

HOLY FAMILY CATHOLIC SCHOOL



PARENT ASSOCIATION HANDBOOK

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MISSION STATEMENT

To administer parent volunteer programs with the school and to promote the spiritual, educational, physical, and cultural welfare of the children of Holy Family Catholic School.

The Parent Association's goal is provide service to the school to enhance and complement the daily functions of the school and to support the staff and faculty whenever possible. The parent association exists for two purposes: service to the school and fundraising. Their activities are all under the supervision of the Principal's Office and are often directed by the Development Office.

ETHICS AND INTEGRITY IN MINISTRY (EIM)

On Jan. 1, 2002, the Catholic Diocese of Austin instated policies on Ethics and Integrity in Ministry (EIM) for all employees and those volunteers who minister to youth or vulnerable adults in the diocese. These policies were revised in August 2008. All clergy and paid staff, and all volunteers working with youth and vulnerable adults, at any parish or diocesan location, are required to complete an Application for Ministry AND are required to attend an EIM workshop every three years. Please visit www.austindiocese.org or contact Barbi Brightwell at bbrightwell@holyfamilycs.org for more information.

BY-LAWS

BY-LAWS OF HOLY FAMILY CATHOLIC SCHOOL BLUE ANGELS PARENT ASSOCIATION

Article I – Name

This name of this organization shall be Holy Family Catholic School Blue Angels Parent Association.

Article II – Purpose/Objectives

The objectives of the association shall be:

1. To administer parent volunteer programs with the school and
2. To promote the spiritual, educational, physical and cultural welfare of the children of Holy Family Catholic School.

Article III – Authority to Exist

The Holy Family Catholic School Blue Angels Parent Association shall exist through the authority of Diocesan Policy #116, which states: “All organizations, programs and clubs, operating within a local school must operate within the policies of the local school. They must first be approved by the Principal and are under the auspices of the Principal. Any fund raising and dispersion of funds are under the authority of the Principal. Examples of such organizations, programs and clubs are Parent organizations, athletic programs, booster clubs, band, photography, and drama.”

Article IV – Membership

All parents or guardians of Holy Family students will be considered eligible for membership in the Parent Association.

Membership is subject to payment of the annual dues per family. No person shall be an officer of this association or vote at any meeting of this association without being a paid member. The H.S.A. Executive Committee at the June Executive Committee meeting shall determine the amount of dues.

Article V – Meetings

Section 1 – The Parent Association shall hold at least two general meetings during the school year. The agenda for all regularly scheduled Executive Committee meetings shall be posted in or near the school office 24 hours before said meeting. The President of the Association shall be empowered to set the date and hour of all said meetings. The President and the principal may agree to cancel a meeting under extraordinary circumstances.

Section 2 – The Executive Committee shall meet monthly during the academic year except under extraordinary circumstances.

Article VI – Executive Committee

Section 1 - The Executive Committee shall consist of the President, Vice President, Secretary and Treasurer.

Section 2 – These officers shall be elected at the final general meeting of the year.

Section 3 – The term of office shall be one year. No officer shall hold the same office for more than two consecutive terms.

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Section 4 – No association member, nor the spouse of an association member, who is a staff member of Holy Family Catholic School or who is a member of the Board of Directors of NCCSC is eligible for an Executive Committee Office.

Article VII – Duties of Officers

Section 1 – The President shall preside at all general meetings of the Association and of its Executive Committee. The President shall perform such duties as are incumbent on this office. The President is an Ex-Officio member of all committees except the Nomination Committee.

Section 2 – The Vice President in the absence of the President shall perform all duties of the President. Additionally, the Vice President shall perform any necessary duties delegated by the President. The Vice President shall also function as Parliamentarian.

Section 3 – The Secretary shall record the minutes at all meetings of the Association and of its Executive Committee. This person shall be responsible for the correspondence of the Association and shall perform other duties as may be requested by the Executive Committee.

Section 4 – The Treasurer shall receive all monies of the Association, shall keep accurate record of the receipts and expenditures, shall obtain check request and deposit forms as needed, and shall pay funds out as authorized by the Association and at other times when requested by the Executive Committee. Financial reports shall be prepared for the executive committee and for the school's accountant on a monthly basis.

Section 5 – The duties of the Executive Committee shall be:

- (a) To transact necessary business in the intervals between meetings of the Association and such other business as may be referred to it by the Association;
- (b) To appoint and oversee work of the standing committees;
- (c) To create and oversee work of special committees and
- (d) To present a report at each regular meeting of the Association.

Section 6 – The President and the Treasurer shall be required within one month of election to participate in a training event directed by or approved by the Treasurer of NCCSC regarding Association financial procedures.

Article VIII - Committees

Section 1 – Special Committees shall be appointed from time to time as deemed appropriate by the Executive Committee to promote objectives of the Association and to carry out its work.

Section 2 – Standing Committees shall be named annually in collaboration with the Principal to meet the needs of the school.

Section 3 – Committee chairperson(s) shall be appointed among volunteers by vote of the Executive Committee. The chairperson of each standing committee shall present monthly written reports to the President.

Article IX – Nominations and Elections

Section 1 – Nominations for Executive Committee will be accepted either from the nomination form or the floor.

Section 2 – The officers shall be elected at the final general meeting by ballot or show of hands.

Section 3 – The officers shall be installed at the next meeting of the Executive Committee to begin their duties for the following school year.

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Section 4 – Officers shall serve for a term of one year. No officer shall be eligible to the same office for more than two consecutive years.

Article X – Vacancies

In the event of a vacancy of any member of the Executive Committee, the President shall appoint a person to fill the position until the next regular opportunity available to the membership for the election of a successor with the approval of the Executive Committee.

In the absence of the President, the Vice President shall assume the duties of the President and if there is no Vice President, then either Secretary or Treasurer appointed by the Executive Committee shall assume the duties of the President.

If the office of the President shall become vacant during the term, the Vice President shall immediately succeed to the office to serve the balance of the unexpired term. **Article XI –**

Parliamentary Authority

Robert's Rules of Order Revised, latest edition, shall be parliamentary authority of this Association.

Article XII – Quorum

The presence, in person, of 3 of the 4 Executive Committee members shall constitute a quorum for the transaction of business at any meeting of the membership.

Article XIII – Amendments

Section 1 – These By-laws may be amended at any regular meeting of the Association by a two-thirds vote of the members present and voting, provided notice of the proposed amendment shall have been given at the meeting previous.

Section 2 – A committee on the revision of By-laws may be appointed by the Executive Committee upon a majority vote of those present and voting at a regular meeting of the Association.

Proposed: 6/13/00

Amended 4/22/09 (Vacancies)

POLICIES AND PROCEDURES

Volunteer Process

All families are required to volunteer for at least ten service hours per year. To volunteer you must be EIM certified, and you must wear your EIM badge the entire time you are volunteering. Go to www.austindiocese.org for more EIM information and to begin your process for certification. Once you have received your certification there are many volunteer opportunities available to accommodate your schedule and abilities. The Parent Association officers, room parents, and website are great resources to find the right opportunity for you.

Check In/Sign Out

All volunteers will start by checking in at the office located in Charity. Sign in at the designated area, and make sure your EIM badge is visible so the administrative assistant can verify your certification. Sign in on the volunteer sheet and fill in all areas including the destination. In case of an emergency it is important to know your location. The binder also includes a Volunteer Log. The school asks that all parents keep a log of their volunteer hours throughout the year. For your convenience you may leave your log in the binder at school or keep one at home. This record of service hours is a resource for the school when applying for grants. Once you are checked in you are ready to volunteer. After your duty is completed return to the office and sign out on the volunteer sheet.

Volunteering at School

- All volunteer activities should be performed with minimal distraction to the students and faculty. Please do not directly ask the custodial staff for assistance. If help is needed see someone in the office, and they will be happy to assist you or get assistance for you.
- The school relies on volunteer assistance, so please arrive on time and ready to help. If for some reason you are unable to make your volunteer requirement contact the appropriate individual for your situation.

- If an emergency drill occurs while you are volunteering respond according to the drill. For fire drills all volunteers must exit the building and meet at the big trees past the mailbox. Someone from the Administration will be there with the volunteer sign in sheet to make sure everyone is accounted for. For severe weather/retention drills follow the procedure for the room you are in.

Money Handling Policy

Throughout the years Holy Family has benefited from monetary contributions that have been generously donated by parents. While we are grateful for these blessings we ask the following policy be practiced regarding money. The purpose for these procedures is to protect all parents and volunteers and to keep accurate records of all donations. All checks must be payable to HFCS and placed in an enveloped addressed to the Business Specialist, Mrs. Rust. Also include the subject of donation; for example, Run With The Angels, homeroom teacher, and child's name. Monies should not be given to teachers or sent with students. Monies can be mailed or taken directly to the office or sent via the Wednesday folder. When purchasing items for fundraising projects, activities, and/or parties please turn in all receipts to Mrs. Rust for reimbursement from class accounts or to be recorded as in kind donations for tax purposes. The school will not reimburse sales tax on items purchased. Accounting for all monies and receipts provides useful information when developing budgets for fundraisers and service committees.

Copier

Service Committee/Fundraising Chairpersons have access to the copier located in the teacher's lounge in Charity. The PA Vice President will give the code and instructions to the chairpersons at the beginning of the school year. If a problem occurs while using the copier please contact Mrs. Rust. The copier may be used for any documents, forms, flyers, etc. needed to support your committee. If special paper is required you may purchase your own or ask Mrs. Rust to purchase it for you. This will be included in your budget, so you will turn in your receipt for reimbursement, or Mrs. Rust will account for the amount accordingly.

Storage

The Parent Association rents a storage unit at the Spare Space Storage facility located at Parmer and Spectrum. This unit is used for storing PA property, resale uniforms, service committee and fundraising items, and occasionally items for the school. Please ask the Development Office or a PA officer to access the storage facility. The key card can be obtained in the Development Office. Do not place any items in the unit without permission from the PA or Development Office, and return any items back to its original location.

Road Sign

The purpose of the PA road sign is to promote upcoming meetings, events, and fundraisers. It may also be used to request any items or needs from the service committees and fundraisers. This can be anything from asking for pies for the annual pie drive to volunteers to help with liturgy set up. The sign is for PA interests only and is an extension of the monthly PA newsletter. The sign is maintained by the PA and you can contact the PA President or Vice President to post a message on the sign. Equal time will be given to all committees; however priority is at the discretion of the PA and Development Office.

Computer

The computer is property of the PA and may be used by the PA officers and the service committee/fundraising chairpersons. The computer may be used for the following:

- Newsletter and meeting minutes
- Financial statements, budgets, and invoices
- Database for Uniform Resale and Run With The Angels
- Service committee and fundraising flyers
- Letters, documents, and forms as needed by the PA officers and chairpersons

The PA Secretary is responsible for the computer and will monitor its use. He/she will allow use at his/her discretion and provide guidelines for the computer,

School Resources

- Tax I.D. Forms can be obtained from Mrs. Rust. For trips to Costco/Sam's Mrs. Rust must go along.
- Letterhead and Logo may not be used without permission. Contact the Development Office or Dr. Wagner for permission.
- Updated class account information and accounting procedures are available from Mrs. Rust.

Meetings

The Parent Association will hold three general session meetings throughout the year. The purpose of the meetings is to update parents about PA business, promote upcoming events and fundraisers, and allow parents to comment or ask questions regarding PA activities. PA officer elections will be held at the April general session meeting. The Executive Committee, which includes the PA Officers, Development Office, and Administration, will hold monthly meetings to discuss PA activities, receive updates/concerns from chairpersons, and communicate with Administration these items.

Service Committees and Fundraisers will hold their own meetings with their committees.

HFCS must follow Diocesan policies regarding the archiving of school records. Since the Parent Association falls under the auspices of the school, we too must archive our records.

We request that Service Committee chairpersons archive the following records, if applicable:

- Meeting notes
- Flyers
- Handouts
- Forms
- Inventories
- Photographs (events and committee activities)

These documents will be turned over to the PA Vice President who will then forward the documents to the school for archiving. This information will be available to new committee chairs as they are named in following years. Fundraising Chairpersons will forward their records to the Development Office due to the nature of their activities.

Newsletter

The Parent Association issues a monthly newsletter via the Wednesday folder to inform the parents of upcoming events, volunteer opportunities, special requests, committee and fundraising updates, and important information as needed. In an attempt to provide efficient communication and save paper, we respectfully request that committees utilize the PA newsletter to communicate information and requests to parents. This information may be submitted directly to the PA Secretary. He/She will also provide a schedule of newsletter deadlines and will send out a reminder prior to each deadline. Please avoid the use of individual committee flyers, but if you feel one is necessary please contact the PA. All newsletters and flyers are submitted to Dr. Wagner for approval and must be received by Monday to allow ample time for corrections if needed. Individual flyers are the responsibility of the chairperson, and if you need assistance please contact Mrs. Walker.

RESPONSIBILITIES OF COMMITTEE CHAIRPERSONS

The Executive Committee meets monthly to discuss the status of each committee, monitor committee budgets and make recommendations, discuss and plan involvement in service and fundraising events, and address new issues which may arise. It is not mandatory that committee chairs attend monthly meetings unless they are specifically asked to do so. In general, each chairperson will be responsible for the following:

- Provide leadership to the committee in developing an agenda
- Organize their own committee meetings with notification to the appropriate parties including the Parent Association, Development Director, Event Coordinator, and principal
- Develop and submit a budget with help of the PA Treasurer
- Clear all activities through appropriate channels
- Provide updates/concerns for the monthly Executive Meetings (meeting schedule and reminders will be provided)
- Submit newsletter requests to the PA Secretary if needed (newsletter schedule and reminders will be provided)
- Follow approved accounting procedures
- Maintain a roster of volunteers and encourage volunteers to log their hours

- Assist the school and PA by supporting the various service and fundraising activities
- Maintain appropriate confidentiality
- Model courtesy, collaboration and Christian behavior

SERVICE COMMITTEES

We are eager to welcome and can always use more volunteers to support these committees. If one or more of these committees appeal to you, please contact the appropriate chairperson or a PA officer for more information.

Health

This committee schedules and conducts required hearing, vision, diabetes, and spinal screenings. Volunteers certified in first aid will be available during school events such as Run With The Angels and Field Day.

Chair responsibilities: Organize the screenings and schedule volunteers accordingly

Volunteer responsibilities: Assist with screenings, help with school events, and support the chairperson as needed

Faculty support: Mrs. Laster

Library and Parent Education

Volunteers assist students during their library time, support the librarians, and the Book Fair. This committee provides valuable educational materials to the parents.

Chair responsibilities: Work with administration and librarians to purchase approved materials and schedule volunteers accordingly

Volunteer responsibilities: help students find appropriate library books, assist the librarians by covering and shelving books, work the Book Fair, and support the chairperson as needed

Faculty support: Mr. Kenner

Liturgy

This committee prepares our school gym for weekly Mass as well as putting items away after each service.

Chair responsibilities: Recruit and organize volunteers to help with set up and take down each week, and prepare letter to parents of the host class asking for their help

Volunteer responsibilities: assist with set up by placing mats, chairs, and Mass items in the appropriate places, prepare the gym for class after Mass, and support the chairperson as needed

Faculty support: Mrs. Lake

Lunch Program

This committee provides pre-ordered lunches to students 3-4 days per week.

Chair responsibilities: Establish lunch system via the internet for parents to order lunches, work with administration to choose appropriate menu and business, work with Mrs. Rust regarding accounting, ordering, and discrepancy issues, recruit and organize volunteers to deliver lunches

Volunteer responsibilities: separate lunch items by classroom, deliver lunches to each classroom, and support the chairperson as needed

Faculty support: Mrs. Rust

Morning Supervision

This committee safely assists children from their cars during morning drop off.

Chair responsibilities: Work with administration on proper drop off procedures, recruit and schedule parent volunteers accordingly, and informs the administration of any safety issue that may occur

Volunteer responsibilities: work 7:30-8:00 once a week, or more if you can, to safely assist children from their cars, and support the chairperson as needed

Faculty support: Mrs. Laster

Prayer

This committee provides an avenue for the school community to express faith by providing weekly rosaries and prayer chains.

Chairperson responsibilities: Host a weekly rosary in the gym, prepare prayer requests, petitions, and prayer chains as needed, and prepare the Prayer Connection for the PA Newsletter

Volunteer responsibilities: encourage one another by attending rosaries and participating in prayer chains, and support the chairperson as needed

Faculty support: Mrs. Laster

Room Parents

This committee is the liaison between parents and the administration, teachers, and Parent Association for certain classroom activities/needs, fundraiser support, service to the school, etc.

Chairperson responsibilities: Work with administration and teachers to provide each classroom with one to two key parents, prepare room parents for back to school night, fundraiser support, service committee support, and other projects that may arise, keep room parents informed of guidelines, requests, changes, and any other information deemed important by the administration, teachers, and PA, be the main contact for room parents if there are any questions or concerns

Room Parent responsibilities: Work with the chairperson and teacher to recruit and organize volunteers as needed, establish Fundraiser coordinators, Christmas and End of Year party coordinators, and Phone Tree volunteers, and support the chairperson as needed

Volunteer responsibilities: respond to requests for help with classroom needs, fundraiser and service projects including class projects, baskets, booth shifts, setting up, taking down, and event day help, provide items for classroom parties or activities, and support the room parent(s) as needed

Faculty support: Development Director and Dr. Wagner

Staff Appreciation

This committee coordinates activities to express parent support and appreciation to the faculty and staff for their hard work and dedication to our children. Events include special meals, birthday recognition, pie drive, luncheons, and other special occasions.

Chairperson responsibilities: Organize 2-3 luncheons per year, annual Thanksgiving Pie Drive, and snacks throughout the year, send out emails to committee asking for assistance for previously listed events, send out list of staff birthdays to committee for birthday surprises, send out cards and flowers for appropriate occasions to members of the school community, and organize volunteers accordingly

Volunteer responsibilities: sign up to bring food, drinks, supplies, etc. for luncheons and snack days, celebrate assigned staff member's birthday, assist in providing pies and getting pies from parents for the Pie Drive, and support the chairperson as needed

Faculty support: Mrs. Laster

Uniform Resale

This committee allows parents to purchase gently used uniforms year round at a reduced rate. Parents may resale or donate their uniforms at the annual Uniform Resale at the end of the school year.

Chairperson responsibilities: Keep up to date records of inventory and sale receipts, maintain the database and equipment used for resale, work with the PA and administration on letters, resale items, uniform needs of the administration, provide information for purchased and sold items, assist in getting uniforms to parents throughout the year, and recruit and organize volunteers to assist with the Uniform Resale

Volunteer responsibilities: assist with the Uniform Resale by collecting, sorting, tagging, folding, and hanging uniforms the week prior to the sale, volunteer at the sale by helping parents find needed uniforms, keeping the sale clean and organized, and checking out customers, and support the chairperson as needed

Faculty support: Mrs. Rust

FUNDRAISING COMMITTEES

In collaboration with the Board of Directors and the Development Office, the Parent Association will hold three fundraising events throughout the year benefiting Holy Family Catholic School. Each event is truly a community effort from the initial business plan, to organizing and planning, to the time, talent, and treasures donated by parents, and to event day where the community gets together to enjoy all the hard work. Below are general descriptions of this year's fundraisers. Each one requires the work of many volunteers in various areas. If you would like to assist in any way or would like more detailed information please contact the Development Office, a PA officer, or the Event chairperson.

Fall Festival.....Sunday, November 1, 2009****

Volunteers will transform the school into a Harvest Festival complete with game booths, inflatables, silent auction, great food, music, contests, raffle, and prizes. It is a wonderful time for the entire family and to be with the community.

Run With The Angels.....Friday, February 26, 2010****

This fundraiser teaches our children the importance of stewardship by asking their family and friends to sponsor them on event day. Students, teachers, parents, alumni, and priests will run/walk for a short period of time. It's a fun time for everyone, and a great way to raise money for the school.

Ten Year Extravaganza Gala.....Saturday, April 24, 2010****

Volunteers will organize and prepare a fabulous night out for grown ups only! This event is a themed gala with dinner, dancing, live music, silent and live auction, raffle, and much more. You won't leave this party disappointed, so please consider helping and coming to this great event.

FUNDRAISING ROLES AND RESPONSIBILITIES

List of Events (season & nature)	Principal, Development Director, Event Coordinator, PA Officers
Provide Fundraising Goals	Development Director
Money Handling Policies	Principal, Development Director, Business Specialist, PA Treasurer
Chair Selection	Principal, Development Director, Event Coordinator, PA Officers
Sub-committees and Sub-committee Chairs	Event Coordinator, Event Chair(s)
Committee Member Recruitment	Event Coordinator, Event Chair(s), PA Officers
Development of Business Plan	Development Director, Event Coordinator, Event Chair(s), PA Officers
Business Plan Approval & Amendment Approval	Principal, Development Director
Vendor(s) and Contract(s) Approval and Signatures	Development Director (See * below)
Volunteer Recruitment	Event Coordinator, Event Chair(s), Sub-committee Chairs, PA Officers
Volunteer Recognition	Principal, Development Director, Event Coordinator
Volunteer Guidelines	Development Director, Event Coordinator, Event Chair(s), PA Officers
Printing, Publicity, & Promotions Approval, including Parish Bulletin Announcements and Inserts	Principal, Development Director, Event Coordinator
Use of School Crest and Logo	Principal, Development Director

*If the Development Director's name is given to any vendor or other entity in connection with a fundraising event, the Director should be promptly notified.

**The Development Director is the official professional liaison to the committee and therefore should be kept fully informed. The Director provides necessary communication to the Principal. The Director and the Principal reserve the right of review of any aspect.

Elements of Business Plan

- Scope
- Theme
- Timeline
- Revenue items and projections
- Expense items and projections, and identification of items that will be out-sourced
- List of subcommittees and descriptions
- Plans and expenses associated with donor and sponsor recognition

Development of Business Plan

- The Development Director and Event Coordinator will meet with the newly appointed chair(s) to review budgeted goals for the event, elements of the Business Plan, and distribute event binders.
- The Executive Committee; PA Officers, Event Coordinator, Development Director, and Principal will hold a meeting with the Event Chair(s) to review overall event plans. At this meeting the major decisions about the event are made based upon shared and past experience, insight, and policy.
- From this conversation the Event Chair(s) develops a business plan. They consult with the Executive Committee as needed.
- The plan is submitted to the Principal and Development Director for approval.
- The Event Chair(s) begin holding meetings with their sub committees.

CONTACTS

Officers

President

Alpa Brannam 255-6659 alpa329@aol.com

Vice President

Diane Uherek 335-9830 diane@aldaustin.com

Treasurer

Michelle Kologinczak 733-2838 pmkolo@aol.com

Secretary

Mindy Hubbard 750-6168 pa.secretary@gmail.com

Service Committee Chairpersons

Health

Maureen Ogah 249-9799 maureenogah@yahoo.com

Library and Parent Education

Tana Reeve 238-9036 tana.reeve@gmail.com

Liturgy

Judy Perrin 719-4553 judyperrin@austin.rr.com

Lunch Program

Anna Lange 388-1478 klange1@austin.rr.com

Morning Supervision

Kathy Lutz 246-8070 kathylutz@sbcglobal.net

Prayer

Cecilia MacKay 751-5550 scotpc@mac.com

Room Parents

Carolyn de Lafuente 341-8038 c.delafuente@mac.com

Staff Appreciation

Joanie Butler 255-8404 jebutler@rocketmail.com

Uniform Resale

Lilian Hogenmiller 773-5459 lilyhogen@gmail.com

Fundraising Committee Chairpersons**Fall Festival.....Sunday, November 1, 2009**

Yvonne Dick 658-3185 sdick@grandecom.net

Run With the Angels.....Friday, February 26, 2010

Donna Bailey 218-9117 dbailey1111@austin.rr.com

Kathleen Gilbert 238-0103 kathleengilbert@mac.com

Ten Year Extravaganza Gala.....Saturday, April 24, 2010

Jason & Alicia Mongaras 692-6825 jmongaras@watchcat.net