

PARENT ASSOCIATION

*Focusing on
Building Community and Supporting MCP*

GUIDEBOOK

2011-2012

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MCP PARENTS ASSOCIATION

PARENTS ASSOCIATION INTRODUCTION

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

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

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

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

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

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

PARENTS ASSOCIATION HISTORY

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

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

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

PARENTS ASSOCIATION PHILOSOPHY

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

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

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

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

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

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

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

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

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.
- 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.

- If you cannot attend a meeting you are supposed to attend, notify someone attending and review meeting notes with her/him afterwards.
- PAC members: Convey to your coordinators any relevant information from PAC meeting.
- PAC members: You are the link between your coordinators and the Parents Association. Invite them to attend meeting if their activity is within the next two months. If their activity is just completed, invite them to attend and report, or let you know what to report.

R. Report—write a report and post online.

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

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 Assn.

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

TASK LEADERSHIP: STUDENTS, PARENTS OR JOINT

STUDENT ASB AND CLASS TASK LISTS

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

EACH CLASS

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

FRESHMAN CLASS

1. Dance: Mid-year

SOPHOMORE CLASS

1. Dance: Winter Formal

JUNIOR CLASS

1. Dance: Jr./Sr. Prom

SENIOR CLASS

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

ASB

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

JOINT PARENT AND STUDENT TASK LISTS

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

EACH CLASS

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

JUNIOR CLASS: Senior Breakfast

CLASS PARENTS TASK LISTS

EACH CLASS

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

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

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 Parents Representatives. The School Principal and Advancement Associate will serve as an 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 on the Parents Association Organizational Chart are "PALs"

SWAT Strategic Work Action Team-

Coordinate on-call assistance for school requested help. Each class serves as SWAT Team for 2 or 3 assigned months. The Class Parent Liaisons act as SWAT Team Leaders.

PARENTS ASSOCIATION POLICIES

GENERAL POLICIES

1. **PARENTS ASSOCIATION REPORTS AND DOCUMENTS:** Parents Association Directory, Guidebook, Organizational Structure flowchart, Team Leader Contact List, Volunteer List, submitted reports, agendas and minutes from past meetings, can be accessed online through the MCP website and Edline
2. **REPORTS/NOTES:** The Parents Association asks that every coordinator and PAC member complete and post an online report within two weeks of completing an activity. Reports are posted on the Job Reports Website which can be accessed through the MCP website. Recording and passing on information is critical to the smooth operation of the MCP Parents Association. It is essential to keep records and information that can later be referred to by you or others. Include what you did and recommendations for next time.
3. **EMAIL COMMUNICATION**
 - A. Class Secretaries are the main communication link between the Parents Association and the class parents. Emails from the Parents Association addressing the entire class should be sent by the Parents Association Class Secretaries, who are responsible for obtaining approval from the Advancement Associate before sending. The school secretaries should not be asked to send Parents Association Class emails.
 - B. Use of email/phone tree must be authorized by Advancement Associate or Parents Association President, or requested by Principal.
 - C. If a PAL thinks an email should be sent, the PAL should contact the Parents Assn Class Secretary or the Advancement Associate, not the Principal's Secretary.
 - D. If a Class Secretary is contacted by a PAL asking 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, the secretary may send an email to the class, requesting help. Send draft to Advancement Associate or Parents Association President for approval.
 - c. If a school-wide email is requested, send draft to Advancement Associate.
4. Under no circumstances should 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.
5. **DAILY ANNOUNCEMENTS:** Announcements are video broadcast into each classroom daily to students after their third period class, and are also posted on Edline. To submit an announcement, complete "Daily Announcement" form.
6. **ACTIVITY FORM:** If you would like to do an activity in any school facility (kitchen, gym, field, classroom, etc.), you must fill out a "Special Activity Form" obtained from the front office, and receive prior administrative approval. Use of Café Royale requires signature from Café Royale Chef.
7. **CERTIFICATE OF INSURANCE:** If a Certificate of Insurance is needed for renting a facility, request it from front office secretary. Allow sufficient time because she needs to fill out paperwork to get Certificate from Diocese of Monterey.

8. **MISSION CHURCH FACILITIES USE:** Reservations to use the Mission Church halls, patio or garden and youth center can be made through the Church office. If you use the Church's facilities, please use them with care, and leave them in very good condition. If you plan to use the kitchen, be sure to get the kitchen guidelines from the Church office.
9. **CATHOLIC ELEMENTARY SCHOOLS:** Any information you wish to distribute to one of the local Catholic elementary school communities must first be approved by the MCP administration. The submission is also subject to approval from the receiving school's administration.
 - a. **OLD MISSION SCHOOL FRIDAY ELECTRONIC NEWSLETTER:** Weekly newsletter is sent electronically to parents each Friday. Email information to the Old Mission School by Wednesday 10am for Friday publication. Email information to bjwoods@omsslo.com. OMS requests flyers be submitted in Word format.
 - b. **SAINT ROSE SCHOOL MONDAY ELECTRONIC NEWSLETTER:** Weekly newsletter is sent electronically to parents each Monday. Email information to St. Rose School by Friday for Monday publication. Each class has its own newsletter. Indicate if submission is for entire school, or a particular class or classes. Email information to Strose2@arrival.net
 - c. **SAINT PATRICK'S SCHOOL FRIDAY ELECTRONIC NEWSLETTER:** Weekly newsletter is sent electronically to parents each Friday. Email information to the St. Patrick's School by Wednesday for Friday publication. Email information to Gjohnson@stpatricksschool.net

FINANCIAL POLICIES

1. **FINANCES:**
 - a. **BUDGET:** Funds needed for operating the Parents Association and its activities will be included in the MCP general budget. In January or February the Executive Committee will determine a Parents Association annual budget for the upcoming school year, and submit it to the administration for approval.
 - b. **FUNDRAISING:** The Parents Association does not need to, and is not authorized to do any fundraising.
 - c. **FAMILY DINNERS:** The main purpose of the dinners is to build community and a sense of family. If any money is raised it will go to the general budget to help off-set student activity expenses.
 - d. **STUDENT DANCES:** Funds for student dances are included in the MCP general budget. Students will submit a budget in the spring for approval for their dance the following year. They will then be expected to stay within that budget.
 - e. **BUSINESS OFFICE:** The Parents Association budget is overseen by MCP's Business Office, the Advancement Assistant and the Parents Association President. In creating the Parents Association the Board of Regents and School Administration determined the Association would not be a fundraising entity, and therefore negates the necessity for a position of treasurer.
2. **EXPENDITURES:**
 - a. **BUDGETED EXPENSES:** For expenses included in Parents Association budget, obtain prior approval from responsible chair. Get Expense Request Form from

- President, Advancement Associate or MCP Business Office. Complete form and secure required signature (either President or Advancement Associate). After purchasing submit receipts attached to Expense Request Form to MCP Accounting Department for reimbursement. (If needed, requests may also be made for checks prior to expenditures.)
- b. NON-BUDGETED EXPENSES: Requests for expenditures that are not covered by, or are in excess of, the approved budget, must have prior approval first from the Parents Association Officers, then from the Principal.
 - c. EXPENSES WITHOUT PRIOR APPROVAL: If any purchase is made without proper prior approval, consider it a donation.
 - d. REFRESHMENTS, SNACKS: Whenever possible snacks/refreshments (other than coffee and tea), are to be secured through donations. This includes refreshments for meetings, events, activities, AP snacks, etc. (Budgeted refreshments include Paint the M, Senior Breakfast, and limited Hospitality.) Parents may receive credit of one service hour for \$25 donation of refreshments.
 - e. PAINT THE M, SENIOR BREAKFAST: Limited funding for these two activities has been incorporated into the Parents Association budget. Contact MCP's Advancement Associate or Parent Association President for budgeted amount. 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. HOME COMING, 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.
3. DONATIONS: MCP relies on donations to help the advancement, the forward direction, of MCP in serving its mission of providing a high-quality, well-rounded education in a Christ-centered environment, while engaging our parents in partnership.
 - a. ANNUAL FUND: The Annual Fund has been instituted as MCP's primary fundraiser. All MCP supporters are invited to partner with MCP through an investment in the Annual Fund.
 - b. OTHER MONETARY DONATIONS: All monetary donations are encouraged to be contributed to the annual fund. However, if money is received for a particular activity, then it would be used to lessen by an equal amount the funding that the school would need to provide to cover the expenses of that activity.
 - c. MATERIAL DONATIONS: Supporters may turn in receipts for donated items to the Business Office and ask for a tax-deductible letter acknowledging their donations. Items provided in lieu of parent service hours are considered tuition revenue, not donations.

SERVICE HOUR POLICIES

Parent Service is Service to MCP

1. **PURPOSE OF PARENT SERVICE HOURS:** Parents are encouraged to be as involved as possible. The purpose of parent service hours is to build community while providing service to MCP. Parents who volunteer time and skills to Mission College Prep also help keep the cost of tuition down. Parents are an important part of the MCP family. It is strongly preferred that parents perform the required parent service hours, rather than pay for them. Community ties are strengthened by working together to make MCP be the best it can be.
2. **SERVICE TO MCP:** Parent service hours are hours donated to MCP as a component of the tuition cost. (Student service hours include both service to the school, as well as community service.)
3. **HOURS REQUIREMENT:** Parents are required to donate a minimum of 15 hours of service to the school each year. In the spirit of support often parents contribute far more. Your parent service commitment is a vital and integral part of our school. MCP relies on your talents, service, and generosity to benefit students and the school community as a whole.
4. **ACCEPTED SERVICE FOR FULFILLING PARENT HOUR REQUIREMENT:**
 - a. Member of MCP Parents Association Council
 - b. Member of MCP Board of Regents
 - c. Assistance with Parents Association activities and committees
 - d. Administrator or Teacher-requested assistance
 - e. School-requested assistance
 - f. Building and grounds maintenance
 - g. Assistance with ASB activities, projects and dances
 - h. Assistance with school fundraising
 - i. Athletic-requested assistance (for team transportation must be 3+ players)
 - j. Field trip requested assistance (for transportation must be 3+ students)
 - k. Assistance with school-sponsored charitable projects
 - l. Assistance with Mission Athletic Boosters
 - m. Providing requested refreshments (\$25 value = 1 service hour)
 - n. Providing requested items (receipt required; \$25 value = 1 service hour)
 - o. Requests for other types of projects to satisfy the parent service hour requirement need the approval of the Business Office.
5. **NON APPROVED FOR PARENT SERVICE HOUR REQUIREMENT:**

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

 - a. Attendance at school or Parents Association functions
 - b. Attendance at athletic events
 - c. Service hours donated to other schools, parishes, or charitable organizations
6. **REPORTING HOURS:** Service hours should be reported throughout the year as

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

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

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

PARENT ASSOCIATION GUIDELINES

PURPOSE

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

STRUCTURE

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

AREAS OF SUPPORT – SCHOOL-WIDE TEAMS

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

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

COMMUNITY CELEBRATION: Plan and organize the MCP annual Community Celebration.

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

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

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

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

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

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

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

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

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

CLASS-LEVEL REPRESENTATIVES

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

SECRETARY: Record proceedings of class meetings. Submit class information for Royal Pride. Recruit and confirm Phone Tree Volunteers. Send emails to class.

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

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

PARENTS ASSOCIATION BY-LAWS

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

PARENTS ASSOCIATION POSITIONS

ADVANCEMENT ASSOCIATE (Staff position. Job description relative to Parents Association)

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

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

TASKS:

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

OFFICERS

PRESIDENT

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

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

SPRING TASKS FOR INCOMING PRESIDENT:

1. Get summary of volunteers who signed up for council and coordinator positions from Registration Coordinator. Distribute information to other PAC officers to use for recruiting team leaders for coming year
2. Oversee officers recruiting of PAC members and committee coordinators for next year. Contact incoming Vice President Class-Level Teams, Vice President School-

Wide Teams, Secretary, Past President and Parliamentarian to have them fill positions they will oversee

3. Assist Vice President Class Level Teams and fellow PAC Officers in filling incoming Freshman Class Council and coordinator positions
4. Prepare contact (phone/email) list of next year's PAL's
5. Prepare contact list of PAC and PAL emails (word document of only emails so list can be pasted in "to" window to send emails)

TASKS:

1. Help plan, attend, and assist with the Orientation Retreat. See Executive Team Flash Drive for Orientation information.
2. Oversee PAC officers. Serve as resource, motivation and support for officers you oversee
3. Preside at monthly officers' meetings
4. Preside at monthly PAC meetings
5. Copy Advancement Associate on pertinent emails
6. Oversee filling of initial council and coordinator positions
7. With Advancement Associate oversee Parents Association budget & authorize expenditures
8. Coordinate Back-to-school Mixer for Parents Association Leaders (PALs) and Staff. Afterwards, write report and have uploaded to President's Report page.
9. Keep updated phone/email list of Council members
10. Prepare agendas for monthly PAC/PAL meetings
11. Send monthly email reminder for PAC/PAL meeting to all PAC/PAL members and Principal. Attach agenda for the meeting.
12. One week before meeting email Facilities Manager a reminder for meeting set-up. If meeting is to be in Café Royale, also notify Café Royale chef
13. Along with Advancement Associate serve as liaison to administration
14. With other PAC officers plan and organize general meetings for Parents Association which include Parent Education Night and Celebrate Our Students
15. With Advancement Associate and PAC officers develop Parents Association budget and calendar for next year
16. Distribute PAC Intent form at January PAC meeting
17. Man Parents Association table at MCP's January Open House, or recruit another officer or parent to man table
18. If there are no nominations for President, Vice President School-wide, Vice President Class-level, Vice-President Staff, or Secretary, work with other officers to secure nominations for open positions.
19. Send appropriate thank-you notes to the officers
20. By May PAC meeting complete online report. Submit your binder to Parliamentarian
21. At end of year assist Parliamentarian in collecting any outstanding binders, folders and reports from PAC Officers
22. Assist Website Coordinator in seeing that reports are put online for PAC Officers
23. Attend preparation meeting to prepare information for distribution to Parents Association Leaders next year

VICE PRESIDENT CLASS-LEVEL TEAMS

OVERVIEW: Assist President. Train to serve as possible next President. Oversee Class Chairs. Act as Freshman Consultant to Freshman PAC team leaders. Sit with freshmen parents during meetings to offer guidance and support.

PURPOSE: Provide leadership and continuity for Parents Association. Oversee class-level

teams. Help Freshmen Parent Council Representatives understand their jobs and responsibilities, and give them someone to turn to for guidance and assistance.

SPRING TASKS FOR INCOMING VICE PRESIDENT CLASS-LEVEL TEAMS:

1. Fill Council and coordinator positions you will oversee. Contact incoming Class Representatives to have them help fill and confirm class positions
2. Fill incoming Freshman Class Council and coordinator positions with assistance of President
3. Arrange for coffee for PAC/PAL meetings. If parents are not providing coffee arrange to hire Café Royale Chef to provide coffee.
4. Prepare list assigning refreshments and prayers for PAC/PAL meetings. Class Reps should cover the PAL meetings with staff or students. Distribute with explanation at Orientation Retreat or first meeting or by email. Email to President to include with monthly agenda
5. In May Contact Family Dinner Coordinator to discuss and inform of Back to School Dinner

TASKS:

1. Help plan, attend, and assist with the Orientation Retreat. See Executive Team Flash Drive for Orientation information.
2. Oversee Class Representatives. Serve as resource, motivation and support for class representatives you oversee
3. Copy Advancement Associate on emails you send to your team
4. Serve as resource for Freshmen Class Representatives and freshmen parents
5. With Advancement Associate plan and preside at Freshmen PAL meeting during first dance of the year. Invite all Freshmen PALs to meeting
6. See that folders are distributed to all chairs and coordinators you oversee
7. Attend monthly officers' meetings
8. Attend monthly PAC meetings. At PAC meetings sit with Freshmen Parent Representatives to assist them as needed
9. Assist with Back-to-school Mixer for PAC and Staff
10. Assist Freshman Class Representatives when questions arise throughout the year
11. With other PAC officers plan and organize general meetings for Parents Association which include Parent Education Night and Celebrate Our Students
12. With Advancement Associate and PAC officers develop Parents Association budget and calendar for next year
13. Oversee filling of vacated council and coordinator positions you oversee
14. Send appropriate thank-you notes for your team, including to Class Representatives you oversee
15. By May PAC meeting complete online report. Submit your binder to Parliamentarian
16. Assist Website Coordinator in seeing that reports are put online for Team Chairs and Coordinators you oversee

VICE PRESIDENT SCHOOL-WIDE TEAMS

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

PURPOSE: Provide leadership and continuity for Parents Association.

SPRING TASKS FOR INCOMING VICE PRESIDENT:

1. Fill Council and coordinator positions you will oversee. Contact incoming "VP" Team Chairs to have them help fill and confirm coordinator positions
2. In May create calendar in word format for Directory. Email to Advancement

Associate. During summer create Excel format for President to use in creating PAC/PAL meeting agendas. Update if needed

TASKS:

1. Help plan, attend, and assist with the Orientation Retreat. See Executive Team Flash Drive for Orientation information.
2. Oversee Team Chairs for Communication, Fine Arts, and Hospitality. Serve as resource, motivation and support for Chairs you oversee
3. Copy Advancement Associate on emails you send to your team
4. See that folders are distributed to all chairs and coordinators you oversee
5. Attend monthly officers' meetings
6. Attend monthly PAC/PAL meetings
7. Assist with Back-to-school Mixer for PAC and Staff
8. With other PAC officers plan and organize general meetings for Parents Association which include Parent Education Night and Celebrate Our Students
9. With Advancement Associate and PAC officers develop Parents Association budget and calendar for next year
10. Oversee filling of vacated council and coordinator positions you oversee
11. Send appropriate thank-you notes for your team, including to Chairs you oversee
12. By May PAC meeting complete online report. Submit your binder to Parliamentarian
13. Assist Website Coordinator in seeing that reports are put online for Team Chairs and Coordinators you oversee

VICE PRESIDENT STAFF

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

PURPOSE: Provide leadership and continuity for Parents Association.

SPRING TASKS FOR INCOMING VICE PRESIDENT STAFF:

1. Fill Council and coordinator positions you will oversee. Contact incoming VP-Staff Team Chairs to have them help fill and confirm coordinator positions
2. Update staff contacts on next year's PAL contact list
3. Arrange meeting with Staff Appreciation coordinators and Advancement Associate to discuss ideas and set guidelines for next year's Staff Appreciation

TASKS:

1. Help plan, attend, and assist with the Orientation Retreat. See Executive Team Flash Drive for Orientation information.
2. Oversee Teams Chairs for Enrollment, Staff and Student Activities. Serve as resource, motivation and support for Chairs you oversee
3. Copy Advancement Associate on emails you send to your team
4. See that folders are distributed to all chairs and coordinators you oversee
5. Attend monthly officers' meetings
6. Attend monthly PAC/PAL meetings
7. Assist with Back-to-school Mixer for PAC and Staff
8. Oversee distribution of Directories and presold Parent and Student Handbook and Calendars to parents. Coordinate with Directory Coordinator and Assistant Principal of Academics.
9. For joint meetings prepare invitations for students or staff and deliver to front office for distribution, or to principal's secretary if emailing to staff.
10. With other PAC officers plan and organize general meetings for Parents Association which include Parent Education Night and Celebrate Our Students
11. Oversee filling of vacated council and coordinator positions you oversee

12. With Advancement Associate and PAC officers develop Parents Association budget and calendar for next year
13. Send appropriate thank-you notes for your team, including to Chairs you oversee
14. By May PAC meeting complete online report. Submit your binder to Parliamentarian
15. Assist Website Coordinator in seeing that reports are put online for Team Chairs and Coordinators you oversee

SECRETARY

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

PURPOSE: Provide communication and leadership for Parents Association.

SPRING TASKS FOR INCOMING SECRETARY:

1. Fill Council and coordinator positions you will oversee. Contact incoming Spiritual, Sports Games and Sports Teams Chairs to have them help fill and confirm coordinator positions
2. Work with current Secretary to prepare August Royal Pride submission and phone tree for next year

TASKS:

1. Help plan, attend, and assist with the Orientation Retreat. See Executive Team Flash Drive for Orientation information.
2. Oversee Team Chairs for Spiritual, Sports Games, and Sports Teams. Serve as resource, motivation and support for Chairs you oversee
3. Copy Advancement Associate on emails you send to your team
4. See that folders are distributed to all chairs and coordinators you oversee
5. Attend monthly officers meetings
6. Attend monthly PAC meetings
7. Initiate phone tree when requested by Parents Association President or Principal
8. Assist with Back-to-school mixer for PAC and Staff
9. Take minutes at council meetings, type and email to PAC or PAL's and Principal within one week of meeting
10. Pass clipboards at PAC meetings: Attendance, Royal Pride submissions—thank-you notes, activities, etc.
11. Submit Parents Association information for Royal Pride: Include parent service opportunities, summary of activities and thank-you notes for completed activities and an invitation to all parents to attend Parent Association meeting.
12. Contact registrar monthly to get names of families who have entered or left the school. Pass information to appropriate class secretaries.
13. With other PAC officers plan and organize general meetings for Parents Association which include Parent Education Night and Celebrate Our Student
14. With Advancement Associate and PAC officers develop Parents Association budget and calendar for next year
15. Oversee filling of vacated council and coordinator positions you oversee
16. At end of year in Royal Pride thank those not previously recognized
17. Oversee Class Secretaries confirmation/recruitment of phone trees liaisons for next year
18. Send appropriate thank-you notes for your team, including to Chairs you oversee
19. By May PAC meeting complete online report. Submit your binder to Parliamentarian
20. Assist Website Coordinator in seeing that reports are put online for Team Chairs and Coordinators you oversee

PAST PRESIDENT

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

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

SPRING TASKS FOR INCOMING PAST PRESIDENT:

1. Fill Council and coordinator positions you will oversee. Contact incoming Administrative, Advancement, and Community Celebration Chairs to have them help fill and confirm coordinator positions

TASKS:

1. Help plan, attend, and assist with the Orientation Retreat. See Executive Team Flash Drive for Orientation information.
2. Oversee Administrative, Advancement, and Community Celebration Chairs. Serve as a resource, motivation and support.
3. Copy Advancement Associate on emails you send to your team
4. Attend monthly officers meetings
5. Attend monthly PAC/PAL meetings
6. Assist with Back-to-School Mixer for PAC and Staff
7. Coordinate end of the year gift from Parents Association Council to President
8. With other PAC officers plan and organize general meetings for Parents Association which include Parent Education Night and Celebrate Our Students
9. With Advancement Associate and PAC officers develop Parents Association budget and calendar for next year
10. Oversee filling of vacated council and coordinator positions you oversee
11. Send appropriate thank-you notes for your team, including to Chairs you oversee
12. By May PAC meeting complete online report. Submit your binder to Parliamentarian
13. Assist Website Coordinator in seeing that reports are put online for Team Chairs and Coordinators you oversee

PARLIAMENTARIAN

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

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

TASKS:

1. Help plan, attend, and assist with the Orientation Retreat. See Executive Team Flash Drive for Orientation information.
2. Serve as Parliamentarian
3. Copy Advancement Associate on pertinent emails
4. Attend monthly officers meetings
5. Attend monthly PAC/PAL meetings
6. Provide information (either website instructions or binders and folders) to Parents Association officers at first meeting for them to distribute to Class Representatives, and School-wide Team leaders
7. Collect and maintain binders, folders and reports throughout year as activities are completed. Ensure Officers binders are collected by May. Follow-up as needed on any missing binders
8. Check with Website Coordinator to make sure all reports are put online
9. Assist with Back-to-School Mixer for PAC and Staff

10. With other PAC officers plan and organize general meetings for Parents Association which include Parent Education Night and Celebrate Our Students
11. With Advancement Associate and PAC officers develop Parents Association budget and calendar for next year
12. By May PAC meeting complete online report and update and store your binder with the others you collect
13. Work with Advancement Associate to update binders
14. At June Executive Team meeting oversee transferring of binders to incoming Officers

SCHOOL-WIDE TEAMS

ADMINISTRATIVE TEAM CHAIR

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

PURPOSE: Provide assistance and support for administration.

SPRING TASK FOR INCOMING ADMINISTRATIVE TEAM CHAIR:

1. Help fill coordinator positions you oversee

TASKS:

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

Campus Culture Coordinator

OVERVIEW: Lead a think-tank and implementation team to help administration find, design, and bring about comprehensive and integrative approaches to aid students in making good decisions and to clarify and cultivate values.

PURPOSE: To partner with MCP staff to search out and identify resources for faculty and staff, students and parents in good decision making

TASKS:

1. Make an appointment to meet with the principal to introduce yourself and to obtain his wishes for Campus Culture for your school year.

2. From the Principal's direction, lay out a plan for the school years campus culture group
3. Contact parents who volunteered to your team. Introduce yourself as the coordinator of Campus Culture and thank them for volunteering
4. Provide appropriate administrators with names and contact information of team coordinators you oversee
5. Run campus culture meetings when they are not with Administrators
6. Provide link between administrators and parent volunteers
7. Assist administrators with requests for campus culture
8. Send appropriate thank-you notes to your team upon completion of school year
9. By May PAC meeting complete online report

College Counseling Coordinator

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

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

TASKS:

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

Graduation Coordinator

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

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

TASKS:

1. Contact Assistant Principal of Academics to introduce yourself, establish connection for working together and obtain instruction and guidance
2. 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.

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

Photo Cataloging Coordinator

OVERVIEW: Set up and maintain online site for Parents Association photos. Work with MCP's Technology Director to catalog Parents Association digital photographs.

PURPOSE: Capture and archive in one place Parents Association photos.

TASKS:

1. Contact Director of Technology to introduce yourself and discuss your job as Photo Cataloging Coordinator
2. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
3. Set up online site for Parents Association photos
4. Take photos to contribute to site
5. Communicate to parents where and how to upload Parents Association photos
6. You may recruit photographers to take pictures at school events
7. Send appropriate thank-you notes for your team
8. By May PAC meeting complete online report

ADVANCEMENT TEAM CHAIR

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

PURPOSE: Cultivate participation and deeper involvement in advancement areas.

SPRING TASK FOR INCOMING ADVANCEMENT TEAM CHAIR:

1. Help fill coordinator positions you oversee

TASKS:

1. Oversee Annual Fund, Christmas Classic and Special Events Team Coordinators

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

Alumni Coordinator

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

PURPOSE: Help MCP provide communication and connection with alumni.

TASKS:

1. Contact Alumni Director to introduce yourself, establish connection for working together, obtain instruction and guidance from Alumni Director and determine assistance needed
2. Help with clean-up of Back-to-School Dinner, along with Alumni Parents Coordinator, to allow current parents to attend classroom presentations. Recruit help needed
3. Assist with Alumni Homecoming Hospitality Area, Alumni Sports Games on Thanksgiving weekend, and Alumni Reunion Luncheon
4. Serve on Alumni Advisory Council
5. Send appropriate thank-you notes for your team
6. By May PAC meeting complete online report

Alumni Parents Coordinator

OVERVIEW: Organize activities or events for alumni parents

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

TASKS:

1. Obtain and /or prepare a list of email addresses of parents of current graduates
2. Help with clean-up of Back-to-School Dinner, along with Alumni Coordinator, to allow current parents to attend classroom presentations. Recruit help needed.
3. Work with Advancement Associate and other alumni parents to determine activities.
4. With other alumni parents plan and carry out determined activities.
5. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
6. Assist Special Events Coordinator with Homecoming Reception for Alumni Parents. Recruit and coordinate help from parents of last year's graduating class. They are

- co-hosting event with principal.
7. Send appropriate thank-you notes for your team
 8. By May PAC meeting complete online report

Annual Fund Coordinator

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

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

TASKS:

1. Contact Principal to introduce yourself, establish connection for working together, and obtain instruction and guidance, and determine assistance needed
2. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
3. Be willing to contribute to Annual Fund yourself
4. Be a cheerleader among the parent community for the Annual Fund
5. Communicate and educate PAC and Parents Association members about the Annual Fund model—the school's fundraising approach
6. Encourage and invite Parents Association members to advocate for involvement in the Annual Fund—emphasizing participation rather than amount, inviting people to consider a financial partnership with the school
7. Attend the Parent Association Council (PAC) meetings as appropriate
8. Work with principal to develop Parents Association volunteer structure regarding Annual Fund (possibly Class Agents)
9. Work with principal to develop and use motivation tools (possibly class participation goals)
10. Collect testimonials or quotes from parents, alumni parents, alumni, faculty, and other contributors in support of school and Annual Fund
11. Recruit help as needed
12. Stay in contact with Principal to keep apprised of Annual Fund progress and how money raised is used. Work with principal to find ways to celebrate this information with the community
13. Send appropriate thank-you notes for your team
14. By May PAC meeting complete online report

Special Events Coordinator

OVERVIEW: Organize Alumni Parents Homecoming reception, Major Donors' dinner, and any other special events requested by the Principal.

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

TASKS:

1. Contact Principal's Administrative Assistant and Advancement Associate to introduce yourself, establish connection for working together, and obtain instruction and guidance
2. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
3. As requested by MCP Principal's Administrative Assistant, plan and organize event from setup to cleanup. Provide food, beverages and decorations. Scheduled events will include Alumni Parents Homecoming Reception and Annual Fund Major Donor Dinner. Other events may be added.

4. Arrange for volunteer help
5. Contact appropriate school staff to arrange use of kitchen or rooms needed
6. Keep in contact with Principal throughout planning process to ensure plans are to Principal's specifications
7. Attend the Parents Association Council (PAC) meeting prior to your events
8. Send appropriate thank-you notes for your team
9. By May PAC meeting complete online report

COMMUNITY CELEBRATION EVENT CHAIR

OVERVIEW: Plan and organize the MCP Community Celebration. Oversee Parents Association Community Celebration Coordinators and assist as needed.

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

TASKS:

1. Meet with principal and advancement associate to determine parameters of Community Celebration
2. Plan, organize and host Community Celebration along with Community Celebration Coordinators
3. Arrange for marketing of event
4. Oversee Community Celebration Coordinators
5. Contact parents who volunteered for your team to introduce yourself as Community Celebration Chair and thank them for volunteering
6. Attend monthly PAC meetings
7. Recruit committee coordinators: Auction Collection, Beverages, Decorations, Invitations and Programs, Raffle, Set-up & Staffing, Sponsors
8. Develop timeline
9. Review committee task sheet, and revise as needed
10. Meet with committee coordinators to hand out committee folders and determine event basics (theme, ticket price, etc.)
11. Work with committee coordinators and meet as needed
12. If a coordinator you oversee is unable to do his/her job, it becomes your responsibility to find a replacement or take on the job yourself
13. Send appropriate thank-you notes for your team, including to coordinators you oversee
14. By May PAC meeting complete online report
15. Assist Website Coordinator in seeing that reports are put online for Coordinators you oversee

COMMUNITY CELEBRATION AUCTION CHAIR

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.

TASKS:

1. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
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. Display raffle items at event
6. Coordinate auctioning of items at event
7. Recruit help as needed

8. Send appropriate thank-you notes for your team
9. By two weeks after event complete online report

COMMUNITY CELEBRATION RAFFLE CHAIR

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.

TASKS:

1. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
2. Meet with Raffle team throughout year to plan and prepare
3. Meet with Event Chair and printer to design tickets and arrange for printing
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 ticket at Community Celebration
9. Recruit help as needed
10. Send appropriate thank-you notes for your team
11. By two weeks after event complete online report

Beverages Coordinator

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

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

TASKS:

1. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
2. Meet with Community Celebration team throughout year to plan and prepare
3. Solicit and arrange for all drinks/wine for the event
4. Set up beverage table/bar prior to event if needed
5. Recruit help as needed
6. Send appropriate thank-you notes for your team
7. By two weeks after event complete online 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.

TASKS:

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

Invitations & Programs Coordinator

OVERVIEW: Create the invitations and programs for the event with the help of designated printer.

PURPOSE: Provide opportunity for community building and raise funds for MCP budget. Invite guests. Provide guests with event program.

TASKS:

1. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
2. Meet with Community Celebration team throughout year to plan and prepare
3. Consult Event Chair about budget and which printer MCP will be using for this event
4. Obtain needed information for the printing of the invitations and programs. Programs need to thank sponsors and volunteers for the event.
5. Coordinate with printer to help design the invitations and programs for the event
6. Coordinate with school to get mailing list and number of invitations needed
7. Organize envelope stuffing and mailing in accordance with printer requests
8. Recruit help as needed
9. Send appropriate thank-you notes for your team
10. By two weeks after event complete online 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.

TASKS:

1. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
2. Meet with Community Celebration 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
5. Send appropriate thank-you notes for your team
6. By two weeks after event complete online report. Submit folder to Auction Chair

Sponsors Coordinator

OVERVIEW: Solicit sponsors to fund, support and off-set cost of event, especially the raffle.

PURPOSE: Provide opportunity for community building and raise funds for MCP budget. Help off-set cost of event.

TASKS:

1. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
2. Meet with Community Celebration team throughout year to plan and prepare
3. Arrange for and solicit sponsors for the event. Check with MCP for list of people to contact
4. Relay information to Event Chair so sponsorships can be listen in program
5. Recruit help as needed
6. Send appropriate thank-you notes for your team
7. By two weeks after event complete online 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.

SPRING TASK FOR INCOMING COMMUNICATION TEAM CHAIR:

1. Help fill coordinator positions you oversee

TASKS:

1. Oversee Directory, Outdoor Message Board, Press Releases, Royal Pride and Website Team Coordinators and assist as needed. Serve as resource, motivation and support for committee coordinators you oversee
2. Distribute folders at beginning of the year to coordinators you oversee
3. Attend monthly PAC meetings
4. Assist Directory Team Coordinator with preparation of directory, as needed (spring and summer prior to new school year)
5. Invite committee coordinators you oversee to attend the PAC meeting prior to their event
6. Promote parent/school communication
7. Send appropriate thank-you notes for your team, including to coordinators you oversee when they complete an activity or job
8. If a coordinator you oversee is unable to do his/her job, it becomes your responsibility to find a replacement or take on the job yourself
9. By May PAC meeting complete online report. Submit your binder to Parliamentarian
10. Assist Website Coordinator in seeing that reports are put online for Coordinators you oversee

Directory Coordinator

OVERVIEW: Compile annual directory during spring and summer

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

TASKS:

1. Contact Registrar (Principal's Secretary), Technology Director and Advancement Associate to introduce yourself and establish connection for working together.
2. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
3. In fall (or by December) work with Advancement Associate to revise and update Directory Information Form to be included in online registration
4. Work with MCP staff to ensure that gathering of directory information online is done in user-friendly form
5. Work with MCP staff to see that directory information is gathered and dispersed to Parents Association in user-friendly format, and that accurate directory information is gathered from every family
6. Work with MCP's Registrar and Technology Director, and Parents Association Registration Coordinator to obtain data after registration
7. Compile annual directory during summer
8. Arrange with MCP's Director of Technology to place directory online
9. Send appropriate thank-you notes for your team
10. When finished with directory complete online report

Outdoor Message Board Coordinator

OVERVIEW: Change outdoor message board weekly.

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

TASKS:

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

Parents Association Websites Coordinator

OVERVIEW: Assist Parents Association in getting information online. Oversee the Parents Association webpage, and the Parents Association Job Records website.

PURPOSE: Provide Parents Association information on the MCP and Edline websites.

Make it easier to pass information from one parent to another by providing online posting and access to job reports and information.

TASKS:

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

Reports Coordinator

OVERVIEW: Assist Parents Association in getting reports online.

PURPOSE: Provide support to Parents Association by assuring reports are uploaded to the Parents Association Job Reports Website.

TASKS:

1. Contact Advancement Associate to introduce yourself, establish connection for working together, and obtain instruction and guidance
2. Ensure file names are correct and upload reports emailed to you to Parents Association Job Reports Website
3. Obtain Parent Association Report forms from Advancement Associate and convert to fillable PDF's
4. Send fillable PDF Report Form to the Advancement Associate to post online
5. Recruit help if needed
6. By May PAC meeting complete an online report

Reports Assistance Coordinator

OVERVIEW: Assist Parents Association chairs and coordinators in writing their reports.

PURPOSE: Provide history in Parents Association by assuring that reports are written and

are uploaded to the Parents Association Job Reports Website.

TASKS:

1. Two weeks after a Parents Association event has taken place check to see if the report is online
2. If a report has not been placed online, call the coordinator of the event and conduct a phone interview using the short or long report form
3. Fill out report form for the event from the answered questions and email report to Reports Coordinator to be uploaded
4. Recruit help if needed
5. By May PAC meeting complete an online report

Royal Pride Coordinator

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

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

TASKS:

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

Slide Shows Coordinator

OVERVIEW: Put slide shows together when needed for Parent Association meetings events. Prepare short slide show for Parents Association monthly meeting to highlight and share Parents Association activities and support for MCP.

PURPOSE: Provide the Parents Association, the MCP community and others with a visual reporting of Parents Association activities and involvement with MCP

TASKS:

1. Contact Administrative Assistant to introduce yourself, establish connection for working together, and obtain instruction and guidance
2. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
3. Put together short monthly slide show highlighting events of month in which Parents Association participated —“best of” Parents Association photos. To be shown at PAC meeting. Also, possibly online, on school lobby screen, etc.
4. Show slide show at monthly Parents Assn meetings (or arrange for someone to do it)
5. Encourage coordinators of events (and others) to send you best pictures of event
6. Provide other slide shows if requested by Principal, Advancement Associate or Parents Association President

7. Recruit photographers to take pictures at school events as needed
8. Recruit other help as needed
9. Send appropriate thank-you notes
10. By May PAC meeting complete online report

ENROLLMENT CHAIR

OVERVIEW: Help Assistant Principal of Enrollment as requested. Oversee Enrollment Coordinators and assist as needed.

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

TASKS:

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

Enrollment Clerical Coordinator

OVERVIEW: Help Assistant Principal of Enrollment with direct mail projects and clerical help.

PURPOSE: Provide assistance and support to Assistant Principal of Enrollment to enable her to work on other projects.

TASKS:

1. Contact Assistant Principal of Enrollment to introduce yourself, establish connection for working together, obtain instruction and guidance, and determine assistance needed
2. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
3. Coordinate clerical help requested by Assistant Principal of Enrollment
4. Assist Director of Enrollment with mailings in Nov, Jan, and March
5. Send appropriate thank-you notes for your team
6. By May PAC meeting complete online report

New Families Coordinator

OVERVIEW: Help Assistant Principal of Enrollment with New Family Orientation in spring.

Oversee the Family Mentor Program, connecting new families to current families.

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

TASKS:

1. Contact Assistant Principal of Enrollment to introduce yourself, establish connection for working together, obtain instruction and guidance, and determine assistance needed
2. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
3. Help Assistant Principal of Enrollment with New Family Orientation in spring and Family Mentor Program
4. Recruit current families to mentor new families. Mentor families should contact their new families a minimum of twice during the summer. They should also be available as a resource to answer questions, and make connections. If possible, it is recommended that the families and/or students get together at least once during the summer. The mentor family should continue to be available throughout the year as a contact and resource.
5. Attend the Parents Association Council (PAC) meeting prior to your event
6. Periodically check with Assistant Principal of Admissions to get names of families who start during the school year in order to welcome them. Contact appropriate Class Secretary to have her/him call to welcome new parents and add them to phone tree
7. Send appropriate thank-you notes for your team
8. By two weeks after final event of year complete online report

Open House Coordinator

OVERVIEW: Assist Assistant Principal of Enrollment with January Open House.

PURPOSE: Assist Assistant Principal of Enrollment in efforts to advance MCP by helping host Open House.

TASKS:

1. Contact Assistant Principal of Enrollment to introduce yourself, establish connection for working together, obtain instruction and guidance, and determine assistance needed for the open house.
2. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
3. Provide requested assistance for January Open House
4. Confirm Parents Association President or other officer or qualified parent will man Parents Association table at Open House
5. Arrange for items needed
6. Arrange for refreshments and decorations needed
7. Arrange for volunteer help
8. Attend the Parents Association Council (PAC) meeting prior to your event
9. Send appropriate thank-you notes for your team
10. By May PAC meeting complete online report

Parent Advocacy Coordinator

OVERVIEW: Help Assistant Principal of Enrollment to organize and coordinate parent advocacy socials and/or information meetings for families interested in attending MCP. (Parent Discovery Programs)

PURPOSE: Help Assistant Principal of Enrollment in creating a welcoming environment for families interested in attending MCP.

TASKS:

1. Contact Assistant Principal of Enrollment to introduce yourself and establish connection to work together. Obtain instruction, guidance and determine assistance needed
2. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
3. Work with Assistant Principal of Enrollment to develop and implement parent advocacy programs
4. Host parent socials or information meetings for families interested in attending MCP
5. Work with team members to recruit other parents to host socials
6. Attend the Parents Association Council (PAC) meetings prior to your event
7. Send appropriate thank-you notes for your team
8. By May PAC meeting complete online report

FINE ARTS TEAM CHAIR

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

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

SPRING TASK FOR INCOMING FINE ARTS TEAM CHAIR:

1. Help fill coordinator positions you oversee

TASKS:

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

Art Shows Coordinator

OVERVIEW: Assist art department in hosting fall and spring art shows.

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

TASKS:

1. Contact Art Department Chair to introduce yourself, establish connection for working

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

Drama Coordinator

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

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

TASKS:

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

Music Coordinator

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

PURPOSE: Assist in providing students with musical opportunities.

TASKS:

1. Contact Music Instructor to introduce yourself, establish connection for working together, obtain instruction and guidance, and determine assistance needed
2. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
3. Provide link between music teacher and parents
4. Recruit and oversee parent help needed as requested by music instructor
5. Attend the Parents Association Council (PAC) meeting prior to your event
6. Send appropriate thank-you notes for your team
7. By May PAC meeting complete online report

HOSPITALITY TEAM CHAIR

OVERVIEW: Promote a welcoming environment. Provide refreshments and decorate tables. Provide other decorations when requested. Events to cover include Back-to-School Night

Reception, Student Success Assemblies, 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”.

SPRING TASK FOR INCOMING HOSPITALITY TEAM CO-CHAIRS:

1. Help fill coordinator positions you oversee

TASKS:

1. Oversee Decorations/Refreshments and Recognition & Spirit Team Coordinators. Serve as resource, motivation and support for committee coordinators you oversee
2. Distribute folders at beginning of the year to coordinators you oversee
3. Attend monthly PAC meetings
4. Contact parents who volunteered for your team to introduce yourself as Hospitality Chair and thank them for volunteering
5. Invite committee coordinators you oversee to attend the PAC meeting prior to their events
6. Promote a welcoming environment
7. Recruit needed help
8. Arrange, set up (including table decorations), serve and clean up refreshments for special events, academic award assemblies, and other school functions when requested. (For Open House, Open House Coordinator should handle decorations and refreshments. For events preceded by Family Dinners, Class Refreshments Coordinators should arrange for desserts and drinks, as well as setup and cleanup)
9. In Café Royale provide hospitality and refreshments for Back-to-School Night after classroom visitations
10. Decorate stage in PAC at Student Success Assemblies in Aug(or Sept), Jan, & May
11. Notify front office staff whenever refreshments will be dropped off. Also, provide office with box for collection of refreshments
12. After events take Parents Association supplies and unclaimed dishes to Parents Association shelves in kitchen
13. Monthly straightened and organize Parents Association kitchen shelves
14. Bring unclaimed dishes from staff room and kitchen shelves to PAC/PAL meetings each month. Take dishes with names to front office to be sent home with students
15. Send appropriate thank-you notes for your team, including to coordinators you oversee when they complete an activity or job
16. If a coordinator you oversee is unable to do his/her job, it becomes your responsibility to find a replacement or take on the job yourself
17. By May PAC meeting complete online report
18. Assist Website Coordinator in seeing that reports are put online for Coordinators you oversee

Decorations and Refreshments Team

OVERVIEW: Help with creative decorating and provide refreshments for designated school events such as Back-to-School Night and Student Success Assemblies.

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

TASKS:

1. Promote a welcoming environment
2. Set up (including table decorations), serve refreshments and clean up for special events, Student Success Celebrations, Back-to-School night and Open Houses.
3. Recruit needed help

4. Notify front office staff whenever refreshments will be dropped off. Also, provide office with box for collection of refreshments
5. Straighten storage room after your events
6. Send appropriate thank you notes for your team
7. By May council meeting complete an online report

Graduation Flowers

OVERVIEW: Coordinate Flowers and Decorations for Baccalaureate and Graduation

PURPOSE: To decorate and fulfill the flower and decorations for the Graduation

TASKS:

1. Meet with Graduation Coordinator to obtain dates and information regarding budget and decoration/floral needs for Baccalaureate and Graduation
2. Arrange for and set up flowers and decorations for Baccalaureate and Graduation. Same flowers can be used for both events
3. 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
4. Send appropriate thank-you notes for your team
5. After Baccalaureate and Graduation complete an online report

Recognition and Spirit Coordinator

OVERVIEW: Oversee presentation of Royal Spirit Award. Assist with other parent recognition when requested.

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

TASKS:

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

ROYAL SPIRIT AWARD TASKS

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

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.

SPRING TASK FOR INCOMING SPIRITUAL TEAM CHAIR:

1. Help fill coordinator positions you oversee

TASKS:

1. Contact Campus Minister to introduce yourself, establish connection for working together, obtain instruction and guidance, and determine assistance needed
2. Oversee Liturgies, Month of Mary, People's Kitchen, Student Service Projects and Student Service Trips Coordinators and assist as needed. Serve as resource, motivation and support for committee coordinators you oversee
3. Distribute folders at beginning of the year to coordinators you oversee
4. Attend monthly PAC meetings
5. Assist Campus Minister as needed
6. Invite committee coordinators you oversee to attend the PAC meeting prior to their event
7. Act as liaison between Campus Minister and Parents Association Class Retreat Coordinators. Contact class retreat coordinators to confirm help needed by Campus Minister, and convey timelines of help needed
8. Arrange prayer for Parents Association Special Events
9. Send appropriate thank-you notes for your team, including to coordinators you oversee when they complete an activity or job
10. If a coordinator you oversee is unable to do his/her job, it becomes your responsibility to find a replacement or take on the job yourself
11. By May PAC meeting complete online report
12. Assist Website Coordinator in seeing that reports are put online for Coordinators you oversee

Ag Against Hunger Coordinator

OVERVIEW: Coordinate student/parent participation in harvesting extra commercial produce to donate to food bank.

PURPOSE: Provide support to the Campus Minister with the service project of Ag Against Hunger.

TASKS:

1. Contact Campus Minister to introduce yourself, establish connection for working together, obtain instruction and guidance, and determine assistance needed
2. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
3. Help Campus Minister coordinate student/parent participation in harvesting produce
4. Arrange for assistance or chaperones as requested by Campus Minister
5. Send appropriate thank-you notes for your team
6. By two weeks after event complete online report

LA Youth Day

OVERVIEW: Assist in coordination to allow students to attend 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.

TASKS:

1. Contact Campus Minister to introduce yourself, establish connection for working together, obtain instruction and guidance, and find out the number of chaperones

- and what other assistance is needed
2. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
 3. Assist Campus Minister with logistics for event
 4. Arrange for assistance or chaperones as requested by Campus Minister
 5. Send appropriate thank-you notes
 6. By two weeks after event complete online report

Liturgies Support Coordinator

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

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

TASKS:

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

Month of Mary Coordinator

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

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

TASKS:

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

People's Kitchen Coordinator

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

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

TASKS:

1. Contact Campus Minister to introduce yourself, establish connection for working together, obtain instruction and guidance, and determine assistance needed
2. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering

3. Meet at People's Kitchen to welcome sophomores at 11:30 am. on second Saturday of each month
4. Help direct and organize students serving food. Direct clean-up
5. Make sure all students have a ride home. Stay until all students have left safely
6. Send appropriate thank-you notes for your team
7. By May PAC meeting complete online report

Student Service Transportation Coordinator

OVERVIEW: Assist with student service projects transportation for food bank, Special Olympics and any other events requested by Campus Minister.

PURPOSE: Schedule parents to transport students. If needed, assist MCP in obtaining the necessary paperwork from parents required by the Diocese in order to transport students.

TASKS:

1. Meet with the Campus Minister and introduce yourself. Obtain a schedule of all the events that will require parent drivers
2. Contact parents who volunteered to drive for Student Service projects introduce yourself as coordinator and thank them for volunteering
3. Obtain from front office secretary a list of approved drivers
4. Arrange and confirm a driving schedule with approved drivers for events and give to list to Campus Minister
5. If needed, assist MCP in obtaining the required Diocesan paperwork from parents to be cleared to transport students.
6. Send appropriate thank-you notes for your team
7. By May PAC meeting complete online report

Student Service Trips Coordinator

OVERVIEW: Arrange for chaperone and assistance on student service trips and/or service activities as directed by Campus Minister. Trips may include spring break and summer opportunities

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

TASKS:

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

Walk for Life

OVERVIEW: Assist Campus Minister in coordinating student attendance at San Francisco Walk for Life in January. Arrange for chaperones and assist with the logistics of event.

PURPOSE: Provide support to the Campus Minister with the Walk for Life event.

TASKS:

1. Contact Campus Minister to introduce yourself, establish connection for working together, obtain instruction, guidance, and determine the number of chaperones and assistance needed for this event
2. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering.

3. Assist Campus Minister with logistics for event
4. Arrange for assistance or chaperones as requested by Campus Minister
5. Send appropriate thank-you notes for your team
6. By May PAC meeting complete online report

SPORTS GAMES 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.

SPRING TASKS FOR INCOMING SPORTS TEAM CHAIR:

1. Help fill coordinator positions you oversee

TASKS:

1. Oversee Admission Gate, Field Prep-Baseball, Field Prep-Football, Field Prep-Soccer, Game Confirmation, Scheduling, and Transportation Coordinators
2. Distribute folders at beginning of the year to coordinators you oversee
3. Contact Athletic Director to introduce yourself, establish connection for working together, obtain instruction and guidance, and determine assistance needed
5. Attend monthly PAC meetings
6. Assist Athletic Director with logistics and requested help
7. Invite committee coordinators you oversee to attend the PAC meeting prior to their event
8. Provide folders containing guidelines and information relative to the job they oversee.
9. Send appropriate thank-you notes for your team, including to coordinators you
10. oversee when they complete an activity or job
11. If a coordinator you oversee is unable to do his/her job, it becomes your responsibility to find a replacement or take on the job yourself
12. By May PAC meeting complete online report
13. At end of year assist Parliamentarian in collecting any outstanding binders, folders and reports from Coordinators you oversee
14. Assist Website Coordinator in seeing that reports are put online for Coordinators you oversee

Admission Gate Coordinator

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

PURPOSE: Serve as communication link between Athletic Director and sports team parents in scheduling the parent volunteers to help work the admission gate.

TASKS:

1. Each season check with Athletic Director to determine which athletic events will require admission, and how many parents will be needed at admission gate for each event, and whether one or two gates need to be covered. (Admission gate needed for football, volleyball, basketball, soccer and baseball)
2. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
3. Contact the appropriate team parents and let them know the game dates that need admission gate help, and how many parents are needed
4. Follow up with team parent and Athletic Director as needed
5. Send appropriate thank-you notes for your team
6. By May PAC meeting complete online report

Field Prep-Baseball

OVERVIEW: Prepare home field for baseball games

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

TASKS:

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

Field Prep-Football Coordinator

OVERVIEW: Prepare home field for football games

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

TASKS:

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

Field Prep-Soccer Coordinator

OVERVIEW: Prepare home field for soccer games

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

TASKS:

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

Football Chains Coordinator

OVERVIEW: Move chains along field during football games.

PURPOSE: Provide needed help to move chains along sideline throughout game.

TASKS:

1. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
2. Meet with Athletic Director to obtain instructions for football chains team. Provide help as requested
3. Send appropriate thank-you notes for your team
4. Within two weeks of finishing complete online report

Gym Snack Bar

OVERVIEW: Recruit parents to work with students in MCP's indoor gym snack bar during the girls and boys Volleyball and Basketball games.

PURPOSE: Provide support to Athletic Program by shopping for items needed for snack bar.

TASKS:

1. Meet with Athletic Assistant at MCP to introduce yourself, obtain needs of the snack bar and determine best ways to communicate to obtain weekly lists for items needed
2. Obtain a list weekly for needed items for the snack bar
3. Recruit help needed
4. Shop and deliver items from list to MCP
5. When each season is complete send appropriate thank-you notes to those who helped
6. Within two weeks of finishing, complete online report

SPORTS TEAMS CHAIR

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

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

SPRING TASKS FOR INCOMING SPORTS TEAM CHAIR:

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

TASKS:

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

Christmas Classic Hospitality Coordinator

OVERVIEW: Coordinate Hospitality Room for visiting teams. Coordinate food, drinks and snacks for the coaches and sponsors at the Christmas Classic Basketball Tournament.

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

TASKS:

1. Communicate with Christmas Classic Director to get instructions regarding hospitality. Priority is to make sure guests feel appreciated
2. Contact parents who volunteered for your team to introduce yourself as coordinator

- and thank them for volunteering
3. Coordinate the food, drinks and snacks for the coaches and sponsors at the tournament
 4. Coordinate with sponsors to pick up donated food
 5. Set up, stock, and clean up the hospitality suite
 6. Recruit needed help
 7. Attend the Parents Association Council (PAC) meeting prior to your event
 8. Send appropriate thank-you notes
 9. By two weeks after event complete online 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.

TASKS:

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

Field Change-over Coordinator

OVERVIEW: On last week-end of February organize volunteers to convert soccer field to baseball field under supervision of staff. May also be asked to help convert football field to soccer field.

PURPOSE: Prepare field for baseball.

TASKS:

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

MCP Spiritware Coordinator

OVERVIEW: Provide assistance to the sports teams in selecting individual team apparel.

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

TASKS:

1. Contact Athletic Director to obtain any new information
2. Work with coaches and team parents regarding their selection of team apparel.
3. Provide team parents with Athletic Director approved guidelines regarding style of apparel. Ensure Mission Prep Sports Logo is printed on all sports apparel
4. Provide sport teams with a list of vendors that carry the Mission Prep logo. (See most current list of approved vendors which can be found in report)
5. May provide assistance in the design and ordering of team apparel
6. Be the liaison between the Athletic Department and the sports team in having their team apparel approved by the Athletic Director
7. Send appropriate thank-you notes for your team
8. By May PAC meeting complete online report

Sports Physicals Coordinator

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

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

TASKS:

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

Team Parents Coordinator

OVERVIEW: Recruit 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.

TASKS:

1. Contact Athletic Director to obtain information to pass on to Team Parents
2. Work with MCP staff to arrange to have volunteer paperwork, TB testing and live scan available at All Sports meeting, and possibly other gatherings of sports parents, such as Sports Physical Night. The Athletic Director wants every parent of an athlete cleared to be a volunteer.
3. Contact parents who volunteered to be Team Parents to introduce yourself as coordinator and thank them for volunteering
4. Recruit a team parent for each sports team. (If possible, in time to be listed in directory, about July 31. Check deadline and submit to Directory Coordinator.) Use Sports Physicals night as a time to recruit team parents.
5. Provide Team Parent of each sport with folder containing guidelines and information relative to their sport
6. Send appropriate thank-you notes for your team
7. By May PAC meeting complete online report

Team Parents—per sport

OVERVIEW: Organize parents to support team and coach. Assist coach and team as requested.

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

NOTE: *The following 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.*

TASKS:

1. **SUPPORT COACH.** Contact coach and see where assistance is needed.
2. Call parents of athletes to introduce yourself as team parent and find out how they would like to help the team and coach
3. Copy team roster and distribute to families. Include athlete's names, parents, names, contact phone numbers, emails and schedule of games
4. Let parents know that Athletic Director wants every parent of an athlete cleared to be a volunteer (including TB clearance and live scan)
5. Recruit transportation parent to assist in arranging parent drivers for away games where a bus is not scheduled
6. Recruit parents to man admission gates as requested by Athletic Director via Admissions Gate Coordinator
7. Organize and plan team dinners. (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)
8. Organize end of season awards banquet
9. Recruit a parent to take pictures at games
10. Communicate team picture information to parents of athletes
11. Coordinate with coach to honor senior athletes at last home game
12. Make arrangements for snacks and/or water if needed
13. If needed, assist athletes in getting gift for coach
14. May organize making of inspirational banner or sign for gym, Café Royale, or hallway. This is optional because the athletes will sometimes do this themselves. Also, please check with Facilities Manager before putting up any posters
15. Send appropriate thank-you notes for your team
16. By May PAC meeting complete online report

STAFF CHAIR

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

PURPOSE: Provide assistance and support whenever staff requests.

SPRING TASK FOR INCOMING STAFF SUPPORT TEAM CHAIR:

1. Help fill coordinator positions you oversee

TASKS:

1. Oversee Office, Registration, and Workday Team Coordinators and assist as needed. Serve as resource, motivation and support for committee coordinators you oversee
2. Distribute folders at beginning of the year to coordinators you oversee
3. Provide appropriate staff with names and contact information of team coordinators you oversee
4. Attend monthly PAC meetings
5. Invite committee coordinators you oversee to attend the PAC meeting prior to their event
6. Provide link between staff and parent volunteers
7. Assist staff with requests

8. Contact each Parent Liaison in the month before his/her class becomes SWAT Team
9. Send appropriate thank-you notes for your team, including to coordinators you oversee when they complete an activity or job
10. If a coordinator you oversee is unable to do his/her job, it becomes your responsibility to find a replacement or take on the job yourself
11. By May PAC meeting complete online report
12. Assist Website Coordinator in seeing that reports are put online for Coordinators you oversee

Office Coordinator

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

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

TASKS:

1. Contact Administrative Assistant, Attendance Secretary, and Business Office Manager to introduce yourself, establish connection for working together, obtain instruction and guidance, and determine assistance needed
2. Work with above listed staff to assist with any office needs
3. Contact office staff to determine parent help needed for Picture Day and for fingerprinting at Back-to-School night. Arrange for help
4. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
5. Assist with school mailings, answering phones and office work as requested
6. Arrange for phone coverage for front office during secretary's lunch
7. Send appropriate thank-you notes for your team
8. By May PAC meeting complete online report

Registration Coordinator

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

PURPOSE: Provide parent assistance to Registrar during and for student registration.

TASKS:

1. Check with Advancement Associate to determine what assistance is needed
2. Work with Advancement Associate to revise and update Parent Volunteer Form prior to registration
3. Work with MCP staff to ensure that Volunteer Form is put online in user-friendly format
4. Work with MCP staff to see that volunteer information is gathered and dispersed to Parents Association in user-friendly format, and that parent volunteer information is gathered from every family
5. Prepare Volunteer List for directory and online use
6. By May PAC meeting complete online report

Transportation Clearance Coordinator

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

PURPOSE: Assist MCP (including staff, coaches and team parents) in obtaining the necessary paperwork required by the Diocese in order to transport students.

TASKS:

1. Obtain Diocesan forms from front office secretary that are needed to be filled out by parent drivers
2. Contact parents who volunteered to drive (sports, student service projects, and field trips). Introduce yourself as coordinator and thank them for volunteering
3. Assist in getting driver clearance for parents
4. Arrange to provide parents with the Diocesan required paperwork for driver clearances and retrieve the required paperwork to submit to MCP
5. Work with the school secretary in updating the required paperwork
6. Send appropriate thank-you notes for your team
7. By May PAC meeting complete online report

Workdays Coordinator

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

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

TASKS:

1. Contact Facilities Manager to introduce yourself, establish connection for working together, obtain instruction and guidance, and determine assistance needed
2. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
3. Attend the Parents Association Council (PAC) meeting prior to your event
4. Recruit help for workday by submitting article for Royal Pride, posting flyers about workday at school, and putting notice in daily announcements
5. Contact Facilities Manager one week prior to review job list
6. If needed secure materials and supplies for jobs to be done
7. Contact Principal for direction regarding welcoming workday volunteers, opening prayer, snacks, etc.
8. Email or call volunteers to remind them of date, time and any tools or supplies they should bring
9. If Facilities Manager is not able to attend workday, check out necessary keys from the office one day prior
10. Arrive one hour early on workday to set up
11. If Facilities Manager is not able to attend, supervise workday
12. Send appropriate thank-you notes for your team
13. By two weeks after final event of year complete online report

STUDENT ACTIVITIES TEAM CHAIR

OVERVIEW: Act as liaison for students in requesting parental help. Oversee Parent Association Student Activities Coordinators and assist as needed. Assist students in obtaining Christmas decorations and two Christmas trees.

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

SPRING TASK FOR INCOMING STUDENT ACTIVITIES TEAM CHAIR:

1. Help fill coordinator positions you oversee

TASKS:

1. Oversee ASB Dances, Clubs, Homecoming, Royal Day BBQ and Student Events Team Coordinators and assist as needed. Serve as resource, motivation and

- support for committee coordinators you oversee
- 2. Distribute folders at beginning of the year to coordinators you oversee
- 3. Contact Director of Student Activities to introduce yourself, establish connection for working together, obtain instruction and guidance, and determine assistance needed
- 4. Attend monthly PAC meetings
- 5. Invite committee coordinators you oversee to attend the PAC meeting prior to their event
- 6. Contact ASB School-wide officers and let them know you and your team are available to help them with their activities if needed and they can contact you if parent help is needed
- 7. Provide Director of Student Activities with names and contact information of team coordinators you oversee. Have Director of Student Activities contact you if additional help is needed
- 8. Assist students in obtaining Christmas decorations. Arrange for donation of 2 Christmas trees for school. Check in with Director of Student Activities before Thanksgiving to see what is needed
- 9. Assist, or recruit parents to assist on Picture Day
- 10. Arrange for parental help for student activities and projects when requested
- 11. Send appropriate thank-you notes for your team, including to coordinators you oversee when they complete an activity or job
- 12. If a coordinator you oversee is unable to do his/her job, it becomes your responsibility to find a replacement or take on the job yourself
- 13. By May PAC meeting complete online report
- 14. Assist Website Coordinator in seeing that reports are put online for Coordinators you oversee

ASB Dance Coordinator

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

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

TASKS:

- 1. Assist with dances as requested by students and Assistant Principal of Student Activities
- 2. ASB 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.
- 3. Contact ASB President to identify yourself as parent contact person for ASB dances
- 4. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
- 5. Attend the Parents Association Council (PAC) meeting prior to your event
- 6. For ASB-sponsored dances check with ASB to confirm if help is needed in following areas:
 - a. Recruit chaperones
 - b. Organize student-selected refreshments
 - c. Assist with decorating
 - d. Check to see that clean-up is organized, and that parents know their students are cleaning up
- 7. Send appropriate thank-you notes for your team

8. By two weeks after final event of year complete online report

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, period C.

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

TASKS:

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

Mock Trial Coordinator

OVERVIEW: Support and help coordinate Mock Trial Club and class.

PURPOSE: Provide support to the Mock Trial Club and class.

TASKS:

1. Contact the Mock Trial instructor/advisor, introduce yourself and find out what assistance is needed for Mock Trial
2. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
3. Provide requested assistance
4. Recruit volunteer help as needed
5. Attend the Parents Association Council (PAC) meeting prior to your event
6. Send appropriate thank-you notes for your team
7. By two weeks after completion of Mock Trial submit online 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.

TASKS:

1. Contact Assistant Principal of Student Activities for date and needs of Royal Day BBQ
2. Funds for Royal Day are included in the school budget. Check with the Student Activities Director for the amount of the allowance. Royal Day expenses are to be coordinated and approved by the Student Activities Director.

3. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
4. Attend the Parents Association Council (PAC) meeting prior to your event
5. Organize and purchase food and supplies
6. Recruit help as needed for the BBQ
7. Send appropriate thank-you notes for your team
8. By one week after Royal Day BBQ complete online 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 and 7th grade Visitation Lunch.

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

TASKS:

1. Contact Director of Student Activities for activity dates and needs
2. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
3. Attend the Parents Association Council (PAC) meeting prior to your event
4. For Coffee Night arrange for parents to provide and serve coffee and refreshments
5. For Lock-in arrange for chaperones and refreshments. (4 chaperones per 4-hour shift to cover between 9pm and 8am) Refreshments would include snacks and breakfast
6. Provide hot chocolate and refreshments for students for Movie night, and other help if requested
7. Help Director of Student Activities with 7th Grade Visitation Day Lunch. Tasks will probably be to help make and serve lunch
8. Send appropriate thank-you notes for your team. Also provide names of parent volunteers to students for them to write thank-you notes.
9. By May PAC meeting complete online 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.

SPRING TASK FOR INCOMING CLASS CHAIR:

1. Help fill coordinator positions you oversee

TASKS:

1. Help plan, attend, and assist with the Orientation Retreat. See Executive Team Flash Drive for Orientation information.
2. Oversee Class-Level Representatives and Dinner Coordinator and assist as needed. Serve as resource, motivation and support for Class Representatives and committee coordinator you oversee
3. Oversee all class-level Parents Association activities
4. Preside at all class-level parent meetings

5. Distribute binders and folders at the beginning of the year to other Class Representatives—Secretary, Parent Liaison and Student Liaison; and to Dinner Coordinator
6. Attend monthly PAC meetings
7. Invite committee coordinator you oversee to attend the PAC meeting prior to their event
8. See that all class representatives and committee coordinators are invited and encouraged to attend the beginning of the year meeting to review job responsibilities, expectations, calendar and promote bonding as a class team
9. Send appropriate thank-you notes for your team, including to Class Representatives and coordinators you oversee when they complete an activity or job
10. If a Class Representative, or a coordinator you oversee, is unable to do his/her job, it becomes your responsibility to find a replacement
11. By May PAC meeting complete online report
12. Assist Website Coordinator in seeing that reports are put online for Coordinators you oversee
13. **Senior Class Chair:** Assist with the Homecoming Alumni Parents Reception next fall along with the other representatives of your class. Work with Special Events Coordinator (See following)

SENIOR CLASS CHAIR

Additional Responsibility for Senior Class Representatives: Chair, Secretary, Parent Liaison and Student Liaison

OVERVIEW: Assist Special Events Coordinator with the Homecoming Alumni Parents Reception the fall after your student graduates. With help of other senior class representatives organize class assistance needed.

PURPOSE: Host Alumni Parents Reception to connect with other alumni parents.

TASKS:

1. Special Events Coordinator will be in charge of reception. Touch bases with her/him to get details and to determine help needed. It will probably include food, set-up, clean-up, and bartenders
2. Send email to class parents inviting them to help Principal host the Alumni Parents Reception at Homecoming. Ask everyone to bring an appetizer, and if they can, volunteer to help either with set-up, tending bar, or clean-up. But the most important help needed is to be there, and provide hospitality by welcoming other alumni parents—be the hosts. Have parents RSVP to you
3. Work with Special Events Coordinator to schedule volunteers, and recruit more if needed
4. Week of Homecoming, initiate phone tree to remind parents of Reception (or have other class officers assist with phone calling)
5. Enlist help of other class officers as needed
6. Send appropriate thank-you notes for your team
7. By two weeks after Homecoming complete online report

Annual Fund

OVERVIEW: Work with the Principal and Advancement Team to develop and implement a plan to encourage participation in the Annual Fund by class parents.

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

TASKS:

1. Contact school wide annual fund coordinator to introduce yourself, establish connection for working together, and obtain instruction and guidance, and determine assistance needed
2. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
3. Be willing to contribute to Annual Fund yourself
4. Be a cheerleader among your class parent community for the Annual Fund
5. Communicate and educate your class and Parents Association members about the Annual Fund model—the school’s fundraising approach
6. Encourage and invite Parents Association members to advocate for involvement in the Annual Fund—emphasizing participation rather than amount, inviting people to consider a financial partnership with the school
7. Attend the Parent Association Council (PAC) meetings as appropriate
8. Work with school wide Annual Fund Coordinator to develop Parents Association volunteer structure regarding Annual Fund
9. Work with school wide Annual Fund Coordinator to develop and use motivation tools (possibly class participation goals)
10. Collect testimonials or quotes from parents, alumni parents, alumni, faculty, and other contributors in support of school and Annual Fund
11. Recruit help as needed
12. Stay in contact with school wide Annual Fund Coordinator to keep apprised of Annual Fund progress and how money raised is used. Work with school wide Annual Fund Coordinator to find ways to celebrate this information with the community
13. Send appropriate thank-you notes for your team
14. By May PAC meeting complete online report

Family Dinner Coordinator

OVERVIEW: Plan and organize Family Dinners with other Class Family Dinner Coordinators. Work with class students and parents to take part in hosting MCP Family Dinners for school community.

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

TASKS:

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

7. Send appropriate thank-you notes for your team
8. By two weeks after event complete online report

CLASS SECRETARY

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

SPRING TASKS FOR INCOMING CLASS SECRETARY:

1. Recruit and confirm Phone Tree Volunteers for your class. Determine number of Phone Tree Volunteers needed (10-15 families per volunteer). Submit names to Directory Coordinator by July 20. Directory Coordinator will divide class parents alphabetically and equally among Phone Tree Volunteers.
2. Help fill coordinator positions you oversee

TASKS:

1. When you get phone tree lists back from Directory Coordinator, send them to your Phone Tree Volunteers, along with instructions. (See Phone Tree Volunteer job description.)
2. When you receive group emails lists back from Phone Tree Volunteers, combine them to create class email list
3. Review Communication Policies to be sure you follow the policies. (Under Policies in first part of Guidebook.)
4. Send email to all class parents when requested. Copy Advancement Associate 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 should contain the coordinators email address link 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.
 - d. Class Secretary determines if parents should receive a call alerting them to the email. If so, notify Phone Tree Volunteers.
5. Oversee Phone Tree Volunteers. Communicate information to them to be passed via phone tree. Be available to assist with any phone calls if needed. (Eg: Volunteer ill or out-of-town)
6. Establish a system with your Volunteers so you will know that they received your email message to initiate the phone tree. If you do not get a confirmation, call the Volunteer.
7. Oversee Graduation, Staff Appreciation and Senior Breakfast (for Junior Class only) Team Coordinators and assist as needed. Serve as resource, motivation and support for committee coordinators you oversee
8. Distribute folders at beginning of the year to coordinators you oversee
9. At first joint meeting with Parents Association and ASB, introduce yourself to the Student Class Officers and Student Activities Assistant Principal. Offer to communicate information and deadlines to your class parents when needed. Helpful information regarding upcoming dates, deadlines, etc. is beneficial for our parents.

For Junior and Senior years, advance notice of workshops, Senior photos, graduation, yearbook deadlines are very helpful. For Freshman and Sophomore's offering communication for homecoming floats and dances is helpful.

10. Attend monthly PAC meetings
11. Invite committee coordinators you oversee to attend the PAC meeting prior to their event
12. 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
13. Initiate phone tree when requested. **Use of phone tree must be authorized by Advancement Associate, Parents Association President, or Principal**
14. Assist your Class Representatives with tasks when needed
15. Keep record of the proceedings of the class meetings, if held Send appropriate thank-you notes for your team, including to coordinators you oversee when they complete an activity or job
16. If a coordinator you oversee is unable to do his/her job, it becomes your responsibility to find a replacement or take on the job yourself
17. The Parents Association Secretary will inform the Class Secretary when families enter or leave MCP during the school year. Assign the new family to a Phone Tree Volunteer, and notify Volunteer. Call the new parents, introduce yourself, welcome them to the school, explain our Parents Association class level systems of communication (emails from you, phone calls from Phone Tree Volunteer), and let them know the name of their Phone Tree Volunteer. For families who leave the school, notify their Phone Tree Volunteer, and remove them from your email list.
18. By May PAC meeting complete online report
19. Assist Website Coordinator in seeing that reports are put online for Coordinators you oversee
20. **Senior Class Secretary**: Contact Academics Staff Member to offer assistance contacting parents regarding orders for graduation caps, gowns and announcements
21. **Senior Class Secretary**: Next fall (as alumni parent) assist with the Homecoming Alumni Parents Reception along with the other representatives of your class. Work with Special Events Coordinator. (See Senior Class Chair job description for more information)

Graduation

Graduation - Senior Coordinator

OVERVIEW: Serve as a consultant to Graduation Chair. Assist as requested and needed. Serve as mentor to other Class-level Graduation Coordinators.

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

TASKS:

1. Meet with Assistant Principal of Academics, Graduation Chair, and Class Graduation Coordinators to determine help needed by parents
2. Meet with Graduation Chair and Class Graduation Coordinators to review responsibilities, plan, etc.
3. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
4. Send invitations to Bishop, Superintendent, Principals and Pastors
5. Work with Graduation Chair and assist as needed
6. Coordinate help needed from senior parents

7. Send appropriate thank-you notes for your team
8. By June 20 complete online report. Submit your folder to Graduation Chair

Graduation - Junior Coordinator

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

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

TASKS:

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

Graduation - Sophomore Coordinator

OVERVIEW: Host receptions following Baccalaureate Service and Graduation. Coordinate sophomore parent assistance needed.

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

TASKS:

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

Graduation – Freshmen Coordinator

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

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

TASKS:

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

Phone Tree Volunteer *(Class Secretary serves as coordinator for Phone Tree Volunteers)*

OVERVIEW: Call assigned parents in your class to communicate requested Parents Association information, or gather information

PURPOSE: Provide personal and timely means of or gathering information or communicating Parents Association information to parents.

TASKS:

1. Contact your assigned parents ASAP after you receive your list (during summer or beginning of year)
 - a. Introduce yourself as their class phone tree contact. Welcome them to a new year at MCP. Let them know you will be calling them when the phone tree is initiated. Otherwise, they will be receiving email communication from the class secretary, _____, (tell them secretary's name)
 - b. Verify their preferred e-mail address and phone number
 - c. If you are comfortable texting, you may want to consider giving your parents the option of receiving either a phone call or a text message (if it's a short message), and note that preference on your phone list
2. Create a group contact list of the verified e-mail addresses and send to your Class Secretary (eg: Word document)
3. Volunteers will be asked to make phone calls for multiple reasons throughout year. (Eg: welcome, alert to important emails, gather information, SWAT—last minute help)
4. Calls need to be made ASAP if alerting to important email, or calling for time-sensitive reason. Other calls will have more flexibility with the time frame.
5. Phone Tree Volunteers should check their e-mails daily in order to receive information from the Secretary in a timely manner.

6. The Class Secretary will inform the Phone Tree Volunteer when a new family is added to your group, or leaves from your group during the school year. For new families, call the new parents, introduce yourself as their Phone Tree contact and welcome them to the school. For families who leave the school, remove them from your contact list.

Staff Appreciation Coordinator

OVERVIEW: Coordinate various items of gratitude for the staff during the assigned two or three month period. Recruit parents and students to help recognize and show appreciation for our teachers throughout the two to three months. Organize staff appreciation luncheon on assigned date.

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

SPRING TASKS FOR INCOMING COORDINATORS:

1. In the spring meet with other class Staff Appreciation Coordinators and Vice-President, Staff to discuss ideas and set guidelines for next year's staff appreciation activities.

TASKS:

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

Senior Breakfast Coordinator (*Hosted by Juniors*)

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

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

TASKS:

1. **In the Fall**, call Parish Office to make sure Old Mission Parish Hall is reserved for Senior Breakfast
2. Limited funding for the breakfast has been incorporated into the Parents Association budget. Contact MCP's Advancement Associate or Parent Association President for budgeted amount. Follow procedures under Policies--"Budgeted Expenses".
3. Attend the Parents Association Council (PAC) meeting prior to breakfast
4. Hold planning meeting with Junior Student Class Officers. Decide menu, decoration, program...(Personalize program/entertainment to make Sr. Breakfast special)
5. Recruit volunteers (parents and students)
6. Create and send invitation to seniors and staff

7. Make wall and table decorations
8. Assist students as needed with program/entertainment
9. Arrange for food and food preparation
10. Oversee setup, cooking, serving, and cleanup
11. Send appropriate thank-you notes for your team
12. By two weeks after breakfast complete online report

PARENT LIAISON

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

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

SPRING TASK FOR INCOMING PARENT LIAISON:

1. Help fill coordinator positions you oversee

TASKS:

1. Oversee Parent Activity and Refreshments Team Coordinators, and assist as needed. Serve as resource, motivation and support for committee coordinators you oversee
2. Distribute folders at beginning of the year to coordinators you oversee
3. Attend monthly PAC meetings
4. Invite committee coordinators you oversee to attend the PAC meeting prior to their event
5. Serve as Strategic Work Action Team (SWAT) Leader for one quarter to recruit class parents for on-call assistance when needed by MCP
6. Assist class Chair with tasks
7. Assume the duties of Class Chair in the Chair's absence
8. Send appropriate thank-you notes for your team, including to coordinators you oversee when they complete an activity or job
9. If a coordinator you oversee is unable to do his/her job, it becomes your responsibility to find a replacement or take on the job yourself
10. By May PAC meeting complete online report
11. Assist Website Coordinator in seeing that reports are put online for Coordinators you oversee
12. **Senior Class Parent Liaison:** Next fall (as alumni parent) assist with the Homecoming Alumni Parents Reception along with the other representatives of your class. Work with Special Events Coordinator. (See Class Chair job description for more info)

Parent Activity Coordinator

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

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

TASKS:

1. Host one activity during year for class parents
2. Confirm date listed on school calendar. Change date if necessary, and confirm with School-Wide Vice President

3. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
4. Determine type of activity at beginning of school year
5. Attend the Parents Association Council (PAC) meeting prior to your event
6. Publicize date and activity in Royal Pride
7. Recruit volunteers, arrange for food and reserve location
8. Invite parents individually either through written invitation, email or phone. If needed request RSVP's
9. Oversee setup and cleanup
10. There are no funds available for Parent Activity. Any expenses need to be covered through donations.
11. Send appropriate thank-you notes for your team
12. By two weeks after event complete online report

Refreshments Coordinator

OVERVIEW: Recruit parents from class to provide refreshments when needed for class, or to assist School-Wide Hospitality.

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

TASKS:

1. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
2. Provide refreshments following annual Family Dinner sponsored by the class
3. Coordinate setup and cleanup of refreshment tables
4. Assist with refreshments for
 - a. Family Dinners (dessert)
 - b. Christmas Party
 - c. New Family Orientation
 - d. Graduation
 - e. Special Events
5. Provide refreshments if requested for any other class or school-wide activities
6. Assist school-wide Hospitality Co-chairs when needed
7. Send appropriate thank-you notes for your team
8. By May PAC meeting complete online report

Senior and Junior Class Refreshments Coordinator

Additional Responsibility for Senior and Junior Class Refreshments

Responsible for Refreshments for AP Exams

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

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

TASKS:

1. Senior Refreshments Coordinator takes lead, Junior Refreshments Coordinator assists
2. In April, check with Assistant Principal of Academics to get dates, location, and numbers of students for each AP Exam.
3. Recruit volunteers for each exam day to provide snack and drink for students, including paper products. Snacks must be dropped off prior to the arrival of the students at 7:45am.
4. The proctor will set out the snacks for break time. The College Board prohibits anyone other than the proctor being on site during testing times.

5. Recommended: bottled water, string cheese, granola bars, trail mix, fruit, fruit trays (pineapple, strawberries, grapes), nuts, mini muffins, bagels.
6. Not Recommended: soft drinks, candy, chips, cookies, crackers. These cause blood sugar levels to fluctuate and could adversely affect testing.
7. Give Assistant Principal of Academics list of names and contact information of parents who will be providing snacks each day
8. Send appropriate thank-you notes for your team
9. By two weeks after AP exams complete online report

STUDENT LIAISON

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

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

SPRING TASK FOR INCOMING STUDENT LIAISON:

1. Help fill coordinator positions you oversee

TASKS:

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

Dance Coordinator

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

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

TASKS:

1. Contact Assistant Principal of Student Activities and Student Class President to

- identify yourself as the parent contact person for the class dance
2. All dance expenditures must go through the student class treasurer. Students submit budgets in the spring for their dances and activities for the following year. The approved student budgets are funded by MCP.
 3. Initiate meeting early with students planning dance to determine help they would like. You may need to help them identify their needs
 4. Students keep extensive dance records and have access to information from prior years. Ask them if you need additional information.
 5. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
 6. Attend Parents Association Council (PAC) meetings 4 months prior to dance for Winter Formal (sophomores), Prom (junior), and freshmen dance. One or two months prior for senior dance
 7. Recruit chaperones
 8. Organize student-selected refreshments
 9. Assist with decorating if help is wanted
 10. Check to see that clean-up is organized, and that parents know their students are cleaning up
 11. Send appropriate thank-you notes for your team
 12. By two weeks after Dance complete online 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.

TASKS:

1. Host one activity during year for families of class to promote sense of community
2. Confirm date listed on school calendar. Change date if necessary, and confirm with School-Wide Vice President
3. Attend the Parents Association Council (PAC) meeting prior to event
4. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
5. Determine type of activity at beginning of school year
6. Publicize date and activity in Royal Pride
7. Recruit volunteers, arrange for food and reserve location
8. Invite families individually, either through written invitation, email or phone. If needed request RSVPs
9. Oversee setup and cleanup
10. There are no funds available for Family Activity. Any expenses need to be covered through donations.
11. Send appropriate thank-you notes for your team
12. By two weeks after Family Activity complete online report

Retreat Coordinator

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

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

TASKS:

1. Attend Parents Association Council meeting at least one month prior to retreat
2. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
3. Contact Campus Minister one month prior to retreat to offer help and find out what is needed
4. Coordinate requested assistance. Could include meal preparation, snacks, transportation of students to retreat location. (Seniors have Kairos and Sr. Day of Reflection. Juniors and Sophomores have one retreat. Freshmen have two retreats)
5. Send appropriate thank-you notes for your team
6. By two weeks after Retreat complete online report

Paint the "M" Coordinator (freshmen class)

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

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

TASKS:

1. Contact Assistant Principal of Student Activities to introduce yourself and determine assistance needed
2. Limited funding for the refreshments has been incorporated into the Parents Association budget. Contact MCP's Advancement Associate or Parent Association President for budgeted amount. Follow procedures under Policies--"Budgeted Expenses". Check with Assistant Principal of Student Activities regarding budget for supplies.
3. Contact parents who volunteered for your team to introduce yourself as coordinator and thank them for volunteering
4. Organize acquisition of supplies
 - a. Paint: 6 gallons white exterior paint. Water soluble so we can wash up easily. (Freshmen students will each bring paint brush or roller).
 - b. 4 shovels
 - c. 4 big brooms (as used for sweeping out a garage)
 - d. 3 regular brooms
 - e. 2 clippers for trimming back bushes
 - f. 4 Heavy duty trash bags
 - g. Work gloves
5. Organize parent help. At least 6 parents to go up the hill and 4 parents to organize refreshments. (It would be nice to have 1 parent who is a nurse or doctor to go up hill, but not mandatory)
6. Organize refreshments after hike. Snacks and drinks for entire freshmen class plus 15.
7. Send appropriate thank-you notes for your team
8. By two weeks after event complete online report