

Home and School Association

Available Positions

Our Mission: H.S.A. functions under the guidelines of the St. Isidore School Board to support various activities that enrich the education and lives of our children. Through fundraising efforts of school parents, we provide students and teachers with the many classroom and school “extras” that are not included in the school budget (classroom teaching tools, assemblies, field trips, books, etc.). We coordinate these activities with the help of parent chairpersons and volunteers throughout the school year.

*THANK YOU to the many parents who are currently involved with this organization!
Your H.S.A. has several positions open for next year. H.S.A cannot continue to host the many events for our children if we do not have parent support to help run these events! If you are not involved with H.S.A., please consider one of the following available positions!*

Rita Crotinger 630.221.8746 throwsize@aol.com and Chris Schoaf 630.980.0506 chris_schoaf@yahoo.com

“We make a living by what we get, but we make a life by what we give.” - - Winston Churchill

+++++

H.S.A. Board Positions

Starting Fall 2010

Term – 3 years

Ongoing September through May

Co-President

This position oversees all H.S.A. functions with the existing Co-President during the 3 year term. The Co-Presidents work closely together to oversee our Chairpersons who coordinate multiple events throughout the school year. The Co-Presidents head the committees for the Family Halloween Party (Oct.), Family Reading Night (Nov.) and the Year End Celebration (Jun.). In addition, the Co-Presidents organize the Mentor Social (Sep.), several Catholic Schools Week events (Jan.) and several Teacher Appreciation Week events (May). The Co-Presidents publish three progress letters to the school parents throughout the year and work with our Treasurer to monitor our income and expenses. The Co-Presidents work closely with the Principal and the School Staff and attend School Board Meetings monthly. The communication segment of this position can be done from your home. But, there are times the Co-Presidents need to be at the school to supervise, set up or be present at events. Skills Needed: Organization, Computer (Word, Excel, and Email), Takes Initiative, Independent Work Style, Ability to work on several events at the same time, Thorough planning skills with attention to detail.

Treasurer

This position works closely with Co-Presidents to monitor income and expenses for the organization. This position does not directly handle the money, but keeps the balance sheet for the organization. The Treasurer requests monthly data reports from the Parish Finance Officer and organizes reports for H.S.A. use. This entails net profit summaries by event; adding in projected expenses leaving an estimated open to buy for the remaining year. In addition, to aid in the monthly financial reports, the Treasurer receives Expense Reports from all Chair and Committee persons as submitted to the school office for reimbursement. This position can be done primarily from home on your own time with occasional meetings with the Co-Presidents.

+++++

If you are interested in either H.S.A. Board position, please complete the application in this packet and return it to the school office Attention: H.S.A. by **Friday April 30, 2010**. Applications will be reviewed by the Principal and the current H.S.A. Board.

Home and School Association

Available Positions

H.S.A. Chairpersons

Starting Fall 2010

Term – 1 year with annual renewal option

Family Dining Night Chairperson

Ongoing September through May

Do you enjoy eating out? Consider this fundraiser! By organizing just 4 nights out – you can raise over \$450 for our children! This fundraiser encourages SIS families to spend a fun, relaxed evening dining together several times a year while making money for the school. The Chairperson contacts local restaurants to set up appropriate dates, times and percentage return. Communication to parents is accomplished by E-envelope flyers and posters around school. Follow up includes securing the donation check from the restaurant. Time Commitment: 4 hours – on your own time.

+++++

H.S.A. Committees

Starting Fall 2010

Term – 1 year with annual renewal option

Family Halloween Party Committee – Event Date: October 2010

If you love Halloween- this is the committee for YOU! We have a great time organizing this spooky evening for all SIS families! Help make the 2010 Halloween Party a success!

Pumpkin Decorating Contest Coordinator

Responsibilities include: attending one committee planning meeting, collecting forms from the office, purchasing pumpkins and handing them out in the office. During the Halloween Party the Coordinator checks in the participating families, assigns them a number, encourages voting and then counts the ballots. In addition, paper ballots are made and prizes for winners and all participating families are purchased and wrapped (H.S.A. reimbursed). Time Commitment: 5 hours – after school and on your own time, plus set up, actual event and clean up.

Registration and Pizza Coordinator

Responsibilities include: researching pizza prices, attending one committee planning meeting, confirming with restaurant, tracking pizza orders, registration forms and money as they arrive in the office, creating an Excel spreadsheet by family name, and keeping committee updated with attendance numbers. Time Commitment: 7 hours – during school office hours and on your own time, plus set up, actual event and clean up.

Home and School Association

Available Positions

Family Reading Night Committee – Event Date: November 2010

Put on your thinking cap and help out with this very fun and educational event for all SIS students and their families! The past two years were a huge success – help us make the 3rd event even better!

Games Coordinator

Work within the annual Scholastic Book Fair theme to organize several games for the event. Implement ideas from Scholastic, Committee or come up with your own! The Games Coordinator will select the games, all equipment needed to play the games and purchase needed prizes (H.S.A. reimbursed). Time Commitment: 5 hours on your own time, plus set up, actual event, and clean up.

Volunteer Coordinator

As the volunteer sheets are returned to the office, the Volunteer Coordinator will organize parent volunteers for 30 minute shifts. After the event, all volunteer names will be submitted for the event Thank You Letter via E-envelope. Responsibilities also include attending one committee planning meeting. Time Commitment: 5 hours on your own time, plus set up, actual event, and clean up.

Santa's Workshop Committee – Event Date: December 2-3, 2010, tentatively

Calling all bargain shoppers! Members of the Santa's Workshop Committee purchase items for the sale throughout the year (H.S.A. reimbursed). As the event draws closer, responsibilities include: attending a committee planning meeting, tracking purchases, pricing the items, setting up the sale and working at the two-day sale in MC Rooms 107/8. Committee members need to be available during the day the week of the event to price items, set up room and work the event. Time Commitment: 8 hours for meeting and pricing, plus shopping time (on your own time throughout the year) and set up, actual event and clean up.

Year End Celebration Committee – Event Date: June 2, 2011, tentatively

Summer fever! Help the students in Grades 1st – 7th launch into summer vacation by helping with this fun event! We have an assembly/show, refreshments and music. At the committee planning meeting in April we will determine specific responsibilities for each committee member. These include: advertisement, decorations, refreshments and volunteers. Time Commitment: 4 hours on your own time, plus set up, actual event and clean up.

+++++

If you are interested in a Chairperson or Committee position, please complete the application in this packet and return it to the school office Attention: H.S.A. by **Friday April 30, 2010**. All applications will be reviewed by the H.S.A. Board.

Home and School Association
Board Application
Co-President or Treasurer

H.S.A. Board
Starting Fall 2010
Term – 3 years

Name: _____

List Children and Grades for 2010/11 School Year: _____

Phone Number: _____

Email: _____

Number of Years as a member of St. Isidore School: _____

Please check the position(s) you are applying for:

_____ Co-President

_____ Treasurer

1. Please describe your current participation in activities at St. Isidore School and Parish.

2. Please give a brief description of your educational, work, and volunteer background.

3. Please write a short statement explaining why this H.S.A. Board Position is of interest to you.

4. Additional Comments:

Thank you! Please return this to the school office Attention: H.S.A. by **Friday April 30, 2010**.
All applications will be reviewed by the Principal and the H.S.A. Board.

Home and School Association Chairperson and Committee Application

H.S.A. Chairperson or Committee
Starting Fall 2010
Term – 1 year with annual renewal option

Name: _____

List Children and Grades for 2010/11 School Year: _____

Phone Number: _____

Email: _____

Please check the position(s) you are applying for:

Chairperson Positions:

_____ Family Dining Night

_____ Shop Stratford for Schools

Committee Member Positions:

_____ Family Halloween Party – Pumpkin Decorating Contest Coordinator

_____ Family Halloween Party – Registration and Pizza Coordinator

_____ Family Reading Night – Games Coordinator

_____ Family Reading Night – Volunteer Coordinator

_____ Santa's Workshop

_____ Year End Celebration

1. Please describe your current participation in activities at St. Isidore School and Parish.

2. Please give a brief description of your educational, work, and volunteer background.

Thank you! Please return this to the school office Attention: H.S.A. by **Friday April 30, 2010**.
All applications will be reviewed by the H.S.A. Board.