

St. James Home & School Association

Supporting St. James School in a variety of ways throughout the year.

Information Technology

FlockNote

This is a mass communication tool that is used by all of St. James Church & School. In addition to Home & School communications, all school and classroom newsletters are sent through it, so if you have not already done so, make sure to sign up flocknote by going to <https://new.flocknote.com/stjameswashington> and subscribing to your child's classroom newsletter, home and school news and the school news. If you need help or have questions, feel free to ask.

Volunteer Scheduler Pro (VSP)

Volunteer Scheduler Pro (or VSP as we call it) is another program we use. As many of you know, the thing that sets Catholic Schools apart is the strong emphasis we place on parent involvement and community. This program functions to make that process simpler by allowing for electronic sign up and reminders of all home and school events throughout the year. If you are new to our school and need to enroll, you can do so by going to www.rotundasoftware.com/volunteer/sjs and clicking "sign up now". If you need help or have questions, feel free to ask.

Fundraisers

Fall Festival

When: First Sunday after Labor Day

Description: The Fall Festival is in its 37th year as the largest fundraiser for St. James School. In 2013 it made over \$80,000 for our school.

Request to School Families: Attend and participate in the festivities (dinner, country store, auction, raffle, kid's games, etc...)

Can Shed

When: Year round

Description: In the north parking lot there is a can drop shed. It's pretty self-explanatory; just drop your cans off in the back. Each month a volunteer sorts the cans from the bottles and gathers them into the large clear bags for pickup. Last year this fundraiser made almost \$1000 and took only 30-60 min/month.

Request to School Families: We need 1 volunteer each month to take care of sorting and bagging the cans. The key needs to be picked up in the school office and returned there for the next volunteer. This is a great project to do with your kids to teach them about service.

Box Tops/Campbell Soup Labels/HyVee Receipts

When: Year round

Description: Our school collects Campbells Soup Labels, Box Tops and HyVee Receipts. An existing volunteer clips them out and bundles them. The volunteer position show picks up and submits them for payment. Soup Labels and Box Tops are nationwide programs with good online instruction and support. HyVee receipts are managed through our local HyVee.

Request to School Families: Regularly pick up and turn in box tops, soup labels and receipts for payment.

Fall Food Sales

When: September - November

Description: This is a traditional sales fundraiser, consisting of frozen food items, wrapping paper, etc... Last year this netted about \$3500 for our school.

Request to School Families: Participate in the fundraiser by selling items to your family, friends and neighbors.

The Big Event

When: April

Description: This is an enjoyable evening that includes a raffle for \$10,000, fun giveaways from local businesses, delicious hors d'oeuvres and drinks.

Request to School Families: Sell Tickets - we encourage all parents, grandparents, aunts, uncles, cousins, parishioners, and community members to participate in and/or attend this fun event!

Volunteer opportunities include helping with gathering sponsors and prizes, coordinating the hall rental, setup and decorating assistance the day before, greeting attendees/taking tickets, clean up, and more!

Marketing

School Mass & Brunch

When: Fall, Winter Spring

Description: Students participate in the 9:00 am Mass with their Mass Families. The fall mass is followed by a donut reception for all in the school gym. The winter one during Catholic Schools Week is followed by a brunch in the Gym. The Spring one is a final blessing for all St. James School students and Sunday Faith Formation students at the completion of the year and is followed by regular coffee and rolls in Tobin Hall. Breakfast items are solicited from the school families for the Catholic Schools Week brunch. St. James School students wear their pride attire and parents and children will act as hosts.

Request to School Families: Provide breakfast items such as egg casseroles, muffins, rolls, fruit, juice, milk, etc..., attend 9:00am Mass, parent and child(ren) teams work serve breakfast.

Homecoming

When: Early October - usually around 2pm

Description: St. James School families ride in the Homecoming parade on a trailer/hayrack with a St. James School Banner and hand out items. **All children are required to have a parent or guardian with them to walk in the parade.**

Request to School Families: We need one parent to organize the event, communicate the meeting point, prepare the hand out items and bring the banner. We need a second to provide the truck/trailer/hayrack and driver.

Hospitality

Back to School Night

When: The night before school starts from 6pm - 7:30pm

Description: Students bring in their school supplies, meet their teachers, and see their classrooms. Home & School volunteers greet and welcome back all in attendance, ensure everyone is registered for FlockNote, explain and sell Scrip gift cards, etc...

Request to School Families: We need a couple volunteers to greet students, a few volunteers to serve treats, one volunteer to oversee the all school art project, and one volunteer to sell scrip.

Christmas Program

When: Mid-December, Usually a Wednesday Evening

Description: The school Christmas program is held each year at the Washington Community Center. Program is arranged by the school music teacher and emceed by the school principal. Entry is free, but we ask everyone to bring a canned food item for the local food pantry.

Request to School Families: Two parents to greet and receive food donations and transport canned food items to HACAP.

Spring Concert

When: May

Description: The Spring Concert is held each year at the Washington Community Center. The program is coordinated by the school music teacher and emceed by the school principal. Admission is free, but a free will offering is taken up during the show to purchase new instruments for the music program.

Request to School Families: Two to Three parents to act as greeters at the door(s), hand out programs, get addition chairs as necessary and generally make visitors feel welcome and give a positive overall impression of our school.

Graduation

When: May

Description: The graduation of the 5th graders includes a ceremony after the 9:00am Mass followed by a Breakfast Reception in Tobin Hall for the graduates and their families.

Request to School Families: We need one to two parents to setup and decorate Tobin Hall and coordinate with the fifth grade teacher and Earthly Blessings to get a small graduation gift for each child.

Teacher Support and Appreciation

Classroom Supply Stipend

When: Annually

Description: The Home & School Association will reimburse each teacher up to \$100 per year for classroom supplies.

Request to School Families: Participate in the fundraisers that make this possible.

Conference Meals

When: The first day of each conference session - November & February

Description: Volunteers provide supper for the teachers

Request to School Families: We need one parent to provide a main dish, one parent to provide a side, one parent to provide a dessert and one parent to provide a salad. This needs to be a quantity large enough for 15 to 20 people. These may either be provided in disposable containers or if the containers need washed and returned, the parent needs to go back and pick them up, so we don't create an undue burden on the teachers. They need to be ready for the teachers to eat around 4:00pm so the teachers can eat when they have a break in conferences.

All Staff Appreciation Luncheon

When: One Wednesday in December

Description: Show our appreciation to our staff by providing them with a catered lunch and an opportunity to enjoy some quality time with each other, while parents cover the lunchroom and recess duties.

Request to School Families: On the designated date, parents cover lunchroom duties (serving lunch and supervising lunchroom and recess), two parents decorate and serve lunch to the teachers.

Teacher Christmas Gift

When: December before Christmas break

Description: Contact the other parents in your class and coordinate donations and/or cards from families and children to show appreciation for teacher.

Request to School Families: One parent in each grade coordinates with the other parents of that class on a class gift to the teacher.

Teacher Appreciation Week

When: First week of May

Description: Special little signs of our appreciation to the teachers and staff of St. James School for all they do for our children throughout the year.

Request to School Families: Help with delivering gifts for teachers, write a letter of appreciation to your child's teachers.

Recess duty

When: Wednesdays during the school year. 11:55am - 12:45pm

Description: Provide the teachers with a free period to meet with each other, prep for class, etc.

Request to school families: Sign up for a shift providing supervision and assistance to students during lunch and recess.

Catholic Schools Week

When: Last week in January

Description: This is the nationwide celebration of Catholic Schools in America. The festivities of this week are similar to Homecoming Week festivities.

Request to school families: Assist or attend a variety of school based activities that the staff has organized such as Special Guest Day.

Holiday Parties

When: Halloween, Christmas, Valentine's Day

Description: These are traditional class parties for these three holidays.

Request to school families: Each class needs 4 volunteers for each party – One to provide games and co-host with the teacher, one to provide the drinks, one to provide the snacks and one to provide paper products.

We hope this description of activities gives you a good idea of what home and school is and how you can be a part of your child's experience at St. James School! Every parent is an important part of this organization!