

# St. Thomas the Apostle Home and School Association

## In-Service Requirements and Family Responsibilities

### 2010-2011

#### 1. In-Service Bond: We need your time and talents!

Each STA family is assessed a \$400 in-service bond at the beginning of each school year. Our school requires many volunteers to keep the school running with all of the special events and services we offer to our children. We hope your family is able to volunteer. However, if not, you can forfeit your bond. If you are able to volunteer, you need to earn a minimum of 10 points per year to have your service bond returned to you at the end of the school year (you can choose check or gift cards). There are a variety of volunteer opportunities to fit every schedule including weekdays, weekends or evenings throughout the year.

#### EXAMPLES:

1. Chair the Bunny Breakfast (10 points),
2. Volunteer on the Spirit Walk Committee (4 points), Volunteer to work the Plant Sale (4 points), work on a sub-committee of the Fall Gala (2 points) = 10 points
3. Chair the Fall Gala = 10 points
4. Work in the Cafeteria (1.5 hours every other week) the whole school year = 10 points

#### a. Special Events/Services

Chairs: earn 10 points (unless otherwise indicated)

Committee Members: earn 4 points (unless otherwise indicated)

If you elect to earn 10 special events/services points, you select a combination of events or services that equal 8 points PLUS work either one of the major fundraisers for an additional 2 points. See the following list of services and events for detailed descriptions.

- **STA SPRIT WALK** (September) This is a fun-filled fundraiser for our children. Volunteers are needed to assist the children during the walk which is held during school hours. In addition, volunteers are needed for other duties including copying and distributing pledge cards.
- **CALENDAR RAFFLE** (November-February) Volunteers assist with our major calendar raffle mailing. Very flexible shifts. Ideal for busy working parents. Chair is exempt from working major event.
- **SUPER 50/50 Raffle** (Parish-wide mailing) Chair is responsible for printing tickets and mailing them to all parishioners, tracking receipt of tickets and money, and arranging for the drawing.
- **SANTA BREAKFAST** (December) This is a fun morning for the entire family. Children meet Santa, take pictures, see a show, make crafts and play games. Duties include set up, serving food and running games and crafts.
- **SPRING PLANT SALE** (May) Volunteers are needed to set up, help children shop and clean up. This fundraiser is during school hours.
- **BUNNY BREAKFAST** (Spring) This is a fun morning for the entire family. Children meet the Easter Bunny and play games. Duties include set up, serving food and running games and crafts.
- **BOOK FAIR COMMITTEE** (Fall & Spring) One full-day commitment each book fair during school hours. Monday – Set-up; Tuesday through Thursday - help children shop for books; Friday – Clean-up. *You will earn 8 points if you sign up and work **both** book fairs.*
- **SANTA SHOP** (December) This fundraiser gives the children an opportunity to shop at school for small gifts for their loved ones. Volunteers set up, wrap gifts, and help the children shop. This fundraiser is during school hours. Volunteers are required to work 8 hours one day or two shifts of 4 hours between two days.
- **CLEAN-UP COMMITTEE** Duties include cleaning tables, cleaning the kitchen, taking out garbage, mopping floors, etc. after school events and fundraisers. Most events are weekend afternoons and evenings. This committee is ideal for those who work full-time. *You must work a minimum of 3 events to earn 8 points unless otherwise stated by chairperson.*

- **PASTA NIGHT PLUS/MULTI-CULTURAL FAMILY NIGHT** This is a nice family evening with a multicultural flair. Volunteers help organize the event in Herron Hall cafeteria, set-up and decorate, collect tickets, and promote the event.
- **GIFT CARD PROGRAM** Committee members would coordinate and administer the shopping for education program (see more details below under 2.); collecting and delivering gift card orders throughout the year to both school and parish families.
- **CAFETERIA DUTY** (half year option) See description below.
- **YARD DUTY** (half year option) See description below.

**b. Major Fundraisers**

Chairs (2 for each major event): earn 10 points

Sub-Committee Chairs: earn 4 points

Committee Members: earn 2 points

- **FALL GALA:** Volunteers work various sub-committees including set-up, shopping, soliciting for gifts, wrapping, selling tickets, reservations, decorations etc. Work begins in the late summer and continues through the end of the event.
- **SPRING TRICKY TRAY:** It is run similar to the Fall Gala, requiring volunteers to work various committees including set-up, shopping, soliciting for gifts, wrapping, selling tickets, reservations, decorations etc. Work begins in late fall and continues through the end of the event in the spring.

**c. Year-Long Commitments (September through June): earn 10 points**

- **CAFETERIA DUTY:** Volunteers work one day every other week for approximately one and a half hours through the entire school year. Set up, serve lunch and sell snacks to the children and assist in clean-up. This is an ideal way to see your child during the day.
- **YARD DUTY:** Volunteers work 20 days per school year from 12:00 PM to 1:00 PM. Volunteers supervise children in schoolyard or gym during lunch break. Schedule is flexible and is ideal for parents who work part-time or have small children.
- **CAFETERIA SHOPPING:** Volunteers work one day every other Monday and are required to shop at ShopRite or Costco for supplies for lunch.
- **MEDIA CENTER/LIBRARY:** Volunteers usually work one morning (9:30 AM – 12:00 PM) or one afternoon (12:30 PM – 2:30 PM) each week. Schedules are flexible and no experience is necessary.

**2. Fundraising Bond: Gift Card Program - Earn money for STA while shopping!**

Each family is assessed a \$150 fundraising bond at the beginning of the school year. You can elect to forfeit this bond or purchase a minimum of \$3,000 during the school year in gift cards from a variety of businesses that you already buy from such as grocery stores! Furthermore, you can sell your gift cards to friends and families and let them help you earn money for our school. Remember, you use the gift cards just like cash (it doesn't cost you anything extra) and the school makes a commission (5% from ShopRite, for example) on every card sold! Everyone wins, especially the children! This program allows us to concentrate volunteer hours and resources on fewer special events and fundraising efforts throughout the year. We are working on the ability to purchase gift cards directly online!

**3. Outright Contributions**

- Donate a basket of goods or cash/gift card with a minimum value of \$30 to the Tricky Tray.

**NOTE: Home and School Association Board Members receive 10 points for a year-long commitment. If you're interested in serving, please see a current Home and School Board Member. Please visit the website [www.stthomastheapostlenj.com](http://www.stthomastheapostlenj.com) for contact information.**