

PARENTS ASSOCIATION

*Focusing on
Building Community and Supporting MCP*

GUIDEBOOK

2017-2018

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TABLE OF CONTENTS

Introduction
History
Philosophy
Parents Association Leader (PAL) Responsibilities
Volunteer and Driver Clearance-to be updated
Driver Protocol-to be updated
Job Reports Website Access
Refreshments Responsibilities
Sign up Genius
Task Leadership: Students, Parents or Both
Acronyms
Parents Association Policies
Financial Policies
Parent Service Hour Policies
Parents Association Guidelines
Parents Association Bylaws
Position Job Descriptions (corresponding to Organizational Chart)

MCP PARENTS ASSOCIATION INTRODUCTION

As a MCP parent/guardian you are automatically a member 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 Leaders (PAL) Contact List, found in the MCP Directory or online on Canvas, to contact appropriate coordinators to volunteer, or get information.

Our Parents Association is structured to involve as many MCP parents/guardians 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 Parents Association Leader (PAL). This extensive network was designed to effectively and productively use parent/guardian 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 this knowledge on to those who follow, we have developed this Parents Association Guidebook, and supplemented it with reports from Parents Association Leaders (PALs).

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 to develop a lasting structure that would enhance the family/school partnership, build community, and make parent involvement easier and more productive. As MCP parents we had a dream that we could become a much more involved and effective part of the staff/parents team.

Parents, students, teachers, administrators, 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. Because of the thoughtful input of the entire MCP community, we were able to create a Parents Association structure that could involve many people sharing a multitude of tasks.

Each year we interview appropriate MCP faculty and staff to determine their requests for parent help for the coming year. Our Parents Association Organizational Chart is then revised to be in alignment with the school's requests. We recruit Parents Association Leaders annually to fill any existing and newly created positions. Parents Association Leaders are supported and assisted as they carry out their volunteer positions. In this way we are able to meet the ever-changing needs of MCP.

PARENTS ASSOCIATION PHILOSOPHY

BE INVOLVED! Parents have the primary responsibility for the education of their children. High school students need you to be present, and 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 College Prep 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 entire MCP 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: As parents/guardians we assist and encourage each other through the exciting and challenging time of high school. The Parents Association provides opportunities for parents/guardians to meet, connect, and work together. Friendships are developed and strengthened through sharing ideas, and by assisting, supporting and encouraging each other.

PARENTS ASSOCIATION LEADER (PAL) 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.
- Communicate with your team. If you send emails, always copy the Executive Team member who oversees your position to keep her/him informed.
- PAC members: Check in with coordinators as needed to be sure they are on target or progressing with their activity/job.
- Turn to your officer if you need help.

A. Attend Parents Association meetings and activities.

- **Executive Team, Chairs and Class Reps:**
 - You are the link between your coordinators and the Parents Association. Invite each coordinator you oversee to attend the upcoming Parents Association meeting if his/her activity is within the next two months. If activity is just completed, invite her/him to attend upcoming PA meeting to report, or let you know what to report.
 - Convey to your coordinators any relevant information from PA meeting.
 - If you are unable to attend a Parents Association Meeting find a substitute and review meeting notes with her/him afterwards.
- **Coordinators**
 - Attend Parents Association meeting one month (or more) prior to your event (if possible) to inform parents of planning and needs. Also attend Parents Association meeting following your event to share about the success of your event.

R. Report—write a report and submit to Reports Coordinator.

- Keep notes for your report.
- Submit report to Reports Coordinator within two weeks of completion of activity.
- PAC members: Encourage and help your coordinators to find and use pertinent info online (Job Reports, How-to-Guide for Reports, Volunteer List).

E. Encourage the building of community among MCP families.

- Be welcoming. Promote an extended family feeling.

N. Note relevant dates and review job description.

- Occasionally review your job description (and PAC members review your coordinators job descriptions) to ensure job tasks are being covered. All job descriptions can be found online in the Guidebook.
- Make sure to get a timely start with planning & recruiting volunteers. Follow-up to ensure progress and completion.

T. Thank volunteers.

- Be appreciative of volunteer effort and contributions. Thanks can be a handwritten note, email, phone call, Royal Pride submission...
- Make sure all who volunteer are contacted. Whether their help is needed or not, their offer is appreciated.

S. Support the mission & philosophies of MCP & Parents Association.

- Represent Mission College Preparatory and the Parents Association as an ambassador among the school community, and the community at large.

VOLUNTEER AND DRIVER CLEARANCE

Note: All information and forms can be found on the MCP website

MCP follows the guidelines set forth by the U.S. Bishops Charter for the Protection of Children. Under these guidelines, in order to volunteer for MCP around students, volunteers must have clearance on file in the MCP office.

FOR VOLUNTEER CLEARANCE, YOU MUST COMPLETE THE FOLLOWING

(only necessary to do once thru the Monterey Diocese)

1. **Shield the Vulnerable** (online training: <http://www.shieldthevulnerable.org> Select: Catholic Dioceses, >Monterey Diocese, >Volunteer)
2. **LiveScan Fingerprinting** is available at MCP's New Family Orientation in May and Back to School Night in August. Or to get fingerprinted at another time a list of Live Scan locations and the Live Scan form can be obtained from the MCP office

FOR DRIVER CLEARANCE YOU MUST COMPLETE THE FOLLOWING (in addition to above):

1. Copy of Current, Unrestricted CA Driver's License - Update as needed
2. Driver Information Form (Print, complete & sign) - Each academic year
3. Waiver & Release Form (Print, complete & sign) - Each academic year
4. Defensive Driver Training Video (Watch & print certificate – Once while at MCP)

In order to insure the integrity of the sport/field trip/school event and procedures, students shall be transported from school to the event, and always returned to MCP after the event. Should parents wish any deviation from the standard round trip for their child, the parents shall provide a written and signed permission to the school prior to their student's participation in the event. Examples of acceptable deviations from the standard: Parents have arranged to pick up their own child from the event, parents have arranged for someone other than the original driver to take their child home.

Completed forms/certificates should be brought to the MCP office. Questions may also be directed to the MCP office, 543-2131 ext. 200.

DRIVER PROTOCOL

1. Drivers must complete volunteer and driver clearance before driving students. Check with MCP office to be sure you are cleared.
2. Parent drivers are required to drive students to the event and back to MCP.
3. If student is not returning to MCP with the parent who drove him/her, but is leaving with another adult, the adult and student must inform coach or staff-in-charge, as well as the original driver. Parent must also sign coach/staff sign-out sheet.
4. Drivers need to have with them:
 - a. Team Roster (with student name, parent name and emergency contact information)
 - b. Sealed packet with the confidential health and physical information and release for treatment forms. It is only to be opened in an emergency. Otherwise sealed packet is to be returned to team parent or coach, who will return to athletic department at the end of the season.
5. Students may drive themselves and siblings to and from the event, but are not allowed to drive any other students.
6. Parents are allowed to drive their students.

Update Job Webpage & View Past Reports

FIND JOB WEBPAGE AND UPDATE

Find job webpage:

1. Start at www.missionprep.org
2. Click Quick Links (*Drop Down Menu at top of page*)
3. Click Parent Association Page
4. Click Job Reports Log in Link
email: parents.mcp@gmail.com
password: 682parents
5. Click Log In (*If page opens to "My PBworks", click on the link under My Workspaces, "mcpparents.pbworks.com" to get to Parents Association workspace.*)
6. Scroll down color-coded right side bar
7. Click on your position
Welcome to your job webpage!

Update for the current school year:

1. Click Edit (top)
2. Scroll to Honorarium...
3. Check to be sure last year's PAL is in Honorarium. If not,
Add by following *Directions to add info* below
4. Add your Year, Name, Email, Phone.
Add by following *Directions to add info* below
Directions to add info: Add a row by moving cursor into the box with the most recent date, at top of page click on "table", then "row", then "insert row before"
5. Fill in your information at top, replacing predecessor: Year, Coordinator, Email, Phone
6. Click Save (bottom)

VIEW PAST REPORTS FOR YOUR POSITION

1. On your position page under Reports & Documents, click on the most recent report. Some will require you to click the Download tab (top of page)

LOCATE SLIDESHOWS AND PARENTS ASSN. DOCUMENTS

1. Scroll down color-coded sidebar
2. Locate Slideshows
3. Locate Parents Assn. Documents – Find "Volunteer List" link (this year's will be available after Back-to-School Night)

REFRESHMENTS 2017-18

REFRESHMENT GUIDELINES

1. **SERVING DISHES:** Please do not bring and leave at MCP any serving dishes of value to you, whether monetary or sentimental. With many people involved in events we cannot assure they will be returned. If you do bring a non-disposable dish, please put your name on it to help in getting it back to you.
2. **SIMPLIFY:** Because the Parents Association provides refreshments for so many MCP activities, in caring for our parents we need to not ask too much of them for any single event. Be careful not to try to outdo prior events. Simple is good.
3. **REFRESHMENT EXPECTATIONS:** MCP appreciates the desire to make all events nice. However, expectations should be realistic for the event. No refreshments are needed for meetings of one hour or less (eg: Sports Team Parent Meetings). A simple dessert is appropriate for after dinner meetings. For before dinner meetings consider something healthier like veggies and dip or cheese and crackers.
4. **WATER:** The Parents Association has two large glass water containers with the Parents Assn. supplies in the Café Royale storage area. We encourage you to use them for serving water or cold beverages. Ice is available in the Café. We are trying to reduce use of single serving water bottles.
5. **PAPER PRODUCTS:** Often there are an abundance of paper products in the Parents Assn. supplies. Please use what is there before purchasing new. Check ahead of time and put aside the supplies you want to use.
6. **ECO-FRIENDLY:** MCP is continuing to make efforts to go green. Use of Styrofoam is not allowed. We encourage you to think in green ways, use green products, and look for ways to reduce MCP's environmental impact on our planet. In order not to be wasteful, please use up current Parents Association supplies, but when replacing or buying new supplies, please consider purchasing biodegradable or recycled products. When creating Volunteer Sign Ups encourage the use of green products. With our actions let's show that the MCP Parents Association does care and is eco-friendly.

SERVICE HOURS FOR REFRESHMENTS

The Board of Regents set the following policy regarding service hour credit for the donation of refreshments-

Store bought: \$25 of refreshments = 1 Service Hour. Turn in receipt with service hour form.

Homemade: 4 dozen homemade cookies, or equivalent homemade refreshment = 1 Service Hour

PARENTS ASSN. SUPPLIES IN CAFÉ ROYALE (Parents Assn. Pantry)

On the Parents Association shelves in the Café Royale kitchen storage area there are many supplies for your use, some reusable and some disposable. Before purchasing more, please check the bins to see if there are paper goods or disposable items available for use for your event. To ensure you have the disposable items for your event, either take them with you, or label with your name and event, and give them to Lori Wooldridge or Lois Gall to put in the Harry Potter closet to store.

Disposable Items possibly available

1. **Paper products:** plates, bowls, napkins, plastic spoon- forks-knives, hot and cold cups
2. **Beverage items:** coffee, various teas, sugar, sweeteners, creamers, stirrers, drink mixes

Non-disposable event supplies are also ready and waiting for your use:

1. **Coffee and Tea Service**

A large coffee maker that both brews and serves coffee, a large coffee maker that can be used for making and serving hot water, an instant hot water maker, 2 pump pots, cream and sugar bowls

2. Serving Platters, bowls, doilies, chafing dishes and serving utensils
Large and small platters, large and small bowls, baskets and serving utensils of various sizes and uses. Large ice bins for canned and bottled drinks, some wine goblets, a cold thermos. There is also a bin with holiday themed serve ware.
3. Tablecloths, vases and table decorations,
There are many vinyl tablecloths available for your use. There are also a few other tablecloths, table runners and placemats. The school has several navy blue tablecloths (about 20). If you would like to use them, contact Lois Gall or Chris Blake.
4. Misc. useful event items
Aprons, electrical cords, hot pads, disposable gloves, food wraps and clean up supplies can also be found in the Parents Association bins. Additional aprons are also available. Contact Lois Gall or Chris Blake.

ONLINE SIGN-UP DOCUMENTS

We encourage all teams needing refreshments to use an online sign-up document and email the link.

To create the online document you may

1. Create it yourself
2. Have Sign-up Documents Coordinator create it for you.

More details regarding creating online sign-up documents...

1. Create it yourself using one of the online websites.
 - a. Follow Sign up Genius Tutorial included in PAL folder
 - b. PleaseBringIt.com is another popular one used by MCP parents. Go to <http://signup.pleasebringit.com/> . This website has started charging a fee to use
 - c. Sign-up Documents Coordinator can also assist you if you have questions.
 - d. After you create the sign-up document, then send the link to your team members to sign-up, , and to Lois Gall to post on website or send to class
2. Have Sign-up Documents Coordinator create it. The Sign-up Documents Coordinator will create your online sign-up sheet for you! Simply email her/him the items you want on the sign-up sheet, and any pertinent information you want in the introductory paragraph. The list can include items as well as volunteer help needed. She/he will create the online sign-up and email you back the link.
3. Send link to
 - a. Parents who signed up on the Volunteer List expressing interest in helping
 - b. Parents Assn. Secretary (Melissa Carney) to put in Royal Pride
 - c. Advancement Associate (Lois Gall) to post on Parents Assn. Website under Volunteer Sign-ups. And to send to class(es) if you need more volunteers.

FOOD PUT IN FACULTY ROOM (ROYAL KEEP)

In order for faculty to know what food in the refrigerators is for everyone to share and what is being saved for an event, we use a simple card system. There is a sign on each refrigerator that reads: "Parents -- If you are putting food in this fridge, please choose an appropriate label and attach it to the items you leave. If the food is to be saved, please use the dry erase marker to fill in the blank."

The cards are in magnetic holders along with sticky notes for additional messages if needed, as well as a dry erase marker and pen in each holder.

The cards read--

Blue: Food for all to Share

Yellow: Do not eat, save for _____

WHO IS RESPONSIBLE FOR WHAT REGARDING REFRESHMENTS

The following summarizes which teams are responsible for which refreshments. Of course, we encourage you to help each other.

Hospitality Team

Hospitality Team provides refreshments/decorations for following school-wide events.

1. Back-to-School Night: refreshments after classroom visitations
2. AP Refreshments: refreshments for students taking AP exams
3. New Families Orientation: refreshments & table decorations
4. Community Education Nights, if planned
5. Possible Special Events (If requested by Advancement Associate)
6. *NOTE: If requested, may assist event coordinators with securing refreshments for their events, however it is not Hospitality Team's responsibility to secure refreshments for events other than those listed above.*

School-wide Teams

School-wide Team Coordinators are responsible for securing needed refreshments for their events. School-wide teams provide refreshments for the following school wide events...

1. Drama
2. Homecoming Reception
3. Open House
4. Royal Day
5. Senior Breakfast
6. Student Events (see below)

Student Events

Student Events Coordinator is responsible for securing needed refreshments for student events. Student Events Team provide refreshments for the following student events...

Coffee Night

1. Lock-in
2. Movie Night

Class Team Coordinators

Class Team Coordinators are responsible for securing needed refreshments for their events. Class teams provide refreshments for the following Class events...

1. Dance
2. Retreat
3. Staff Appreciation
4. Graduation/Baccalaureate

SIGN UP GENIUS TUTORIAL

Signupgenius.com

Click on Login/Join
Click on Create a Sign Up

1. Fill in General Details. Use this space to note where you want items dropped off or any other specific details. You can also repeat it in your email at the end.

Create A Sign Up

1) General Details 2) Theme 3) Dates/Times 4) Slots 5) Settings 6) Preview 7) Invite/Publish

Name of Your Group: MCP Parents Association

Title of Sign Up: Sign Up Genius Tutorial

Description (Use this area to provide any instructions or details to your group members.)

This is an example to help you set up your own Sign Up Genius document for use with MCP Parents Association. Everything in this example will be under the FREE version.

2. Theme: choose from lots offered. I chose Classic for this example.
3. Date/Time (choose the best one for your event):

Create A Sign Up

Sign Up Genius Tutorial

1) General Details 2) Theme 3) Dates/Times 4) Slots 5) Settings 6) Preview 7) Invite/Publish

What type of event are people signing up for? (Date & Time Settings)

- One-time: Takes place at one time at one location (i.e. a potluck or party)
- Recurring: Takes place at one location on recurring days (i.e. snacks every Sunday)
- Time Slots: Involves people selecting from a range of times (i.e. a parent teacher conference)
- Custom: Involves multiple days, times, or locations (i.e. volunteers for sports games)
- No Specific Date: Does not take place on a specific day (i.e. a donation sign up)
NOTE: No Specific Date sign ups do not have email reminders.

4. Slots: Fill in your wants and how many. Add a specific note next to slot. You can also bulk import from your own docs. You can then edit and/or alphabetize from this page.

Add New Sign Up Slots: [Bulk Import](#)

Title of Slot	# Wanted	Help Comment
	1	
	1	
	1	
	1	
	1	

I need to enter more sign up slots in addition to the ones above.

Layout Settings: Type of sign up:

- Standard volunteer
- Party or potluck RSVP

RSVP Settings:

- Allow everyone to see the RSVP responses
- Keep a separate count of children attending

- Settings: decide what contact info you want from your volunteers. (They will get an email or text reminder when they sign up and 2 days before). You can be notified when someone signs up (or not).

1) General Details 2) Theme 3) Dates/Times 4) Slots 5) Settings ? 6) Preview 7) Invite/Publish

Choose exactly what your users need to fill out in order to sign up!

Contact Info:

Ask for Require it?

Name Yes

Email Yes No

NOTE: Contact info is for the sign up admin. Only the name is visible to your group.

Also hide the names from group members

Note: Requesting address & phone is not yet implemented for RSVP format sign ups. That is coming in the future. You can switch back to standard format on the slots screen.

Public Sign Up Comment

Your group members can enter a comment for each item they sign up for. This will be seen by others. Call this field: Required? Yes No

Miscellaneous Preferences

Notify me by email when people sign up or edit/delete their sign up slot

Send reminders to people days before the date they signed up

Encourage my members to share about this sign up on Facebook, Twitter, or Pinterest

- Preview: This is what it will look like when sent out. Check it over, you are almost done!
- Enter emails. Remember to send it to Lois for approval before sending it out to a group. She will also be sure the list gets put on the MCP website.

1) General Details 2) Theme 3) Dates/Times 4) Slots 5) Settings 6) Preview 7) Invite/Publish ?

You are now ready to publish your sign up and invite your group!

Send to emails that I enter below:

Manually Enter Emails

Import from Address Book ?

Your Custom Email Text: * Enter up to 255 characters. (111 characters remaining)

There are circles with ? in them all over the website if you need additional help. Here is a link to the complete example if you want to look at it online:

www.SignUpGenius.com/go/10C0948ADAB22A2F58-sign

TASK LEADERSHIP: STUDENTS, PARENTS OR BOTH

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: Spring

SOPHOMORE CLASS

1. Dance: Winter Formal

JUNIOR CLASS

1. Dance: Jr./Sr. Prom

SENIOR CLASS

1. Dance: Beginning of the Year
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. Homecoming Week Activities, Half-time ceremony, dance
4. Spirit Week & Visitation Day
5. Royal Day
6. Elections
7. Officer Training for all Student Council Members

JOINT PARENT AND STUDENT TASK LIST

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 Activity (optional)

CLASS PARENTS TASK LIST

EACH CLASS

1. Family or Parents Activity (optional)
2. Retreat: Provide food and rides
3. Assist with Graduation

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...

ACRONYMS

PA Parents Association-

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.

PAC Parents Association Council-

The Parents Association Council is composed of the Officers, the Chairpersons of the School-Wide Teams, and the Class Representatives (Freshmen, Sophomore, Junior and Senior: Chairs, Secretaries, Parent Liaison, Student Liaison). The School Principal, Advancement Directory and Advancement Associate will serve as ex-officio members. Each of the four main geographic areas (North County, Coast, South County, and San Luis Obispo) shall be represented on the Parents Association Council.

PAL Parents Association Leaders-

All parents holding a leadership position listed on the Parents Association Organizational Chart are "PALs".

PARENTS ASSOCIATION POLICIES

GENERAL POLICIES

1. **PARENTS ASSOCIATION REPORTS AND DOCUMENTS:** Parents Association Directory, Guidebook, Organizational Chart, Parents Association Leaders Contact List, Volunteer List, Slideshows, submitted reports, agendas and minutes from past meetings, and other Parents Association documents can be accessed through the Parents Association page of the MCP website or the Parents Association Job Reports website.
2. **WRAP-UP REPORTS:** The Parents Association asks that every PAL (Parents Association Leader) complete and submit Wrap-up Report within two weeks of completing an activity. Wrap-up Reports are posted on the Job Reports Website which can be accessed through the MCP website. Recording and passing on information is critical to the smooth operation of the 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. **EMAIL COMMUNICATION**
 - A. If a PAL wants an email sent to the entire class, the PAL should send the email to the Advancement Associate and Parents Assn President for approval. One of them will then forward to appropriate Class Secretary for distribution.
 - B. Class Secretaries (not school secretaries) are the main communication link between the Parents Association and the class parents. Class Secretaries must always send class emails as BCC.
 - C. If a Class Secretary is contacted by a PAL to have an email sent to request help...
 - a. First, ask her/him if s/he has contacted the parents who signed up for their team on the Volunteer List. If not, ask them to do this first.
 - b. If they have, and still need help, have them send an email draft to Advancement Associate and Parents Association President for approval. After approval, the secretary will then send out the email to the class.
 - c. If a school-wide email is requested, a draft should be sent to Advancement Associate and Parents Assn President for approval and distribution.
 - D. Under no circumstances should...
 - a. Emails be sent to class parents without prior approval from Advancement Associate or Parents Assn. President
 - b. The e-mail list be given to anyone. Even though much of this information is in the directory, do not to pass on the group list.
4. **MCP PARKING GARAGE:** All garage parking spaces are reserved during the day. No parking in garage until after 4 p.m.
5. **DAILY ANNOUNCEMENTS:** Announcements are video broadcast into each classroom daily to students, and are also posted on Canvas. To submit an announcement, complete "Daily Announcement" form and turn into the Registrar.
6. **FACILITY USE FORM:** If you would like to do an activity in any school facility (kitchen, gym, field, classroom, etc.), you must fill out a "Facility Use Form" obtained from the front office, and receive prior administrative approval. Use of Café Royale requires signature from Café Royale Chef.

7. MCP KITCHEN USE: If you wish to use the MCP kitchen for your activity, you must attend a training session prior to your event. This training will familiarize you with the use of the kitchen, proper procedures and clean-up. You also need to complete the short online training required by the Health Dept. to obtain the Food Handlers Certificate.
8. ECO-FRIENDLY: MCP is continuing to make efforts to go green. Use of Styrofoam is not allowed. We encourage you to think in green ways, use green products, and look for ways to reduce MCP's environmental impact on our planet. In order not to be wasteful, please use up current Parents Association supplies, but when replacing or buying new supplies, please consider purchasing biodegradable or recycled products, or use reusable utensils, cups and plates. When creating Volunteer Sign Ups encourage the use of green products. With our actions let's show that the Parents Association does care and is eco-friendly.
9. CERTIFICATE OF INSURANCE: If a Certificate of Insurance is needed for renting a facility, request it from main office secretary. Allow sufficient time because she needs to fill out paperwork to get Certificate from Diocese of Monterey
10. 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. Obtain and familiarize yourself with the Church facilities guidelines.
11. 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.

FINANCIAL POLICIES

1. FINANCES:
 - a. BUDGET: Limited funds for operating the Parents Association and its activities are included in the MCP general budget. If unsure whether funds are budgeted for your activity, check with the Advancement Associate.
 - b. FUNDRAISING: The Parents Association is not authorized to do any fundraising. We do, however, assist the school in fundraising efforts through the Royal Auction Dinner.
 - c. BUSINESS OFFICE: The Parents Association budget is overseen by MCP's Business Office and the Advancement Associate.
2. EXPENDITURES:
 - a. BUDGETED EXPENSES: For expenses included in Parents Association budget, obtain prior approval and get Expense Request Form from Advancement Associate. After purchasing submit receipts attached to Expense Request Form to Advancement Associate or 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 Advancement Associate, 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, are to be secured through donations. This includes refreshments for meetings, events, activities,

- AP snacks, etc. (Budgeted refreshments include Paint the M and limited Hospitality.) Parents may receive credit of one service hour for \$25 donation of refreshments.
- a. 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. All dance expenditures must go through the student class treasurer.
 - e. PAINT THE M: Limited funding for this activity has been incorporated into the Parents Association budget. Contact MCP's Advancement Associate. Follow procedures above under "Budgeted Expenses".
 - f. GRADUATION: Funds are available for Parents Association assistance given for baccalaureate and graduation from the graduation budget. Check with the Assistant Principal of Academics for the amount of the allowances. Baccalaureate and graduation expenses are to be coordinated and approved by the Assistant Principal of Academics.
 - g. HOMECOMING, ROYAL DAY: Funds for Homecoming and Royal Day are included in the school budget. Check with the Student Activities Director for the amount of the allowances for each event. Homecoming and Royal Day expenses are to be coordinated and approved by the Student Activities Director.
 - h. 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.
 - i. PARENT ACTIVITY OR FAMILY ACTIVITY: There are no funds available for Parent Activity or Family Activity. Any expenses need to be covered through donations by the class parents.
3. DONATIONS: MCP relies on donations to help the advancement (forward direction) of MCP in serving its 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, it would be used to lessen MCP's contribution by an equal amount.
 - 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 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 MCP 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. Service as Parents Association Leader
 - b. Assistance with Parents Association activities and committees
 - c. Attendance at monthly Parents Association meetings
 - d. School-requested assistance
 - e. Assistance with ASB activities, projects and dances
 - f. Athletic-requested assistance
 - g. Team transportation of 3+ Players
 - h. Field trip transportation of 3+ Students
 - i. Assistance with Mission Athletic Boosters
 - j. Service as member of MCP Board of Regents
 - k. Donation of Refreshments (\$25 Value = 1 Service Hour) or 4 dozen homemade cookies or equivalent homemade refreshments = 1 Service Hour

Requests for other types of projects to satisfy the parent service hour requirement need the approval of the Business Manager. Attendance at MCP or Parents Association functions, or at athletic events does not fulfill the service hour requirement. Hours donated to other schools, parishes, or charitable organizations do not count as MCP parent service hours.

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 functions or Parents Association social events
 - 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 from the MCP Business Office. (Signing an attendance sheet will not suffice.) Completed forms may be submitted to the Business Office or put in the mailbox outside 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 WCEA 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 \$25.00 per hour fee will be assessed families who do not complete at least 15 hours of service. By April 15 parent service hours need to be turned into the office using the appropriate form. Hours to be earned after April 15 need to be submitted on a Prior Approval Service Hour Form by April 15. 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 \$375 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.

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-LEVEL with support teams for class-level parent coordination.

AREAS OF SUPPORT

SCHOOL-WIDE TEAMS

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

AUCTION AND DINNER: Plan and organize the MCP annual Auction and Dinner.

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

ENROLLMENT: Assist Director of Enrollment as needed with events.

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

PERFORMING ARTS: Support the events and functions of the drama and music departments.

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

SPORTS GAMES: Provide assistance to Athletic Director with needs at games.

SPORTS TEAMS: Provide assistance to Athletic Director with needs of sports teams.

SPORTS TEAM PARENTS: Recruit and oversee team parent for each sports team to assist coach of each team (Boys and Girls of Varsity, Junior Varsity, and Freshman 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: Oversee all Parents Association class-level activities. Serve on Executive Team.

SECRETARY: Send emails to class. Take notes at Parents Assn. Meeting with Staff

PARENT LIAISON: Provide a link between class parents and Parents Association. Serve as On-Call Help Leader. Assume chair's duties in chair's absence.

STUDENT LIAISON: Provide a link between the students and Parents Association. When needed, 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. **EXECUTIVE TEAM:** Overseeing the Executive Team is the Advancement Associate. Executive Team consists of President, Parliamentarian, Past President, Secretary, Advancement Assistant, Vice President Administrative, Vice President Hospitality and Arts, Vice President Spiritual, Vice President Sports, Vice President Staff, Vice President Class Level Teams and the four Class Chairs. The Principal and Director of Advancement are ex-officio members. The Executive Team meets monthly to conduct Parent Association business. Executive Team provides leadership and support. They hold no more authority within the school than any other parent at MCP.
3. **TERMS OF OFFICE:** Executive Team Leaders serve for a one-year term from June through May of each school year. Term may be extended annually. (Some responsibilities for incoming Executive Team Leaders members begin in spring prior to taking office.)
4. **SUPPORT TEAMS:** There is a support team for each School-wide Area of Support of the Parents Association: Administrative, Advancement, Auction and Dinner, Communication, Enrollment, Hospitality, Performing Arts, Spiritual, Sports Games, Sports Teams, Sports Team Parents, Staff, and Student Activities. Support is also provided for Class-level 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 Advancement Associate in consultation with the Parents Association Executive Team.
7. **COUNCIL:** The Parents Association Council is composed of the Officers, the Chairpersons of the Support Teams, and the Class Representatives. The School Principal, Advancement Director, and Advancement Associate will serve as ex-officio members. 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. **PARENTS ASSOCIATION MEETINGS:** The Parents Association will meet monthly. The Parents Association will determine the specific day and time at its initial meeting. Parents Association meetings are open to all parents/guardians.
9. **AMENDMENT:** The Guidelines and By-laws may be amended by agreement between Parents Association Executive Team and MCP administration.

PARENTS ASSOCIATION POSITION JOB DESCRIPTIONS

The following listing of positions matches the order of Organizational Chart

OFFICERS

PRESIDENT

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

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

JOB SPECIFIC TASKS

1. Partner with Advancement Associate to lead Parents Association and support PALs
2. Meet monthly with Advancement Associate to prepare Executive and Parents Assn. Meeting
3. Work with Advancement Associate to send PA invite and agenda emails.
4. Partner with Advancement Associate to preside at monthly Executive Team meetings
5. After Executive Team meeting get updated PA Meeting agenda. Send email to Class Secretaries for distribution inviting all parents to Parents Assn. meeting. Attach agenda to email
6. Complete monthly tasks on Executive Team Agenda
7. Partner with Advancement Associate to preside at monthly Parents Association meetings. If you are unable to attend, find a qualified substitute to lead the meeting, and convey back to you information
8. Perform chosen Parents Association Meeting job (Or arrange for someone on your team to carry out if you will be absent)
9. After Parents Assn meeting send thank you note to Administrative Speaker
10. For months when PA meets with Student Council, personally invite ASB officers to meeting (phone, text or email)
11. Serve on Board of Regents as Ex-Officio Member. Attend board meetings. Purpose is to unify school leadership bodies and facilitate clear communication. For questions, contact Advancement Director
12. Create or revise "Tip of the Month" to send to freshmen and transfer students
13. Ensure all Executive Team Leaders including yourself are completing the tasks listed on your job descriptions. Refer to job descriptions and monthly Parents Association agendas
14. Encourage and help Executive Team Leaders to find and use pertinent information in Directory, online and in PAL folder (Job Reports, Volunteer List, etc.). If needed, walk them thru how to access Job Reports Website
15. See **MONTH SPECIFIC TASKS** below

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:
 - a. Shield the Vulnerable
 - b. Live Scan
2. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
3. Read PAL Folder contents
4. Review your position binder contents and your section on flash drive
5. Read prior reports on the Job Reports Website
6. Check with Executive Team on their Volunteer Clearance. For any Executive Team Leaders not cleared encourage and support them in getting their clearance
7. Oversee PAL Party. Help plan, attend, and assist with the PAL Party. Refer to PAL Party Job

Spreadsheet and Executive Team Flash Drive for information. Encourage PALs to attend to meet and connect with other Parent Association Leaders, support their team and have fun together

8. Help plan, attend, and assist with the Team Meetings. Assist Executive Team Leaders as needed with meetings. See Team Meeting Job Spreadsheet and Executive Team Flash Drive for information.

During School Year

1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
2. Keep notes of what you do for your activity or job for your Wrap-Up Report
3. In October, on Parents Association Job Reports Website check Executive Team pages to ensure current updates have been made in the Honorarium section and at top of page (Year, Coordinator, Email, Phone). Update if needed
4. Oversee Executive Team. Serve as resource, motivation and support for Executive Team Leaders
5. Copy Advancement Associate on pertinent emails
6. Throughout the year send appropriate thank-you notes to the Executive Team and others as appropriate
7. Ensure upcoming activities are covered by PALs
8. All volunteers working where students may be present must be cleared. Coordinators should submit a list of their volunteers to MCP Main Office Secretary to confirm their clearance
9. Royal Pride Submissions: Submit thank yous or other information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month
10. If a PAL position is vacated during the year, assist overseeing Executive Team Leader in finding a replacement

SECOND SEMESTER TASKS

1. Oversee filling of open Executive Team positions for upcoming year
2. Oversee Executive Team's recruiting of PALs for next year
3. Assist Vice President Class Level Teams and fellow Executive Team Leaders in filling incoming Freshman Class PAL positions
4. Help plan, attend, and assist with Parents Association portion of New Family Preview
5. Help plan, attend, and assist with New PAL Orientations. See New PAL Orientation Job Spreadsheet and Executive Team Flash Drive for information

MONTH SPECIFIC TASKS

- a. **Aug:** (President or Advancement Assoc.) When sending PA mtg. reminder emails be sure to notify PALs this will be the only meeting with Staff this semester. Encourage PALs to attend to connect with staff and demonstrate our support
- b. **Aug or Sept:** At first Parents Association meeting with faculty/staff, fill in for any Executive Team Leader unable to attend
- c. **Sept:** Write PAL Party report. Get PAL Party report information from Executive Team Leaders. Can turn jobs spreadsheet into report form, and upload as Google Doc. Follow up with Execs to get everyone's input. When finished email to Advancement Associate
- d. **Sept:** (President or Advancement Assoc.) When sending PA mtg. reminder emails be sure to notify PALs this will be the only meeting with ASB Students this semester. Encourage PALs to attend to connect with students and demonstrate our support
- e. **Sept:** Personally invite the 5 ASB officers to PA Meeting (phone, text or email). Ask ASB President to remind Student Council that ASB and Class Officers prepare agendas for their group discussions at PA meeting. Also that one or more members of Student Council lead opening prayer. Ask ASB Spirit Leader to lead ice breaker, about 10 minutes.

- f. **Sept:** At Parents Association meeting with Student Council sit with ASB. Introduce yourself to student council members. Establish connections for working together
- g. **Nov:** Man Parents Association table at MCP's Open House with VP Class. Recruit others to help man table
- h. **Jan:** (President or Advancement Assoc.) When sending PA mtg. reminder emails be sure to notify PALs this will be the only meeting with ASB Students this semester. Encourage parents to attend to connect with students and demonstrate our support
- i. **Jan:** Personally invite the 5 ASB officers to PA Meeting (phone, text or email). Ask ASB President to remind Student Council that ASB and Class Officers prepare agendas for their group discussions at PA meeting. Also that one or more members of Student Council lead opening prayer. Ask ASB Spirit Leader to lead ice breaker, about 10 minutes.
- j. **Jan:** At Parents Association meeting with Student Council sit with ASB. Introduce yourself to student council members. Establish connections for working together
- k. **Feb-April:** With incoming President oversee filling of school-wide PAC positions for next year. Assist Exec Team as needed
- l. **March:** (President or Advancement Assoc.) When sending PA mtg. reminder emails be sure to notify PALs this will be the only meeting with Staff this semester. Encourage parents to attend to connect with staff and demonstrate our support
- m. **April-May:** At the beginning of May send an email to the Executive Team. Thank them and ask them to complete their reports and turn in by May Parents Association Meeting. Attach a report form to the email
- n. **May:** By May Parents Association meeting complete and submit your Wrap-up Report

PAST PRESIDENT

OVERVIEW: Serve as consultant to the Parents Association Executive Team, and assist Advancement Associate.

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

JOB SPECIFIC TASKS

1. Work with Advancement Associate to help with behind-the-scenes jobs that keep the Parents Assn. functioning smoothly
2. Serve as consultant to President and other Executive Team Leaders
3. Attend monthly Executive Team meetings
4. Complete tasks on Executive Team checklist
5. Attend monthly Parents Association meetings
6. Perform chosen Parents Association Meeting job (Or arrange for someone on your team to carry out if you will be absent)
7. At first Parents Association meeting with faculty/staff, fill in for any Executive Team Leader unable to attend
8. At Parents Association meeting with Student Council sit with ASB. Introduce yourself to student council members. Establish connections for working together
9. On behalf of Parents Assn. send thank-you note, email or text to PALs when they have completed their activities. Refer to Completed Activities on monthly Parents Assn. agenda
10. Send Parents Assn. Secretary submission for Royal Pride thanking PALs for completed activities
11. Coordinate end of the year gift from Parents Association to President

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:

- a. Shield the Vulnerable b. Live Scan
- 2. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
- 3. Read PAL Folder contents
- 4. Review your position binder contents and your section on flash drive
- 5. Read prior reports on the Job Reports Website
- 6. Help plan, attend, and assist with the PAL Party. Refer to PAL Party Job Spreadsheet and Executive Team Flash Drive for information. Encourage PALs to attend to meet and connect with other Parent Association Leaders, support their team and have fun together
- 7. Help plan, attend, and assist with Team Meetings as needed. See Team Meeting Job Spreadsheet and Executive Team Flash Drive for information

During School Year

- 1. Work with Advancement Associate
- 2. Copy Advancement Associate on pertinent emails
- 3. Royal Pride Submissions: Submit thank yous or other information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month

SECOND SEMESTER TASKS

- 1. Assist with recruiting of PALs for next year
- 2. Help plan, attend, and assist with New PAL Orientations. See New PAL Orientation Job Spreadsheet and Executive Team Flash Drive for information
- 3. By May Parents Association meeting complete and submit your Wrap-up Report

PARLIAMENTARIAN

OVERVIEW: Serve as consultant to the Parents Association Executive Team, and assist Advancement Associate.

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

JOB SPECIFIC TASKS

- 1. Work with Advancement Associate to help with behind-the-scenes jobs that keep the Parents Assn. functioning smoothly
- 2. Serve as consultant to President and other Executive Team Leaders
- 3. Attend monthly Executive Team meetings
- 4. Complete tasks on Executive Team checklist
- 5. Attend monthly Parents Association meetings
- 6. Perform chosen Parents Association Meeting job (Or arrange for someone on your team to carry out if you will be absent)
- 7. At first Parents Association meeting with faculty/staff, fill in for any Executive Team Leader unable to attend
- 8. At Parents Association meeting with Student Council sit with ASB. Introduce yourself to student council members. Establish connections for working together
- 9. Encourage and support parents in submitting service hours. Send quarterly email (see MONTH SPECIFIC TASKS below for details).
- 10. When needed compose email templates to assist Exec Team and Advancement Associate (eg: Exec Team introductory email to faculty/staff)

GENERAL TASKS:

Beginning of School Year

- 1. Complete volunteer clearance requirements:
 - a. Shield the Vulnerable b. Live Scan
- 2. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
- 3. Read PAL Folder contents
- 4. Review your position binder contents and your section on flash drive

5. Read prior reports on the Job Reports Website
6. Help plan, attend, and assist with the PAL Party. Refer to PAL Party Job Spreadsheet and Executive Team Flash Drive for information. Encourage PALs to attend to meet and connect with other Parent Association Leaders, support their team and have fun together
7. Help plan, attend, and assist with Team Meetings as needed. See Team Meeting Job Spreadsheet and Executive Team Flash Drive for information

During School Year

1. Work with Advancement Associate
2. Copy Advancement Associate on pertinent emails
3. Royal Pride Submissions: Submit information, thank yous, etc. to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month

SECOND SEMESTER TASKS

1. Assist with recruiting of PALs for next year
2. Help plan, attend, and assist with New PAL Orientations. See New PAL Orientation Job Spreadsheet and Executive Team Flash Drive for information
3. By May Parents Association meeting complete and submit your Wrap-up Report

MONTH SPECIFIC TASKS (Can be done during work sessions with Advancement Associate. Past-President can also be enlisted to help with these tasks.)

1. Aug:

- a. Update Parents Assn. Information binder with current year's information to be used for Reference Book at Parents Assn. Meetings
- b. See that all new Parents Assn. documents are posted to PA Webpage, Canvas and Job Reports Website. Contact Advancement Associate regarding any missing Parents Assn. documents

2. Aug or Sept:

- a. Write PAL Party report. Get PAL Party report information from Executive Team Leaders. Can turn jobs spreadsheet into report form, and upload as Google Doc. Follow up with Execs to get everyone's input. When finished email to Advancement Associate
- b. After Back-to-School Night, send remaining PAL folders with cover letter (revise cover letter if needed) home with students

3. Sept:

- a. After Back-to-School Night, put names on directories (and handbooks) to send home with students of those who didn't attend. (Get lists from Asst. Principal of Academics of directories and handbooks not given out at Back-to-School Night.) Compose and send email to parents via class secretaries letting them know their directories/handbooks were sent home with their students
- b. Compose and send Directory Addendum request email to parents via class secretaries. Have parents reply to you. Compile Directory Addendum information. Send to Advancement Associate

4. Oct:

- a. Send service hour email to all parents via secretaries encouraging parents to submit service hours. Attach form. Explanatory email.

5. Dec:

- a. On Parents Association Job Reports Website check all pages to ensure current updates have been made in the Honorarium section and at top of page (Year, Coordinator, Email, Phone). Update if needed
- b. Send service hour email to all parents via secretaries encouraging parents to submit service hours. Attach form. End of semester email.

6. Jan:

- a. Send email to all PALs asking them to review their job descriptions and send any recommended changes for next year to you
 - b. Give each Executive Team Leader a hard copy of their team's job descriptions to review, make any recommended changes and return to you
7. **Feb-Aug:**
- a. Work with Advancement Associate to prepare for next year
8. **April:** Send service hour email to all parents via secretaries encouraging parents to submit service hours & explaining Preapproval Hours. Attach Service Hour Form
9. **April-May:**
- a. Prepare for New Family Orientation
 - i. Confirm with Main Office Secretary that she/he has arranged for LiveScan preceding New Family Orientation. Also that she has contacted Parents Assn. Office Coordinator to line up parent help needed
 - ii. Confirm refreshments with Hospitality
 - iii. Confirm Carpool Coordinator will be there for carpooling
 - iv. Check school-wide and class job signs for open positions to post on tables. Make any new ones needed
 - v. Print job descriptions for open PAL positions
 - vi. Print 30 open positions lists with job overviews
 - vii. Print 8.5" x 11" signs of open positions by team to post on wall in café, or on large paper scrolls
 - viii. Help Advancement Associate set up: tablecloths, banner, table signs, open positions hand-out and wall display signs, PA posters, job descriptions.
10. **May:**
- a. Oversee transferring of binders from retiring Executive Team Leaders to incoming Executive Team Leaders. If binder is not ready to be passed on by the Exec Planning Meeting for Next Year (in May), then prepare temporary binders for new Executive Team Leaders to use. Follow-up as needed to see binders are transferred, and get back temporary binders. Create new binders for lost or damaged ones, or shared positions. Also ensure that Reports Writer binder with flash drive gets passed if new coordinator
 - b. By May PA meeting complete your online report By May Parents Association meeting complete and submit your Wrap-up Report
11. **June:**
- a. Send service hour email via secretaries thanking all parents for their volunteer work, and encouraging parents to submit all service hours. Attach Service Hour Form
12. **June & July:**
- a. If Reports Writer Coordinator is not returning and unable to complete summer portion of their job, then complete Reports Writer Coordinator's summer tasks. May contact incoming Reports Writer to assist.

ADVANCEMENT ASSISTANT

OVERVIEW: Serve as consultant to the Advancement Associate, and assist when needed.

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

JOB SPECIFIC TASKS

1. Serve as a consultant and assistant to the Advancement Associate
2. Attend monthly Executive Team meetings. If you are unable to attend, find a substitute to represent you, and convey back to you information, when requested by Advancement Associate

3. Complete monthly tasks on Executive Team agenda
4. Attend first Parents Association meeting with faculty/staff, sit with your faculty/staff contact to connect with them in person
5. Help Advancement Associate prepare documents for PAL Folders
6. Help Advancement Associate prepare PA documents for upcoming school year
7. Help Advancement Associate prepare PB Works website for upcoming school year
8. Help Advancement Associate update Executive Team Flash Drive information
9. Provide additional support to Advancement Associate when needed

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:
 - a. Shield the Vulnerable
 - b. Live Scan
2. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
3. Read PAL Folder contents
4. Review your position binder contents and your section on flash drive
5. Read prior reports on the Job Reports Website

During School Year

SECOND SEMESTER TASKS

1. Help plan, attend, and assist with Parents Association portion of New Family Preview
2. Help plan, attend, and assist with New PAL Orientations. See New PAL Orientation Job Spreadsheet and Executive Team Flash Drive for information
3. By May Parents Association meeting complete and submit your Wrap-up Report

SECRETARY

OVERVIEW: Keep records of Parents Assn. meeting proceedings. Take notes at Executive Team Leaders Meeting. Submit newsletter information. Assist President.

PURPOSE: Provide communication and leadership for Parents Association.

JOB SPECIFIC TASKS

1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
2. Keep notes of what you do for your activity or job for your Wrap-Up Report
3. Attend monthly Executive Team meetings. If you are unable to attend, find a substitute to represent you, and convey back to you information
4. Attend monthly Parents Association meetings. If you are unable to attend, find a substitute to represent you, and convey back to you information
5. Make PAL Attendance Sign-in Spreadsheet for PA meetings. Use PAL Contact List to create Attendance List, alphabetized by first name. (Save as new doc. Delete all columns but names. Delete duplicates. Alphabetize.)
6. Put out and pass clipboards at PA meetings for Attendance and Royal Pride Submissions

Attendance:

 - a. Put out 2-attendance clipboards--PAL sign in, and a blank page for others
 - b. After meeting starts pass attendance clipboard to collect attendance of latecomers
 - c. Make 2 copies of attendance sheet. Add 1 to minutes and submit 1 to Advancement Associate
 - d. At meeting with ASB or staff/faculty put out additional sign-up sheets to collect attendance of ASB or Staff/Faculty

Royal Pride Submissions:

 - a. After meeting starts pass Royal Pride Submissions clipboard
 - b. Compile and submit final version of Royal Pride information to Advancement Associate by the 18th of the month. (See Royal Pride Guidelines for more details)

7. Take minutes at Parents Association Meetings. Within one week of meeting, type minutes and email to Advancement Associate
8. Prepare Parent Service Opportunities email for distribution to class parents along with PA Meeting minutes. (Based on Royal Pride submission. Depending on timing could be last month's or upcoming month's) Email to Advancement Associate
9. At meetings with ASB and staff/faculty put out carbon paper for note taking. Have note taker keep copy and give you the original for minutes
10. At first Parents Association meeting with staff/faculty, fill in for any Executive Team Leader unable to attend
11. At Parents Association meeting with Student Council sit with your class or ASB. Introduce yourself to student council members. Establish connections for working together
12. Complete monthly tasks on Executive Team Agenda
13. Perform chosen Parents Association Meeting job (Or arrange for someone on your team to carry out if you will be absent)

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:
 - a. Shield the Vulnerable
 - b. Live Scan
2. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
3. Read PAL Folder contents
4. Review your position binder contents and your section on flash drive
5. Read prior reports on the Job Reports Website
6. Help plan, attend, and assist with the PAL Party. Refer to PAL Party Job Spreadsheet and Executive Team Flash Drive for information. Encourage PALs to attend to meet and connect with other Parent Association Leaders, support their team and have fun together
7. Help plan, attend, and assist with Team Meetings as needed. See Team Meeting Job Spreadsheet and Executive Team Flash Drive for information

During School Year

1. Copy Advancement Associate on pertinent emails

SECOND SEMESTER TASKS

1. Assist with recruiting of PALs for next year
2. Help plan, attend, and assist with Parents Association portion of New Family Preview
3. Help plan, attend, and assist with New PAL Orientations. See New PAL Orientation Job Spreadsheet and Executive Team Flash Drive for information
4. If retiring work with incoming Secretary to prepare August Royal Pride submission
5. By May Parents Association meeting complete and submit your Wrap-up Report

VICE PRESIDENT ADMINISTRATIVE

OVERVIEW: Assist President. Oversee teams under Vice President Administrative.

PURPOSE: Provide leadership and continuity for Parents Association.

JOB SPECIFIC TASKS

1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
2. Keep notes of what you do for your activity or job for your Wrap-Up Report
3. Attend monthly Executive Team meetings. If you are unable to attend, find a substitute to represent you, and convey back to you information
4. Complete monthly tasks on Executive Team Agenda
5. Attend monthly Parents Association meetings. If you are unable to attend, find a substitute to represent you, and convey back to you information
6. Perform chosen Parents Association Meeting job (Or arrange for someone on your team to

- carry out if you will be absent)
- 7. At first Parents Association meeting with faculty/staff, sit with your faculty/staff contact to connect with them in person
- 8. At Parents Association meeting with Student Council sit with your class or ASB. Introduce yourself to student council members. Establish connections for working together
- 9. Ensure team members are completing the tasks listed on their job descriptions and monthly Parents Association agendas
- 10. Encourage and help your coordinators to find and use pertinent information in Directory, online and in PAL folder (Job Reports, Volunteer List, etc.). If needed, walk them thru how to access Job Reports Website

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:
 - a. Shield the Vulnerable
 - b. Live Scan
2. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
3. Read PAL Folder contents
4. Review your position binder contents and your section on flash drive
5. Read prior reports on the Job Reports Website
6. Check with your team PALs on their Volunteer Clearance. For any PALs not cleared encourage and support them in getting their clearance
7. Help plan, attend, and assist with the PAL party. Refer to PAL Party Job Spreadsheet and Executive Team Flash Drive for information. Contact Team Members to encourage them to attend to meet and connect with other Parent Association Leaders, support their team and have fun together
8. Help plan, attend, and assist with your Team Meeting. Lead portion of meeting with which you are comfortable. See Team Meeting Job Spreadsheet and Executive Team Flash Drive for information
9. Send email invitation to your team for Team Meeting, personalizing email template sent from Advancement Associate. Encourage your team to attend to review job responsibilities, expectations and calendar, and to promote bonding as a team
10. Contact faculty/staff affiliated with your team once each semester. Introduce yourself, remind them who their PAL contacts are, including contact information, and that you are all happy to assist
11. Contact your team PALs to introduce yourself as Executive Team Leader, thank them for volunteering, and let them know you are available for questions, guidance and support

During School Year

1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
2. Keep notes of what you do for your activity or job for your Wrap-Up Report
3. In October, on Parents Association Job Reports Website check each page of your team members to ensure current updates have been made in the Honorarium section and at top of page (Year, Coordinator, Email, Phone). Update if needed
4. Oversee Administrative and Auction/Dinner Chairs. Serve as resource, motivation and support
5. If needed assist your Team Coordinators
6. All volunteers working where students may be present must be cleared. Be sure you Chairs remind their coordinators to submit a list of their volunteers to MCP Main Office Secretary to confirm their clearance
7. Copy President and Advancement Associate on emails you send to your team
8. Thank your team members when they complete an activity or job and remind them to submit

their report. Thank others as appropriate

9. Royal Pride Submissions: Submit thank yous or other information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month
10. If one of your PAL positions is vacated during the year, find a replacement

SECOND SEMESTER TASKS

1. Fill open positions on your Team for upcoming year. Request assistance from your Team PALs as needed
2. If you will not be continuing in your position next year, contact your replacement to help fill and confirm team positions
3. Help plan, attend, and assist with Parents Association portion of New Family Preview
4. Help plan, attend, and assist with New PAL Orientations. See New PAL Orientation Job Spreadsheet and Executive Team Flash Drive for information
5. At the beginning of May send an email to your team. Thank them for volunteering. Ask them to complete their reports and turn in by May Parents Association Meeting. Attach a report form to the email
6. By May Parents Association meeting complete and submit your Wrap-up Report
7. Check PA calendar. Notify Coordinators and overseeing Chairs on your team who have August and September activities. Make sure they know how to access online reports. Mentor as needed

VICE PRESIDENT HOSPITALITY & ARTS

OVERVIEW: Assist President. Oversee teams under Vice President Hospitality and Arts.

PURPOSE: Provide leadership and continuity for Parents Association.

JOB SPECIFIC TASKS

1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
2. Keep notes of what you do for your activity or job for your Wrap-Up Report
3. Attend monthly Executive Team meetings. If you are unable to attend, find a substitute to represent you, and convey back to you information
4. Complete monthly tasks on Executive Team Agenda
5. Attend monthly Parents Association meetings. If you are unable to attend, find a substitute to represent you, and convey back to you information
6. Perform chosen Parents Association Meeting job (Or arrange for someone on your team to carry out if you will be absent)
7. At first Parents Association meeting with faculty/staff, sit with your faculty/staff contact to connect with them in person
8. At Parents Association meeting with Student Council sit with your class or ASB. Introduce yourself to student council members. Establish connections for working together
9. Ensure team members are completing the tasks listed on their job descriptions and monthly Parents Association agendas
10. Encourage and help your coordinators to find and use pertinent information in Directory, online and in PAL folder (Job Reports, Volunteer List, etc.). If needed, walk them thru how to access Job Reports Website
11. Check Parents Association Kitchen Shelves monthly. If needed contact Hospitality Chairs to come in and straighten up and reorganize

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:

- a. Shield the Vulnerable b. Live Scan
- 2. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
- 3. Read PAL Folder contents
- 4. Review your position binder contents and your section on flash drive
- 5. Read prior reports on the Job Reports Website
- 6. Check with your team PALs on their Volunteer Clearance. For any PALs not cleared encourage and support them in getting their clearance
- 7. Help plan, attend, and assist with the PAL party. Refer to PAL Party Job Spreadsheet and Executive Team Flash Drive for information. Contact Team Members to encourage them to attend to meet and connect with other Parent Association Leaders, support their team and have fun together
- 8. Help plan, attend, and assist with your Team Meeting. Lead portion of meeting with which you are comfortable. See Team Meeting Job Spreadsheet and Executive Team Flash Drive for information
- 9. Send email invitation to your team for Team Meeting, personalizing email template sent from Advancement Associate. Encourage your team to attend to review job responsibilities, expectations and calendar, and to promote bonding as a team
- 10. Contact faculty/staff affiliated with your team once each semester. Introduce yourself, remind them who their PAL contacts are, including contact information, and that you are all happy to assist
- 11. Contact your team PALs to introduce yourself as Executive Team Leader, thank them for volunteering, and let them know you are available for questions, guidance and support

During School Year

- 1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
- 2. Keep notes of what you do for your activity or job for your Wrap-Up Report
- 3. In October, on Parents Association Job Reports Website check each page of your team members to ensure current updates have been made in the Honorarium section and at top of page (Year, Coordinator, Email, Phone). Update if needed
- 4. Oversee Hospitality & Performing Arts. Serve as resource, motivation and support
- 5. If needed assist your Team Coordinators
- 6. All volunteers working where students may be present must be cleared. Be sure you Chairs remind their coordinators to submit a list of their volunteers to MCP Main Office Secretary to confirm their clearance
- 7. Copy President and Advancement Associate on emails you send to your team
- 8. Thank your team members when they complete an activity or job and remind them to submit their report. Thank others as appropriate
- 9. Royal Pride Submissions: Submit thank yous or other information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month
- 10. If one of your PAL positions is vacated during the year, find a replacement

SECOND SEMESTER TASKS

- 1. Fill open positions on your Team for upcoming year. Request assistance from your Team PALs as needed
- 2. If you will not be continuing in your position next year, contact your replacement to help fill and confirm team positions
- 3. Help plan, attend, and assist with Parents Association portion of New Family Preview
- 4. Help plan, attend, and assist with New PAL Orientations. See New PAL Orientation Job Spreadsheet and Executive Team Flash Drive for information
- 5. At the beginning of May send an email to your team. Thank them for Volunteering. Ask them to complete their reports and turn in by May Parents Association Meeting. Attach a report form to

the email

6. In May contact Family Dinner Coordinators regarding planning Back-to-School dinner for upcoming School year
7. By May Parents Association meeting complete and submit your Wrap-up Report
8. Check PA calendar. Notify Coordinators and overseeing Chairs on your team who have August and September activities. Make sure they know how to access online reports. Mentor as needed

ROYAL SPIRIT AWARD TASKS

1. Coordinate the passing of the Royal Spirit Award monthly to parent volunteers at PA meeting.
2. Oversee Royal Spirit Award nominations and keep running list of possible recipients
3. Have Exec Team decide on recipients for next 2 months
4. Purchase gifts to be given to this year's recipients (something spiritual--like cross, angel or inspirational saying). \$10 limit. Turn receipts into MCP accounting office for reimbursement
5. Week prior to PA Meeting contact last recipient to remind him/her to bring perpetual award to next meeting (or collect prior) to be passed to next recipient
6. Arrange for recipient to be at meeting
7. Make Royal Spirit Award Certificate
8. Add current recipient to list of recipients
9. At PA meeting, make presentation to new recipient of certificate, gift and perpetual award
10. Give secretary 2-3 sentence write-up about recipient for Royal Pride
11. Email Principal and Director of Mission Advancement award recipient name each month, so they may send note to recipient
12. By May PA meeting complete an online report for Royal Spiritual Award include updated list of recipients, certificate template and example of certificate

VICE PRESIDENT SPIRITUAL

OVERVIEW: Assist President. Oversee teams under Vice President Spiritual. Oversee collection of Wrap-up Reports.

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

JOB SPECIFIC TASKS

1. Ensure Communication Chair has six parents to help with directory distribution at Back-to-School Night
2. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
3. Keep notes of what you do for your activity or job for your Wrap-Up Report
4. Attend monthly Executive Team meetings. If you are unable to attend, find a substitute to represent you, and convey back to you information
5. Complete monthly tasks on Executive Team Agenda
6. Attend monthly Parents Association meetings. If you are unable to attend, find a substitute to represent you, and convey back to you information
7. Perform chosen Parents Association Meeting job (Or arrange for someone on your team to carry out if you will be absent)
8. At first Parents Association meeting with faculty/staff, sit with your faculty/staff contact to connect with them in person
9. At Parents Association meeting with Student Council sit with your class or ASB. Introduce yourself to student council members. Establish connections for working together
10. Ensure team members are completing the tasks listed on their job descriptions and monthly Parents Association agendas

11. Encourage and help your coordinators to find and use pertinent information in Directory, online and in PAL folder (Job Reports, Volunteer List, etc.). If needed, walk them thru how to access Job Reports Website

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:
 - a. Shield the Vulnerable
 - b. Live Scan
2. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
3. Read PAL Folder contents
4. Review your position binder contents and your section on flash drive
5. Read prior reports on the Job Reports Website
6. Check with your team PALs on their Volunteer Clearance. For any PALs not cleared encourage and support them in getting their clearance
7. Help plan, attend, and assist with the PAL party. Refer to PAL Party Job Spreadsheet and Executive Team Flash Drive for information. Contact Team Members to encourage them to attend to meet and connect with other Parent Association Leaders, support their team and have fun together
8. Help plan, attend, and assist with your Team Meeting. Lead portion of meeting with which you are comfortable. See Team Meeting Job Spreadsheet and Executive Team Flash Drive for information
9. Send email invitation to your team for Team Meeting, personalizing email template sent from Advancement Associate. Encourage your team to attend to review job responsibilities, expectations and calendar, and to promote bonding as a team
10. Contact faculty/staff affiliated with your team once each semester. Introduce yourself, remind them who their PAL contacts are, including contact information, and that you are all happy to assist
11. Contact your team PALs to introduce yourself as Executive Team Leader, thank them for volunteering, and let them know you are available for questions, guidance and support

During School Year

1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
2. Keep notes of what you do for your activity or job for your Wrap-Up Report
3. In October, on Parents Association Job Reports Website check each page of your team members to ensure current updates have been made in the Honorarium section and at top of page (Year, Coordinator, Email, Phone). Update if needed
4. Oversee Spiritual Team Chair and Communication Team Chair. Serve as resource, motivation and support
5. If needed assist your Team Coordinators
6. All volunteers working where students may be present must be cleared. Be sure you Chairs remind their coordinators to submit a list of their volunteers to MCP Main Office Secretary to confirm their clearance
7. Copy President and Advancement Associate on emails you send to your team
8. Thank your team members when they complete an activity or job and remind them to submit their report. Thank others as appropriate
9. Royal Pride Submissions: Submit thank yous or other information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month
10. If one of your VP Spiritual and Communication Teams positions is vacated during the year, find a replacement

SECOND SEMESTER TASKS

1. Fill open positions on your Team for upcoming year. Request assistance from your Team PALs as needed
2. If you will not be continuing in your position next year, contact your replacement to help fill and confirm team positions
3. Help plan, attend, and assist with Parents Association portion of New Family Preview
4. Help plan, attend, and assist with New PAL Orientations. See New PAL Orientation Job Spreadsheet and Executive Team Flash Drive for information
5. At the beginning of May send an email to your team. Thank them for volunteering. Ask them to complete their reports and turn in by May Parents Association Meeting. Attach a report form to the email
6. By May Parents Association meeting complete and submit your Wrap-up Report
7. Check PA calendar. Notify Coordinators and overseeing Chairs on your team who have August and September activities. Make sure they know how to access online reports. Mentor as needed

VICE PRESIDENT SPORTS

OVERVIEW: Assist President. Oversee teams under Vice President Sports.

PURPOSE: Provide leadership and continuity for Parents Association.

JOB SPECIFIC TASKS

1. Ensure Team Parent Chair (or PA rep) is at Sports Parent meeting to explain Team Parent duties and recruit Team Parents
2. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
3. Keep notes of what you do for your activity or job for your Wrap-Up Report
4. Attend monthly Executive Team meetings. If you are unable to attend, find a substitute to represent you, and convey back to you information
5. Complete monthly tasks on Executive Team Agenda
6. Attend monthly Parents Association meetings. If you are unable to attend, find a substitute to represent you, and convey back to you information
7. Perform chosen Parents Association Meeting job (Or arrange for someone on your team to carry out if you will be absent)
8. At first Parents Association meeting with faculty/staff, sit with your faculty/staff contact to connect with them in person
9. At Parents Association meeting with Student Council sit with your class or ASB. Introduce yourself to student council members. Establish connections for working together
10. Ensure team members are completing the tasks listed on their job descriptions and monthly Parents Association agendas
11. Encourage and help your coordinators to find and use pertinent information in Directory, online and in PAL folder (Job Reports, Volunteer List, etc.). If needed, walk them thru how to access Job Reports Website

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:
 - a. Shield the Vulnerable
 - b. Live Scan
2. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
3. Read PAL Folder contents
4. Review your position binder contents and your section on flash drive
5. Read prior reports on the Job Reports Website

6. Check with your team PALs on their Volunteer Clearance. For any PALs not cleared encourage and support them in getting their clearance
7. Help plan, attend, and assist with the PAL party. Refer to PAL Party Job Spreadsheet and Executive Team Flash Drive for information. Contact Team Members to encourage them to attend to meet and connect with other Parent Association Leaders, support their team and have fun together
8. Help plan, attend, and assist with your Team Meeting. Lead portion of meeting with which you are comfortable. See Team Meeting Job Spreadsheet and Executive Team Flash Drive for information
9. Send email invitation to your team for Team Meeting, personalizing email template sent from Advancement Associate. Encourage your team to attend to review job responsibilities, expectations and calendar, and to promote bonding as a team
10. Contact faculty/staff affiliated with your team once each semester. Introduce yourself, remind them who their PAL contacts are, including contact information, and that you are all happy to assist
11. Contact your team PALs to introduce yourself as Executive Team Leader, thank them for volunteering, and let them know you are available for questions, guidance and support

During School Year

1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
2. Keep notes of what you do for your activity or job for your Wrap-Up Report
3. In October, on Parents Association Job Reports Website check each page of your team members to ensure current updates have been made in the Honorarium section and at top of page (Year, Coordinator, Email, Phone). Update if needed
4. Oversee Team Chairs for Sports Games, Sports Teams and Team Parents. Serve as resource, motivation and support
5. If needed assist your Team Coordinators
6. All volunteers working where students may be present must be cleared. Be sure you Chairs remind their coordinators to submit a list of their volunteers to MCP Main Office Secretary to confirm their clearance
7. Copy President and Advancement Associate on emails you send to your team
8. Thank your team members when they complete an activity or job and remind them to submit their report. Thank others as appropriate
9. Royal Pride Submissions: Submit thank yous or other information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month
10. If one of your PAL positions is vacated during the year, find a replacement

SECOND SEMESTER TASKS

1. Fill open positions on your Team for upcoming year. Request assistance from your Team PALs as needed
2. If you will not be continuing in your position next year, contact your replacement to help fill and confirm team positions
3. Help plan, attend, and assist with Parents Association portion of New Family Preview
4. Help plan, attend, and assist with New PAL Orientations. See New PAL Orientation Job Spreadsheet and Executive Team Flash Drive for information
5. At the beginning of May send an email to your team. Thank them for volunteering. Ask them to complete their reports and turn in by May Parents Association Meeting. Attach a report form to the email
6. By May Parents Association meeting complete and submit your Wrap-up Report
7. Check PA calendar. Notify Coordinators and overseeing Chairs on your team who have August and September activities. Make sure they know how to access online reports. Mentor

as needed

VICE PRESIDENT STAFF

OVERVIEW: Assist President. Oversee teams under Vice-President Staff.

PURPOSE: Provide leadership and continuity for Parents Association

JOB SPECIFIC TASKS

1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
2. Keep notes of what you do for your activity or job for your Wrap-Up Report
3. Attend monthly Executive Team meetings. If you are unable to attend, find a substitute to represent you, and convey back to you information
4. Complete monthly tasks on Executive Team Agenda
5. Attend monthly Parents Association meetings. If you are unable to attend, find a substitute to represent you, and convey back to you information
6. Perform chosen Parents Association Meeting job (Or arrange for someone on your team to carry out if you will be absent)
7. Create electronic invitations for PA meetings with Staff (generally August and March). On invitation remind staff to wear nametags. Email to Advancement Associate to distribute.
8. At first Parents Association meeting with faculty/staff, sit with your faculty/staff contact to connect with them in person
9. Create invitations for PA meetings with Student Council (generally September and January). Email electronic invitation to Advancement Associate for distribution. Also print invitations. Write individual student names on invitations and give to Lori to distribute
10. At Parents Association meeting with Student Council sit with your class or ASB. Introduce yourself to student council members. Establish connections for working together
11. Ensure team members are completing the tasks listed on their job descriptions and monthly Parents Association agendas
12. Encourage and help your coordinators to find and use pertinent information in Directory, online and in PAL folder (Job Reports, Volunteer List, etc.). If needed, walk them thru how to access Job Reports Website

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:
 - a. Shield the Vulnerable
 - b. Live Scan
2. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
3. Read PAL Folder contents
4. Review your position binder contents and your section on flash drive
5. Read prior reports on the Job Reports Website
6. Check with your team PALs on their Volunteer Clearance. For any PALs not cleared encourage and support them in getting their clearance
7. Help plan, attend, and assist with the PAL party. Refer to PAL Party Job Spreadsheet and Executive Team Flash Drive for information. Contact Team Members to encourage them to attend to meet and connect with other Parent Association Leaders, support their team and have fun together
8. Help plan, attend, and assist with your Team Meeting. Lead portion of meeting with which you are comfortable. See Team Meeting Job Spreadsheet and Executive Team Flash Drive for information
9. Send email invitation to your team for Team Meeting, personalizing email template sent from Advancement Associate. Encourage your team to attend to review job responsibilities, expectations and calendar, and to promote bonding as a team

10. Contact faculty/staff affiliated with your team once each semester. Introduce yourself, remind them who their PAL contacts are, including contact information, and that you are all happy to assist
11. Contact your team PALs to introduce yourself as Executive Team Leader, thank them for volunteering, and let them know you are available for questions, guidance and support

During School Year

1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
2. Keep notes of what you do for your activity or job for your Wrap-Up Report
3. In October, on Parents Association Job Reports Website check each page of your team members to ensure current updates have been made in the Honorarium section and at top of page (Year, Coordinator, Email, Phone). Update if needed
4. Oversee Enrollment, Staff and Student Activities. Serve as resource, motivation and support
5. If needed assist your Team Coordinators
6. All volunteers working where students may be present must be cleared. Be sure you Chairs remind their coordinators to submit a list of their volunteers to MCP Main Office Secretary to confirm their clearance
7. Copy President and Advancement Associate on emails you send to your team
8. Thank your team members when they complete an activity or job and remind them to submit their report. Thank others as appropriate
9. Royal Pride Submissions: Submit thank yous or other information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month
10. If one of your PAL positions is vacated during the year, find a replacement

SECOND SEMESTER TASKS

1. Fill open positions on your Team for upcoming year. Request assistance from your Team PALs as needed
2. If you will not be continuing in your position next year, contact your replacement to help fill and confirm team positions
3. Help plan, attend, and assist with Parents Association portion of New Family Preview
4. Help plan, attend, and assist with New PAL Orientations. See New PAL Orientation Job Spreadsheet and Executive Team Flash Drive for information
5. At the beginning of May send an email to your team. Thank them for volunteering. Ask them to complete their reports and turn in by May Parents Association Meeting. Attach a report form to the email
6. By May Parents Association meeting complete and submit your Wrap-up Report
7. Check PA calendar. Notify Coordinators and overseeing Chairs on your team who have August and September activities. Make sure they know how to access online reports. Mentor as needed
8. May-Aug: Serve as Mentor and resource for freshman Family Activity Coordinator and Paint the M Coordinator. Contact them in May and work with them during summer as needed
9. May: Prepare next year's refreshments/prayer list for PA meetings. Email to President and Advancement Associate

VICE PRESIDENT CLASS-LEVEL

OVERVIEW: Act as Freshman Consultant to Freshman Parents Association Leaders (PALs). Sit with freshmen parents during meetings to offer guidance and support. Oversee Staff Appreciation Coordinators.

PURPOSE: Provide leadership and continuity for Parents Association. Help Freshmen Parents Association Leaders understand their jobs and responsibilities, and give them someone to turn to for guidance and assistance.

JOB SPECIFIC TASKS

1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
2. Keep notes of what you do for your activity or job for your Wrap-Up Report
3. Confirm refreshments and prayer list for PA meetings was created. Make revisions or create if needed. Email list to Parents Association Council Members with explanation. Email list to Advancement Associate and President to include with monthly agenda
4. Act as Freshman Consultant to Freshman Parents Association Leaders (PALs). Help Freshmen Parents Association Leaders understand their jobs and responsibilities, and give them someone to turn to for guidance and assistance
5. Specifically help Paint the M Coordinator and Family Activity Coordinator, since their activities are around the beginning of school. Check in with them and guide them. Be sure they know how to access past reports. You may need to assist them in creating Sign-up lists and composing email to class.
6. Sit with freshmen parents during meetings to offer guidance and support
7. Attend monthly Executive Team meetings. If you are unable to attend, find a substitute to represent you, and convey back to you information
8. Complete monthly tasks on Executive Team Agenda
9. One week before each Parents Association meeting email a reminder of meeting to Facilities Manager and Café Royale chef of upcoming meeting
10. One week before each Parents Association meeting email reminder of refreshments and prayer responsibilities to appropriate PALs
11. Attend monthly Parents Association meetings. If you are unable to attend, find a substitute to represent you, and convey back to you information
12. Perform chosen Parents Association Meeting job (Or arrange for someone on your team to carry out if you will be absent)
13. At first Parents Association meeting with faculty/staff, sit with freshman class
14. At Parents Association meeting with Student Council sit with freshman class. Introduce yourself to student council members. Establish connections for working together
15. Work with Class Chairs in overseeing Staff Appreciation Coordinators. Before their classes turn to host, email coordinator guidelines, ideas, months they host, and list of staff birthdays for months they are hosting. Offer to provide guidance and answer questions. Also copy Class Chair and Parent Liaison on email. (Class Parent Liaison and Class Chair will handle follow-up to see that Staff Appreciation actually occurs)
16. Attend and man the Parents Association table at Open House with PA President
17. Ensure team members are completing the tasks listed on their job descriptions and monthly Parents Association agendas
18. Encourage and help your coordinators to find and use pertinent information in Directory, online and in PAL folder (Job Reports, Volunteer List, etc.). If needed, walk them thru how to access Job Reports Website
19. Prepare list assigning refreshments and prayers for PA meetings for next year covered by Parents Association Council Members. Class Reps should cover the Parents Association meetings with staff or students. Email list to President and Advancement Associate

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:
 - a. Shield the Vulnerable
 - b. Live Scan
2. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
3. Read PAL Folder contents
4. Review your position binder contents and your section on flash drive

5. Read prior reports on the Job Reports Website
6. Help plan, attend, and assist with the PAL Party. Refer to PAL Party Job Spreadsheet and Executive Team Flash Drive for information. Encourage PALs to attend to meet and connect with other Parent Association Leaders, support their team and have fun together
7. Help plan, attend, and assist with your Freshman Team Meeting. Assist other Executive Leaders in leading portion of meeting with which you are comfortable. See Team Meeting Job Spreadsheet and Executive Team Flash Drive for information

During School Year

1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
2. Keep notes of what you do for your activity or job for your Wrap-Up Report
3. In October, on Parents Association Job Reports Website assist Freshman Class Chair in checking each page of freshman team to ensure current updates have been made in the Honorarium section and at top of page (Year, Coordinator, Email, Phone). Update if needed
4. All volunteers working where students may be present must be cleared
5. Copy President and Advancement Associate on pertinent emails
6. Royal Pride Submissions: Submit thank yous or other information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month
7. If a freshman position is vacated during the year, help Freshman Chair find a replacement

SECOND SEMESTER TASKS

1. Assist with recruiting of PALs for next year
2. Help plan, attend, and assist with Parents Association portion of New Family Preview
3. Help plan, attend, and assist with New PAL Orientations. See New PAL Orientation Job Spreadsheet and Executive Team Flash Drive for information
4. By May Parents Association meeting complete and submit your Wrap-up Report
5. Check PA calendar. Notify Coordinators and overseeing Chairs on your team who have August and September activities. Make sure they know how to access online reports. Mentor as needed

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

JOB SPECIFIC TASKS

1. Attend monthly Parents Association meetings. If you are unable to attend, find a substitute to represent you, and convey back to you information
2. At first Parents Association meeting with faculty/staff, sit with your faculty/staff contact to connect with them in person
3. At first Parents Association meeting with Student Council sit with your class or ASB. Introduce yourself to student council members. Establish connections for working together
4. Ensure coordinators are completing the tasks listed on their job descriptions and monthly Parents Association agendas
5. Encourage and help your coordinators to find and use pertinent information in Directory, online and in PAL folder (Job Reports, Volunteer List, etc.). If needed, walk them thru how to access Job Reports Website

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:

- a. Shield the Vulnerable b. Live Scan
- 2. Attend Back-to-School Team Meeting. This is only scheduled time your team will meet together during school year. Important information will be distributed, updates given, and questions answered. This provides a unique opportunity to meet and work with your team
- 3. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
- 4. Read PAL Folder contents distributed at Back-to-School Team Meeting
- 5. Read prior reports on the Job Reports Website
- 6. Attend Parents Association Leaders Party to meet and connect with other Parent Association Leaders and support your team and have fun together
- 7. Contact PALs you oversee to introduce yourself as Team Chair, thank them for volunteering, and let them know you are available for questions, guidance and support

During School Year

- 1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
- 2. Keep notes of what you do for your activity or job for your Wrap-Up Report
- 3. Turn to your Executive Team Leader if you need help
- 4. Oversee Alumni, Graduation, Homecoming Reception, Parent-Educator Partnership and assist as needed. Serve as resource, motivation and support for coordinators you oversee
- 5. You are the link between your coordinators and the Parents Association. Convey to your coordinators any relevant information from Parents Association meeting
- 6. Invite coordinators you oversee to attend the Parents Association meeting one month prior to their event to inform parents of planning and needs, and after event to share about the event. If they are unable to attend either of these meetings, obtain information to represent them
- 7. Assist your coordinators in recruiting help if needed
- 8. All volunteers working where students may be present must be cleared. Remind your coordinators to submit a list of their volunteers to MCP Main Office Secretary to confirm their clearance
- 9. Keep the Executive Team Leader who oversees your position informed by copying her/him on emails you send to your team
- 10. Thank your coordinators when they complete an activity or job, and others as appropriate
- 11. Royal Pride Submissions: Submit thank yous or other information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month.
- 12. If a coordinator you oversee is unable to do his/her job or vacates the position, it becomes your responsibility to find a replacement or take on the job yourself
- 13. Assist your Class Chair in filling coordinator positions for upcoming year
- 14. By May Parents Association meeting complete and submit Wrap-up Report

Alumni Coordinator

OVERVIEW: Assist Alumni Director with one or two annual alumni events.

PURPOSE: Help MCP maintain communication and connection with alumni.

JOB SPECIFIC TASKS

- 1. Contact Alumni Director to introduce yourself, establish connection for working together, obtain instruction, guidance and timeline, and determine assistance needed
- 2. Assist with under-21 Alumni Homecoming Hospitality Area
- 3. Assist with quarterly Alumni Luncheon

GENERAL TASKS

Beginning of School Year

- 1. Complete volunteer clearance requirements:
 - a. Shield the Vulnerable b. Live Scan
- 2. Attend Back-to-School Team Meeting. This is only scheduled time your team will meet

together during school year. Important information will be distributed, updates given, and questions answered. This provides a unique opportunity to meet and work with your team

3. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
4. Read PAL Folder contents distributed at Back-to-School Team Meeting
5. Read prior reports on the Job Reports Website
6. Attend Parents Association Leaders Party to meet and connect with other Parent Association Leaders and support your team and have fun together
7. Contact parents who volunteered for your team at the beginning of the year even if your job is later in the year to introduce yourself as coordinator and thank them for volunteering. Whether their help is needed or not, their offer is appreciated

During School Year

1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
2. Keep notes of what you do for your activity or job for your Wrap-Up Report
3. If possible attend Parents Association meeting one month prior to your event to inform parents of planning and needs. Also, if possible, attend Parents Association meeting following your event to share about the success of your event. If you are unable to attend either of these meetings contact your chair to give an update for you
4. Recruit needed help by contacting parents on the Volunteer List. You may recruit additional help by creating sign-up document to be emailed and posted online, and by asking your friends and other parents
5. All volunteers working where students may be present must be cleared. Submit a list of your volunteers to MCP Main Office Secretary to confirm their clearance. When Secretary replies to you, follow up by contacting any volunteers not cleared with email or phone call and let them know what they are missing for clearance
6. Keep the Executive Team Leader and Chair who oversee your position informed by copying them on emails you send to your team
7. Submit Royal Pride information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month. Possible Information may include: help needed & contact info, sign up link, announcements, thank you notes
8. Thank your volunteers, donors, and others as appropriate. Thanks can be a handwritten note, email, phone call, Royal Pride submission or in person
9. By two weeks after event complete and submit Wrap-up Report

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.

JOB SPECIFIC TASKS

1. Contact Academics Administrator to introduce yourself, establish connection for working together, obtain instruction, guidance and timeline, and determine assistance needed
2. Funds are available for Parents Association assistance given for baccalaureate and graduation from the graduation budget. Check with the Assistant Principal of Academics for the amount of the allowances. Baccalaureate and graduation expenses are to be coordinated and approved by the Academics Administrator.
3. Follow the monthly instructions in the graduation binder
4. Be sure Mission Plaza is reserved for Graduation

5. Meet with Assistant Principal of Academics and Class Graduation Coordinators to determine what help is needed by parents
6. Meet with other Class Graduation Coordinators to review responsibilities and plans, etc.
7. Work with other Class Graduation Coordinators as appropriate
8. Reserve items needed from Taylor Rentals
9. Reserve photographer and videographer
10. Arrange for security
11. Send mailings to Senior parents in appropriate months
12. Oversee Graduation Day setup
13. Reserve Mission Plaza, Mission Church, Hall and Kitchen for next year
14. If not continuing in position, turn binder over to next Graduation Chair, or to Advancement Associate

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:
 - a. Shield the Vulnerable
 - b. Live Scan
2. Attend Back-to-School Team Meeting. This is only scheduled time your team will meet together during school year. Important information will be distributed, updates given, and questions answered. This provides a unique opportunity to meet and work with your team
3. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
4. Read PAL Folder contents distributed at Back-to-School Team Meeting
5. Read prior reports on the Job Reports Website
6. Attend Parents Association Leaders Party to meet and connect with other Parent Association Leaders and support your team and have fun together
7. Contact parents who volunteered for your team at the beginning of the year even if your job is later in the year to introduce yourself as coordinator and thank them for volunteering including Class Graduation Coordinators and Graduation Flowers

During School Year

1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
2. Keep notes of what you do for your activity or job for your Wrap-Up Report
3. If possible attend Parents Association (PA) meetings periodically throughout year to keep PA updated on graduation progress. If you are unable to attend contact your chair to give an update for you
4. Recruit needed help by contacting parents on the Volunteer List. You may recruit additional help by creating sign-up document to be emailed and posted online, and by asking your friends and other parents
5. All volunteers working where students may be present must be cleared. Submit a list of your volunteers to MCP Main Office Secretary to confirm their clearance. When Secretary replies to you, follow up by contacting any volunteers not cleared with email or phone call and let them know what they are missing for clearance
6. Keep the Executive Team Leader and Chair who oversee your position informed by copying them on emails you send to your team
7. Submit Royal Pride information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month. Possible information may include: help needed & contact info, sign up link, announcements, thank you notes
8. Thank your volunteers, donors, and others as appropriate. Thanks can be a handwritten note, email, phone call, Royal Pride submission or in person
9. By two weeks after event complete and submit Wrap-up Report

Homecoming Reception Coordinator

OVERVIEW: Organize Homecoming Reception for Alumni Parents and over-21 Alumni

PURPOSE: To help build community among the Alumni Parents and over-21 Alumni, and maintain their connection to MCP.

JOB SPECIFIC TASKS

1. Contact Advancement Associate to introduce yourself, establish connection for working together, obtain instruction, guidance and timeline, and determine assistance needed
2. Plan and organize the Homecoming Reception for Alumni Parents and over-21 Alumni from setup to cleanup. Arrange for volunteer help to provide food, beverages, decorations, and staffing
3. Contact appropriate school staff to arrange use of kitchen or rooms needed
4. Prior to using the MCP kitchen, you must notify MCP's chef that you will be using the kitchen, and attend a scheduled kitchen training session or arrange for a private session from MCP's Chef. It is recommended that all volunteers helping you also attend the kitchen training
5. Keep in contact with Advancement Associate throughout planning process

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:
 - a. Shield the Vulnerable
 - b. Live Scan
2. Attend Back-to-School Team Meeting. This is only scheduled time your team will meet together during school year. Important information will be distributed, updates given, and questions answered. This provides a unique opportunity to meet and work with your team
3. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
4. Read PAL Folder contents distributed at Back-to-School Team Meeting
5. Read prior reports on the Job Reports Website
6. Attend Parents Association Leaders Party to meet and connect with other Parent Association Leaders and support your team and have fun together
7. Contact parents who volunteered for your team at the beginning of the year even if your job is later in the year to introduce yourself as coordinator and thank them for volunteering. Whether their help is needed or not, their offer is appreciated

During School Year

1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
2. Keep notes of what you do for your activity or job for your Wrap-Up Report
3. If possible attend Parents Association meeting one month (or more) prior to your event to inform parents of planning and needs. Also, if possible, attend Parents Association meeting following your event to share about the success of your event. If you are unable to attend either of these meetings have your chair or class representative give an update for you
4. Recruit needed help by contacting parents on the Volunteer List. You may recruit additional help by creating sign-up document to be emailed and posted online, and by asking your friends and other parents
5. All volunteers working where students may be present must be cleared. Submit a list of your volunteers to MCP Main Office Secretary to confirm their clearance. When Secretary replies to you, follow up by contacting any volunteers not cleared with email or phone call and let them know what they are missing for clearance
6. Keep the Executive Team Leader and Chair who oversee your position informed by copying them on emails you send to your team
7. Submit Royal Pride information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month. Possible information may include: help needed & contact info, sign up link, announcements, thank you notes

8. Thank your volunteers, donors, and others as appropriate. Thanks can be a handwritten note, email, phone call, Royal Pride submission or in person
9. By two weeks after event complete and submit Wrap-up Report

Parent-Educator Partnership Coordinator

OVERVIEW: Help parents support their students' success and find effective ways of communication when faced with academic or social challenges. May be done thru emails, by creating a booklet, or hosting parent workshops.

PURPOSE: Promote the partnership of parents and MCP educators in supporting students in their academic success, character formation, values formation, life skills, and other areas outlined in the Profile of the MCP Graduate.

JOB SPECIFIC TASKS

1. Contact Assistant Principal of Academics to introduce yourself, establish connection for working together, obtain instruction, guidance and timeline, and determine assistance needed
2. Attend meetings with MCP administrators and educators to identify topics that may interest parents
3. Create and conduct parent surveys based on the Profile of the MCP Graduate to collect information that will identify topics of parent interest regarding their children
4. With your committee select topics to be presented based on information collected through parent surveys and administrator/educator meetings
5. Help prepare and organize for informational or reflective parent workshops including: contact guest speakers, select dates, approve dates with the Assistant Principal of Academics, advertise to the parent community, provide refreshments
6. With Assistant Principal of Academics create a booklet for parents that provides tips on how to stay engaged with the school community and support their children through high school

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:
 - a. Shield the Vulnerable
 - b. Live Scan
2. Attend Back-to-School Team Meeting. This is only scheduled time your team will meet together during school year. Important information will be distributed, updates given, and questions answered. This provides a unique opportunity to meet and work with your team
3. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
4. Read PAL Folder contents distributed at Back-to-School Team Meeting
5. Read prior reports on the Job Reports Website
6. Attend Parents Association Leaders Party to meet and connect with other Parent Association Leaders and support your team and have fun together
7. Contact parents who volunteered for your team at the beginning of the year even if your job is later in the year to introduce yourself as coordinator and thank them for volunteering. Whether their help is needed or not, their offer is appreciated

During School Year

1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
2. Keep notes of what you do for your activity or job for your Wrap-Up Report
3. If possible attend Parents Association meeting one month prior to your event to inform parents of planning and needs. Also, if possible, attend Parents Association meeting following your event to share about the success of your event. If you are unable to attend either of these meetings contact your chair to give an update for you
4. Recruit needed help by contacting parents on the Volunteer List. You may recruit additional help by creating sign-up document to be emailed and posted online, and by asking your

friends and other parents

5. All volunteers working where students may be present must be cleared. Submit a list of your volunteers to MCP Main Office Secretary to confirm their clearance. When Secretary replies to you, follow up by contacting any volunteers not cleared with email or phone call and let them know what they are missing for clearance
6. Keep the Executive Team Leader and Chair who oversee your position informed by copying them on emails you send to your team
7. Submit Royal Pride information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month. Possible Information may include: help needed & contact info, sign up link, announcements, thank you notes
8. Thank your volunteers, donors, and others as appropriate. Thanks can be a handwritten note, email, phone call, Royal Pride submission or in person
9. By May Parents Association meeting complete and submit Wrap-up

AUCTION AND DINNER TEAM CHAIR

OVERVIEW: Plan and organize the MCP Auction and Dinner. Oversee Parents Association Auction and Dinner Coordinators and assist as needed.

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

JOB SPECIFIC TASKS

1. Attend monthly Parents Association meetings. If you are unable to attend, find a substitute to represent you, and convey back to you information
2. At first Parents Association meeting with faculty/staff, sit with your faculty/staff contact to connect with them in person
3. At first Parents Association meeting with Student Council sit with your class or ASB. Introduce yourself to student council members. Establish connections for working together
4. Ensure coordinators are completing the tasks listed on their job descriptions and monthly Parents Association agendas
5. Encourage and help your coordinators to find and use pertinent information in Directory, online and in PAL folder (Job Reports, Volunteer List, etc.). If needed, walk them thru how to access Job Reports Website
6. Plan, organize and host Auction and Dinner along with Auction and Dinner Coordinators
7. Oversee Auction and Dinner Coordinators—Auction, Decorations, Dinner, Raffle, Set-up and Staffing, Table Host and Tickets. Assist as needed and serve as resource for motivation and support.
8. Work with committee coordinators and meet as needed
9. Develop timeline
10. Arrange for marketing of event
11. Handle invitations and programs
12. Solicit donations of wine

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:
 - a. Shield the Vulnerable
 - b. Live Scan
2. Attend Back-to-School Team Meeting. This is only scheduled time your team will meet together during school year. Important information will be distributed, updates given, and questions answered. This provides a unique opportunity to meet and work with your team
3. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
4. Read PAL Folder contents distributed at Back-to-School Team Meeting
5. Read prior reports on the Job Reports Website

6. Attend Parents Association Leaders Party to meet and connect with other Parent Association Leaders and support your team and have fun together
7. Contact PALs you oversee to introduce yourself as Team Chair, thank them for volunteering, and let them know you are available for questions, guidance and support

During School Year

1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
2. Keep notes of what you do for your activity or job for your Wrap-Up Report
3. Turn to your Executive Team Leader if you need help
4. Oversee Auction, Decorations, Raffle and Set-up & Staffing. Coordinate and assist as needed. Serve as resource, motivation and support for coordinators you oversee
5. You are the link between your coordinators and the Parents Association. Convey to your coordinators any relevant information from Parents Association meeting
6. Invite coordinators you oversee to attend the Parents Association meeting one month prior to their event to inform parents of planning and needs, and after event to share about the event. If they are unable to attend either of these meetings, obtain information to represent them
7. Assist your coordinators in recruiting help if needed
8. All volunteers working where students may be present must be cleared. Remind your coordinators to submit a list of their volunteers to MCP Main Office Secretary to confirm their clearance
9. Keep the Executive Team Leader who oversees your position informed by copying her/him on emails you send to your team
10. Thank your coordinators when they complete an activity or job, and others as appropriate
11. Royal Pride Submissions: Submit thank yous or other information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month.
12. If a coordinator you oversee is unable to do his/her job or vacates the position, it becomes your responsibility to find a replacement or take on the job yourself
13. Assist your Executive Team Leader in filling coordinator positions for upcoming year
14. By May Parents Association meeting complete and submit Wrap-up Report

Auction Coordinator

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

PURPOSE: Provide opportunity for community building and raise funds for MCP budget. Organize live auction as means to raise additional funds.

JOB SPECIFIC TASKS

1. Contact Advancement Director to introduce yourself, establish connection for working together, obtain instruction, guidance and timeline, and determine assistance needed
2. Meet with Auction team throughout year to plan and prepare
3. Solicit, collect and organize items for live auction
4. Recruit auctioneer, spotters and other helpers needed
5. Coordinate auctioning of items at event

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:
 - a. Shield the Vulnerable
 - b. Live Scan
2. Attend Back-to-School Team Meeting. This is only scheduled time your team will meet together during school year. Important information will be distributed, updates given, and questions answered. This provides a unique opportunity to meet and work with your team
3. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
4. Read PAL Folder contents distributed at Back-to-School Team Meeting

5. Read prior reports on the Job Reports Website
6. Attend Parents Association Leaders Party to meet and connect with other Parent Association Leaders and support your team and have fun together
7. Contact parents who volunteered for your team at the beginning of the year even if your job is later in the year to introduce yourself as coordinator and thank them for volunteering. Whether their help is needed or not, their offer is appreciated

During School Year

1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
2. Keep notes of what you do for your activity or job for your Wrap-Up Report
3. Occasionally attend Parents Association meetings to report on your job and encourage participation. If you are unable to attend occasional Parents Association meetings have your chair or class representative give an update for you
4. Recruit needed help by contacting parents on the Volunteer List. You may recruit additional help by creating sign-up document to be emailed and posted online, and by asking your friends and other parents
5. All volunteers working where students may be present must be cleared. Submit a list of your volunteers to MCP Main Office Secretary to confirm their clearance. When Secretary replies to you, follow up by contacting any volunteers not cleared with email or phone call and let them know what they are missing for clearance
6. Keep the Executive Team Leader and Chair who oversee your position informed by copying them on emails you send to your team
7. Submit Royal Pride information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month. Possible information may include: help needed & contact info, sign up link, announcements, thank you notes
8. Thank your volunteers, donors, and others as appropriate. Thanks can be a handwritten note, email, phone call, Royal Pride submission or in person
9. By May Parents Association meeting or two weeks after event complete and submit Wrap-up Report

Decorations Coordinator

OVERVIEW: Coordinate the decor for the event

PURPOSE: Provide opportunity for community building and raise funds for MCP budget. Promote festive, party atmosphere.

JOB SPECIFIC TASKS

1. Contact Advancement Director to introduce yourself, establish connection for working together, obtain instruction, guidance and timeline, and determine assistance needed
2. Meet with team throughout year to plan and prepare
3. Coordinate the decor for the event

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:
 - a. Shield the Vulnerable
 - b. Live Scan
2. Attend Back-to-School Team Meeting. This is only scheduled time your team will meet together during school year. Important information will be distributed, updates given, and questions answered. This provides a unique opportunity to meet and work with your team
3. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
4. Read PAL Folder contents distributed at Back-to-School Team Meeting
5. Read prior reports on the Job Reports Website
6. Attend Parents Association Leaders Party to meet and connect with other Parent Association

Leaders and support your team and have fun together

7. Contact parents who volunteered for your team at the beginning of the year even if your job is later in the year to introduce yourself as coordinator and thank them for volunteering. Whether their help is needed or not, their offer is appreciated

During School Year

1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
2. Keep notes of what you do for your activity or job for your Wrap-Up Report
3. If possible attend Parents Association meeting one month (or more) prior to your event to inform parents of planning and needs. Also, if possible, attend Parents Association meeting following your event to share about the success of your event. If you are unable to attend either of these meetings have your chair or class representative give an update for you
4. Recruit needed help by contacting parents on the Volunteer List. You may recruit additional help by creating sign-up document to be emailed and posted online, and by asking your friends and other parents
5. All volunteers working where students may be present must be cleared. Submit a list of your volunteers to MCP Main Office Secretary to confirm their clearance. When Secretary replies to you, follow up by contacting any volunteers not cleared with email or phone call and let them know what they are missing for clearance
6. Keep the Executive Team Leader and Chair who oversee your position informed by copying them on emails you send to your team
7. Submit Royal Pride information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month. Possible information may include: help needed & contact info, sign up link, announcements, thank you notes
8. Thank your volunteers, donors, and others as appropriate. Thanks can be a handwritten note, email, phone call, Royal Pride submission or in person
9. By May Parents Association meeting or two weeks after event complete and submit Wrap-up Report

Raffle Coordinator

OVERVIEW: Organize Raffle, including preparation of tickets, distribution and sales.

PURPOSE: Provide opportunity for community building and raise funds for MCP budget. Organize raffle as additional source of raising funds.

JOB SPECIFIC TASKS

1. Contact Advancement Director to introduce yourself, establish connection for working together, obtain instruction, guidance and timeline, and determine assistance needed
2. Meet with Advancement Director and Auction and Dinner team throughout year to plan and prepare
3. Meet with Auction and Dinner Chair and printer to design tickets and arrange for printing of raffle tickets
4. Promote ticket sales to parents, alumni families, friends of MCP, and the community
5. Advertise in Royal Pride, on MCP Website, Alumni newsletter, etc.
6. Arrange for ticket sales at MCP events (sports, drama, dinners, etc.)
7. Be a cheerleader for ticket sales
8. Arrange for drawing of winning tickets at Auction and Dinner

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:
 - a. Shield the Vulnerable
 - b. Live Scan

2. Attend Back-to-School Team Meeting. Only scheduled time your team will meet together during school year. Important information will be distributed, updates given, and questions answered. This provides a unique opportunity to meet and work with your team
3. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
4. Read PAL Folder contents distributed at Back-to-School Team Meeting
5. Read prior reports on the Job Reports Website
6. Attend Parents Association Leaders Party to meet and connect with other Parent Association Leaders and support your team and have fun together
7. Contact parents who volunteered for your team at the beginning of the year even if your job is later in the year to introduce yourself as coordinator and thank them for volunteering. Whether their help is needed or not, their offer is appreciated

During School Year

1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
2. Keep notes of what you do for your activity or job for your Wrap-Up Report
3. If possible attend Parents Association meeting one month prior to your event to inform parents of planning and needs. Also, if possible, attend Parents Association meeting following your event to share about the success of your event. If you are unable to attend either of these meetings have your chair represent you
4. Recruit needed help by contacting parents on the Volunteer List. You may recruit additional help by creating sign-up document to be emailed and posted online, and by asking your friends and other parents
5. All volunteers working where students may be present must be cleared. Submit a list of your volunteers to MCP Main Office Secretary to confirm their clearance. When Secretary replies to you, follow up by contacting any volunteers not cleared with email or phone call and let them know what they are missing for clearance
6. Keep the Executive Team Leader and Chair who oversee your position informed by copying them on emails you send to your team
7. Submit Royal Pride information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month. Possible Information may include: help needed & contact info, sign up link, announcements, thank you notes
8. Thank your volunteers, donors, and others as appropriate. Thanks can be a handwritten note, email, phone call, Royal Pride submission or in person
9. By two weeks after event complete and submit Wrap-up Report

Set up and Staffing Coordinator

OVERVIEW: Organize volunteers to help at event. Oversee volunteers during set-up and during event.

PURPOSE: Provide opportunity for community building and raise funds for MCP budget. Provide help needed to set-up and host event.

JOB SPECIFIC TASKS

1. Contact Advancement Director to introduce yourself, establish connection for working together, obtain instruction, guidance and timeline, and determine assistance needed
2. Meet with Auction and Dinner team throughout year to plan and prepare
3. Recruit volunteers to set-up prior to event. Recruit volunteers to fill positions needed at the event
4. Oversee volunteers who are staffing event

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:

- a. Shield the Vulnerable b. Live Scan
- 2. Attend Back-to-School Team Meeting. This is only scheduled time your team will meet together during school year. Important information will be distributed, updates given, and questions answered. This provides a unique opportunity to meet and work with your team
- 3. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
- 4. Read PAL Folder contents distributed at Back-to-School Team Meeting
- 5. Read prior reports on the Job Reports Website
- 6. Attend Parents Association Leaders Party to meet and connect with other Parent Association Leaders and support your team and have fun together
- 7. Contact parents who volunteered for your team at the beginning of the year even if your job is later in the year to introduce yourself as coordinator and thank them for volunteering. Whether their help is needed or not, their offer is appreciated

During School Year

- 1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
- 2. Keep notes of what you do for your activity or job for your Wrap-Up Report
- 3. Occasionally attend Parents Association meetings to report on your job and encourage participation. If you are unable to attend occasional Parents Association meetings have your chair or class representative give an update for you
- 4. Recruit needed help by contacting parents on the Volunteer List who expressed interest in your team. You may recruit additional help by creating sign-up document to be emailed and posted online, and by asking your friends and other parents
- 5. All volunteers working where students may be present must be cleared. Submit a list of your volunteers to MCP Main Office Secretary to confirm their clearance. When Secretary replies to you, follow up by contacting any volunteers not cleared with email or phone call and let them know what they are missing for clearance
- 6. Keep the Executive Team Leader and Chair who oversee your position informed by copying them on emails you send to your team
- 7. Submit Royal Pride information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month. Possible information may include: help needed & contact info, sign up link, announcements, thank you notes
- 8. Thank your volunteers, donors, and others as appropriate. Thanks can be a handwritten note, email, phone call, Royal Pride submission or in person
- 9. By May Parents Association meeting or two weeks after event complete and submit Wrap-up Report

HOSPITALITY TEAM CHAIR

OVERVIEW: Promote a welcoming environment. Provide refreshments and decorations for designated school events including Back-to-School Night Reception, New Family Orientation, Academic Awards Assembly, and any other events requested. Oversee Hospitality 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”.

JOB SPECIFIC TASKS

- 1. Attend monthly Parents Association meetings. If you are unable to attend, find a substitute to represent you, and convey back to you information
- 2. At first Parents Association meeting with faculty/staff, sit with your faculty/staff contact to connect with them in person

3. At first Parents Association meeting with Student Council sit with your class or ASB. Introduce yourself to student council members. Establish connections for working together
4. Ensure coordinators are completing the tasks listed on their job descriptions and monthly Parents Association agendas
5. Encourage and help your coordinators to find and use pertinent information in Directory, online and in PAL folder (Job Reports, Volunteer List, etc.). If needed, walk them thru how to access Job Reports Website
6. Promote a welcoming environment
7. For help needed with any of your events, first request help from your Volunteer List (Hospitality: Decorations/Refreshments). If more help is needed use Class Refreshments Volunteer List or contact Class Refreshments Coordinators to recruit more help
8. Provide refreshments for following events in Café Royale. Includes arranging for set-up, serving, and clean-up (table decorations optional). First request help from Volunteer List
 - a. In Fall: Back-to-School Night after classroom visitations
 - b. In Spring: New Family Orientation
9. AP refreshments (see below)
10. Decorate stage for Awards Assembly on Royal Day, near end of school year
11. Monthly immediately after the PA meeting organize and straighten Parents Association kitchen shelves
12. Schedule and oversee parents to clean and tidy faculty room (Keep)
13. If requested provide refreshments and/or decorations for other special events, or school functions. Most event hospitality is handled by teams putting on event. Refer to Refreshments Guidelines for detailed listing

AP EXAM REFRESHMENTS:

1. Purpose: Provide healthy refreshments for students taking the Advanced Placement Exams in the spring
2. In March, contact Assistant Principal of Academics to introduce yourself, establish connection, and obtain total numbers of students taking AP Exam.
3. Create a sign up document to provide snacks and water for students taking exams. Ask that all snacks be dropped off the in Café Royale kitchen the week before AP Exams start, M-F, 8am-4pm. If Café kitchen is closed, leave snacks in MCP office
4. Please provide water, and select from the designated food list below:
 - Beverage: bottled water, 8-12oz. size, 1 per student
 - Food: individually packaged options: string cheese, nuts, granola bars, trail mix, dried fruit.
 - Plan on 3 snacks per student
5. The proctor will set out the snacks for break time and take care of clean up. The College Board prohibits anyone other than the proctor being on site during testing times

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:
 - a. Shield the Vulnerable
 - b. Live Scan
2. Attend Back-to-School Team Meeting. This is only scheduled time your team will meet together during school year. Important information will be distributed, updates given, and questions answered. This provides a unique opportunity to meet and work with your team
3. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
4. Read PAL Folder contents distributed at Back-to-School Team Meeting
5. Read prior reports on the Job Reports Website
6. Attend Parents Association Leaders Party to meet and connect with other Parent Association Leaders and support your team and have fun together

7. Contact PALs you oversee to introduce yourself as Team Chair, thank them for volunteering, and let them know you are available for questions, guidance and support
8. Prior to using the MCP kitchen, you must notify MCP's chef that you will be using the kitchen, and attend a scheduled kitchen training session or arrange for a private session from MCP's Chef. It is recommended that all volunteers helping you also attend the kitchen training

During School Year

1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
2. Keep notes of what you do for your activity or job for your Wrap-Up Report
3. Turn to your Executive Team Leader if you need help
4. Oversee Back-to-School Dinner, Decorations/Refreshments (you), and Flowers (including Graduation), Team Coordinators and assist as needed. Serve as resource, motivation and support for coordinators you oversee
5. You are the link between your coordinators and the Parents Association. Convey to your coordinators any relevant information from Parents Association meeting
6. If needing to use Café Royale walk-in box, prior arrangements need to be made with Café Royale Chef
7. Invite coordinators you oversee to attend the Parents Association meeting one month prior to their event to inform parents of planning and needs, and after event to share about the event. If they are unable to attend either of these meetings, obtain information to represent them
8. Assist your coordinators in recruiting help if needed
9. All volunteers working where students may be present must be cleared. Remind your coordinators to submit a list of their volunteers to MCP Main Office Secretary to confirm their clearance
10. Keep the Executive Team Leader who oversees your position informed by copying her/him on emails you send to your team
11. Thank your coordinators when they complete an activity or job, and others as appropriate
12. Royal Pride Submissions: Submit thank yous or other information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month.
13. If a coordinator you oversee is unable to do his/her job or vacates the position, it becomes your responsibility to find a replacement or take on the job yourself
14. Assist your Executive Team Leader in filling coordinator positions for upcoming year
15. By May Parents Association meeting complete and submit Wrap-up Report

Back-to-School Dinner Coordinator

OVERVIEW: Coordinate Back-to-School Dinner with Café Royal chef for school community. Dinner will precede Back-to-School Night in the fall.

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

JOB SPECIFIC TASKS

1. Contact Advancement Associate and Café Royale Chef to introduce yourself, establish connection for working together, obtain instruction, guidance and timeline, and determine assistance needed
2. Coordinate details of Back-to-School Dinner with Café Royale chef. She will provide food and beverages.
 - a. Find out menu and prices (students probably \$1 less than adults) staff dinners will be paid by MCP, so free to staff
 - b. Confirm if chef needs you to recruit 2 volunteers to help from 4-6:30 with food preparation and service
 - c. Determine with Café Royale Chef if volunteers are required to attend kitchen training
3. Recruit needed help by contacting parents on the Volunteer List. Introduce yourself as

coordinator, thank them for volunteering and let them know how you need their help.

4. Meet with dinner volunteers to divide up jobs for hosting Back-to-School Dinner
 - a. Create "Bring It" for parent sign-ups
 - b. Recruit extra parents needed to fill vacant slots on "Bring It" list.
 - c. Publicity
 - d. Setup and clean up
 - e. Decorations
 - f. Ticket sales (both pre-dinner and at door)
 - g. 2 volunteers for food prep and servers
5. Oversee parents helping with dinner
6. Note regarding Back-to-School Night Dinner. There is a half-hour reception in Café Royale following the classroom visitations when dessert and drinks are served. This reception is coordinated by Hospitality Chairs.
7. Student help may be enlisted. Students may earn school service hours in hosting dinner.
8. You may contact Class Refreshments Team Coordinator to assist

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:
 - a. Shield the Vulnerable
 - b. Live Scan
2. Attend Back-to-School Team Meeting. This is only scheduled time your team will meet together during school year. Important information will be distributed, updates given, and questions answered. This provides a unique opportunity to meet and work with your team
3. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
4. Read PAL Folder contents distributed at Back-to-School Team Meeting
5. Read prior reports on the Job Reports Website
6. Attend Parents Association Leaders Party to meet and connect with other Parent Association Leaders and support your team and have fun together
7. All volunteers working where students may be present must be cleared. Submit a list of your volunteers to MCP Main Office Secretary to confirm their clearance. When Secretary replies to you, follow up by contacting any volunteers not cleared with email or phone call and let them know what they are missing for clearance
8. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
9. Keep notes of what you do for your activity or job for your Wrap-Up Report
10. Recruit needed help by contacting parents on the Volunteer List who expressed interest in your team. Introduce yourself as coordinator, thank them for volunteering and let them know how you need their help.
11. If possible attend Parents Association meeting one month (or more) prior to your event to inform parents of planning and needs. Also, if possible, attend Parents Association meeting following your event to share about the success of your event. If you are unable to attend either of these meetings have your chair or class representative give an update for you
12. Keep the Executive Team Leader and Chair who oversee your position informed by copying them on emails you send to your team
13. Submit Royal Pride information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month. Possible information may include: help needed & contact info, sign up link, announcements, thank you notes
14. Thank your volunteers, donors, and others as appropriate. Thanks can be a handwritten note, email, phone call, Royal Pride submission or in person
15. By two weeks after event complete and submit Wrap-up Report

Decorations and Refreshments Coordinator

Note: This position is coordinated by the Hospitality Chair. Please refer to Hospitality Chair job description above.

Faculty In-Service Lunches Coordinator

OVERVIEW: Organize two lunches a year on the requested faculty in-service days.

PURPOSE: Show parent appreciation for the faculty by providing lunch on two of their in-service days.

JOB SPECIFIC TASKS

1. Contact Advancement Associate to introduce yourself, establish connection, obtain instruction, guidance and timeline, determine assistance needed
2. Organize two staff lunches on assigned dates. Lunches will be on non-school day, or partial school days
3. Arrange for food, beverages, set-up and clean-up

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:
 - a. Shield the Vulnerable
 - b. Live Scan
2. Attend Back-to-School Team Meeting. This is only scheduled time your team will meet together during school year. Important information will be distributed, updates given, and questions answered. This provides a unique opportunity to meet and work with your team
3. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
4. Read PAL Folder contents distributed at Back-to-School Team Meeting
5. Read prior reports on the Job Reports Website
6. Attend Parents Association Leaders Party to meet and connect with other Parent Association Leaders and support your team and have fun together
7. Contact parents who volunteered for your team at the beginning of the year even if your job is later in the year to introduce yourself as coordinator and thank them for volunteering. Whether their help is needed or not, their offer is appreciated

During School Year

1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
2. Keep notes of what you do for your activity or job for your Wrap-Up Report
3. If possible attend Parents Association meeting one month (or more) prior to your event to inform parents of planning and needs. Also, if possible, attend Parents Association meeting following your event to share about the success of your event. If you are unable to attend either of these meetings have your chair or class representative give an update for you
4. Recruit needed help by contacting parents on the Volunteer List who expressed interest in your team. You may recruit additional help by creating sign-up document to be emailed and posted online, and by asking your friends and other parents
5. All volunteers working where students may be present must be cleared. Submit a list of your volunteers to MCP Main Office Secretary to confirm their clearance. When Secretary replies to you, follow up by contacting any volunteers not cleared with email or phone call and let them know what they are missing for clearance
6. Keep the Executive Team Leader and Chair who oversee your position informed by copying them on emails you send to your team

7. Submit Royal Pride information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month. Possible information may include: help needed & contact info, sign up link, announcements, thank you notes
8. Thank your volunteers, donors, and others as appropriate. Thanks can be a handwritten note, email, phone call, Royal Pride submission or in person
9. By two weeks after event complete and submit your Wrap-up Report

Flowers (including Graduation) Coordinator

OVERVIEW: Coordinate flowers for school events including Baccalaureate and Graduation

PURPOSE: Enhance atmosphere by providing flowers for requested school events

JOB SPECIFIC TASKS

1. Meet with Graduation Coordinator to obtain dates and information regarding budget and floral decoration needs for Baccalaureate and Graduation
2. Contact Faculty/Staff Person to introduce yourself, establish connection for working together, obtain instruction, guidance and timeline, and determine assistance needed
3. Arrange for and set up flowers and decorations for Baccalaureate and Graduation. Same flowers can be used for both events
4. Arrange tear down of decorations and flowers after Graduation. Flowers maybe donated to Alumni Director for Alumni Luncheon held the day after Graduation or to the Church
5. Provide flowers for other events if requested

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:
 - a. Shield the Vulnerable
 - b. Live Scan
2. Attend Back-to-School Team Meeting. Only scheduled time your team will meet together during school year. Important information will be distributed, updates given, and questions answered. This provides a unique opportunity to meet and work with your team
3. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
4. Read PAL Folder contents distributed at Back-to-School Team Meeting
5. Read prior reports on the Job Reports Website
6. Attend Parents Association Leaders Party to meet and connect with other Parent Association Leaders and support your team and have fun together
7. Contact parents who volunteered for your team at the beginning of the year even if your job is later in the year to introduce yourself as coordinator and thank them for volunteering. Whether their help is needed or not, their offer is appreciated

During School Year

1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
2. Keep notes of what you do for your activity or job for your Wrap-Up Report
3. If possible attend Parents Association meeting one month prior to your event to inform parents of planning and needs. Also, if possible, attend Parents Association meeting following your event to share about the success of your event. If you are unable to attend either of these meetings have your chair represent you
4. Recruit needed help by contacting parents on the Volunteer List. You may recruit additional help by creating sign-up document to be emailed and posted online, and by asking your friends and other parents
5. All volunteers working where students may be present must be cleared. Submit a list of your volunteers to MCP Main Office Secretary to confirm their clearance. When Secretary replies to you, follow up by contacting any volunteers not cleared with email or phone call and let them know what they are missing for clearance

6. Keep the Executive Team Leader and Chair who oversee your position informed by copying them on emails you send to your team
7. Submit Royal Pride information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month. Possible Information may include: help needed & contact info, sign up link, announcements, thank you notes
8. Thank your volunteers, donors, and others as appropriate. Thanks can be a handwritten note, email, phone call, Royal Pride submission or in person
9. By two weeks after event complete and submit Wrap-up Report

New Families Coordinator

OVERVIEW: Welcome new parents to MCP and support them during the year.

PURPOSE: Help new parents to ease the transition and feel connected and included in the MCP community.

JOB SPECIFIC TASKS

1. Contact Advancement Associate to introduce yourself, establish connection for working together, obtain instruction, guidance and timeline, and determine assistance needed
2. With Advancement Associate recruit and oversee volunteers to serve as New Family Representatives. (Assign to represent geographic areas: North County, Coast, San Luis Obispo, and South County. Approx. 15-20 new freshman families per New Family Representative and 1 New Family Representative for upper classes)
3. Obtain list of new families from Advancement Associate
4. Assign new families to a New Family Representative
5. Attend New Family Orientation in spring to welcome new parents and provide information. Invite the New Family Representatives to also attend
6. Create an introductory email New Family Representatives can send to their groups to welcome them. Send email to New Family Representatives
7. Prepare a phone script for New Family Representatives to use for welcome phone call
8. In August have New Family Representatives call each new family to welcome them
9. Host New Parent Welcome in Old Mission Church Parish Hall on morning of New Student Orientation

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:
 - a. Shield the Vulnerable
 - b. Live Scan
2. Attend Back-to-School Team Meeting. This is only scheduled time your team will meet together during school year. Important information will be distributed, updates given, and questions answered. This provides a unique opportunity to meet and work with your team
3. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
4. Read PAL Folder contents distributed at Back-to-School Team Meeting
5. Read prior reports on the Job Reports Website
6. Attend Parents Association Leaders Party to meet and connect with other Parent Association Leaders and support your team and have fun together
7. Contact parents who volunteered for your team at the beginning of the year even if your job is later in the year to introduce yourself as coordinator and thank them for volunteering. Whether their help is needed or not, their offer is appreciated

During School Year

1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
2. Keep notes of what you do for your activity or job for your Wrap-Up Report
3. If possible attend Parents Association meeting one month (or more) prior to your event to

inform parents of planning and needs. Also, if possible, attend Parents Association meeting following your event to share about the success of your event. If you are unable to attend either of these meetings have your chair or class representative give an update for you

4. Recruit needed help by contacting parents on the Volunteer List who expressed interest in your team. You may recruit additional help by creating sign-up document to be emailed and posted online, and by asking your friends and other parents
5. All volunteers working where students may be present must be cleared. Submit a list of your volunteers to MCP Main Office Secretary to confirm their clearance. When Secretary replies to you, follow up by contacting any volunteers not cleared with email or phone call and let them know what they are missing for clearance
6. Keep the Executive Team Leader and Chair who oversee your position informed by copying them on emails you send to your team
7. Submit Royal Pride information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month. Possible information may include: help needed & contact info, sign up link, announcements, thank you notes
8. Thank your volunteers, donors, and others as appropriate. Thanks can be a handwritten note, email, phone call, Royal Pride submission or in person
9. By two weeks after event complete and submit your Wrap-up Report

Tablecloths Coordinator

OVERVIEW: Help with laundering MCP tablecloths after events.

PURPOSE: Assist MCP by providing freshly laundered tablecloths.

JOB SPECIFIC TASKS

1. Contact Advancement Associate and Director of Enrollment to introduce yourself, establish connection for working together, obtain instruction, guidance and timeline, and determine assistance needed
2. Arrange to pick up and launder tablecloths when requested. A staff member from MCP will contact you when they are going to use tablecloths, and make arrangements for you to launder them. It is likely to be Advancement Associate, Enrollment Director or Asst. Principal of Student Activities
3. Return tablecloths to MCP. They can be returned to Room 206 or the Main Office
4. You can pick up the tablecloths, or have your student bring them home. Same with returning them.
5. MCP's tablecloths are wash and dry, no ironing needed
6. These are the events that will probably need tablecloths laundered after them
 - a. Aug – PAL Party
 - b. Aug – Back-to-School Dinner
 - c. Oct – Homecoming Reception
 - d. Nov – Open House
 - e. Dec – Christmas Morning Celebration
 - f. May – Senior Breakfast

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:
 - a. Shield the Vulnerable
 - b. Live Scan
2. Attend Back-to-School Team Meeting. This is only scheduled time your team will meet together during school year. Important information will be distributed, updates given, and questions answered. This provides a unique opportunity to meet and work with your team
3. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
4. Read PAL Folder contents distributed at Back-to-School Team Meeting

5. Read prior reports on the Job Reports Website
6. Attend Parents Association Leaders Party to meet and connect with other Parent Association Leaders and support your team and have fun together

During School Year

1. Keep notes of what you do for your activity or job for your Wrap-Up Report
2. If you are unable to attend occasional Parents Association meetings have your chair or class representative give an update for you
3. By two weeks after final event of year or by May Parents Association meeting complete and submit Wrap-up Report

PERFORMING ARTS TEAM CHAIR

OVERVIEW: Support the events and functions of the drama and music departments with parent assistance. Oversee Performing Arts Coordinators and assist as needed.

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

JOB SPECIFIC TASKS

1. Attend monthly Parents Association meetings. If you are unable to attend, find a substitute to represent you, and convey back to you information
2. At first Parents Association meeting with faculty/staff, sit with your faculty/staff contact to connect with them in person
3. At first Parents Association meeting with Student Council sit with your class or ASB. Introduce yourself to student council members. Establish connections for working together
4. Ensure coordinators are completing the tasks listed on their job descriptions and monthly Parents Association agendas
5. Encourage and help your coordinators to find and use pertinent information in Directory, online and in PAL folder (Job Reports, Volunteer List, etc.). If needed, walk them thru how to access Job Reports Website
6. Act as liaison between drama and music teachers and Parents Association

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:
 - a. Shield the Vulnerable
 - b. Live Scan
2. Attend Back-to-School Team Meeting. This is only scheduled time your team will meet together during school year. Important information will be distributed, updates given, and questions answered. This provides a unique opportunity to meet and work with your team
3. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
4. Read PAL Folder contents distributed at Back-to-School Team Meeting
5. Read prior reports on the Job Reports Website
6. Attend Parents Association Leaders Party to meet and connect with other Parent Association Leaders and support your team and have fun together
7. Contact PALs you oversee to introduce yourself as Team Chair, thank them for volunteering, and let them know you are available for questions, guidance and support

During School Year

1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
2. Keep notes of what you do for your activity or job for your Wrap-Up Report
3. Turn to your Executive Team Leader if you need help
4. Oversee Drama, Drama Volunteer, International Thespians Society, and Royal Guard Pep Band Team Coordinators and assist as needed. Serve as resource, motivation and support for coordinators you oversee

5. You are the link between your coordinators and the Parents Association. Convey to your coordinators any relevant information from Parents Association meeting
6. Invite coordinators you oversee to attend the Parents Association meeting one month prior to their event to inform parents of planning and needs, and after event to share about the event. If they are unable to attend either of these meetings, obtain information to represent them
7. Assist your coordinators in recruiting help if needed
8. All volunteers working where students may be present must be cleared. Remind your coordinators to submit a list of their volunteers to MCP Main Office Secretary to confirm their clearance
9. Keep the Executive Team Leader who oversees your position informed by copying her/him on emails you send to your team
10. Thank your coordinators when they complete an activity or job, and others as appropriate
11. Royal Pride Submissions: Submit thank yous or other information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month.
12. If a coordinator you oversee is unable to do his/her job or vacates the position, it becomes your responsibility to find a replacement or take on the job yourself
13. Assist your Executive Team Leader in filling coordinator positions for upcoming year
14. By May Parents Association meeting complete and submit Wrap-up Report

Note to all Drama Coordinators: *Sign-Up Documents Coordinator will create sign-up document. Communication Coordinator will email sign-up document to drama parents. Performance Night Coordinator and Tech Week Coordinator will check sign-up document and follow up to ensure all slots get filled.*

Drama Communication Coordinator

OVERVIEW: Create drama email lists. Send drama email communication when requested. Arrange for student photos and biographies for display.

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

JOB SPECIFIC TASKS

1. Contact Drama Instructor to introduce yourself, establish connection for working together, obtain instruction, guidance and timeline, and determine assistance needed
2. Create email list of drama students and email list of parents. Email to drama instructor
3. Send drama communication to parents when requested by drama instructor or other drama coordinators. Drama Sign Up Documents Coordinator will be sending you the sign-up documents for each play to send to drama parents (*Note: Performance Night Coordinator and Tech Week Dinners Coordinator will take care of ensuring all slots get filled*)
4. Arrange for student cast and crew photos and biographies and put on display for each show
5. *Note: Drama instructor, will take care of publicity, and creating and making copies of program*

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:
 - b. Shield the Vulnerable
 - b. Live Scan
2. Attend Back-to-School Team Meeting. This is only scheduled time your team will meet together during school year. Important information will be distributed, updates given, and questions answered. This provides a unique opportunity to meet and work with your team
3. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
4. Read PAL Folder contents distributed at Back-to-School Team Meeting

5. Read prior reports on the Job Reports Website
6. Attend Parents Association Leaders Party to meet and connect with other Parent Association Leaders and support your team and have fun together
7. Contact parents who volunteered for your team at the beginning of the year even if your job is later in the year to introduce yourself as coordinator and thank them for volunteering. Whether their help is needed or not, their offer is appreciated

During School Year

1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
2. Keep notes of what you do for your activity or job for your Wrap-Up Report
3. Occasionally attend Parents Association meetings to report on your job and encourage participation. If you are unable to attend occasional Parents Association meetings have your chair or class representative give an update for you
4. Recruit needed help by contacting parents on the Volunteer List who expressed interest in your team. You may recruit additional help by creating sign-up document to be emailed and posted online, and by asking your friends and other parents
5. All volunteers working where students may be present must be cleared. Submit a list of your volunteers to MCP Main Office Secretary to confirm their clearance. When Secretary replies to you, follow up by contacting any volunteers not cleared with email or phone call and let them know what they are missing for clearance
6. Keep the Executive Team Leader and Chair who oversee your position informed by copying them on emails you send to your team
7. Submit Royal Pride information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month. Possible information may include: help needed & contact info, sign up link, announcements, thank you notes
8. Thank your volunteers, donors, and others as appropriate. Thanks can be a handwritten note, email, phone call, Royal Pride submission...
9. By May Parents Association meeting complete and submit Wrap-up Report

Drama Performance Nights Coordinator

OVERVIEW: Provide parent assistance for the drama performance nights.

PURPOSE: Assist in providing an opportunity for MCP students to produce and perform in theatrical productions by providing parent support for performance nights.

JOB SPECIFIC TASKS

1. Contact Drama Instructor to introduce yourself, establish connection for working together, obtain instruction, guidance and timeline, and determine assistance needed
2. Contact Drama Sign-Up Documents Coordinator to let her/him know what you want on sign-up document. For Performance Night Volunteers and Refreshments you will probably include house manager, 2 ushers, 2 box office, 2 to set up and serve refreshments, several baked goods and beverages, and cash for cast cake for cast party (*Note: Drama Communication Coordinator will send email with links to all drama parents*)
3. Oversee Performance Night volunteers and refreshments. Make sure all slots are filled on sign up document, or recruit additional help or food if needed
4. Send reminder a few days before to remind parents how they volunteered for Performance Night, including date and time
5. For Performance Night ensure house manager knows what to do in setting up and overseeing other volunteers (box office-2, ushers-2, refreshments-2), or be there to assist

6. Set up 3 tables in lobby for performance weekends, arrange couches and chairs in lobby for seating. Decorate lobby/tables (can delegate to house manager)
7. Prepare ticket tally sheets for each production
8. Oversee ticket sales and cash box (start up cash, signage, ticket form and cash count for each night, and final accounting report)
9. Ensure drama bins are stocked with paper goods (or include paper goods as line item on volunteer sheets), coffee cups, coffee, etc. with donated refreshments money
10. Ensure cast cake is ordered for cast party

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:
 - c. Shield the Vulnerable
 - b. Live Scan
2. Attend Back-to-School Team Meeting. This is only scheduled time your team will meet together during school year. Important information will be distributed, updates given, and questions answered. This provides a unique opportunity to meet and work with your team
3. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
4. Read PAL Folder contents distributed at Back-to-School Team Meeting
5. Read prior reports on the Job Reports Website
6. Attend Parents Association Leaders Party to meet and connect with other Parent Association Leaders and support your team and have fun together
7. Contact parents who volunteered for your team at the beginning of the year even if your job is later in the year to introduce yourself as coordinator and thank them for volunteering. Whether their help is needed or not, their offer is appreciated

During School Year

1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
2. Keep notes of what you do for your activity or job for your Wrap-Up Report
3. Occasionally attend Parents Association meetings to report on your job and encourage participation. If you are unable to attend occasional Parents Association meetings have your chair or class representative give an update for you
4. Recruit needed help by contacting parents on the Volunteer List who expressed interest in your team. You may recruit additional help by creating sign-up document to be emailed and posted online, and by asking your friends and other parents
5. All volunteers working where students may be present must be cleared. Submit a list of your volunteers to MCP Main Office Secretary to confirm their clearance. When Secretary replies to you, follow up by contacting any volunteers not cleared with email or phone call and let them know what they are missing for clearance
6. Keep the Executive Team Leader and Chair who oversee your position informed by copying them on emails you send to your team
7. Submit Royal Pride information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month. Possible information may include: help needed & contact info, sign up link, announcements, thank you notes
8. Thank your volunteers, donors, and others as appropriate. Thanks can be a handwritten note, email, phone call, Royal Pride submission...
9. By May Parents Association meeting complete and submit Wrap-up Report

Drama Sign-Up Documents Coordinator

OVERVIEW: Create Sign-Up Documents needed to recruit volunteers, refreshments, etc. to help support drama performances.

PURPOSE: Assist drama instructor in providing an opportunity for MCP students to produce and perform in theatrical productions by arranging for parent volunteers.

JOB SPECIFIC TASKS

1. Contact Drama Instructor to introduce yourself, establish connection for working together, obtain instruction, guidance and timeline, and determine assistance needed
2. Contact other drama coordinators to introduce yourself, establish connection for working together, and let them know you will create any drama sign-up documents they need
3. Create any drama sign-up documents needed. Possible sign-up documents might be...
 - a. Tech Week dinners: beverage, main course, side, dessert, paper goods, set-up and clean-up
 - b. Performance Night Volunteers and Refreshments: house manager, 2 ushers, 2 box office, 2 to set up and serve refreshments, several baked goods and beverages, and cash for cast cake for cast party
 - c. Workday: volunteers and supplies as requested by drama instructor
4. Email Sign-up documents links to Communication Coordinator to send to drama parents. Copy Tech Week Dinners Coordinator and Drama Performance Night Coordinators, so they will have easy access to link to follow up
5. Email links to sign-ups to Advancement Associate to post on Parents Assn. website under Volunteer Sign Ups
6. Email links with a brief write-up to Parents Assn. Secretary to publish in Royal Pride. Submission due date is 15th of month prior to publication

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:
 - d. Shield the Vulnerable
 - b. Live Scan
2. Attend Back-to-School Team Meeting. This is only scheduled time your team will meet together during school year. Important information will be distributed, updates given, and questions answered. This provides a unique opportunity to meet and work with your team
3. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
4. Read PAL Folder contents distributed at Back-to-School Team Meeting
5. Read prior reports on the Job Reports Website
6. Attend Parents Association Leaders Party to meet and connect with other Parent Association Leaders and support your team and have fun together
7. Contact parents who volunteered for your team at the beginning of the year even if your job is later in the year to introduce yourself as coordinator and thank them for volunteering. Whether their help is needed or not, their offer is appreciated

During School Year

1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
2. Keep notes of what you do for your activity or job for your Wrap-Up Report
3. Occasionally attend Parents Association meetings to report on your job and encourage participation. If you are unable to attend occasional Parents Association meetings have your chair or class representative give an update for you
4. Recruit needed help by contacting parents on the Volunteer List who expressed interest in your team. You may recruit additional help by creating sign-up document to be emailed and posted online, and by asking your friends and other parents
5. All volunteers working where students may be present must be cleared. Submit a list of your volunteers to MCP Main Office Secretary to confirm their clearance. When Secretary replies

- to you, follow up by contacting any volunteers not cleared with email or phone call and let them know what they are missing for clearance
6. Keep the Executive Team Leader and Chair who oversee your position informed by copying them on emails you send to your team
 7. Submit Royal Pride information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month. Possible information may include: help needed & contact info, sign up link, announcements, thank you notes
 8. Thank your volunteers, donors, and others as appropriate. Thanks can be a handwritten note, email, phone call, Royal Pride submission...
 9. By May Parents Association meeting complete and submit Wrap-up Report

Drama Tech Week Dinners Coordinator

OVERVIEW: Coordinate volunteers to provide Tech Week Dinners.

PURPOSE: Assist drama instructor in providing an opportunity for MCP students to produce and perform in theatrical productions. Arrange for volunteers to provide onsite dinner for cast and crew to allow lengthy rehearsals the week the show opens.

JOB SPECIFIC TASKS

1. Contact Drama Instructor to introduce yourself, establish connection for working together, obtain instruction, guidance and timeline, and determine assistance needed
2. Contact Drama Sign-Up Documents Coordinator to let her/him know what you want on sign-up document. Include beverage, main course, side dish, paper products and dessert. Also volunteers to set up and clean up Tech Week dinner area (*Note: Drama Communication Coordinator will send email with links to all drama parents*)
3. Oversee Tech Week dinners. Make sure all slots are filled on sign up document, or recruit additional help or food if needed
4. Send reminder a few days before to remind parents how they volunteered for Tech Week Dinner, including date and time
5. Arrange for Tech Week table set up in the Performing Arts Center (PAC), hallway or café as directed by drama instructor. If using Café Royale, you or the drama instructor need to make arrangements for use ahead of time

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:
 - e. Shield the Vulnerable
 - b. Live Scan
2. Attend Back-to-School Team Meeting. This is only scheduled time your team will meet together during school year. Important information will be distributed, updates given, and questions answered. This provides a unique opportunity to meet and work with your team
3. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
4. Read PAL Folder contents distributed at Back-to-School Team Meeting
5. Read prior reports on the Job Reports Website
6. Attend Parents Association Leaders Party to meet and connect with other Parent Association Leaders and support your team and have fun together
7. Contact parents who volunteered for your team at the beginning of the year even if your job is later in the year to introduce yourself as coordinator and thank them for volunteering. Whether their help is needed or not, their offer is appreciated

During School Year

1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful

2. Keep notes of what you do for your activity or job for your Wrap-Up Report
3. Occasionally attend Parents Association meetings to report on your job and encourage participation. If you are unable to attend occasional Parents Association meetings have your chair or class representative give an update for you
4. Recruit needed help by contacting parents on the Volunteer List who expressed interest in your team. You may recruit additional help by creating sign-up document to be emailed and posted online, and by asking your friends and other parents
5. All volunteers working where students may be present must be cleared. Submit a list of your volunteers to MCP Main Office Secretary to confirm their clearance. When Secretary replies to you, follow up by contacting any volunteers not cleared with email or phone call and let them know what they are missing for clearance
6. Keep the Executive Team Leader and Chair who oversee your position informed by copying them on emails you send to your team
7. Submit Royal Pride information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month. Possible information may include: help needed & contact info, sign up link, announcements, thank you notes
8. Thank your volunteers, donors, and others as appropriate. Thanks can be a handwritten note, email, phone call, Royal Pride submission...
9. By May Parents Association meeting complete and submit Wrap-up Report

International Thespians Society Coordinator (for Drama)

OVERVIEW: Assist Drama Instructor with helping students participate in the International Thespians Society.

PURPOSE: Help provide an opportunity for MCP students to be involved with the International Thespians Society

JOB SPECIFIC TASKS

1. Contact Drama Instructor and Drama Coordinator to introduce yourself, establish connection for working together, obtain instruction, guidance and timeline, and determine assistance needed
2. Assist students as needed with their involvement in the International Thespians Society
3. Serve as communication link between Drama Instructor and International Thespians Society

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:
 - a. Shield the Vulnerable
 - b. Live Scan
2. Attend Back-to-School Team Meeting. This is only scheduled time your team will meet together during school year. Important information will be distributed, updates given, and questions answered. This provides a unique opportunity to meet and work with your team
3. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
4. Read PAL Folder contents distributed at Back-to-School Team Meeting
5. Read prior reports on the Job Reports Website
6. Attend Parents Association Leaders Party to meet and connect with other Parent Association Leaders and support your team and have fun together
7. Contact parents who volunteered for your team at the beginning of the year even if your job is later in the year to introduce yourself as coordinator and thank them for volunteering. Whether their help is needed or not, their offer is appreciated

During School Year

1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
2. Keep notes of what you do for your activity or job for your Wrap-Up Report

3. If possible attend Parents Association meeting one month (or more) prior to your event to inform parents of planning and needs. Also, if possible, attend Parents Association meeting following your event to share about the success of your event. If you are unable to attend either of these meetings have your chair or class representative give an update for you
4. Recruit needed help by contacting parents on the Volunteer List who expressed interest in your team. You may recruit additional help by creating sign-up document to be emailed and posted online, and by asking your friends and other parents
5. All volunteers working where students may be present must be cleared. Submit a list of your volunteers to MCP Main Office Secretary to confirm their clearance. When Secretary replies to you, follow up by contacting any volunteers not cleared with email or phone call and let them know what they are missing for clearance
6. Keep the Executive Team Leader and Chair who oversee your position informed by copying them on emails you send to your team
7. Submit Royal Pride information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month. Possible information may include: help needed & contact info, sign up link, announcements, thank you notes
8. Thank your volunteers, donors, and others as appropriate. Thanks can be a handwritten note, email, phone call, Royal Pride submission or in person
9. By two weeks after event complete and submit your Wrap-up Report

Royal Guard Pep Band Coordinator

OVERVIEW: Provide the music director with parental assistance for the Royal Guard Pep Band.

PURPOSE: Allow students to have the opportunity to play in a pep band.

JOB SPECIFIC TASKS

1. Contact Music Instructor to introduce yourself, establish connection for working together, obtain instruction, guidance and timeline, and determine assistance needed
2. Coordinate and provide assistance requested by music teacher, including chaperoning, transportation and help with instruments
3. Provide link between music teacher and parents
4. Recruit and oversee parent help needed to meet requests of music instructor
5. Recruit chaperones for away games

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:
 - a. Shield the Vulnerable
 - b. Live Scan
2. Attend Back-to-School Team Meeting. This is only scheduled time your team will meet together during school year. Important information will be distributed, updates given, and questions answered. This provides a unique opportunity to meet and work with your team
3. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
4. Read PAL Folder contents distributed at Back-to-School Team Meeting
5. Read prior reports on the Job Reports Website
6. Attend Parents Association Leaders Party to meet and connect with other Parent Association Leaders and support your team and have fun together
7. Contact parents who volunteered for your team at the beginning of the year even if your job is later in the year to introduce yourself as coordinator and thank them for volunteering. Whether their help is needed or not, their offer is appreciated

During School Year

1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
2. Keep notes of what you do for your activity or job for your Wrap-Up Report

3. Occasionally attend Parents Association meetings to report on your job. If you are unable to attend any of the Parents Association meetings contact your chair to give an update for you
4. Recruit needed help by contacting parents on the Volunteer List. You may recruit additional help by creating sign-up document to be emailed and posted online, and by asking your friends and other parents
5. All volunteers working where students may be present must be cleared. Submit a list of your volunteers to MCP Main Office Secretary to confirm their clearance. When Secretary replies to you, follow up by contacting any volunteers not cleared with email or phone call and let them know what they are missing for clearance
6. Keep the Executive Team Leader and Chair who oversee your position informed by copying them on emails you send to your team
7. Submit Royal Pride information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month. Possible Information may include: help needed & contact info, sign up link, announcements, thank you notes
8. Thank your volunteers, donors, and others as appropriate. Thanks can be a handwritten note, email, phone call, Royal Pride submission or in person
9. By two weeks after final event of year or by May Parents Association meeting complete and submit Wrap-up Report

COMMUNICATION TEAM CHAIR

OVERVIEW: Help provide communication to parents, keeping them informed. 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.

JOB SPECIFIC TASKS

1. Attend monthly Parents Association meetings. If you are unable to attend, find a substitute to represent you, and convey back to you information
2. At first Parents Association meeting with faculty/staff, sit with your faculty/staff contact to connect with them in person
3. At first Parents Association meeting with Student Council sit with your class or ASB. Introduce yourself to student council members. Establish connections for working together
4. Arrange for parents to help distribute directories at Back-to-School night
5. Ensure coordinators are completing the tasks listed on their job descriptions and monthly Parents Association agendas
6. Encourage and help your coordinators to find and use pertinent information in Directory, online and in PAL folder (Job Reports, Volunteer List, etc.). If needed, walk them thru how to access Job Reports Website
7. Promote parent/school communication

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:
 - a. Shield the Vulnerable
 - b. Live Scan
2. Attend Back-to-School Team Meeting. This is only scheduled time your team will meet together during school year. Important information will be distributed, updates given, and questions answered. This provides a unique opportunity to meet and work with your team
3. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
4. Read PAL Folder contents distributed at Back-to-School Team Meeting
5. Read prior reports on the Job Reports Website
6. Attend Parents Association Leaders Party to meet and connect with other Parent Association Leaders and support your team and have fun together

7. Contact PALs you oversee to introduce yourself as Team Chair, thank them for volunteering, and let them know you are available for questions, guidance and support

During School Year

1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
2. Keep notes of what you do for your activity or job for your Wrap-Up Report
3. Turn to your Executive Team Leader if you need help
4. Oversee PA Photos, PA Website, Parent Technology Support, Reports Writer, and Sign-Up Documents and assist as needed. Serve as resource, motivation and support for coordinators you oversee
5. You are the link between your coordinators and the Parents Association. Convey to your coordinators any relevant information from Parents Association meeting
6. Invite coordinators you oversee to attend the Parents Association meeting one month prior to their event to inform parents of planning and needs, and after event to share about the event. If they are unable to attend either of these meetings, obtain information to represent them
7. Assist your coordinators in recruiting help if needed
8. All volunteers working where students may be present must be cleared. Remind your coordinators to submit a list of their volunteers to MCP Main Office Secretary to confirm their clearance
9. Keep the Executive Team Leader who oversees your position informed by copying her/him on emails you send to your team
10. Thank your coordinators when they complete an activity or job, and others as appropriate
11. Royal Pride Submissions: Submit thank yous or other information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month.
12. If a coordinator you oversee is unable to do his/her job or vacates the position, it becomes your responsibility to find a replacement or take on the job yourself
13. Assist your Executive Team Leader in filling coordinator positions for upcoming year
14. By May Parents Association meeting complete and submit your Wrap-up Report

Parents Association Photos Coordinator

OVERVIEW: Help secure photos of activities associated with Parents Association.

PURPOSE: Provide Parents Association with photos of Parents Association activities to use in slide shows, at workshops or events, and for historical reference.

JOB SPECIFIC TASKS

1. Contact Advancement Associate to introduce yourself, establish connection for working together, and obtain instruction, guidance. Arrange access to Google drive folder to send photos to Advancement Associate
2. Take photographs of events based on a 4-year rotation. Focus is on the help that parents provide and getting some pictures of parents volunteering
3. Easiest place to find all dates is on Parents Assn. 2-page block calendar. First column has Parents Assn. meeting dates for year 1 rotation. Second column lists School-wide activities for year 2 and 3. Other columns identify class activities for year 4.
4. You may obtain photographs in any of the following ways
 - a. Take photographs yourself
 - b. Arrange for other parents who expressed interest in taking photographs to take them (they are listed in the directory)
 - c. Contact Parents Association Leaders with upcoming events to have them take photos of activities, especially depicting Parents Assn help and send to you. If needed contact

them again after event to obtain photos. Upload to MCP Parents Assn. Photos folder on Google Drive

5. YEAR 1: Parents Assn. Meetings & Parents Assn. Leaders Party
 - a. Parents Assn. Leaders Party in August
 - b. Parents Assn. meetings in these months: August, September, December, January, February, March, May
6. YEAR 2: School-wide Activities, by Month
 - a. Aug-Parent Welcome Back, Back to School Dinner & Directory Handouts.
 - b. Oct-Homecoming Activities
 - c. Nov-Open House
 - d. Dec-Christmas Feast, Christmas Classic, Field Change Over-Football to Soccer
 - e. Feb- Field Change Over-Soccer to Baseball
 - f. Apr-Coffee & Poker Night, Student Life Discovery Night, Talent Show
 - g. May-New Family Orientation, Athletic Physicals, Senior Breakfast, Royal Day BBQ, Baccalaureate
 - h. June-Graduation Set-up and Reception
7. YEAR 3: School-wide Activities, multiple months and non-calendared activities
 - a. Multiple months activities: Mass, drama, sports admission gate, sports concessions, field prep for home games (football, soccer & baseball)
 - b. Non-calendared: chapel prayers, liturgical environment, team parents
8. YEAR 4: Class Level Activities
 - a. Family activities, dances, retreats, staff appreciation, People's Kitchen, & freshman Paint the M

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:
 - a. Shield the Vulnerable
 - b. Live Scan
2. Attend Back-to-School Team Meeting. Only scheduled time your team will meet together during school year. Important information will be distributed, updates given, and questions answered. This provides a unique opportunity to meet and work with your team
3. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
4. Read PAL Folder contents distributed at Back-to-School Team Meeting
5. Read prior reports on the Job Reports Website
6. Attend Parents Association Leaders Party to meet and connect with other Parent Association Leaders and support your team and have fun together
7. Contact parents who volunteered for your team at the beginning of the year even if your job is later in the year to introduce yourself as coordinator and thank them for volunteering. Whether their help is needed or not, their offer is appreciated

During School Year

1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
2. Keep notes of what you do for your activity or job for your Wrap-Up Report
3. Occasionally attend Parents Association meetings to report on Parents Association Photos and encourage participation. If you are unable to attend any of the Parents Association meetings contact your Chair to give an update for you.
4. Recruit needed help by contacting parents on the Volunteer List. You may recruit additional help by creating sign-up document to be emailed and posted online, and by asking your friends and other parents

5. All volunteers working where students may be present must be cleared. Submit a list of your volunteers to MCP Main Office Secretary to confirm their clearance. When Secretary replies to you, follow up by contacting any volunteers not cleared with email or phone call and let them know what they are missing for clearance
6. Keep the Executive Team Leader and Chair who oversee your position informed by copying them on emails you send to your team
7. Submit Royal Pride information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month. Possible Information may include: help needed & contact info, sign up link, announcements, thank you notes
8. Thank your volunteers, donors, and others as appropriate. Thanks can be a handwritten note, email, phone call, Royal Pride submission or in person
9. By May Parents Association meeting complete and submit Wrap-up Report

Parents Association Website Coordinator

OVERVIEW: Assist Parents Association in getting information online and oversee the Parents Association Job Reports website.

PURPOSE: Provide PALs, parents and staff access to information on Parents Association Job Reports website. Make it easier to pass information from one parent to another by providing online posting and access to job reports and information.

JOB SPECIFIC TASKS

1. Contact Advancement Associate to introduce yourself, establish connection for working together, obtain instruction, guidance and timeline, and determine assistance needed
2. In August create an email to be sent to PALs introducing yourself as Website Coordinator, and giving instructions for how to send reports to you. Add encouragement to complete their reports. Send Advancement Associate your email to forward to PALs.
3. Work with Parents Association Leaders to upload reports and information online
4. After you upload reports you have received, email the PALs to let them know the reports are uploaded and to thank them for completing their reports. Copy Report Writer Coordinator and Advancement Associate on your thank you email
5. Update Parents Association Job Reports website when requested by Advancement Associate or Advancement Assistant. Updates could include
 - a. Create any additional new pages needed, and create links to sidebar
 - b. Upload Parents Association documents and link to sidebar

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:
 - a. Shield the Vulnerable
 - b. Live Scan
2. Attend Back-to-School Team Meeting. This is only scheduled time your team will meet together during school year. Important information will be distributed, updates given, and questions answered. This provides a unique opportunity to meet and work with your team
3. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
4. Read PAL Folder contents distributed at Back-to-School Team Meeting
5. Read prior reports on the Job Reports Website
6. Attend Parents Association Leaders Party to meet and connect with other Parent Association Leaders and support your team and have fun together

During School Year

1. Occasionally attend Parents Association meetings to report on your job and encourage participation. If you are unable to attend occasional Parents Association meetings have your chair or class representative give an update for you

2. Keep Advancement Associate or Advancement Assistant informed of any pertinent information
3. Keep notes of what you do for your activity or job for your Wrap-Up Report
4. Submit Royal Pride information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month
5. By May Parents Association meeting complete and submit your Wrap-up Report

Parent Technology Support Coordinator

OVERVIEW: Provide technology support to parents for accessing and navigating Canvas and other online systems at MCP.

PURPOSE: Assist parents in accessing the information available thru Canvas and other online systems at MCP.

JOB SPECIFIC TASKS

1. Contact Director of Technology to introduce yourself, establish connection for working together, obtain instruction, guidance and timeline, and determine assistance needed
2. Provide support for parents in accessing and navigating Canvas, MCP's online Learning Management System, and other MCP online systems
3. With Director of Technology determine best way to provide assistance: options could include
 - a. Training at Back-to-School Night, after Parents Assn. Meetings and/or Fall Sports Parents Meeting
 - b. Phone support
 - c. Referral to instructional docs and videos for parents prepared by Technology Department
4. Plan and follow-thru with assistance to be provided

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:
 - a. Shield the Vulnerable
 - b. Live Scan
2. Attend Back-to-School Team Meeting. Only scheduled time your team will meet together during school year. Important information will be distributed, updates given, and questions answered. This provides a unique opportunity to meet and work with your team
3. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
4. Read PAL Folder contents distributed at Back-to-School Team Meeting
5. Read prior reports on the Job Reports Website
6. Attend Parents Association Leaders Party to meet and connect with other Parent Association Leaders, support your team and have fun together
7. Contact parents who volunteered for your team at the beginning of the year even if your job is later in the year to introduce yourself as coordinator and thank them for volunteering. Whether their help is needed or not, their offer is appreciated

During School Year

1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
2. Keep notes of what you do for your activity or job for your Wrap-Up Report
3. If possible attend Parents Association meeting one month prior to your event to inform parents of planning and needs. Also, if possible, attend Parents Association meeting following your event to share about the success of your event. If you are unable to attend either of these meetings have your chair represent you
4. Recruit needed help by contacting parents on the Volunteer List. You may recruit additional help by creating sign-up document to be emailed and posted online, and by asking your friends and other parents

5. All volunteers working where students may be present must be cleared. Submit a list of your volunteers to MCP Main Office Secretary to confirm their clearance. When Secretary replies to you, follow up by contacting any volunteers not cleared with email or phone call and let them know what they are missing for clearance
6. Keep the Executive Team Leader and Chair who oversee your position informed by copying them on emails you send to your team

Reports Writer Coordinator

OVERVIEW: Encourage and assist Parents Association Leaders in writing their reports. Track reports due and completed.

PURPOSE: Provide valuable, helpful historical information to future Parents Association Leaders.

JOB SPECIFIC TASKS

1. Contact Advancement Associate to introduce yourself, establish connection for working together, obtain instruction, guidance and timeline
2. Make sure you have obtained the Reports Writer binder (with flash drive) from prior year's Reports Writer Coordinator. Add updated job description to Reports Writer flash drive (Either scan your hard copy or download digital from Guidebook on website)
3. Obtain digital PAL Contact List. Delete last column, Staff. Insert 3 columns at front and label as indicated in chart below

Report Complete	During Year E1,E2,P	Year-end 1,2,P,J
	E=Email	P=Phone
	P=Phone	J=July email

Use chart to track reports completed and report-related correspondence. In January and April update with new PALs and contact information by requesting updated PAL Contact List from Advancement Associate

4. Start document of reports due from Parents Assn. agenda. Each month when you receive the agenda via class secretary, add new reports due, and remove completed reports
5. Obtain PA Report Forms from Report Writers flash drive, the Parents Association Website, or MCP's Website
6. Monthly
 - a. Review the latest Parents Assn. agenda for Reports Completed and Reports Due. Add to your tracking lists
 - b. Send Reports Email 1 (on flash drive) to those newly added to list
 - c. Send Reports Email 2(on flash drive) to those who have received Email 1, but not Email 2
 - d. Phone interviews: For those who have received both emails and not responded, call the coordinator of the event and conduct a phone interview using the report form questions (on flash drive). Create report (report form, or Word doc, etc.) for the event from the answered questions
7. For any reports you receive or create
 - a. Ensure report file name format is correct (2015-16 Job Title).
 - b. Email report to Parents Association Website Coordinator to be uploaded, copy Vice-President Communication and Advancement Associate
8. Keep copies of all reports in folder on flash drive. At end of year copy all reports to disk or flash drive and give to Advancement Associate
9. End-of-year Report Collection Procedure
 - a. First week of May: Advancement Associate sends email to all PALs requesting Wrap-up report by May Parents Assn. meeting and attaching form
 - b. After May PA Meeting, Report Writer sends End-of-Year Email 1 to all PALs with reports due

- c. June, first week after school is out, Report Writer sends End-of-Year Email 2 to all PALs with reports still due
 - d. June, Report Writer will call PALs who have not turned in reports to do phone interview and get answers to report questions
 - e. July, send July Reports Email (This will be final request for report. If report is not done, we stop asking)
10. If you are not continuing in this position, then by first week of August get binder with flash drive to incoming Reports Writer Coordinator or Advancement Associate

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:
 - a. Shield the Vulnerable
 - b. Live Scan
2. Attend Back-to-School Team Meeting. This is only scheduled time your team will meet together during school year. Important information will be distributed, updates given, and questions answered. This provides a unique opportunity to meet and work with your team
3. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
4. Read PAL Folder contents distributed at Back-to-School Team Meeting
5. Read prior reports on the Job Reports Website
6. Attend Parents Association Leaders Party to meet and connect with other Parent Association Leaders and support your team and have fun together

During School Year

1. Recruit help if needed. Possible ways to recruit help include contacting parents on the Volunteer List (Staff-Office Assistance), and by asking your friends and other parents
2. Occasionally attend Parents Association meetings to report on your job and encourage PALs to complete their reports, or ask for your assistance. If you are unable to attend any of the Parents Association meetings contact your chair to give an update for you
3. Keep the Executive Team Leader and Chair who oversee your position informed by copying them on emails you send to your team
4. Keep notes of what you do for your activity or job for your Wrap-Up Report
5. Submit Royal Pride information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month. Possible Information may include: help needed & contact info, sign up link, announcements, thank you notes
6. Thank your volunteers, donors, and others as appropriate. Thanks can be a handwritten note, email, phone call, Royal Pride submission or in person
7. By July complete and submit Wrap-up Report

Sign-up Documents Coordinator

OVERVIEW: Create online sign-up sheets when requested for Parents Association activities

PURPOSE: Simplify communication, and provide an easy tool for parents to sign up to help with events, bring refreshments, etc.

JOB SPECIFIC TASKS

1. When requested create an online sign-up sheet for Parents Association activities. (eg: Sign-up Genius, Pleasebringit.com or other). Requesting coordinator is to provide you with all details to create sign-up
2. After creating online sign-up email link to requesting coordinator

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:
 - a. Shield the Vulnerable
 - b. Live Scan
2. Attend Back-to-School Team Meeting. This is only scheduled time your team will meet

together during school year. Important information will be distributed, updates given, and questions answered. This provides a unique opportunity to meet and work with your team

3. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
4. Read PAL Folder contents distributed at Back-to-School Team Meeting
5. Read prior reports on the Job Reports Website
6. Attend Parents Association Leaders Party to meet and connect with other Parent Association Leaders and support your team and have fun together

During School Year

1. Occasionally attend Parents Association meetings to report on your job and remind PALs they may contact you for help creating sign-up sheets. If you are unable to attend any of the Parents Association meetings contact your chair to give an update for you
2. Keep notes of what you do for your activity or job for your Wrap-Up Report
3. Submit Royal Pride information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month. Possible Information may include: help needed & contact info, sign up link, announcements, thank you notes
4. Thank your volunteers, donors, and others as appropriate. Thanks can be a handwritten note, email, phone call, Royal Pride submission or in person
5. By May Parents Association meeting complete and submit Wrap-up Report

SPIRITUAL TEAM CHAIR

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

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

JOB SPECIFIC TASKS

1. Contact Campus Minister to introduce yourself, establish connection for working together, obtain instruction and guidance, and determine assistance needed
2. Attend monthly Parents Association meetings. If you are unable to attend, find a substitute to represent you, and convey back to you information
3. At first Parents Association meeting with faculty/staff, sit with your faculty/staff contact to connect with them in person
4. At first Parents Association meeting with Student Council sit with your class or ASB. Introduce yourself to student council members. Establish connections for working together
5. Ensure coordinators are completing the tasks listed on their job descriptions and monthly Parents Association agendas
6. Encourage and help your coordinators to find and use pertinent information in Directory, online and in PAL folder (Job Reports, Volunteer List, etc.). If needed, walk them thru how to access Job Reports Website
7. Assist Campus Minister as needed
8. Arrange prayer for Parents Association Special Events

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:
 - a. Shield the Vulnerable
 - b. Live Scan
2. Attend Back-to-School Team Meeting. This is only scheduled time your team will meet together during school year. Important information will be distributed, updates given, and questions answered. This provides a unique opportunity to meet and work with your team
3. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder

4. Read PAL Folder contents distributed at Back-to-School Team Meeting
5. Read prior reports on the Job Reports Website
6. Attend Parents Association Leaders Party to meet and connect with other Parent Association Leaders and support your team and have fun together
7. Contact PALs you oversee to introduce yourself as Team Chair, thank them for volunteering, and let them know you are available for questions, guidance and support

During School Year

1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
2. Keep notes of what you do for your activity or job for your Wrap-Up Report
3. Turn to your Executive Team Leader if you need help
4. Oversee Bulletin Board, Chapel Prayers, Freshman Food Bank Transportation, LA Youth Day, Liturgical Environment, Liturgies Support, Month of Mary Flowers and People's Kitchen, and assist as needed. Serve as resource, motivation and support for coordinators you oversee
5. You are the link between your coordinators and the Parents Association. Convey to your coordinators any relevant information from Parents Association meeting
6. Invite coordinators you oversee to attend the Parents Association meeting one month prior to their event to inform parents of planning and needs, and after event to share about the event. If they are unable to attend either of these meetings, obtain information to represent them
7. Assist your coordinators in recruiting help if needed
8. All volunteers working where students may be present must be cleared. Remind your coordinators to submit a list of their volunteers to MCP Main Office Secretary to confirm their clearance
9. Keep the Executive Team Leader who oversees your position informed by copying her/him on emails you send to your team
10. Thank your coordinators when they complete an activity or job, and others as appropriate
11. Royal Pride Submissions: Submit thank yous or other information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month.
12. If a coordinator you oversee is unable to do his/her job or vacates the position, it becomes your responsibility to find a replacement or take on the job yourself
13. Assist your Executive Team Leader in filling coordinator positions for upcoming year
14. By May Parents Association meeting complete and submit your Wrap-up Report

Campus Ministry Bulletin Board Coordinator

OVERVIEW: Create monthly bulletin board display on saints and topics selected by Campus Ministry

PURPOSE: Help the Campus Minister create and update an informational bulletin board for the MCP Students.

JOB SPECIFIC TASKS

1. Contact Campus Minister to introduce yourself, establish connection for working together, obtain instruction, guidance and timeline, and determine assistance needed. Find out what materials the Campus Ministry department has, and what you need to obtain

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:
 - a. Shield the Vulnerable
 - b. Live Scan
2. Attend Back-to-School Team Meeting. This is only scheduled time your team will meet together during school year. Important information will be distributed, updates given, and questions answered. This provides a unique opportunity to meet and work with your team
3. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder

4. Read PAL Folder contents distributed at Back-to-School Team Meeting
5. Read prior reports on the Job Reports Website
6. Attend Parents Association Leaders Party to meet and connect with other Parent Association Leaders and support your team and have fun together
7. Contact parents who volunteered for your team at the beginning of the year even if your job is later in the year to introduce yourself as coordinator and thank them for volunteering. Whether their help is needed or not, their offer is appreciated

During School Year

1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
2. Keep notes of what you do for your activity or job for your Wrap-Up Report
3. Occasionally attend Parents Association meetings to report on your job and encourage participation. If you are unable to attend occasional Parents Association meetings have your chair or class representative give an update for you
4. Recruit needed help by contacting parents on the Volunteer List who expressed interest in your team. You may recruit additional help by creating sign-up document to be emailed and posted online, and by asking your friends and other parents
5. All volunteers working where students may be present must be cleared. Submit a list of your volunteers to MCP Main Office Secretary to confirm their clearance. When Secretary replies to you, follow up by contacting any volunteers not cleared with email or phone call and let them know what they are missing for clearance
4. Keep the Executive Team Leader and Chair who oversee your position informed by copying them on emails you send to your team
5. Submit Royal Pride information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month. Possible information may include: help needed & contact info, sign up link, announcements, thank you notes
6. Thank your volunteers, donors, and others as appropriate. Thanks can be a handwritten note, email, phone call, Royal Pride submission or in person
7. By May Parents Association meeting complete and submit Wrap-up Report

Chapel Prayers Coordinator

OVERVIEW: Coordinate parent participation in praying for the MCP school community in the MCP Chapel.

PURPOSE: Pray for the MCP Community for general intentions and specific requests.

JOB SPECIFIC TASKS

1. Contact Campus Minister to introduce yourself, establish connection for working together, obtain instruction, guidance and timeline, and determine assistance needed
2. Coordinate parents and prayer times in Chapel. Create online sign-up document with one slot per week to enable parents to sign up to come in during a specific week at their convenience to pray for the MCP School Community
3. Encourage parents to participate in chapel prayers through announcements in Royal Pride and at Parents Association meetings

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:
 - a. Shield the Vulnerable
 - b. Live Scan
2. Attend Back-to-School Team Meeting. This is only scheduled time your team will meet together during school year. Important information will be distributed, updates given, and questions answered. This provides a unique opportunity to meet and work with your team
3. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder

4. Read PAL Folder contents distributed at Back-to-School Team Meeting
5. Read prior reports on the Job Reports Website
6. Attend Parents Association Leaders Party to meet and connect with other Parent Association Leaders and support your team and have fun together
7. Contact parents who volunteered for your team at the beginning of the year even if your job is later in the year to introduce yourself as coordinator and thank them for volunteering. Whether their help is needed or not, their offer is appreciated

During School Year

1. Keep notes of what you do for your activity or job for your Wrap-Up Report
2. Occasionally attend Parents Association meetings to encourage parents to participate in chapel prayers. If you are unable to attend any of these meetings contact your chair to give an update for you
3. Recruit needed help by contacting parents on the Volunteer List. You may recruit additional help by creating sign-up document to be emailed and posted online, and by asking your friends and other parents
4. All volunteers working where students may be present must be cleared. Submit a list of your volunteers to MCP Main Office Secretary to confirm their clearance. When Secretary replies to you, follow up by contacting any volunteers not cleared with email or phone call and let them know what they are missing for clearance
5. Keep the Executive Team Leader and Chair who oversee your position informed by copying them on emails you send to your team
6. Submit Royal Pride information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month. Possible Information may include: help needed & contact info, sign up link, announcements, thank you notes
7. Thank your volunteers, donors, and others as appropriate. Thanks can be a handwritten note, email, phone call, Royal Pride submission or in person
8. By May Parents Association meeting complete and submit Wrap-up Report

Freshman Food Bank Transportation Coordinator

OVERVIEW: Schedule parents to assist with transportation of freshmen to Food Bank each Wednesday morning.

PURPOSE: Allow students to participate in Campus Ministry service for the Food Bank by arranging transportation.

JOB SPECIFIC TASKS

1. Contact Campus Minister to introduce yourself, establish connection for working together, obtain instruction, guidance and timeline, and determine assistance needed. Obtain a list of students and dates assigned
2. Obtain from front office secretary a list of approved drivers
3. For driving schedule, create volunteer sign up document with all dates and students assigned. Send to Advancement Associate to forward to freshman class.
4. If needed, encourage volunteers to complete the driver clearance paperwork. Contact freshman class parents to let them know their help is needed, and ask that they get their driver clearance. May compose email and send to Advancement Associate to send to freshman class parents or call parents

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:
 - a. Shield the Vulnerable
 - b. Live Scan
2. Attend Back-to-School Team Meeting. This is only scheduled time your team will meet

together during school year. Important information will be distributed, updates given, and questions answered. This provides a unique opportunity to meet and work with your team

3. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
4. Read PAL Folder contents distributed at Back-to-School Team Meeting
5. Read prior reports on the Job Reports Website
6. Attend Parents Association Leaders Party to meet and connect with other Parent Association Leaders and support your team and have fun together
7. Contact parents who volunteered for your team at the beginning of the year even if your job is later in the year to introduce yourself as coordinator and thank them for volunteering. Whether their help is needed or not, their offer is appreciated

During School Year

1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
2. Keep notes of what you do for your activity or job for your Wrap-Up Report
3. Occasionally attend Parents Association meetings to report on student service transportation and encourage participation. If you are unable to attend any Parents Association meetings contact your chair give update for you
4. Recruit needed help by contacting parents on the Volunteer List. You may recruit additional help by creating sign-up document to be emailed and posted online, and by asking your friends and other parents
5. All volunteers working where students may be present must be cleared. Submit a list of your volunteers to MCP Main Office Secretary to confirm their clearance. When Secretary replies to you, follow up by contacting any volunteers not cleared with email or phone call and let them know what they are missing for clearance
6. Keep the Executive Team Leader and Chair who oversee your position informed by copying them on emails you send to your team
7. Submit Royal Pride information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month. Possible Information may include: help needed & contact info, sign up link, announcements, thank you notes
8. Thank your volunteers, donors, and others as appropriate. Thanks can be a handwritten note, email, phone call, Royal Pride submission or in person
9. By May Parents Association meeting complete and submit Wrap-up Report

LA Youth Day Coordinator

OVERVIEW: Assist Campus Minister in coordinating MCP student attendance at Los Angeles Youth Conference (one day event at Anaheim Convention Center). Arrange for chaperones and assist with logistics of event.

PURPOSE: Provide support to the Campus Minister with Los Angeles Youth Day.

JOB SPECIFIC TASKS

1. Contact Campus Minister to introduce yourself, establish connection for working together, obtain instruction, guidance, timeline, number of chaperones and determine assistance needed
2. Assist Campus Minister with logistics for helping MCP students to attend LA Youth Day
3. Arrange for assistance or chaperones as requested by Campus Minister

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:
 - a. Shield the Vulnerable
 - b. Live Scan
2. Attend Back-to-School Team Meeting. Only scheduled time your team will meet together during school year. Important information will be distributed, updates given, and questions

answered. This provides a unique opportunity to meet and work with your team

3. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
4. Read PAL Folder contents distributed at Back-to-School Team Meeting
5. Read prior reports on the Job Reports Website
6. Attend Parents Association Leaders Party to meet and connect with other Parent Association Leaders and support your team and have fun together
7. Contact parents who volunteered for your team at the beginning of the year even if your job is later in the year to introduce yourself as coordinator and thank them for volunteering. Whether their help is needed or not, their offer is appreciated

During School Year

1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
2. Keep notes of what you do for your activity or job for your Wrap-Up Report
3. If possible attend Parents Association meeting one month prior to your event to inform parents of planning and needs. Also, if possible, attend Parents Association meeting following your event to share about the success of your event. If you are unable to attend either of these meetings have your chair represent you
4. Recruit needed help by contacting parents on the Volunteer List. You may recruit additional help by creating sign-up document to be emailed and posted online, and by asking your friends and other parents
5. All volunteers working where students may be present must be cleared. Submit a list of your volunteers to MCP Main Office Secretary to confirm their clearance. When Secretary replies to you, follow up by contacting any volunteers not cleared with email or phone call and let them know what they are missing for clearance
6. Keep the Executive Team Leader and Chair who oversee your position informed by copying them on emails you send to your team
7. Submit Royal Pride information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month. Possible Information may include: help needed & contact info, sign up link, announcements, thank you notes
8. Thank your volunteers, donors, and others as appropriate. Thanks can be a handwritten note, email, phone call, Royal Pride submission or in person
9. By two weeks after event complete and submit Wrap-up Report

Liturgical Environment Coordinator

OVERVIEW: Care for the sacred linens in the Chapel. Assist the Campus Minister in enhancing MCP's spiritual environment

PURPOSE: Assist Campus Minister with MCP's liturgical and spiritual environment.

JOB SPECIFIC TASKS

1. Contact Campus Minister to introduce yourself, establish connection for working together, obtain instruction, guidance and timeline, and determine assistance needed
2. Change and launder the sacred linens (altar cloths, corporals, purificators)
3. Dress the Chapel in the proper liturgical color for the season
4. Under the guidance of the Campus Minister help with enhancing MCP's spiritual environment for Advent, Christmas, Lent and Easter

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:
 - a. Shield the Vulnerable
 - b. Live Scan
2. Attend Back-to-School Team Meeting. This is only scheduled time your team will meet together during school year. Important information will be distributed, updates given, and

questions answered. This provides a unique opportunity to meet and work with your team

3. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
4. Read PAL Folder contents distributed at Back-to-School Team Meeting
5. Read prior reports on the Job Reports Website
6. Attend Parents Association Leaders Party to meet and connect with other Parent Association Leaders and support your team and have fun together
7. Contact parents who volunteered for your team at the beginning of the year even if your job is later in the year to introduce yourself as coordinator and thank them for volunteering. Whether their help is needed or not, their offer is appreciated

During School Year

1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
2. Keep notes of what you do for your activity or job for your Wrap-Up Report
3. Occasionally attend Parents Association meetings to report on your job and encourage participation. If you are unable to attend occasional Parents Association meetings have your chair or class representative give an update for you
4. Recruit needed help by contacting parents on the Volunteer List who expressed interest in your team. You may recruit additional help by creating sign-up document to be emailed and posted online, and by asking your friends and other parents
5. All volunteers working where students may be present must be cleared. Submit a list of your volunteers to MCP Main Office Secretary to confirm their clearance. When Secretary replies to you, follow up by contacting any volunteers not cleared with email or phone call and let them know what they are missing for clearance
6. Keep the Executive Team Leader and Chair who oversee your position informed by copying them on emails you send to your team
7. Submit Royal Pride information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month. Possible information may include: help needed & contact info, sign up link, announcements, thank you notes
8. Thank your volunteers, donors, and others as appropriate. Thanks can be a handwritten note, email, phone call, Royal Pride submission or in person
9. By May Parents Association meeting complete and submit your Wrap-up Report

Liturgy Support Coordinator

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

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

JOB SPECIFIC TASKS

1. Contact Campus Minister to introduce yourself, establish connection for working together, obtain instruction, guidance and timeline, and determine assistance needed
2. Confer with Campus Minister prior to a scheduled liturgy to decide what is needed in terms of flowers or decorations, and delivery time
3. Provide flowers or decorations for MCP liturgies
4. If requested, provide flowers or decorations needed for other Campus Ministry activities

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:
 - a. Shield the Vulnerable
 - b. Live Scan
2. Attend Back-to-School Team Meeting. This is only scheduled time your team will meet together during school year. Important information will be distributed, updates given, and questions answered. This provides a unique opportunity to meet and work with your team
3. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder

4. Read PAL Folder contents distributed at Back-to-School Team Meeting
5. Read prior reports on the Job Reports Website
6. Attend Parents Association Leaders Party to meet and connect with other Parent Association Leaders and support your team and have fun together
7. Contact parents who volunteered for your team at the beginning of the year even if your job is later in the year to introduce yourself as coordinator and thank them for volunteering. Whether their help is needed or not, their offer is appreciated

During School Year

1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
2. Keep notes of what you do for your activity or job for your Wrap-Up Report
3. Occasionally attend Parents Association meetings to report on your job and encourage participation. If you are unable to attend occasional Parents Association meetings have your chair or class representative give an update for you
4. Recruit needed help by contacting parents on the Volunteer List who expressed interest in your team. You may recruit additional help by creating sign-up document to be emailed and posted online, and by asking your friends and other parents
5. All volunteers working where students may be present must be cleared. Submit a list of your volunteers to MCP Main Office Secretary to confirm their clearance. When Secretary replies to you, follow up by contacting any volunteers not cleared with email or phone call and let them know what they are missing for clearance
6. Keep the Executive Team Leader and Chair who oversee your position informed by copying them on emails you send to your team
7. Submit Royal Pride information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month. Possible information may include: help needed & contact info, sign up link, announcements, thank you notes
8. Thank your volunteers, donors, and others as appropriate. Thanks can be a handwritten note, email, phone call, Royal Pride submission or in person
9. By May Parents Association meeting complete and submit your Wrap-up Report

Month of Mary Flowers Coordinator

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

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

JOB SPECIFIC TASKS

1. Contact Campus Minister to introduce yourself, establish connection for working together, obtain instruction, guidance and timeline, and determine assistance needed
2. May 1, put floral crown and rosary beads on Mary, to be left on through the month of May
3. Coordinate volunteers to bring flowers and place them by the statue of Mary daily during month of May. Provide two vases and step ladder

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:
 - a. Shield the Vulnerable
 - b. Live Scan
2. Attend Back-to-School Team Meeting. This is only scheduled time your team will meet together during school year. Important information will be distributed, updates given, and questions answered. This provides a unique opportunity to meet and work with your team
3. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
4. Read PAL Folder contents distributed at Back-to-School Team Meeting
5. Read prior reports on the Job Reports Website
6. Attend Parents Association Leaders Party to meet and connect with other Parent Association

Leaders and support your team and have fun together

7. Contact parents who volunteered for your team at the beginning of the year even if your job is later in the year to introduce yourself as coordinator and thank them for volunteering. Whether their help is needed or not, their offer is appreciated

During School Year

1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
2. Keep notes of what you do for your activity or job for your Wrap-Up Report
3. If possible attend Parents Association meeting one month (or more) prior to your event to inform parents of planning and needs. Also, if possible, attend Parents Association meeting following your event to share about the success of your event. If you are unable to attend either of these meetings have your chair or class representative give an update for you
4. Recruit needed help by contacting parents on the Volunteer List who expressed interest in your team. You may recruit additional help by creating sign-up document to be emailed and posted online, and by asking your friends and other parents
5. All volunteers working where students may be present must be cleared. Submit a list of your volunteers to MCP Main Office Secretary to confirm their clearance. When Secretary replies to you, follow up by contacting any volunteers not cleared with email or phone call and let them know what they are missing for clearance
6. Keep the Executive Team Leader and Chair who oversee your position informed by copying them on emails you send to your team
7. Submit Royal Pride information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month. Possible information may include: help needed & contact info, sign up link, announcements, thank you notes
8. Thank your volunteers, donors, and others as appropriate. Thanks can be a handwritten note, email, phone call, Royal Pride submission or in person
9. By two weeks after event complete and submit your Wrap-up Report

People's Kitchen Coordinator

OVERVIEW: Supervise sophomore students at Prado Day Center People's Kitchen, on second Saturday of each month MCP serves from 11:00 – 1pm. Organize distribution of donated food.

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

JOB SPECIFIC TASKS

1. Contact Campus Minister to introduce yourself, establish connection for working together, obtain instruction, guidance and timeline, and determine assistance needed
2. Compose email to appropriate class parents with reminder about People's Kitchen and include list of student sign-ups. Send email to Parents Assn. President and Advancement Associate to be approved and sent to class parents
3. Meet at People's Kitchen to welcome families bringing food at 11am and sophomore students who will be serving 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

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:
 - a. Shield the Vulnerable
 - b. Live Scan
2. Attend Back-to-School Team Meeting. This is only scheduled time your team will meet together during school year. Important information will be distributed, updates given, and questions answered. This provides a unique opportunity to meet and work with your team

3. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
4. Read PAL Folder contents distributed at Back-to-School Team Meeting
5. Read prior reports on the Job Reports Website
6. Attend Parents Association Leaders Party to meet and connect with other Parent Association Leaders and support your team and have fun together
7. Contact parents who volunteered for your team at the beginning of the year even if your job is later in the year to introduce yourself as coordinator and thank them for volunteering. Whether their help is needed or not, their offer is appreciated

During School Year

1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
2. Keep notes of what you do for your activity or job for your Wrap-Up Report
3. Occasionally attend Parents Association meetings to report on your job and encourage participation. If you are unable to attend occasional Parents Association meetings have your chair or class representative give an update for you
4. Recruit needed help by contacting parents on the Volunteer List who expressed interest in your team. You may recruit additional help by creating sign-up document to be emailed and posted online, and by asking your friends and other parents
5. All volunteers working where students may be present must be cleared. Submit a list of your volunteers to MCP Main Office Secretary to confirm their clearance. When Secretary replies to you, follow up by contacting any volunteers not cleared with email or phone call and let them know what they are missing for clearance
6. Keep the Executive Team Leader and Chair who oversee your position informed by copying them on emails you send to your team
7. Submit Royal Pride information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month. Possible information may include: help needed & contact info, sign up link, announcements, thank you notes
8. Thank your volunteers, donors, and others as appropriate. Thanks can be a handwritten note, email, phone call, Royal Pride submission or in person
9. By two weeks after final event of year or by May Parents Association meeting complete and submit your Wrap-up Report

People’s Kitchen Food Transportation Coordinator

OVERVIEW: Drive either North or South County families’ People’s Kitchen donations to the Prado Day Center on second Saturday of each month which MCP serves.

PURPOSE: Provide support for MCP’s food service at Prado Day Center, by assisting families in getting food to Center.

JOB SPECIFIC TASKS

1. Contact People’s Kitchen Coordinator to introduce yourself, establish connection for working together, obtain instruction, guidance and timeline, and determine assistance needed
2. Compose email to appropriate class parents letting them know you will be the Food Transportation Coordinator, with details about dropping off food. Details to include
 - a. Your name, address, cell phone, or other phone
 - b. Student name must be written on item
 - c. Times available for dropping off food (eg. Sat. 7am-10:30am, or whatever time you want. Let them know what time you plan to leave, so food can’t be any later than that.)
 - d. Instructions for where to leave food (eg. cooler on front porch)
 - e. Hot food needs to be brought hot
3. Provide your house as drop off location for items

4. Write a student list of who brought items. Load items in vehicle and transport to Prado Day Center. At Center give the list to a student helper, and unload the items

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:
 - a. Shield the Vulnerable
 - b. Live Scan
2. Attend Back-to-School Team Meeting. This is only scheduled time your team will meet together during school year. Important information will be distributed, updates given, and questions answered. This provides a unique opportunity to meet and work with your team
3. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
4. Read PAL Folder contents distributed at Back-to-School Team Meeting
5. Read prior reports on the Job Reports Website
6. Attend Parents Association Leaders Party to meet and connect with other Parent Association Leaders and support your team and have fun together

During School Year

1. Keep notes of what you do for your activity or job for your Wrap-Up Report
2. Occasionally attend Parents Association meetings to report on your job and encourage participation. If you are unable to attend occasional Parents Association meetings have your chair or class representative give an update for you
3. Keep the Executive Team Leader and Chair who oversee your position informed by copying them on emails you send to your team
4. Submit Royal Pride information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month. Possible information may include: help needed & contact info, sign up link, announcements, thank you notes
5. Thank your volunteers, donors, and others as appropriate. Thanks can be a handwritten note, email, phone call, Royal Pride submission or in person
6. By two weeks after final event of year or by May Parents Association meeting complete and submit your Wrap-up Report

SPORTS GAMES-TEAM CHAIR

OVERVIEW: Provide assistance to Athletic Director. Secure and coordinate volunteers. Oversee Sports Games coordinators and assist as needed.

PURPOSE: Support Athletic Director and program. Build team and school spirit and pride.

JOB SPECIFIC TASKS

1. Attend monthly Parents Association meetings. If you are unable to attend, find a substitute to represent you, and convey back to you information
2. At first Parents Association meeting with faculty/staff, sit with your faculty/staff contact to connect with them in person
3. Contact Athletic Director to introduce yourself, establish connection for working together, obtain instruction and guidance, and determine assistance needed
4. At first Parents Association meeting with Student Council sit with your class or ASB. Introduce yourself to student council members. Establish connections for working together
5. Ensure coordinators are completing the tasks listed on their job descriptions and monthly Parents Association agendas
6. Encourage and help your coordinators to find and use pertinent information in Directory, online and in PAL folder (Job Reports, Volunteer List, etc.). If needed, walk them thru how to access Job Reports Website
7. Assist Athletic Director with requested help

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:
 - a. Shield the Vulnerable
 - b. Live Scan
2. Attend Back-to-School Team Meeting. This is only scheduled time your team will meet together during school year. Important information will be distributed, updates given, and questions answered. This provides a unique opportunity to meet and work with your team
3. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
4. Read PAL Folder contents distributed at Back-to-School Team Meeting
5. Read prior reports on the Job Reports Website
6. Attend Parents Association Leaders Party to meet and connect with other Parent Association Leaders and support your team and have fun together
7. Contact PALs you oversee to introduce yourself as Team Chair, thank them for volunteering, and let them know you are available for questions, guidance and support

During School Year

1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
2. Keep notes of what you do for your activity or job for your Wrap-Up Report
3. Turn to your Executive Team Leader if you need help
4. Oversee Admission Gate, Concessions, Concessions-Baseball, Concessions-Basketball, Concessions-Volleyball, Field Prep-Baseball, Field Prep-Football, Field Prep-Soccer, and Gold Cards and assist as needed. Serve as resource, motivation and support for coordinators you oversee
5. You are the link between your coordinators and the Parents Association. Convey to your coordinators any relevant information from Parents Association meeting
6. Invite coordinators you oversee to attend the Parents Association meeting one month prior to their event to inform parents of planning and needs, and after event to share about the event. If they are unable to attend either of these meetings, obtain information to represent them
7. Assist your coordinators in recruiting help if needed
8. All volunteers working where students may be present must be cleared. Remind your coordinators to submit a list of their volunteers to MCP Main Office Secretary to confirm their clearance
9. Keep the Executive Team Leader who oversees your position informed by copying her/him on emails you send to your team
10. Thank your coordinators when they complete an activity or job, and others as appropriate
11. Royal Pride Submissions: Submit thank yous or other information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month.
12. If a coordinator you oversee is unable to do his/her job or vacates the position, it becomes your responsibility to find a replacement or take on the job yourself
13. Assist your Executive Team Leader in filling coordinator positions for upcoming year
14. By May Parents Association meeting complete and submit Wrap-up Report

Admission Gate Coordinator

OVERVIEW: Coordinate parental assistance in working the admission gate at all home athletic events that require collecting admissions. Coordinate parent supervisors to staff and run coat and bag check room on home football game days.

PURPOSE: Assist Athletic Department by scheduling the parent volunteers to work the admission gate. Also help the security of the mission community by organizing volunteers to run the Coat and Bag check room.

JOB SPECIFIC TASKS

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

2. Each season check with Assistant Athletic Director to determine which athletic events will require admission, shift times, and number of volunteers per shift. (Admission gate probably needed for football, volleyball, basketball, soccer and baseball)
3. Coordinate parent supervisors to staff and run coat and bag check
4. Create an Online Sign-up with slots for volunteers needed. Also add Concessions sign up slots. Contact Concessions Coordinator to get shift information.
5. Email completed Online Sign-up Document to parents on Volunteer List who expressed interest in working Admissions Gate. Then send to Advancement Associate to email school-wide and post on website
6. Ensure all volunteer slots are filled in timely manner. Recruit help from team parents if needed
7. A few days before each game send email reminder to parent volunteers, copying Athletic Director and Assistant Athletic Director

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:
 - a. Shield the Vulnerable
 - b. Live Scan
2. Attend Back-to-School Team Meeting. This is only scheduled time your team will meet together during school year. Important information will be distributed, updates given, and questions answered. This provides a unique opportunity to meet and work with your team
3. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
4. Read PAL Folder contents distributed at Back-to-School Team Meeting
5. Read prior reports on the Job Reports Website
6. Attend Parents Association Leaders Party to meet and connect with other Parent Association Leaders and support your team and have fun together
7. Contact parents who volunteered for your team at the beginning of the year even if your job is later in the year to introduce yourself as coordinator and thank them for volunteering. Whether their help is needed or not, their offer is appreciated

During School Year

1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
2. Keep notes of what you do for your activity or job for your Wrap-Up Report
3. Occasionally attend Parents Association meetings to report on your job and encourage participation. If you are unable to attend occasional Parents Association meetings have your chair give an update for you
4. Recruit needed help by contacting parents on the Volunteer List who expressed interest in your team. You may recruit additional help by creating sign-up document to be emailed and posted online, and by asking your friends and other parents
5. All volunteers working where students may be present must be cleared. Submit a list of your volunteers to MCP Main Office Secretary to confirm their clearance. When Secretary replies to you, follow up by contacting any volunteers not cleared with email or phone call and let them know what they are missing for clearance
6. Keep the Executive Team Leader and Chair who oversee your position informed by copying them on emails you send to your team
7. Submit Royal Pride information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month. Possible information may include: help needed & contact info, sign up link, announcements, thank you notes
8. Thank your volunteers, donors, and others as appropriate. Thanks can be a handwritten note, email, phone call, Royal Pride submission or in person
9. By May Parents Association meeting complete and submit Wrap-up Report

Concessions Coordinator

OVERVIEW: Oversee all concessions. Train and oversee concessions coordinators for home volleyball, basketball and baseball games, and for Christmas Classic. Shop for items requested by Athletic Department for concession stand.

PURPOSE: Provide support to Athletic Department by assisting with concessions.

JOB SPECIFIC TASKS

1. Contact Assistant Athletic Director to introduce yourself, establish connection for working together, obtain instruction, guidance and timeline, and determine assistance needed. Obtain needs for concessions and determine best ways to communicate to obtain weekly lists for items needed
2. Oversee Concessions Coordinators for Baseball, Basketball, Volleyball and Christmas Classic.
 - a. Train them to manage concession stand.
 - b. Tell Concessions Coordinators to recruit volunteer help needed to set-up, man and clean-up. 1-2 volunteers per game
 - i. JV Crew: 45 minutes before start of game and through end of game
 - ii. V Crew: 30 minutes before start of game through end of game and clean-up
3. Obtain a weekly list for needed items for the concessions from the Athletic Assistant Director
4. Shop for, or arrange for a shopper to shop, and deliver items from list to MCP

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:
 - a. Shield the Vulnerable
 - b. Live Scan
2. Attend Back-to-School Team Meeting. This is only scheduled time your team will meet together during school year. Important information will be distributed, updates given, and questions answered. This provides a unique opportunity to meet and work with your team
3. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
4. Read PAL Folder contents distributed at Back-to-School Team Meeting
5. Read prior reports on the Job Reports Website
6. Attend Parents Association Leaders Party to meet and connect with other Parent Association Leaders and support your team and have fun together
7. Contact parents who volunteered for your team at the beginning of the year even if your job is later in the year to introduce yourself as coordinator and thank them for volunteering. Whether their help is needed or not, their offer is appreciated

During School Year

1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
2. Keep notes of what you do for your activity or job for your Wrap-Up Report
3. Occasionally attend Parents Association meetings to report on your job and encourage participation. If you are unable to attend occasional Parents Association meetings have your chair or class representative give an update for you
4. Recruit needed help by contacting parents on the Volunteer List who expressed interest in your team. You may recruit additional help by creating sign-up document to be emailed and posted online, and by asking your friends and other parents
5. All volunteers working where students may be present must be cleared. Submit a list of your volunteers to MCP Main Office Secretary to confirm their clearance. When Secretary replies to you, follow up by contacting any volunteers not cleared with email or phone call and let them know what they are missing for clearance

6. Keep the Executive Team Leader and Chair who oversee your position informed by copying them on emails you send to your team
7. Submit Royal Pride information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month. Possible information may include: help needed & contact info, sign up link, announcements, thank you notes
8. Thank your volunteers, donors, and others as appropriate. Thanks can be a handwritten note, email, phone call, Royal Pride submission or in person
9. By May Parents Association meeting complete and submit Wrap-up Report

Concessions Baseball Coordinator

OVERVIEW: Recruit, train and schedule volunteers to sell and work concessions, and manage the cash box during home baseball games.

PURPOSE: To provide concessions during home baseball games.

JOB SPECIFIC TASKS

1. Contact Concessions Coordinator and Assistant Athletic Director to introduce yourself, establish connection for working together, obtain instruction, guidance and timeline, and determine assistance needed
2. Recruit volunteer help needed to set-up, man and clean-up.
 - 1-2 volunteers per game
 - JV Crew: 45 minutes before start of game and through end of game
 - V Crew: 30 minutes before start of game through end of game and clean-up
3. Contact Admission Gate Coordinator to convey dates, times and number of volunteers needed to add to Baseball Admission Gate/Concessions sign-up sheet
4. Recruit volunteers to fill shifts not filled by Admission Gate/Concessions sign-up sheet. If needed, recruit by contacting parents on the Volunteer List, create a sign-up document or you may contact the baseball Team Parent to help secure parent volunteers.
5. Train and organize volunteers to sell and work baseball concessions
6. With the Assistant Athletic Director's assistance, manage the cash box
7. Concession food and supplies are purchased by the Concessions Coordinator. You may be asked if you can assist
8. When needed sell concessions and run the concession stand

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:
 - a. Shield the Vulnerable
 - b. Live Scan
2. Attend Back-to-School Team Meeting. Only scheduled time your team will meet together during school year. Important information will be distributed, updates given, and questions answered. This provides a unique opportunity to meet and work with your team
3. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
4. Read PAL Folder contents distributed at Back-to-School Team Meeting
5. Read prior reports on the Job Reports Website
6. Attend Parents Association Leaders Party to meet and connect with other Parent Association Leaders and support your team and have fun together
7. Contact parents who volunteered for your team at the beginning of the year even if your job is later in the year to introduce yourself as coordinator and thank them for volunteering. Whether their help is needed or not, their offer is appreciated

During School Year

1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
2. Keep notes of what you do for your activity or job for your Wrap-Up Report

3. During baseball season attend Parents Association meetings to report on Baseball Concessions and encourage participation. If you are unable to attend any of the Parents Association meetings contact your Chair to give an update for you.
4. All volunteers working where students may be present must be cleared. Submit a list of your volunteers to MCP Main Office Secretary to confirm their clearance. When Secretary replies to you, follow up by contacting any volunteers not cleared with email or phone call and let them know what they are missing for clearance
5. Keep Concessions Coordinator informed by copying them on emails you send to your team
6. Submit Royal Pride information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month. Possible Information may include: help needed & contact info, sign up link, announcements, thank you notes
7. Thank your volunteers, donors, and others as appropriate. Thanks can be a handwritten note, email, phone call, Royal Pride submission or in person
8. By two weeks after the completion of baseball season submit Wrap-up Report

Concessions Basketball Coordinator

OVERVIEW: Recruit, train and schedule volunteers to sell and work concessions, and manage the cash box during home basketball games.

PURPOSE: To provide concessions during home basketball games.

JOB SPECIFIC TASKS

1. Contact Concessions Coordinator and Assistant Athletic Director to introduce yourself, establish connection for working together, obtain instruction, guidance and timeline, and determine assistance needed
2. Recruit volunteer help needed to set-up, man and clean-up. 1-2 volunteers per game
JV Crew: 45 minutes before start of game and through end of game
V Crew: 30 minutes before start of game through end of game and clean-up
3. Contact Admission Gate Coordinator to convey dates, times and number of volunteers needed to add to Basketball Admission Gate/Concessions sign-up sheet
4. Recruit volunteers to fill shifts not filled by Admission Gate/Concessions sign-up sheet. If needed, recruit by contacting parents on the Volunteer List, create a sign-up document or you may contact the Basketball Team Parent to help secure parent volunteers
5. Train and organize volunteers to sell and work basketball concessions for home basketball games
6. With the Assistant Athletic Director's assistance, manage the cash box
7. Concession food and supplies are purchased by the Concessions Coordinator. You may be asked if you can assist
8. When needed sell concessions and run the concession stand

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:
 - a. Shield the Vulnerable
 - b. Live Scan
2. Attend Back-to-School Team Meeting. Only scheduled time your team will meet together during school year. Important information will be distributed, updates given, and questions answered. This provides a unique opportunity to meet and work with your team
3. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
4. Read PAL Folder contents distributed at Back-to-School Team Meeting
5. Read prior reports on the Job Reports Website
6. Attend Parents Association Leaders Party to meet and connect with other Parent Association Leaders and support your team and have fun together

7. Contact parents who volunteered for your team at the beginning of the year even if your job is later in the year to introduce yourself as coordinator and thank them for volunteering. Whether their help is needed or not, their offer is appreciated

During School Year

1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
2. Keep notes of what you do for your activity or job for your Wrap-Up Report
3. During basketball season attend Parents Association meetings to report on Basketball Concessions and encourage participation. If you are unable to attend any of the Parents Association meetings contact your Chair to give an update for you.
4. All volunteers working where students may be present must be cleared. Submit a list of your volunteers to MCP Main Office Secretary to confirm their clearance. When Secretary replies to you, follow up by contacting any volunteers not cleared with email or phone call and let them know what they are missing for clearance
5. Keep Concessions Coordinator informed by copying them on emails you send to your team
6. Submit Royal Pride information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month. Possible Information may include: help needed & contact info, sign up link, announcements, thank you notes
7. Thank your volunteers, donors, and others as appropriate. Thanks can be a handwritten note, email, phone call, Royal Pride submission or in person
8. By two weeks after the completion of basketball season submit Wrap-up Report

Concessions Volleyball Coordinator

OVERVIEW: Recruit, train and schedule volunteers to sell and work concessions, and manage the cash box during home volleyball games.

PURPOSE: To provide concessions during home volleyball games.

JOB SPECIFIC TASKS

1. Contact Concessions Coordinator and Assistant Athletic Director to introduce yourself, establish connection for working together, obtain instruction, guidance and timeline, and determine assistance needed
2. Recruit volunteer help needed to set-up, man and clean-up. 1-2 volunteers per game
JV Crew: 45 minutes before start of game and through end of game
V Crew: 30 minutes before start of game through end of game and clean-up
3. Contact Admission Gate Coordinator to convey dates, times and number of volunteers needed to add to Volleyball Admission Gate/Concessions sign-up sheet
4. Recruit volunteers to fill shifts not filled by Admission Gate/Concessions sign-up sheet. If needed, recruit by contacting parents on the Volunteer List, create a sign-up document or you may contact the Volleyball Team Parent to help secure parent volunteers
5. Train and organize volunteers to sell and work Volleyball Concessions for home volleyball games
6. With the Assistant Athletic Director's assistance, manage the cash box
7. Concession food and supplies are purchased by the Concessions Coordinator. You may be asked if you can assist
8. When needed sell concessions and run the concession stand

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:

- a. Shield the Vulnerable b. Live Scan
- 2. Attend Back-to-School Team Meeting. Only scheduled time your team will meet together during school year. Important information will be distributed, updates given, and questions answered. This provides a unique opportunity to meet and work with your team
- 3. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
- 4. Read PAL Folder contents distributed at Back-to-School Team Meeting
- 5. Read prior reports on the Job Reports Website
- 6. Attend Parents Association Leaders Party to meet and connect with other Parent Association Leaders and support your team and have fun together
- 7. Contact parents who volunteered for your team at the beginning of the year even if your job is later in the year to introduce yourself as coordinator and thank them for volunteering. Whether their help is needed or not, their offer is appreciated

During School Year

- 1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
- 2. Keep notes of what you do for your activity or job for your Wrap-Up Report
- 3. During volleyball season attend Parents Association meetings to report on Volleyball Concessions and encourage participation. If you are unable to attend any of the Parents Association meetings contact your Chair to give an update for you.
- 4. All volunteers working where students may be present must be cleared. Submit a list of your volunteers to MCP Main Office Secretary to confirm their clearance. When Secretary replies to you, follow up by contacting any volunteers not cleared with email or phone call and let them know what they are missing for clearance
- 5. Keep Concessions Coordinator informed by copying them on emails you send to your team
- 6. Submit Royal Pride information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month. Possible Information may include: help needed & contact info, sign up link, announcements, thank you notes
- 7. Thank your volunteers, donors, and others as appropriate. Thanks can be a handwritten note, email, phone call, Royal Pride submission or in person
- 8. By two weeks after the completion of basketball season submit Wrap-up Report

Field Prep-Baseball Coordinator

OVERVIEW: Prepare field for home baseball games.

PURPOSE: Provide assistance to Athletic Director and Baseball Coach in preparing field, enabling them to tend to other tasks.

JOB SPECIFIC TASKS

- 1. Contact Athletic Director and Baseball Coach to introduce yourself, establish connection for working together, obtain instruction, guidance and timeline, and determine assistance needed. Obtain specific instructions for baseball field
- 2. Arrange and confirm a schedule for home baseball games.

GENERAL TASKS

Beginning of School Year

- 1. Complete volunteer clearance requirements:
 - a. Shield the Vulnerable b. Live Scan
- 2. Attend Back-to-School Team Meeting. This is only scheduled time your team will meet together during school year. Important information will be distributed, updates given, and questions answered. This provides a unique opportunity to meet and work with your team
- 3. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
- 4. Read PAL Folder contents distributed at Back-to-School Team Meeting
- 5. Read prior reports on the Job Reports Website

6. Attend Parents Association Leaders Party to meet and connect with other Parent Association Leaders and support your team and have fun together
7. Contact parents who volunteered for your team at the beginning of the year even if your job is later in the year to introduce yourself as coordinator and thank them for volunteering. Whether their help is needed or not, their offer is appreciated

During School Year

1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
2. Keep notes of what you do for your activity or job for your Wrap-Up Report
3. At end of season attend Parents Association meetings to report on your job. If unable to attend Parents Association meetings contact your chair to give an update for you
4. Recruit needed help by contacting parents on the Volunteer List. You may recruit additional help by creating sign-up document to be emailed and posted online, and by asking your friends and other parents
5. All volunteers working where students may be present must be cleared. Submit a list of your volunteers to MCP Main Office Secretary to confirm their clearance. When Secretary replies to you, follow up by contacting any volunteers not cleared with email or phone call and let them know what they are missing for clearance
6. Keep the Executive Team Leader and Chair who oversee your position informed by copying them on emails you send to your team
7. Submit Royal Pride information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month. Possible Information may include: help needed & contact info, sign up link, announcements, thank you notes
8. Thank your volunteers, donors, and others as appropriate. Thanks can be a handwritten note, email, phone call, Royal Pride submission or in person
9. By two weeks after season ends complete and submit Wrap-up Report

Field Prep-Football Coordinator

OVERVIEW: Prepare field for home football games

PURPOSE: Provide assistance to Athletic Director and Football Coach in preparing field, enabling them to tend to other tasks.

JOB SPECIFIC TASKS

1. Contact Football Coach to introduce yourself, establish connection for working together, obtain instruction, guidance and timeline, and determine assistance needed. Obtain specific instructions for lining football field and putting MCP logo on field
2. Arrange and confirm a schedule for home football games
3. Recruiting football field prep volunteers. Email names of volunteers to coach, and send email reminder to volunteers before each field prep session

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:
 - a. Shield the Vulnerable
 - b. Live Scan
2. Attend Back-to-School Team Meeting. This is only scheduled time your team will meet together during school year. Important information will be distributed, updates given, and questions answered. This provides a unique opportunity to meet and work with your team
3. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
4. Read PAL Folder contents distributed at Back-to-School Team Meeting
5. Read prior reports on the Job Reports Website
6. Attend Parents Association Leaders Party to meet and connect with other Parent Association Leaders and support your team and have fun together

7. Contact parents who volunteered for your team at the beginning of the year even if your job is later in the year to introduce yourself as coordinator and thank them for volunteering. Whether their help is needed or not, their offer is appreciated

During School Year

1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
2. Keep notes of what you do for your activity or job for your Wrap-Up Report
3. At end of season attend Parents Association meetings to report on your job. If unable to attend Parents Association meetings contact your chair to give an update for you
4. Recruit needed help by contacting parents on the Volunteer List. You may recruit additional help by creating sign-up document to be emailed and posted online, and by asking your friends and other parents
5. All volunteers working where students may be present must be cleared. Submit a list of your volunteers to MCP Main Office Secretary to confirm their clearance. When Secretary replies to you, follow up by contacting any volunteers not cleared with email or phone call and let them know what they are missing for clearance
6. Keep the Executive Team Leader and Chair who oversee your position informed by copying them on emails you send to your team
7. Submit Royal Pride information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month. Possible Information may include: help needed & contact info, sign up link, announcements, thank you notes
8. Thank your volunteers, donors, and others as appropriate. Thanks can be a handwritten note, email, phone call, Royal Pride submission or in person
9. By two weeks after season ends complete and submit Wrap-up Report

Field Prep-Soccer Coordinator

OVERVIEW: Prepare field for home soccer games.

PURPOSE: Provide assistance to Athletic Director and Soccer Coach in preparing field, enabling them to tend to other tasks.

JOB SPECIFIC TASKS

1. Contact Athletic Director and Baseball Coach to introduce yourself, establish connection for working together, obtain instruction, guidance and timeline, and determine assistance needed. Obtain specific instructions for baseball field
2. Arrange and confirm a schedule for home soccer games.

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:
 - a. Shield the Vulnerable
 - b. Live Scan
2. Attend Back-to-School Team Meeting. This is only scheduled time your team will meet together during school year. Important information will be distributed, updates given, and questions answered. This provides a unique opportunity to meet and work with your team
3. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
4. Read PAL Folder contents distributed at Back-to-School Team Meeting
5. Read prior reports on the Job Reports Website
6. Attend Parents Association Leaders Party to meet and connect with other Parent Association Leaders and support your team and have fun together
7. Contact parents who volunteered for your team at the beginning of the year even if your job is later in the year to introduce yourself as coordinator and thank them for volunteering. Whether their help is needed or not, their offer is appreciated

During School Year

1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
2. Keep notes of what you do for your activity or job for your Wrap-Up Report
3. At end of season attend Parents Association meetings to report on your job. If unable to attend Parents Association meetings contact your chair to give an update for you
4. Recruit needed help by contacting parents on the Volunteer List. You may recruit additional help by creating sign-up document to be emailed and posted online, and by asking your friends and other parents
5. All volunteers working where students may be present must be cleared. Submit a list of your volunteers to MCP Main Office Secretary to confirm their clearance. When Secretary replies to you, follow up by contacting any volunteers not cleared with email or phone call and let them know what they are missing for clearance
6. Keep the Executive Team Leader and Chair who oversee your position informed by copying them on emails you send to your team
7. Submit Royal Pride information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month. Possible Information may include: help needed & contact info, sign up link, announcements, thank you notes
8. Thank your volunteers, donors, and others as appropriate. Thanks can be a handwritten note, email, phone call, Royal Pride submission or in person
9. By two weeks after season ends complete and submit Wrap-up Report

Gold Cards Coordinator

OVERVIEW: Work with Athletic Department to offer Athletic Gold Cards for sale.

PURPOSE: Provide parents, students and friends with opportunity to buy Athletic Gold Cards, while providing this revenue stream for the Athletic Department.

JOB SPECIFIC TASKS

1. Contact Athletic Director to introduce yourself, establish connection for working together, obtain instruction, guidance and timeline, and determine assistance needed
2. Make arrangements to offer Athletic Gold Cards for sale at events, as requested by Athletic Director

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:
 - a. Shield the Vulnerable
 - b. Live Scan
2. Attend Back-to-School Team Meeting. This is only scheduled time your team will meet together during school year. Important information will be distributed, updates given, and questions answered. This provides a unique opportunity to meet and work with your team
3. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
4. Read PAL Folder contents distributed at Back-to-School Team Meeting
5. Read prior reports on the Job Reports Website
6. Attend Parents Association Leaders Party to meet and connect with other Parent Association Leaders and support your team and have fun together
7. Contact parents who volunteered for your team at the beginning of the year even if your job is later in the year to introduce yourself as coordinator and thank them for volunteering. Whether their help is needed or not, their offer is appreciated

During School Year

1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
2. Keep notes of what you do for your activity or job for your Wrap-Up Report

3. Occasionally attend Parents Association meetings to report on your job and encourage participation. If you are unable to attend occasional Parents Association meetings have your chair or class representative give an update for you
4. Recruit needed help by contacting parents on the Volunteer List who expressed interest in your team. You may recruit additional help by creating sign-up document to be emailed and posted online, and by asking your friends and other parents
5. All volunteers working where students may be present must be cleared. Submit a list of your volunteers to MCP Main Office Secretary to confirm their clearance. When Secretary replies to you, follow up by contacting any volunteers not cleared with email or phone call and let them know what they are missing for clearance
6. Keep the Executive Team Leader and Chair who oversee your position informed by copying them on emails you send to your team
7. Submit Royal Pride information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month. Possible information may include: help needed & contact info, sign up link, announcements, thank you notes
8. Thank your volunteers, donors, and others as appropriate. Thanks can be a handwritten note, email, phone call, Royal Pride submission or in person
9. By May Parents Association meeting complete and submit Wrap-up Report

SPORTS TEAMS-TEAM CHAIR

OVERVIEW: Provide assistance to Athletic Director. Oversee Sports Teams Coordinators and assist as needed.

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

JOB SPECIFIC TASKS

1. Attend monthly Parents Association meetings. If you are unable to attend, find a substitute to represent you, and convey back to you information
2. At first Parents Association meeting with faculty/staff, sit with your faculty/staff contact to connect with them in person
3. Contact Athletic Director to introduce yourself, establish connection for working together, obtain instruction and guidance, and determine assistance needed
4. At first Parents Association meeting with Student Council sit with your class or ASB. Introduce yourself to student council members. Establish connections for working together
5. Ensure coordinators are completing the tasks listed on their job descriptions and monthly Parents Association agendas
6. Encourage and help your coordinators to find and use pertinent information in Directory, online and in PAL folder (Job Reports, Volunteer List, etc.). If needed, walk them thru how to access Job Reports Website
7. Assist Athletic Director with requested help

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:
 - a. Shield the Vulnerable
 - b. Live Scan
2. Attend Back-to-School Team Meeting. This is only scheduled time your team will meet together during school year. Important information will be distributed, updates given, and questions answered. This provides a unique opportunity to meet and work with your team
3. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
4. Read PAL Folder contents distributed at Back-to-School Team Meeting

5. Read prior reports on the Job Reports Website
6. Attend Parents Association Leaders Party to meet and connect with other Parent Association Leaders and support your team and have fun together
7. Contact PALs you oversee to introduce yourself as Team Chair, thank them for volunteering, and let them know you are available for questions, guidance and support

During School Year

1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
2. Keep notes of what you do for your activity or job for your Wrap-Up Report
3. Turn to your Executive Team Leader if you need help
4. Oversee Christmas Classic-Concessions, Christmas Classic-Hospitality, Christmas Classic-Kitchen and Christmas Classic-Parent Volunteers, Field Changeover-Football to Soccer and Field Changeover-Soccer to Baseball, Sports Physicals Coordinators and Team Mass and assist as needed. Serve as resource, motivation and support for coordinators you oversee
5. You are the link between your coordinators and the Parents Association. Convey to your coordinators any relevant information from Parents Association meeting
6. Invite coordinators you oversee to attend the Parents Association meeting one month prior to their event to inform parents of planning and needs, and after event to share about the event. If they are unable to attend either of these meetings, obtain information to represent them
7. Assist your coordinators in recruiting help if needed
8. All volunteers working where students may be present must be cleared. Remind your coordinators to submit a list of their volunteers to MCP Main Office Secretary to confirm their clearance
9. Keep the Executive Team Leader who oversees your position informed by copying her/him on emails you send to your team
10. Thank your coordinators when they complete an activity or job, and others as appropriate
11. Royal Pride Submissions: Submit thank yous or other information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month.
12. If a coordinator you oversee is unable to do his/her job or vacates the position, it becomes your responsibility to find a replacement or take on the job yourself
13. Assist your Executive Team Leader in filling coordinator positions for upcoming year
14. By May Parents Association meeting complete and submit Wrap-up Report

Christmas Classic Concessions Coordinator

OVERVIEW: Coordinate concessions, sell, work, recruit and train volunteers to sell concessions during the Christmas Classic Basketball Tournament.

PURPOSE: Help provide concessions to attendees of the Christmas Classic Basketball Tournament

JOB SPECIFIC TASKS

1. Meet with Concessions Coordinator to introduce yourself, discuss needs for concessions for the Christmas Classic Tournament. Contact Concessions Coordinator to determine schedule of games, how many volunteers are needed and timing of shifts. Determine best ways to communicate and to obtain supplies during the Christmas Classic Tournament
2. Communicate with the Tournament Director who will provide names of student volunteers and some possible parents to sell concessions during the tournament
3. If volunteers are needed to work the Christmas Classic Tournament Concessions recruit help by contacting parents on Volunteer List. You may recruit additional help by creating sign-up document to be emailed and posted online, you may also contact basketball team parents to help secure needed parent volunteers

4. Organize and train (or designate someone to train) volunteers to sell concessions during the Christmas Classic Tournament
5. Oversee sales of concessions and with the Tournament Director's assistance manage the cash box.
6. Sell concessions and run the concession stand when needed
7. Concession food and supplies are purchased by the Concessions Coordinator. You may be asked if you can assist

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:
 - a. Shield the Vulnerable
 - b. Live Scan
2. Attend Back-to-School Team Meeting. Only scheduled time your team will meet together during school year. Important information will be distributed, updates given, and questions answered. This provides a unique opportunity to meet and work with your team
3. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
4. Read PAL Folder contents distributed at Back-to-School Team Meeting
5. Read prior reports on the Job Reports Website
6. Attend Parents Association Leaders Party to meet and connect with other Parent Association Leaders and support your team and have fun together
7. Contact parents who volunteered for your team at the beginning of the year even if your job is later in the year to introduce yourself as coordinator and thank them for volunteering. Whether their help is needed or not, their offer is appreciated

During School Year

1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
2. Keep notes of what you do for your activity or job for your Wrap-Up Report
3. If possible attend Parents Association meeting one month prior to The Christmas Classic Tournament to inform parents of planning and needs. Also, if possible, attend Parents Association meeting following your event to share about the success of your event. If you are unable to attend either of these meetings have your chair give an update for you
4. All volunteers working where students may be present must be cleared. Submit a list of your volunteers to MCP Main Office Secretary to confirm their clearance. When Secretary replies to you, follow up by contacting any volunteers not cleared with email or phone call and let them know what they are missing for clearance
5. Keep Concessions Coordinator informed by copying them on emails you send to your team
6. Submit Royal Pride information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month. Possible Information may include: help needed & contact info, sign up link, announcements, thank you notes
7. Thank your volunteers, donors, and others as appropriate. Thanks can be a handwritten note, email, phone call, Royal Pride submission or in person
8. By two weeks after the Christmas Classic Basketball Tournament complete and submit Wrap-up Report

Christmas Classic Hospitality Coordinator

OVERVIEW: At the Christmas Classic Basketball Tournament coordinate food and drinks for the coaches and sponsors in the Hospitality Room (Faculty Lounge).

PURPOSE: Ensure Christmas Classic guests (coaches and sponsors) feel appreciated and welcomed.

JOB SPECIFIC TASKS

1. Contact Christmas Classic Director to introduce yourself, establish connection for working together, obtain instruction, guidance and timeline, and determine assistance needed. Priority is to make sure guests feel appreciated
2. Coordinate the food, drinks and snacks for the coaches and sponsors at the tournament
3. Coordinate with sponsors to pick up donated food
4. Set up, stock, and clean up the hospitality suite
5. Prior to using the MCP kitchen, you must notify MCP's chef that you will be using the kitchen, and attend a scheduled kitchen training session or arrange for a private session from MCP's Chef. It is recommended that all volunteers helping you also attend the kitchen training

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:
 - a. Shield the Vulnerable
 - b. Live Scan
2. Attend Back-to-School Team Meeting. This is only scheduled time your team will meet together during school year. Important information will be distributed, updates given, and questions answered. This provides a unique opportunity to meet and work with your team
3. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
4. Read PAL Folder contents distributed at Back-to-School Team Meeting
5. Read prior reports on the Job Reports Website
6. Attend Parents Association Leaders Party to meet and connect with other Parent Association Leaders and support your team and have fun together
7. Contact parents who volunteered for your team at the beginning of the year even if your job is later in the year to introduce yourself as coordinator and thank them for volunteering. Whether their help is needed or not, their offer is appreciated

During School Year

1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
2. Keep notes of what you do for your activity or job for your Wrap-Up Report
3. If possible attend Parents Association meeting one month (or more) prior to your event to inform parents of planning and needs. Also, if possible, attend Parents Association meeting following your event to share about the success of your event. If you are unable to attend either of these meetings have your chair or class representative give an update for you
4. Recruit needed help by contacting parents on the Volunteer List who expressed interest in your team. You may recruit additional help by creating sign-up document to be emailed and posted online, and by asking your friends and other parents
5. All volunteers working where students may be present must be cleared. Submit a list of your volunteers to MCP Main Office Secretary to confirm their clearance. When Secretary replies to you, follow up by contacting any volunteers not cleared with email or phone call and let them know what they are missing for clearance
6. Keep the Executive Team Leader and Chair who oversee your position informed by copying them on emails you send to your team
7. Submit Royal Pride information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month. Possible information may include: help needed & contact info, sign up link, announcements, thank you notes
8. Thank your volunteers, donors, and others as appropriate. Thanks can be a handwritten note, email, phone call, Royal Pride submission or in person
9. By two weeks after event complete and submit Wrap-up Report

Christmas Classic Kitchen Coordinator

OVERVIEW: During the Christmas Classic Basketball Tournament coordinate meals and kitchen

activities under guidance of Christmas Classic Director.

PURPOSE: Help to provide meals to athletes and coaches as needed during the Christmas Classic Basketball Tournament.

JOB SPECIFIC TASKS

1. Contact Christmas Classic Director to introduce yourself, establish connection for working together, obtain instruction, guidance and timeline, and determine assistance needed
2. Coordinate the food, drinks and volunteers needed to provide the requested meals and snacks
3. Prior to using the MCP kitchen, you must notify MCP's chef that you will be using the kitchen, and attend a scheduled kitchen training session or arrange for a private session from MCP's Chef. It is recommended that all volunteers helping you also attend the kitchen training

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:
 - a. Shield the Vulnerable
 - b. Live Scan
2. Attend Back-to-School Team Meeting. This is only scheduled time your team will meet together during school year. Important information will be distributed, updates given, and questions answered. This provides a unique opportunity to meet and work with your team
3. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
4. Read PAL Folder contents distributed at Back-to-School Team Meeting
5. Read prior reports on the Job Reports Website
6. Attend Parents Association Leaders Party to meet and connect with other Parent Association Leaders and support your team and have fun together
7. Contact parents who volunteered for your team at the beginning of the year even if your job is later in the year to introduce yourself as coordinator and thank them for volunteering. Whether their help is needed or not, their offer is appreciated

During School Year

1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
2. Keep notes of what you do for your activity or job for your Wrap-Up Report
3. If possible attend Parents Association meeting one month (or more) prior to your event to inform parents of planning and needs. Also, if possible, attend Parents Association meeting following your event to share about the success of your event. If you are unable to attend either of these meetings have your chair or class representative give an update for you
4. Recruit needed help by contacting parents on the Volunteer List who expressed interest in your team. You may recruit additional help by creating sign-up document to be emailed and posted online, and by asking your friends and other parents
5. All volunteers working where students may be present must be cleared. Submit a list of your volunteers to MCP Main Office Secretary to confirm their clearance. When Secretary replies to you, follow up by contacting any volunteers not cleared with email or phone call and let them know what they are missing for clearance
6. Keep the Executive Team Leader and Chair who oversee your position informed by copying them on emails you send to your team
7. Submit Royal Pride information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month. Possible information may include: help needed & contact info, sign up link, announcements, thank you notes
8. Thank your volunteers, donors, and others as appropriate. Thanks can be a handwritten note, email, phone call, Royal Pride submission or in person
9. By two weeks after event complete and submit Wrap-up Report

Christmas Classic Parent Volunteers Coordinator

OVERVIEW: Coordinate parent volunteers for the Christmas Classic Basketball Tournament.

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

JOB SPECIFIC TASKS

1. Contact Christmas Classic Director to introduce yourself, establish connection for working together, obtain instruction, guidance and timeline, and determine assistance needed
2. 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
3. Coordinate with basketball coaches to have parents sign up for shifts on spreadsheet at basketball parents meeting
4. Email (or call) additional prospective parent volunteers to fill needed shifts

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:
 - a. Shield the Vulnerable
 - b. Live Scan
2. Attend Back-to-School Team Meeting. This is only scheduled time your team will meet together during school year. Important information will be distributed, updates given, and questions answered. This provides a unique opportunity to meet and work with your team
3. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
4. Read PAL Folder contents distributed at Back-to-School Team Meeting
5. Read prior reports on the Job Reports Website
6. Attend Parents Association Leaders Party to meet and connect with other Parent Association Leaders and support your team and have fun together
7. Contact parents who volunteered for your team at the beginning of the year even if your job is later in the year to introduce yourself as coordinator and thank them for volunteering. Whether their help is needed or not, their offer is appreciated

During School Year

1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
2. Keep notes of what you do for your activity or job for your Wrap-Up Report
3. If possible attend Parents Association meeting one month (or more) prior to your event to inform parents of planning and needs. Also, if possible, attend Parents Association meeting following your event to share about the success of your event. If you are unable to attend either of these meetings have your chair or class representative give an update for you
4. Recruit needed help by contacting parents on the Volunteer List who expressed interest in your team. You may recruit additional help by creating sign-up document to be emailed and posted online, and by asking your friends and other parents
5. All volunteers working where students may be present must be cleared. Submit a list of your volunteers to MCP Main Office Secretary to confirm their clearance. When Secretary replies to you, follow up by contacting any volunteers not cleared with email or phone call and let them know what they are missing for clearance
6. Keep the Executive Team Leader and Chair who oversee your position informed by copying them on emails you send to your team
7. Submit Royal Pride information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month. Possible information may include: help needed & contact info, sign up link, announcements, thank you notes
8. Thank your volunteers, donors, and others as appropriate. Thanks can be a handwritten note, email, phone call, Royal Pride submission or in person
9. By two weeks after event complete and submit Wrap-up Report

Field Change-over Coordinator, Football to Soccer

OVERVIEW: At end of football season, organize volunteers to convert football field to soccer field under supervision of staff.

PURPOSE: Prepare field for soccer.

JOB SPECIFIC TASKS

1. Contact Athletic Director and/or appropriate coaches to introduce yourself, establish connection for working together, obtain instruction, guidance and timeline, and determine assistance needed
2. Meet with Athletic Director to confirm date and develop a plan to convert football field to soccer field. (Done on a Saturday under supervision of staff)
3. Recruit and organize needed volunteers to complete field change-over
4. Arrange for needed supplies

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:
 - a. Shield the Vulnerable
 - b. Live Scan
2. Attend Back-to-School Team Meeting. This is only scheduled time your team will meet together during school year. Important information will be distributed, updates given, and questions answered. This provides a unique opportunity to meet and work with your team
3. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
4. Read PAL Folder contents distributed at Back-to-School Team Meeting
5. Read prior reports on the Job Reports Website
6. Attend Parents Association Leaders Party to meet and connect with other Parent Association Leaders and support your team and have fun together
7. Contact parents who volunteered for your team at the beginning of the year even if your job is later in the year to introduce yourself as coordinator and thank them for volunteering. Whether their help is needed or not, their offer is appreciated

During School Year

1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
2. Keep notes of what you do for your activity or job for your Wrap-Up Report
3. If possible attend Parents Association meeting one month (or more) prior to your event to inform parents of planning and needs. Also, if possible, attend Parents Association meeting following your event to share about the success of your event. If you are unable to attend either of these meetings have your chair or class representative give an update for you
4. Recruit needed help by contacting parents on the Volunteer List who expressed interest in your team. You may recruit additional help by creating sign-up document to be emailed and posted online, and by asking your friends and other parents
5. All volunteers working where students may be present must be cleared. Submit a list of your volunteers to MCP Main Office Secretary to confirm their clearance. When Secretary replies to you, follow up by contacting any volunteers not cleared with email or phone call and let them know what they are missing for clearance
6. Keep the Executive Team Leader and Chair who oversee your position informed by copying them on emails you send to your team
7. Submit Royal Pride information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month. Possible information may include: help needed & contact info, sign up link, announcements, thank you notes
8. Thank your volunteers, donors, and others as appropriate. Thanks can be a handwritten note, email, phone call, Royal Pride submission or in person

9. By two weeks after event complete and submit Wrap-up

Field Change-over Coordinator, Soccer to Baseball

OVERVIEW: At end of soccer season, organize volunteers to convert soccer field to baseball field under supervision of staff.

PURPOSE: Prepare field for baseball

JOB SPECIFIC TASKS

1. Contact Athletic Director and/or appropriate coaches to introduce yourself, establish connection for working together, obtain instruction, guidance and timeline, and determine assistance needed
2. Meet with Athletic Director to confirm date and develop a plan to convert soccer field to baseball field. (Done on a Saturday under supervision of staff)
3. Recruit and organize needed volunteers to complete field change-over
4. Arrange for needed supplies

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:
 - a. Shield the Vulnerable
 - b. Live Scan
2. Attend Back-to-School Team Meeting. This is only scheduled time your team will meet together during school year. Important information will be distributed, updates given, and questions answered. This provides a unique opportunity to meet and work with your team
3. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
4. Read PAL Folder contents distributed at Back-to-School Team Meeting
5. Read prior reports on the Job Reports Website
6. Attend Parents Association Leaders Party to meet and connect with other Parent Association Leaders and support your team and have fun together
7. Contact parents who volunteered for your team at the beginning of the year even if your job is later in the year to introduce yourself as coordinator and thank them for volunteering. Whether their help is needed or not, their offer is appreciated

During School Year

1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
2. Keep notes of what you do for your activity or job for your Wrap-Up Report
3. If possible attend Parents Association meeting one month (or more) prior to your event to inform parents of planning and needs. Also, if possible, attend Parents Association meeting following your event to share about the success of your event. If you are unable to attend either of these meetings have your chair or class representative give an update for you
4. Recruit needed help by contacting parents on the Volunteer List who expressed interest in your team. You may recruit additional help by creating sign-up document to be emailed and posted online, and by asking your friends and other parents
5. All volunteers working where students may be present must be cleared. Submit a list of your volunteers to MCP Main Office Secretary to confirm their clearance. When Secretary replies to you, follow up by contacting any volunteers not cleared with email or phone call and let them know what they are missing for clearance
6. Keep the Executive Team Leader and Chair who oversee your position informed by copying them on emails you send to your team
7. Submit Royal Pride information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month. Possible information may include: help needed & contact info, sign up link, announcements, thank you notes

8. Thank your volunteers, donors, and others as appropriate. Thanks can be a handwritten note, email, phone call, Royal Pride submission or in person
9. By two weeks after event complete and submit Wrap-up Report

Sports Physicals Coordinator

OVERVIEW: Assist Athletic Department in hosting Sports Physicals Night. Arrange for physicians to provide sports physicals to MCP athletes on MCP Campus.

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

JOB SPECIFIC TASKS

1. Contact Athletic Director and Trainer to introduce yourself, establish connection for working together, obtain instruction, guidance and timeline, and determine assistance needed
2. Coordinate MCP facilities that will be used with Athletic Department
3. Recruit physicians and nurses
4. Announce in Royal Pride and daily announcements
5. Obtain needed supplies
6. Assist with set up and clean-up of facilities used

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:
 - a. Shield the Vulnerable
 - b. Live Scan
2. Attend Back-to-School Team Meeting. This is only scheduled time your team will meet together during school year. Important information will be distributed, updates given, and questions answered. This provides a unique opportunity to meet and work with your team
3. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
4. Read PAL Folder contents distributed at Back-to-School Team Meeting
5. Read prior reports on the Job Reports Website
6. Attend Parents Association Leaders Party to meet and connect with other Parent Association Leaders and support your team and have fun together
7. Contact parents who volunteered for your team at the beginning of the year even if your job is later in the year to introduce yourself as coordinator and thank them for volunteering. Whether their help is needed or not, their offer is appreciated

During School Year

1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
2. Keep notes of what you do for your activity or job for your Wrap-Up Report If possible attend Parents Association meeting one month (or more) prior to your event to inform parents of planning and needs. Also, if possible, attend Parents Association meeting following your event to share about the success of your event. If you are unable to attend either of these meetings have your chair or class representative give an update for you
3. Recruit needed help by contacting parents on the Volunteer List who expressed interest in your team. You may recruit additional help by creating sign-up document to be emailed and posted online, and by asking your friends and other parents
4. All volunteers working where students may be present must be cleared. Submit a list of your volunteers to MCP Main Office Secretary to confirm their clearance. When Secretary replies to you, follow up by contacting any volunteers not cleared with email or phone call and let them know what they are missing for clearance
5. Keep the Executive Team Leader and Chair who oversee your position informed by copying them on emails you send to your team

6. Submit Royal Pride information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month. Possible information may include: help needed & contact info, sign up link, announcements, thank you notes
7. Thank your volunteers, donors, and others as appropriate. Thanks can be a handwritten note, email, phone call, Royal Pride submission or in person
8. By two weeks after event complete and submit Wrap-up Report

Team Mass Coordinator

OVERVIEW: Serve as the communication link to assist coaches in coordinating lunchtime Mass in the MCP chapel at least once per season for each sports team

PURPOSE: Promote team bonding through sharing together in the celebration of Mass

JOB SPECIFIC TASKS

1. Contact Campus Minister to introduce yourself, establish connection for working together, obtain instruction, guidance and timeline, and determine assistance needed
2. Contact Coaches for the season to find out which Thursday they would like to celebrate Mass as a team at lunchtime in the MCP chapel
3. Contact Campus Minister to relay dates each team has chosen to celebrate Mass
4. Confirm date with coach and remind coach it is a team requirement
5. Send a reminder to coach and Campus Minister to remind both of scheduled Mass

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:
 - f. Shield the Vulnerable
 - b. Live Scan
2. Attend Back-to-School Team Meeting. This is only scheduled time your team will meet together during school year. Important information will be distributed, updates given, and questions answered. This provides a unique opportunity to meet and work with your team
3. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
4. Read PAL Folder contents distributed at Back-to-School Team Meeting
5. Read prior reports on the Job Reports Website
6. Attend Parents Association Leaders Party to meet and connect with other Parent Association Leaders and support your team and have fun together
7. Contact parents who volunteered for your team at the beginning of the year even if your job is later in the year to introduce yourself as coordinator and thank them for volunteering. Whether their help is needed or not, their offer is appreciated

During School Year

1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
2. Keep notes of what you do for your activity or job for your Wrap-Up Report
3. Occasionally attend Parents Association meetings to report on your job and encourage participation. If you are unable to attend occasional Parents Association meetings have your chair or class representative give an update for you
4. Recruit needed help by contacting parents on the Volunteer List who expressed interest in your team. You may recruit additional help by creating sign-up document to be emailed and posted online, and by asking your friends and other parents
5. All volunteers working where students may be present must be cleared. Submit a list of your volunteers to MCP Main Office Secretary to confirm their clearance. When Secretary replies to you, follow up by contacting any volunteers not cleared with email or phone call and let them know what they are missing for clearance
6. Keep the Executive Team Leader and Chair who oversee your position informed by copying them on emails you send to your team

7. Submit Royal Pride information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month. Possible information may include: help needed & contact info, sign up link, announcements, thank you notes
8. Thank your volunteers, donors, and others as appropriate. Thanks can be a handwritten note, email, phone call, Royal Pride submission or in person
9. By May Parents Association meeting complete and submit Wrap-up Report

SPORTS TEAM PARENTS CHAIR

OVERVIEW: Recruit and oversee team parent for each sports team. Be available to answer any questions team parents may have in providing support to the team and coach.

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

JOB SPECIFIC TASKS

1. In the spring work on recruiting team parent for each sport for upcoming year...
 - a. Contact coaches to determine if they anticipate the same parent will serve as Team Parent again the following year
 - b. Follow up with current team parents to verify whether or not they wish to continue in the position for the upcoming school year
 - c. Contact Athletic Department to obtain list of coaches and emails for upcoming year
 - d. Contact coaches with team parents for next year to confirm their selection
 - e. Contact coaches without team parents for next year to see if they have anyone in mind
 - f. Recruit parents to fill vacant team parent positions
 - i. Contact any parents suggested by coaches
 - ii. Contact parents who expressed interest at registration in being a team parent. Get list from Advancement Associate
2. Keep Advancement Associate informed when team parents are confirmed
3. For Directory
 - a. By June 30 submit list of team parents as complete as possible to Advancement Associate to be listed in Directory
 - b. By July 31 submit updated list so additions may be added to Directory before publishing
4. Attend New Family Orientation and/or Sports Physicals Night
5. Compose email informing all parents that the Athletic Department wants every parent of an athlete to complete the volunteer and driver clearance. Attach "Driver Clearance and Protocol" document explaining the requirements to obtain volunteer and driver clearance. Send email to Advancement Associate to forward to all parents
6. Provide Team Parent of each sport with folder containing guidelines and information relative to their sport
7. Attend monthly Parents Association meetings. If you are unable to attend, find a substitute to represent you, and convey back to you information
8. At first Parents Association meeting with faculty/staff, sit with your faculty/staff contact to connect with them in person
9. At first Parents Association meeting with Student Council sit with your class or ASB. Introduce yourself to student council members. Establish connections for working together
10. Ensure coordinators are completing the tasks listed on their job descriptions and monthly Parents Association agendas
11. Encourage and help your coordinators to find and use pertinent information in Directory, online and in PAL folder (Job Reports, Volunteer List, etc.). If needed, walk them thru how to access Job Reports Website
12. Before winter and spring sport seasons. Check in with Athletic Director to ensure and find out the dates of the winter and spring Sports Parents Meetings. Make sure dates are on the school's online calendar. If not, contact Main Office Secretary to place meeting dates onto

- online calendar. (Dates for winter and spring Parent Meetings are not determined prior to the beginning of the season, so they are not listed in Handbook or automatically on the calendar)
13. Email appropriate team parents reminding them of the Sports Parents meeting. Ask them to forward email to their teams
 14. Send Sports Parents Meeting dates to Advancement Associate to put on Parents Assn. agenda
 15. Remind team parents that their drivers must be cleared, and that when they volunteer to drive they are volunteering for a round trip.
 16. Oversee Team Parents for all sports. Serve as resource, motivation and support for the team parents you oversee
 17. Email team parents of each season (Fall, Winter and Spring Sports) to remind them of Senior Sports Night Guidelines.
 - a. The Athletic Department wants Senior Sport Nights to be consistent across sports. They have set the following guideline: *“Senior Night, held at the last home game, is to consist of giving flowers to the parents and the announcer reading a statement from the player. The athletic department will purchase flowers for the parents.”* Coordinate with coach to get statements from senior athletes to be read at last home game. Contact Athletic Department with number of senior players for flower purchase.
 18. Email team parents before end of seasons (Fall, Winter and Spring Sports):
 - a. Thank them
 - b. Remind them, if needed, assist athletes in getting gift for coach. While the gift is from the whole team, individual participation is voluntary, for we don't want it to be a hardship on any family
 - c. Encourage them to complete wrap-up report
 - d. Attach Wrap-up report form attached
 19. In the spring contact coaches to determine if they anticipate the same parent to serve as team parent again the following year. Submit names of continuing team parents to Advancement Associate

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:
 - a. Shield the Vulnerable
 - b. Live Scan
2. Attend or help lead Back-to-School Team Meeting. This is only scheduled time your team will meet together during school year. Important information will be distributed, updates given, and questions answered. This provides a unique opportunity to meet and work with your team
3. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
4. Read PAL Folder contents distributed at Back-to-School Team Meeting
5. Read prior reports on the Job Reports Website
6. Attend Parents Association Leaders Party to meet and connect with other Parent Association Leaders and support your team and have fun together
7. Contact Team Parents you oversee to introduce yourself as Team Chair, thank them for volunteering, and let them know you are available for questions, guidance and support

During School Year

1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
2. Keep notes of what you do for your activity or job for your Wrap-Up Report
3. Turn to your Executive Team Leader if you need help
4. Oversee Team Parents and assist as needed. Serve as resource, motivation and support for coordinators you oversee
5. You are the link between your coordinators and the Parents Association. Convey to your

- coordinators any relevant information from Parents Association meeting
6. Invite Team Parents to attend the Parents Association meeting after season concludes to report on season. If they are unable to attend obtain information to represent them
 7. Assist your coordinators in recruiting help if needed
 8. All volunteers working where students may be present must be cleared. Remind your coordinators to submit a list of their volunteers to MCP Main Office Secretary to confirm their clearance
 9. Keep the Executive Team Leader who oversees your position informed by copying her/him on emails you send to your team
 10. Thank your coordinators when they complete an activity or job, and others as appropriate
 11. Royal Pride Submissions: Submit thank yous or other information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month.
 12. If a coordinator you oversee is unable to do his/her job or vacates the position, it becomes your responsibility to find a replacement or take on the job yourself
 13. Assist your Executive Team Leader in filling coordinator positions for upcoming year
 14. By May Parents Association meeting complete and submit Wrap-up Report

Team Parent Coordinator (per sport)

If your child is not on the team, for whatever reason, you are not expected to do the job.

OVERVIEW: Serve as Team Parent for a sport. Assist coach and team as requested. Organize parents to support team and coach. May include organizing away game drivers, game snacks, end-of-season dinner, and coach's gift.

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

NOTE: *The following Job Specific 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.*

JOB SPECIFIC TASKS

1. **SUPPORT COACH.** Contact Coach to introduce yourself, establish connection for working together, obtain instruction, guidance and timeline, and determine assistance needed. Get team roster
2. Recruit parent assistance for the following if you need help
 - a. **Transportation Parent:** Recruit transportation parent to assist in arranging parent drivers for away games where a bus is not scheduled. Be aware of diocesan transportation policy and forms and communicate to volunteer drivers
 - b. **Football Only:** Chains: Recruit parents to move chains at home football games
3. Email parents of athletes to introduce yourself as team parent and find out how they would like to help
4. Email team roster to families. Include athletes' names, parents' names, contact phone numbers, and emails. Also attach schedule of games
5. Keep the Athletic Director and Coach informed via email
6. Inform parents of athletes on your team that the Athletic Department wants every parent of an athlete to complete the volunteer and driver clearance requirements. Email your team parents the "Driver Clearance and Protocol" document explaining the requirements to obtain volunteer and driver clearance
7. Know volunteer driver guidelines, and help remind volunteer drivers that they are volunteering to drive a round trip
8. Make arrangements for snacks and/or water for games if needed
9. If help is needed and requested by Admission Gate or Concessions coordinator recruit parents of players to help man admission gate or concession stand
10. Organize and plan team dinners

- a. If you want to use the Café Royale, please check with Facilities Manager as to availability. Complete and submit request form for use of Café Royale
 - b. Prior to using the MCP kitchen, you must notify MCP's chef that you will be using the kitchen, and attend a scheduled kitchen training session. It is recommended that all volunteers helping you also attend the kitchen training
11. Communicate team picture information to parents of athletes
 12. Senior Night: The Athletic Department wants Senior Sport Nights to be consistent across sports. They have set the following guideline: *“Senior Night, held at the last home game, is to consist of giving flowers to the parents and the announcer reading a statement from the player. The athletic department will purchase flowers for the parents.”* Coordinate with coach to get statements from senior athletes to be read at last home game. Contact Athletic Department with number of senior players for flower purchase.
 13. Organize end of season awards banquet (See above if intending to use Café Royale)
 14. If needed, assist athletes in getting gift for coach. While the gift is from the whole team, individual participation is voluntary, for we don't want it to be a hardship on any family

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:
 - a. Shield the Vulnerable
 - b. Live Scan
2. Attend Back-to-School Team Meeting. This is only scheduled time your team will meet together during school year. Important information will be distributed, updates given, and questions answered. This provides a unique opportunity to meet and work with your team
3. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
4. Read PAL Folder contents distributed at Back-to-School Team Meeting
5. Read prior reports on the Job Reports Website
6. Attend Parents Association Leaders Party to meet and connect with other Parent Association Leaders and support your team and have fun together

During School Year

1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
2. Keep notes of what you do for your activity or job for your Wrap-Up Report
3. If possible attend one Parents Association meeting during or at end of season to give update. If you are unable to attend contact Team Parents Chair to give update for you
4. You may recruit help by creating sign-up document to be emailed to parents of athletes and posted online
5. All volunteers working where students may be present must be cleared. Submit a list of your volunteers to MCP Main Office Secretary to confirm their clearance. When Secretary replies to you, follow up by contacting any volunteers not cleared with email or phone call and let them know what they are missing for clearance
6. Keep the Executive Team Leader and Chair who oversee your position informed by copying them on emails you send to your team
7. Submit Royal Pride information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month. Possible Information may include: help needed & contact info, sign up link, announcements, thank you notes
8. Thank your volunteers, donors, and others as appropriate. Thanks can be a handwritten note, email, phone call, Royal Pride submission or in person
9. At the end of season complete and submit Wrap-up Report

ENROLLMENT TEAM CHAIR

OVERVIEW: Help Director of Enrollment as requested. Oversee Enrollment Coordinators and assist

as needed.

PURPOSE: Help Director of Enrollment in promoting and building interest for MCP in the community.

JOB SPECIFIC TASKS

1. Attend monthly Parents Association meetings. If you are unable to attend, find a substitute to represent you, and convey back to you information
2. At first Parents Association meeting with faculty/staff, sit with your faculty/staff contact to connect with them in person
3. At first Parents Association meeting with Student Council sit with your class or ASB. Introduce yourself to student council members. Establish connections for working together
4. From Director of Enrollment determine dates of events and parent help needed. Relay information to Enrollment Coordinators
5. Help Director of Enrollment with requested help
6. For Open House (November) arrange for volunteer help requested by Director of Enrollment. (Last year request was for two greeters who need to be able to work with public, and two volunteers to pick up balloons).
7. Ensure coordinators are completing the tasks listed on their job descriptions and monthly Parents Association agendas
8. Encourage and help your coordinators to find and use pertinent information in Directory, online and in PAL folder (Job Reports, Volunteer List, etc.). If needed, walk them thru how to access Job Reports Website

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:
 - a. Shield the Vulnerable
 - b. Live Scan
2. Attend Back-to-School Team Meeting. This is only scheduled time your team will meet together during school year. Important information will be distributed, updates given, and questions answered. This provides a unique opportunity to meet and work with your team
3. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
4. Read PAL Folder contents distributed at Back-to-School Team Meeting
5. Read prior reports on the Job Reports Website
6. Attend Parents Association Leaders Party to meet and connect with other Parent Association Leaders and support your team and have fun together
7. Contact PALs you oversee to introduce yourself as Team Chair, thank them for volunteering, and let them know you are available for questions, guidance and support
8. Contact Director of Enrollment to introduce yourself, establish connection for working together, obtain instruction and guidance, and determine assistance needed

During School Year

1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
2. Keep notes of what you do for your activity or job for your Wrap-Up Report
3. Turn to your Executive Team Leader if you need help
4. Oversee Book Lending, Carpool, Parent Discovery Nights and Student Discovery Night and assist as needed. Serve as resource, motivation and support for coordinators you oversee
5. You are the link between your coordinators and the Parents Association. Convey to your coordinators any relevant information from Parents Association meeting
6. Invite coordinators you oversee to attend the Parents Association meeting one month prior to their event to inform parents of planning and needs, and after event to share about the event. If they are unable to attend either of these meetings, obtain information to represent them
7. Assist your coordinators in recruiting help if needed

8. All volunteers working where students may be present must be cleared. Remind your coordinators to submit a list of their volunteers to MCP Main Office Secretary to confirm their clearance
9. Keep the Executive Team Leader who oversees your position informed by copying her/him on emails you send to your team
10. Thank your coordinators when they complete an activity or job, and others as appropriate
11. Royal Pride Submissions: Submit thank yous or other information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month.
12. If a coordinator you oversee is unable to do his/her job or vacates the position, it becomes your responsibility to find a replacement or take on the job yourself
13. Assist your Executive Team Leader in filling coordinator positions for upcoming year
14. By May Parents Association meeting complete and submit Wrap-up Report

Book Lending Coordinator

OVERVIEW: Assist with gathering used books for our lending collection. Help by advertising to parents books that are needed, and collecting the books.

PURPOSE: Collect used books to provide a lending library for those families who struggle to pay for books.

JOB SPECIFIC TASKS

1. Contact Director of Enrollment to introduce yourself, establish connection for working together, obtain instruction, guidance and timeline, and determine assistance needed
2. Assist Director of Enrollment with gathering used books for our lending collection
3. Advertise to parents the books that are needed. Possible advertising venues: Royal Pride, Parents Association Meeting announcements
4. Keep book closet organized

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:
 - a. Shield the Vulnerable
 - b. Live Scan
2. Attend Back-to-School Team Meeting. This is only scheduled time your team will meet together during school year. Important information will be distributed, updates given, and questions answered. This provides a unique opportunity to meet and work with your team
3. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
4. Read PAL Folder contents distributed at Back-to-School Team Meeting
5. Read prior reports on the Job Reports Website
6. Attend Parents Association Leaders Party to meet and connect with other Parent Association Leaders and support your team and have fun together
7. Contact parents who volunteered for your team at the beginning of the year even if your job is later in the year to introduce yourself as coordinator and thank them for volunteering. Whether their help is needed or not, their offer is appreciated

During School Year

1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
2. Keep notes of what you do for your activity or job for your Wrap-Up Report
3. Occasionally attend Parents Association meetings to report on your job and encourage participation. If you are unable to attend occasional Parents Association meetings have your chair or class representative give an update for you
4. Recruit needed help by contacting parents on the Volunteer List who expressed interest in your team. You may recruit additional help by creating sign-up document to be emailed and posted online, and by asking your friends and other parents

5. All volunteers working where students may be present must be cleared. Submit a list of your volunteers to MCP Main Office Secretary to confirm their clearance. When Secretary replies to you, follow up by contacting any volunteers not cleared with email or phone call and let them know what they are missing for clearance
6. Keep the Executive Team Leader and Chair who oversee your position informed by copying them on emails you send to your team
7. Submit Royal Pride information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month. Possible information may include: help needed & contact info, sign up link, announcements, thank you notes
8. Thank your volunteers, donors, and others as appropriate. Thanks can be a handwritten note, email, phone call, Royal Pride submission or in person
9. By two weeks after final event of year or by May Parents Association meeting complete and submit Wrap-up Report

Carpool Coordinator

OVERVIEW: Assist Director of Enrollment as requested during year, and with New Family Orientation in spring. Coordinate carpool list.

PURPOSE: Help connect parents for carpooling to MCP.

JOB SPECIFIC TASKS

1. Contact Director of Enrollment to introduce yourself, establish connection for working together, obtain instruction, guidance and timeline, and determine assistance needed
2. Attend New Family Orientation in spring to explain carpool information and collect sign ups
3. Send email to new families explaining program and inviting them to participate
4. After gathering participants information create spreadsheet and share with participants
5. Send additional emails as needed

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:
 - a. Shield the Vulnerable
 - b. Live Scan
2. Attend Back-to-School Team Meeting. This is only scheduled time your team will meet together during school year. Important information will be distributed, updates given, and questions answered. This provides a unique opportunity to meet and work with your team
3. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
4. Read PAL Folder contents distributed at Back-to-School Team Meeting
5. Read prior reports on the Job Reports Website
6. Attend Parents Association Leaders Party to meet and connect with other Parent Association Leaders and support your team and have fun together
7. Contact parents who volunteered for your team at the beginning of the year even if your job is later in the year to introduce yourself as coordinator and thank them for volunteering. Whether their help is needed or not, their offer is appreciated

During School Year

1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
2. Keep notes of what you do for your activity or job for your Wrap-Up Report
3. If possible attend Parents Association meeting one month (or more) prior to your event to inform parents of planning and needs. Also, if possible, attend Parents Association meeting following your event to share about the success of your event. If you are unable to attend either of these meetings have your chair or class representative give an update for you
4. Recruit needed help by contacting parents on the Volunteer List who expressed interest in your team. You may recruit additional help by creating sign-up document to be emailed and

- posted online, and by asking your friends and other parents
5. All volunteers working where students may be present must be cleared. Submit a list of your volunteers to MCP Main Office Secretary to confirm their clearance. When Secretary replies to you, follow up by contacting any volunteers not cleared with email or phone call and let them know what they are missing for clearance
 6. Keep the Executive Team Leader and Chair who oversee your position informed by copying them on emails you send to your team
 7. Submit Royal Pride information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month. Possible information may include: help needed & contact info, sign up link, announcements, thank you notes
 8. Thank your volunteers, donors, and others as appropriate. Thanks can be a handwritten note, email, phone call, Royal Pride submission or in person
 9. By two weeks after event complete and submit your Wrap-up Report

Parent Discovery Nights Coordinator

OVERVIEW: Assist Director of Enrollment in publicizing Mission College Prep to prospective parents. Help host receptions, parent socials and informational meetings for prospective parents.

PURPOSE: Help Director of Enrollment to host parent receptions and spread the good word of Mission College Prep.

JOB SPECIFIC TASKS

1. Contact Director of Enrollment to introduce yourself, establish connection for working together, obtain instruction, guidance and timeline, and determine assistance needed
2. Work with Director of Enrollment to plan and host 3 Parent Discovery Night Receptions (one each at St. Rose, St. Patrick's, and MCP)
3. Work with Director of Enrollment to plan in home gatherings for prospective families

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:
 - a. Shield the Vulnerable
 - b. Live Scan
2. Attend Back-to-School Team Meeting. This is only scheduled time your team will meet together during school year. Important information will be distributed, updates given, and questions answered. This provides a unique opportunity to meet and work with your team
3. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
4. Read PAL Folder contents distributed at Back-to-School Team Meeting
5. Read prior reports on the Job Reports Website
6. Attend Parents Association Leaders Party to meet and connect with other Parent Association Leaders and support your team and have fun together
7. Contact parents who volunteered for your team at the beginning of the year even if your job is later in the year to introduce yourself as coordinator and thank them for volunteering. Whether their help is needed or not, their offer is appreciated

During School Year

1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
2. Keep notes of what you do for your activity or job for your Wrap-Up Report
3. If possible attend Parents Association meeting one month (or more) prior to your event to inform parents of planning and needs. Also, if possible, attend Parents Association meeting following your event to share about the success of your event. If you are unable to attend either of these meetings have your chair or class representative give an update for you
4. Recruit needed help by contacting parents on the Volunteer List who expressed interest in your team. You may recruit additional help by creating sign-up document to be emailed and

- posted online, and by asking your friends and other parents
5. All volunteers working where students may be present must be cleared. Submit a list of your volunteers to MCP Main Office Secretary to confirm their clearance. When Secretary replies to you, follow up by contacting any volunteers not cleared with email or phone call and let them know what they are missing for clearance
 6. Keep the Executive Team Leader and Chair who oversee your position informed by copying them on emails you send to your team
 7. Submit Royal Pride information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month. Possible information may include: help needed & contact info, sign up link, announcements, thank you notes
 8. Thank your volunteers, donors, and others as appropriate. Thanks can be a handwritten note, email, phone call, Royal Pride submission or in person
 9. By two weeks after final event of year complete and submit your Wrap-up Report

Student Discovery Night Coordinator

OVERVIEW: Help host introductory night for new students after registration in spring.

PURPOSE: Welcome new students. Introduce them to academic classes and school clubs

JOB SPECIFIC TASKS

1. Contact Director of Enrollment to introduce yourself, establish connection for working together, obtain instruction, guidance and timeline, and determine assistance needed
2. Help host introductory night and recruit volunteers as needed (help could include set-up and clean-up, refreshments, and welcome table)

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:
 - a. Shield the Vulnerable
 - b. Live Scan
2. Attend Back-to-School Team Meeting. This is only scheduled time your team will meet together during school year. Important information will be distributed, updates given, and questions answered. This provides a unique opportunity to meet and work with your team
3. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
4. Read PAL Folder contents distributed at Back-to-School Team Meeting
5. Read prior reports on the Job Reports Website
6. Attend Parents Association Leaders Party to meet and connect with other Parent Association Leaders and support your team and have fun together
7. Contact parents who volunteered for your team at the beginning of the year even if your job is later in the year to introduce yourself as coordinator and thank them for volunteering. Whether their help is needed or not, their offer is appreciated

During School Year

1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
2. Keep notes of what you do for your activity or job for your Wrap-Up Report
3. If possible attend Parents Association meeting one month (or more) prior to your event to inform parents of planning and needs. Also, if possible, attend Parents Association meeting following your event to share about the success of your event. If you are unable to attend either of these meetings have your chair or class representative give an update for you
4. Recruit needed help by contacting parents on the Volunteer List who expressed interest in your team. You may recruit additional help by creating sign-up document to be emailed and posted online, and by asking your friends and other parents
5. All volunteers working where students may be present must be cleared. Submit a list of your volunteers to MCP Main Office Secretary to confirm their clearance. When Secretary replies

to you, follow up by contacting any volunteers not cleared with email or phone call and let them know what they are missing for clearance

6. Keep the Executive Team Leader and Chair who oversee your position informed by copying them on emails you send to your team
7. Submit Royal Pride information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month. Possible information may include: help needed & contact info, sign up link, announcements, thank you notes
8. Thank your volunteers, donors, and others as appropriate. Thanks can be a handwritten note, email, phone call, Royal Pride submission or in person.
9. By two weeks after event complete and submit Wrap-up Report

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.

JOB SPECIFIC TASKS

1. Attend monthly Parents Association meetings. If you are unable to attend, find a substitute to represent you, and convey back to you information
2. At first Parents Association meeting with faculty/staff, sit with your faculty/staff contact to connect with them in person
3. At Parents Association meeting with Student Council sit with your class or ASB. Introduce yourself to student council members. Establish connections for working together
4. Ensure coordinators are completing the tasks listed on their job descriptions and monthly Parents Association agendas
5. Encourage and help your coordinators to find and use pertinent information in Directory, online and in PAL folder (Job Reports, Volunteer List, etc.). If needed, walk them thru how to access Job Reports Website
6. Provide link between staff and parent volunteers
7. Assist staff with requests

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:
 - a. Shield the Vulnerable
 - b. Live Scan
2. Attend Back-to-School Team Meeting. This is only scheduled time your team will meet together during school year. Important information will be distributed, updates given, and questions answered. This provides a unique opportunity to meet and work with your team
3. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
4. Read PAL Folder contents distributed at Back-to-School Team Meeting
5. Read prior reports on the Job Reports Website
6. Attend Parents Association Leaders Party to meet and connect with other Parent Association Leaders and support your team and have fun together
7. Contact PALs you oversee to introduce yourself as Team Chair, thank them for volunteering, and let them know you are available for questions, guidance and support

During School Year

1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
2. Keep notes of what you do for your activity or job for your Wrap-Up Report
3. Turn to your Executive Team Leader if you need help
4. Oversee Café Royale, Office, Senior Breakfast, Service Hour Records and Student ID Scanner Coordinators and assist as needed. Serve as resource, motivation and support for

- coordinators you oversee
5. You are the link between your coordinators and the Parents Association. Convey to your coordinators any relevant information from Parents Association meeting
 6. Invite coordinators you oversee to attend the Parents Association meeting one month prior to their event to inform parents of planning and needs, and after event to share about the event. If they are unable to attend either of these meetings, obtain information to represent them
 7. Assist your coordinators in recruiting help if needed
 8. All volunteers working where students may be present must be cleared. Remind your coordinators to submit a list of their volunteers to MCP Main Office Secretary to confirm their clearance
 9. Keep the Executive Team Leader who oversees your position informed by copying her/him on emails you send to your team
 10. Thank your coordinators when they complete an activity or job, and others as appropriate
 11. Royal Pride Submissions: Submit thank yous or other information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month.
 12. If a coordinator you oversee is unable to do his/her job or vacates the position, it becomes your responsibility to find a replacement or take on the job yourself
 13. Assist your Executive Team Leader in filling coordinator positions for upcoming year
 14. By May Parents Association meeting complete and submit your Wrap-up Report

Café Royale Coordinator:

OVERVIEW: Work with Café Royale chef in food preparation and serving for Christmas Morning celebration and other special events if requested.

PURPOSE: Provide assistance to Café Royale chef for special school events

JOB SPECIFIC TASKS

1. Contact Café Royale Chef to introduce yourself, establish connection for working together, obtain instruction, guidance and timeline, and determine assistance needed
2. Arrange Kitchen Training sessions at beginning of year for PALs with the Cafe Royale chef who might use the kitchen for their activity. Send email notice of training to President to send to PALs, collect RSVP's, compile list and email to Cafe Royale Chef, President and Advancement Associate.
3. Provide assistance as requested, recruiting parent help needed (ie: Christmas Morning breakfast)
4. Contact Coordinators of the following events to be sure they have or will take kitchen training with Cafe Royale Chef: Homecoming Reception, Hospitality, Christmas Classic Kitchen, Football Team Parent, Royal Day BBQ, Student Events, Back-to-School Dinner, Senior Breakfast and any other event coordinators who will be using the kitchen

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:
 - a. Shield the Vulnerable
 - b. Live Scan
2. Attend Back-to-School Team Meeting. This is only scheduled time your team will meet together during school year. Important information will be distributed, updates given, and questions answered. This provides a unique opportunity to meet and work with your team
3. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
4. Read PAL Folder contents distributed at Back-to-School Team Meeting
5. Read prior reports on the Job Reports Website
6. Attend Parents Association Leaders Party to meet and connect with other Parent Association Leaders and support your team and have fun together

7. Contact parents who volunteered for your team at the beginning of the year even if your job is later in the year to introduce yourself as coordinator and thank them for volunteering. Whether their help is needed or not, their offer is appreciated

During School Year

1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
2. Keep notes of what you do for your activity or job for your Wrap-Up Report Occasionally attend Parents Association meetings to report on your job and encourage participation. If you are unable to attend occasional Parents Association meetings have your chair or class representative give an update for you
3. Recruit needed help by contacting parents on the Volunteer List who expressed interest in your team. You may recruit additional help by creating sign-up document to be emailed and posted online, and by asking your friends and other parents
4. All volunteers working where students may be present must be cleared. Submit a list of your volunteers to MCP Main Office Secretary to confirm their clearance. When Secretary replies to you, follow up by contacting any volunteers not cleared with email or phone call and let them know what they are missing for clearance
5. Keep the Executive Team Leader and Chair who oversee your position informed by copying them on emails you send to your team
6. Submit Royal Pride information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month. Possible information may include: help needed & contact info, sign up link, announcements, thank you notes
7. Thank your volunteers, donors, and others as appropriate. Thanks can be a handwritten note, email, phone call, Royal Pride submission or in person
8. By two weeks after final event of year complete and submit Wrap-up Report

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.

JOB SPECIFIC TASKS

1. Contact Main Office Secretary, Administrative Assistant, and Business Office Manager to introduce yourself, establish connection for working together, obtain instruction, guidance and timeline, and determine assistance needed
2. Check with Business Office Manager to see if she has a parent to help record parent service hours. If not recruit a parent to help
3. Contact office staff to determine parent help needed for Picture Day and for fingerprinting at August Back-to-School night and May New Family Orientation. Arrange for help

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements: a. Shield the Vulnerable b. Live Scan
2. Attend Back-to-School Team Meeting. This is only scheduled time your team will meet together during school year. Important information will be distributed, updates given, and questions answered. This provides a unique opportunity to meet and work with your team
3. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
4. Read PAL Folder contents distributed at Back-to-School Team Meeting
5. Read prior reports on the Job Reports Website
6. Attend Parents Association Leaders Party to meet and connect with other Parent Association Leaders and support your team and have fun together

7. Contact parents who volunteered for your team at the beginning of the year even if your job is later in the year to introduce yourself as coordinator and thank them for volunteering. Whether their help is needed or not, their offer is appreciated

During School Year

1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
2. Keep notes of what you do for your activity or job for your Wrap-Up Report
3. Occasionally attend Parents Association meetings to report on your job and encourage participation. If you are unable to attend occasional Parents Association meetings have your chair or class representative give an update for you
4. Recruit needed help by contacting parents on the Volunteer List who expressed interest in your team. You may recruit additional help by creating sign-up document to be emailed and posted online, and by asking your friends and other parents
5. All volunteers working where students may be present must be cleared. Submit a list of your volunteers to MCP Main Office Secretary to confirm their clearance. When Secretary replies to you, follow up by contacting any volunteers not cleared with email or phone call and let them know what they are missing for clearance
6. Keep the Executive Team Leader and Chair who oversee your position informed by copying them on emails you send to your team
7. Submit Royal Pride information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month. Possible information may include: help needed & contact info, sign up link, announcements, thank you notes
8. Thank your volunteers, donors, and others as appropriate. Thanks can be a handwritten note, email, phone call, Royal Pride submission or in person
9. By two weeks after final event of year complete and submit your Wrap-up Report

Senior Breakfast Coordinator

OVERVIEW: MCP and Parents Association host 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.

JOB SPECIFIC TASKS

1. Contact the Café Royale chef to introduce yourself, establish connection for working together. She will provide hot food for the Senior Breakfast.
2. Coordinate and obtain direction from the Café Royale Chef for parents to provide cold food and beverages
3. Senior breakfast is held in the Café Royale
4. Create and send invitation to seniors and staff
5. Check in with Registrar
 - a. Send an electronic copy of the invitation
 - b. Ask her to send it to the faculty and staff so they will receive both a paper and an electronic invitation
 - c. Ask her to collect Faculty/Staff RSVPs
 - d. Ask her to send a reminder the day RSVPs are due
 - e. Email you and Advancement Associate with number of faculty/staff attending
6. Make table decorations
7. Check PAL pantry for paper products and plastic utensils, and please use them. If there are not enough available, arrange to add them to the list of items to be donated
8. Contact Facilities Manager Joe Grimes to let him know time of breakfast, and coordinate time you will be setting up and decorating. Also let him know how you want tables set up,

including serving tables

9. Oversee setup, serving, and cleanup

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:
 - a. Shield the Vulnerable
 - b. Live Scan
2. Attend Back-to-School Team Meeting. Only scheduled time your team will meet together during school year. Important information will be distributed, updates given, and questions answered. This provides a unique opportunity to meet and work with your team
3. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
4. Read PAL Folder contents distributed at Back-to-School Team Meeting
5. Read prior reports on the Job Reports Website
6. Attend Parents Association Leaders Party to meet and connect with other Parent Association Leaders and support your team and have fun together
7. Contact parents who volunteered for your team at the beginning of the year even if your job is later in the year to introduce yourself as coordinator and thank them for volunteering. Whether their help is needed or not, their offer is appreciated

During School Year

1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
2. Keep notes of what you do for your activity or job for your Wrap-Up Report
3. If possible attend Parents Association meeting one month prior to the Senior Breakfast to inform parents of planning and needs. Also, if possible, attend Parents Association meeting following your event to share about the success of your event. If you are unable to attend either of these meetings have your class representative give an update for you
4. Recruit needed help by contacting parents on the Volunteer List. You may recruit additional help by creating sign-up document to be emailed and posted online, and by asking your friends and other parents
5. All volunteers working where students may be present must be cleared. Submit a list of your volunteers to MCP Main Office Secretary to confirm their clearance. When Secretary replies to you, follow up by contacting any volunteers not cleared with email or phone call and let them know what they are missing for clearance
6. Keep the Class Secretary and Class Chair (who oversee your position) informed by copying them on emails you send to your team
7. Submit Royal Pride information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month. Possible Information may include: help needed & contact info, sign up link, announcements, thank you notes
8. Thank your volunteers, donors, and others as appropriate. Thanks can be a handwritten note, email, phone call, Royal Pride submission or in person
9. By two weeks after Senior Breakfast complete and submit Wrap-up Report

Service Hour Records Coordinator

OVERVIEW: Assist Business Manager with recording parent service hours.

PURPOSE: Allow Business Manager to focus on other responsibilities.

JOB SPECIFIC TASKS

1. Contact Business Manager to introduce yourself, establish connection for working together, obtain instruction, guidance and timeline, and determine assistance needed
2. Monthly obtain service hour forms from Business Manager and record parent service hours
3. Keep a list of questionable hours to give to Business Manager for final approval
4. Return logged parent service hours to Business Manager by date specified by Business

Manager

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:
 - a. Shield the Vulnerable
 - b. Live Scan
2. Attend Back-to-School Team Meeting. This is only scheduled time your team will meet together during school year. Important information will be distributed, updates given, and questions answered. This provides a unique opportunity to meet and work with your team
3. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
4. Read PAL Folder contents distributed at Back-to-School Team Meeting
5. Read prior reports on the Job Reports Website
6. Attend Parents Association Leaders Party to meet and connect with other Parent Association Leaders and support your team and have fun together
7. Contact parents who volunteered for your team at the beginning of the year even if your job is later in the year to introduce yourself as coordinator and thank them for volunteering. Whether their help is needed or not, their offer is appreciated

During School Year

1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
2. Keep notes of what you do for your activity or job for your Wrap-Up Report
3. Occasionally attend Parents Association meetings to report on your job and encourage participation. If you are unable to attend occasional Parents Association meetings have your chair or class representative give an update for you
4. Recruit needed help by contacting parents on the Volunteer List who expressed interest in your team. You may recruit additional help by creating sign-up document to be emailed and posted online, and by asking your friends and other parents
5. All volunteers working where students may be present must be cleared. Submit a list of your volunteers to MCP Main Office Secretary to confirm their clearance. When Secretary replies to you, follow up by contacting any volunteers not cleared with email or phone call and let them know what they are missing for clearance
6. Keep the Executive Team Leader and Chair who oversee your position informed by copying them on emails you send to your team
7. Submit Royal Pride information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month. Possible information may include: help needed & contact info, sign up link, announcements, thank you notes
8. Thank your volunteers, donors, and others as appropriate. Thanks can be a handwritten note, email, phone call, Royal Pride submission or in person.
9. By May Parents Association meeting complete and submit Wrap-up Report

Student ID Scanner Coordinator

Per Sport for: Football, Girls Volleyball, Basketball, Soccer, Boys Volleyball, Baseball

OVERVIEW: Scan Student ID's at home athletic games

PURPOSE: Allows students with ID's to have free admission at home athletic games

JOB SPECIFIC TASKS

1. Contact Assistant Principal of Student Activities to introduce yourself, establish connection for working together, obtain instruction, guidance and timeline, and determine assistance needed
2. Learn how to use Student ID Scanner from Assistant Principal of Student Activities
3. Volunteer yourself, or recruit 1 parent per home game to pick up scanner from Trophy Lobby, sit at Admissions table to scan student IDs and then return scanner to Trophy Lobby. Can recruit parent volunteers via sign-up document or by working with Team Parent to find

volunteer

4. Teach parent volunteers how to use Student ID Scanner

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:
 - a. Shield the Vulnerable
 - b. Live Scan
2. Attend Back-to-School Team Meeting. This is only scheduled time your team will meet together during school year. Important information will be distributed, updates given, and questions answered. This provides a unique opportunity to meet and work with your team
3. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
4. Read PAL Folder contents distributed at Back-to-School Team Meeting
5. Read prior reports on the Job Reports Website
6. Attend Parents Association Leaders Party to meet and connect with other Parent Association Leaders and support your team and have fun together
7. Contact parents who volunteered for your team at the beginning of the year even if your job is later in the year to introduce yourself as coordinator and thank them for volunteering. Whether their help is needed or not, their offer is appreciated

During School Year

1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
2. Keep notes of what you do for your activity or job for your Wrap-Up Report
3. Occasionally attend Parents Association meetings to report on your job and encourage participation. If you are unable to attend occasional Parents Association meetings have your chair or class representative give an update for you
4. Recruit needed help by contacting parents on the Volunteer List who expressed interest in your team. You may recruit additional help by creating sign-up document to be emailed and posted online, and by asking your friends and other parents
5. All volunteers working where students may be present must be cleared. Submit a list of your volunteers to MCP Main Office Secretary to confirm their clearance. When Secretary replies to you, follow up by contacting any volunteers not cleared with email or phone call and let them know what they are missing for clearance
6. Keep the Executive Team Leader and Chair who oversee your position informed by copying them on emails you send to your team
7. Submit Royal Pride information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month. Possible information may include: help needed & contact info, sign up link, announcements, thank you notes
8. Thank your volunteers, donors, and others as appropriate. Thanks can be a handwritten note, email, phone call, Royal Pride submission or in person
9. By two weeks after final event of year complete and submit your Wrap-up Report

STUDENT ACTIVITIES TEAM CHAIR

OVERVIEW: Act as liaison for students in requesting parental help. Oversee Parent Association 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.

JOB SPECIFIC TASKS

1. Contact Director of Student Activities to introduce yourself, establish connection for working together, obtain instruction and guidance, and determine assistance needed
2. Attend monthly Parents Association meetings. If you are unable to attend, find a substitute to represent you, and convey back to you information

3. At first Parents Association meeting with faculty/staff, sit with your faculty/staff contact to connect with them in person
4. At Parents Association meeting with Student Council sit with your class or ASB. Introduce yourself to student council members. Establish connections for working together
5. Ensure coordinators are completing the tasks listed on their job descriptions and monthly Parents Association agendas
6. Encourage and help your coordinators to find and use pertinent information in Directory, online and in PAL folder (Job Reports, Volunteer List, etc.). If needed, walk them thru how to access Job Reports Website
7. HALLOWEEN: Create an online sign up list for Halloween candy for student trick-or-treating on campus. (6 slots for 20 regular size candy bars, and 6 slots for 5 bags of individually-wrapped candy.) Send link in email to Advancement Associate to email parents
8. Arrange for parental help for student activities and projects when requested

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:
 - a. Shield the Vulnerable
 - b. Live Scan
2. Attend Back-to-School Team Meeting. This is only scheduled time your team will meet together during school year. Important information will be distributed, updates given, and questions answered. This provides a unique opportunity to meet and work with your team
3. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
4. Read PAL Folder contents distributed at Back-to-School Team Meeting
5. Read prior reports on the Job Reports Website
6. Attend Parents Association Leaders Party to meet and connect with other Parent Association Leaders and support your team and have fun together
7. Contact PALs you oversee to introduce yourself as Team Chair, thank them for volunteering, and let them know you are available for questions, guidance and support

During School Year

1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
2. Keep notes of what you do for your activity or job for your Wrap-Up Report
3. Turn to your Executive Team Leader if you need help
4. Oversee Homecoming, Homecoming Dance, Mock Trial, Royal Day BBQ, Student Events Coordinators and assist as needed. Serve as resource, motivation and support for coordinators you oversee
5. You are the link between your coordinators and the Parents Association. Convey to your coordinators any relevant information from Parents Association meeting
6. Invite coordinators you oversee to attend the Parents Association meeting one month prior to their event to inform parents of planning and needs, and after event to share about the event. If they are unable to attend either of these meetings, obtain information to represent them
7. Assist your coordinators in recruiting help if needed
8. All volunteers working where students may be present must be cleared. Remind your coordinators to submit a list of their volunteers to MCP Main Office Secretary to confirm their clearance
9. Keep the Executive Team Leader who oversees your position informed by copying her/him on emails you send to your team
10. Thank your coordinators when they complete an activity or job, and others as appropriate
11. Royal Pride Submissions: Submit thank yous or other information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month.

12. If a coordinator you oversee is unable to do his/her job or vacates the position, it becomes your responsibility to find a replacement or take on the job yourself
13. Assist your Executive Team Leader in filling coordinator positions for upcoming year
14. By May Parents Association meeting complete and submit your Wrap-up Rep

Homecoming Coordinator

OVERVIEW: Assist ASB students in carrying out Homecoming Week and Homecoming Halftime Activities. Meet with MCP students in the fall during leadership class.

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

JOB SPECIFIC TASKS

1. Contact Assistant Principal of Student Activities at beginning of school year to introduce yourself, establish connection for working together, obtain instruction, guidance and timeline, and determine assistance needed
2. During beginning of school year meet with Assistant Principal of Student Activities and determine the following
 - a. Which class period ASB meets
 - b. Arrange for date to first meeting with Student Homecoming Committee. First meeting should be at least 1 month before Homecoming
 - c. Determine dollar amount in MCP budget allowed for Homecoming
 - d. Approve and coordinate all expenses with Assistant Principal of Student Activities
3. Stay in contact with Student Homecoming Committee Representatives to keep information flowing regarding progress
4. Assist Student Homecoming Committee and Assistant Principal of Student Activities with Homecoming Activities and Halftime Ceremony

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:
 - a. Shield the Vulnerable
 - b. Live Scan
2. Attend Back-to-School Team Meeting. This is only scheduled time your team will meet together during school year. Important information will be distributed, updates given, and questions answered. This provides a unique opportunity to meet and work with your team
3. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
4. Read PAL Folder contents distributed at Back-to-School Team Meeting
5. Read prior reports on the Job Reports Website
6. Attend Parents Association Leaders Party to meet and connect with other Parent Association Leaders and support your team and have fun together
7. Contact parents who volunteered for your team at the beginning of the year even if your job is later in the year to introduce yourself as coordinator and thank them for volunteering. Whether their help is needed or not, their offer is appreciated

During School Year

1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
2. Keep notes of what you do for your activity or job for your Wrap-Up Report
3. If possible attend Parents Association meeting one month (or more) prior to your event to inform parents of planning and needs. Also, if possible, attend Parents Association meeting following your event to share about the success of your event. If you are unable to attend either of these meetings have your chair or class representative give an update for you
4. Recruit needed help by contacting parents on the Volunteer List who expressed interest in your team. You may recruit additional help by creating sign-up document to be emailed and

- posted online, and by asking your friends and other parents
5. All volunteers working where students may be present must be cleared. Submit a list of your volunteers to MCP Main Office Secretary to confirm their clearance. When Secretary replies to you, follow up by contacting any volunteers not cleared with email or phone call and let them know what they are missing for clearance
 6. Keep the Executive Team Leader and Chair who oversee your position informed by copying them on emails you send to your team
 7. Submit Royal Pride information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month. Possible information may include: help needed & contact info, sign up link, announcements, thank you notes
 8. Thank your volunteers, donors, and others as appropriate. Thanks can be a handwritten note, email, phone call, Royal Pride submission or in person
 9. By two weeks after event complete and submit your Wrap-up Report

Homecoming Dance Coordinator

OVERVIEW: Serve as primary parent contact for Homecoming dance held at MCP. 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 Homecoming Dance.

JOB SPECIFIC TASKS

1. Contact Assistant Principal of Student Activities to introduce yourself, establish connection for working together, obtain instruction, guidance and timeline, and determine assistance needed
2. Contact ASB President to identify yourself as parent contact person for Homecoming Dance
3. Initiate meeting early with students planning dance to determine help they would like. You may need to help them identify their needs
4. Provide requested assistance. Students are in charge of planning dance. Parents help provide assistance requested by students and approved by Assistant Principal of Student Activities. Requested help usually includes chaperones, light refreshments, and sometimes decorations.
5. Check (or meet) 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. Students keep extensive dance records and have access to information from prior years. Ask them if you need additional information
7. Homecoming dance expenditures must go through the ASB treasurer. Students submit budgets in the spring for their dances and activities for the following year. The approved student budgets are funded by MCP and students are required to stay within their budgets
8. Recruit chaperones
9. Organize student-selected refreshments. For beverages such as water and flavored drinks (eg. Gatorade), use large insulated drink containers (obtain from Assistant Principal of Student Activities) rather than individual drink containers. No sodas please.
10. Assist with decorating if help is wanted
11. Check to see that clean-up is organized, and that parents know their students are cleaning up

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:

- a. Shield the Vulnerable b. Live Scan
- 2. Attend Back-to-School Team Meeting. This is only scheduled time your team will meet together during school year. Important information will be distributed, updates given, and questions answered. This provides a unique opportunity to meet and work with your team
- 3. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
- 4. Read PAL Folder contents distributed at Back-to-School Team Meeting
- 5. Read prior reports on the Job Reports Website
- 6. Attend Parents Association Leaders Party to meet and connect with other Parent Association Leaders and support your team and have fun together
- 7. Contact parents who volunteered for your team at the beginning of the year even if your job is later in the year to introduce yourself as coordinator and thank them for volunteering. Whether their help is needed or not, their offer is appreciated

During School Year

- 1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
- 2. Keep notes of what you do for your activity or job for your Wrap-Up Report
- 3. If possible attend Parents Association meeting one month prior to your event to inform parents of planning and needs. Also, if possible, attend Parents Association meeting following your event to share about the success of your event. If you are unable to attend either of these meetings have your class representative give update for you
- 4. Recruit needed help by contacting parents on the Volunteer List. You may recruit additional help by creating sign-up document to be emailed and posted online, and by asking your friends and other parents
- 5. All volunteers working where students may be present must be cleared. Submit a list of your volunteers to MCP Main Office Secretary to confirm their clearance. When Secretary replies to you, follow up by contacting any volunteers not cleared with email or phone call and let them know what they are missing for clearance
- 6. Keep the Executive Team Leader and Chair who oversee your position informed by copying them on emails you send to your team
- 7. Submit Royal Pride information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month. Possible Information may include: help needed & contact info, sign up link, announcements, thank you notes
- 8. Thank your volunteers, donors, and others as appropriate. Thanks can be a handwritten note, email, phone call, Royal Pride submission or in person
- 9. By two weeks after event complete and submit Wrap-up Report

Mock Trial Coordinator

OVERVIEW: Support Mock Trial Club or Class.

PURPOSE: Provide support to the Mock Trial Club or Class.

JOB SPECIFIC TASKS

- 1. Contact Mock Trial instructor/advisor to introduce yourself, establish connection for working together, obtain instruction, guidance and timeline, and determine assistance needed
- 2. Provide requested assistance.
- 3. Mock Trial activity runs Sept-Feb or March. Competition is held in February. (Up until competition the help needed will probably be providing refreshments)

GENERAL TASKS

Beginning of School Year

- 1. Complete volunteer clearance requirements:
 - a. Shield the Vulnerable b. Live Scan
- 2. Attend Back-to-School Team Meeting. This is only scheduled time your team will meet

together during school year. Important information will be distributed, updates given, and questions answered. This provides a unique opportunity to meet and work with your team

3. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
4. Read PAL Folder contents distributed at Back-to-School Team Meeting
5. Read prior reports on the Job Reports Website
6. Attend Parents Association Leaders Party to meet and connect with other Parent Association Leaders and support your team and have fun together
7. Contact parents who volunteered for your team at the beginning of the year even if your job is later in the year to introduce yourself as coordinator and thank them for volunteering. Whether their help is needed or not, their offer is appreciated

During School Year

1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
2. Keep notes of what you do for your activity or job for your Wrap-Up Report
3. If possible attend Parents Association meeting one month prior to your event to inform parents of planning and needs. Also, if possible, attend Parents Association meeting following your event to share about the success of your event. If you are unable to attend either of these meetings have your chair give an update for you
4. Recruit needed help by contacting parents on the Volunteer List. You may recruit additional help by creating sign-up document to be emailed and posted online, and by asking your friends and other parents
5. All volunteers working where students may be present must be cleared. Submit a list of your volunteers to MCP Main Office Secretary to confirm their clearance. When Secretary replies to you, follow up by contacting any volunteers not cleared with email or phone call and let them know what they are missing for clearance
6. Keep the Executive Team Leader and Chair who oversee your position informed by copying them on emails you send to your team
7. Submit Royal Pride information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month. Possible Information may include: help needed & contact info, sign up link, announcements, thank you notes
8. Thank your volunteers, donors, and others as appropriate. Thanks can be a handwritten note, email, phone call, Royal Pride submission or in person
9. By two weeks after event complete and submit Wrap-up Report

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.

JOB SPECIFIC TASKS

1. Contact Assistant Principal of Student Activities to introduce yourself, establish connection for working together, obtain instruction, guidance and timeline, and determine assistance needed including
 - a. Determine date and needs of the Royal Day BBQ
 - b. Determine dollar amount in school budget allowed for Royal Day BBQ
 - c. Approve and coordinate expenses with Assistant Principal of Student Activities
2. Prior to using the MCP kitchen notify MCP's chef that you will be using the kitchen
3. Attend a scheduled kitchen training session or arrange for a private session from MCP's Chef. It is recommended that all volunteers helping with Royal Day BBQ also attend the kitchen training
4. Organize and purchase food and supplies

5. Recruit help and organize as needed for the Royal Day BBQ

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:
 - a. Shield the Vulnerable
 - b. Live Scan
2. Attend Back-to-School Team Meeting. This is only scheduled time your team will meet together during school year. Important information will be distributed, updates given, and questions answered. This provides a unique opportunity to meet and work with your team
3. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
4. Read PAL Folder contents distributed at Back-to-School Team Meeting
5. Read prior reports on the Job Reports Website
6. Attend Parents Association Leaders Party to meet and connect with other Parent Association Leaders and support your team and have fun together
7. Contact parents who volunteered for your team at the beginning of the year even if your job is later in the year to introduce yourself as coordinator and thank them for volunteering. Whether their help is needed or not, their offer is appreciated

During School Year

1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
2. Keep notes of what you do for your activity or job for your Wrap-Up Report
3. If possible attend Parents Association meeting one month (or more) prior to your event to inform parents of planning and needs. Also, if possible, attend Parents Association meeting following your event to share about the success of your event. If you are unable to attend either of these meetings have your chair or class representative give an update for you
4. Recruit needed help by contacting parents on the Volunteer List who expressed interest in your team. You may recruit additional help by creating sign-up document to be emailed and posted online, and by asking your friends and other parents
5. All volunteers working where students may be present must be cleared. Submit a list of your volunteers to MCP Main Office Secretary to confirm their clearance. When Secretary replies to you, follow up by contacting any volunteers not cleared with email or phone call and let them know what they are missing for clearance
6. Keep the Executive Team Leader and Chair who oversee your position informed by copying them on emails you send to your team
7. Submit Royal Pride information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month. Possible information may include: help needed & contact info, sign up link, announcements, thank you notes
8. Thank your volunteers, donors, and others as appropriate. Thanks can be a handwritten note, email, phone call, Royal Pride submission or in person
9. By two weeks after event complete and submit your Wrap-up Report

Student Events Coordinator

OVERVIEW: Provide assistance to students and Director of Student Activities for the possible following student run activities: Coffee Night, Lock-in, Movie Night, Talent Show & Battle of the Bands.

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

JOB SPECIFIC TASKS

1. Contact Director of Student Activities to introduce yourself, establish connection for working together, obtain activity dates and timeline, instruction, guidance, and determine where assistance is needed
2. Prior to using the MCP kitchen, you must notify MCP's chef that you will be using the kitchen,

and attend a scheduled kitchen training session or arrange for a private session from MCP's Chef. It is recommended that all volunteers helping you also attend the kitchen training

3. Coffee Night: Arrange for parents to provide and serve coffee and refreshments
4. Lock-in: Arrange for chaperones and refreshments. 6 chaperones for each 4½ hour shift: 10pm-2:30am, and 2:30am -7am. Refreshments would include snacks and breakfast
5. Movie Night: Provide hot chocolate and refreshments for students and other help if requested
6. Talent Show: Arrange for a parent to monitor admission gate
7. Battle of the Bands: Arrange for 2 parents to monitor admission gate. One parent should know how to do the ID scanner

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:
 - a. Shield the Vulnerable
 - b. Live Scan
2. Attend Back-to-School Team Meeting. Only scheduled time your team will meet together during school year. Important information will be distributed, updates given, and questions answered. This provides a unique opportunity to meet and work with your team
3. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
4. Read PAL Folder contents distributed at Back-to-School Team Meeting
5. Read prior reports on the Job Reports Website
6. Attend Parents Association Leaders Party to meet and connect with other Parent Association Leaders and support your team and have fun together
7. Contact parents who volunteered for your team at the beginning of the year even if your job is later in the year to introduce yourself as coordinator and thank them for volunteering. Whether their help is needed or not, their offer is appreciated

During School Year

1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
2. Keep notes of what you do for your activity or job for your Wrap-Up Report
3. If possible attend Parents Association meeting one month prior to a Student Event on the calendar to inform parents of planning and needs. Also, if possible, attend Parents Association meeting following your event to share about the success of your event. If you are unable to attend either of these meetings have your chair or class representative give an update for you
4. Recruit needed help by contacting parents on the Volunteer List. You may recruit additional help by creating sign-up document to be emailed and posted online, and by asking your friends and other parents
5. All volunteers working where students may be present must be cleared. Submit a list of your volunteers to MCP Main Office Secretary to confirm their clearance. When Secretary replies to you, follow up by contacting any volunteers not cleared with email or phone call and let them know what they are missing for clearance
6. Keep the Executive Team Leader and Chair who oversee your position informed by copying them on emails you send to your team
7. Submit Royal Pride information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month. Possible Information may include: help needed & contact info, sign up link, announcements, thank you notes
8. Thank your volunteers, donors, and others as appropriate. Thanks can be a handwritten note, email, phone call, Royal Pride submission or in person
9. By May Parents Association meeting complete and submit Wrap-up Report

CLASS TEAMS

CLASS 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.

JOB SPECIFIC TASKS

1. Attend monthly Executive Team meetings. If you are unable to attend, find a substitute to represent you, and convey back to you information
2. Complete monthly tasks on Executive Team Agenda
3. Attend monthly Parents Association meetings. If you are unable to attend, find a substitute to represent you, and convey back to you information
4. Perform chosen Parents Association Meeting job (Or arrange for someone on your team to carry out if you will be absent)
5. Remind Family Activity Coordinator to schedule Family Activity in August or September
6. At first Parents Association meeting with faculty/staff, sit with your class
7. For months when PA meets with Student Council, personally invite your class officers to meeting (phone, text or email). Generally September and January
8. At Parents Association meeting with Student Council sit with your class. Introduce yourself to student council members. Establish connections for working together
9. Ensure coordinators are completing the tasks listed on their job descriptions and monthly Parents Association agendas
10. Encourage and help your coordinators to find and use pertinent information in Directory, online and in PAL folder (Job Reports, Volunteer List, etc.). If needed, walk them thru how to access Job Reports Website
11. Regarding emails sent to entire class: Get class email list from secretary when completed. Serve as back-up to secretary to send class emails when secretary is unable. See Class Secretary job description for details
12. Regarding Staff Appreciation: Class Parent Liaisons and Class Chairs are responsible to follow-up with Class Staff Appreciation Coordinators to be sure the staff luncheon on the pre-set date and the birthday celebrations are planned and occur. (VP Class will send initial email to Staff Appreciation Coordinators before their classes turn to host with guidelines, ideas, months they host, and list of staff birthdays for months they are hosting. Will also copy Class Chair and Class Parent Liaison)
13. **Freshman Class Chair in May:** Connect incoming Paint the "M" Coordinator and Freshman Retreat Coordinator with current Paint the "M" Coordinator and Freshman Retreat Coordinator to serve as consultants.
14. **Senior Class Chair in May:** Contact Sr. Dance Coordinator with date of first Dance and explain how to access online reports

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:
 - a. Shield the Vulnerable
 - b. Live Scan
2. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
3. Read PAL Folder contents
4. Review your position binder contents and your section on flash drive
5. Read prior reports on the Job Reports Website

6. Check with your team PALs on their Volunteer Clearance. For any PALs not cleared encourage and support them in getting their clearance
7. Help plan, attend, and assist with the PAL party. Refer to PAL Party Job Spreadsheet and Executive Team Flash Drive for information. Contact Team Members to encourage them to attend to meet and connect with other Parent Association Leaders, support their team and have fun together
8. Help plan, attend, and assist with your Team Meeting. Lead portion of meeting with which you are comfortable. See Team Meeting Job Spreadsheet and Executive Team Flash Drive for information
9. Send email invitation to your team for Team Meeting, personalizing email template sent from Advancement Associate. Encourage your team to attend to review job responsibilities, expectations and calendar, and to promote bonding as a team
10. Contact faculty/staff affiliated with your team once each semester. Introduce yourself, remind them who their PAL contacts are, including contact information, and that you are all happy to assist
11. Contact your team PALs to introduce yourself as Executive Team Leader, thank them for volunteering, and let them know you are available for questions, guidance and support
12. At Family Activity, Class Representatives (Chair, Secretary, Parent Liaison and Student Liaison) are responsible for set-up and clean-up. Connect and coordinate with Family Activity Coordinator. Divide up and assign tasks and recruit help before event. Enlist help of Class Officers and other students

During School Year

1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
2. Keep notes of what you do for your activity or job for your Wrap-Up Report
3. In October, on Parents Association Job Reports Website check each page of your team members to ensure current updates have been made in the Honorarium section and at top of page (Year, Coordinator, Email, Phone). Update if needed
4. Oversee Class-Level Representatives: Secretary, Parent Liaison, and Student Liaison. Serve as resource, motivation and support
5. If needed assist your Team Coordinators
6. All volunteers working where students may be present must be cleared. Be sure you Chairs remind their coordinators to submit a list of their volunteers to MCP Main Office Secretary to confirm their clearance
7. Copy President and Advancement Associate on emails you send to your team
8. Thank your team members when they complete an activity or job and remind them to submit their report. Thank others as appropriate
9. Royal Pride Submissions: Submit thank yous or other information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month
10. If one of your class representative positions is vacated during the year, find a replacement

SECOND SEMESTER TASKS

1. Fill open positions on your Team for upcoming year. Request assistance from your Team PALs as needed
2. If you will not be continuing in your position next year, contact your replacement to help fill and confirm team positions
3. Help plan, attend, and assist with Parents Association portion of New Family Preview
4. Help plan, attend, and assist with New PAL Orientations. See New PAL Orientation Job Spreadsheet and Executive Team Flash Drive for information

5. At the beginning of May send an email to your team. Thank them for volunteering. Ask them to complete their reports and turn in by May Parents Association Meeting. Attach a report form to the email
6. By May Parents Association meeting complete and submit your Wrap-up Report
7. Check PA calendar. Notify Coordinators and overseeing Chairs on your team who have August and September activities. Make sure they know how to access online reports. Mentor as needed

CLASS SECRETARY

OVERVIEW: Serve as one of the four Class Representatives to Parents Association Council. Send email to all class parents when requested.

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. Communicate with class parents regarding Parents Assn.

JOB SPECIFIC TASKS

1. In early August obtain class email list from Advancement Associate. Input into your computer for sending class emails. Share list with Class Chair and keep Class Chair and Advancement Associate informed of changes throughout the year
2. Review Communication Policies to be sure you follow the policies. (Under General Policies in first part of Guidebook.)
3. Attend monthly Parents Association meetings. If you are unable to attend, find a substitute to represent you, and convey back to you information
4. Keep record of the proceedings of the class meetings, if held
5. Send email authorized by Advancement Associate or President to all class parents when requested. Copy Advancement Associate and Parents Association President on all emails you send to your class.
 - a. Emails should be sent as blind copy, with email addresses being listed in the BCC box. You may list Advancement Associate's email address in the TO box
 - b. E-mails sent at coordinators request and approved by Advancement Associate should contain the coordinators email address in the body of the e-mail for questions or responses. If you receive a response, immediately forward the email to the coordinator
 - c. If possible, any e-mails with attachments should have a copy of the attachment in the body of the e-mail in case attachment cannot be opened
6. Submit class-related Parents Association information for Royal Pride to Parents Assn Secretary. Include summary of activities and thank-you notes for completed activities. For upcoming activities submit coordinator, contact info and help needed
7. At first Parents Association meeting with faculty/staff, sit with your faculty/staff contact to connect with them in person
8. At first Parents Association meeting with Student Council sit with your class or ASB. Introduce yourself to student council members. Establish connections for working together. Offer to communicate information and deadlines to your class parents when needed for events with which Parents Association is assisting (eg: dances, homecoming floats)
9. At Family Activity, Class Representatives (Chair, Secretary, Parent Liaison and Student Liaison) are responsible for set-up and clean-up. Connect and coordinate with Family Activity Coordinator. Divide up and assign tasks and recruit help before event. Enlist help of Class Officers and other students
10. The Advancement Associate will inform the Class Secretary when families enter or leave MCP during the school year. Call the new parents, introduce yourself, welcome them to the school, explain our Parents Association class level system of communication (emails from

you). For families who leave the school, remove them from your email list, when notified by Advancement Associate

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:
 - a. Shield the Vulnerable
 - b. Live Scan
2. Attend Back-to-School Team Meeting. This is only scheduled time your team will meet together during school year. Important information will be distributed, updates given, and questions answered. This provides a unique opportunity to meet and work with your team
3. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
4. Read PAL Folder contents distributed at Back-to-School Team Meeting
5. Read prior reports on the Job Reports Website
6. Attend Parents Association Leaders Party to meet and connect with other Parent Association Leaders and support your team and have fun together

During School Year

1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
2. Keep notes of what you do for your activity or job for your Wrap-Up Report
3. Turn to your Class Chair if you need help
4. Assist your Class Chair in filling coordinator positions for upcoming year
5. By May Parents Association meeting complete and submit your Wrap-up Report

CLASS PARENT LIAISON

OVERVIEW: Serve as one of the four Class Representatives to the Parents Association. Serve as On-Call Help Leader for one quarter to coordinate on-call assistance if requested.

PURPOSE: Represent class parents at Parents Association Meetings. 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.

JOB SPECIFIC TASKS

1. Attend monthly Parents Association meetings. If you are unable to attend, find a substitute to represent you, and convey back to you information
2. At first Parents Association meeting with faculty/staff, sit with your faculty/staff contact to connect with them in person
3. At first Parents Association meeting with Student Council sit with your class or ASB. Introduce yourself to student council members. Establish connections for working together
4. Ensure coordinators are completing the tasks listed on their job descriptions and monthly Parents Association agendas
5. Encourage and help your coordinators to find and use pertinent information in Directory, online and in PAL folder (Job Reports, Volunteer List, etc.). If needed, walk them thru how to access Job Reports Website
6. At Family Activity, Class Representatives (Chair, Secretary, Parent Liaison and Student Liaison) are responsible for set-up and clean-up. Connect and coordinate with Family Activity Coordinator. Divide up and assign tasks and recruit help before event. Enlist help of Class Officers and other students
7. Serve as On-Call Help Coordinator for one quarter to recruit class parents for on-call assistance if needed by MCP. Request for On-Call help comes from Advancement Associate. On-Call Help could be needed if a task or activity comes up, for which we do not have a Parents Association Coordinator or team

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:
 - a. Shield the Vulnerable
 - b. Live Scan
2. Attend Back-to-School Team Meeting. This is only scheduled time your team will meet together during school year. Important information will be distributed, updates given, and questions answered. This provides a unique opportunity to meet and work with your team
3. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
4. Read PAL Folder contents distributed at Back-to-School Team Meeting
5. Read prior reports on the Job Reports Website
6. Attend Parents Association Leaders Party to meet and connect with other Parent Association Leaders and support your team and have fun together
7. Contact PALs you oversee to introduce yourself as their Class Parent Liaison, thank them for volunteering, and let them know you are available for questions, guidance and support

During School Year

1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
2. Keep notes of what you do for your activity or job for your Wrap-Up Report
3. Turn to your Class Chair if you need help
4. Oversee Auction Invite, Graduation (Fr, So, Jr) and Staff Appreciation Coordinators and assist as needed. Serve as resource, motivation and support for coordinators you oversee
5. You are the link between your coordinators and the Parents Association. Convey to your coordinators any relevant information from Parents Association meeting
6. Invite coordinators you oversee to attend the Parents Association meeting one month prior to their event to inform parents of planning and needs, and after event to share about the event. If they are unable to attend either of these meetings, obtain information to represent them
7. Assist your coordinators in recruiting help if needed
8. All volunteers working where students may be present must be cleared. Remind your coordinators to submit a list of their volunteers to MCP Main Office Secretary to confirm their clearance
9. Keep your Class Chair informed by copying her/him on emails you send to your team
10. Thank your coordinators when they complete an activity or job, and others as appropriate
11. Royal Pride Submissions: Submit thank yous or other information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month.
12. If a coordinator you oversee is unable to do his/her job or vacates the position, it becomes your responsibility to find a replacement or take on the job yourself
13. Assist your Executive Team Leader in filling coordinator positions for upcoming year
14. By May Parents Association meeting complete and submit Wrap-up Report

Auction Invite Co-Coordiators

OVERVIEW: Call MCP parents in your class to invite them to the MCP Auction and Dinner.

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

JOB SPECIFIC TASKS

1. Contact Advancement Director to introduce yourself, establish connection for working together, obtain instruction, guidance and timeline, and determine assistance needed
2. Meet with Co-Coordinator to divide class list. If desired recruit additional parents to make phone calls
3. Meet with Auction team throughout year to plan and prepare
4. Send initial email to class parents (via class secretary) inviting them to sit at Class Tables
5. Call parents in class (or ask in person) to invite them to the MCP Auction and Dinner, if they

have not already RSVP'd. Talk directly with them, rather than inviting through recorded message. Ask if they would like to sit at a designated class table with other parents in the class. (When they purchase tickets online they should note that they want to sit at class table & which grade)

6. Keep list of parents called and responses. Be sure to note those who want spaces reserved for them at the class auction tables, and how many seats.
7. After phone calls are completed turn in list to Advancement Director with information collected
8. On night of Auction greet class table guests and thank them for coming

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:
 - a. Shield the Vulnerable
 - b. Live Scan
2. Attend Back-to-School Team Meeting. This is only scheduled time your team will meet together during school year. Important information will be distributed, updates given, and questions answered. This provides a unique opportunity to meet and work with your team
3. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
4. Read PAL Folder contents distributed at Back-to-School Team Meeting
5. Read prior reports on the Job Reports Website
6. Attend Parents Association Leaders Party to meet and connect with other Parent Association Leaders and support your team and have fun together
7. Contact parents who volunteered for your team at the beginning of the year even if your job is later in the year to introduce yourself as coordinator and thank them for volunteering. Whether their help is needed or not, their offer is appreciated

During School Year

1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
2. Keep notes of what you do for your activity or job for your Wrap-Up Report
3. If possible attend Parents Association meeting one month (or more) prior to your event to inform parents of planning and needs. Also, if possible, attend Parents Association meeting following your event to share about the success of your event. If you are unable to attend either of these meetings have your chair or class representative give an update for you
4. Recruit needed help by contacting parents on the Volunteer List who expressed interest in your team. You may recruit additional help by creating sign-up document to be emailed and posted online, and by asking your friends and other parents
5. All volunteers working where students may be present must be cleared. Submit a list of your volunteers to MCP Main Office Secretary to confirm their clearance. When Secretary replies to you, follow up by contacting any volunteers not cleared with email or phone call and let them know what they are missing for clearance
6. Keep the Executive Team Leader and Chair who oversee your position informed by copying them on emails you send to your team
7. Submit Royal Pride information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month. Possible information may include: help needed & contact info, sign up link, announcements, thank you notes
8. Thank your volunteers, donors, and others as appropriate. Thanks can be a handwritten note, email, phone call, Royal Pride submission or in person.
9. By two weeks after event complete and submit Wrap-up Report

ADDITIONAL DUTIES FOR LEAD COORDINATOR

1. Serve as communication link between Advancement Director and Auction Invite Coordinators if needed
2. Create initial email to send to classes and distribute to Auction Invite Coordinators

3. Create phone script for use and send to Auction Invite Coordinators
4. Contact Director of Advancement and obtain lists of class parents. Email each class list to appropriate Auction Invite Coordinators
5. Oversee all Auction Invite Coordinators. Communicate and support as needed

Graduation - Junior Coordinator

OVERVIEW: Assist photographer and videographer 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.

JOB SPECIFIC TASKS

1. Contact Assistant Principal of Academics, Graduation Chair and Class Graduation Coordinators to introduce yourself, establish connection for working together, obtain instruction, guidance and timeline, and determine assistance needed
2. Meet with Graduation Chair and Class Graduation Coordinators to review overall responsibilities and plan for graduation
3. Consult Graduation Chair to discuss responsibilities and contact information for photographer and videographer
4. Create an online sign up document for photo appointment sign ups
5. Provide assistance to other coordinators when needed
6. After Graduation submit your binder to Graduation Chair

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:
 - a. Shield the Vulnerable
 - b. Live Scan
2. Attend Back-to-School Team Meeting. This is only scheduled time your team will meet together during school year. Important information will be distributed, updates given, and questions answered. This provides a unique opportunity to meet and work with your team
3. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
4. Read PAL Folder contents distributed at Back-to-School Team Meeting
5. Read prior reports on the Job Reports Website
6. Attend Parents Association Leaders Party to meet and connect with other Parent Association Leaders and support your team and have fun together
7. Contact parents who volunteered for your team at the beginning of the year even if your job is later in the year to introduce yourself as coordinator and thank them for volunteering. Whether their help is needed or not, their offer is appreciated

During School Year

1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
2. Keep notes of what you do for your activity or job for your Wrap-Up Report
3. If possible attend Parents Association meeting one month (or more) prior to your event to inform parents of planning and needs. Also, if possible, attend Parents Association meeting following your event to share about the success of your event. If you are unable to attend either of these meetings have your chair or class representative give an update for you
4. Recruit needed help by contacting parents on the Volunteer List who expressed interest in your team. You may recruit additional help by creating sign-up document to be emailed and posted online, and by asking your friends and other parents
5. All volunteers working where students may be present must be cleared. Submit a list of your volunteers to MCP Main Office Secretary to confirm their clearance. When Secretary replies

to you, follow up by contacting any volunteers not cleared with email or phone call and let them know what they are missing for clearance

6. Keep the Executive Team Leader and Chair who oversee your position informed by copying them on emails you send to your team
7. Submit Royal Pride information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month. Possible information may include: help needed & contact info, sign up link, announcements, thank you notes
8. Thank your volunteers, donors, and others as appropriate. Thanks can be a handwritten note, email, phone call, Royal Pride submission or in person
9. By two weeks after final event of year complete and submit your Wrap-up Report

Graduation - Sophomore Coordinator

OVERVIEW: Host receptions following Baccalaureate Service and 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.

JOB SPECIFIC TASKS

1. Contact Assistant Principal of Academics, Graduation Chair and Class Graduation Coordinators to introduce yourself, establish connection for working together, obtain instruction, guidance and timeline, and determine assistance needed
2. Meet with Graduation Chair and Class Graduation Coordinators to review overall responsibilities and plan.
3. Contact Graduation Chair to discuss refreshments and decorations for Baccalaureate Service and Graduation
4. 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, set-up and cleanup help, and servers for both nights
5. **If using Café Royale**-you must notify MCP's chef that you will be using the kitchen, and attend a scheduled kitchen training session or arrange for a private session from MCP's Chef. It is recommended that all volunteers helping you also attend the kitchen training
6. **If using Old Mission Parish Hall**- It is extremely important that you follow Guidelines for Parish Hall Use. Mission Church is generously allowing MCP to use the hall at no charge. We want to be courteous, respectful guests.
 - a. Contact Mission Parish office to sign Parish Hall Facilities
 - b. Use Agreement and to arrange for walk-thru of parish hall
 - c. Get copy of Guidelines for Parish Hall Use (also available for download on your job report webpage)
 - d. Food and beverages can only be on dining side of hall
 - e. Large wood dining tables are not to be moved because they will scratch floor
 - f. Clean up must be done immediately after event (Hall is used for many activities) There are no parish provisions for set-up or clean up. That must all be done by your committee
 - g. Refer to Guidelines during set-up and clean-up to be sure all items get checked off
 - h. Panhandling is not allowed. Okay to call security or police
7. Provide assistance to other coordinators when needed
8. After Graduation submit your binder to Graduation Chair

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:
 - a. Shield the Vulnerable
 - b. Live Scan
2. Attend Back-to-School Team Meeting. This is only scheduled time your team will meet

together during school year. Important information will be distributed, updates given, and questions answered. This provides a unique opportunity to meet and work with your team

3. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
4. Read PAL Folder contents distributed at Back-to-School Team Meeting
5. Read prior reports on the Job Reports Website
6. Attend Parents Association Leaders Party to meet and connect with other Parent Association Leaders and support your team and have fun together
7. Contact parents who volunteered for your team at the beginning of the year even if your job is later in the year to introduce yourself as coordinator and thank them for volunteering. Whether their help is needed or not, their offer is appreciated

During School Year

1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
2. Keep notes of what you do for your activity or job for your Wrap-Up Report
3. If possible attend Parents Association meeting one month (or more) prior to your event to inform parents of planning and needs. Also, if possible, attend Parents Association meeting following your event to share about the success of your event. If you are unable to attend either of these meetings have your chair or class representative give an update for you
4. Recruit needed help by contacting parents on the Volunteer List who expressed interest in your team. You may recruit additional help by creating sign-up document to be emailed and posted online, and by asking your friends and other parents
5. All volunteers working where students may be present must be cleared. Submit a list of your volunteers to MCP Main Office Secretary to confirm their clearance. When Secretary replies to you, follow up by contacting any volunteers not cleared with email or phone call and let them know what they are missing for clearance
6. Keep the Executive Team Leader and Chair who oversee your position informed by copying them on emails you send to your team
7. Submit Royal Pride information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month. Possible information may include: help needed & contact info, sign up link, announcements, thank you notes
8. Thank your volunteers, donors, and others as appropriate. Thanks can be a handwritten note, email, phone call, Royal Pride submission or in person
9. By two weeks after event complete and submit your Wrap-up Report

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.

JOB SPECIFIC TASKS

1. Contact Assistant Principal of Academics, Graduation Chair and Class Graduation Coordinators to introduce yourself, establish connection for working together
2. Meet with Graduation Chair and Class Graduation Coordinators to review overall responsibilities and plan for graduation
3. Consult Graduation Chair obtain instruction and guidance regarding setup, cleanup, security and obtain a Graduation seating chart
4. Make a list of what needs to be done for setup and cleanup. Recruit more than enough volunteers.
5. For graduation setup gather supplies needed, bring cleaning and labeling supplies.

6. 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 hired security guard arrives
8. Supervise volunteers to clean up after graduation. Chairs need to be folded and stacked, and trash picked up
9. Provide assistance to other coordinators when needed
10. After Graduation submit your binder to Graduation Chair

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:
 - a. Shield the Vulnerable
 - b. Live Scan
2. Attend Back-to-School Team Meeting. Only scheduled time your team will meet together during school year. Important information will be distributed, updates given, and questions answered. This provides a unique opportunity to meet and work with your team
3. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
4. Read PAL Folder contents distributed at Back-to-School Team Meeting
5. Read prior reports on the Job Reports Website
6. Attend Parents Association Leaders Party to meet and connect with other Parent Association Leaders and support your team and have fun together
7. Contact parents who volunteered for your team at the beginning of the year even if your job is later in the year to introduce yourself as coordinator and thank them for volunteering. Whether their help is needed or not, their offer is appreciated

During School Year

1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
2. Keep notes of what you do for your activity or job for your Wrap-Up Report
3. Occasionally attend Parents Association meetings to report on (Job) and encourage participation. If you are unable to attend any of the Parents Association meetings contact your Chair or Class Representative to give an update for you. OR If possible attend Parents Association meeting one month prior to your event to inform parents of planning and needs. Also, if possible, attend Parents Association meeting following your event to share about the success of your event. If you are unable to attend either of these meetings have your chair or class representative give an update for you
4. Recruit needed help by contacting parents on the Volunteer List. You may recruit additional help by creating sign-up document to be emailed and posted online, and by asking your friends and other parents
5. All volunteers working where students may be present must be cleared. Submit a list of your volunteers to MCP Main Office Secretary to confirm their clearance. When Secretary replies to you, follow up by contacting any volunteers not cleared with email or phone call and let them know what they are missing for clearance
6. Keep your Class Secretary and Class Chair informed by copying them on emails you send to your team
7. Submit Royal Pride information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month. Possible Information may include: help needed & contact info, sign up link, announcements, thank you notes
8. Thank your volunteers, donors, and others as appropriate. Thanks can be a handwritten note, email, phone call, Royal Pride submission or in person
9. By two weeks after event complete and submit Wrap-up Report

Staff Appreciation Coordinator

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

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

JOB SPECIFIC TASKS

4. In the spring meet with other class Staff Appreciation Coordinators and Vice-President, Staff and Advancement Associate to discuss ideas and set guidelines for next year's staff appreciation activities
5. Contact VP Staff to introduce yourself, establish connection, obtain instruction, guidance and timeline, determine assistance needed and get list of staff birthdays during your Staff Appreciation time frame
6. **Organize one staff luncheon on assigned date. Luncheon might be on a non-school day**
7. **Acknowledge staff birthdays once a month or on individual birthdays**
8. Oversee staff appreciation quarter. Each class is assigned 2 or 3 months. Recruit parent and students to help with items of gratitude such as food, notes or supplies during these months. You can keep it simple, no need to overdo
9. Refer to list of staff appreciation ideas posted on Job Reports Website. Snacks and classroom/office supplies are especially enjoyed
10. As much as desserts and treats are appreciated, they are hard to resist. Bring them sparingly. Consider healthy snacks as well
11. Notify front office and Advancement Associate 2 days ahead when bringing in food, and whether it will be breakfast, lunch or snack. Ask front office to notify faculty and staff so they can plan accordingly and not bring their own breakfast, lunch or snack
12. Try to involve students in expressing thanks and showing support for staff. Contact Class Student Officers to coordinate activity involving students (i.e. make signs to show support for teachers, deliver individual food or small gift to each staff person, wash their cars or windows)
13. Arrange for parents or students to set up for and clean up after each act of appreciation
14. If planning to use Café Royale kitchen:
 - a. You need to attend a scheduled kitchen training session held in August and September.
 - b. It is recommended that all volunteers helping you also attend the kitchen training session. Notify your potential volunteers of the dates and times.
 - c. You must notify MCP's chef when you will be using the kitchen
15. If using Old Mission Parish Hall- It is extremely important that you follow Guidelines for Parish Hall Use. Mission Church is generously allowing MCP to use the hall at no charge. We want to be courteous, respectful guests.
 - a. Contact Mission Parish office to confirm date, sign Parish Hall Facilities Use Agreement and arrange for walk-thru of Parish Hall
 - b. Get copy of Guidelines for Parish Hall Use (also available for download on your job report webpage)
 - c. Food and beverages can only be on dining side of hall
 - d. Large wood dining tables need to be lifted to be move, not dragged because they will scratch floor
 - e. Clean up must be done immediately after event (Hall is used for many activities sometimes back to back)
 - f. There are no parish provisions for set-up or clean up. That must all be done by your committee. Refer to Guidelines during set-up and clean-up to be sure all items get checked off
 - g. Panhandling is not allowed. Okay to call security or police

GENERAL TASKS

Beginning of School Year

8. Complete volunteer clearance requirements:
 - b. Shield the Vulnerable
 - b. Live Scan
9. Attend Back-to-School Team Meeting. This is only scheduled time your team will meet together during school year. Important information will be distributed, updates given, and questions answered. This provides a unique opportunity to meet and work with your team
10. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
11. Read PAL Folder contents distributed at Back-to-School Team Meeting
12. Read prior reports on the Job Reports Website
13. Attend Parents Association Leaders Party to meet and connect with other Parent Association Leaders and support your team and have fun together
14. Contact parents who volunteered for your team at the beginning of the year even if your job is later in the year to introduce yourself as coordinator and thank them for volunteering. Whether their help is needed or not, their offer is appreciated

During School Year

10. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
11. Keep notes of what you do for your activity or job for your Wrap-Up Report
12. If possible attend Parents Association meeting one month (or more) prior to your event to inform parents of planning and needs. Also, if possible, attend Parents Association meeting following your event to share about the success of your event. If you are unable to attend either of these meetings have your chair or class representative give an update for you
13. Recruit needed help by contacting parents on the Volunteer List who expressed interest in your team. You may recruit additional help by creating sign-up document to be emailed and posted online, and by asking your friends and other parents
14. All volunteers working where students may be present must be cleared. Submit a list of your volunteers to MCP Main Office Secretary to confirm their clearance. When Secretary replies to you, follow up by contacting any volunteers not cleared with email or phone call and let them know what they are missing for clearance
15. Keep the Executive Team Leader and Chair who oversee your position informed by copying them on emails you send to your team
16. Submit Royal Pride information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month. Possible information may include: help needed & contact info, sign up link, announcements, thank you notes
17. Thank your volunteers, donors, and others as appropriate. Thanks can be a handwritten note, email, phone call, Royal Pride submission or in person
18. By two weeks after event complete and submit your Wrap-up Report

CLASS STUDENT LIAISON

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

PURPOSE: Represent class parents on Parents Association Meetings. 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.

JOB SPECIFIC TASKS

1. Attend monthly Parents Association meetings. If you are unable to attend, find a substitute to represent you, and convey back to you information

2. At first Parents Association meeting with faculty/staff, sit with your faculty/staff contact to connect with them in person
3. At first Parents Association meeting with Student Council sit with your class or ASB. Introduce yourself to student council members. Establish connections for working together.
4. Meet Student Class Officers (may happen at PA Meeting with Student Council). Make sure they know who the Parents Assn. Leaders are who will help them with various activities during the year. Help connect PALs and Student Officers if needed
5. Ensure coordinators are completing the tasks listed on their job descriptions and monthly Parents Association agendas
6. Encourage and help your coordinators to find and use pertinent information in Directory, online and in PAL folder (Job Reports, Volunteer List, etc.). If needed, walk them thru how to access Job Reports Website
7. At Family Activity, Class Representatives (Chair, Secretary, Parent Liaison and Student Liaison) are responsible for set-up and clean-up. Connect and coordinate with Family Activity Coordinator. Divide up and assign tasks and recruit help before event. Enlist help of Class Officers and other students
8. Assist class with decorating hall for Homecoming week. Get direction and approval from Assistant Principal of Student Activities. Recruit needed help
9. **Senior Class Student Liaison**: Contact yearbook advisor to see if you should make announcements at PA Meetings regarding baby picture submissions, and senior recognition ads

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:
 - a. Shield the Vulnerable
 - b. Live Scan
2. Attend Back-to-School Team Meeting. This is only scheduled time your team will meet together during school year. Important information will be distributed, updates given, and questions answered. This provides a unique opportunity to meet and work with your team
3. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
4. Read PAL Folder contents distributed at Back-to-School Team Meeting
5. Read prior reports on the Job Reports Website
6. Attend Parents Association Leaders Party to meet and connect with other Parent Association Leaders and support your team and have fun together
7. Contact PALs you oversee to introduce yourself as their Class Student Liaison, thank them for volunteering, and let them know you are available for questions, guidance and support

During School Year

1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
2. Keep notes of what you do for your activity or job for your Wrap-Up Report
3. Turn to your Class Chair if you need help
4. Oversee Dance, Family Activity, Retreat, and Paint the M (for freshman only) Team Coordinators and assist as needed. Serve as resource, motivation and support for coordinators you oversee
5. You are the link between your coordinators and the Parents Association. Convey to your coordinators any relevant information from Parents Association meeting
6. Invite coordinators you oversee to attend the Parents Association meeting one month prior to their event to inform parents of planning and needs, and after event to share about the event. If they are unable to attend either of these meetings, obtain information to represent them
7. Assist your coordinators in recruiting help if needed

8. All volunteers working where students may be present must be cleared. Remind your coordinators to submit a list of their volunteers to MCP Main Office (Attendance) Secretary to confirm their clearance
9. Keep your Class Chair informed by copying her/him on emails you send to your team
10. Thank your coordinators when they complete an activity or job, and others as appropriate
11. Royal Pride Submissions: Submit thank yous or other information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month.
12. If a coordinator you oversee is unable to do his/her job or vacates the position, it becomes your responsibility to find a replacement or take on the job yourself
13. Assist your Class Chair in filling coordinator positions for upcoming year
14. By May Parents Association meeting complete and submit Wrap-up Report

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.

JOB SPECIFIC TASKS

1. Contact Assistant Principal of Student Activities to introduce yourself, establish connection for working together, obtain instruction, guidance and timeline, and determine assistance needed
2. Contact Class President to identify yourself as parent contact person for Dance
3. Initiate meeting early with students planning dance to determine help they would like. You may need to help them identify their needs
4. Provide requested assistance. Students are in charge of planning dance. Parents help provide assistance requested by students and approved by Assistant Principal of Student Activities. Requested help usually includes chaperones, light refreshments, and sometimes decorations.
5. Check (or meet) with appropriate students 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. Students keep extensive dance records and have access to information from prior years. Ask them if you need additional information
7. 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 and students are required to stay within their budgets
8. Recruit chaperones
9. Organize student-selected refreshments. For beverages such as water and flavored drinks (eg. Gatorade), use large insulated drink containers (obtain from Director of Student Activities) rather than individual drink containers. No sodas please.
10. Assist with decorating if help is wanted
11. Check to see that clean-up is organized, and that parents know their students are cleaning up

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:
 - a. Shield the Vulnerable
 - b. Live Scan
2. Attend Back-to-School Team Meeting. This is only scheduled time your team will meet together during school year. Important information will be distributed, updates given, and questions answered. This provides a unique opportunity to meet and work with your team

3. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
4. Read PAL Folder contents distributed at Back-to-School Team Meeting
5. Read prior reports on the Job Reports Website
6. Attend Parents Association Leaders Party to meet and connect with other Parent Association Leaders and support your team and have fun together
7. Contact parents who volunteered for your team at the beginning of the year even if your job is later in the year to introduce yourself as coordinator and thank them for volunteering. Whether their help is needed or not, their offer is appreciated

During School Year

1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
2. Keep notes of what you do for your activity or job for your Wrap-Up Report
3. If possible attend Parents Association meeting one month prior to your event to inform parents of planning and needs. Also, if possible, attend Parents Association meeting following your event to share about the success of your event. If you are unable to attend either of these meetings have your class representative give an update for you. Recruit needed help by contacting parents on Volunteer List. You may recruit additional help by creating sign-up document to be emailed and posted online, and asking your friends and other parents
4. All volunteers working where students may be present must be cleared. Submit a list of your volunteers to MCP Main Office Secretary to confirm their clearance. When Secretary replies to you, follow up by contacting any volunteers not cleared with email or phone call and let them know what they are missing for clearance
5. Keep your Student Liaison and Class Chair informed by copying them on emails you send to your team
6. Submit Royal Pride information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month. Possible Information may include: help needed & contact info, sign up link, announcements, thank you notes
7. Thank your volunteers, donors, and others as appropriate. Thanks can be a handwritten note, email, phone call, Royal Pride submission or in person
8. By two weeks after event complete and submit Wrap-up Report

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.

JOB SPECIFIC TASKS

1. Host one activity during year (preferably in August or September) for families of class to promote sense of community
2. Contact student Class Officers to enlist their help (contact Assistant Principal of Student Activities if you need contact information)
 - a. You may meet with class officers during leadership class. Contact Assistant Principal of Student Activities to arrange
 - b. You may decide date and venue, and inform class officers, or you may request their input to determine date and venue
 - c. Ask them to help advertise. They can create posters and put up at school, make a video to

- play during the announcements, create a personal invitation to distribute to class, etc.
- d. You may also enlist their help in planning activities or games
- e. If Family Activity has not already occurred by the time of the September Parents Assn. Meeting with ASB, it can be added to the class agenda for discussion
- 3. Determine type of activity
- 4. When date is set date inform Class Chair, Parents Association President and Advancement Associate
- 5. Publicize date and activity in Royal Pride
- 6. Invite families via email or written invitation. If needed request RSVPs (May want to follow up individually with those who haven't RSVP'd to invite individually)
- 7. Submit information to Registrar for daily announcements at least two weeks prior to activity
- 8. Reserve location
- 9. Arrange for food
- 10. Recruit volunteers including Class Representatives (Chair, Secretary, Parent Liaison and Student Liaison) for set-up and clean-up. Divide up and assign tasks and recruit help before event. Enlist help of ASB Officers and other students
- 11. Oversee setup and cleanup
- 12. There are no funds available for Family Activity. Any expenses need to be covered through donations
- 13. At event introduce Student Class/ASB Officers and Parents Association Leaders, both class level and school wide
- 14. Keep your Student Liaison and Class Chair informed by copying them on emails you send to your team

GENERAL TASKS

Beginning of School Year

- 1. Complete volunteer clearance requirements:
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 - b. Live Scan
- 2. Attend Back-to-School Team Meeting. This is only scheduled time your team will meet together during school year. Important information will be distributed, updates given, and questions answered. This provides a unique opportunity to meet and work with your team
- 3. Update your Job Report page on the Job Reports Website. Instructions found in PAL Folder
- 4. Read PAL Folder contents distributed at Back-to-School Team Meeting
- 5. Read prior reports on the Job Reports Website
- 6. Attend Parents Association Leaders Party to meet and connect with other Parent Association Leaders and support your team and have fun together
- 7. Contact parents who volunteered for your team at the beginning of the year even if your job is later in the year to introduce yourself as coordinator and thank them for volunteering. Whether their help is needed or not, their offer is appreciated

During School Year

- 1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
- 2. Keep notes of what you do for your activity or job for your Wrap-Up Report
- 3. If possible attend Parents Association meeting one month prior to your event to inform parents of planning and needs. Also, if possible, attend Parents Association meeting following your event to share about the success of your event. If you are unable to attend either of these meetings have your class representative give an update for you
- 4. Recruit needed help by contacting parents on the Volunteer List. You may recruit additional help by creating sign-up document to be emailed and posted online, and by asking your friends and other parents

5. All volunteers working where students may be present must be cleared. Submit a list of your volunteers to MCP Main Office Secretary to confirm their clearance. When Secretary replies to you, follow up by contacting any volunteers not cleared with email or phone call and let them know what they are missing for clearance
6. Keep your Student Liaison and Class Chair informed by copying them on emails you send to your team
7. Submit Royal Pride information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month. Possible Information may include: help needed & contact info, sign up link, announcements, thank you notes
8. Thank your volunteers, donors, and others as appropriate. Thanks can be a handwritten note, email, phone call, Royal Pride submission or in person
9. By two weeks after event complete and submit Wrap-up Report

Retreat Coordinator

OVERVIEW: Work with Campus Minister 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.

JOB SPECIFIC TASKS

1. Contact Campus Minister to introduce yourself, establish connection for working together, obtain instruction, guidance and timeline, and determine assistance needed
2. Coordinate requested assistance. Could include meal preparation, snacks, transportation of students to retreat location.
 - a. Freshman- 2 retreats (fall and spring) For fall retreat, if you would like, Campus Ministry will pay for pizza. You will need to make arrangements for pizza and provide accompanying food and beverage.
 - b. Sophomore- 1 retreat
 - c. Junior- 1 retreat
 - d. Seniors- retreat (Kairos)

GENERAL TASKS

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6. Attend Parents Association Leaders Party to meet and connect with other Parent Association Leaders and support your team and have fun together
7. Contact parents who volunteered for your team at the beginning of the year even if your job is later in the year to introduce yourself as coordinator and thank them for volunteering. Whether their help is needed or not, their offer is appreciated

During School Year

1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
2. Keep notes of what you do for your activity or job for your Wrap-Up Report If possible attend Parents Association meeting one month prior to your event to inform parents of planning and needs. Also, if possible, attend Parents Association meeting following your event to share

about the success of your event. If you are unable to attend either of these meetings have your class representative give an update for you

3. Recruit needed help by contacting parents on the Volunteer List. You may recruit additional help by creating sign-up document to be emailed and posted online, and by asking your friends and other parents
4. All volunteers working where students may be present must be cleared. Submit a list of your volunteers to MCP Main Office Secretary to confirm their clearance. When Secretary replies to you, follow up by contacting any volunteers not cleared with email or phone call and let them know what they are missing for clearance
5. Keep your Student Liaison and Class Chair informed by copying them on emails you send to your team
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7. Thank your volunteers, donors, and others as appropriate. Thanks can be a handwritten note, email, phone call, Royal Pride submission or in person
8. By two weeks after event complete and submit Wrap-up Report

Paint the “M” Coordinator (freshman class)

OVERVIEW: Help Assistant Principal of Student Activities in organizing the freshman class activity of Paint-the-“M” located on San Luis Mountain. Activity includes painting the M and cleaning up area around the M. Arrange for chaperones, refreshments and supplies.

PURPOSE: Build community among freshman class, and nurture school spirit and pride.

JOB SPECIFIC TASKS

1. Contact Assistant Principal of Student Activities to introduce yourself, establish connection for working together, obtain instruction, guidance, timeline, and determine assistance needed
2. Organize acquisition of supplies:
 - Freshman students will each bring paint brush or roller
 - 6 gallons white exterior paint in 1 gallon containers (water soluble for easy wash up)
 - 4 shovels
 - 4 push brooms
 - 3 regular brooms
 - 2 clippers for trimming back bushes
 - 4 Heavy duty trash bags
 - Work gloves
3. Organize and arrange 10 parent volunteers
4. At least 6 parent chaperones who will:
 - a. Accompany the entire freshmen class, ASB and Freshman Moderators as they walk from MCP to the "M" on San Luis Mountain. It would be a good idea to have 1 parent who is a nurse or doctor to go up hill, but not mandatory
 - b. Supervise as students remove dirt and shrubbery from the "M"
 - c. Supervise students as they Paint the "M" white
5. 4 parents to organize refreshments after the hike, snacks and drinks for entire freshman class plus 15. We encourage donations, but limited funding for refreshments has been incorporated into the Parents Association budget for Paint the “M”. Contact MCP’s Advancement Associate for budgeted amount. Follow procedures under Policies--“Budgeted Expenses”.
6. If you plan to use the MCP kitchen you must notify MCP’s chef that you will be using the kitchen and attend a scheduled kitchen training session held in August and September. It is recommended that all volunteers helping you also attend the kitchen training

7. Before the end of the current school year, contact next year's Paint the M Coordinator to offer advice and serve as consultant

GENERAL TASKS

Beginning of School Year

1. Complete volunteer clearance requirements:
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 - b. Live Scan
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7. Contact parents who volunteered for your team at the beginning of the year even if your job is later in the year to introduce yourself as coordinator and thank them for volunteering. Whether their help is needed or not, their offer is appreciated

During School Year

1. You are a Team Leader. Promote team spirit, mutual responsibility and support so that each project or event is successful
2. Keep notes of what you do for your activity or job for your Wrap-Up Report
3. Attend Parents Association meeting following Paint the M to share the success of your event. If you are unable to attend have your chair or class representative give an update for you
4. Recruit needed help by contacting parents on the Volunteer List. You may recruit additional help by creating sign-up document to be emailed and posted online, and by asking your friends and other parents
5. All volunteers working where students may be present must be cleared. Submit a list of your volunteers to MCP Main Office Secretary to confirm their clearance. When Secretary replies to you, follow up by contacting any volunteers not cleared with email or phone call and let them know what they are missing for clearance
6. Keep your Student Liaison and Class Chair who oversee your position informed by copying them on emails you send to your team
7. Submit Royal Pride information to Parents Association Secretary. Submit by 15th of prior month for publication around 1st of month. Possible Information may include: thank you notes
8. Thank your volunteers, donors, and others as appropriate. Thanks can be a handwritten note, email, phone call, Royal Pride submission or in person
9. By two weeks after event complete and submit Wrap-up Report