



Sacred Heart Home & School Association

The Home & School Association acts as a liaison between families and faculty of Sacred Heart School. All families enrolled in the school automatically become members of the association. The association plans and assist in school events such as Back to School night, the Christmas Bazaar, Catholic Schools' Week, Walk for Annual Fund and fundraising efforts. The Home & School Assn. also coordinates volunteers for the lunch program, the homeroom parents, SHOPS/scrip program, and various other volunteer opportunities.

The Home & School Assn. meetings are scheduled monthly at the beginning of each school year. All parents, teachers and the Principal are invited to attend Home & School meetings. A representative from each homeroom is encouraged to attend H & S meetings and is asked to report pertinent information back to the Homeroom parent who is then asked to follow through with any necessary action.

President: presides over meetings which will be set at the beginning of the school year.

Vice President: assists President.

Secretary: takes minutes from the H&S meetings and distributes to officers and to the office to be sent home in the Wednesday envelopes.

Treasurer: keeps records of finances, H&S account and reports at H&S meetings.

VOLUNTEER OPPORTUNITIES:

Homeroom Coordinator: acts as a liaison between activity chairpersons and homeroom parents, passing on information and duties. The Homeroom coordinator stays in touch with the homeroom parents throughout the year, generally via email, to inform them or remind them of homeroom parent responsibilities. *A working parent can do this job. The duties are sporadic throughout the year. Much of this job is based on organization and communication.*

Homeroom parent: There is at least one homeroom parent per grade. A second homeroom parent or assistant is highly recommended for the younger grades. The primary role of the homeroom parent is to assist the teacher with activities throughout the year and to communicate with other parents. Classroom holiday parties, some field trips, receptions for the grades receiving Sacraments, some classroom projects and birthday acknowledgements for the teacher/s are all done through the homeroom parent. Communications can be sent home to all of the class's parents via the student folder with the approval of the teacher. This means of information exchange is used to get chaperones for field trips, food and volunteers for classroom parties, donations for the Christmas Bazaar's "homeroom baskets" and volunteers for projects and events within the classroom throughout the year. The homeroom parent may also choose to create a "homeroom fund" in the beginning of the year to be used to purchase gifts for the teacher/s for Christmas, birthday and end of year gift/s. It can also be used to purchase crafts or supplies used during holiday parties. *Much of this position is communication with the parents and organization of party details. Attendance at holiday parties and events need not necessarily be done by the homeroom parent. Parent volunteers can run parties in the classroom quite handily once the homeroom parent has organized the food donations and activities.*

Shops/scrip Coordinator: recruits and oversees SHOPS/scrip program volunteers, sells shops/scrip cards weekly. Enters all sales from weekend masses, coordinates mass schedule.

A rotating schedule of volunteers are needed at school and before and after Masses, selling gift certificates. Duties include filling SHOPS orders and taking or handing out scrip orders.

Hospitality Chair: gathers necessary food/drink items for all H&S events.

Lunchroom Coordinator: recruits and oversees schedule for Lunchroom/recess volunteers.

Lunchroom and Recess Duty: rotating schedule, daily from 11:30-12:30. Job requirements: patience, good humor, basic mediation skills, and comfortable shoes.

One or two parents needed to help younger children open drinks or snack packages and monitor behavior and lunch intake. Approximately 12:00, the younger grades go out to recess where you may be asked to zip up jackets, tie shoelaces, attend to minor scrapes and mediate disagreements. *This volunteer opportunity can be filled by almost anyone.*

A working parent can adjust his or her own lunchtime around this need. A younger sibling can be brought in during this time to sit and have lunch with the students then join them in the recess yard. Parents should use their own discretion when deciding if their younger sibling is able to behave appropriately and not be disruptive as other classes may be going on during this time.

Box top/Redner's Tape Coordinator: collects Box tops/Redner's tapes from school office and church; tapes are tabulated, recorded and mailed to headquarters by deadline.

Uniform Exchange Chair: contact volunteers to organize Uniforms twice/year, typically in August and January.

This service is offered to all Sacred Heart parents to subsidize their child's uniform supply. Uniform items that are outgrown can be dropped off at school at any time.

Parents may also go through the racks at any time for needed items. You do not have to drop off an item to select an item you are in need of.

Christmas Bazaar Chair: oversees Bazaar and volunteers; coordinates volunteer schedule; collects donations for Santa's Workshop. Set up the day before and take down immediately following.

Many volunteers are needed to pull off this wonderful day and the levels of commitment can suit almost any schedule. The planning stage begins in August with assigning volunteers to chair each sub-committee. Some sub-committees are working steadily from August to December like the raffle, crafts and Santa's workshop. Many stands only require a commitment of set up the day before the event and Bazaar day. All parents will be asked to consider donating an item for the raffle table and a treat for the baked goods table. Please review the list of sub-committees below to decide what aspect of the Christmas Bazaar you would like to be involved in. Call one of the co-chairs or Home and School President for more information and/or to sign up for this fun filled event.

Christmas Bazaar Raffle Table: solicit and collect raffle donations. Set up the day before. Create and send out flyers, raffle ticket purchase forms and organize raffle tickets.

Bazaar Preview Party (fna Adult Christmas Party): recruit & oversee volunteers; solicit and collect auction donations, food donations and wine donations. Secure entertainment. Set up morning/afternoon of party.

As with the Bazaar, many volunteers are needed for this incredible evening as well. Much of the work is done "behind the scenes" soliciting and collecting silent auction items from family, friends, local businesses etc. Items such as gift certificates to spas, gyms or restaurants; electronics, jewelry, handbags, vacations, sports equipment, lessons of any kind are a few of the products we have auctioned off before. Student art work is coordinated with our Art Teacher in the beginning of the school year. It is framed and auctioned off at our live auction that evening.

Many volunteers are needed on the day of the event to set up auction items and decorate. Lunch is always provided this day for our wonderful hard working volunteers!

Volunteers: Our volunteers are one of the many priceless assets our school has to offer. Your donation of time and talent is a much needed facet of the day to day functioning of our school. The children love seeing their parents at the school and are learning a valuable life lesson by your exemplary kind and generous behavior.

All volunteers must have required clearances prior to volunteering at Sacred Heart School. All clearances are FREE to volunteers. You will receive your completion certificates by email or mail. Please forward the original certificate to SHS office.

- Mandated Reporter Training – a 3 hour ONLINE course. www.reportabusepa.pitt.edu
- Protecting God’s Children – a 3 hour in person workshop. This program is scheduled at many schools/churches in Allentown Diocese. Go to <http://www.allentowndiocese.org/the-diocese/youth-protection/safe-environment-programs/protecting-god-s-children-workshop-schedule/> for the full schedule
- Allentown Diocese Sexual Abuse and Code of Conduct Policy Acknowledgement Pages. You can find them on our volunteer page <http://www.sacredheartreading.com/volunteers>
- Fingerprint Authorization Form – you must print this form from our volunteer page <http://www.sacredheartreading.com/volunteers> and turn in to the school office. Our office will submit your form to the Allentown Diocese for processing. You will receive a confirmation number to take with you to a Fingerprint Authorization site.
- PA Child Abuse check - <https://www.compass.state.pa.us/cwis/public/home>
- PA state criminal background check - <https://epatch.state.pa.us/>

BAZAAR SUB-COMMITTEES:

Chair and Co-Chair
Baked Goods
Classroom Crafts
Santa’s Workshop
Raffles
Games
Face Painting/Hair Painting
Books
Santa’s Attic
Gift Wrap
Pictures with Santa
Photo Ornaments