internal (school and parish) communication; coordinate external communications efforts and coordinate the "day-of" volunteers required to execute a successful event. The event will be held **May 3, 2019** and has a goal of raising at least \$5,000 to support St. Ann's School.

POINTS: 8 points for Chair (1); 6 points for committee members (4); "Day of" volunteers (15) – see above.

2. ADVENT CONCERT RECEPTION

OVERVIEW: On **Dec. 18, 2018**, St. Ann's students, under the direction of the school music director, will entertain families and friends with a beautiful Advent Choral Concert which takes place in the church. This festive and heart-warming event will end with a reception in the school gym featuring delicious sweets provided by school families.

DETAILS: Chair will determine quantity and types of treats needed for the reception and coordinate the donation of those items from school families using Sign Up Genius. Committee members will set up, plate the treats (as necessary), replenish during the reception and clean up after the event.

POINTS: 3 points for Chair (1); 2 points for committee members (2).

3. BACK-TO-SCHOOL NIGHT ICE CREAM SOCIAL

OVERVIEW: When summer comes to a close and families are preparing to kick off another successful school year, all St. Ann's families gather for an informative Back-to-School night event. During this brief, open-house style event on August 30, 2018 (6:00 – 8:00 p.m.), families not only have a chance to hear updates from the school principal, they can also help their children get situated in their classrooms, pay their Home & School dues, pick up or purchase logo wear, and other activities, in addition to re-connecting with friends and enjoying some delicious ice cream treats.

DETAILS: Chair will coordinate the purchase or procurement of ice cream and toppings and work with committee members to ensure sufficient coverage during the event. Committee will set up the ice-cream serving stations, "scoop" the ice cream, and clean up after the event.

POINTS: 3 points for chair (1) 2 points for committee members (2).

4. BIKE RODEO COMMITTEE

OVERVIEW: Dane County is one of the country's greatest bicycling communities. To maintain and grow a culture of bicycling in our community, it is important to teach children how to bicycle safely and to provide opportunities for children to learn and improve their bicycling skills. Local bicycle rodeos are a great way for children and parents alike to learn important bike safety skills. The events are FUN for the entire family as well as for volunteers. Using a very detailed toolkit, St. Ann's will be the host of an important event with community-wide appeal and benefit. What a great way for St. Ann's to help families prepare for a safe and fun summer!

DETAILS: Chairperson will oversee the committee and ensure the detailed Bike Rodeo Toolkit is utilized in a way that ensures a successful St. Ann's Bike Rodeo. Committee members will assist in planning and executing the **Saturday, May 11, 2019** event by contacting local vendors/partners, coordinating the components of the bike rodeo stations, marketing the event to school families and the larger community and volunteering at the event.

POINTS: 6 points for Chair (1); 4 points per committee member (3)

5. BOOKFAIR COMMITTEE

OVERVIEW: Scholastic Book Fairs offer an excellent way to enhance St. Ann's students' connection with books while raising funds to support student enrichment activities. During the three-day school/family event, which will overlap with Grandparents/Special Persons Day (**Oct. 4-7, 2018**), students and their families have a chance to explore and purchase a wide variety of books and games for all reading levels. Using the helpful toolkit and online resources provided by Scholastic, the Book Fair Committee can create an engaging, fun event that helps bring books closer to kids - and kids closer to books.

DETAILS: Book Fair Co-Chairs are responsible for communicating with Scholastic customer service representatives, St. Ann Home & School steering committee and St. Ann's staff to coordinate a 3-day book event at St. Ann's Oct. 5-8, 2017. The co-chairs will work with other committee volunteers to organize set up, sales/staffing and take down of the event as well as any event enhancements (drawings, games, etc). Scholastic Books provides helpful tool-kits and online support for setting up and running a successful event, leaving plenty of room for committee members to tailor the event, as appropriate, to St. Ann's. The fundraising goal for the committee is \$1,000.

POINTS: 6 points for co-chairs (2); 4 points per committee member (8)

6. BOUTIQUE SALES

OVERVIEW: The St. Ann's Boutique will be open for business this year and will be stocked with school spirit logo items and Just Coffee products. The spirit wear collection includes logo items such as bags, water bottles, mugs, etc. The Just Coffee products include high-quality, freshly roasted, 100% fair trade, certified organic coffee and teas from small scale farmer cooperatives around the world. The Boutique sales will take place monthly and may be coordinated with Scrip Gift Card Sales and/or logo wear sales.

DETAILS: Chair will coordinate w/committee to schedule boutique sale dates/times and will coordinate the identification and ordering of additional boutique items to sell (in coordination w/steering committee). The committee is responsible for determining a monthly or bi-monthly schedule for opening the "boutique" before or after school and/or for special events. The committee will also assist with recommending cash & carry items to stock for school sales and coordinating combined "Boutique" sales with the Scrip and Logo Wear committees and promoting the sales to school and parish families through communications and special promotions. The fundraising goal for the committee is \$300 and the "spirit-raising" goal is priceless

POINTS: 5 points chair (1); 3 points committee members (4)

7. CATHOLIC SCHOOLS WEEK RECEPTION

OVERVIEW: On **Feb. 1, 2019**, St. Ann's students will wrap up Catholic Schools week festivities with a special mass and reception to honor the students and to recognize a volunteer-of-the-year.

DETAILS: Committee will coordinate with principal to determine quantity and type of treats (usually cake) for the reception and will coordinate purchase and/or procurement of those items. Committee members will set up, plate the treats (as necessary), replenish during the reception and clean up after the event. Committee members will work with Home and School Steering Committee liaison to solicit nominations for volunteer of the year and to procure an appropriate gift for the recipient.

POINTS: 2 points for committee members (2).

8. CLASSROOM PARENTS

OVERVIEW: Classroom parents assist teachers in coordinating enrichment activities including holiday parties, special events, and field trips. They also help coordinate class participation in all-school activities. They communicate with classroom families regarding school activities, policies, and changes. The 7th grade classroom parent also coordinates the effort to support our 8th grade graduates by helping to facilitate the graduation celebration.

DETAILS: Classroom parents will communicate with the teacher at the beginning of the year to determine agreed upon levels of involvement, activities and schedule for the year. Activities may include coordinating classroom parties for Christmas, Valentine's Day, and end-of-school year; coordinate teacher gifts (optional); additional volunteer assistance, baking, basket or other donations for fundraising events, cleaning the "Ida Locker" - a locker filled with back up winter gear that requires periodic emptying, cleaning, re-stocking, etc. Classroom parents will also communicate school policies, news updates, changes, etc. to the parents of their class. Each classroom - Kindergarten through grade 8 - will have one classroom parent and will have a small budget for executing classroom events. 7th grade will have a total of 2 classroom parents; the second will help coordinate the 8th grade graduation celebration.

POINTS: 4 points per committee member (10)

9. COMMUNICATIONS COORDINATOR

OVERVIEW: With all of the great events and activities going on in our active school and parish community, keeping the lines of communication open and sharing our messages is critical. The Communication Coordinator will help support all other committees in marketing events, sharing weekly and monthly messages in newsletters and assisting with website and social media updates. This is a great way to stay on top of all that is happening in our active school/parish!

DETAILS: The Home & School Association's Chair and Secretary/Communication Chair will oversee the work of the communication coordinator and help create a coordinated communications strategy. Communication coordinators must be willing to write, engage in social media on the school's behalf and coordinate with internal and external communication venues (i.e. Catholic Herald, The Hub, St. Ann's Parish newsletter, etc.). The communication coordinator will work with the principal and Home and School committee to convey changes to or updates in school policies, news and updates from the school and parish (e.g. security system and playground), and other activities and events.

POINTS: 6 points for committee members (1)

10. FAMILY ENRICHMENT/SOCIAL COMMITTEE

OVERVIEW: The school community that plays/socializes together stays together – and has a lot of fun along the way! Part of the Home & School Association Charter is to sponsor Family Enrichment events that help strengthen our school community. This year, the Family Enrichment/Social Committee will coordinate a series of events and activities that give St. Ann's families the opportunity to strengthen their connections and camaraderie. The events serve as much-needed outlets for kids and their parents and friends to have fun together outside of school hours, they also help build a strong sense of community among St. Ann School and Parish.

DETAILS: The committee chairs are responsible for overseeing the enrichment activity planning and execution process. The chairs will work with the committee volunteers to design, promote and execute three individual events that benefit St. Ann School families and enrich our school community. It is recommended that committee members serve as sub-committee chairs for the individual events, which may include a fall event on Oct. 19, 2018 as well as a winter/spring event on March 1, 2019.

POINTS: 6 points for chairperson (2); 4 points for committee members (6)

11. FAMILY MENTORS

OVERVIEW: St. Ann School has been blessed with a growing enrollment over the past several years. Additional students in the school and families in the St. Ann's parish/school family means more energy, more community and more community-building opportunities. To ensure that all families – especially those new to St. Ann's – feel welcome and connected, a group of family mentors is being formed to serve as the official St. Ann's welcome committee. Mentors will be asked to reach out and connect with new families to answer questions, show them the ropes and make them feel comfortable and welcomed. Mentors will be paired with new families at the start of the school year and throughout it as new families join.

DETAILS: Family mentors will receive contact information for one or more new families and asked to reach out to them via phone, e-mail and/or in person on a periodic basis throughout the school year, to include new families arriving mid-year. Mentors are encouraged to answer questions, provide helpful insights, connect with them at events and help them have a warm and comfortable transition to St. Ann's School.

POINTS: 3 points for mentors (6)

12. FIRST DAY OF SCHOOL SOCIAL

OVERVIEW: On **Sept. 4, 2018**, St. Ann's students will resume classes and parents will be left to resume their regular schedules. But, before they do, they are invited to join other parents, grandparents and/or caregivers for some donuts, coffee and camaraderie in the school gym.

DETAILS: Chair will determine the quantity and type of treats needed for the social (donuts, juice, milk, coffee, etc.) and purchase; will also coordinate with committee re: scheduling to ensure that the event is properly staffed. Committee will set up, greet parents, and serve as host(ess) for the event, and clean up after the brief social.

POINTS: 2 points for Chair (1); 1 point for committee member (1)

13. FUNDRAISING “SPECIAL OPS” COMMITTEE - FUNDRAISING

OVERVIEW: Throughout St. Ann School’s academic year, a variety of short-term fundraising “special opportunities” present themselves. Whether it is one of the favorites such as Culver’s Night Out, Ultra Zone or an Ace Hardware brat stand or a new idea that is brought forward, the Fundraising Special Ops committee will help determine the school’s capacity to take the event on and, if approved, help facilitate the execution of the short-term opportunities. The Fundraising Special Ops Committee may also seek to identify potential future opportunities and present those ideas to the Home & School Steering Committee for consideration.

DETAILS: The chairperson leading this charge will coordinate with the venue where the fundraising opportunity is taking place and will manage the volunteer support needed to make the event a success by distributing relevant information to St. Ann Families. The committee will communicate on a regular basis with Home & School steering committee co-chairs to discuss potential opportunities and will help execute the events. In addition to 1-2 Culver’s Nights Out, the Special Ops committee will also help coordinate an UltraZone or other event. The fundraising goal for the committee is \$1,000.

POINTS: 6 points for chairperson (1); 4 points for committee members (2)

14. GRANDPARENT/SPECIAL PERSON DAY

OVERVIEW: Grandparent/Special Person Day is a day when St. Ann School is filled with even more special people than usual and the students are on their best behavior, serving as hosts and hostesses. This day-long event on **Oct. 5, 2018** includes both a morning and afternoon session and is comprised of a series of enjoyable interactions between students and some special people in their lives. This committee works closely with the school staff to help facilitate the event and ensure a smooth day. The committee utilizes a pool of volunteers who have signed up to help set-up/serve/clean up at the event and provide general event assistance.

DETAILS: The Committee chair will guide the committee in coordination of details of the event including timing, activities, supplies, food sign-ups, volunteer coordination, etc. and will need to be at the event all day (note: event is on a weekday). Committee volunteers will assist chair in planning and execution of the event and coordination of “day-of” volunteers. “Day-of” volunteers (see section 3 of volunteer options) will sign up to assist with set up in the morning, serving and coordinating during the day, setting up and monitoring fun, intergenerational activities for both the morning and afternoon sessions, and clean up afterwards.

POINTS: 6 points for chairperson (1); 4 points for committee members (6); “Day of” volunteers (30) – see above.

15. HOME & SCHOOL ASSOCIATION STEERING COMMITTEE

OVERVIEW: All families with children attending St. Ann School are automatically members of the St. Ann Home & School Association. All members are required to pay annual dues of \$75 that is used to support the activities of the Association. Home & School events/activities are designed to help enrich the student, family, teacher, school and community experience and support fundraising efforts. The Association is established to promote a closer relationship between school and home. The Association is run by a steering committee whose job it is to set the strategic direction of the Association; decide how the Association’s monies will be spent and establish an organizational budget; determine which fundraising and social functions the Association will support and organize each year; assist other parish organizations where necessary to meet overall needs of St. Ann’s Parish; and establish groups of volunteers to actively carry out the fundraising and other enrichment events set for the year.

DETAILS: The chair of the Home & School Steering Committee is responsible for overseeing and coordinating all Home & School Association business and managing the executive and steering committees; The vice chair assists the chair and oversees the volunteer committees and the sign-up process. The treasurer shall maintain the records of income and expenses for the H&S Association, pay the expenses incurred, prepare a monthly financial report, collect monies and maintain the financial records for the fundraiser and social events, participate in the procurement of assets for the School and collect dues and volunteer buy-out fees; The secretary/communications chair shall maintain accurate minutes of the executive committee and steering committee meetings, and coordinate with the Communication Coordinator to distribute H&S messages and information to target audiences (families, parish, community, committees, etc.). Each steering committee member of H&S shall serve on or act as liaison to at least one of the standing or ad hoc committees and shall report on the committee's activities at the monthly steering committee meetings. Some liaisons will have additional duties (e.g. Catholic Schools Week liaison will solicit nominations for Volunteer of the Year and procure gift for recipient). Each grade (K-8) should be represented by a member of this committee. The Steering Committee will meet on a monthly basis to manage the business of H&S and determine its strategic direction and will help assist committees, as needed throughout the year. (Tentative dates: 9/24/2018; 10/29/2018; 11/12/2018; 1/28/2019; 2/25/2019; 3/18/2019; 4/29/2019; 5/20/2019). The school principal, a minimum of one teacher, a representative of the parish and a representative of the student body will also serve on the steering committee.

POINTS: Executive committee – 8 points for chair (1); 7 points for Vice-chair (1); 7 points for treasurer (1), 7 points for secretary/communication coordinator (1); 6 points for steering committee members (8)

16. LOGO WEAR SALES

OVERVIEW: The beautiful St. Ann's logo is proudly worn by students, teachers and parents at school and on field trips or at special events. Managing the logo wear inventory is an important role for ensuring our students have access to stylish, weather-appropriate spirit wear that fits well and is in good shape. With the online ordering capacity and the active "re-sale" transactions, our St. Ann's students are sure to be stylish all year.

DETAILS: Chair is responsible for monitoring monthly online & paper spirit wear orders; ordering sample logo wear items to stock for school sales; distributing orders; overseeing the "resale" boutique and coordinating schedule w/committee for sales. The committee staff sales at assigned times and will also coordinate with the St. Ann's Boutique committee to coordinate periodic sales events.

POINTS: 5 points for chair (1); 3 points for committee members (2)

17. LUNCH/RECESS DUTY COMMITTEE

OVERVIEW: For those families who prefer to fill their volunteer point commitment with lunch duties, a lunch duty "committee" option has been created. Volunteers who select this option will select eight (8) lunch duties through the course of the year – roughly one day per month and also serve as back-ups for last minute needs. Lunch/recess duty entails one volunteer per school day during the student lunch periods (10:55 a.m. 12:30 p.m.). Lunch/recess volunteers help prepare the cafeteria for the two lunch periods, assist with food service, oversee playground activities and help to clean/re-set the cafeteria at the conclusion of the lunch periods. Committee members are responsible for finding their own substitutes if they can no longer fill a date for which they signed up.

DETAILS: In addition to their eight (8) lunch duties, committee members will communicate their general availability to the school office (i.e. Usually available on Mondays) to facilitate filling last minute needs. Volunteers need to arrive no later than 11:10 a.m. (by 10:55 a.m. if at all possible), sign in at the school office, put on a visitor badge, pick up a walkie-talkie and proceed to the cafeteria. During the cafeteria shift, volunteer will be asked to communicate with the food service and lunch duty staff to determine what assistance is needed, such as helping serve lunch and overseeing lunchroom activities. After all lunches are served, the lunch room volunteer may wipe down tables, benches, side tables, etc. and sweep floor, dump water, hang towels to dry and will then proceed to the playground to assist with recess oversight until the bell rings and students go inside at approximately 12:25 p.m. Shift concludes by 12:30 p.m. Committee will also serve as the "go to" group to fill in for last minute openings on the lunch duty calendar.

POINTS: 1 point for each volunteer shift (8). Eight volunteers are required to sign up for a minimum of eight (8) shifts through the course of the year (spread out throughout the year, preferably, and not all in one or two months).

18. SCRIP GIFT CARD FUNDRAISING COMMITTEE

OVERVIEW: Forget about traditional fundraisers that involve selling or spending extra money. With scrip gift card fundraising, families can easily earn funds for St. Ann School while they shop. School and parish families can simply use scrip gift cards for everyday purchases and earn a rebate on each one at no additional cost. It seems too good to be true – but for the past several years at St. Ann's, with an increased "Public Awareness" campaign which has led to many more families figuring scrip purchases into their regular monthly budget, the profits from scrip purchases have soared! And it will continue to rise with the help of a dedicated, motivated committee and sales team leading the charge.

DETAILS: The committee chair will coordinate the committee's outreach efforts to spread the word about scrip and help increase gift card sales as well as overseeing cash collection for purchases, maintaining required reporting and placing monthly online orders. The Scrip mass sales volunteers will staff monthly sales after the three weekend masses. Committee members will assist with outreach and will help staff school sales events, including coordination with the St. Ann's Boutique. Together, the committee will promote the program to school and parish families, schedule and facilitate scrip card sales opportunities and coordinate incentives through the course of the year, including the implementation of monthly and bi-monthly standing orders. The committee's goal is to raise \$5,000.

POINTS: 8 points for chair (1); 5 points for mass sales volunteers (3) 4 points for committee members (2)

19. SPAGHETTI DINNER COMMITTEE

OVERVIEW: One of the St. Ann School Community's favorite nights to celebrate fellowship, food and fun is the Annual Spaghetti Dinner event that will take place on **Feb. 1, 2019**. This St. Ann's tradition, held at the conclusion of Catholic Schools Week, combines several elements of a truly valuable community-building experience into one special evening. Attendees can enjoy a delicious dinner with family and friends and support a school that teaches children the Catholic values and attitudes that will influence them throughout their lives.

DETAILS: The committee co-chairs are responsible for overseeing the planning, promotion and execution of the Annual Spaghetti Dinner event, including volunteer coordination. Committee members will assist co-chairs. Volunteers will all work together under the direction of the committee co-chairs to host an event on Feb. 1, 2019 that is enjoyed by all.

POINTS: 8 points for co-chairs (2); 6 points for committee members (8); "Day of" volunteers (40) – see above.

20. SPIRITUAL EVENT COMMITTEE

OVERVIEW: The Spiritual Event Committee is responsible for coordinating one event during the school year to help aid in the spiritual development of our school children and their families. This **January 24, 2019** family event may involve speakers, group facilitators (such as Camp Grey), or other resources that will help build our spiritual community in an engaging way.

DETAILS: The committee chair will work with committee volunteers to plan, coordinate, promote and execute the event. The event should engage children and family members of all ages with fun activities. In the past, Camp Grey staff members have come in to facilitate engaging activities and carry out this program, but the committee is welcome to explore other options such as speakers, performers, etc., as well.

POINTS: 4 points for chair (1); 3 points for committee members (3)

21. TEACHER APPRECIATION COMMITTEE

OVERVIEW: The Teacher Appreciation Committee is responsible for expressing the gratitude and adoration felt by all St. Ann families for our school's teachers and staff by coordinating the Home & School Christmas gifts for them (**Dec. 2018**) and overseeing the "Teacher Appreciation Week" festivities (**May 6-10, 2019**) to honor their work with our children. The committee will also work with the Teacher Conference Committee to coordinate the "special touches" at a breakfast or luncheon the Conference Committee will prepare at the culmination of Teacher Appreciation week.

DETAILS: The Chair is responsible for working with the Home & School Steering Committee to identify suitable Christmas gifts for teachers and school and parish staff and preparing those gifts (typically, Holiday cards with Scrip Gift Card certificates) and planning a theme and/or activities to celebrate Teacher appreciation week (**May 6-10, 2019**) including the special touches that will be included in the breakfast or luncheon to be prepared by the Teacher Conference Committee on May 24, 2019. The Committee will assist the Chair as needed to complete these tasks.

POINTS: 5 points for Chair (1); 4 points for each committee member (3)

22. TEACHER CONFERENCE MEALS COMMITTEE

OVERVIEW: The Teacher Conference Committee is responsible for supporting our school's teachers and staff by preparing delicious meals the teachers/staff can enjoy together during parent teacher conferences and at the end-of-year Staff Appreciation Lunch. Volunteers on this committee have a chance to show off their cooking and/or food prep and host/hostess talents while honoring our esteemed teachers and staff.

DETAILS: The Committee Chair is responsible for overseeing the menu selection, grocery shopping assignments, food preparation, serving and cleaning up after the luncheons or events and food donations/sign ups, as needed. Chair will coordinate schedules and assignments with committee volunteers who will assist with the Oct. 23-24, 2018 and Feb. 19-20, 2019 conference meals; and the end-of-year Teacher/Staff Appreciation Lunch (May 24, 2019).

POINTS: 5 points for chairperson (1); 4 points for each committee member (3)

23. TRASH-TO-TREASURE FUNDRAISING COMMITTEE

OVERVIEW: One person's trash can certainly be St. Ann School's treasure! The Trash-to-Treasure committee is responsible for the collection of a variety of items that can be turned into cash or equipment. Everything from old cell phones to inkjet cartridges to box tops can be recycled for profit. In addition, many companies that support education also offer incentives for turning in proof of purchase items for monetary or product rewards. Such programs as Milk Moola (Simply collect the caps and bag tops from specially marked Milk Moola products); Coca Cola Give (enter codes from participating products); Box Tops for Education (clip box tops from hundreds of participating products); TerraCycle (recycle specific harder to recycle products) as well as rewards programs for businesses such as Best Buy and Red Robin, all mean cash or valuable school merchandise for St. Ann School!

DETAILS: The chair coordinates the processes for collection and submission of recyclable and product-incentive programs and promotes support of the programs to school and parish families. The committee volunteer assists the chair with collecting, preparing and submitting items using the helpful tools provided by the various program sponsors. All members of the committee remain open to the addition of fundraising opportunities. The fundraising goal for the committee is \$1,500.

POINTS: 6 points for chairperson (1); 4 points for committee member (1)