



Home & School Association

In-Service Requirements & Responsibilities

The Saint Thomas Home & School Association relies on its families to volunteer to run all of their fundraising efforts, special events, and services offered to the children, families, and the parish. To help us get the volunteers needed — **each STA family PK3-8 is assessed a \$400 In-Service bond** at the beginning of each school year, which you can then earn back. You have the choice to **earn your In-Service bond back** by volunteering, or opt out and forfeit your bond — allowing H&S to keep your bond money. However, because we depend on our families to volunteer in some capacity throughout the school year, we make every effort to fit your busy schedules. If you wish to volunteer, to earn your in-service bond back, you must work a minimum of **20 service hours per year** from the assignments listed in the following pages. **You must also fulfill the “Protecting God’s Children” requirements.** Please continue reading to review the details of these volunteer opportunities and their corresponding point allocation and especially read **“Other Financial Responsibilities”** section.

To fulfill your responsibility, you can: (**Please note:** you must work minimum of 20 hours)

1. **Chair one of the events listed** (see attached for requirements-some may require a major event to be worked)
or
2. **Work one of the major events (minimum 6 hours at major event) and any combination of the special events/services**
or
3. **Sign up for one of the year-long commitments (no major event required).**
See the following list of services and events for detailed descriptions.

Major Events

Sub-Chair Committees (minimum of 8 hours)

Committee Volunteers (minimum of 6 hours)

Fall Event: Volunteers work various committees, including set-up, shopping, soliciting for gifts, wrapping, selling tickets, reservations, decorations, clean up, etc. Work begins in the late summer and continues through the end of the event. Volunteers must work minimum of 6 hours for this event.

Spring Tricky Tray: similar to the Fall Event, requiring volunteers to work various committees, including set-up, shopping, soliciting for gifts, wrapping, selling tickets, reservations, decorations, etc. Work begins in late fall and continues through the end of the event in the spring. Volunteers must work minimum of 6 hours for this event.

Special Events/Services

Spirit Walk (Early Fall) Volunteers must work a major event. (Fall Event or Tricky Tray)

A walk-a-thon for the children. Complete with pledges. Volunteers set up outdoors and supervise children during the event. Volunteers are also needed for other duties including preparation of pledge cards.

Calendar Raffle (November-February) *Flexible hours*

Chair coordinates the raffle license with the H&S Treasurer, printing of calendars and mailing. Ideal for busy working parents.

Santa Breakfast (December) *Flexible hours/Weekend event*

This is a fun morning for the entire family. Children meet Santa, take pictures, DJ, crafts and games, gift raffles. Volunteers set up, serve food, run games, crafts, gift wrap and cleanup.

Santa Shop (December) *During school hours/some weekend hours*

This fundraiser gives the children an opportunity to shop at school for small gifts for their loved ones. Volunteers set up, wrap gifts, and help the children shop.

Spring Plant Sale (May) *During school hours/some weekend/evening hours*

Volunteers are needed to set up, help children shop and clean up. Sale runs three days and one evening.

Thanksgiving Feast Coordinator Must work a major event. Coordinate feast/volunteers, order food, decorations, clean up etc.

Bunny Breakfast (Spring) *Flexible hours/Weekend event* This is a fun morning for the entire family. Children meet the Easter Bunny and play games. Volunteers set up, serving food, run games, crafts, gift wrap and cleanup.

Book Fair (Fall & Spring) *During school hours/evening hours*

Monday, Set-up; Tuesday — Thursday: help children shop for books; Friday: Clean-up.

Box Tops 4 Education *Flexible hours*

Run two contests during the course of the year. Track box tops submitted via school and parish. **Must work a major event: Fall Event or Tricky Tray.**

ShopRite/Stop & Shop Gift Card Summer Program: *Summer Sundays/Special*

events Volunteers work during Sunday masses (in the back of the church) for the summer (approximately 1 hour & 15-minute shifts) and/or at special parish/school summer events. Get a jump on the upcoming school year!

Father/Daughter Dance:

Chairperson: coordinate volunteers, run event. Volunteers work various committees, including set-up, decorations, clean up, etc. Volunteers must work minimum of 6 hours for this event.

Mother/Son event:

Chairperson: coordinate volunteers, run event. Volunteers work various committees, including set-up, decorations, clean up, etc. Volunteers must work minimum of 6 hours for this event.

Year-Long Commitments

(September through June-minimum 20 hours no major event required)

Solicitation *Flexible*

Work closely with the chairperson (s) of the Fall Event and Tricky Tray. May be asked to assist with solicitation for other events. Volunteers must solicit, organize donations, etc., for the Fall Event and Tricky Tray. May be asked to assist with solicitation for other events.

Yard and Cafeteria Duty: *During school lunch hours*

Volunteers work **one day every other week** for approximately one and a half hours through the entire school year. Volunteers supervise children in cafeteria, schoolyard or gym during lunch break. This is an ideal way to see your child during the day.

Uniform Exchange Coordinator

Maintains uniforms for exchanged, i.e., organized/sized/ready to be exchanged, etc.

Shoprite/Stop & Shop Gift Card Program: *Sundays/Special events*

Chair Person/Coordinator (s) fill the gift card orders throughout the year to both the school and the parish as well as administer the program (organize volunteers/pick sale dates/bulletin entries/order gift card etc.)

Volunteers work during Sunday masses (in the back of the church) for the entire school year (shifts are approximately 1 & ½ hour shifts) and/or at special parish/school events determined by the H&S Board.

Media Center/Library: *During school hours*

Volunteers usually work one morning (10:00 AM – 12:00 PM), or one afternoon (12:30PM – 2:30PM) every other week.

Schedules are flexible and no experience is necessary.

Hawk Nest Store: *During school hours or special events*

Hours needed: 7:45am-8:30am and/or 2:30pm-3:15pm

Home & School Board: *Two-year commitment*

If you're interested in serving, please see a current Home and School Board Member.

Other Financial Responsibilities

Fundraising Bond: each STA family PK3-8 is assessed a \$150 fundraising bond at the beginning of the school year. You can elect to opt out and forfeit this bond or earn your money back by purchasing a minimum of **\$3,000 Shop Rite/Stop & Shop gift cards** during the school year. Use the gift cards just like cash (it doesn't cost you anything extra) and the **school makes a 5% commission from ShopRite/Stop & Shop** on every card sold! Cards can be purchased through the school office, after church and special events. **You also get assessed a \$100 event fee** (for the purchase of a ticket to the Spring Tricky Tray and a donation) If you don't attend event(s) the fee remains with H & S. If there is an outstanding balance owed to STA at the end of the school year your in-service bond credit will be applied directly to the balance owed. Once the amount owed is satisfied the remaining bond refund will be a credit toward the next year's tuition, NO checks will be issued.

Please note that all bond refund checks will be a credit on next year's tuition, no refund checks will be issued. (Only graduating families and non-returning families will receive a refund check less any money owed.)

Please Note: bond refunds are processed within 45 days of the last day of school.

Yearly Required Contributions: mandatory for each STA family PK3-8

Tricky Tray: A donation of \$50 is included in the event fee (listed above) and will be charged to your smart tuition account.