

Parent Volunteer Guide 2011—2012

Please submit this completed guide to the Advancement
Office by May 11, 2012



Family Name

Student Name

Homeroom

**Home and School Association
Governing Board**

Co-Presidents Anna Mullarkey
860-242-8566

Margo Phillips
860-321-7378

Treasurer Michelle Curley
860-461-1419

Secretary Zisca St. Clair
860-243-0044

**Communication
Coordinator** Hannah Bernard
551-206-1507

Event Coordinators

Friday Bake Sale Caroline Nower

Box Tops Coordinator Carol Clermont
860-673-1638

Cartridge Recycling Petro Gluch

Book Fairs Janet Cashman

Pasta Supper	Dawn Headlam
Wine Tasting Event	Sarah Blanchard Advancement Office
Pies/Breads	Debra Gordon 860-888-5887
Halloween Dance/ Truck and Treat	Anna Mullarkey 860-242-8566
Spirit Day	Heather Beman Molly Stiles
Tree Trimming	Kathy Querfeld
Christmas Bazaar	Molly Staunton
Teacher Appreciation	Melissa McDermott
Family Bowling	Melissa McDermott
Kids Dance	Leslie Skenderian Michelle Parrotta
Grandparents Day	Lynn Meier Sarah Blanchard-
Field Day	Kathleen O'Connor

HOME & SCHOOL ASSOCIATION

The Home & School Association is a parent-run group whose goal is to promote friendships between parents, and facilitate communication with the faculty and the School Board, as well as to direct and coordinate parental support through activities, social functions and fund-raising.

We believe that the friend-making happens naturally, when people become involved in this community -- by helping in their children's classrooms, by getting to know other parents and families, or by volunteering for one of the myriad of HSA activities that occur throughout the school year.

The fund-raising, critical to the school's budget, also enables people to make friends, as they work shoulder to shoulder at an event or on a committee.

The HSA meets once each month (the day and time is included in the yearly calendar), and the meetings are open to all parents. Please try to attend, if at all possible! We welcome new ideas and fresh perspectives. If you can't make it to a meeting in person, please share your thoughts with one of the officers. Remember, this is *your* organization.

Fundraising at St. Thomas the Apostle School

One of the chief ways in which the Home & School Association helps St. Thomas the Apostle is by raising money. In fact, the HSA contribution is a part of the school budget; for each school year, the HSA must raise \$20,000 to fulfill its obligation to the school. This amount is separate and different from money raised through tuition and from alumni and others through the school's Advancement efforts.

How will we do our part? In a variety of ways:

Fundraisers, which may include a pie sale in November and a buttered bread sale in April, among others. Details will be announced through our website, as they become available. The website is updated weekly.

“Recycling” dollars, through programs like General Mills box tops, Target credit card program (STA’s ID is 4397), and schoolpop.com, an on-line shopping portal. The HSA has voted to earmark all money raised through the Recycled Dollars program to our Playground Committee, which is working hard to keep our beautiful play scape an exciting place to play.

School Discount Card, your new best friend! Don’t leave home without it. This card will offer discounts at local businesses. Many popular retailers participate in this program. The list will be noted on the card. There is no need to remember to clip coupons, the card acts as your coupons for the shops and restaurants noted. The HSA earns money for our school when you purchase the discount card at the beginning of the school year.

The cost of the discount cards is \$10.00. *They will be sold at the HSA Welcome Table at Orientation in August and at the Open House on September 15. The cards are good for everyone, so buy some for your friends.*

Please contact Sarah Blanchard in our Development Office, extension 2206 for further information.

Box Tops for Education is an even easier way to raise funds for STA. You can earn cash by clipping the Box Top coupons from hundreds of participating products and sending them into school in an envelope marked **HSA**. Homeroom teachers will forward them to the office. Look at our website for a full list of participating products.

Volunteering at St. Thomas the Apostle School

All volunteers must participate in the background checking process through the Chancery of the Archdiocese of Hartford. This process includes the completion of a form offered on line and in the school office. The processing fee of \$20 must accompany the application and is the responsibility of the applicant. ***No person may offer person time with students for any event without a successful background check.***

Like any community, ours is unique because of the people who are part of it: the administrators and school staff; the children; and you—the parents. **YOU**—and the time and talents you share—help to make St. Thomas the Apostle School special. In fact, many outsiders

say that a sense of community seems to set Catholic schools, and especially *this* Catholic school, apart from public school peers.

This willingness to help is actually formalized in the school contract, which requires each family to contribute 40 hours of time to the school. Discover the camaraderie and satisfaction that comes from volunteering at St. Thomas the Apostle School.

A few details:

Each family will receive this *Parent Volunteer Guide* at Orientation Day in August. This Guide should make your volunteering easier. Simply, make sure that the chairperson of the event you're working on, or the teacher or coach you're assisting, signs, stamps or gives a sticker and dates your Guide, verifying your time contribution. Then, return the completed Guide to the Advancement Office to the attention of Sarah Blanchard, no later than May 11, 2012.

We will periodically publish lists on the website of families who have completed their obligation. If you believe you've completed 40 hours, but don't see your name on the lists, please contact Sarah Blanchard in the Advancement Office, extension 2206.

Any time given to St. Thomas the Apostle School -- as a classroom helper, field trip chaperone, baker, or event coordinator - counts toward your family's obligation.

Many jobs -- such as School Board member, chairperson of any HSA-sponsored event, scout leader, sports coach, -- automatically fulfill the 40 hour obligation. This will be made clear when you sign up for one of these positions.

Sign-up for event coordinators ... Orientation Day, August 31 and Open House Night, September 15!

Some people simply cannot help during the day. No problem. We have lots of "behind the scenes" jobs -- baking, record-keeping and other paperwork -- that can be done at night or on the weekends.

It is recognized that time away from family and the requirements of jobs and travel have increased over the past few years. For some of us, volunteering time at St. Thomas the Apostle School has become a challenge. To reduce that burden, the HSA and the St. Thomas the Apostle School Board have included a second volunteer option

in the school contract. *Parents may volunteer to contribute \$200.00 rather than commit to 40 hours of volunteer time.* You will be billed for that amount and the \$200.00 donation will be applied toward the \$20,000 HSA goal set for this year. These options are a way for all of our families to contribute to the support of our school community!

But, we don't want your money...We want you! Your presence at STA events contributes a positive energy and spirit to our school. It makes St. Thomas the Apostle School such a welcoming place in which to learn and grow.....

Value for Volunteering

While we can't hope to list every activity or volunteer opportunity that will occur during the school year, the guidelines listed below may assist you in managing your time and talents to help our school and our children.

40 hours (the total required by contract)

Chairperson for any project or event.

The opportunity for sign-up will be at Orientation Day on August 31 and the first HSA Meeting on September 15 in Driscoll Hall. Check the 2011-2012 STA School Calendar for the list of scheduled events...or develop one of your own! All additional activities must be reviewed by the HSA Chairperson(s) and the Principal. Opportunities for involvement include Welcoming Committee Coordinator, Homeroom Parent Coordinator, Hospitality Committee Chair, Teacher Appreciation Luncheons (CSW, Teacher Appreciation Week and End of Year), Friday Bake Sale (benefiting the playground), and Baked Goods Coordinator among others.

Basketball Coach for grades 3, 4 or 5

The 4th and 5th grade games and practices require evening and weekend commitments, and are coordinated through Mike Lacouture. He can be contacted through the school office. The third grade program occurs after school and focuses on skill development and sportsmanship. The basketball season begins in October and runs through February.

Board member of the Home and School Association

Among the responsibilities are Chairperson, Treasurer, and Secretary. Regular attendance at HSA meetings will be re-

quired. Frequent communication with the business manager and the principal will be expected.

20 hours

Co-chairing an event and Homeroom Parents

Requirements include assisting the chairperson in the organization and the successful completion of the event. The details of the shared responsibilities will be discussed and developed by the Chairperson. Homeroom Parents assist teachers in projects in the classroom. They distribute up-to-date information and reminders about events and will be coordinated by a member of the HSA Board.

5 hours

Assisting at events

The hours will be given by the Chairperson for predetermined assistance on the night/day of the event. This may include set up and clean up, arranging for volunteers, soliciting donations for raffles...but your contribution must be a designated part of the event during the planning stages.

Field Trip Chaperones

Not everyone can be considered for this volunteer opportunity. The teachers and the Principal have the right and obligation to review each trip and its safety requirements. In the event that more than the required number of parents volunteer, a lottery will be held. On some occasions, more than the required number of parents may participate in the event, but they will not be considered for volunteer hours and will be required to provide their own transportation.

2 hours

Baking for events or the Friday Bake Sale

Helping during an event (drop in)

Attending any HSA event or meeting

Sign-in will be required and will be the responsibility of each parent.....start practicing your penmanship...

We want to see everyone....the more, the merrier!

Opportunities for Volunteering

August/September

Coordinate student clubs and school activities
Girl Scouts, Boys Scouts, Ski Club, basketball,
Odyssey of the Mind, Homeroom Parent....more!

Welcome Committee for new families
Contact: Diane Klingman

HSA Welcome Table at Open House, 9/15 @ 7:00PM
Contact: Anna Mullarkey
Parent Aides for Opening of School Mass on 9/14 @ 9:00AM
Sit with child's homeroom to encourage student participation
Contact: homeroom teacher

Attend Open House/Activity Night, 9/15 @ 7:00PM

Attend Curriculum Night, 9/29 @ 7:00PM

October

Attend the HSA Meeting, 10/5 @ 8:30AM, Cafeteria
Attend Grade 3 Prayer Service, 10/7 @ 8:30AM, Driscoll Hall

Help at the Book Fair 10/3-6
Contact: Janet Cashman (Library)

Coordinate/Help/Attend Pasta Supper, 10/7
Contact: Dawn Ferron-Headlam

Sign-up for basketball season help as coach or assistant
Contact: Mike Lacouture (school office)

Assist in the Open House for Prospective Parents, 10/12
Contact: Diane Klingman

Attend **Raise the Roof Campaign, Wine and Beer Tasting**,
10/15, 6:00-9:00PM...fliers to follow

Help at the Halloween Dance and Truck and Treat, 10/28
Contact: Anna Mullarkey

Help at Spirit Day, 10/31
Contact: Heather Beman
Molly Stiles

November

Help distribute pies from Pie Sale
Contact: Debra Gordan (860)888-5887

Attend All Saints Day Mass, 11/1 @ 9:00AM
Attend Mass with your child(ren)
Contact: homeroom teacher

Attend Grade 4 Prayer Service, 11/4 @ 8:30AM
Driscoll Hall

Attend the HSA Meeting, 11/9 @ 8:30AM
Cafeteria

Help with Tree Trimming Party, 11/18 @ 1:30PM
Contact: homeroom parent or teacher

Attend the Advent Blessing Prayer Services,
11/23 @ 10:00AM, Driscoll Hall

December

Help/Attend/Coordinate
Christmas Bizarre, 12/3
Contact: Molly Staunton

Arrange teachers' holiday remembrance
Contact: HSA representative/Principal

Attend HSA Meeting, 12/7 @ 8:30AM, Cafeteria

Feast of the Immaculate Conception
Attend Mass with child, 12/8 @ 9:00AM
Contact: homeroom teacher

Attend Christmas Pageant, 12/15 @ 7:00PM Upper Church
Contact: homeroom teacher (snow date 12/20)

January

Help/Coordinate Catholic School Month Events
Contact: Janet Cashman (Library)

Attend HSA Meeting, 1/4 @ 8:30AM
Cafeteria

January (con't)

Attend Grade 5 Prayer Service, 1/6 @ 8:30AM, Driscoll Hall

Attend CSW Mass at STA Upper Church, 1/8 @ 10:30
Students in uniform receive Dress Down Day for 2/17
Contact: homeroom teacher

Attend/Assist with Pancake Breakfast, 1/8 @ 11:30
Driscoll Hall after CSW Mass @ 10:30
Contact: Sarah Blanchard (Advancement Office)

Assist with Teacher Appreciation Week/Luncheon, 1/9-13
Contact: Melissa McDermott

Assist in the Open House for Prospective Parents, 1/24
Contact: Diane Klingman

Attend/Help Family Bowling Night, 1/27 @ 6:00PM
Contact: Melissa McDermott

February

Attend Grade 2 Prayer Service, 2/3 @8:30AM
Driscoll Hall

Pre-K Parents--Attend Kindergarten Breakfast,
2/7 @ 9:00AM Cafeteria
Contact: Diane Klingman

Attend the HSA Meeting, 2/8 @ 8:30AM, Cafeteria

Attend Mandatory Fifth Grade Parent Meeting,
2/29 @ 7:00
Contact: Diane Klingman

March

Attend/Help at the Basketball Pizza Party, 3/1 @ 6:30PM
Cafeteria
Contact: Mike Lacouture

Attend Grade 1 Prayer Service, 3/2 @ 8:30AM
Driscoll Hall

Help/Attend the Parent Winter Dance, 3/3, 7:00PM-11:00PM
Pond House, West Hartford Contact:
Sarah Blanchard (Advancement Office)

March (con't)

Assist with Butter Bread order-begins, 3/5
Contact: Debra Gordon

Attend HSA Meeting, 3/7 @ 8:30AM, Cafeteria

Refer Prospective Families to Open House, 3/11 from 11:30-
1:00PM
Contact: Diane Klingman

Assist in Open House for Prospective Parents, 3/11 from 11:30
1:00PM
Contact: Diane Klingman

Attend Kids Fair, 3/22, 5:00PM-7:00PM
Driscoll Hall
Contact: homeroom teacher

April

Attend HSA Meeting, 4/4 @ 8:30AM, Cafeteria

Attend Living Stations Prayer Service, 4/5 @ 10:00AM
Driscoll Hall

Attend Kindergarten Prayer Service, 4/13 @ 8:30AM
Driscoll Hall

Support Children's Dance, 4/27 @ 6:30PM
Contact: Lesley Skenderian and Michele Parrotta

May

Attend HSA Meeting, 5/3 @ 8:30AM, Cafeteria

Attend Mass with child, Ascension Thursday, 5/17 @ 9:00AM
Upper Church

Attend STA Spring Concert, 5/17 @ 7:00PM
Grades 3 & 4, Driscoll Hall

Coordinate/Help with Grandparents Day & May Crowning,
5/21 @ 9:00AM Upper Church and Driscoll Hall
Contact: Sarah Blanchard (Advancement Office)

Attend Spring Concert, 5/23 @ 10:00AM
Grades 1&2, Driscoll Hall

June

Attend Pre-K Prayer Service, 6/1 @ 8:30AM
Driscoll Hall

Help Coordinate Field Day, 6/5 (6/6 rain date)
Contact: Kathleen O'Connor

Attend HSA Meeting, 6/6 @ 8:30AM, Cafeteria

Coordinate/Help in the Fifth Grade Class Night,
6/13, 6:30-8:00 in Driscoll Hall
Contact: Diane Klingman

Bake goodies for Kindergarten Promotion
6/15, 10:00AM
Upper Church and Parish Center
Contact: homeroom teachers

Ongoing helpers

Bakers for Friday Dismissal Bake Sale
Every Friday PM
Contact: Caroline Nower

Homeroom Parents
Contact: Anna Mullarkey

Readers
Parents and friends of STA are always welcomed to read in the
homerooms. Sh sh sh sh sh...it's a secret in Kindergarten
every Friday afternoon.

Special Projects
Any time spent in the classroom helping teachers with activi-
ties that support the curriculum. Contact: homeroom teacher

40 Hour Commitment

Event: _____ Date: _____

Responsibilities: _____

Principal's Signature: _____

20 Hour Commitments

Event: _____ Date: _____

Responsibilities: _____

Chairperson Name: _____

Chairperson Signature: _____

Event: _____ Date: _____

Responsibilities: _____

Chairperson Name: _____

Chairperson Signature: _____

5 Hour Commitments

Event: _____ **Date:** _____

Responsibilities: _____

Chairperson Name: _____

Chairperson Signature: _____

Event: _____ **Date:** _____

Responsibilities: _____

Chairperson Name: _____

Chairperson Signature: _____

Event: _____ **Date:** _____

Responsibilities: _____

Chairperson Name: _____

Chairperson Signature: _____

Event: _____ **Date:** _____

Responsibilities: _____

Chairperson Name: _____

Chairperson Signature: _____

5 Hour Commitments

Event: _____ **Date:** _____

Responsibilities: _____

Chairperson Name: _____

Chairperson Signature: _____

Event: _____ **Date:** _____

Responsibilities: _____

Chairperson Name: _____

Chairperson Signature: _____

Event: _____ **Date:** _____

Responsibilities: _____

Chairperson Name: _____

Chairperson Signature: _____

Event: _____ **Date:** _____

Responsibilities: _____

Chairperson Name: _____

Chairperson Signature: _____

2 Hour Commitments

_____ Responsibility	_____ Date	_____ Chair signature/stamp
_____ Responsibility	_____ Date	_____ Chair signature/stamp
_____ Responsibility	_____ Date	_____ Chair signature/stamp
_____ Responsibility	_____ Date	_____ Chair signature/stamp
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_____ Responsibility	_____ Date	_____ Chair signature/stamp

2 Hour Commitments

_____ Responsibility	_____ Date	_____ Chair signature/stamp
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_____ Responsibility	_____ Date	_____ Chair signature/stamp
_____ Responsibility	_____ Date	_____ Chair signature/stamp
_____ Responsibility	_____ Date	_____ Chair signature/stamp

*Thank you for supporting
St. Thomas the Apostle School*

*Your commitment to
volunteerism strengthens the bond
between school and home and sets a
positive example for our
children.*

God bless you!

*Please help us maintain accurate records. We request that
you submit this booklet to the Advancement Office
after all of your required hours have been verified by
5/11/12.*