

PARENT ASSOCIATION

*Focusing on
Building Community and Supporting MCP*

GUIDEBOOK

2009-2010

Version 1
(8-14-09)

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MCP PARENTS ASSOCIATION

PARENTS ASSOCIATION INTRODUCTION

As a MCP parent/guardian you are automatically part of the MCP Parents Association. Use this Parents Association Guidebook as a reference tool. You will find Parents Association general information, as well as descriptions of all Parents Association jobs.

MCP relies on your initiative to connect yourself with the ways you choose to serve. From the Parents Association Teams, choose how you want to serve and use the Parents Association phone list, found on Edline, to contact appropriate coordinators to volunteer, or get information.

Our Parents Association is structured to involve as many people as possible. When we share in the work and growth, no one need be overburdened.

Like the High School Associated Student Body, the Parents Association has two levels of operation: school-wide level and class level. Within the Parents Association there are many teams facilitating a wide variety of activities. Each team has its own coordinator. This extensive network was designed to effectively and productively use parent skills and resources to help meet the needs of MCP.

To preserve the valuable collective knowledge of our Parents Association members and to be able to pass it on to those who follow, we have developed this Parents Association Guidebook, and supplemented it with team reports from team leaders.

We are blessed to have willing workers and a wide array of talent in our parent community. Together we will live out our call to be “One Body in Christ” and provide avenues for each person to share his/her gifts to help make MCP be the best it can be for our sons and daughters. Thank you for all you have done and will do!

PARENTS ASSOCIATION HISTORY

Over the years parents have supported MCP in a variety of ways, both spontaneously, and through different loose-knit forms of organization. In 1996, interest was expressed in developing a lasting structure that would enhance the family/school partnership, build community, and make parent involvement easier and more productive. As parents we had a dream that we could become a much more involved and effective part of the staff/parents team.

Parents, students, teachers, administration, staff, board members, alumni and alumni parents were interviewed. From the combined wisdom of the MCP community, guidelines and an extensive structure for Mission College Preparatory Parents Association were developed.

Thanks to the thoughtful input of an entire community, we were able to create a Parents Association structure that could involve many people sharing a multitude of tasks.

PARENTS ASSOCIATION PHILOSOPHY

BE INVOLVED! Parents have the primary responsibility for the education of their children. High school students need you to be there, to offer guidance, support and encouragement. Generally you can do this without being “in their faces”, but there are still times you need “to draw the line.” God gave you the gift and responsibility of parenting—it doesn’t end when they start high school. The process of “letting go” is far from complete.

WE ARE “ONE BODY IN CHRIST.” We recognize that we are called to be family, to be connected to each other, to support each other. We emphasize building community, and promote the concept of the school community being an extended family. Enjoy the opportunities to meet and connect with others in the Mission Family through both work and play.

“MANY HANDS MAKE LIGHT WORK.” We believe in having many people do smaller tasks, rather than a few people doing everything. If everyone does something, then no one is overburdened.

WE RECOGNIZE THAT GOD GAVE EACH OF US DIFFERENT GIFTS TO SHARE. We are blessed to have a wide array of talents, skills and willing workers in our parent community. MCP relies on each person offering his/her talents, service and generosity to benefit the students and the school community.

WE PLAY A SUPPORTIVE ROLE TO STUDENTS, STAFF AND PARENTS. The Parents Association is a service and support organization designed to play a supportive role to students, staff and parents. We do not serve in an advisory or authoritarian capacity. We do not deal with policy, personnel, financial or curriculum issues. Those are the responsibilities of Mission College Preparatory Administration.

WE SUPPORT STUDENTS. Unlike elementary school, where parents were in charge of activities, in high school, Mission College Prep students are expected to be in charge of activities as much as possible. The goals are for students to develop responsibility, leadership skills, decision-making abilities, etc. by being in charge of the events and projects. As parents, our role is to assist and support, not initiate. This is a time of transition. Our job is to help teach the life skills of responsibility, organization, follow through, commitment and cooperation...

WE SUPPORT STAFF. Promoting the family/school partnership is an integral aspect of the Parents Association. Together we are working to provide the best possible high school environment for our students. MCP is blessed with a very talented, dedicated staff. We strive to provide them with whatever assistance they request, as well as extend to them our deep appreciation.

WE SUPPORT PARENTS: We assist and encourage each other through this exciting and challenging time.

MCP PARENTS ASSOCIATION

TEAM LEADER RESPONSIBILITIES

- P.** Perform duties of Parents Association position.
You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful. Recruit needed help.
- A.** Attend Parents Association meetings and activities.
If you cannot attend a meeting you are scheduled to attend, notify a Council Team Member and review meeting notes with her/him.
- R.** Represent Mission College Preparatory and the Parents Association as an ambassador among the school community, and the community at large.
- E.** Encourage the building of community among MCP families.
Be welcoming. Promote an extended family feeling. Encourage the volunteers you oversee to do their jobs (so you don't have to).
- N.** Note important dates and take notes.
Make sure to get a timely start with planning & recruiting volunteers. Follow-up to ensure progress and completion. Submit report on Parents Association website within two weeks of completion.
- T.** Thank volunteers.
Be appreciative of volunteer effort and contributions. You are the link between the volunteers you oversee and the rest of the Parents Association. Make sure everyone who volunteers is contacted; whether their help was used or not, their offer was appreciated.
- S.** Support and uphold the mission and philosophies of Mission College Preparatory and the Parents Association.

PARENT ASSOCIATION GUIDELINES

PURPOSE

The purpose of the Mission College Preparatory Parents Association is to promote the family-school partnership, build community, and promote the welfare of MCP by working in cooperation with the school to support the School Mission Statement, Vision Statement, Philosophy and Goals.

STRUCTURE

The Parents Association structure is similar to the MCP Associated Student Body. There are two levels of operation: 1) SCHOOL-WIDE with support teams for school-wide parent coordination and 2) CLASS representatives to coordinate individual class parents

AREAS OF SUPPORT – SCHOOL-WIDE TEAMS

ADMINISTRATIVE: Assist administration and provide link between staff & parents.

ADMISSIONS: Assist Director of Admissions as needed with events and clerical help.

ADVANCEMENT: Provide assistance in advancing the vision and mission of MCP.

ALUMNI: Assist Alumni Director with alumni activities.

COMMUNICATION: Increase communication among the entire Mission College Preparatory Community.

FINE ARTS: Support the events and functions of the art, drama and music departments with parent assistance.

HOSPITALITY: Promote a welcoming environment and the building of community among the entire Mission College Preparatory Community.

SPIRITUAL: Assist Campus Ministry as needed with liturgies and retreats.

SPORTS TEAMS: Assist Athletic Director and sports teams.

STAFF: Assist staff and provide link between staff & parents.

STUDENT ACTIVITIES: Provide link between students and parents. Arrange for parental assistance as needed for student activities, projects, and events.

CLASS-LEVEL REPRESENTATIVES

CHAIR: Preside and oversee Class-level meetings and parent activities.

SECRETARY: Record proceedings of class meetings. Submit class information for Royal Pride. Organize class phone/email tree.

PARENT LIAISON: Provide a link between class parents and Parents Association Council. Serve as SWAT team leader. Assume chair's duties in chair's absence.

STUDENT LIAISON: Provide a link between the students and parents. Coordinate parent assistance needed by students.

PARENTS ASSOCIATION BY-LAWS

1. **MEMBERSHIP:** All parents/guardians of students attending Mission College Preparatory are members of the Mission College Preparatory Parents Association; all staff, alumni parents and persons interested in the welfare of MCP are also eligible for membership.
2. **OFFICERS:** There are four officers nominated and elected by the general membership: President, Vice President School-Wide Teams, Vice President Class-Level Teams, Vice President Staff, and Secretary. Past President and Parliamentarian serve as officers. Parliamentarian shall be appointed by elected President. MCP's Administrative Assistant serves as an ex-officio officer. One of the Vice Presidents is expected to succeed the President the following year. This provides continuity in the Parents Association leadership. Officers provide leadership and support. They hold no more authority within the school than any other parent at MCP.
3. **TERMS OF OFFICE:** Officers are elected for a one-year term, and serve from June through May of each school year. (Some responsibilities for incoming PAC members begin in spring prior to taking office.)
4. **SUPPORT TEAMS:** There is a support team for each Area of Support of the Parents Association: Administrative, Advancement, Alumni, Communication, Fine Arts, Hospitality, Parent Resources, Spiritual, Sports Teams, Staff, and Student Activities.
5. **CLASS PARENTS COUNCILS:** Four class parent representatives--chairperson, secretary, parent liaison, and student liaison--will be selected from each class to serve on the Parents Association Council.
6. **OTHER TEAMS:** "Ad hoc" or special teams may be named as needed by the President in consultation with the Parents Association Officers.
7. **COUNCIL:** The Parents Association Council is composed of the Officers, the Chairpersons of the Support Teams, and the Class Parents Representatives. The School Principal will serve as an ex-officio member. Each of the four main geographic areas (North County, Coast, South County, and San Luis Obispo) shall be represented on the Parents Association Council.
8. **COUNCIL MEETINGS:** The Parents Association Council will meet monthly. The Parents Association Council will determine the specific day and time at its initial meeting. Council meetings are open to the General Membership.
9. **GENERAL MEMBERSHIP MEETINGS:** The general membership meetings are held four times each year: September, November, January, and April. The President in consultation with the Parents Association Council calls general membership meetings.
10. **AMENDMENT:** The Guidelines and By-laws may be amended by agreement between officers of the Parents Association Council and MCP administration

PARENTS ASSOCIATION POLICIES

GENERAL POLICIES

1. **PARENTS ASSOCIATION REPORTS AND DOCUMENTS:** Parents Association Directory, Guidebook, Organizational Structure flowchart, Team Leader Contact List, Volunteer List, submitted reports, agendas and minutes from past meetings, can be accessed online through the MCP website and Edline. Parents Association and MCP are in the process of having all reports accessible online by the end of the 2008/09 school year.
2. **REPORTS/NOTES:** The Parents Association asks that every coordinator and PAC member complete and post an online report within two weeks of completing an activity. Reports are posted on the Parents Association page on the MCP website. Recording and passing on information is critical to the smooth operation of the MCP Parents Association. It is essential to keep records and information that can later be referred to by you or others. Include what you did and recommendations for next time.
3. **DAILY ANNOUNCEMENTS:** Announcements are video broadcast into each classroom daily to students after their third period class, and are also posted on Edline. If you wish to submit an announcement, complete a “Daily Announcement” form.
4. **ACTIVITY FORM:** If you would like to do an activity in any school facility (kitchen, gym, field, classroom, etc.), you must fill out a “Special Activity Form” obtained from the front office, and receive prior administrative approval. Use of Café Royale requires signature from Café Royale Chef.
5. **CERTIFICATE OF INSURANCE:** If a Certificate of Insurance is needed for renting a facility, request it from front office secretary. Allow sufficient time because she needs to fill out paperwork to get Certificate from Diocese of Monterey.
6. **MISSION CHURCH FACILITIES USE:** Reservations to use the Mission Church halls, patio or garden and youth center can be made through the Church office. If you use the Church’s facilities, please use them with care, and leave them in very good condition. If you plan to use the kitchen, be sure to get the kitchen guidelines from the Church office.
7. **CATHOLIC ELEMENTARY SCHOOLS:** Any information you wish to distribute to one of the local Catholic elementary school communities must first be approved by the MCP administration. The submission is also subject to approval from the receiving school’s administration.
 - a. **OLD MISSION SCHOOL FRIDAY ELECTRONIC NEWSLETTER:** Weekly newsletter is sent electronically to parents each Friday. Email information to the Old Mission School by Wednesday 10am for Friday publication. Email information to bjwoods@omsslo.com. OMS requests flyers be submitted in Word format.
 - b. **SAINT ROSE SCHOOL MONDAY ELECTRONIC NEWSLETTER:** Weekly newsletter is sent electronically to parents each Monday. Email information to St.

Rose School by Friday for Monday publication. Each class has its own newsletter. Indicate if submission is for entire school, or a particular class or classes. Email information to Strose2@arrival.net

- c. SAINT PATRICK'S SCHOOL FRIDAY ELECTRONIC NEWSLETTER: Weekly newsletter is sent electronically to parents each Friday. Email information to the St. Patrick's School by Wednesday for Friday publication. Email information to Gjohnson@stpatricksschool.net

FINANCIAL POLICIES

1. FINANCES:

- a. **BUDGET:** Funds needed for operating the Parents Association and its activities will be included in the MCP general budget. Each spring the outgoing and incoming PAC officers (executive committee) will meet to determine a Parents Association annual budget for the upcoming school year, and submit it to the administration for approval.
- b. **FUNDRAISING:** The Parents Association does not need to, and is not authorized to do any fundraising.
- c. **FAMILY DINNERS:** Each class hosts one family dinner annually. The main purpose of the dinners is to build community and a sense of family. If any money is raised it will go to the general budget to help off-set student activity expenses.
- d. **STUDENT DANCES:** Funds for student dances are included in the MCP general budget. Students will submit a budget in the spring for approval for their dance the following year. They will then be expected to stay within that budget.
- e. **BUSINESS OFFICE:** The Parents Association budget is overseen by MCP's Business Office, the Advancement Assistant and the Parents Association President. In creating the Parents Association the Board of Regents and School Administration determined the Association would not be a fundraising entity, and therefore negates the necessity for a position of treasurer.

2. EXPENDITURES:

- a. **BUDGETED EXPENSES:** For expenses included in Parents Association budget, obtain prior approval from responsible chair. Get Expense Request Form from President, Advancement Associate or MCP Business Office. Complete form and secure required signature (either President or Advancement Associate). After purchasing submit receipts attached to Expense Request Form to MCP Accounting Department for reimbursement. (If needed, requests may also be made for checks prior to expenditures.)
- b. **NON-BUDGETED EXPENSES:** Requests for expenditures that are not covered by, or are in excess of, the approved budget, must have prior approval first from the Parents Association Officers, then from the Principal.
- c. **EXPENSES WITHOUT PRIOR APPROVAL:** If any purchase is made without proper prior approval, consider it a donation.
- d. **REFRESHMENTS, SNACKS:** Whenever possible snacks/refreshments (other than coffee and tea), are to be secured through donations. This includes refreshments for meetings, events, activities, AP snacks, etc. (Budgeted refreshments include Paint the M, Senior Breakfast, and limited Hospitality.) Parents may receive credit of one service hour for \$25 donation of refreshments.

- e. GRADUATION: Funds are available for Parents Association assistance given for baccalaureate and graduation from the graduation budget. The amount of this allowance is determined by the Assistant Principal of Academics. Baccalaureate and graduation expenses are to be coordinated and approved by the Assistant Principal of Academics.
 - f. PARENT ACTIVITY OR FAMILY ACTIVITY: There are no funds available for Parent Activity or Family Activity. Any expenses need to be covered through donations.
 - g. STUDENT DANCES: All dance expenditures must go through the student class treasurer. Students submit budgets in the spring for their dances and activities for the following year. The approved student budgets are funded by MCP.
3. DONATIONS: MCP relies on donations to help the advancement, the forward direction, of MCP in serving its mission of providing a high-quality, well-rounded education in a Christ-centered environment, while engaging our parents in partnership.
- a. ANNUAL FUND: The Annual Fund has been instituted as MCP's primary fundraiser. All MCP supporters are invited to partner with MCP through an investment in the Annual Fund.
 - b. OTHER MONETARY DONATIONS: All monetary donations are encouraged to be contributed to the annual fund. However, if money is received for a particular activity, then it would be used to lessen by an equal amount the funding that the school would need to provide to cover the expenses of that activity.
 - c. MATERIAL DONATIONS: Supporters may turn in receipts for donated items to the Business Office and ask for a tax-deductible letter acknowledging their donations. Items provided in lieu of parent service hours are considered tuition revenue, not donations.

SERVICE HOUR POLICIES

Parent Service is Service to MCP

1. PURPOSE OF PARENT SERVICE HOURS: Parents are encouraged to be as involved as possible. The purpose of parent service hours is to build community while providing service to MCP. Parents who volunteer time and skills to Mission College Prep also help keep the cost of tuition down. Parents are an important part of the MCP family. It is strongly preferred that parents perform the required parent service hours, rather than pay for them. Community ties are strengthened by working together to make MCP be the best it can be.
2. SERVICE TO MCP: Parent service hours are hours donated to MCP as a component of the tuition cost. (Student service hours include both service to the school, as well as community service.)
3. HOURS REQUIREMENT: Parents are required to donate a minimum of 15 hours of service to the school each year. In the spirit of support often parents contribute far more. Your parent service commitment is a vital and integral part of our school. MCP relies on your talents, service, and generosity to benefit students and the school community as a whole.
4. ACCEPTED SERVICE FOR FULFILLING PARENT HOUR REQUIREMENT:

- a. Member of MCP Parents Association Council
- b. Member of MCP Board of Regents
- c. Assistance with Parents Association activities and committees
- d. Administrator or Teacher-requested assistance
- e. School-requested assistance
- f. Building and grounds maintenance
- g. Assistance with ASB activities, projects and dances
- h. Assistance with school fundraising
- i. Athletic-requested assistance (for team transportation must be 3+ players)
- j. Field trip requested assistance (for transportation must be 3+ students)
- k. Assistance with school-sponsored charitable projects
- l. Assistance with Mission Athletic Boosters
- m. Providing requested refreshments (\$25 value = 1 service hour)
- n. Providing requested items (receipt required; \$25 value = 1 service hour)
- o. Requests for other types of projects to satisfy the parent service hour requirement need the approval of the Business Office.

5. NON APPROVED FOR PARENT SERVICE HOUR REQUIREMENT:

While worthwhile and appreciated, the following are not approved as parent service hours.

- a. Attendance at school or Parents Association functions
- b. Attendance at athletic events
- c. Service hours donated to other schools, parishes, or charitable organizations

6. REPORTING HOURS: Service hours should be reported throughout the year as they are completed. Hours need to be submitted on a Parent Service Hour Form which can be obtained online or on the Parents Association Bulletin Board. (Signing an attendance sheet will not suffice.) Completed forms may be put in the mailbox on the Parents Association Bulletin Board or submitted to the Business Office. Please continue to turn in all the hours you volunteer over the 15 hour minimum. The total number of hours parents volunteer is used in other ways to benefit MCP, such as the WASC evaluation or grant applications. Submitted forms are kept in the front office, so parents may check on the number of hours they have submitted.

7. FEES AND DEADLINES: A \$20.00 per hour fee will be assessed families who do not complete at least 15 hours of service. By May 1 parent service hours need to be turned into the office using the appropriate form, and the fee paid for any incomplete service hours. Hours to be earned after May 1 need to be submitted for prior approval by May 1. Hours or fees turned in late will be assessed a \$30 late fee.

8. BUY-OUT: Buying out of your parent service hours responsibility is not encouraged, however it is allowed. The \$300 buy-out fee is paid to the MCP Business Office. It is part of tuition revenue, not a donation, and as such, is not tax-deductible.

TASK LEADERSHIP: STUDENTS, PARENTS OR JOINT STUDENT ASB AND CLASS TASK LISTS

The following activities are the responsibility of MCP students under the leadership of Class and ASB officers. By being in charge of events and projects, students will have opportunities to make decisions, carry out responsibilities and provide leadership. Faculty moderators will assist with class meetings, class-sponsored events, and the class retreat.

EACH CLASS

1. Spirit Activities
2. People's Kitchen
3. Community Building Activities

FRESHMAN CLASS

1. Dance: Mid-year

SOPHOMORE CLASS

1. Dance: Winter Formal

JUNIOR CLASS

1. Dance: Jr./Sr. Prom

SENIOR CLASS

1. Dance: End of the Year Dance
2. Senior Gift

ASB

1. Spirit & Community Building Activities: Rallies, Assemblies, Intramural activities...
2. Freshman Orientation Day and Week of Welcome. Organize Freshman "Painting of the M"
3. Dance: Back-to-School
4. Homecoming Week Activities, Half-time ceremony, dance
5. Rent-a-Royal
6. Spirit Week & Visitation Day
7. Royal Day
8. Elections
9. Officer Training for all Student Council Members

JOINT PARENT AND STUDENT TASK LISTS

The following activities are the joint responsibility of parents and students, with leadership initiated by parents.

EACH CLASS

1. Staff Appreciation Quarter, includes lunch
2. Family Dinner
3. Family Activity

JUNIOR CLASS: Senior Breakfast

CLASS PARENTS TASK LISTS

EACH CLASS

1. Parents Activity
2. Assist with Graduation
3. Retreat: Provide food and rides

NOTE: Unlike elementary school, where parents were often in charge of activities, in high school, MCP students are expected to be in charge of activities as much as possible in order to develop responsibility, leadership abilities and decision-making skills. As parents our role is to assist, encourage, guide, and support, but not to take away their opportunities for growth by doing the tasks for them. We are helping to teach them essential life skills of commitment, responsibility, organization, follow through, cooperation...

PARENTS ASSOCIATION POSITIONS

STAFF CONSULTANT

ADVANCEMENT ASSOCIATE (Job description relative to Parents Association)

1. **OVERVIEW:** Act as liaison between staff and Parents Association. Connect parents and school needs. Provide consultation and continuity for Parents Association.

PURPOSE: Invite, encourage and support parent involvement in school.

TASKS:

2. Work with school to support Parents Association
3. Connect and align Parents Association with school needs
4. Invite, encourage and support parent involvement in school
5. Serve as staff representative to Parents Association
6. Attend PAC and executive committee meetings. Serve as ex-officio PAC officer
7. Assist if needed with filling of PAC and coordinator positions
8. Work with officers to develop annual Parents Association budget and calendar
9. With President oversee Parents Association budget & authorize expenditures
10. Train and assist officers as needed (eg: President with agendas, Secretary with Royal Pride submissions)
11. Provide continuity to Parents Association. Be available as resource to team leaders to explain jobs and answer questions
12. Annually solicit recommendations regarding Parents Association for following year
13. Revise and update Parents Association Organizational Structure flowchart
14. Revise and update Parents Association Guidebook
15. Revise and update Parent/Student Handbook information regarding Parents Association
16. Work with Parents Association to revise and update Parent Volunteer Form and Directory Information Form to be used at registration
17. Work with MCP's Technology Director to put Parents Association information online and keep it updated. (On website: Organizational Flowchart, Guidebook, Parent Service Hour form. On Edline: Directory, Team Leaders Contact List and Volunteer List)
18. Coordinate with Registration, Admissions, Directory and Volunteer Forms Coordinators to see that registration information is distributed to appropriate coordinators for processing

OFFICERS

PRESIDENT

OVERVIEW: Preside at Parents meetings and oversee Parents Association activities. Serve as liaison to administration.

PURPOSE: Provide leadership for Parents Association. Serve as primary spokesperson and liaison.

SPRING TASKS FOR INCOMING PRESIDENT:

1. Get summary of volunteers who signed up for council and coordinator positions from Registration Coordinator. Distribute information to other PAC officers to use for

- recruiting team leaders for coming year
- 2. Oversee officers recruiting of PAC members and committee coordinators for next year. Contact incoming Vice President Class-Level Teams, Vice President School-Wide Teams, Secretary, Past President and Parliamentarian to have them fill positions they will oversee
- 3. Fill incoming Freshman Class Council and coordinator positions with assistance of Vice President Class-Level Teams
- 4. With PAC officers develop calendar of Parents Association activities for next year
- 5. Prepare phone/email list of next year's PAC members and coordinators

TASKS:

- 1. Oversee PAC officers. Serve as resource, motivation and support for officers you oversee
- 2. Preside at monthly officers' meetings
- 3. Preside at monthly PAC meetings
- 4. Oversee filling of initial council and coordinator positions
- 5. With Advancement Associate oversee Parents Association budget & authorize expenditures
- 6. Coordinate Back-to-school Mixer for Parents Association Council (PAC) and Staff
- 7. Prepare and keep updated phone/email list of Council members
- 8. Assign refreshments and prayers for PAC meeting, make list
- 9. Send monthly email reminder for PAC meetings to all PAC members
- 10. Prepare agendas for monthly PAC meetings
- 11. Week before meeting email Facilities Manager a reminder for meeting set-up, and Café Royale Chef a request for coffee for meeting
- 12. Before the opening of school organize two separate meetings, one meeting for Class Council Representatives and Class Committee Coordinators and one for School-wide Support Team Chairs and School-wide Committee Coordinators to distribute binders and folders, review job responsibilities and expectations, and the calendar
- 13. Along with Advancement Associate serve as liaison to administration
- 14. Process Parents Association mail
- 15. With other PAC officers plan and organize general meetings for Parents Association which include Parent Education Night and Celebrate Our Students
- 16. By February with Advancement Associate and PAC officers develop Parents Association budget for next year
- 17. Distribute PAC Intent form at February PAC meeting
- 18. If there are no nominations for President, Vice President School-wide, Vice President Class-level, Vice-President Staff, or Secretary, work with other officers to secure nominations for open positions.
- 19. Help incoming president to develop Parents Association calendar
- 20. Send appropriate thank-you notes to the officers
- 21. By May PAC meeting complete online report. Submit your binder to Parliamentarian
- 22. At end of year assist Parliamentarian in collecting any outstanding binders, folders and reports from PAC Officers
- 23. Assist Website Coordinator in seeing that reports are put online for PAC Officers
- 24. Attend preparation meeting to prepare information for distribution to Parents Association Leaders next year

VICE PRESIDENT CLASS-LEVEL TEAMS

OVERVIEW: Assist President. Train to serve as possible next President. Oversee Class Chairs. Act as Freshman Consultant to Freshman PAC team leaders. Sit with freshmen

parents during meetings to offer guidance and support.

PURPOSE: Provide leadership and continuity for Parents Association. Oversee class-level teams. Help Freshmen Parent Council Representatives understand their jobs and responsibilities, and give them someone to turn to for guidance and assistance.

SPRING TASKS FOR INCOMING VICE PRESIDENT:

1. Fill Council and coordinator positions you will oversee. Contact incoming Class Representatives to have them help fill and confirm class positions
2. Fill incoming Freshman Class Council and coordinator positions with assistance of President
3. With PAC officers develop calendar of Parents Association activities for next year. Submit to and work with Assistant Principal of Academics to coordinate Parents Association calendar with school calendar

TASKS:

1. Oversee Class Representatives. Serve as resource, motivation and support for class representatives you oversee
2. Serve as resource for Freshmen Class Representatives and freshmen parents
3. Distribute binders and folders to Class Team Chairs at first meeting
4. Attend monthly officers' meetings
5. Attend monthly PAC meetings. At PAC meetings sit with Freshmen Parent Representatives to assist them as needed
6. Assist with Back-to-school Mixer for PAC and Staff
7. Assist Freshman Class Representatives when questions arise throughout the year
8. With other PAC officers plan and organize general meetings for Parents Association which include Parent Education Night and Celebrate Our Students
9. With PAC officers develop Parents Association budget for next year
10. Oversee filling of vacated council and coordinator positions you oversee
11. Send appropriate thank-you notes for your team, including to Class Representatives you oversee
12. By May PAC meeting complete online report. Submit your binder to Parliamentarian
13. Assist Website Coordinator in seeing that reports are put online for Team Chairs and Coordinators you oversee
14. Attend preparation meeting to prepare information for distribution to Parents Association Leaders next year

VICE PRESIDENT SCHOOL-WIDE TEAMS

OVERVIEW: Assist President. Train to serve as possible next President. Oversee VP School-wide Teams.

PURPOSE: Provide leadership and continuity for Parents Association.

SPRING TASKS FOR INCOMING VICE PRESIDENT:

1. Fill Council and coordinator positions you will oversee. Contact incoming "VP" Team Chairs to have them help fill and confirm coordinator positions
2. With PAC officers develop calendar of Parents Association activities for next year

TASKS:

1. Oversee Team Chairs for Communication, Fine Arts, and Hospitality. Serve as resource, motivation and support for Chairs you oversee
2. Distribute binders and folders to Communication, Fine Arts and Hospitality Team Chairs at first meeting
3. Attend monthly officers' meetings
4. Attend monthly PAC meetings
5. Assist with Back-to-school Mixer for PAC and Staff

6. Coordinate calendar with front office and make revisions as needed throughout year
7. With other PAC officers plan and organize general meetings for Parents Association which include Parent Education Night and Celebrate Our Students
8. With PAC officers develop Parents Association budget for next year
9. Oversee filling of vacated council and coordinator positions you oversee
10. Send appropriate thank-you notes for your team, including to Chairs you oversee
11. By May PAC meeting complete online report. Submit your binder to Parliamentarian
12. Assist Website Coordinator in seeing that reports are put online for Team Chairs and Coordinators you oversee
13. Attend preparation meeting to prepare information for distribution to Parents Association Leaders next year

VICE PRESIDENT STAFF

OVERVIEW: Assist President. Train to serve as possible next President. Oversee Vice-President Staff Teams

PURPOSE: Provide leadership and continuity for Parents Association.

SPRING TASKS FOR INCOMING VICE PRESIDENT:

1. Fill Council and coordinator positions you will oversee. Contact incoming VP-Staff Team Chairs to have them help fill and confirm coordinator positions
2. With PAC officers develop calendar of Parents Association activities for next year
3. With PAC officers develop Parents Association budget for next year

TASKS:

1. Oversee Teams Chairs for Staff and Student Activities. Serve as resource, motivation and support for Chairs you oversee
2. Distribute binders and folders to Staff and Student Activities Team Chairs at first meeting
3. Attend monthly officers' meetings
4. Attend monthly PAC meetings
5. Assist with Back-to-school Mixer for PAC and Staff
6. With other PAC officers plan and organize general meetings for Parents Association which include Parent Education Night and Celebrate Our Students
7. Oversee filling of vacated council and coordinator positions you oversee
8. Send appropriate thank-you notes for your team, including to Chairs you oversee
9. By May PAC meeting complete online report. Submit your binder to Parliamentarian
10. Assist Website Coordinator in seeing that reports are put online for Team Chairs and Coordinators you oversee
11. Attend preparation meeting to prepare information for distribution to Parents Association Leaders next year

SECRETARY

OVERVIEW: Keep records of meeting proceedings. Submit newsletter information. Oversee phone tree. Oversee Secretary Teams. Assist President.

PURPOSE: Provide communication and leadership for Parents Association.

SPRING TASKS FOR INCOMING SECRETARY:

1. Fill Council and coordinator positions you will oversee. Contact incoming Spiritual, Sports Games and Sports Teams Chairs to have them help fill and confirm coordinator positions
2. With PAC officers develop calendar of Parents Association activities for next year

TASKS:

1. Oversee Team Chairs for Spiritual, Sports Games, and Sports Teams. Serve as

- resource, motivation and support for Chairs you oversee
2. Distribute binders and folders to Spiritual, Sports Games, and Sports Teams Team Chairs at first meeting
 3. Attend monthly officers meetings
 4. Attend monthly PAC meetings
 5. For joint meetings prepare invitations for students or staff and deliver to front office for distribution
 6. Initiate phone tree when requested by Parents Association President or Principal
 7. Assist with Back-to-school mixer for PAC and Staff
 8. Oversee distribution and sales of Parent and Student Handbook and Calendar to parents
 9. Take minutes at council meetings, type and email to PAC within ten days of meeting
 10. Pass clipboards at PAC meetings: Attendance, Royal Pride submissions—thank-you notes, activities, etc.
 11. Submit Parents Association information for Royal Pride: Include parent service opportunities, summary of activities and thank-you notes for completed activities
 12. With other PAC officers plan and organize general meetings for Parents Association which include Parent Education Night and Celebrate Our Student
 13. With PAC officers develop Parents Association budget for next year
 14. Oversee filling of vacated council and coordinator positions you oversee
 15. At end of year in Royal Pride thank those not previously recognized
 16. Oversee Class Secretaries confirmation/recruitment of phone trees liaisons for next year
 17. Send appropriate thank-you notes for your team, including to Chairs you oversee
 18. By May PAC meeting complete online report. Submit your binder to Parliamentarian
 19. Assist Website Coordinator in seeing that reports are put online for Team Chairs and Coordinators you oversee
 20. Attend preparation meeting to prepare information for distribution to Parents Association Leaders next year

PARLIAMENTARIAN

OVERVIEW: Serve as consultant to other Parents Association officers, and assist when needed. Oversee distribution, collection and storage of all Parents Association binders, folders, and reports.

PURPOSE: Provide leadership, continuity and consultation for Parents Association. Ensure that report, records, notes and other valuable information is obtained and passed on, to make the job of future coordinators easier and more productive.

SPRING TASKS FOR INCOMING PAST PRESIDENT:

1. With PAC officers develop calendar of Parents Association activities for next year

TASKS:

1. Serve as Parliamentarian
2. Attend monthly officers meetings
3. Attend monthly PAC meetings
4. Provide information (either website instructions or binders and folders) to Parents Association officers at first meeting for them to distribute to Class Representatives, and School-wide Team leaders
5. Collect and maintain binders, folders and reports throughout year as activities are completed. Ensure all folders/binders and reports are collected by the end of the school year. Follow-up as needed on any missing binders or folders
6. Check with Website Coordinator to make sure all reports are put online

7. Assist with Back-to-School Mixer for PAC and Staff
8. With other PAC officers plan and organize general meetings for Parents Association which include Parent Education Night and Celebrate Our Students
9. With PAC officers develop Parents Association budget for next year
10. Send appropriate thank-you notes for your team, including to Chairs you oversee
11. By May PAC meeting complete online report. Submit your binder
12. Oversee binder collection workshop following May council meeting to organize collected binders and folder to prepare them for next year. See workshop instructions in binder
13. Attend preparation meeting to prepare information for distribution to Parents Association Leaders next year

PAST PRESIDENT

OVERVIEW: Serve as consultant to other Parents Association officers, and assist when needed.

PURPOSE: Provide leadership, continuity and consultation for Parents Association.

SPRING TASKS FOR INCOMING PAST PRESIDENT:

1. Fill Council and coordinator positions you will oversee. Contact incoming “A” Team Chairs—Administrative, Admissions, Advancement, and Auction to have them help fill and confirm coordinator positions
2. With PAC officers develop calendar of Parents Association activities for next year

TASKS:

1. With Parliamentarian oversee “A” Team Chairs: Administrative, Admissions, Advancement, and Auction. Serve as resource, motivation and support for Chairs you oversee
2. Attend monthly officers meetings
3. Attend monthly PAC meetings
4. Assist with Back-to-School Mixer for PAC and Staff
5. Create, maintain and update Parent Bulletin Board
6. Coordinate end of the year gift from Parents Association Council to President
7. With other PAC officers plan and organize general meetings for Parents Association which include Parent Education Night and Celebrate Our Students
8. With PAC officers develop Parents Association budget for next year
9. Oversee filling of vacated council and coordinator positions you oversee
10. Send appropriate thank-you notes for your team, including to Chairs you oversee
11. By May PAC meeting complete online report. Submit your binder to Parliamentarian
12. Assist Website Coordinator in seeing that reports are put online for Team Chairs and Coordinators you oversee
13. Attend preparation meeting to prepare information for distribution to Parents Association Leaders next year

SCHOOL-WIDE TEAMS

ADMINISTRATIVE TEAM CHAIR

OVERVIEW: Coordinate administrative-requested assistance with parent volunteers. Oversee Administrative Coordinators and assist as needed.

PURPOSE: Provide assistance and support for administration.

SPRING TASK FOR INCOMING ADMINISTRATIVE TEAM CHAIR:

1. Help fill coordinator positions you oversee

TASKS:

1. Oversee Alumni, College Counseling, Graduation, Photo Cataloging and Volunteer Forms Team Coordinators and assist as needed. Serve as resource, motivation and support for committee coordinators you oversee
2. Distribute folders at beginning of the year to coordinators you oversee
3. Attend monthly PAC meetings
4. Invite committee coordinators you oversee to attend the two PAC meetings prior to their event
5. Provide appropriate administrators with names and contact information of team coordinators you oversee
6. Provide link between administrators and parent volunteers
7. Assist with Academic Awards assemblies at end of first semester and end of school year (possibly decorations, refreshments, and calligraphy).
8. Assist administrators with requests
9. Send appropriate thank-you notes for your team, including to coordinators you oversee when they complete an activity or job
10. If a coordinator you oversee is unable to do his/her job, it becomes your responsibility to find a replacement or take on the job yourself
11. By May PAC meeting complete online report. Submit your binder to Parliamentarian
12. Assist Website Coordinator in seeing that reports are put online for Coordinators you oversee

Alumni Coordinator (see Alumni Team Chair)

College Counseling Coordinator

OVERVIEW: Assist College Counselor with needs during the school year.

PURPOSE: Enable College Counselor to spend maximum time with students by assisting College Counselor with other necessary tasks.

TASKS:

1. Contact College Counselor to introduce yourself, establish connection for working together, obtain instruction and guidance, and determine assistance needed
2. From College Counselor determine parent help needed
3. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
4. Prepare and send reminders to parents and/or students as requested by College Counselor.
 - a. College Prep Workshops for Students and Parents--conducted for each grade level
 - b. Special workshops or testing days--varying by grade levels
 - c. College Visits
 - d. Application Deadlines
5. Do computer data entry
6. Provide clerical assistance
7. Research potential scholarships
8. Send appropriate thank-you notes for your team
9. By May PAC meeting complete online report. Submit your folder to Parliamentarian

Graduation Coordinator

OVERVIEW: Serve as graduation chairperson and primary parent contact for Assistant Principal of Academics. Coordinate parent assistance as needed to plan and host graduation. Oversee other Class Graduation Coordinators. Be responsible for logistics of graduation and overall parent involvement.

PURPOSE: Assume major responsibility for graduation to allow senior families to enjoy this very special occasion.

TASKS:

1. Contact Assistant Principal of Academics to introduce yourself, establish connection for working together and obtain instruction and guidance
2. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering, including Class Graduation Coordinators
3. Attend Parents Association Council (PAC) meetings periodically throughout year to keep PAC updated on graduation progress
4. Follow the monthly instructions in the graduation binder
5. Be sure Mission Plaza is reserved for Graduation
6. Meet with Assistant Principal of Academics and Class Graduation Coordinators to determine what help is needed by parents
7. Meet with other Class Graduation Coordinators to review responsibilities and plans, etc.
8. Work with other Class Graduation Coordinators as appropriate
9. Reserve items needed from Taylor Rentals
10. Reserve photographer and videographer
11. Arrange for security
12. Send mailings to Senior parents in appropriate months
13. Oversee Graduation Day setup
14. Reserve Mission Plaza, Mission Church, Hall and Kitchen for next year
15. Serve as Graduation Team Leader for Senior Class next year to share your wisdom and knowledge and be available as a consultant
16. Send appropriate thank-you notes for your team
17. By June complete online report. Submit binder to Assistant Principal of Academics
18. Collect reports and folders from Class Graduation Coordinators. Prepare folders for next year's team leaders. Turn into Assistant Principal of Academics

Photo Cataloging Coordinator

OVERVIEW: Work with MCP Technology Director to catalog MCP digital photographs. Recruit photographers to take pictures at school events as needed.

PURPOSE: Capture and organize photographs into searchable files for later use by MCP.

TASKS:

1. Contact Director of Technology to introduce yourself, establish connection for working together, obtain instruction and guidance, and determine assistance needed
2. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
3. Work throughout year to organize photographs into files for later retrieval
4. Recruit photographers to take pictures at school events
5. Send appropriate thank-you notes for your team
6. By May PAC meeting complete online report. Submit your folder to Parliamentarian

Volunteer Forms Coordinator

OVERVIEW: Assist with updating the Volunteer Form. Upon completion of registration process organize Volunteer Forms and compile an electronic categorized list of volunteers

by teams.

PURPOSE: Provide Parents Association coordinators with list of parents who volunteered to help on their teams.

TASKS:

1. Work with Advancement Assistant to revise and update Parent Volunteer Form
2. Attend the Parent Association Council (PAC) meeting prior to your task
3. Alphabetize and copy volunteer forms after registration (one set to remain in front office, and one set for you to use to compile the electronic list)
4. Compile an electronic categorized list of volunteers by teams
5. Submit to Advancement Assistant
6. If other volunteer help is used, send appropriate thank-you notes
7. By May PAC meeting complete online report. Submit your folder to Parliamentarian

ADMISSIONS CHAIR

OVERVIEW: Assist Director of Admissions as requested. Oversee Admissions Coordinators and assist as needed.

PURPOSE: Assist Director of Admissions in promoting and building interest for MCP in the community.

TASKS:

1. Contact Director of Admissions to introduce yourself, establish connection for working together, obtain instruction and guidance, and determine assistance needed
2. Distribute folders at beginning of the year to coordinators you oversee
3. Attend monthly PAC meetings
4. From Director of Admissions determine dates of events and parent help needed. Relay information to Admissions Coordinators
5. Call parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
6. Invite committee coordinators you oversee to attend the two PAC meetings prior to their event
7. Arrange for PAC officer to man Parents Association table at Open Houses
8. Assist Director of Admissions with requested help
9. Send appropriate thank-you notes for your team, including to coordinators you oversee when they complete an activity or job
10. If a coordinator you oversee is unable to do his/her job, it becomes your responsibility to find a replacement or take on the job yourself
11. By May PAC meeting complete online report. Submit your binder to Parliamentarian
12. Assist Website Coordinator in seeing that reports are put online for Coordinators you oversee

Clerical Coordinator (Admissions)

OVERVIEW: Assist Director of Admissions with direct mail projects, or other clerical work.

PURPOSE: Provide assistance to Director of Admissions to enable her to work on other projects.

TASKS:

1. Contact Director of Admissions to introduce yourself, establish connection for working together, obtain instruction and guidance, and determine assistance needed
2. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
3. Coordinate clerical help requested by Director of Admissions
4. Send appropriate thank-you notes for your team

5. By May PAC meeting complete online report. Submit your folder to Parliamentarian

New Families Coordinator

OVERVIEW: Assist Director of Admissions with New Parents Orientation in fall and New Family Preview in spring

PURPOSE: Welcome new families to MCP. Help them ease the transition and feel connected and included.

TASKS:

1. Contact Director of Admissions to introduce yourself, establish connection for working together, obtain instruction and guidance, and determine assistance needed
2. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
3. Help Director of Admissions with New Family Preview in the spring
4. Help Director of Admissions with New Parents Orientation in fall
5. Attend the two Parent Association Council (PAC) meetings prior to your events
6. Periodically check with Director of Admissions to get names of families who start during the school year in order to welcome them. Contact appropriate Class Secretary to have her/him call to welcome new parents and add them to phone tree
7. Send appropriate thank-you notes for your team
8. By two weeks after final event of year complete online report. Submit folder to Parliamentarian

On-Campus Events Coordinator

OVERVIEW: Assist Director of Admissions with on-campus events such as Open Houses, Buddy Days and Testing. Organize special events requested by the Admissions Director.

PURPOSE: Assist Director of Admissions in efforts to advance MCP by hosting special events.

TASKS:

1. Contact Director of Admissions to introduce yourself, establish connection for working together, obtain instruction and guidance, and determine assistance needed. Find out events that will be held during year in which your assistance will be needed.
2. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
3. Assist Director or Admissions with On-Campus Admissions Events as requested. (Likely to include help with setup, cleanup, decorations and refreshments).
4. Arrange for items needed
5. Arrange for volunteer help
6. Attend the two Parent Association Council (PAC) meetings prior to your event
7. Send appropriate thank-you notes for your team
8. By May PAC meeting complete online report. Submit your folder to Parliamentarian

Parent Outreach Coordinator

OVERVIEW: Help Director of Admissions organize and coordinate parent socials or information meetings for families interested in attending MCP.

PURPOSE: Help Director of Admissions in creating a welcoming environment for families interested in attending MCP.

TASKS:

1. Contact Director of Admissions to introduce yourself, establish connection for working together, obtain instruction and guidance, and determine assistance needed.

2. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering.
3. Host parent socials or information meetings for families interested in attending MCP
4. Recruit other parents to also host socials
5. Attend the two Parents Association Council (PAC) meetings prior to your event
6. Send appropriate thank-you notes for your team
7. By May PAC meeting complete online report. Submit your folder to Parliamentarian

ADVANCEMENT TEAM CHAIR

OVERVIEW: Assist in progressive advancement of MCP. Oversee Parents Association Advancement Coordinators and assist as needed.

PURPOSE: Cultivate participation and deeper involvement in advancement areas.

SPRING TASK FOR INCOMING ADVANCEMENT TEAM CHAIR:

1. Help fill coordinator positions you oversee

TASKS:

1. Oversee Annual Fund, Christmas Classic and Special Events Team Coordinators and assist as needed. Serve as resource, motivation and support for committee coordinators you oversee
2. Distribute folders at beginning of the year to coordinators you oversee
3. Attend monthly PAC meetings
4. Provide appropriate administrators with names and contact information of team coordinators you oversee (Auction and Special Events—Principal; Christmas Classic—Christmas Classic Director)
5. Invite committee coordinators you oversee to attend the two PAC meetings prior to their event
6. Provide link between administrator and director with parent volunteers
7. Work with principal as requested to cultivate participation and deeper involvement
8. Assist administrator and director with requests
9. Send appropriate thank-you notes for your team, including to coordinators you oversee when they complete an activity or job
10. If a coordinator you oversee is unable to do his/her job, it becomes your responsibility to find a replacement or take on the job yourself
11. By May PAC meeting complete online report. Submit your binder to Parliamentarian
12. Assist Website Coordinator in seeing that reports are put online for Coordinators you oversee

Annual Fund Coordinator

OVERVIEW: Serve as liaison between Principal and Parents Association regarding Annual Fund. Educate parents about school's fundraising approach. Be a cheerleader among the parent community for the Annual Fund.

PURPOSE: Assist Principal in communicating importance of and increasing participation in the Annual Fund Drive.

TASKS:

1. Contact Principal to introduce yourself, establish connection for working together, and obtain instruction and guidance, and determine assistance needed
2. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
3. Be willing to contribute to Annual Fund yourself
4. Be a cheerleader among the parent community for the Annual Fund
5. Communicate and educate PAC and Parents Association members about the Annual

- Fund model—the school’s fundraising approach
6. Encourage and invite Parents Association members to advocate for involvement in the Annual Fund—emphasizing participation rather than amount, inviting people to consider a financial partnership with the school
 7. Attend the Parent Association Council (PAC) meetings as appropriate
 8. Work with principal to develop Parents Association volunteer structure regarding Annual Fund (possibly Class Agents)
 9. Work with principal to develop and use motivation tools (possibly class participation goals)
 10. Collect testimonials or quotes from parents, alumni parents, alumni, faculty, and other contributors in support of school and Annual Fund
 11. Recruit help as needed
 12. Stay in contact with Principal to keep apprised of Annual Fund progress and how money raised is used. Work with principal to find ways to celebrate this information with the community
 13. Send appropriate thank-you notes for your team
 14. By May PAC meeting complete online report. Submit your folder to Parliamentarian

Christmas Classic Parent Volunteer Coordinator

OVERVIEW: Coordinate parent volunteers for Christmas Classic.

PURPOSE: Ensure event is properly staffed. Provide oversight for student volunteers.

TASKS:

1. Communicate with Christmas Classic Director to obtain spreadsheet of parent volunteers needed (including shifts and number of volunteers). Parent volunteers are primarily needed to supervise students and to provide security
2. Coordinate with basketball coaches to have parents sign up for shifts on spreadsheet at basketball parents meeting
3. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
4. Email (or call) additional prospective parent volunteers to fill needed shifts
5. Attend the two Parent Association Council (PAC) meetings prior to your event
6. Send appropriate thank-you notes to your team
7. By two weeks after event complete online report. Submit folder to Parliamentarian

Special Events Coordinator

OVERVIEW: Organize special events requested by the Principal.

PURPOSE: Assist Principal in efforts to advance MCP by hosting special events.

TASKS:

15. Contact Principal to introduce yourself, establish connection for working together, and obtain instruction and guidance
16. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
17. As requested by MCP Principal, plan and organize event from setup to cleanup. Provide food, beverages and decorations
18. Arrange for volunteer help
19. Contact appropriate school staff to arrange use of kitchen or rooms needed
20. Keep in contact with Principal throughout planning process to ensure plans are to Principal’s specifications
21. Attend the two Parent Association Council (PAC) meetings prior to your event
22. Send appropriate thank-you notes for your team

23. By May PAC meeting complete online report. Submit your folder to Parliamentarian

ALUMNI TEAM CHAIR

OVERVIEW: Assist Alumni Director with the events of the Alumni Parents/Students Association. Oversee Parents Association Alumni Coordinators and assist as needed. Serve on Alumni Advisory Council.

PURPOSE: Help MCP provide communication and connection with alumni parents and students.

SPRING TASK FOR INCOMING ALUMNI TEAM CHAIR:

1. Help fill coordinator positions you oversee

TASKS:

1. Oversee Alumni Mailings, Alumni Sports, MCP Parents Alumni, MCP Reunions, Mission High and Mission Central Catholic Reunions Team Coordinators and help as needed. Serve as resource, motivation and support for committee coordinators you oversee
2. Distribute folders at beginning of the year to coordinators you oversee
3. Contact Alumni Director to introduce yourself, establish connection for working together, obtain instruction and guidance, and determine assistance needed
4. Attend monthly PAC meetings
5. Oversee clean-up of Community Dinners when coupled with another school activity. Recruit help needed
6. Invite committee coordinators you oversee to attend the two PAC meetings prior to their event
7. Help organize and form Alumni Advisory Council
8. Serve on Alumni Advisory Council
9. Send appropriate thank-you notes for your team, including to coordinators you oversee when they complete an activity or job
10. If a coordinator you oversee is unable to do his/her job, it becomes your responsibility to find a replacement or take on the job yourself
11. By May PAC meeting complete online report. Submit your binder to Parliamentarian
12. Assist Website Coordinator in seeing that reports are put online for Coordinators you oversee

Alumni Mailings Coordinator

OVERVIEW: Help prepare a mailing for quarterly Alumni newsletter.

PURPOSE: Assist Alumni Director with mailings to keep MCP alumni and alumni parents connected.

TASKS:

1. Contact Alumni Director to introduce yourself, establish connection for working together, obtain instruction and guidance, and determine assistance needed
2. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
3. Within one week time frame prepare quarterly Alumni Newsletter for mailing. (fold, staple, stamp-may be done from home)
4. Deliver prepared Newsletter to Alumni Director
5. Send appropriate thank-you notes for your team
6. By May PAC meeting complete online report. Submit your folder to Parliamentarian

Alumni Sports Coordinator

OVERVIEW: Assist Alumni Director with arrangements for sports games in which alumni play current MCP sports teams.

PURPOSE: Provide an avenue for interaction between alumni and current students. Build community among extended MCP family.

TASKS:

1. Contact Alumni Director to introduce yourself, establish connection for working together, obtain instruction and guidance, and determine assistance needed
2. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
3. Attend the two Parent Association Council (PAC) meetings prior to your event
4. Assist Alumni Director with arrangements for sports games in which alumni play current MCP sports teams (most likely one fall and one spring event)
5. Assist Alumni Director with welcoming alumni at Homecoming
6. Set up and man welcome table for each event. Collect updates to alumni contact information
7. Send appropriate thank-you notes for your team
8. By two weeks after final event of year complete online report. Submit folder to Parliamentarian

MCP Parent Alumni Coordinator

OVERVIEW: Help Alumni Director organize an annual Alumni Parent event. Serve on Alumni Advisory Council.

PURPOSE: Build community among the Alumni Parents.

TASKS:

1. Contact Alumni Director to introduce yourself, establish connection for working together, obtain instruction and guidance, and determine assistance needed
2. From Alumni Director determine needs and dates of Alumni Parent Event(s)
3. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
4. Attend the two Parent Association Council (PAC) meetings prior to your event
5. Help Alumni Director organize an annual Alumni Parent event
6. Serve on Alumni Advisory Council
7. Send appropriate thank-you notes for your team
8. By May PAC meeting complete online report. Submit your folder to Parliamentarian

MCP Reunions Coordinator

OVERVIEW: Help Alumni Director organize a reunion for MCP Alumni. Serve on Alumni Advisory Council.

PURPOSE: Build community among MCP Alumni.

TASKS:

1. Serve on Alumni Advisory Council
2. Contact Alumni Director to establish connection for working together, obtain instruction and guidance, and determine assistance needed
3. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
4. Help Alumni Director organize a reunion for MCP Alumni
5. Attend the two Parent Association Council (PAC) meetings prior to your event
6. Meet with Alumni Director to confirm date of reunion and determine specific needs for the event
7. Arrange for needed help

8. On the day of event
 - a. Set up registration table
 - b. If requested by Alumni Director, arrange for wine for event
 - c. Supervise student volunteers to set tables, serve, provide school tours and clean up after event
9. Send appropriate thank-you notes for your team
10. By two weeks after event complete online report. Submit folder to Parliamentarian

Mission High & Mission Central Catholic Reunions Coordinator

OVERVIEW: Help Alumni Director organize a reunion luncheon for Mission High School and Mission Central Catholic Alumni. Serve on Alumni Advisory Council.

PURPOSE: Build community among Mission Catholic Central Alumni.

TASKS:

1. Serve on Alumni Advisory Council
2. Contact Alumni Director to establish connection for working together, obtain instruction and guidance, and determine assistance needed
3. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
4. Help Alumni Director organize a reunion luncheon for Mission High School and Mission Central Catholic Alumni
5. Meet with Alumni Director to confirm date of Reunion Luncheon and determine specific needs for the event
6. Attend the two Parent Association Council (PAC) meetings prior to your event
7. Arrange for needed help
8. On the day of luncheon
 - a. Set up registration table
 - b. If requested by Alumni Director, arrange for wine for event
 - c. Supervise student volunteers to set luncheon tables, serve lunch, provide school tours and clean up after event
9. Send appropriate thank-you notes for your team
10. By two weeks after final event of year complete online report. Submit folder to Parliamentarian

AUCTION CHAIR

OVERVIEW: Plan, organize and hold the MCP annual auction. Oversee Parents Association Auction Coordinators and assist as needed.

PURPOSE: Provide opportunity for community building and raise funds for MCP budget.

TASKS:

1. Meet with principal to determine parameters of auction
2. Plan, organize and host auction along with Auction Coordinators
3. Oversee Auction Coordinators
4. Contact parents who volunteered for your team to introduce yourself as Auction Chair and thank them for volunteering
5. Attend monthly PAC meetings
6. Recruit committee coordinators: Auction Collection, Decorations/Entertainment, Drinks, Event Organization, Food, Marketing/Sponsorship
7. Develop timeline
8. Review committee task sheet, and revise as needed
9. Meet with committee coordinators to hand out committee folders and determine event basics (theme, ticket price, etc.)

10. Work with committee coordinators and meet as needed
11. If a coordinator you oversee is unable to do his/her job, it becomes your responsibility to find a replacement or take on the job yourself
12. Send appropriate thank-you notes for your team, including to coordinators you oversee
13. By May PAC meeting complete online report. Submit your binder to Parliamentarian
14. Assist Website Coordinator in seeing that reports are put online for Coordinators you oversee

Auction Collection Coordinator

OVERVIEW: Solicit, collect and organize items for silent and live auction.

PURPOSE: Provide opportunity for community building and raise funds for MCP budget.

TASKS:

1. Meet with auction team throughout year to plan and prepare
2. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
3. Solicit, collect and organize items for silent and live auction
4. Recruit help as needed
5. Send appropriate thank-you notes for your team
6. By two weeks after event complete online report. Submit folder to Auction Chair

Decorations/Entertainment Coordinator

OVERVIEW: Coordinate the decor and entertainment for the event.

PURPOSE: Provide opportunity for community building and raise funds for MCP budget.

TASKS:

1. Meet with auction team throughout year to plan and prepare
2. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
3. Coordinate the decor and entertainment for the event
4. Recruit help as needed
5. Send appropriate thank-you notes for your team
6. By two weeks after event complete online report. Submit folder to Auction Chair

Drinks Coordinator

OVERVIEW: Solicit and arrange for all drinks/wine for the event.

PURPOSE: Provide opportunity for community building and raise funds for MCP budget.

TASKS:

1. Meet with auction team throughout year to plan and prepare
2. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
3. Solicit and arrange for all drinks/wine for the event
4. Recruit help as needed
5. Send appropriate thank-you notes for your team
6. By two weeks after event complete online report. Submit folder to Auction Chair

Event Organization Coordinator

OVERVIEW: Arrange for and coordinate all rentals and equipment needed for the event.

PURPOSE: Provide opportunity for community building and raise funds for MCP budget.

TASKS:

1. Meet with auction team throughout year to plan and prepare

2. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
3. Arrange for and coordinate all rentals and equipment needed for the event
4. Recruit help as needed
5. Send appropriate thank-you notes for your team
6. By two weeks after event complete online report. Submit folder to Auction Chair

Food Coordinator

OVERVIEW: Arrange for food that will be served at the event.

PURPOSE: Provide opportunity for community building and raise funds for MCP budget.

TASKS:

1. Meet with auction team throughout year to plan and prepare
2. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
3. Arrange for food that will be served at the event
4. Recruit help as needed
5. Send appropriate thank-you notes for your team
6. By two weeks after event complete online report. Submit folder to Auction Chair

Marketing/Sponsorship Coordinator

OVERVIEW: Arrange for and solicit sponsors for the event. Coordinate printing of all marketing and support material for the event.

PURPOSE: Provide opportunity for community building and raise funds for MCP budget.

TASKS:

1. Meet with auction team throughout year to plan and prepare
2. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
3. Arrange for and solicit sponsors for the event. Coordinate printing of all marketing and support material for the event
4. Recruit help as needed
5. Send appropriate thank-you notes for your team
6. By two weeks after event complete online report. Submit folder to Auction Chair

COMMUNICATION TEAM CHAIR

OVERVIEW: Oversee Parents Association Communication Coordinators and assist as needed.

PURPOSE: Promote communication among the entire Mission College Preparatory Community. Publicize MCP in the greater community.

SPRING TASK FOR INCOMING COMMUNICATION TEAM CHAIR:

1. Help fill coordinator positions you oversee

TASKS:

1. Oversee Directory, Outdoor Message Board, Press Releases, Royal Pride and Website Team Coordinators and assist as needed. Serve as resource, motivation and support for committee coordinators you oversee
2. Distribute folders at beginning of the year to coordinators you oversee
3. Attend monthly PAC meetings
4. Assist Directory Team Coordinator with preparation of directory, as needed (spring and summer prior to new school year)
5. Invite committee coordinators you oversee to attend the two PAC meetings prior to

their event

6. Promote parent/school communication
7. Send appropriate thank-you notes for your team, including to coordinators you oversee when they complete an activity or job
8. If a coordinator you oversee is unable to do his/her job, it becomes your responsibility to find a replacement or take on the job yourself
9. By May PAC meeting complete online report. Submit your binder to Parliamentarian
10. Assist Website Coordinator in seeing that reports are put online for Coordinators you oversee

Directory Coordinator

OVERVIEW: Compile annual directory during spring and summer

PURPOSE: Assist in increasing communication among the entire MCP family by providing contact information—name, address, phone, email, etc.

TASKS:

1. Contact Advancement Assistant to introduce yourself, establish connection for working together, and obtain instruction and guidance
2. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
3. Work with Advancement Assistant to revise and update Directory Information Form
4. Work with MCP's Registrar and Parents Association Registration Coordinator to obtain data
5. Compile annual directory during summer
6. Arrange with MCP's Director of Technology to place directory online
7. Send appropriate thank-you notes for your team
8. When finished with directory complete online report. Submit your binder/folder to Parliamentarian

Outdoor Message Board Coordinator

OVERVIEW: Change outdoor message board weekly.

PURPOSE: Provide an avenue of communication by posting events for week on message board.

TASKS:

1. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
2. Weekly, get list of events to post from front office secretary
3. Change sign lettering according to list of events
4. Send appropriate thank-you notes for your team
5. By May PAC meeting complete online report. Submit your folder to Parliamentarian

Press Releases Coordinator

OVERVIEW: Using information generated or approved by the Principal write and submit approved press releases for publication.

PURPOSE: Help advance the vision and mission of MCP by providing publicity.

TASKS:

1. Contact Principal to introduce yourself, establish connection for working together, and obtain instruction and guidance
2. At first meeting with Principal set up a schedule for press releases (monthly, bi-monthly?)

3. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
4. Send reminder emails to Principal according to predetermined schedule for press release ideas and information
5. Receive email information regarding press releases from principal
 - a. Write article using information provided
 - b. Submit article and photos to principal for approval
 - c. Submit article and photos on official MCP form to approved media
6. If ideas for press releases are received from Parent Community or staff such as student achievements, sports and activities
 - a. Forward idea and photos to Principal for approval
 - b. If approved, write article
 - c. Have article and photos reviewed by Principal
 - d. Submit article and photos on official MCP form to approved media
7. Provide articles and information to front office to add to “Newsmakers” bulletin board and forward to Royal Pride Coordinator
8. Ensure that student responsible for “Newsmakers” bulletin board knows to add news articles to Newsmaker binder in Admissions office when articles are removed from bulletin board.
9. Send appropriate thank-you notes for your team
10. By May PAC meeting complete online report. Submit your folder to Parliamentarian

Royal Pride Coordinator

OVERVIEW: Produce monthly newsletter, the “Royal Pride” to keep information between parents, staff, and faculty flowing.

PURPOSE: Promote parent/school communication. Increase communication among the entire Mission College Preparatory Community.

TASKS:

1. Contact Administrative Assistant to introduce yourself, establish connection for working together, and obtain instruction and guidance
2. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
3. Coordinate timely preparation and distribution of monthly newsletter
4. Act as liaison between administration and parents regarding Royal Pride
5. Receive information from Administrative Assistant
6. Serve as editor of Royal Pride, editing and formatting articles
7. Have draft proofed and approved by administration
8. Secure sponsorships for Royal Pride and coordinate billing and collection with MCP Accounts Receivable Department
9. Send appropriate thank-you notes for your team
10. By May PAC meeting complete online report. Submit your binder/folder to Parliamentarian

Website Coordinator

OVERVIEW: Assist Parents Association in getting information online. Assist school with website.

PURPOSE: Provide Directory and Parents Association information on the MCP and Edline websites. Promote parent/school communication through use of website.

TASKS:

1. Contact Director of Technology to introduce yourself, establish connection for

- working together, and obtain instruction and guidance
- 2. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
- 3. Work with Parents Association Chairs and Coordinators to upload reports and information online
- 4. Act as liaison between Parents Association and MCP's Director of Technology
- 5. Send appropriate thank-you notes for your team
- 6. By May PAC meeting complete online report. Submit your folder to Parliamentarian

FINE ARTS TEAM CHAIR

OVERVIEW: Supports the events and functions of the art, drama and music departments with parent assistance. Assist the art department with two art shows per year and the art museum field trip. Oversee Fine Arts Coordinators and assist as needed.

PURPOSE: Provide parental support for our art, drama and music departments to help further enrich these programs for the students.

SPRING TASK FOR INCOMING FINE ARTS TEAM CHAIR:

1. Help fill coordinator positions you oversee

TASKS:

1. Oversee Drama, Fall Art Show, Music, and Spring Art Show Team Coordinators. Serve as resource, motivation and support for committee coordinators you oversee
2. Distribute folders at beginning of the year to coordinators you oversee
3. Contact Art Department Chair to introduce yourself, establish connection for working together, obtain instruction and guidance, and determine assistance needed
4. Act as liaison between art, drama and music teachers and Parents Association
5. Attend monthly PAC meetings
6. Invite committee coordinators you oversee to attend the two PAC meetings prior to their event
7. Assist art department with art museum field trip as needed
8. Send appropriate thank-you notes for your team, including to coordinators you oversee when they complete an activity or job
9. If a coordinator you oversee is unable to do his/her job, it becomes your responsibility to find a replacement or take on the job yourself
1. By May PAC meeting complete online report. Submit your binder to Parliamentarian
10. Assist Website Coordinator in seeing that reports are put online for Coordinators you oversee

Drama Coordinator

OVERVIEW: Provide the drama department with parental assistance as needed.

PURPOSE: Assist in providing an opportunity for MCP students to produce and perform in theatrical productions.

TASKS:

1. Contact Drama Instructor to introduce yourself, establish connection for working together, obtain instruction and guidance and determine assistance needed
2. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
3. Attend the two Parents Association Council (PAC) meetings prior to your event
4. Provide link between drama director and parents
5. Recruit and oversee parent help needed with costumes, set construction, lighting, food, programs, ticket sales and publicity
6. Send appropriate thank-you notes for your team

7. By two weeks after final event of year complete online report. Submit folder to Parliamentarian

Fall Art Show Coordinator

OVERVIEW: Assist art department in hosting a fall art show.

PURPOSE: Provide the MCP community and friends with an opportunity to see and enjoy the student's art work.

TASKS:

1. Contact Art Department Chair to introduce yourself, establish connection for working together, obtain instruction and guidance, and determine assistance needed and determine assistance needed
2. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
3. Attend the two Parents Association Council (PAC) meetings prior to your event
4. Work with art teachers and students to write and submit notice in Royal Pride, create and post flyers or posters around school, submit daily announcements to front office, and publicize event in community
5. Recruit several parents to help set up in the afternoon the day before the show
6. Recruit parents to supervise during the show and assist art teachers with sale of student art
7. Send appropriate thank-you notes for your team
8. By two weeks after show complete online report. Submit folder to Parliamentarian

Music Coordinator

OVERVIEW: Provide the music department with parental assistance as needed.

PURPOSE: Assist in providing students with musical opportunities.

TASKS:

1. Contact Music Instructor to introduce yourself, establish connection for working together, obtain instruction and guidance, and determine assistance needed
2. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
3. Provide link between music teacher and parents
4. Recruit and oversee parent help needed as requested by music instructor
5. Attend the two Parent Association Council (PAC) meetings prior to your event
6. Send appropriate thank-you notes for your team
7. Within two weeks after show, write and submit report along with folder, to Parliamentarian

Spring Art Show Coordinator

OVERVIEW: Assist art department in hosting a spring art show.

PURPOSE: Provide an opportunity for MCP art students to share their creativity and work with the community.

TASKS:

1. Contact Art Department Chair to introduce yourself, establish connection for working together, obtain instruction and guidance, and determine assistance needed
2. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
3. Attend the two Parent Association Council (PAC) meetings prior to your event
4. Work with art teachers and students to write and submit notice in Royal Pride, create and post flyers or posters around school, submit daily announcements to front office,

- and publicize event in community
- 5. Assist art department with setup and cleanup of art show if requested
- 6. Recruit parents to supervise during the show and assist art teachers with sale of student art
- 7. Send appropriate thank-you notes for your team
- 8. By two weeks after show complete online report. Submit folder to Parliamentarian

HOSPITALITY TEAM CHAIR

OVERVIEW: Promote a welcoming environment. Provide refreshments and decorate tables. Provide other decorations when requested. Oversee Fine Arts Coordinators and assist as needed.

PURPOSE: Build extended family feeling among the entire MCP community. Promote sense of belonging. Live out “We are one Body in Christ”.

SPRING TASK FOR INCOMING HOSPITALITY TEAM CO-CHAIRS:

1. Help fill coordinator positions you oversee

TASKS:

1. Oversee Decorations/Refreshments and Recognition & Spirit Team Coordinators. Serve as resource, motivation and support for committee coordinators you oversee
2. Distribute folders at beginning of the year to coordinators you oversee
3. Attend monthly PAC meetings
4. Contact parents who volunteered for your team to introduce yourself as Hospitality Chair and thank them for volunteering
5. Invite committee coordinators you oversee to attend the two PAC meetings prior to their event
6. Promote a welcoming environment
7. Arrange, set up (including table decorations), serve and clean up refreshments for special events, academic award assemblies, and other school functions when requested. Recruit needed help. (For events preceded by Family Dinners, Class Refreshments Coordinator will arrange for desserts and drinks, as well as setup and cleanup)
8. Notify front office staff whenever refreshments will be dropped off. Also, provide office with box for collection of refreshments
9. After events take Parents Association supplies and unclaimed dishes to Parents Association shelves in kitchen
10. Keep straightened Parents Association kitchen shelves
11. Send appropriate thank-you notes for your team, including to coordinators you oversee when they complete an activity or job
12. If a coordinator you oversee is unable to do his/her job, it becomes your responsibility to find a replacement or take on the job yourself
13. By May PAC meeting complete online report. Submit your binder to Parliamentarian
14. Assist Website Coordinator in seeing that reports are put online for Coordinators you oversee

Decorations and Refreshments Team

OVERVIEW: Help with creative decorating and with providing refreshments for designated school events such as Back-to-School night and Open Houses.

PURPOSE: Build extended family feeling among the entire MCP community. Promote sense of belonging. Live out “We are one Body in Christ”

TASKS:

1. Attend monthly council meetings

2. Promote a welcoming environment
3. Set up (including table decorations), serve refreshments and clean up for special events, Student Success Celebrations, Back-to-School night and Open Houses.
4. Recruit needed help
5. Notify front office staff whenever refreshments will be dropped off. Also, provide office with box for collection of refreshments
6. Straighten storage room if needed after your events
7. Send appropriate thank you notes for your team
8. By May council meeting write and submit report, along with folder to Parliamentarian

Recognition and Spirit Coordinator

OVERVIEW: Oversee presentation of Royal Spirit Award. Oversee and decorate MCP Recognition Bulletin Board. Create ways to promote school spirit.

PURPOSE: Recognize student, staff and parent achievements and promote school spirit.

TASKS:

1. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
2. Coordinate the passing of the Royal Spirit Award monthly to parent volunteers at PAC meeting
3. Assist school as needed with student, staff and parent recognition
4. Seek information on students, staff or parents recognition
5. Create and implement ways to promote school spirit
6. Send appropriate thank-you notes for your team
7. By May PAC meeting complete online report. Submit your folder to Parliamentarian

ROYAL SPIRIT AWARD TASKS

1. Contact last recipient week prior to Council Meeting
 - a. remind him/her to pass award at next meeting
 - b. remind her/him to let you know recipient in time to make certificate
 - c. arrange how to get recipient to meeting (surprise if possible)
2. Make Royal Spirit Award Certificate; make copy for bulletin board and your file
3. Add last recipient to handout; copy for new recipient
4. Bring to meeting: Certificate, handout, gift
5. Give secretary 2-3 sentence write-up about recipient for Royal Pride
6. Post copy of certificate on bulletin board

SPIRITUAL TEAM CHAIR

OVERVIEW: Act as liaison between Campus Minister, families, Parents Association, and Class Retreat Coordinators. Assist Campus Ministry as needed. Oversee Spiritual Team Coordinators and assist as needed.

PURPOSE: Offer support and encouragement for MCP's spiritual activities. Provide parental prayer support.

SPRING TASK FOR INCOMING SPIRITUAL TEAM CHAIR:

1. Help fill coordinator positions you oversee

TASKS:

1. Contact Campus Minister to introduce yourself, establish connection for working together, obtain instruction and guidance, and determine assistance needed
2. Oversee Liturgies, Month of Mary, Peoples Kitchen, Student Service Projects and Student Service Trips Coordinators and assist as needed. Serve as resource, motivation and support for committee coordinators you oversee
3. Distribute folders at beginning of the year to coordinators you oversee

4. Attend monthly PAC meetings
5. Assist Campus Minister as needed
6. Invite committee coordinators you oversee to attend the two PAC meetings prior to their event
7. Act as liaison between Campus Minister and class retreat coordinators. Contact class retreat coordinators to confirm help needed by Campus Minister, and convey timelines of help needed
8. Arrange prayer for Parents Association Special Events
9. Send appropriate thank-you notes for your team, including to coordinators you oversee when they complete an activity or job
10. If a coordinator you oversee is unable to do his/her job, it becomes your responsibility to find a replacement or take on the job yourself
11. By May PAC meeting complete online report. Submit your binder to Parliamentarian
12. Assist Website Coordinator in seeing that reports are put online for Coordinators you oversee

Liturgies Coordinator

OVERVIEW: Assist with school liturgies, including providing floral decorations, as requested.

PURPOSE: Assist Campus Ministry and support celebrations of liturgies at MCP.

TASKS:

1. Contact Campus Minister to introduce yourself, establish connection for working together, obtain instruction and guidance, and determine assistance needed
2. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
3. Confer with Campus Minister prior to a scheduled liturgy to decide what is needed in terms of flowers or decorations, and delivery time
4. Provide flowers or decorations for MCP liturgies
5. If requested, provide flowers or decorations needed for other Campus Ministry activities
6. Send appropriate thank-you notes for your team
7. By May PAC meeting complete online report. Submit your folder to Parliamentarian

Month of Mary Coordinator

OVERVIEW: Provide flowers for honoring Mary during month of May.

PURPOSE: Support our Catholic devotion to Mary, Mother of Jesus.

TASKS:

1. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
2. Coordinate volunteers to bring flowers and place them by the statue of Mary daily during month of May. Provide two vases and step ladder
3. May 1, put floral crown and rosary beads on Mary, to be left on through the month of May
4. Attend the two Parent Association Council (PAC) meetings prior to your event
5. Send appropriate thank-you notes for your team
6. By two weeks after event complete online report. Submit folder to Parliamentarian

People's Kitchen Coordinator

OVERVIEW: At Prado Day Center supervise sophomore students at People's Kitchen, on second Saturday of each month from 11:30 – 1pm. Organize distribution of donated food.

PURPOSE: Provide support and supervision to MCP students at Prado Day Center. Make sure all students leave safely.

TASKS:

1. Contact Campus Minister to introduce yourself, establish connection for working together, obtain instruction and guidance, and determine assistance needed
2. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
3. Meet at People's Kitchen to welcome sophomores at 11:30 am. on second Saturday of each month
4. Help direct and organize students serving food. Direct clean-up
5. Make sure all students have a ride home. Stay until all students have left safely
6. Send appropriate thank-you notes for your team
7. By May PAC meeting complete online report. Submit your folder to Parliamentarian

Student Service Project Coordinator

OVERVIEW: Assist with student service projects as directed by Campus Minister.

PURPOSE: Provide support to Campus Minister and to students in completing their service projects.

TASKS:

1. Contact Campus Minister to introduce yourself, establish connection for working together, obtain instruction and guidance, and determine assistance needed
2. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering.
3. Arrange for help as requested by Campus Minister
4. Send appropriate thank-you notes for your team
5. By May PAC meeting complete online report. Submit your folder to Parliamentarian

Student Service Trips Coordinator

OVERVIEW: Chaperone and assist on student service trips as directed by Campus Minister

PURPOSE: Provide support and assistance to Campus Minister on student service trips.

TASKS:

1. 1. Contact Campus Minister to introduce yourself, establish connection for working together, obtain instruction and guidance, and determine assistance needed
2. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering.
3. Arrange for help as requested by Campus Minister
4. Send appropriate thank-you notes for your team
5. By May PAC meeting complete online report. Submit your folder to Parliamentarian

SPORTS GAMES CHAIR

1. Oversee Admission Gate, Field Prep-Baseball, Field Prep-Football, Field Prep-Soccer, Game Confirmation, Scheduler and Transportation Coordinators and assist as needed. Serve as resource, motivation and support for committee coordinators you oversee

Admission Gate Coordinator

OVERVIEW: Provide parental assistance in working the admission gate at all home athletic events that require collecting admissions.

PURPOSE: Assist the sport team parent in scheduling the parent volunteers to help work the admission gate.

TASKS:

1. Check with Athletic Director to determine which athletic events will require admission, and obtain a schedule of the home games
2. Contact the team parent and let them know the game dates that need admission gate help
3. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
4. Assist the team parent in scheduling the parent volunteers
5. Follow up with team parent and Athletic Director
6. Send appropriate thank-you notes for your team
7. By May PAC meeting complete online report. Submit your folder to Parliamentarian

Field Prep-Baseball

OVERVIEW: Prepare home field for baseball games

PURPOSE: Provide assistance to Athletic Director in preparing field, enabling Director to tend to other tasks

TASKS:

1. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
2. Meet with Athletic Director to obtain instructions for setting up baseball field
3. Send appropriate thank-you notes for your team
4. Within two weeks of finishing complete online report. Submit folder to
5. Parliamentarian

Field Prep-Football Coordinator

OVERVIEW: Prepare home field for football games

PURPOSE: Provide assistance to Athletic Director in preparing field, enabling Director to tend to other tasks

TASKS:

1. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
2. Meet with Athletic Director to obtain instructions for lining and putting MCP logo on football field, and other requested tasks
3. Send appropriate thank-you notes for your team
4. Within two weeks of finishing complete online report. Submit folder to Parliamentarian

Field Prep-Soccer Coordinator

OVERVIEW: Prepare home field for soccer games

PURPOSE: Provide assistance to Athletic Director in preparing field, enabling Director to tend to other tasks

TASKS:

1. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
2. Meet with Athletic Director to obtain instructions for lining the soccer field, and other requested tasks

3. Send appropriate thank-you notes for your team
4. Within two weeks of finishing complete online report. Submit folder to Parliamentarian

Game Confirmations Coordinator

OVERVIEW: Once a week call schools MCP is scheduled to play and confirm dates, times and locations.

PURPOSE: Provide assistance to Athletic Director in confirming games and times for the upcoming week, enabling Director to tend to other tasks

TASKS:

1. Meet with Athletic Director to obtain instructions and phone numbers to schools to confirm games
2. Recruit help if needed
3. Send appropriate thank-you notes for your team
4. Within two weeks of finishing complete online report. Submit folder to Parliamentarian

Scheduling Coordinator:

OVERVIEW: Call schools MCP wants to schedule to play in all sports the following year.

PURPOSE: Provide assistance to Athletic Director with the scheduling process

TASKS:

1. Meet with Athletic Director to obtain instructions for his needs with the scheduling process
2. Call schools MCP wants to schedule to play in all sports the following year
3. Send appropriate thank-you notes for your team
4. Within two weeks of finishing, complete online report. Submit folder to Parliamentarian

Transportation Coordinator

OVERVIEW: Provide the necessary paperwork needed for driver clearance in order to transport student athletes.

PURPOSE: Assist the coaches and team parents in obtaining the necessary paperwork required by the Diocese in order to transport student athletes.

TASKS:

1. Obtain a schedule from the Athletic Director of all the sporting events that will require parent drivers
2. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
3. Contact team parents and let them know which games will need parent drivers.
4. Assist team parent in obtaining the parent drivers
5. Give the team parent the paperwork required by the Diocese in order to obtain driver clearance. (Forms may be obtained from front office secretary)
6. If necessary, check the clearance of the parent drivers
7. Work with the school secretary in updating the required paperwork
8. Send appropriate thank-you notes for your team
9. By May PAC meeting complete online report. Submit your folder to Parliamentarian

SPORTS TEAMS CHAIR

OVERVIEW: Provide assistance to Athletic Director. Recruit team parent for each sports team to assist coach. Oversee Sports Teams Coordinators and assist as needed.

PURPOSE: Support athletic program. Build team and school spirit and pride.

SPRING TASKS FOR INCOMING SPORTS TEAM CHAIR:

1. Recruit a team parent for each sports team. Send list to Directory Coordinator.
2. Help fill coordinator positions you oversee

TASKS:

1. Oversee Field Changeover, Sports Apparel, Sports Physicals, Sports Programs, Team Parents, Team Pictures and Website Coordinators and assist as needed. Serve as resource, motivation and support for committee coordinators you oversee
2. Distribute folders at beginning of the year to coordinators you oversee
3. Contact Athletic Director to introduce yourself, establish connection for working together, obtain instruction and guidance, and determine assistance needed
4. Attend monthly PAC meetings
5. Assist Athletic Director with logistics and requested help
6. Invite committee coordinators you oversee to attend the two PAC meetings prior to their event
7. Send appropriate thank-you notes for your team, including to coordinators you oversee when they complete an activity or job
8. If a coordinator you oversee is unable to do his/her job, it becomes your responsibility to find a replacement or take on the job yourself
9. By May PAC meeting complete online report. Submit your binder to Parliamentarian
10. Assist Website Coordinator in seeing that reports are put online for Coordinators you oversee

Field Change-over Coordinator

OVERVIEW: On last week-end of February organize approximately 50 volunteers to convert soccer field to baseball field under supervision of staff.

PURPOSE: Prepare field for baseball.

TASKS:

1. Meet with Athletic Director to confirm date and develop a plan to convert the soccer field to baseball field
2. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
3. Attend the two Parent Association Council (PAC) meetings prior to your event
4. Recruit needed volunteers to complete field change-over
5. Arrange for needed supplies
6. Organize volunteers to complete project
7. Send appropriate thank-you notes for your team
8. By two weeks after event complete online report. Submit folder to Parliamentarian

Sports Apparel Coordinator

OVERVIEW: Supervise and provide assistance to the sports teams in selecting individual team apparel.

PURPOSE: Maintain quality control in ordering apparel as dictated by the Athletic Department.

TASKS:

1. Contact Athletic Director to obtain any new information
2. Work with coaches and team parents regarding their selection of team apparel.
3. Provide team parents with Athletic Director approved guidelines regarding style of apparel. Ensure Mission Prep Sports Logo is printed on all sports apparel

4. Provide sport teams with a list of vendors that carry the Mission Prep logo. (See most current list of approved vendors which can be found in report)
5. May provide assistance in the design and ordering of team apparel
6. Be the liaison between the Athletic Department and the sports team in having their team apparel approved by the Athletic Director
7. Send appropriate thank-you notes for your team
8. By May PAC meeting complete online report. Submit your folder to Parliamentarian

Sports Physicals Coordinator

OVERVIEW: Arrange for physicians to provide sports physicals on MCP campus for athletes.

PURPOSE: Offer convenience and savings to athletes in obtaining required physicals.

TASKS:

1. Meet with trainer and athletic director to determine needs and timeline
2. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering. Recruit necessary parent help
3. Arrange for MCP facilities that will be used
4. Recruit physicians and nurses
5. Announce in Royal Pride and daily announcements
6. Obtain needed supplies
7. Set up and clean up of facilities used
8. Attend the two Parent Association Council (PAC) meetings prior to your event
9. Send appropriate thank-you notes for your team
10. By May PAC meeting complete online report. Submit your folder to Parliamentarian

Sports Programs Coordinator

OVERVIEW: Work with students to create programs for the sports teams per season. Coordinate and oversee the process.

PURPOSE: Identify and recognize student athletes.

TASKS:

1. Contact Athletic Director to obtain information, identify students who will be working on programs, and establish timeline
2. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
3. Meet with students who will be doing the design and production of the programs
4. When needed assist students in gathering information and creating programs (May need to contact coaches, team parents or photographer)
5. Send appropriate thank-you notes for your team
6. By May PAC meeting complete online report. Submit your folder to Parliamentarian

Team Parents Coordinator

OVERVIEW: Recruit a team parent for each sports team.

PURPOSE: Ensure that each sports team has a team parent to organize support of team and coach.

TASKS:

1. Contact Athletic Director to obtain information to pass on to Team Parents
2. Recruit a team parent for each sports team. (If possible, by end of prior school year in order for team parents to be listed in directory)
3. Provide Team Parent of each sport with folder containing guidelines and information relative to their sport

4. Contact parents who volunteered to be Team Parents to introduce yourself as coordinator and thank them for volunteering
5. Send appropriate thank-you notes for your team
6. By May PAC meeting complete online report. Submit your folder to Parliamentarian

Team Parents—per sport

OVERVIEW: Organize parents to support team and coach.

PURPOSE: Encourage and support athletes. Assist with team logistics.

TASKS:

1. **SUPPORT COACH.** Contact coach and see where assistance is needed.
2. Call parents of athletes to introduce yourself as team parent and find out how they would like to help the team and coach
3. Copy team roster and distribute to families. Include athlete's names, parents, names, contact phone numbers, emails and schedule of games
4. Recruit transportation parent to assist in arranging parent drivers for away games where a bus is not scheduled
5. Recruit gate parent to assist gate coordinator
6. Organize and plan team dinners. (If you want to use the Café Royale, please check with Facilities Manager as to availability. A request form for use of the cafeteria is provided.)
7. Organize end of season awards banquet
8. Recruit a parent to take pictures at games
9. Schedule team picture with the team picture coordinator
10. Coordinate with coach to honor senior athletes at last home game
11. Make arrangements for snacks and/or water if needed
12. May organize making of inspirational banner or sign for gym, Café Royale, or hallway. This is optional because the athletes will sometimes do this themselves Also, please check with Facilities Manager before putting up any posters
13. Send appropriate thank-you notes for your team
14. By May PAC meeting complete online report. Submit your folder to Parliamentarian

NOTE: The above-mentioned tasks are only a guideline as to what may be of assistance to the team and coach. Please verify with the coach and recruit parent assistance as needed.

Team Pictures Coordinator

OVERVIEW: Schedule sport team pictures with Karen McLain Photography.

PURPOSE: Facilitate and assist the sport team parent in scheduling the team pictures. Be the liaison between Karen McLain and the sport teams.

TASKS:

1. Obtain the sport schedules from the Athletic Director
2. Contact coaches and request a time that is convenient for them to have their team pictures taken
3. Contact Karen McLain photography and schedule the appointment
4. Contact team parent and assist the team parent in getting the order information, envelopes and appointment time to the parents. (A sample appointment form can be found in report. Acquire order information from Karen McLain)
5. Assist team parent on team picture day in collecting the money and envelopes if needed
6. Follow-up with Karen McLain in getting the pictures to the team parent so they can be handed out to the athletes
7. Send appropriate thank-you notes for your team
8. By May PAC meeting complete online report. Submit your folder to Parliamentarian

Website Coordinator (Sports)

OVERVIEW: Gather information to update sports website, including recent game results, game changes, recent news articles, etc. Sports Website coordinator will work with the Athletic Director and Technology Director.

PURPOSE: Provide MCP parents with updated information on the web about recent and various sporting activities. Promote parent/school communication through use of website.

TASKS:

1. Contact Athletic Director and Technology Director to introduce yourself and establish a connection for working together, obtain instruction and guidance, and determine assistance needed
2. Assist as requested in designing sports website
3. Gather and post information to sports website, including recent game results, game changes, recent news articles, etc.
4. Recruit other help as needed
5. Send appropriate thank-you notes for your team
6. By May PAC meeting complete online report. Submit your folder to Parliamentarian

STAFF TEAM CHAIR

OVERVIEW: Coordinate staff-requested assistance with parent volunteers. Oversee Parents Association Staff Coordinators and assist as needed.

PURPOSE: Provide assistance and support whenever staff requests.

SPRING TASK FOR INCOMING STAFF SUPPORT TEAM CHAIR:

1. Help fill coordinator positions you oversee

TASKS:

1. Oversee Office, Registration, and Workday Team Coordinators and assist as needed. Serve as resource, motivation and support for committee coordinators you oversee
2. Distribute folders at beginning of the year to coordinators you oversee
3. Provide appropriate staff with names and contact information of team coordinators you oversee
4. Attend monthly PAC meetings
5. Invite committee coordinators you oversee to attend the two PAC meetings prior to their event
6. Provide link between staff and parent volunteers
7. Assist staff with requests
8. Contact each Parent Liaison in the month before his/her class becomes SWAT Team
9. Send appropriate thank-you notes for your team, including to coordinators you oversee when they complete an activity or job
10. If a coordinator you oversee is unable to do his/her job, it becomes your responsibility to find a replacement or take on the job yourself
11. By May PAC meeting complete online report. Submit your binder to Parliamentarian
12. Assist Website Coordinator in seeing that reports are put online for Coordinators you oversee

Office Coordinator

OVERVIEW: Work with school secretaries to assist with any office needs.

PURPOSE: Provide support and assistance for office staff to help with workload.

TASKS:

1. Contact Administrative Assistant, Attendance Secretary, and Business Office

- Manager to introduce yourself, establish connection for working together, obtain instruction and guidance, and determine assistance needed
2. Work with above listed staff to assist with any office needs
 3. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
 4. Assist with school mailings, answering phones and office work as requested
 5. Arrange for phone coverage for front office during secretary's lunch
 6. Send appropriate thank-you notes for your team
 7. By May PAC meeting complete online report. Submit your folder to Parliamentarian

Registration Coordinator

OVERVIEW: Provide assistance to Registrar as needed for and on Registration Days.

PURPOSE: Provide parent assistance to Registrar for student registration.

TASKS:

1. Check with Registrar to determine what assistance is needed
2. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
3. Attend the two Parent Association Council (PAC) meetings prior to your event
4. Arrange for parent volunteers to assist with assembling registration packets in early April
5. Arrange for parent volunteers to "man" registration tables
6. Welcome parents and answer questions on registration day
7. As soon as possible after Registration, from Volunteer Forms, make list of parents who volunteered for council or coordinator positions. Give to incoming President.
8. After Registration, ensure Directory Forms are given to Directory Coordinator and Volunteer Forms are given to Volunteer Coordinator
9. Send appropriate thank-you notes for your team
10. By May PAC meeting complete online report. Submit your folder to Parliamentarian

Workdays Coordinator

OVERVIEW: Assist Facilities Manager with workdays for parents and students to assist with campus repairs, maintenance, etc.

PURPOSE: Provide opportunities for parent and student service hours while helping enhance and maintain the MCP campus.

TASKS:

1. Contact Facilities Manager to introduce yourself, establish connection for working together, obtain instruction and guidance, and determine assistance needed
2. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
3. Attend the two Parent Association Council (PAC) meetings prior to your event
4. Recruit help for workday by submitting article for Royal Pride, posting flyers about workday at school, and putting notice in daily announcements
5. Contact Facilities Manager one week prior to review job list
6. If needed secure materials and supplies for jobs to be done
7. Contact Principal for direction regarding welcoming workday volunteers, opening prayer, snacks, etc.
8. Email or call volunteers to remind them of date, time and any tools or supplies they should bring
9. If Facilities Manager is not able to attend workday, check out necessary keys from the office one day prior

10. Arrive one hour early on workday to set up
11. If Facilities Manager is not able to attend, supervise workday
12. Send appropriate thank-you notes for your team
13. By two weeks after final event of year complete online report. Submit folder to Parliamentarian

STUDENT ACTIVITIES TEAM CHAIR

OVERVIEW: Act as liaison for students in requesting parental help. Recruit parental assistance needed for school-wide student activities, projects and events. Oversee Student Activities Coordinators and assist as needed.

PURPOSE: Allow students to learn and grow by being in charge of activities as much as possible, but also offer them the support, encouragement and guidance needed to be successful.

SPRING TASK FOR INCOMING STUDENT ACTIVITIES TEAM CHAIR:

1. Help fill coordinator positions you oversee

TASKS:

1. Oversee ASB Dances, Clubs, Homecoming, Royal Day BBQ and Student Events Team Coordinators and assist as needed. Serve as resource, motivation and support for committee coordinators you oversee
2. Distribute folders at beginning of the year to coordinators you oversee
3. Contact Assistant Principal of Student Activities to introduce yourself, establish connection for working together, obtain instruction and guidance, and determine assistance needed
4. Attend monthly PAC meetings
5. Invite committee coordinators you oversee to attend the two PAC meetings prior to their event
6. Contact ASB School-wide officers and let them know they can contact you if they need parent help
7. Provide Asst. Principal of Student Activities with names and contact information of team coordinators you oversee. Have Asst. Principal of Student Activities contact you if additional help is needed
8. Help Assistant Principal of Activities with Visitation Day Lunch
9. Assist, or recruit parents to assist on Picture Day
10. Arrange for parental help for student activities and projects when requested
11. Send appropriate thank-you notes for your team, including to coordinators you oversee when they complete an activity or job
12. If a coordinator you oversee is unable to do his/her job, it becomes your responsibility to find a replacement or take on the job yourself
13. By May PAC meeting complete online report. Submit your binder to Parliamentarian
14. Assist Website Coordinator in seeing that reports are put online for Coordinators you oversee

ASB Dance Coordinator

OVERVIEW: For ASB-sponsored dances held at MCP serve as primary parent contact, arrange for parent chaperones and assist students as needed with decorations and refreshments. Class-sponsored dances, including Prom and Winter Formal, have their own class-level parent coordinators.

PURPOSE: Provide backup support for students as they plan and host school dances.

TASKS:

1. Assist with dances as requested by students and Assistant Principal of Student

Activities

2. Contact ASB President to identify yourself as parent contact person for ASB dances
3. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
4. Attend the two Parent Association Council (PAC) meetings prior to your event
5. For ASB-sponsored dances check with ASB to confirm if help is needed in following areas:
 - a. Recruit chaperones
 - b. Organize student-selected refreshments
 - c. Assist with decorating
 - d. Check to see that clean-up is organized, and that parents know their students are cleaning up
6. Send appropriate thank-you notes for your team
7. By two weeks after final event of year complete online report. Submit folder to Parliamentarian

Clubs Coordinator

OVERVIEW: Provide assistance to MCP clubs as directed by club advisors.

PURPOSE: Provide assistance in enriching and enhancing students' club experiences.

TASKS:

7. Contact club advisors and offer assistance
8. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
9. If requested by club advisors, research possible activities, opportunities or trips which may interest students
10. Share your findings with appropriate club advisors
11. Assist throughout year
12. Recruit help as needed
13. Send appropriate thank-you notes for your team
14. By May PAC meeting complete online report. Submit your folder to Parliamentarian

Homecoming Coordinator

OVERVIEW: Assist students in carrying out Homecoming Week and Homecoming Halftime Activities. Must be available to meet with students during leadership class, period C.

PURPOSE: Provide support for students' ideas and needs in terms of help, resources, and contacts, etc. for a great homecoming.

TASKS:

1. Contact Assistant Principal of Student Activities at beginning of school year. Arrange for date to first meet with Student Homecoming Committee during leadership class, period C
2. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
3. Attend the two Parent Association Council (PAC) meetings prior to your event
4. Assist Homecoming Student Committee and Assistant Principal of Student Activities with Homecoming Activities and Halftime Ceremony
5. Stay in contact with student homecoming representatives to keep information flowing regarding progress
6. Recruit volunteer help, provide assistance and secure requested donations
7. Send appropriate thank-you notes for your team
8. By two weeks after Homecoming complete online report. Submit folder to

Parliamentarian

Royal Day BBQ Coordinator

OVERVIEW: Assist students and Assistant Principal of Student Activities in planning and organizing the Royal Day BBQ.

PURPOSE: Provide staff and students with opportunity to socialize in year-end school celebration.

TASKS:

1. Contact Assistant Principal of Student Activities for date and needs of Royal Day BBQ
2. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
3. Attend the two Parent Association Council (PAC) meetings prior to your event
4. Organize and purchase food and supplies
5. Recruit help as needed for the BBQ
6. Send appropriate thank-you notes for your team
7. By one week after Royal Day BBQ complete online report. Submit folder to Parliamentarian

Student Events Coordinator

OVERVIEW: Provide assistance to students and Assistant Principal of Student Activities for Coffee Night, Lock-in, Movie Night, 7th grade visits, and Christmas Decorations.

PURPOSE: Provide support to enable students to enjoy special student events.

TASKS:

1. Contact Assistant Principal of Student Activities for activity dates and needs
2. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
3. Attend the two Parent Association Council (PAC) meetings prior to your event
4. For Coffee Night arrange for parents to provide and serve coffee and refreshments
5. For Lock-in arrange for chaperones and refreshments. (4 chaperones per shift to cover between 9pm and 8am)
6. Provide help as needed for Movie night
7. Assist students with 7th grade visits
8. Assist students in obtaining Christmas decorations. Arrange for donation of 2 Christmas trees for school. Check in with Assistant Principal of Student Activities before Thanksgiving to see what is needed
9. Send appropriate thank-you notes for your team
10. By May PAC meeting complete online report. Submit your folder to Parliamentarian

CLASS TEAMS

CHAIR

OVERVIEW: Oversee class-level parent activities and coordinators. Serve as one of the four Class Representatives to Parents Association Council. Preside at class-level parents meetings.

PURPOSE: Represent class parents on Parents Council. As part of class leadership team, work with other class representatives to ensure class parent responsibilities are covered.

SPRING TASK FOR INCOMING CLASS CHAIR:

1. Help fill coordinator positions you oversee

TASKS:

1. Oversee Class-Level Representatives and Dinner Coordinator and assist as needed. Serve as resource, motivation and support for Class Representatives and committee coordinator you oversee
2. Oversee all class-level Parents Association activities
3. Preside at all class-level parent meetings
4. Distribute binders and folders at the beginning of the year to other Class Representatives—Secretary, Parent Liaison and Student Liaison; and to Dinner Coordinator
5. Attend monthly PAC meetings
6. Invite committee coordinator you oversee to attend the two PAC meetings prior to their event
7. See that all class representatives and committee coordinators are invited and encouraged to attend the beginning of the year meeting to review job responsibilities, expectations, calendar and promote bonding as a class team
8. Send appropriate thank-you notes for your team, including to Class Representatives and coordinator you oversee when they complete an activity or job
9. If a Class Representative is unable to do his/her job, it becomes your responsibility to find a replacement
10. By May PAC meeting complete online report. Submit your binder to Parliamentarian
11. Assist Website Coordinator in seeing that reports are put online for Coordinators you oversee

Class Dinner Coordinator

OVERVIEW: Work with class students and parents to take part in hosting MCP Family Dinners for school community.

PURPOSE: To build community among all MCP families and staff.

TASKS:

1. Meet with other Class Dinner Coordinators to divide up jobs for hosting Family Dinners
 - a. Plan menu. Secure food donations or purchase food
 - b. Prepare food and serve
 - c. Setup and clean up
 - d. Decorations
 - e. Drinks
 - f. Dessert
 - g. Publicity
2. Recruit and oversee parents to help with your class' tasks for Family Dinner
3. Enlist student help in hosting dinner. The dinner is a joint parent/student activity with leadership initiated by parents
4. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
5. If class is responsible for dessert, contact Class Refreshments Team Coordinator to oversee providing of dessert at time desired by school. (Could be during or after parent meeting).
6. Attend the two Parent Association Council (PAC) meetings prior to your event
7. Send appropriate thank-you notes for your team
8. By two weeks after event complete online report. Submit your folder to Parliamentarian

SECRETARY

OVERVIEW: Serve as one of the four Class Representatives to Parents Association Council. Record the minutes of class-level meetings. Organize and initiate phone tree.

PURPOSE: Represent class parents on Parents Association Council. As part of class leadership team, work with other class representatives to ensure class parent responsibilities are covered.

SPRING TASKS FOR INCOMING CLASS SECRETARY:

1. Organize phone tree and submit to Directory Team Coordinator
2. Help fill coordinator positions you oversee

TASKS:

1. Oversee Graduation, Staff Appreciation and Senior Breakfast (for Junior Class only) Team Coordinators and assist as needed. Serve as resource, motivation and support for committee coordinators you oversee
2. Distribute folders at beginning of the year to coordinators you oversee
3. Attend monthly PAC meetings
4. Invite committee coordinators you oversee to attend the two PAC meetings prior to their event
5. Submit class-related Parents Association information for Royal Pride: Include summary of activities and thank-you notes for completed activities
6. Keep record of the proceedings of the class meetings
7. Initiate phone tree when requested
8. Assist your Class Representatives with tasks when needed
9. Send appropriate thank-you notes for your team, including to coordinators you oversee when they complete an activity or job
10. If a coordinator you oversee is unable to do his/her job, it becomes your responsibility to find a replacement or take on the job yourself
11. For families who start during the school year, add them to phone tree, and call parents to welcome them to MCP community
12. By May PAC meeting complete online report. Submit your binder to Parliamentarian
13. Assist Website Coordinator in seeing that reports are put online for Coordinators you oversee
14. **Senior Class Secretary:** Recruit parents to provide and serve refreshments for students taking spring AP exams. Coordinate with Assistant Principal of Academics. (See following)

Additional Responsibility for Senior Class Secretary

Responsible for Refreshments for AP Exams

OVERVIEW: Coordinate with Assistant Principal of Academics to provide healthy refreshments for students taking Advanced Placement Exams in the spring.

PURPOSE: Give the students an energy boost and break midway through AP Exams.

TASKS:

1. In April, check with Assistant Principal of Academics to get dates, times & numbers of students for each AP Exam. Find out time snack should be served. Also confirm location
2. Recruit volunteers for each exam day to set up, clean up, and provide snack and drink for students, including paper products
3. Give Assistant Principal of Academics list of names and contact information of parents who will be providing snacks each day
4. Send appropriate thank-you notes for your team

5. By two weeks after AP exams complete online report. Submit folder to Parliamentarian

Graduation

Graduation - Senior Coordinator

OVERVIEW: Serve as a consultant to Graduation Chair. Assist as needed.

PURPOSE: Provide guidance for other Graduation Team Coordinators. Assist in decision-making and planning.

TASKS:

1. Meet with Assistant Principal of Academics, Graduation Chair, and Class Graduation Coordinators to determine help needed by parents
2. Meet with Graduation Chair and Class Graduation Coordinators to review responsibilities, plan, etc.
3. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
4. Send invitations to Bishop, Superintendent, Principals and Pastors
5. Work with Graduation Chair and assist as needed
6. Coordinate help needed from senior parents
7. Send appropriate thank-you notes for your team
8. By June 20 complete online report. Submit your folder to Graduation Chair

Graduation - Junior Coordinator

OVERVIEW: Assist videographer and photographer with reservations and collecting information regarding pictures for Graduation Day. Assist Graduation Chair and Class Graduation Coordinators.

PURPOSE: Share responsibility for graduation among all classes to allow senior families to enjoy this very special occasion. Provide assistance to graduation team, videographer and photographer where needed before and on Graduation Day.

TASKS:

1. Meet with Assistant Principal of Academics, Graduation Chair and Class Graduation Coordinators to determine where help is needed
2. Meet with Graduation Chair and Class Graduation Coordinators to review responsibilities, plan, etc.
3. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
4. Provide assistance to other coordinators when needed
5. Contact photographer, Karen McLain, regarding her needs in gathering information for pictures for Graduation Day. Assist as needed beforehand and on Graduation Day. May include scheduling Graduation Day photo appointments, and assisting at check-in table
6. Contact videographer regarding her/his needs in gathering information for videography for Graduation Day. Assist as needed beforehand and on Graduation Day.
7. Send appropriate thank-you notes for your team
8. By June 20 complete online report. Submit your folder to Graduation Chair

Graduation - Sophomore Coordinator

OVERVIEW: Host receptions following Baccalaureate Service and Graduation. Decorate

for Graduation. Coordinate sophomore parent assistance needed.

PURPOSE: Share responsibility for graduation among all classes to allow senior families to enjoy this very special occasion. Enhance celebration by decorating and hosting receptions.

TASKS:

1. Meet with Assistant Principal of Academics, Graduation Chair and Class Graduation Coordinators to determine help needed by parents
2. Meet with Graduation Chair and Class Graduation Coordinators to review responsibilities, plan, etc.
3. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
4. Contact Graduation Chair to discuss refreshments and decorations. Same flowers can be used for Baccalaureate and Graduation
5. Organize and host receptions following Baccalaureate Service and Graduation. Should be low-key; the intent is not to upstage the ceremonies. Arrange for refreshment, table decorations and servers
6. Decorate for Graduation
7. Send appropriate thank-you notes for your team
8. By June 20 complete online report. Submit your folder to Graduation Chair

Graduation – Freshmen Coordinator

OVERVIEW: In charge of graduation day setup and security. Clean up after graduation. Rental Company will remove tent and rental chairs.

PURPOSE: Share responsibility for graduation among all classes to allow senior families to enjoy this very special occasion. Provide the extra help needed for setup, cleanup and security on graduation day.

TASKS:

1. Meet with Assistant Principal of Academics, Graduation Chair and Class Graduation Coordinators to determine help needed
2. Meet with other Graduation Chair and Class Graduation Coordinators to review responsibilities, plan, etc.
3. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
4. Consult Graduation Chair regarding setup, cleanup and security. Obtain seating chart
5. Make a list of what needs to be done for setup and cleanup. Recruit more than enough volunteers. Gather supplies needed
6. For graduation setup bring cleaning and labeling supplies. Arrange and label rented chairs. Clean when needed
7. Recruit parents to provide site security to protect setup and decorations in Mission Plaza on graduation day until security guard arrives
8. Supervise volunteers to clean up after graduation. Chairs need to be folded and stacked, and trash picked up
9. Send appropriate thank-you notes for your team
10. By June 20 complete online report. Submit your folder to Graduation Chair

Staff Appreciation Coordinator

OVERVIEW: Oversee staff appreciation quarter. Recruit parents and students to help recognize and show appreciation for our teachers throughout the quarter. Organize staff appreciation luncheon on assigned date.

PURPOSE: Pamper and thank staff. Let them know how much we appreciate all they do and give to make MCP be a great place.

TASKS:

1. Attend Parents Association Council (PAC) meeting at least one month prior to class assigned months
2. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
3. Organize one staff luncheon on assigned date
4. Oversee staff appreciation quarter. Recruit parent and students to help with gifts or food during these months
5. Try to involve students in expressing thanks and showing support for staff. Contact Class Student Officers to coordinate activity involving students (i.e. washing teachers cars or windows, making signs to show support for teachers)
6. Arrange for parents or students to set up for and clean up after each activity
7. Send appropriate thank-you notes for your team
8. Within two weeks of completing Staff Appreciation complete online report. Submit folder to Parliamentarian

Senior Breakfast Coordinator (*Hosted by Juniors*)

OVERVIEW: Junior Class hosts breakfast for Senior Class and Staff near end of school year.

PURPOSE: Continue tradition at MCP of Junior Class hosting a special celebration to honor the seniors.

TASKS:

1. **In the Fall**, call Parish Office to make sure Old Mission Parish Hall is reserved for Senior Breakfast
2. Attend the two Parents Association Council (PAC) meetings prior to breakfast
3. Hold planning meeting with Junior Student Class Officers. Decide menu, decoration, program...(Personalize program/entertainment to make Sr. Breakfast special)
4. Recruit volunteers (parents and students)
5. Create and send invitation to seniors and staff
6. Make wall and table decorations
7. Assist students as needed with program/entertainment
8. Arrange for food and food preparation
9. Oversee setup, cooking, serving, and cleanup
10. Send appropriate thank-you notes for your team
11. By two weeks after breakfast complete online report. Submit folder to Parliamentarian

PARENT LIAISON

OVERVIEW: Serve as one of the four Class Representatives to Parents Association Council. Serve as Strategic Work Action Team (SWAT) Leader for one quarter to coordinate on-call assistance. Assume Class Chair's duty in Chair's absence.

PURPOSE: Represent class parents on Parents Association Council. Provide link between class parents and Parents Association. As part of class leadership team, work with other class representatives to ensure class parent responsibilities are covered.

SPRING TASK FOR INCOMING PARENT LIAISON:

1. Help fill coordinator positions you oversee

TASKS:

1. Oversee Parent Activity and Refreshments Team Coordinators, and assist as

- needed. Serve as resource, motivation and support for committee coordinators you oversee
2. Distribute folders at beginning of the year to coordinators you oversee
 3. Attend monthly PAC meetings
 4. Invite committee coordinators you oversee to attend the two PAC meetings prior to their event
 5. Serve as Strategic Work Action Team (SWAT) Leader for one quarter to recruit class parents for on-call assistance needed by MCP.
 6. Assist class Chair with tasks
 7. Assume the duties of Class Chair in the Chair's absence
 8. Send appropriate thank-you notes for your team, including to coordinators you oversee when they complete an activity or job
 9. If a coordinator you oversee is unable to do his/her job, it becomes your responsibility to find a replacement or take on the job yourself
 10. By May PAC meeting complete online report. Submit your binder to Parliamentarian
 11. Assist Website Coordinator in seeing that reports are put online for Coordinators you oversee

Parent Activity Coordinator

OVERVIEW: Host one activity during year for parents/guardians of class to promote fellowship among class parents.

PURPOSE: Allow parents of students within the same class to meet, and to build community among them. May also provide opportunity to network to support each other and share parenting tips and information.

TASKS:

1. Host one activity during year for class parents
2. Confirm date listed on school calendar. Change date if necessary, and confirm with School-Wide Vice President
3. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
4. Determine type of activity at beginning of school year
5. Attend the two Parents Association Council (PAC) meetings prior to your event
6. Publicize date and activity in Royal Pride
7. Recruit volunteers, arrange for food and reserve location
8. Invite parents individually either through written invitation, email or phone. If needed request RSVP's
9. Oversee setup and cleanup
10. Send appropriate thank-you notes for your team
11. By two weeks after event complete online report. Submit folder to Parliamentarian

Refreshments Coordinator

OVERVIEW: To assist School-Wide Hospitality as needed, and recruit parents to provide refreshments when needed for your class.

PURPOSE: Distribute the responsibility of organizing and providing refreshments among several people.

TASKS:

1. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
2. Provide refreshments following annual Family Dinner sponsored by the class
3. Coordinate setup and cleanup of refreshment tables

4. Assist with refreshments for
 - a. New Parent Orientation
 - b. New Family Preview
 - c. Graduation
 - d. Special Events
5. Provide refreshments if requested for any other class activities
6. Assist school-wide Hospitality Co-chairs when needed
7. Send appropriate thank-you notes for your team
8. By May PAC meeting complete online report. Submit your folder to Parliamentarian

STUDENT LIAISON

OVERVIEW: Serve as one of the four Class Representatives to Parents Association Council. Serve as member of class leadership team. Act as liaison to connect class students with class parents and Parents Association Council.

PURPOSE: Represent class parents on Parents Association Council. Provide link between class students and Parents Association. As part of class leadership team, work with other class representatives to ensure class parent responsibilities are covered.

SPRING TASK FOR INCOMING STUDENT LIAISON:

1. Help fill coordinator positions you oversee

TASKS:

1. Oversee Dance, Family Activity, Retreat, and Paint the M (for freshmen only) Team Coordinators. Serve as resource, motivation and support for committee coordinators you oversee
2. Distribute folders at beginning of the year to coordinators you oversee
3. Attend monthly PAC meetings
4. Invite committee coordinators you oversee to attend the two PAC meetings prior to their event
5. Meet Student Class Officers. Communicate throughout year with class officers to support, encourage, and offer help. Let them know you are the contact when they would like parent help with their projects
6. Recruit and coordinate parent assistance needed by the students
7. Assist Class Chair with tasks
8. Assist with "Celebrate Our Students"
9. Send appropriate thank-you notes for your team, including to coordinators you oversee when they complete an activity or job
10. If a coordinator you oversee is unable to do his/her job, it becomes your responsibility to find a replacement or take on the job yourself
11. By May PAC meeting complete online report. Submit your binder to Parliamentarian
12. Assist Website Coordinator in seeing that reports are put online for Coordinators you oversee

Dance Coordinator

OVERVIEW: For class-sponsored dance, arrange for parent chaperones and assist students as needed with decorations and refreshments.

PURPOSE: Provide backup support for students as they plan and host the dance they sponsor.

TASKS:

1. Contact Assistant Principal of Student Activities and Student Class President to identify yourself as the parent contact person for the class dance
2. Initiate meeting early with students planning dance to determine help they would like.

- You may need to help them identify their needs
3. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
 4. Attend Parents Association Council (PAC) meetings 4 months prior to dance for Winter Formal (sophomores), Prom (junior), and freshmen dance. One or two months prior for senior dance.
 5. Recruit chaperones
 6. Organize student-selected refreshments
 7. Assist with decorating if help is wanted
 8. Check to see that clean-up is organized, and that parents know their students are cleaning up
 9. Send appropriate thank-you notes for your team
 10. By two weeks after Dance complete online report. Submit folder to Parliamentarian

Family Activity Coordinator

OVERVIEW: Host one activity during year for families of class to foster friendships between class families.

PURPOSE: Allow families within the same class to meet and socialize, for adults and teens to enjoy time together, and build community among the families.

TASKS:

1. Host one activity during year for families of class to promote sense of community
2. Confirm date listed on school calendar. Change date if necessary, and confirm with School-Wide Vice President
3. Attend the two Parents Association Council (PAC) meetings prior to event
4. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
5. Determine type of activity at beginning of school year
6. Publicize date and activity in Royal Pride
7. Recruit volunteers, arrange for food and reserve location
8. Invite families individually, either through written invitation, email or phone. If needed request RSVPs
9. Oversee setup and cleanup
10. Send appropriate thank-you notes for your team
11. By two weeks after Family Activity complete online report. Submit folder to Parliamentarian

Retreat Coordinator

OVERVIEW: Work with Campus Minister and Spiritual Chair to provide needed assistance with retreat. It could include meal preparation, snacks, and transportation of students to retreat location.

PURPOSE: Provide Campus Minister with help to allow her/him more time to focus on the spiritual aspects of the retreat.

TASKS:

1. Attend Parents Association Council meeting at least one month prior to retreat
2. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
3. Contact Campus Minister one month prior to retreat to offer help and find out what is needed
4. Coordinate requested assistance. Could include meal preparation, snacks, transportation of students to retreat location

5. Send appropriate thank-you notes for your team
6. By two weeks after Retreat complete online report. Submit folder to Parliamentarian

Paint the "M" Coordinator

OVERVIEW: Parent volunteers accompany the entire freshmen class, along with ASB and Freshmen Moderators as they walk from MCP to the "M". Students remove dirt and shrubs from the "M", and then paint the "M" white. Parents chaperone and provide refreshments for the Paint-the-M crew.

PURPOSE: Freshmen community builder

TASKS:

1. Contact Assistant Principal of Student Activities to introduce yourself and determine assistance needed
2. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
3. Organize acquisition of supplies
 - a. Paint: 6 gallons white exterior paint. Water soluble so we can wash up easily. (Freshmen students will each bring paint brush or roller).
 - b. 4 shovels
 - c. 4 big brooms (as used for sweeping out a garage)
 - d. 3 regular brooms
 - e. 2 clippers for trimming back bushes
 - f. 4 Heavy duty trash bags
 - g. Work gloves
4. Organize parent help. At least 6 parents to go up the hill and 4 parents to organize refreshments. (It would be nice to have 1 parent who is a nurse or doctor to go up hill, but not mandatory)
5. Organize refreshments after hike. Snacks and drinks for entire freshmen class plus 15.
6. Send appropriate thank-you notes for your team
7. By two weeks after event complete online report. Submit folder to Parliamentarian