



PARENT ASSOCIATION HANDBOOK

Holy Rosary School, Edmonds



JULY 1, 2016

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Please see attached list for current board members.

Who is the Parent Association (PA)

The PA is a group of parent volunteers that direct funding enrichment opportunities for the school. This is made possible by fundraising efforts, Ram Run being the major fundraising effort every year. This fundraising is crucial to implementing special programs for the school like spirit shirts for new students, art appreciation, social events for Holy Rosary families, assemblies, teacher appreciation, field day, parent education and speakers, outreach to families in crisis and many more!

The PA board meets monthly to coordinate and discuss all activities and has general meetings twice a year to update all parents.

Please consider either donating your time or dollars to this group. Not only do they do fun stuff, but they have a passion for what they do. If you have any questions about the PA, please contact either the PA President or VP.

PA Sponsored Events and Activities – Ram Run, Secret Santa, St. Nick’s Night, Grandparents & Special Friends Day, Field Day, Catholic Schools Week and others.

School Fundraisers and Activities

There has been confusion on how the PA and the school differ in their activities/fundraisers. The school has fundraisers to assist with their budget and operating expenses. These school fundraisers are essential to the operating budget and help keep tuition costs at bay.

School Sponsored Events and Activities – Golf Tournament, Scrip, Magazine/Gift Wrap Sale and the Annual Auction.

Mission Statement

To make Holy Rosary a better place for our children by increasing parental awareness and support of programs and activities aimed at improving the spiritual, academic and physical growth of our children.

Specifically,

- Increase communication and understanding and help build a sense of community between faculty, students and parents.
- Raise funds to meet school and extra-curricular needs which might otherwise go unmet.
- Assist, as requested, in the day-to-day operation of the school and extra-curricular activities.
- Support organizations and actions which will improve Catholic education in the larger community.

PA Volunteer Descriptions and Responsibilities

The PA board meets monthly, during the school year, to review all PA activities, fundraisers and needs.

Executive Board

Principal –

Oversees the PA and ensures that activities and events are on track with school mission, philosophy and vision.

President –

Leads the PA in supporting the school goals through fundraising and activities to contribute to the school and parish social, academic and religious environment. The President is a seasoned individual that knows many facets of the PA and is willing to lead the charge.

Vice President –

Supports the President in organizing the Parent Association. This position is intended to learn from the current President for possibly assuming the President's position the following year. It supports the publishing of a PA newsletter to the Holy Rosary School Community.

Secretary –

Takes meeting minutes of the PA board and general meetings and distributes to the board for approval.

Treasurer –

Organizes, balances and maintains the financial records of the PA. Also works with the PA board and school commission to develop a budget for events.

Budget:

Bank Charges - \$50 annually

Liaisons & Board Members

Volunteer Coordinator –

Time Commitment - 20 hours

Coordinates volunteers for the major positions in activities. Includes tracking parents' school volunteer hours, communicating to activity chairs and maintaining volunteer sign-ups and descriptions. Provides volunteer names to room parents and/or activity chairs.

Room Parent Coordinator –

Chairperson Role:

Time Commitment - 20 hours

Recruits room parents for each class and assists them throughout the year with any questions or concerns they have regarding their duties.

Supporting Documents:

Room Parent Handbook. Handed out at the beginning of the year to incoming room parents and is a clear and concise guide as to what is expected and needed of each room parent.

Faculty/Staff Relations –

Chairperson Role:

Time Commitment – 25 hours

Organizes activities meant to foster a sense of community and express appreciation to school and parish staff. This job is usually shared between two chair people.

Specifically:

-Organizes the “Welcome Back Lunch” for teachers/non-teachers the week before school starts. The chairperson looks to get foods donated and finds volunteers to help make the event a nice welcome back to school.

-Communicates with teachers about start-up funds.

-Organizes and facilitates gifts for Teacher Appreciation (Lunch in May), Non-Classroom Birthdays, Catholic Schools Week (CSW) and Secretaries Day.

-Balances budget and budget reimbursement for all activities included in this role.

Budget:

Welcome Back Lunch - \$200

Start Up Funds - \$3,600/\$200 per teacher

Teacher Appreciation Day (May) - \$350 box lunches

Teacher Appreciation (Random) - \$200

Non-Classroom Staff Birthdays - \$625/\$25 per staff member

Secretaries Day – \$150/\$50 per secretary

CSW Teacher Appreciation Lunch - \$150(as a back-up), handled by 8th grade

CSW Pastor Appreciation - \$150

CSW Principal Appreciation - \$100

Supporting Documents:

Welcome Back Teacher Start Up Funds email copy draft.

Family Connections/New Families –

Chairperson Role:

Time Commitment - 20 hours

Organizes and supports the connection between new families and seasoned families at Holy Rosary School. This role is usually shared between two chair people.

Specifically:

-Schedules New Family Orientation with the principal in early June.

-Helps match mentors with new parents/works with Principal.

-Plans on attending and provides snacks.

-Arranges childcare for new families for this night.

-Sends Evite to New Families & mentors, and manages and coordinates needs for a New Family orientation event.

When:

Begins in mid-May through early June with some summer follow-up.

What:

Mentors for new families entering Holy Rosary School.

Budget:

Usually costs \$200 - \$300, food is often donated.

Supporting Documents:

Email Samples, Evite Sample and Mentor Family Duties.

Social Events –

Chairperson Role:

Time commitment - 10 hours each chairperson.

Creates and manages events that offer the opportunity for students and families to get together for an evening of fun. A shared role between 2-3 chair people.

When:

Various times throughout the school year.

What:

Past events have included: pizza night, a roller-skating party, Mariner's baseball and Taki Tiki night out.

Where:

Various locations.

Budget/Income/Profit:

Most events are free or a ticket price is arranged.

Welcome Back Coffee - An event managed by Social Events.

When:

Occurs the first day of school, right after drop off.

What:

A coffee/treat event that is meant to welcome all new families to Holy Rosary and help give info and answer questions about the school and its activities. Social Events Chairpersons manage and coordinate the entire event – including communication to Holy Rosary families and coordination

of additional volunteers. This includes a poster display for key events and activities for which people can volunteer.

Where:

Holy Rosary parish hall.

Budget:

Usually costs about - \$150, this covers coffee and pastries.

Supporting Documents:

A step-by-step cheat sheet about how to run this event is available on the server.

Development –

Chairperson Role:

Time commitment - 20 hours

Development – Manage and implement both ongoing and upcoming development ideas and activities for the school. Analyze existing methods and offer support to increase income in fundraising.

Teacher Representative –

Appointed by the principal, this teacher brings perspective to the PA on behalf of the teachers.

Outreach –

Chairperson Role:

Time commitment - 25 hours

Supports Holy Rosary families and faculty/staff when very serious and difficult situations arise in their lives. An advocate who helps people feel supported in times of loss and joy. Facilitates communication and methods of intervention to assist fellow parents, classmates, faculty and staff as needed for each situation. Time dedicated to this position, each month, depends on the needs within the community.

Holy Rosary “Assistance 101”

There are many types of outreach at Holy Rosary, this is a little “101” on how things work.

Holy Rosary Parish, Holy Rosary School, Holy Rosary Parent Association and sometimes classrooms and friends work on support in different ways.

Holy Rosary School: The school supports families in various ways. A typical way would be geared towards longer term family needs. Those that apply for the Fulcrum Funds, and are not funded, can also apply to the school for scholarship consideration via the “Holy Rosary Scholarship Fund”. The principal will also privately discuss any other possible challenges that a family may have and address them individually.

Holy Rosary Parish: The parish also assists school families in need. Dealt with on a case-by-case basis. For example, Father and Holy Rosary Parish may run a “Needy Fund” for all parishioners, including school families, when times get financially desperate. You may hear him talk about assistance for desperate situations to keep utilities going or a car running.

Holy Rosary Parent Association: The PA funds the Sunshine Fund (see end of this document for a detailed description) for school families in catastrophic situations. The situations funded by this account are extreme, and require use of the entire fund.

When:

All year round, as needed.

Budget:

Usually costs about - \$300, for stationery and flowers.

Student Activities –

Chairperson Role:

Time commitment - 25 hours

Finds educational and fun assemblies/activities for the student body. Also assists with the Winter and Spring concerts by communicating budgets and ideas for class coordinators. A shared role between 2-3 chair people.

Past events include:

-Coding for Kids (After school class which was self-funded through a fee.)

-Dandelions Drama Club (After school class which was self-funded through a fee.)

-Recycling/Veterans Assemblies/Pacific Science Center/Reptile Man

When:

All year round.

Budget:

Usually costs about - \$2,000

Supporting Documents:

Dandylyon Flyer and Coding for Kids Flyer. There is a notebook that resides in the teacher's lounge that includes various extra-curricular ideas for teachers and the PA.

Committee Chairs

Ram Run –

Chairperson Role:

Time commitment - 25 hours

Plans the biggest Holy Rosary Parent Association fundraiser. With the support of the Ram Run committee and the school, the chairperson is responsible for:

-Publicizing the event through posters, school announcements, parent pick-up excitement and other.

-Communicating event details with parents via flyers and PA updates.

-Planning all event day logistics to include getting the permit for the Civic Stadium, securing an emcee, set-up/break down, recruiting 20-30 parent volunteers, planning the music, setting up water stations, ordering lap bracelets, setting up parent coffee refreshments, first aid station, volunteers to walk students to/from the field and help count laps (lap bracelets or other) – Pre-K to 8th Grade, and popsicles for students at the end of the run.

-Creating a positive, happy tone for the students, parents and teachers.

-Budget reimbursement/balancing duties post-race.

When:

Planning starts in mid-August, event is in early October.

What:

The PA's largest fundraiser of the year. Ram Run is a fun school event where students (and parent volunteers) have a great time running laps at Civic Field, build school spirit and get some exercise! Students are encouraged to get pledges for running in Ram Run, thus generating income for the PA. The hope is for each family to bring in \$100. The funds raised here allow the PA to do all the things they do like; spirit shirts for new students, social events for Holy Rosary families, assemblies, teacher appreciation, field day, parent education and speakers, outreach to families in crisis, grandparents' day, purchases of needed school items, art appreciation and much more.

Where:

Civic Field – walking distance from the school. Rain or shine, but Pre-K will run in the gym if it's raining.

Budget/Income/Profit:

Usually costs about - \$500

Income Goal - \$15,000- \$20,000 – the more that is made at this event the more the PA can do for students/families with the profit!

Supporting Documents:

Sponsor Letter, email sample copy, small poster, volunteer field positions and pledge sheet.

There is also a Ram Run banner available in the PA Closet (see end of this document for location).

Square 1 Art –

Chairperson Role:

Time commitment - 15 hours

Manages the entire fundraiser, specifically the chairperson is responsible for:

- Communicating details/deadlines with parents and teachers via email, flyers & PA updates.
- Coordination of all art projects sent to vendor via fed-ex.
- Creating a positive, happy tone for the students, parents and teachers.
- Budget reimbursement/balancing duties post project completion.

When:

Usually occurs early in Fall, first couple weeks of school, all grades. It is important to get teachers involved early in the process to give them the appropriate amount of time to create a great art project.

What:

A wonderful fundraiser that celebrates the children's artwork while helping our school at the same time. Artwork is created by the students and then sent to a vendor who creates a catalog of mementos available for purchase with student's artwork on them. A portion of the costs comes back to the PA – 33-38% and is then used on PA approved activities.

Where:

At the school. The Square 1 Art Coordinator works with the teachers to create specific artwork for each child and then sends them off to the vendor.

Budget/Income/Profit:

Usually costs about - \$50, this is for a fed-ex of all final artwork. Expected Income - \$2,000

Field Day –

Chairperson Role:

Time commitment - 25 hours

Organizes Field Day for the school at the Edmonds Civic Field. The chairperson is responsible for:

- Organizing the event activities and picking up needed equipment/supplies from the school.
- Communicating event details with parents via flyers and PA updates.
- Coordinating with 7th grade helpers to help with this event.
- Planning all event day logistics to include: getting the permit for the Civic Stadium, securing an emcee, recruiting 10-20 parent/teacher volunteers to help out, event schedule, planning the music, setting up the water stations, setting-up parent coffee refreshments, first aid station and hot dogs and treats for students at the end of the day,
- Creating a positive, happy tone for the students, parents and teachers.
- Budget reimbursement/balancing duties post event day.

When:

Usually occurs on Monday the last week of school.

What:

A day of fun for the students.

Where:

Civic Field – walking distance from the school.

Budget:

Usually costs about - \$500

Supporting Documents:

Field Day Layout, Field Day Schedule and Event Stations.

Secret Santa –

Chairperson Role:

Time Commitment - 15-20 hours

Organizes and manages the event in its entirety.

Specifically:

- Manages vendor relationship – orders/deliveries/payment.
- Creates flyer/budget envelope for distribution to Holy Rosary families.
- Coordinates event day volunteers and schedule.
- Communicates between teachers and school for the event.
- Budget reimbursement/balancing duties post event day.

When:

Usually the week before Christmas break.

What:

A shopping event (during school) that allows the students an opportunity to shop for inexpensive Christmas gifts for their family and friends in a fun and supervised setting.

Budget:

Usually costs \$3,000 and makes the same. Ends up paying for itself.

Supporting Documents:

Sample Event Flyer. There is also a “Kids Go Shopping” guideline book available in the PA cubicle of the copy room.

Grandparents & Special Friends Day –

Chairperson Role:

Time Commitment - 35 hours

Plans one of the biggest Holy Rosary events, 525 attendees in the past. With the support of the PA committee and the school, the chairperson is responsible for:

- Publicizing the event through posters, school announcements, parent pick-up excitement and other.
- Communicating event details with parents via flyers and PA updates.
- Planning all event day logistics to include: reserving the Parish Hall, coordinating volunteers (15 – 17 is ideal), organizing the photographer and staff, working with and keeping the principal updated about the event, planning and buying needed food and beverage items and set-up/break down.
- Creating a positive, happy tone for the students, parents and teachers.
- Budget reimbursement/balancing duties post event day.

When:

Takes place the Friday before 1st Communion is celebrated for the second graders. This allows grandparents and special friends to attend both celebrations.

What:

A special event where grandparents and special friends are invited to attend mass with the children, have a tour of the school, a light snack, get their photo taken and spend special time with their grandchildren/friends.

Budget/Income/Profit:

Usually costs about \$1,000. Plan to ask the parish to split the cost of the centerpieces- assuming they will be used the following day for 1st communion.

Support Documents:

Procedures and Plans – a detailed step by step for planning and executing this event.

Spirit Wear –

Chairperson Role:

Time Commitment: 25 hours

Organizes the sales and distribution of Holy Rosary logo t-shirts and sweatshirts throughout the year.

Specifically:

-Manages vendor relationship – orders/deliveries/payment.

-Ensures low cost and negotiates with vendor to pass along savings to Holy Rosary families.

-Verifies order forms are correct and appropriate payment has been collected.

-Verifies usage of correct logo for print vendor.

-Provides Spirit Wear options (new) for principal approval and then pass along to school thus creating variety for apparel.

-Creates flyer (with vendor help) for distribution to Holy Rosary families.

-Prints 8th grade spirit shirts.

-Manages delivery of Spirit Wear to appropriate classrooms.

-Prints any other shirts or items that may come up for class events.

When:

August – Work with school receptionist to confirm new students for September and then order correct sizes and ensure shirts arrive prior to Welcome Lunch.

September – Distribute flyer with enough time to fulfill orders before the 1st spirit day.

November – Distribute flyer for Christmas delivery of spirit wear.

Various Other – Distribute flyer for additional Spirit Wear opportunities.

What:

Spirit Wear clothing.

Budget/Income/Profit:

Spirit Wear gift to new families, usually costs about - \$500

Spirit Wear clothing (ongoing), usually costs about - \$4,000

Expected Income - \$none, but since it is sold at cost, it pays for itself.

Support Documents:

Spirit Wear Flyer.

Cash for Schools –

Chairperson Role:

Time Commitment - 15 hours

Manages the entire fundraiser, from communication to parents and students, organization of Box Tops, deadlines and sending out for collection of funds to vendors.

When:

Starts in the fall and is collected through-out the year, all grades.

What:

Free money. Holy Rosary (both school and parish) collects Box Tops for Education. Each Box Top is worth .10cents.

Box Top Samples



Where:

Turned into the respective vendors – Box Tops and Labels for Education.

Budget/Income:

Usually costs about - \$75

Expected Income - \$1,500- \$2,000

Supporting Documents:

Info Sheet.

Catholic Schools Week –

Chairperson Role:

Time Commitment - 25 hours

Works with principal to help plan and oversee the week's events.

Specifically:

-Meets with principal in early December to set up a plan. Typically, the days are observed as follows.

-Sunday, All School Mass - Coffee 'nd host must be determined. Last year it was hosted by the School Commission. Principal to confirm.

-Teacher Appreciation Day - check with Faculty Relations Chair to confirm all is set.

-Pastor Appreciation – Usually a gift card.

-Parent Appreciation Day - principal and staff to organize, confirm details.

-Principal Appreciation Day - Make or purchase lunch for principal and other token of appreciation. Last year a hot cocoa bar was set up in the staff room and flowers were brought.

-Open House - Refreshments will be hosted by 1st grade, same protocol as other refreshment tables. Confirm they know what is needed and where. Go over set up with principal to ensure there aren't any changes from previous years. During the day refreshments need to be set up in the office.

-Student Appreciation Day - Dick's burgers lunch, traditionally hosted by HR Dads.

Specifics:

Menu - Dick's, chips, soda, treat (skittles are good for a Seahawks winning season!)

Ordering - Contact Dick's manager at the beginning of January. Need to go there to get a total for the order. Do not let children order to avoid paper work and mistakes on orders. Quantities ordered last year seemed sufficient. See Excel breakdown in PA folder on HR server.

PK and K order 1 per child

2nd lunch ordered 1 per child + 25% + staff + volunteers.

3rd lunch ordered 1 per child + 50% + any remaining staff. Leave an order sheet for staff the week prior.

Payment - School check or cash. Request check from treasurer prior to pick up date or request reimbursement.

Pick up - Day of, use large insulated coolers (2) to transport burgers. Transport coolers to Dick's the day of and they will pack the burgers in the coolers. Need one dedicated runner to pick up burgers.

Volunteers needed - 1 dedicated runner, additional mom and 5 dads.

Dads should be contacted in December or early January to see who is available. Put call for help in PA newsletter/and or family folder.

Serving - Children come through buffet style and may take one burger, chips and beverage. Dads will come around with seconds.

Activity/Entertainment - Planned by student activities, confirm this is arranged. Entertainment has ranged from free performances by Blanchet Choir, Irish Dance troupe with HR members to paid magician. Other activities have included a School Wide Marshmallow challenge and Zumba.

When:

Celebrated in late January/early February during National Catholic Schools Week, so date is set nationally.

What:

A weeklong event that extends an invitation to the community to view our school through an Open House.

Where:

At the school.

Budget:

Teacher Staff Appreciation Box Lunch - \$150 – 8th grade is to manage, budget is back-up.

Pastor Appreciation - \$150

Principal Appreciation - \$100

Student Appreciation Lunch - \$850

Open House Reception - \$0 – 1st grade is responsible for this.

Supporting Documents:

Lunch Order Spreadsheet.

St. Nick's Night –

Chairperson Role:

Time commitment - 25 hours

Plans our favorite holiday event. With the support of the PA and the school, the chairperson is responsible for:

- Scheduling the event and reserving appropriate items.
- Publicizing/communicating the event through posters, school announcements, parents via flyers, PA updates and other.
- Planning all event logistics to include: getting the banquet permit and set-up/clean-up, reserving Santa, coordinating pizza orders, decorations and activities.
- Creating a positive, happy tone for the students, parents and teachers.
- Budget reimbursement/balancing duties post event.

When:

Usually the first week of December, coordinated with the principal.

What:

A fun evening for Holy Rosary families to kick off celebrating the holidays. Pizza, activities and pictures with Santa.

Where:

Holy Rosary cafeteria, gym and classrooms.

Budget:

Usually costs about - \$1,800. Families pay for their own pizzas, so this event pays for itself.

Supporting Documents:

Timeline, Order Form, Flyer.

Additional Information

Sunshine Fund -

The Sunshine Fund is a special fund between \$5,000 and \$7,750 that is distributed in catastrophic circumstances (death of an immediate family member, disability, medical emergencies and house fires) for school families. It can provide extra financial peace during a difficult time. When it's needed we usually use it in its entirety and then replenish it. These circumstances are always sensitive and discussed with our outreach coordinator, principal and pastor for distribution.

PA Closet/Cubicle -

The PA Closet has posters/banners/supplies from previous year's events. It's located in the cafeteria to the left of the uniform closets. There is quite a bit of material located in these closets. It would be a good idea to review the closet for supplies before going out to buy something. Keys can be located in the PA cubicle in the copy room – there is a cubicle dedicated to the PA on the north side of the copy room.

PA Misc. Budget -

Supplies - \$150 for expenses not covered in the overall budget.

Speakers or Parent Education - \$750

Childcare - \$200

Grant Writer -

Carolyn Brennan, a current parent, can be used as an option to write education grants.

Resources -

All supporting documents can be found on the Holy Rosary server/PA/2015-2016