

2009-2010

OVERVIEW OF PARENT VOLUNTEER JOBS

Most of MCP's parent volunteer jobs are organized within the framework of the Parents Association and the Mission Schools Booster Club. The Parent's Association structure is modeled after MCP's Associated Student Body. There are two levels of operation:

1. School-wide teams concentrate on school-wide parent coordination.
2. Class Level representatives coordinate individual class parents.

The Parents Association promotes the family-school partnership and the welfare of MCP. We play a supportive role to students, staff and parents. At MCP, students are expected to be in charge of activities as much as possible. Therefore, often our role as parents is to assist, encourage, and guide, not assume total responsibility for activities.

SCHOOL-WIDE FOCUS TEAMS

Chairs of underlined teams are members of the Parents' Council. The Council meets once a month (7:45-9:00am.) They serve as the liaisons between the teams they oversee and the Council.

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

COLLEGE COUNSELING: Assist College Counselor with needs during the school year.

GRADUATION - 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.

PHOTO CATALOGING - Work with MCP Technology Director to catalog MCP digital photographs. Recruit photographers to take pictures at school events as needed.

VOLUNTEER FORMS - Assist with updating the Volunteer Form. Upon completion of registration process organize Volunteer Forms and compile an electronic categorized list of volunteers by teams.

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

CLERICAL - Assist Admissions Director with direct mail projects, or other clerical work.

NEW FAMILIES - Assist Admissions Director with New Parents Orientation in fall and New Family Preview in spring.

ON-CAMPUS EVENTS - Assist Admissions Director with on-campus events such as Open Houses, Buddy Days and Testing

PARENT OUTREACH - Help organize and coordinate parent socials or information meetings.

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

ANNUAL FUND - Assist Advancement Director as needed with Annual Fund Drive.

CHRISTMAS CLASSIC - Coordinate parent volunteers for Christmas Classic.

SPECIAL EVENTS - Organize special events requested by the Principal.

ALUMNI CHAIR: 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.

ALUMNI SPORTS - Assist Alumni Director with arrangements for sports games in which alumni play current MCP sports teams.

MCP PARENT ALUMNI - Help Alumni Director organize an annual Alumni Parent event. Serve on Alumni Advisory Council.

MCP REUNIONS - Help Alumni Director organize a reunion for MCP Alumni. Serve on Alumni Advisory Council.

MH & MCC REUNIONS - Help Alumni Director organize a reunion luncheon for Mission High School and Mission Central Catholic Alumni. Serve on Alumni Advisory Council.

CELEBRATION AUCTION CHAIR: Plan, organize and hold the MCP annual celebration auction. Oversee Parents Association Celebration Auction Coordinators and assist as needed.

AUCTION COLLECTION - Solicit, collect and organize items for silent and live auction.

DECORATIONS / ENTERTAINMENT - Coordinate the decor and entertainment for the event.

DRINKS - Solicit and arrange for all drinks/wine for the event.

EVENT ORGANIZATION - Arrange for and coordinate all rentals and equipment needed for the event.

FOOD - Arrange for food that will be served at the event.

MARKETING / SPONSORSHIP - Arrange for and solicit sponsors for the event. Coordinate printing of all marketing and support material for the event.

COMMUNICATION CHAIR: Oversee Parents Association Communication Coordinators and assist as needed.

DIRECTORY- Compile annual directory during spring and summer

OUTDOOR MESSAGE BOARD – Change outdoor message board weekly.

PRESS RELEASES - Using information generated or approved by the Principal to write and submit approved press releases for publication.

ROYAL PRIDE - Produce monthly newsletter, the “Royal Pride” to keep information between parents, staff, and faculty flowing.

WEBSITE – Assist Parents Association in getting information online. Assist school with website.

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

Assist the art department with the art museum field trip. Oversee Parents Association Fine Arts Coordinators and assist as needed.

DRAMA - Provide the drama department with parental assistance as needed.

FALL ART SHOW - Assist art department in hosting a fall art show.

MUSIC – Provide the music department with parental assistance as needed.

SPRING ART SHOW - Assist art department in hosting a spring art show.

HOSPITALITY CHAIR: Promote a welcoming environment. Provide refreshments and decorate tables. Provide other decorations as needed. Oversee Parents Association Hospitality Coordinators and assist as needed.

DECORATIONS AND REFRESHMENTS: Help with creative decorating, and with providing refreshments for designated school events such as Back-to-School Night, and Open Houses.

RECOGNITION AND SPIRIT – Oversee and decorate displays on MCP Recognition Bulletin Boards. Oversee presentation of Royal Spirit Award. Create ways to promote school spirit.

SPIRITUAL CHAIR: Act as liaison between Campus Minister, families, Parents Association, and Class Retreat Coordinators.

Assist Campus Ministry as needed. Oversee Parents Association Spiritual Coordinators and assist as needed.

LITURGIES - Assist with school liturgies, including providing floral decorations, as requested.

MONTH OF MARY - Provide flowers for honoring Mary during month of May.

PEOPLE’S KITCHEN - 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.

STUDENT SERVICE PROJECTS - Assist with student service projects as directed by Campus Minister.

STUDENT SERVICE TRIPS – Chaperone and assist on student service trips and/or service activities.

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

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

OFFICE - Work with school secretaries to assist with any office needs.

REGISTRATION - Provide assistance to Registrar as needed for and on Registration Days.

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

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

ASB DANCES - 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.

CLUBS - Provide assistance to MCP clubs as directed by club advisors.

HOMECOMING - Assist ASB with the activities surrounding Homecoming.

ROYAL DAY BBQ - Assist in planning and organizing the Royal Day BBQ.

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

SPORTS GAMES CHAIR: Provide assistance to Athletic Director. Secure and coordinate volunteers. Oversee Sports Games Coordinators and assist as needed.

ADMISSION GATE - Provide parental assistance in working the admission gate at all home athletic events that require collecting admissions.

FIELD PREP-BASEBALL – Prepare home field for baseball games.

FIELD PREP-FOOTBALL - Prepare home field for football games.

FIELD PREP-SOCCER - Prepare home field for soccer games.

GAME CONFIRMATIONS - Once a week call schools MCP is scheduled to play and confirm dates, times and locations.
SCHEDULER - Call schools MCP wants to schedule in all sports the following year.
TRANSPORTATION - Provide the necessary paperwork needed for driver clearance in order to transport student athletes.

SPORTS TEAMS CHAIR: Provide assistance to Athletic Director. Secure and coordinate volunteers. Oversee Sports Teams Coordinators and assist as needed.

SPORTS APPAREL – Supervise and provide assistance to the sports teams in selecting individual team apparel.

SPORTS PHYSICALS – Arrange for physicians to provide sports physicals on MCP campus for athletes.

SPORTS PROGRAMS – Work with students to create programs for the sports teams per season. Coordinate and oversee the process.

SPORTS WEBSITE - Gather information to update sports website, including recent game results, game changes, recent news articles, etc. Will work with Athletic Director and Technology Director.

TEAM PARENT COORDINATOR- Recruit and oversee team parent for each sports team to assist coach.

SPECIFIC TEAM PARENT- Assist coach and team as requested. Could include organizing away game drivers, game snacks, end of season dinner, and coach's gift.

TEAM PICTURE COORDINATOR- Schedule sports team pictures with school's photographer.

CLASS LEVEL TEAMS

Underlined positions are class representatives and members of the Parents Association Council (PAC) that meets once a month (7:45am-9:00am). Class Representatives serve as liaisons between the class parents, the teams they oversee and the Parents Association Council.

CLASS CHAIRPERSON: Preside and oversee Class-level meetings and parent activities.

MCP FAMILY DINNER – Work with class students and parents to sponsor, plan, publicize and host one MCP dinner for the school community.

CLASS SECRETARY: Record class meeting proceedings. Submit class information to the Royal Pride. Organize phone tree.

GRADUATION – Assist with graduation planning, decorating and refreshments. Different responsibilities are assigned to each class.

PHONE TREE LIAISON – Deliver message by phone or email to a group of class parents.

STAFF APPRECIATION – Coordinate various items of gratitude for the staff for a two or three month period.

SENIOR BREAKFAST (Jr. only) – Junior students and parents host breakfast for seniors and staff (May).

CLASS PARENT LIAISON: Provide a link between class parents and Parents' Association Council. Serve as SWAT Team leader to recruit on-call assistance for one quarter. Assume chairperson's duties in chair's absence.

PARENT ACTIVITY – Host one activity for class parents to promote fellowship.

REFRESHMENTS – Provide refreshments for class activities as requested.

CLASS STUDENT LIAISON: Provide a link between the class students and parents. Oversee coordination of parent assistance needed by students.

DANCE – Assist students with decorations, refreshments and secure chaperones for one dance.

FAMILY ACTIVITY - Host one activity for families of class to promote community building.

RETREAT – Provide needed assistance with class retreat—could include food and transportation.

PAINT THE M (Fr. only) – Accompany freshmen class as they walk from MCP to the "M". Students clean up and paint the "M". Parents chaperone and provide refreshments for the Paint-the-M crew.

MISSION SCHOOLS BOOSTER CLUB

The Booster Club is a fundraising organization providing support for athletic programs at Mission College Prep and Old Mission School. Funds are raised via a fall booster auction, spring golf tournament, concessions and apparel sales.

BOOSTER BOARD MEMBER – Attend monthly meetings, and is voting member, support and participate in Booster Club Activities

AUCTION COORDINATOR – Organize and coordinate volunteers for fall auction, Booster's major fundraiser.

CONCESSIONS – Coordinate volunteers to work sports concession stand.

MCP "GEAR" CHAIR – Develop and oversee a modest line of MCP apparel and products for sale.

HACKER GOLF TOURNAMENT – Organize and coordinate volunteers for spring golf tournament.