

OUR LADY OF VICTORY SCHOOL

HOME SCHOOL ASSOCIATION

MEMBER HANDBOOK

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Floral Park, NY 11001
(516) 352-4466
www.olvfp.org

Updated 2018

Coat of Arms of Our Lady of Victory School



The upper half center of the design displays a galley ship surrounded by rosary beads, symbolizing the victory of the Christian fleet during the Crusades which met the Turkish forces at the Battle of Lepanto in the Gulf of Corinth on October 7, 1571; on the left a long sword symbolizes the Christian forces, and on the right, a scimitar the sword of the Turkish forces. Lower half left – the three roses are the symbol of the Village of Floral Park; center – the bejeweled letter M for Mary and the crown for the Queen of Heaven; right – the tree is the symbol of the Village of Bellerose.

Feast of Our Lady of Victory

October 7th is the Feast of Our Lady of the Rosary, instituted to commemorate a major victory for Christian Europe in 1571 in the face of a hostile invasion.

In 1571 Turkish Moslems prepared to invade Europe with their powerful army and fleet. Saint Pope Pius V launched his own crusade, that of thousands of Europeans praying the Holy Rosary for victory. Although the Turkish fleet greatly outnumbered the Christian forces, the Turks were decisively defeated in what is known as the “Victory of Lepanto” on October 7, 1571. That day was memorialized by the Church as the Feast of Our Lady of Victory, later renamed as the Feast of Our Lady of the Rosary.

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HOME SCHOOL ASSOCIATION

OUR PURPOSE

The Home School Association of Our Lady of Victory School was founded for the purpose of advancing the ideals of traditional Catholic Education. The spiritual and academic welfare of our children is its driving force. We strive to support our parents, principal and teachers in their work of teaching, mentoring and spiritually guiding our children on their journey to grow closer to the ultimate teacher, Jesus Christ.

Our efforts in this regard include parental involvement in our association as volunteers working on parish and school events and as fundraisers who help to offset school expenses by participation in various events.



**OUR LADY
OF
VICTORY**

Pray for us.

Feast day:
October 7th

CONSTITUTION

Article I Name and Address: Our Lady of Victory Home School Association
2 Bellmore Street, Floral Park, New York 11001

Article II Objective:

To foster and continue the basic concepts of Catholic education; to support our teachers and parents in their efforts to make our school an example of academic and moral excellence; and to help all involved grow closer to the ultimate teacher, Jesus Christ.

Article III Rules of Order:

The order of business shall be as set forth in "Robert's Rules of Parliamentary Procedure".

Article IV Membership:

Membership shall be open to all members of the parish, faculty, staff, and parents/guardians of students of Our Lady of Victory School.

Article V Expenditures:

Section 1 - No fundraising activities shall be undertaken without the approval of the Pastor and/or Principal.

Section 2 - All moneys raised by this organization shall be used for the purposes of this organization and be handled directly through its Treasury with the consent of the Pastor and/or Principal.

Article VI Executive Board:

The Executive Board shall consist of the Pastor Ex-Officio, School Principal Ex-Officio, President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, Standing Committee Heads, Class Mother Coordinators, School Board Representative Ex-Officio, and the Association's Immediate Past President.

Article VII Officers:

Section 1 - The Officers of this Association shall be: President, Vice-president, Recording Secretary, Corresponding Secretary, and Treasurer.

Section 2 - If the office of the President becomes vacant, the Vice-president will assume that office for the remainder of the term. If any other office becomes vacant, such vacancy shall be filled from the Executive Board for the remainder of the term. If such vacancy cannot be filled by a member of the Executive Board, the President shall appoint a replacement for the vacancy after consulting with the Executive Board with the approval of the Pastor and/or Principal.

Section 3 - The term of office shall be for two years and no person shall be eligible to hold the same office for more than one consecutive term, unless the Executive Board votes to extend the term by one year.

Article VIII Duties of Officers:

Section 1 - The President shall preside at the meetings of this Association and of its Executive Board. After consultation with the officers, the Standing Committee Heads shall be appointed by the President in May/June with the approval of the Pastor and Principal following the Installation of Officers. The President signs orders for the payment of bills and performs such duties as are incumbent on this office. The President is a member of all committees except the Nominating Committee.

Section 2 - The Vice-president is to preside when the President is absent and shall perform any other duties assigned by the President to him/her. The Vice-president is also responsible for the complete program at the General Membership meetings.

Section 3 - The Recording Secretary is required to: (a) keep an accurate record of all meetings, (b) keep the Constitution and By-Laws and all other papers belonging to the organization, (c) call the meeting to order in the absence of the President and Vice-president, (d) prepare an order of business and a list of all committees for the President and the Executive Board.

Section 4 - The Corresponding Secretary shall handle such correspondence as the President or Executive Board shall direct. He/she shall be charged with the distribution to the school community of all meeting notices. Meeting notices are to be provided within the week previous to the meeting. He/she shall perform such further duties as the President or Executive Board shall designate.

Section 5 - The Treasurer shall keep an accurate record of all moneys received and paid out. The file containing this record is owned by the Association. The Treasurer shall insist on a receipt or voucher from every person to whom he/she pays money. The Treasurer shall make disbursements only when an HSA Check request has been submitted with original receipt or voucher. A report shall be submitted at every General Membership meeting. An audit is to be conducted at the end of each fiscal year, beginning June 1st and ending May 31st, by two members of the Association and the Treasurer.

Article IX Committees:

There shall be standing committees consisting of one to five members each. These committees are Ways and Means, Volunteer, Publicity, Legislative Committee, Cultural Arts, Newsletter (Victory Voice), and Charities.

Section 1 - Ways and Means - This committee is responsible to review, research, assess and oversee all fund raising and social activities sponsored by the Home School Association in collaboration with the Volunteer Committee. This committee shall also do its utmost to schedule events in order not to conflict with other events in the community. All funds received from such projects shall be turned over to the Treasurer.

Section 2 - Volunteer - This committee is responsible for the record keeping for all members of the school community for compilation for the Home School Association. This committee will keep lists of all volunteers for Home School Association sponsored events. The volunteer chairperson shall supervise all participation of parents and guardians in on-going school activities, including fund raising and/or social events directly sponsored by the Association.

Section 3 - Publicity - This committee is charged with all publicity notices to the community (i.e. news media, parish bulletin, etc.) All publicity materials, fliers, and photos are to be kept in a scrapbook and are the property of the Home School Association.

Section 4 - Legislative Committee - This committee is to inform the membership of any pending legislation or governmental directives relating to the interest and needs of parochial schools. They are also to report on the method and means of implementing the benefits of these laws.

Section 5 - Cultural Arts - The function of this committee is to expose the students to cultural experiences in areas which might not normally be accessible to them in order to broaden their education (opera, science events, gymnastics). These areas include, but are not limited to, the definition of Cultural Arts: Art, Theater, Music and Dance.

Section 6 - Newsletter - The Newsletter Committee is responsible for publishing school news several times a year and for distributing the newsletter to the entire parent body and faculty.

Article X Elections:

Section 1 - The Nominating Committee shall consist of up to five selected members from the Membership. Alternate members shall be designated by the President as necessary. Up to three persons from the membership at large shall be solicited to serve on the Nominating Committee. No elected officer of the Association shall serve on the Nominating Committee, nor shall a member of the Nominating Committee be eligible for election to office. The Nominating Committee shall also be charged with generating a notice seeking candidates for elected positions set forth previously.

Section 2 - The Nominating Committee shall give its report at the Spring General Membership meeting, presenting the name of at least one candidate for each office who is an active, participating member of the Home School Association. Following the report, an opportunity shall be given for nominations from the floor. The nominees for President and Vice-president must have served on the Board, in any capacity, or as a co-chair of a Home School function. An active member is one who has fulfilled their volunteer and fund-raising obligations.

Section 3 - Voting for officers shall be held at the General Membership meeting in May. The HSA is a family membership. Both parents/guardians are eligible to vote. Officers are elected by a majority vote.

Section 4 - Officers shall assume their official duties at the Installation of Officers to be held in June.

Article XI Quorum:

Section 1 - A quorum of this Association shall consist of 25 members present at a duly authorized and publicized General Membership meeting. A general announcement in school, and in the weekly parish bulletin within one week prior to the meeting date shall constitute due publication of a meeting.

Section 2 - A quorum of the Executive Board shall be a majority of the members of the Board with either the Pastor and/or Principal present.

Article XII Amendments:

Section 1 - Ad Hoc Constitution Committee - Reviews amendments and/or revisions or additions to the Constitution and By-Laws as the need arises. This committee shall be assembled by the President if the need arises.

Section 2 - Ad Hoc Outreach Committee - This committee shall be charged with assisting members of the school community as the need arises. This Constitution may be amended by any General Membership meeting by a two-thirds vote of those members present. The proposed amendments must have been submitted in writing and read to the organization at a General Membership meeting at least one month prior to being voted on.

Section 3 - By-Laws may be adopted, amended, or repealed at any General Membership meeting by a majority of those members present.

Section 4 - A transition meeting shall be scheduled following the Installation of Officers prior to the end of the school year in order to acquaint the new Executive Board with the rules and regulations governing this body.

Article XIII Dissolution:

Upon dissolution of this Association, all assets, (tangible and intangible) shall revert to the Pastor of Our Lady of Victory Parish, to be used as he sees fit.

Standing Rule I

There shall be at least three General Membership meetings during the school year.

Standing Rule II

All ex-Home School Association Presidents and their spouses will be honorary members of the Association.

Revised: May 2011

Description of HSA Executive Board and Standing Committee Duties

PRESIDENT – serves as liaison between the parents/guardians and the school administration. The President presides at the meetings of this Association and of its Executive Board; he/she also attends meetings of the School Board. After consultation with the officers, the Standing Committee Heads are appointed by the President in May/June with the approval of the Principal. The President approves the payment of bills and performs such duties as are incumbent on this office. The President is a member of all committees except the Nominating Committee. In addition, the president oversees and generally administers the following events: various teachers' luncheons, events held during Catholic Schools Week, etc. The President's duties are not limited to those mentioned above and are quite extensive in terms of making sure that all aspects of Home School run smoothly.

VICE-PRESIDENT – presides at meetings when the President is absent and shall perform any other duties assigned by the President. The Vice-President is also responsible for the complete program at the General Membership meetings. The Vice President is also the liaison between the Board and the Chairperson(s).

RECORDING SECRETARY – is required to keep an accurate record of all meetings, keep the Constitution and By-Laws and all other papers belonging to the organization, call the meeting to order in the absence of the President and Vice-President, prepare an order of business and a list of all committees for the President and Executive Board

CORRESPONDING SECRETARY – handles correspondence for the President, Executive Board, and/or the principal. The Corresponding Secretary must produce and distribute all meeting notices to the school community. The Corresponding Secretary shall perform other duties as the President, Executive Board, or principal shall designate.

TREASURER – shall keep an accurate record, of all moneys received and paid out. The Treasurer shall insist on a receipt from every person to whom he/she pays money. The Treasurer shall make disbursements only as directed by the Executive Board and countersigned by the President. A report shall be submitted at every General Membership meeting. An audit is to be conducted at the end of each fiscal year, beginning June 1st and ending May 31st, by two members of the Association and the Treasurer.

WAYS AND MEANS – This committee is responsible to review, research, assess and oversee all fund raising and social activities sponsored by the Home School Association in collaboration with the Volunteer Committee. This committee shall also do its utmost to schedule HSA events in order not to conflict with other events taking place in Floral Park. There is an important on-going assignment to seek out new avenues for fundraising.

VOLUNTEER – This committee is responsible for the record keeping (fundraising and volunteer assignments) for all members of the school community for compilation for the Home School Association. The Volunteer Committee oversees the Fundraising/Volunteer Service Program.

PUBLICITY – This committee is charged with all publicity notices to the community (i.e., news media, parish bulletin, etc.). All publicity materials, flyers, and photos are to be kept in a scrapbook and are the property of the Home School Association. A major duty of this committee is to photograph the students during all school activities, and extra-curricular events.

LEGISLATIVE - This committee has the duty of informing the membership of any pending legislation or governmental directives relating to the interest and needs of parochial schools. They are also to report on the method and means of implementing the benefits of these laws. Another aspect of the Legislative Committee is to write to our representatives at the local, county, state and federal government level regarding the Catholic Community's will regarding certain legislation, and any government actions that impact our Catholic Educational System or parish.

CULTURAL ARTS – The function of this committee is to expose the students to cultural experiences in areas that might not normally be accessible to them in order to broaden their education (opera, science events, music, dance, etc.). These areas include but are not limited to the definition of Cultural Arts: Art, Theater, Music and Dance.

CHARITIES – This committee oversees the charitable contributions of our school community. It researches new opportunities to help our neighbors and continues to tend to the charities we already support.

VICTORY VOICE – The Newsletter committee is responsible for publishing school news several times a year and for distributing the newsletter to the entire parent body and faculty.

More about the Home School Association: AN OVERVIEW

Home School Association is an organization made up entirely of volunteers that strives to support the parents, faculty, and administration of our school in the areas of fundraising and volunteer service. Home School works to provide opportunities for our children to grow spiritually and academically, and to provide an environment where school families can build community for the betterment of all. Our Lady of Victory Parish and School is a community that prays for and aides its members. The Home School Association is instrumental in providing ways for us to build that community.

In order to give our children a positive Catholic Education experience, the HSA seeks to implement programs within the day to day school experience that enhance their spiritual and academic growth and show them how their efforts can help to build the Kingdom of God. Our Charities committee, in particular, works in this area by collecting money, food, books, and other items for donation to various organizations which aide less fortunate people. Our Legislative committee works to foster a Catholic viewpoint in our government. One example of their work is to participate in a letter writing campaign administered by the Catholic Schools Network, a political action committee. Our legislative committee members write letters to our elected representatives on the local, county, state and federal level voicing the Catholic opinion on matters effecting our Catholic schools and other moral issues which come before those lawmaking bodies.

Funds raised by the Home School Association sponsored events, especially the Golf Outing, the Candy Sale, the Fall Fundraiser and the \$10,000 Giveaway, are used to help defray the cost of cultural assemblies, school supplies and the school's normal operating expenses. In the past, money raised by HSA has helped School Board move and renovate the Library, refurbish the Art and Music Room, and fundraising money has purchased rolling science laboratory carts. All children now have access to a science laboratory and up to date media tools. Many other extra educational tools that tuition does not cover are provided through funds raised by HSA efforts.

The many social events that take place within our school community are made possible by the volunteer program which is the heart of the Home School Association. Family Night, the Sweetheart Dance, Mother/Son Bowling, the Easter Bunny Breakfast and others, are all made possible through the efforts of volunteers provided by the HSA Fundraising and Volunteer Program.

Information for Parents

How should checks be made out?

The preferred method of payment for fees associated with any HSA event is by check. Please make checks payable to OLV-HSA. This will ensure that the funds are allocated to the correct account. Please mark the envelope containing the check with the name of the event for which it represents payment. The name of the Chairperson(s), if known, can also be included. This will ensure that your payment will reach the correct party/account. A large amount of mail passes through the school office each day. Please mark your envelopes with as much information as you can. It will help the office staff direct your mail correctly.

How does HSA communicate event information to parents?

The HSA has contact with our parents on a regular basis. Announcements from the executive board and information about events, etc. are always posted on the school website and occasionally sent home with each family's oldest child. **ALL DOCUMENTS ARE SENT HOME ON WEDNESDAYS.** Any communication dispersed under the auspices of HSA must be approved by the Principal and the HSA President before copying and final distribution to our families. Therefore, if anyone associated with HSA, including Chairperson(s) of events or committees, needs to distribute hardcopy information to our parents, a draft of the proposed document **must** be submitted, preferably via email, to the Principal and HSA President for approval the Friday prior to distribution. Once approved, hardcopy fliers must be in the school office by Tuesday afternoon, broken down by class, for inclusion in the teachers' mail boxes for distribution the next day. A list of the number of children by class can be obtained from the HSA Corresponding Secretary.

Who is eligible to run for HSA office?

Anyone who is an active, participating member* in good standing of HSA is eligible to become a candidate for the positions of Treasurer, Recording Secretary and Corresponding Secretary. The nominees for the President and Vice President positions must also have served on the Board in any capacity, or as a Chairperson(s) of any Home School Association function.

*A member in good standing is anyone who has fulfilled their fundraising and volunteer obligations.

The nomination process:

Member(s) of our HSA are asked by the President to serve as the Nominating Committee. These persons may not be elected officers of the HSA. A letter is sent to the parents/guardians asking for nominations. Anyone, with the proper credentials (see criteria above), can be nominated to fill a Board position. After the responses are collected, should there be more than one candidate for any position(s), the Nominating Committee puts the names of the candidates, along with short biographies, before the general membership and an election takes place.

What is the term of office for HSA Officers? Each officer can serve in a board position for a term of two years. Elections, if needed, take place each year.

How are candidates for HSA Standing Committees chosen?

A letter/email is sent to our parents/guardians asking if they would be interested in serving on one of our committees. Positions are filled from those interested people who have responded to the request. Again, a candidate must be a member in good standing of the Home School Association. If no one responds to a particular committee position, the incumbent is asked to continue serving or our principal names a person to fill the job.

The Spirit of God is upon me; he has anointed me. He sent me to bring good news to the poor, and to heal the broken-hearted. (Luke 4:18)

THE FUNDRAISING/VOLUNTEER SERVICE PROGRAM

The program was begun at the beginning of the 1998-1999 school year as a response to the results of a survey conducted during the previous school year. The answers to the poll overwhelmingly called for a program that would insure that all school families, not just a few, would support the school by raising funds and volunteering their time and talents. It was, and still is, an attempt to equalize the work/money burden. It has proved successful. As a result of this program every family is involved in the financial support of the school and in the work associated with all of our fund raising and social events.

The Fundraising/Volunteer Service Program consists of two obligations – each family is expected to raise a “Minimum Fundraising Amount” for the school by participation in any or all of the qualifying fundraising events, which may include: The Golf Outing, the Candy Sale, and the Fall Fundraiser, and/or the \$10,000 Give-Away. These are referred to as "qualifying fundraisers." A qualifying fundraiser must earn over \$5,000 profit for the school. Each family is required to raise at least the minimum obligation by participating in one or more of these fundraisers or has the option of writing a check to the school to satisfy the obligation. Families are encouraged to enlist the help of family, friends and neighbors to achieve their obligation. OLV School serves a very important role in the community and sharing in our fiscal health is necessary and not unreasonable. From time to time, additional optional fundraising opportunities arise, they will not be applied to a family's minimum obligation but might be appealing and/or needed as the school year progresses.

AND

Each family must fulfill its Volunteer Obligation by working at **any two events** – which include: the four fundraising events above, Book Sale duty (consisting of two Book Sales per year), Club Moderator, the Christmas Sale, Family Night, the Sweetheart Dance, Mother/Son Bowling, an Auction event, Basketball Tournament, Special Events, the Spring Social Event, the Easter Bunny Breakfast, or the OLV Music Series. These events are subject to change should there be insufficient volunteer support. Please note, serving on School Board, the Home School Association Executive Board or a Standing Committee, satisfies one part of the Volunteer obligation.

The only people exempt from the “two events” rule are the HSA President and people who choose to be an event Chairperson, or volunteer for lunch or hall duty.

If you find it difficult to volunteer, you can pay a “Volunteer Fee” instead of working at two events.

**OUR LADY OF VICTORY SCHOOL
DESCRIPTION OF FUNDRAISING/SOCIAL EVENTS AND AN OVERVIEW OF
VOLUNTEER RESPONSIBILITIES**

Working on two events during the year will fulfill your Volunteer Obligation. The descriptions below represent an overview. Specific jobs related to each event will be communicated to volunteers by the Chairperson(s) of each event. If you choose not to volunteer your family's services for the year, you can meet your Volunteer Obligation by remitting a Volunteer Fee to the school office by August 1st prior to the beginning of the school year. If you are unreachable using the contact information you provided, and/or you fail to show up at your assigned event(s) without advanced notice, you are subject to an increased Volunteer Fee.

Please note: As a general rule volunteers can be asked to work "behind the scenes" for any event. In other words, you may not necessarily work during the actual time that the event takes place, but prior to and following it. Please understand that there are many jobs that need doing and the chair people will assign you where you are needed. **NO ONE UNDER 21 YEARS OF AGE CAN WORK AS A VOLUNTEER.**

CHAIRPERSON(S): Responsible for the operation of a fundraising or social event. Depending on the size of the event, there may be two chair people assigned. Chair people are hands-on managers accountable for all aspects of the event they chair. You can fulfill your entire service obligation by working as a Chairperson(s).

DEFINITIONS

Fundraising event: A fundraising event raises money for the school.

Social event: A social event is a time when school families get together in an atmosphere of friendship to socialize and communicate. Social events must pay for themselves. The price of admission must cover the cost of refreshments, decorations, favors, etc. that are provided to the attendees at the social.

FUNDRAISING EVENTS

CANDY SALE: This is a major **fund-raiser** held in **September**. Each child in the school receives a box of candy to sell, unless families have notified the Chair people in writing that they wish to opt-out. The proceeds from each box sold is applied to each family's fundraising obligation. Extra boxes can be obtained by requesting them in writing from the Chairperson(s). The sale lasts for two weeks. During this time, some volunteers must be available at 8:15 AM each morning for approximately 30 minutes. Volunteers go to the classrooms each morning to collect money from the students. Chairperson(s) will inform volunteers of their specific duties.

Daytime event.

FALL FUNDRAISER: This is an important **fund-raiser**. The proceeds of items sold by each individual family are applied to that family's fundraising obligation. Volunteers must be available for one afternoon in **October** (date to be determined as the time draws near). Volunteers may be needed to deliver the boxes of items to the classrooms. Chairperson(s) will inform volunteers of their specific duties. ***Daytime event***

GOLF OUTING/DINNER: This is a major **fund-raiser** for our school held in **September**. The cost of tickets to the outing and/or dinner, as well as family sponsorships donated or obtained (other than those established with local merchants and secured by the committee), will be applied to each family fundraising obligation. Duties of those volunteering on the Golf Outing/Dinner Committee include soliciting donations from local merchants and corporate sponsors, and/or working during the outing and at the dinner following the outing, and any other duties necessary to run a golf outing. Preparation begins during the summer. Volunteers may be asked to work on the Golf Outing/Dinner during that time. Chairperson(s) will inform volunteers of their specific duties. ***Daytime event***

\$10,000 GIVE-AWAY: This is a parish-wide raffle. The drawing typically takes place the last Sunday in January, as Catholic Schools Week begins. The cost of all tickets bought or sold by OLV school families, is applied to each family's fundraising obligation. The proceeds from the sale of tickets fund our school's technology program. The committee is responsible for overseeing the mailing of flyers/tickets and keeping track of incoming sales. ***Daytime event and much "behind the scenes" work.***

SOCIAL EVENTS

SPRING SOCIAL EVENT: This is held in the **spring**, usually at a local establishment. Volunteers are needed to help with all aspects of this event. Duties include working during the event and any other duties deemed necessary by the Chairperson(s). Volunteers will be informed of their specific duties. ***Evening or weekend event***

CHRISTMAS SALE: This is a **social** event held in the middle of **December**. The purpose of this event is to provide simple/modest Christmas gifts for our children to purchase for parents, siblings, other family members and friends, so they can appreciate the joy of giving during the season. Volunteers should be ready to **purchase or construct approximately 50 craft/gift items, paying close attention to sale opportunities and modest prices**. Volunteers may be asked to do a variety of other chores ranging from setting up the gymnasium for the sale, working during the sale (during school hours), to cleaning up after the sale. Chairperson(s) will inform volunteers of their specific duties. ***Daytime event***

EASTER BUNNY BREAKFAST: This is a **social** event held before Easter at the school. This event is geared for younger children. Games, activities, visit by the Easter Bunny and breakfast are part of this social. Due to space restraints, it is open only to OLV school families whose children are in grades Nursery through second grade. People are needed to set up the cafeteria, work during the event, and clean up after. Chairperson(s) will inform volunteers of their specific duties. ***Weekend event***

FAMILY NIGHT: This is a **social** event open to all OLV school families usually held in the fall. Typically, activities for the children, entertainment, food and refreshments are part of this event. Volunteers are needed prior to, during and after the event. There is heavy “behind the scenes” activity associated with this event. The chairpersons will inform volunteers of their specific duties. ***Evening weekend event***

SWEETHEART DANCE: This father/daughter(s) dance is a **social** event held in February – near St. Valentine’s Day. Volunteers are needed prior to, during and after the event. There is heavy “behind the scenes” activity associated with this event. The Chairperson(s) will inform volunteers of their specific duties. ***Evening weekend event***

MOTHER/SON BOWLING: This mother/son(s) event is held in February at a local bowling alley. Volunteers are needed to aid the Chairperson at the event and perhaps do some recordkeeping prior to it. ***Weekend event***

The Home School Association
helps to build community.

OLV MUSIC SERIES: This **social** is open to all who wish to attend; not only OLV families. It typically takes place in the fall. Entertainment and refreshments are offered. Duties include working during the event, setting up and cleaning up the gymnasium on the evening of the social. The Chairperson(s) will inform volunteers of their specific duties. ***Evening weekend event***

AUCTION EVENTS: Spring. A large number of volunteers are needed to successfully run this event. Volunteers must be available to work in various capacities. Chairperson(s) will inform volunteers of their specific duties and shift times and dates. ***Evening weekend event***

BASKETBALL TOURNAMENT: This **social** is open to all who wish to attend; not only OLV families. It typically takes place in March. Duties include working during the event, setting up and cleaning up the gymnasium on the day of the event. The Chairperson(s) will inform volunteers of their specific duties. ***Morning weekend event***

EXTRACURRICULAR CLUBS: As the club's start-up during the year, information will be sent home to parents/guardians. Volunteers are needed during the club meetings to help the club moderators in whatever way they can. If your child is a member of one or more of these clubs, please seriously consider moderating a club, or volunteering at a club as one of your two service options. Moderators will inform volunteers of their duties. With enough volunteers, families should be able to volunteer their time for half the school year – September – January, February – June. Historically, there have been a variety of clubs including Dance, Bowling and Mock Trial. ***Daytime event***

SPECIAL EVENTS: People are needed from time to time to work at special events held in the school. These events include, but are not limited to, helping to supervise the children during the two or three days during the year when their photos are taken, various breakfasts, luncheons, receptions, including many special events during Catholic Schools Week (the last week in January), teacher's luncheons, serving refreshments at Spirit Day and Field Day, the Memorial Day Parade, and Junior National Honor Society induction ceremony reception. Volunteers for this assignment will oversee all aspects of the various events including picking up food, making sure there are enough paper goods, setting up the cafeteria/teacher's lounge, cleaning up and generally coordinating the smooth operation of the events and refreshments. Schedules and information regarding these events will be furnished by the Volunteer Committee in conjunction with the school office. Volunteers must be prepared to work prior to, during, or after, at least **three** of these Special Events.

CLASS MOTHER: Liaison between teacher and parents. Help the teacher whenever necessary. Organize and/or assist at class parties. Perform other duties as needed by the teacher and the school administration. ***Please take note*** – *Certain grades have specific obligations, e.g., 6th Grade Class Mothers are in charge of decorating for the 7th and 8th Grade Dance held during Catholic Schools Week. 1st Grade Class Mothers host refreshments for the Kindergarten Graduation Ceremony and Play in June 7th Grade Class Mothers host refreshments after the 8th grade Graduation Ceremony in June, and 8th Grade Class Mothers work on the Yearbook and Graduation Ceremonies. Other Grades have other responsibilities; we have not listed them all here.* Class Mothers are assigned in the fall, well after committees are formed for the school year. If a Class Mother believes serving as Class Mother, and completing the two, already assigned volunteer events, would be too much of a burden, she can opt-out of one of the assigned events. A member of the Volunteer Committee must be notified as soon as possible which event the parent is requesting removal from, so a replacement can be recruited.

HSA EXECUTIVE COMMITTEE OFFICER: Serve on the Home School Association board. Meetings are held several times a year, typically in the evening. Home School is the bridge between the parents and the school administration. Its purpose is to foster the basic concepts of Catholic education and to support our teachers and parents in their endeavors to make OLV an example of moral and academic excellence. Another aspect of HSA is to offset the ever-increasing costs of educating our children. Therefore, an important aspect of HSA is fundraising.

HSA STANDING COMMITTEE MEMBER: Serve on the various committees of the Home School Association. These committees assist the Executive Board by studying issues that face the school and proposing solutions. They are Ways and Means, Publicity, Legislative, Newsletter (Victory Voice), Volunteer, and Charities.

SCHOOL BOARD OFFICER: Serve on the School Board. Meetings are held once per month in the evening. School Board is an advisory body that aids the Principal and the Pastor.

DUTIES

LIBRARY: Volunteers are needed to work at the two book sales that take place during the spring and fall. Volunteers help the children find appropriate books and help our Librarian sell the books. Volunteers are also needed to take inventory in the Library during the last week of school. ***Daytime event***

Listed below are the Daily Duties and their descriptions. Volunteers must be available for approximately 90 minutes, one day per week, for a period of six months.

HALL DUTY: Duties include directing visitors to the main office during the lunch hour, being available at the side door of the school for any children who come in from the schoolyard to visit the nurse, office, etc. You can fulfill your entire service obligation by working Hall duty.
Daytime event

LUNCH DUTY: Be available during the lunch hour to perform a variety of jobs in the cafeteria. Supervise the children and act as security. You can fulfill your entire service obligation by working Lunch Duty. ***Daytime event***

ALTERNATES: If you can be available to fill in for someone on short notice, perhaps this would be where you can donate your time and abilities. You would be “on call” to fill in where needed to do the daily duties. ***Daytime event***

Be imitators of me, as I am of Christ. (1 Corinthians, 11: 1)

Be on your guard, stand firm in the faith, be courageous, be strong. Your every act should be done with love. (1 Corinthians 16:13-14)

Rejoice in the Lord always. I shall say it again: rejoice! Your kindness should be known to all. The Lord is near. Have no anxiety at all, but in everything, by prayer and petition, with thanksgiving, make your requests known to God. Then the peace of God that surpasses all understanding will guard your hearts and minds in Christ Jesus. (Philippians, 4: 4-7)

GUIDELINES FOR CHAIRPERSONS

In order to help anyone interested in becoming a Chairperson understand the responsibilities of the job, we have compiled these guidelines. This is a general overview.

The Home School Association believes that each person brings a unique quality to every event that they chair. No event has to be run exactly as it was run in the past. All Chairperson(s) are encouraged to refresh and/or improve fundraisers or social events to ensure variety and the success of all our undertakings. Your ideas and suggestions are always welcome.

RESPONSIBILITIES

Chair people are “hands-on managers” with responsibility for the total planning and execution of the event. Duties include, but are not limited to, the composition and distribution of any correspondence, information, fliers, admission tickets, raffle tickets, etc., that are necessary for the success of the event. They may also include the decoration and/or setting up of the event’s site (this includes clean-up in the case of in-school events).

Chairperson(s) are responsible for the finances of the event. If there are any out-of-pocket expenses incurred by the Chairperson or any worker for the event, a request for reimbursement must be submitted to the Treasurer HSA **IN WRITING** before payment can be made. Receipts must be attached. Chairperson(s) should “sign off” on the request. Workers should be instructed by the Chairperson(s) to submit requests for payment to them (the Chairpersons), who will in turn give them to the Treasurer for payment. The payment will be made directly to the person requesting reimbursement.

Chairperson(s) are in contact with the HSA Board to ensure that all resources of our school community are made available to him/her in order to create a successful undertaking.

Guidelines for Chairpersons (continued)

The Chairperson(s) are also responsible for the recordkeeping for their event in the binder provided to them by the Home School Association. Information necessary to affect a smooth transition for the next Chairperson(s), should be contained therein. From a Fundraising/Volunteer Service Program standpoint, we need to know who worked each event, for volunteer obligation records. If the event is a Fundraiser, we also must have complete records of what families participated in the event from a monetary standpoint, for minimum fundraising records. For general reporting purposes, a report of funds raised must be submitted to the Treasurer of the Home School Association.

Remember, you can fulfill your entire service obligation by working as a Chairperson.

IMPORTANT TELEPHONE NUMBERS and WEBSITES:

School Office (516) 352-4466; Nurse's Office (516) 352-4410;
Rectory (516) 354-0482

School Website: www.olvfp.org Parish Website: www.ourladyofvictoryfp.com

To send e-mails to Executive Board Members, enter the school website and click on Organizations on the left side of the home page.

ETHICAL BEHAVIOR FOR BOARD MEMBERS

Because board membership involves new kinds of responsibilities and relationships, it is critical that the professional ethics of such membership be understood and that a personal commitment to that ethic be made by each person.

Let us, then, consider the following:

1. **Board members** must realize that they will be expected to give their time, talents, and abilities to the workings of the board. No one should even accept a nomination to the board unless he or she is willing to give it the necessary time and effort.
2. **Board members** must base their personal decision upon all available facts in each situation, voting with honest conviction. It is not acceptable to take a position based on some personal involvement or emotional reaction. Gather all the data. Test personal feelings against the facts.
3. **Board members** must be able to abide by and uphold the final majority decision of the board regardless of how they voted. This is not easy. If someone is critical of a board decision and you voted against it, how normal it would be to declare your opposition. But, as a member of the board you are expected to project the majority opinion rather than your own.
4. **Board members** must work with their fellow board members in a spirit of harmony and cooperation. To really contribute to the productiveness of the group, you need “group people” that is, people who can be open to other’s opinions even as they share their own; people who can both share their wisdom and truly hear and be affected by the wisdom of others. To be a good member of any group, you must be able to give and take, to roll with the punches.
5. **Board members** must realize that as individuals they have no legal authority outside the meetings of the board. What this really means is that no board member is free to pontificate at the park picnic, on the golf course, or at the shopping center. Failure to live up to this serious obligation can cause a great deal of confusion and conflict in the community at large.
6. **Board members** must keep all confidences shared with them during closed meetings of the board. The very purpose of a closed meeting is defeated if confidences are not strictly kept by all. This obligation has obvious moral overtones and must be taken as a serious personal obligation on the part of each member.
7. **Board members** must never attempt to function outside of their realm of authority. This implies, of course, that they know their roles. It is dysfunctional for a board member to attempt to function out of his or her field.

While this is not an all-inclusive list of board ethics, it relates to those considerations that are primary.

In God is our joy; through Mary, our Queen let us give thanks and praise!

