



## Parents In Partnership

The mission of the Blessed Sacrament School Parents In Partnership program (formerly the Home School Association) is to engage school families in our school community, support the teachers and students, and to care for the school building and grounds. The PIP will support, implement, and advance the philosophy of Blessed Sacrament School.

The PIP shall:

1. Promote open communications among parents, teachers, and administration.
2. Promote goodwill, cooperation, and Christian values between and among parents, faculty, administration and the parish.
3. Direct and coordinate parental support to Blessed Sacrament School through the volunteer programs, assistance activities, social functions, and fundraisers.
4. Direct and coordinate financial support through fundraising efforts that strive to meet goals set forth by the school principal.
5. Support any project requested by the Pastor, Principal, Faculty/Staff, and Students.

Volunteer Requirements:

To be in compliance with the Safe Environment Policy you must complete

- Diocesan Volunteer Application (found in the annual Back to School forms packet)
- Attend a SET (Safe Environment Training)

All teachers, parents, and volunteers at Blessed Sacrament School must have completed a workshop called SET (Safe Environment Training). This training focuses on awareness of abuse and what actions to take if abuse is suspected. This certification is renewed every five years.



## 2017-2018 Parents In Partnership Program Opportunities

### **Lead Volunteer Coordinator, OPEN POSITION**

- Foster a community atmosphere among school families, faculty, staff, students, and the Parish.
- Engage school community members in committees, events, and volunteer opportunities.
- Work in partnership with the school principal and advancement director to set the annual events and fundraising calendar.
- Work with each committee chair to ensure their events are appropriately staffed with volunteers.

**Admissions Welcoming Committee Chair, OPEN POSITION:** Chair will coordinate volunteers to assist with preparation and hosting of events for visitors to our school. Events include the annual Open House, Little Knights play dates, STEM Night, Time for Twos, New Family Orientation, and other events as needed. This position partners with the Director of Admissions for ideas and direction.

**Committee Members Needed:** Chair plus 3 volunteers

**Barnes & Noble Book Fair Chair, OPEN POSITION:** The Chair(s) coordinate with the school contact at Barnes & Noble for the book fair theme, posters, schedules, and set up needs. Recruit school faculty & staff for reading, musical performances, and art displays. Coordinate teacher wish lists and staff the welcome table the night of the event.

**Committee Members Needed:** Heidi Fromm, Mary Beth Adams, Amy Jennings

**Box Tops Coordinator, Betsy Sioussat:** Coordinates, cuts, and mails the box tops collected twice a school year. Initiates fun contests, sends reminders through Facebook and the Knight Chronicle, and adheres to the deadlines set by Box Tops.

**Committee Members::** Debbie Levy, Michele Corradini, Carolyn Warren

**Catholic Schools Week Chair, OPEN POSITION:** Assist in planning and staffing this special week of events, which draws attention to the importance of Catholic Schools Education. Catholic Schools Week kicks off annually the last Sunday of January. Also includes correspondence with teachers and staff.

**Committee Members:** Michelle McEwan

**Class Captain (Head), Taleen Palmer:** Recruit volunteer class captains(s) for each grade Preschool-8th. Prepare the sign-up genius volunteer sign up for each class' parties. Prepare correspondence with monthly parent reminders for class captains to forward to the parents in their class.

**Class Captain, at least one per grade:** Work under the direction of the Head Class Captain and the classroom teacher. Send email correspondence and reminders, organize class parties and special events, assist with classroom projects (or organize volunteers to assist), additional duties as directed by the classroom teacher.

**Class Captains Needed:** 11+



**Curb Appeal Committee Chair, Jennifer Klein:** Helps keep our school looking neat and fresh! Takes care of the pots at the front and side doors, weeds the front walk, and sets the annual fall leaf raking date.

**Committee Members Needed:** Watch for opportunities throughout the school year to assist with special work dates.

**Family Fun Nights (includes Family Dinners) Coordinator, OPEN POSITION:** Work with the school leadership team to organize 4-5 Family Fun Nights or Family Dinners to occur during the school year. Family Roller Skate Night, Chilli Cook Off, Pizza Bingo Night, Family Night at a baseball game, Family Night at a Trampoline Park, and Family Dinner/Picnic on the Back Lawn are just a few examples of events this position might organize.

**Committee Members:** Carolyn Warren

**Grandparents Day Coordinators, OPEN POSITION:** Chair is responsible for organizing this special day held in the spring for all of the school's grandparents or special person. Volunteers will work with the Chair in serving food and running the event

**Committee Members:**

**Heritage Awareness Month Series Chair, OPEN POSITION:** The chair and volunteers of this committee organize events, programming, and awareness around African American History month, Hispanic Heritage month, and Women's History Month. This committee also works under the direction of the principal to organize the annual International Prayer Service.

**Committee Members Needed:** Georgia Morrison

**Hospitality Chair, Beth Fitzgerald:** Chair oversees a committee tasked with organizing, serving, and cleaning up refreshments for school functions as needed. Some specific events include: Back to School Breakfast, Faculty & Staff Luncheons and Faculty & Staff Appreciation Week, post music performance receptions, Veterans Day program, and Book Fair Family Fun Night.

**Committee Members:** Debbie Levy, Carolyn Warren

**IgKNIGHTing Young Minds Series Coordinator, Sarah Kimrey:** The coordinator works with Mrs. Gomez to select the programs for our IgKNIGHTing Young Minds Series.

**Committee Members Needed:** Chair

**Library Committee Chairs, Nellie Angyal, Debbie Levy, and Mary Beth Adams:** Organize volunteers to assist elementary teachers with their class library time. Spend time weekly in the upper and lower level libraries shelving books and organizing the space.

**Committee Members:** Ann Amyot, Amy Jennings



**Middle School Talent Show Coordinator, OPEN POSITION:** Organize students, conduct practices, approve acts (under the direction of the principal and assistant principal), coordinate sound, coordinate AV, and prepare the printed program for the annual middle school talent show. Talent show held each year in May.

**Committee Members Needed:** Coordinator plus 2 volunteers

**SCRIP Marketer, OPEN POSITION:** Promote and market the BSS SCRIP program. Introduce the program to new parents, organize incentive programs, and increase sales of SCRIP sales.

**Committee Members Needed:** Chair, plus 1-2 volunteers

**Oktoberfest Chair, OPEN POSITION:** Plan, oversee, and recruit a committee to organize the annual Oktoberfest fundraiser. This includes, with the committee, coordinating games, food, entertainment, and bake sale. Chair will coordinate with the Knights of Columbus.

**Committee Members:** Kara Sheppard

**Outdoor Classroom/Garden Coordinator, Lisa Waldmann:** Assist with the third grade cabbage project, help maintain the BSS Outdoor Classroom, engage with the middle school hydroponic garden tower, and partner with classroom teachers on projects as needed.

**Committee Members:** Kim Monahan

**Scholastic Book Fair Chairs, Danica Kelso & Rebecca Wieting:** Organize volunteers. Promote, set up, and run the book fair. The BSS Scholastic Book Fair is held each winter.

**Committee Members:** Debbie Levy, Ann Amyot, Heidi Fromm, Amy Jennings, and Mary Beth Adams

**School Pictures Coordinator, Deborah Valazquez:** Individual Class and Group pictures are taken 3 times per year. Assist the photographer by helping students to and from their appointments.

**Committee Members Needed:** 1 Coordinator

**School Sign Coordinator, Jennifer Klein:** Update our school sign weekly with approved upcoming events and announcements. Coordinate with the Principal, Director of Admissions, and school office administrator.

**Committee Members Needed:** 1 Coordinator

**Uniform Swap Shop Coordinator, Carrie Daniels:** Coordinate reminders and announcements for the weekly school newsletter. Organize, sort, and keep the Swap Shop tidy and ready for sales dates.

**Committee Members Needed:** 1 Coordinator



## BSS Parent Involvement Program Event Planning Checklist

Name of  
Event/Committee \_\_\_\_\_

The following checklist is provided as a general guideline for event/activity planning. It is not intended to be an "all inclusive" checklist for your specific committee. Contact Tara Hackman, Director of Advancement if you have questions or concerns.

### CHECK WHEN COMPLETED

- Reviewed notes/minutes/suggestions from prior year's event.
- Date, time, and location compatible with school's master calendar.
- Principal approval required? Check with Advancement Office.
- Complete school facilities usage form with School Office.
- Planning meeting locations at school cleared with master calendar.
- All committee planning meeting minutes forwarded to the Advancement Office.
- Volunteers scheduled and confirmed.
- Publicity Materials
  - Wednesday Knight Chronicle to families
  - Wednesday envelope (if hard copy)
  - School sign posting
  - School social media sites
  - Contact the Advancement Office regarding a press release
- Special Requirements
  - Custodian
  - After school hours lock up
  - Tables/Chairs
  - Audio/visual and other equipment
  - Assistance from the Hospitality Committee
- Accounting
  - All check requests approved by the Advancement Office
  - Deposits with proper forms to School Office
  - Change request submitted two weeks prior to the event
  - Donations acknowledged
  - Final accounting report submitted to the Advancement Office