

May 26, 2010

Dear Families,

It is hard to believe that the year is almost over! Where has this school year gone? As we move towards the end of the year, we prepare for the 2010/11 school year.

Please take a few moments to read over the following list and put your name next to any position(s) you may be interested in for the next school year. Someone will contact you so you may discuss your interest, answer questions and then decide if this is how you would like to help Our Lady of Mount Carmel School. **Please know that beginning with the 2010/11 school year, the following positions are not exempt from completing volunteer hours, including those for the Fall Fundraiser, the Auction and the Festival.**

SCHOOL BOARD MEMBER

- ❖ One-year commitment
- ❖ Serves on a subcommittee of the Board (i.e. Emergency Preparedness, Technology, Finance, Contributed Services, Scrip, Development, 5-year Plan, Facilities Improvement or other special committee as identified by the Principal or Pastor
- ❖ As committee chair, organizes committee meetings outside of monthly school board and reports committee's progress and findings at monthly school board meetings (second Tuesday of each month)

Name: _____ Phone # _____ e-mail _____

ROOM PARENT

- ❖ Assist classroom with the preparation of field trips, class projects and parties
- ❖ Assist classroom teacher with fundraising activities, as needed
- ❖ Coordinates class-sponsored hot lunches
- ❖ Coordinates class responsibilities for the annual Auction
- ❖ Coordinates volunteers for PTG class-assigned school wide event (e.g. Grandparents Day, Open House, etc.)

Name: _____ Grade in 10/11: ____ Phone #: _____ e-mail _____

ATHLETIC DIRECTOR

- ❖ Oversee boys' and girls' sports programs
- ❖ Set agenda for monthly Sports Board meeting (third Tuesday of each month)
- ❖ Oversee and meet with Sports Commissioners as needed
- ❖ Oversee & coordinate parent/student info nights for each sports season
- ❖ Represent Our Lady of Mount Carmel School at Peninsula Parish Schools League meetings
- ❖ Secure fields for baseball with Redwood City
- ❖ Work with other schools or venues to secure gyms for older teams' volleyball and basketball games
- ❖ Assist individual sports commissioners with ordering equipment and/or uniforms, as needed
- ❖ Work with Principal to select sports commissioners and head coaches.
- ❖ Secure awards for league champions and graduating eighth graders

Name: _____ Phone # _____ e-mail _____

DEVELOPMENT COMMITTEE MEMBER

- ❖ Committee plans and implements programs and processes to execute the strategic 5-year plan and advance the school's vision and mission
- ❖ Sub-committees, which meet monthly, include Grant Research and Writing, Database Management, Web Content Management, Enrollment Management, Social Media Strategy, Collateral Design and Production, and Fundraiser Master Plan
- ❖ Sub-committees also meet independently with Development Director, Principal and Pastor as needed and report monthly to Development team
- ❖ Chair prepares monthly meeting agenda and attends monthly School Board meeting (second Tuesday of each month) to report on the committee's progress.

Name: _____ Phone #: _____ e-mail _____

SCHOOL SUPPLIES COORDINATOR

For the 2010/11 school year, will work with Regina Henry, current coordinator.

- ❖ Work with supplier to get annual contract signed
- ❖ Work with school personnel to finalize class lists
- ❖ Create flyers/announcements for advertising program to school families
- ❖ Collect orders/checks and place orders with supplier
- ❖ Inventory supplies

Name: _____ Phone #: _____ e-mail _____

OVER

SCRIP COMMITTEE MEMBER

- ❖ Advisory committee working in conjunction with the Development Director and principal.
- ❖ Recommend and implement marketing strategies to build awareness and provide education of the program to school families and parishioners that ensure we meet our annual budgeted goal.
- ❖ Scrip chair prepares monthly meeting agenda attends monthly school board meetings (second Tuesday of each month) and reports to the board the committees progress.

Name: _____ Phone #: _____ e-mail _____

FALL FUNDRAISER ASSISTANTS

Distribution:

- ❖ help distribute chocolate on opening day and after school each day of the sale
- ❖ help check and distribute catalog orders upon delivery

Name: _____ Phone #: _____ e-mail _____

Scheduler:

- ❖ acquire permission from local businesses to sell outside their establishments
- ❖ coordinate the scheduling of students to sell at businesses and after Masses

Name: _____ Phone #: _____ e-mail _____

SPORTS BOARD

Cheerleader Advisor

- ❖ Work with principal on the cheerleading program including assistant advisors and/or coaches
- ❖ Coordinate practices and selection of assistants/coaches
- ❖ Oversee girls at games and practices
- ❖ Oversee the distribution of uniforms, collection of fees and communication with families
- ❖ Oversee cheerleaders at the Celebration of Spirit
- ❖ Member of Sports Board

Name: _____ Phone #: _____ e-mail _____

Boys Basketball Commissioner (can be a shared position)

- ❖ Hold sign-ups for grades 4-8 at OLMC school and Religious Education programs at OLMC and St. Matthias parishes
- ❖ Recruit and supervise coaches and assistants
- ❖ Meet with Athletic Director & principal to determine head coaches for each team
- ❖ Secure fields, gyms for practices and games
- ❖ Meet with Coach and Equipment Manager and distribute equipment and medical/first aid kits
- ❖ Prepare final roster, have signed, and send to league, pastor, principal and Athletic Director
- ❖ Obtain schedules and rules from league and distribute to coaches
- ❖ Participate in a uniform night where uniforms are distributed, and parents and athletes meet with coaches
- ❖ Attend Sports Board meetings and relevant league meetings
- ❖ Get results of all games into the school office; call home and away game scores into league office within 24 hours of the last game played
- ❖ Distribute weekly standings to coaches, Athletic Director and Principal
- ❖ Obtain final league standings and notify coaches of playoff dates, if applicable
- ❖ Make sure all uniforms, equipment, and first aid kits are collected and returned
- ❖ Do a final inventory of equipment, and make a list of equipment needed for the next year.
- ❖ Submit budget request to the Athletic Director and Principal in February for following year.
- ❖ Poll coaches for concerns, suggested rules changes, evaluation of the athletic program and submit to AD
- ❖ Distribute post-season player evaluations to coaches, parents and athletes
- ❖ Conduct pre-season player evaluations for purposes of team placement
- ❖ Attend/supervise all home games or make sure that they are properly supervised

Name: _____ Phone #: _____ e-mail _____

To insure that our school runs smoothly, we must all work together. If you are even a little bit interested in a particular position, please write your name on the line following the description and I will give you a call to discuss further. Please continue to build on the good things we have going for us all at Our Lady of Mount Carmel School... TERRIFIC KIDS – SUPER TEACHERS - and GREAT PARENTS!

Teresa Anthony
Principal