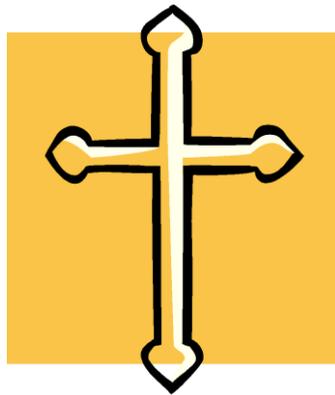


# The Basilica School of Saint Mary



## **2019-2020**

# **Families-In-Service**

# **Catalog of Positions**

# The Basilica School of Saint Mary Families-in-Service Program

## Families-In-Service Program Goals and Guidelines

### Program Goals:

The Families-in-Service (FIS) Program was established in a continuing effort to:

1. Support the financial needs of The Basilica School of Saint Mary.
2. Provide services and educational enrichment programs to our children and school staff.
3. Ensure responsibilities are uniformly distributed and shared among school families.
4. Offer families opportunities to interact with other children's parents, school staff, and friends.

### CHOOSE A PARTICIPATION OPTION

The FIS Program offers school families two options for participation each year:

1. Perform creditable service in a wide range of school activities or fundraisers;
- Or-**
2. Make a monetary payment in the amount set by the Home and School Association (HSA). \$20.00 per shares (\$500/\$250)

### THINGS YOU NEED TO KNOW

- If you select the option to participate through activities/fundraising that benefit The Basilica School of Saint Mary, your contribution will be measured by the number of shares of service performed. Each family selecting this type of participation helps by fulfilling a minimum of 25 shares per school year. Single-parent families will participate at a level of a minimum of 12 shares. Only parents, legal guardians or other relatives in the immediate family (other than siblings of the student under 19) may provide services creditable toward the FIS fulfillment. IF YOU HAVE NOT FULFILLED THE 25 SHARE/12 SHARE PARTICIPATION LEVEL, YOU WILL BE BILLED FOR THE UNFULFILLED PORTION AT SCHOOL YEAR-END ON A PRO-RATED BASIS.
- A description of the service/fund-raising activities, including the number of shares that will be credited for participating in each activity is available online at [www.smsva.org](http://www.smsva.org). Look through all the possibilities, decide the areas in which you would like to help, and fill out the online form. Most positions are assigned on a first-come, first-served basis – so submit the form quickly to increase the likelihood

of getting your first choice. We will make every effort to give you the position you prefer. NOTE: The eight HSA Board positions are appointed by the Executive Board to parents who have been at the school for at least one year. Selected critical chair positions (designated by a #) are by appointment as well and, made at the end of the prior school year. If these are positions you may be interested in serving in the future, contact an FIS Coordinator for more information.

- If you choose the monetary payment option in lieu of service, the payment will be billed as you indicated on the FIS Registration Form at the rate of \$500 for 2-parent families and \$250 for single-parent families.
- Don't be shy! If you would like to participate in a wide range of activities, beyond the minimum shares required, please sign up for as many positions as you prefer. If there are openings available after the initial assignments have been made – we could use your help.
- All positions designated as “hourly” require you sign-in each time you volunteer at school. FIS coordinators routinely transfer hourly records into a database to track family participation. Please help us keep accurate records to ensure you receive the proper credit for all you do and help us properly account for the contribution you make.
- Only the volunteer opportunities found in the FIS Catalog will be credited shares. All shares must be FIS, HSA or CYO related. Any other shares in question need to be approved by the HSA.

### **EXCEPTIONS/LIMITATIONS**

- If you are unable to fulfill your FIS assignment, you must notify FIS and any affected chairperson as soon as possible and before the end of the year.
- You may serve up to 2 consecutive school years in a single position. You may continue in that position in subsequent years if no other person applies and at HSA's discretion.
- You may serve as Room Parent only one year per child (unless no other parents apply) to allow as many different parents as possible the opportunity to serve in that position. Parents or guardians in the same family will be treated as one parent for these purposes.

**Position Descriptions**  
**Academic Year 2019-2020**

The Arlington Diocese Office of Child Protection and Safety requires that all volunteers who are involved in activities with children must complete the "Protecting God's Children" program which includes a background check, additional paperwork, AND a VIRTUS training session. While there are a few positions where the completion of this program is not required, the vast majority of FIS positions do require this program. Therefore, it is highly recommended that all volunteers become fully compliant with this program. Information packets including directions and the required paperwork are available in the school's main office. A letter from the principal is issued to each participant after the Diocese communicates a temporary waiver or full compliance status to the school.

*\* Denotes a position with direct contact with children and/or a position that takes place on school grounds during school shares. The Arlington Diocese requires any volunteer who has contact with children must complete the entire Protecting God's Children program which includes a background check, additional paperwork and VIRTUS training.*

*° Requires using online communication system as the primary form of communication with group members and the school community in general (training and instructions will be provided).*

*+ Denotes a home-based position – can be ideal for parents who are unavailable to help during the regular school shares.*

*# Denotes an HSA-appointed position. If interested in these positions for future school years, contact FIS for more information.*

## HSA EXECUTIVE BOARD

Each elected officer of the Home and School Association will receive 25 shares credit, and appointed officers will receive 25 shares credit for their services on the Executive Board. The immediate past president will receive 25 shares credit for his/her services on the Executive Board. Requirements: one monthly meeting beginning September continuing through May, represent the HSA of The Basilica School of Saint Mary , attend fundraisers including the Tennis and Golf Classic, Christmas Trees, Spring Social, and the Colin Casey Classic, and duties as prescribed by the administration or as assigned by the President.

**# President:** The President shall preside at and administer all regular and special general membership meetings, as well as all monthly Board meetings; Call special meetings of the Association's Board; Serve as the official spokesperson for the Association; Review from time to time the bills paid by the treasurer on behalf of the Association, and maintain oversight authority over the financial records of the Association; Serve as an ex-officio member of all committees; Perform such duties as are incumbent of this office.

**# Vice President:** The Vice President shall assume the duties of the president in his/her absence; Perform additional duties designated by the President; Assist in the formation of all Committees and serve as an ex-officio member; Assure that committees meet their goals and report their results and recommendations to the Association.

**# Communications Officer:** The Communications Officer shall record and ensure that the minutes of all Board and general membership meetings are posted on the School's website within one week of each meeting; Conduct the correspondence of the Association including updates to the school newsletter and website (in accordance with the School's privacy policy); blog posts as requested; emails and other communications aiding and assisting the Association and committees in communicating information or events to the School or to the community; Maintain a current file of reports, records and correspondence of the Association; Coordinate with the School and Parish staff to ensure that all Association information or events are accurately and consistently relayed to the School and/or the Community; Record and correct as amended the Bylaws of the Association; Publicize meetings and functions in the school newsletter; Convene an ad hoc communications committee twice per year; Perform additional duties as designated by the President.

**# Treasurer:** The Treasurer shall collect and deposit all dues and other monies received through fund-raising and contributions, maintain the finance and accounting records of the Association, and manage the Association budget; Maintain records of all receipts and expenditures; Review and pay bills of the Association; Provide periodic written cash accounting of all income and expenditures; Prepare the budget/allocation for the HSA for the upcoming year for review and approval by the Association Board and finalized by the Principal; Assist in the preparation of fund

raising reports in coordination with the members of the Fundraising Committee;  
Perform additional duties designated by the President.

**# The Community Development Chair:** The Community Development Chair shall organize and oversee events sponsored by the Association aimed at strengthening the School community of parents, students, faculty and staff; Work closely with the Room Parent Committee, providing reports for Association and Room Parent meetings; Work with the Principal to provide programs for parents to support them in their role with their child(ren).

**# The Fundraising Development Chair:** The Fundraising Development Chair shall organize and oversee events sponsored by the Association aimed at securing funds to help the Association meet its financial goals; Work closely with the Principal to determine short- and long-term planning, goal setting, and coordination both with respect to individual fundraising events and with respect to the Association's overall fundraising efforts; Work to educate the entire school community on fundraising opportunities that are believed to be the most advantageous to the community.

**e\*# Ex-Officio Members of the Board / Chairpersons of the HSA Committees (@ 25 shares):** The President of the Association shall call for volunteers for the Committees as necessary throughout the school year to ensure that the assigned function of each Committee is accomplished. Throughout the school year, new Committee Chairpersons and members shall be appointed to the Committees by the President; such appointments are subject to the approval of the Board. The term of service for the Committee Chairpersons and for its members shall be generally one calendar year. The HSA shall maintain the following standing Committees: Community Ministry Outreach; Community Development; Hospitality; Room Parents; Fundraising Committee. Ad hoc Committees shall be formed for special needs as they arise and will be disbanded when the need has been fulfilled.

**# Parliamentarian for the HSA (1 @ 25 shares):** An appointed Board member knowledgeable of Robert's Rules of Order, Revised to serve as parliamentarian at all HSA meetings and at each HSA Executive Board meeting, held at least monthly.

## OFFICE/CLERICAL

**These are positions that enable you to help with some of the administrative tasks that keep St. Mary's running smoothly.**

**\*School Nurse Assistant (1 @ 1 share per 1 hour):** 1 person to be available every day for the first two weeks of the school year to work with our school nurse to provide general clerical help, i.e., sorting and organizing paperwork for the clinic.

**e+ Directory Distribution(1 @ 1 share per 1 hour):** 1 person to work with the school office in reviewing and distributing the school directory. This effort will take place during the summer before school starts and in September (distribution).

**e+ Bus Coordinator (1 @ 10 shares):** Administrative responsibilities associated with maintaining the current bus contract with respective bus companies including maintaining the Smart Bus checking account, distributing and maintaining written contracts, bills and name tags for each rider/family. Also responsible for gently enforcing bus rules as stipulated in the contract.

**e+ Carpool Coordinator (1 @ 10 shares):** 1 person to collect information from families interested in carpooling. Compile lists and distribute information prior to start of school.

**e Uniform Exchange/Lost & Found Coordinator (1 @ 20 shares):** 1 person to be responsible for sorting donated uniforms and organizing and cleaning closet twice a month. Communicate to the school community the status of the uniform inventory - such as indicating what items are available and encouraging parents to contribute gently used outgrown items. Clean out unclaimed lost and found items quarterly, move uniform items in lost and found to uniform closet, and donate non-uniform lost and found items to charitable organizations after notifying the school community after a reasonable time period.

**e+ Room Parent Coordinator (1 @ 25 shares):** Responsible for mySMS communications for Room Parent program. Provides initial training to Room Parents to review requirements and expectations for the school year. Ongoing responsibilities include basic mySMS database training as needed, facilitating communications as Administration requires, oversee the budget and accounting for all class Room Parent funds, work with Specials Coordinator and Luncheon Coordinator for special events throughout the year.

**e+ Room Parent Assistant Coordinator/Specials Teachers Gift Coordinator (1 @ 15 shares):** Works closely with Room Parent Coordinator to assist with communication and coordination with Room Parents. Responsible for collecting money and buying gifts for the Specials Teachers throughout the year. Assists Coordinator on other MySMS related projects as needed. Computer skills, access to email and availability during the summer months are required.

**\*Teacher Luncheon Coordinator (1@ 25 shares):** Parent is responsible for coordinating donations and volunteers between grade levels to supply lunch to both lower and middle school teachers. Sign-Up Genius is used for easy communication with volunteers. The luncheons occur on Teacher Professional Development days, which are early dismissal days. Volunteers are needed to help with collecting donations at carpool, setting up in Christ Hall and at the end of the day to wrap up or dispose of any leftover items for the day. Works closely with Room Parent

Coordinator and Room Parents.

**Teacher Luncheon Assistant Coordinator (1 @ 15 shares):** Parent is responsible for assisting the Teacher Luncheon Coordinator for all teacher luncheon duties.

**Sacristan for School Sacristy (1 @ 25 shares):** One person to be responsible for cleaning and organizing the school sacristy, located in the gym closet, twice a month. Communicate to the assistant principal the status of the inventory (linens, hosts, priest hosts, gluten free hosts, and altar wine), bring dirty linens to the rectory, tidy items, order altar boy cassocks according to size, sweep/mop floors, dust, and clean sacred vessels. Clean and polish candlesticks and replenish candles twice a semester. Polish standing cross, altar cross, altar server bells, and communion paten once a semester. Clean and press altar boy cassocks and priests' albs once a semester and before the new school year. Clean and press altar cloths once a semester and before the new school year. Take priests' chasubles and stoles to the dry cleaners once a year, in the summer, and then return them to the closet.

### **FAMILIES-IN-SERVICE (FIS)**

**If you enjoy keeping your finger on the pulse of the “big picture” of school activities AND have an aptitude for organizing and managing a myriad of “bits and pieces,” this could be just the place to apply your talents.**

**e+ Chair (1 @ 25 shares):** 1 person to distribute and collect annual registration forms and position descriptions; make all FIS position assignments for the school year. Coordinate staffing and recruiting efforts with all chairpersons. Disseminate position assignments to all chairs and families, administration, and faculty. Evaluate viability of all positions and keep FIS documents updated. Communicate regularly with Executive Board. Must attend monthly HSA Executive Board meetings. Computer skills required. **Prerequisite: one year as FIS co-chairperson. The Chair receives a 1 year sabbatical from FIS responsibilities following the completion of 2 years of service in the position.**

**e+ Co-Chair (1 @ 15 shares):** Assist in all above duties. Learns to manage data in VolunteerMatters Database, enter shares worked from volunteer check-in throughout the year. Produces invoices and statements. Communicates unpaid balances to front office. **This is a two-year commitment as Co-Chair moves on to become FIS Chair.**

**e+Volunteer Matters Coordinator (1 @ 25 shares):** Coordinates communication between HSA Activity Leaders (committee chairs, coordinators or group leaders) and family/student members. Posts documents to VM on a regular basis for all HSA sponsored groups, including: rosters, calendars, contact information, and group specific information. Sets up VM home pages for all HSA groups; coordinates with school IT Director. Provides training to activity leaders for VM functions. Communicates between front office staff and HSA leadership to achieve VM communication goals.

Requires intermediate computer and basic troubleshooting skills; experience with Adobe, Microsoft and database management products helpful.

## FIELD DAY

**\*Field Day Coordinator (1 @ 25 shares):** Help organize one of the school year's most fun events! Coordinate volunteers for the games, snack and lunch delivery, set-up and clean-up. Will work closely with the P.E. teachers and Assistant Principal to meet the needs of the day and ensure a smooth operation. Planning begins in January and continues through June.

**\*Field Day Assistant Coordinator (1 @ 15 shares):** Assist the Coordinator on all Field Day related events and additional support as needed.

**\*Field Day Hourly Worker (hourly sign-in):** Help in various aspects of Field Day including working games, delivering snacks and lunch and set-up/clean-up. 1 share credited per 1 hour worked.

## HOSPITALITY

**Great positions for the socially-energized and those wanting to help introduce new families to St. Mary's! Supports HSA, the Principal, School, and DFE (during DFE years)**

**\*e Hospitality Chairperson (2 @ 25 shares):** 2 people to recruit volunteers for the Hospitality Committee and coordinate a variety of H.S.A. sponsored events for the school. These events include: Parent/Teacher Social, end-of-year Teacher Appreciation Luncheon, the National Honor Society Reception, the Catholic Schools Week Open House-one in November and another in January/February, consult as necessary for 8<sup>th</sup> Grade Graduation Luncheon (as needed) and DFE events and receptions during DFE years.

**\*e Hospitality Co-Chairperson (2 @ 20 shares):** 2 people to assist the Hospitality Chairperson in hospitality responsibilities. **Ideally this is a 2-year commitment with the co-chairperson assuming the role of senior chairperson the second year.**

**\*Hospitality Helper (6 @ hourly):** Hourly workers who can assist the Hospitality and New Family Coordinators with various parties and receptions throughout the year such as school socials and additional events as needed. Maximum of 10 shares given. This is a full year commitment.

## Enrollment Management/New Parent Committee

### **\*eEnrollment Management and New Family Chairperson (2-4 @ 25 shares):**

A committee of up to four appointed members responsible for a coordinated effort to reach out to the new families of The Basilica School of Saint Mary. Committee members will meet approximately one time per month and work together with the Principal and the Enrollment and Communications office to consider outreach to new families, communication with current families and marketing to potential new students. The committee will take part in organizing and supporting the New Family Orientation, the Host Family program, the Back to School Social, the Open House Tours in Fall and Winter, and the Popsicle Play Dates. This committee will work to support marketing efforts by brainstorming promotion and communication plans consistent with the objectives of the school as well as focus on easing the transition of new families into the school community. These positions are by invitation only.

**\*New Parent Committee Members (15 @ 10 shares):** Support New Family Coordinators efforts to reach out and welcome new families to the school. Each committee member will be assigned families for the school year and will make themselves available to answer questions and provide assistance to the new parents and students for the school year. Planning begins in May before the upcoming school year. These members serve as tour guides during the 2 Open House's during the school year as well as host families for all incoming families for the following school year. Members will need to be available to work as a tour guide during the Open House's which happen during the school day in mid November and end of January. They will also need to make themselves available for the New Parent Orientation evening which is in mid June. The committee members are also considered "host families" and will be available during the summer between school years to answer any questions of their new families.

## LIBRARY

The Library welcomes parents who wish to actively serve in this vital center of school life. For most positions, volunteers will need to commit to an entire school year and stay up to date with Library procedures.

**\*Library Volunteer Coordinator (1@ 25 shares):** One person to schedule the Library shifts and coordinate Library Aide staffing.

- Work with the Librarian to set up the Library Aide schedule for K-8 classes each month throughout the school year.
- Arrange a Library Aide orientation meeting at the beginning of the school year, and work with the Librarian to schedule training sessions for new Library Aides.
- Act as a liaison for all Volunteer Matters.
- Monitor staffing each week, send reminders to Aides on empty shifts, and serve when able to fill in for empty shifts.

- Work with the Book Fair Coordinators to support staffing and scheduling needs during the annual Book Fair.

**Prerequisite: Minimum of one year in volunteering as a Library Aide. Organizational skills are a must. Volunteer should visit with/receive approval from the Librarian ([lhays@smsva.org](mailto:lhays@smsva.org)) before signing up for the position.**

**\*Library Aide (25 @ 25 shares):** 25 people to assist with library classes for grades K-8. Includes working the circulation desk, shelving, assisting students with library catalog requests, assembling class materials, and reading to students, if desired.

- Responsible for working during the annual Book Fair in assisting with set-up/take-down and sales.
- Responsible for other library tasks requested according to needs, including book repairs and de-cataloging.
- Responsible for signing up for AM and/or PM shifts on Volunteer Matters in order to satisfy the 25-hour commitment. Shift times may vary according to the SAINTZ rotation for Encore classes.

**Prerequisite: All Library Aides should attend the Library Orientation Session at the beginning of the school year. New Library Aides need to attend one Library Training Session with the Librarian or designee offered during the school year.**

**\*Book Fair Coordinator (2 @ 25 shares):** 2 people to manage the annual Book Fair on a cooperative basis. Plan, market and oversee the daily operations of the Book Fair, including set-up/take-down, cashier functions, vendor communications, and staff training.

- Work with the Librarian and the Library Volunteer Coordinator to develop the Book Fair Staffing schedule.
- Work with the Librarian and the vendor to arrange delivery/pick-up of books, manage inventory, train cashiers, and fulfill patron book orders.
- Work with the Business Office and Librarian to arrange for cash boxes and daily deposits.
- Work with the Librarian to arrange the room location/set-up, computers, printer, and supplies.

**Prerequisite: It is helpful if the volunteer has prior experience as a Library Aide. Organizational skills and attention to detail are a must. Volunteers should visit with/receive approval from the Librarian ([lhays@smsva.org](mailto:lhays@smsva.org)) before signing up for the position.**

**\*Book Fair Cashier (4 @ 20 shares):** 4 people to perform cashier functions on a cooperative basis at the annual Book Fair. Attention to detail and computer literacy skills are a must. Mandatory training will be provided.

**\*Book Fair Sales Support Aide (5 @ 1 share/hour):** 5 people to assist the Book Fair Coordinators with set-up/take-down, inventory management, marketing, and sales support during the Book Fair, as needed.

**\*Book-in-the-Bag Coordinator (1 @ 25 shares):** One person responsible for the monthly distribution, circulation, and maintenance assessment of the books in this special collection for Kindergarten and First Grade classes. The Librarian will pre-select

books for this program from which the Coordinator will generate assignment lists for each class. A flexible schedule is required to coordinate the monthly distribution/circulation with open availability in the Library.

**Prerequisite: It is helpful if the volunteer has prior experience as a Library Aide. Organizational skills and attention to detail are a must. Volunteers should visit with/receive approval from the Librarian ([lhays@smsva.org](mailto:lhays@smsva.org)) before signing up for the position.**

**+\*Book-in-the-Bag Design Coordinator (1 @ 25 shares):** One person to oversee the acquisition, maintenance (mending, repair, cleaning), organization, and design of the canvas bags used for the Book-in-the-Bag Program. These duties are performed during the summer months or at the beginning of the school year in order to prepare the bags for distribution in the early fall. This is a fun position for a dedicated and creative individual.

**Prerequisite: Volunteer should visit with/receive approval from the Librarian ([lhays@smsva.org](mailto:lhays@smsva.org)) before signing up for the position.**

**+\*Book-in-the-Bag Designers (3 @ 15 shares):** 3 people to assist the Design Coordinator in the maintenance, organization and artistic design of the canvas bags used for the Book-in-the-Bag program. These duties are performed during the summer months or at the beginning of the school year in order to prepare the bags for distribution in the early fall. This is a fun position for arts/crafts lovers.

**\*Book Maintenance Aide (3 @ 15 shares):** 2 people to assist the Librarian in maintaining the physical condition of the books in the various Library collections. Position is responsible for mending, cleaning, recovering and general upkeep of the books in order to extend the life of the collections. Ongoing training is provided by the Librarian. This position is ideal for those who are attentive to detail and handy with paper crafts. Timing is flexible throughout the school year.

**e\*Battle of the Books Coordinator (1 @ 25 shares):** One person to work closely with the Librarian to coordinate the 5<sup>th</sup>/6<sup>th</sup> grade Battle of the Books program. This position requires an ongoing commitment of coordinating and attending biweekly club meetings, reading assigned books, and preparing activities/questions for assigned books. Responsible for parent communication and working with the Librarian to prepare for student participation in the Battle of the Books competition held in May.

**Prerequisite: This is typically a two-year commitment, but with the approval of the Librarian ([lhays@smsva.org](mailto:lhays@smsva.org)), a volunteer can serve additional years.**

**e\*Battle of the Books Assistant Coordinator (1 @ 15 shares):** One person to work closely with the Librarian and the Program Coordinator in support of the 5<sup>th</sup>/6<sup>th</sup> grade Battle of the Books program. This position requires an ongoing commitment of reading assigned books and preparing activities/questions for assigned books. Responsible for working with the Librarian and Coordinator to help prepare for student participation in the Battle of the Books competition held in May.

**Prerequisite: Volunteer should visit with/receive approval from the Librarian ([lhays@smsva.org](mailto:lhays@smsva.org)) before signing up for this position.**

**\*Battle of the Books Presenter (10 @ 10 shares/book presentation):** 10 people to each present a book at one or more Battle of the Books club meetings. This commitment involves reading, preparing questions/activities and presenting at the

assigned meeting. Guidance will be provided by the Librarian and/or Program Coordinator.

## **ODYSSEY OF THE MIND**

**Odyssey of the Mind is an after school enrichment program where students explore their creativity through team problem solving. Teams meet on a regular basis working toward a solution to a long term problem and practicing short term problem solving. The teams compete in a regional competition and have the opportunity to advance to state and world competitions against other school groups. Students in kindergarten through 8<sup>th</sup> grade are welcome to participate.**

**e+ Odyssey of the Mind Coordinator (1 @ 25 shares):** Distribute sign up, registration, training, and "Long Term Problem" information to participants and coaches; manage collection of team registration funds; liaison with regional ODM organization, including team paperwork and school registration; coordinate teams' participation in regional ODM competition(s).

**e+\* Odyssey of the Mind Team Coach (Multiple positions @ 25 shares):** 2 parents per team to organize and lead a group of 5-7 students in their long term and short term problem solving. Teams will meet at least once a week for about an hour from November until the regional competition in early March.

**+\* Odyssey of the Mind Regional Competition Judge (Multiple positions @ hourly):** Each ODM team needs to provide one judge volunteer. This parent volunteer will need to be available on a Saturday one month before the competition for training (usually 8:30am – 1pm) and on the Saturday of the competition, from 8:30 – 5pm.

**+\* Odyssey of the Mind Regional Competition Volunteer (1 @ hourly):** One volunteer for every three ODM teams registered is needed to help out the day of the regional competition from 8:30am – 4:30pm.

## **COMMUNITY MINISTRY OUTREACH COMMITTEE**

**Community Ministry Outreach Committee Chairperson (1@25 shares) & Community Ministry Outreach Committee Co-Chairperson (1@20 shares):** The Community Ministry Outreach Committee is responsible for organizing opportunities for community service for the school community, including both parents and students. It is also responsible for identifying family support needs within the Association community, as well as serving as a liaison for parish-wide service opportunities. The Committee shall consist of the Committee Chairperson and such other members as the Committee Chairperson deems necessary.

## CORPORAL WORKS OF MERCY

**This worthwhile program was new in 2002 and coordinated by two dedicated St. Mary's parents. Children from all grades are welcome and meet bi-weekly after school to perform activities in support of the Corporal Works of Mercy.**

**e\* Corporal Works of Mercy Coordinator (1 @ 25 shares):** The coordinator is responsible for researching and developing service projects for students, grades 2-6. These projects further the corporal works of mercy and are consistent with the teaching of Catholic Faith as set forth in the Catechism of the Catholic Church. The director will coordinate parent volunteers, 7<sup>th</sup>/8<sup>th</sup> grade assistants and communicate with the registered members via Edline. The director will ensure that supplies and snacks are available for the workshops two days per month. Interaction with the administration, faculty and pastor is required for various service projects.

**e\* Corporal Works of Mercy Workshop Assistant (4 @ 15 shares):** Volunteers needed each week to assist coordinators in various activities for children of grades 2-6. The children are grouped by grade level. Must be available between 2:30 p.m. – 4:30 p.m. on assigned days.

**\*Corporal Works of Mercy helper (multiple@hourly):** If you have a child participating, you must volunteer for one workshop during the school year. Date to be determined by the CWOM coordinator at the beginning of the school year.

## FOOD BUS

**Food Bus Chair (1 @ 25 shares):** Run new cafeteria food recovery program called Food Bus; recruit and manage volunteers.

**Food Bus Co-Chair (1 @ 15 shares):** assist Chair person with Food Bus program

**Food Bus Hourly Volunteers (multiple @ hourly):** Weigh, track, pack and drive food donations to the Christ House in Old Town on Tuesdays (1-2 hours a week from 1-2 pm). Maximum 10 shares allowable.

## Seminarian Sprint

**Be a part of St. Mary's super-sized relay race to raise money for our diocesan Seminarians.**

**\*Seminarian Sprint Coordinator (1 @ 25 shares):** One person to coordinate with the faculty representative various aspects of the Sprint. Create informational flier and donation form. Aid in staffing and organizing event. Must be present the day of the Sprint.

**\*Seminarian Sprint Event Staff (5 @ hourly):** Assist the day of the Sprint in various roles as assigned by the Coordinator. Maximum 5 shares allowable.

## CATHOLIC DAUGHTERS OF AMERICA

**\*Junior Catholic Daughters of America Co-Coordinator (2 @ 15 shares):** Two Co-Coordinator lead this group to facilitate monthly meetings, plan activities and conduct all recruitment and communications. The Elementary JCDA is open to all girls in grades 2-5 who wish to share faith, a love of God and a distinct feminine spirituality through projects and activities.

**Catholic Daughters Of America Advisors (2 @ 15 shares):** Two advisors needed to assist a group of Upper school girls (6<sup>th</sup>-8<sup>th</sup>) with their monthly business meetings and take responsibility for the organization and fundraising for the charities of their choosing. You will also help advise and plan fun and spiritual based field trips. **\*\*As an Advisor, you are required to be a member of the Catholic Daughters Association\*\***

## CAFETERIA/ PLAYGROUND

Helping out in the cafeteria and on the playground are two of the greatest ways to be able to see your children during their regular school day. These positions offer wonderful opportunities to meet your children's friends and get to know other parents at St. Mary's. **A training/information session held by the Principal and Assistant Principal will be offered at the beginning of the school year to inform volunteers of the process. A one hour credit will be given for attending this meeting. This is mandatory for all classroom activities.**

**+ Kindergarten Lunch Coordinator (1 @ 20 shares):** 1 kindergarten parent to solicit and coordinate a monthly schedule of parent volunteers to assist in the cafeteria during Kindergarten lunch for all classes. Information needs to be collected and compiled prior to the start of school and continues with a new monthly schedule throughout the year. Responsible for explaining duties to Aides. Primary duty is to ensure assistance for every lunch shift for Kindergarten classes.

**\* Hourly Kindergarten Cafeteria Aide (hourly sign-in):** Help children through the lunch line and throughout lunch as needed; clean tables afterward. 1 parent needed per class per day. Shares: 12:10 to 12:40 p.m. daily. 2 lunch shifts equal 1 share unless you stay for recess which will equal 1 full share per shift.

**\* Grades 1-8 Cafeteria Aides/Playground Helper (hourly sign-in):** At lunch, help children as needed, monitor, and clean tables after lunch (for grades 1-2). During recess, help teachers supervise children on the playground during 20 minute shifts. 2 lunch shifts equal 1 share unless you stay for recess which will equal 1 full share per shift.

**\* Kindergarten Playground Duty (hourly sign-in):** Morning and Afternoon Shifts during recess to help teacher supervise children on the playground. 1 share given per 1 hour worked. \*Must be VIRTUS compliant.

**Please try to commit for the whole year. You will receive ½ share per lunch shift worked unless staying for recess which will provide 1 full share per shift. Credit can be given for working multiple lunch shifts in the same day.**

## BAND PARENTS ONLY

**\* Band Parent Aide - Grades 4-8 (2 @ 25 shares):** 2 people to assist the band director with setting up concerts, chaperoning band students before and during concerts (to include the Winter Concert, the Diocesan Band Concert at Bishop Ireton and the Spring Concert).

## CLASSROOM/SCHOOL ACTIVITIES

**A training/information session held by the Principal and Assistant Principal will be offered at the beginning of the school year to inform volunteers of the process. Anyone who completed training in 2018 or beyond does not need to attend. All new parents, transfers, or newly compliant VIRTUS volunteers must attend. A one hour credit will be given for attending this meeting. This is mandatory for all classroom activities.**

**e\* Field Trips (multiple @ hourly):** Sign up through your child's room parents to chaperone for field trips throughout the year. 1 share given per 1 hour.

**\*Drama Club: (multiple @ hourly):** St. Mary's drama club can put your talents to good use by building sets, set design, costumes, make-up, selling tickets and much more! 1 share given per 1 hour given.

**\*Middle School Dance Chaperone (multiple @ hourly):** Help set-up, breakdown and chaperone the 7<sup>th</sup> and 8<sup>th</sup> dances. 1 share per 1 hour given.

**\*Classroom Volunteers (multiple @ hourly sign-in):** Supports classroom activities as instructed by teachers. Teachers will advise need and provide scheduling with details. 1 share given per 1 hour worked.

## PRE-K PARENTS ONLY

**These positions are the perfect way to get involved in your child's first classroom at St. Mary's. Great opportunities to provide much-appreciated assistance while enjoying the fun of getting to know your child's teacher, their new classmates and their parents.**

**e\* Room Parent (1 @ 25 shares):** Parents are responsible for assisting teachers in arranging field trips as well as reporting chaperone names and shares volunteered to FIS Chair, parties, Catholic Schools Week, fundraising activities, and various activities throughout the school year. Room Parents will communicate with class parents primarily through Edline using existing Edline email lists. Must be comfortable using basic computer skills (i.e. edit existing documents, sending emails, accessing files posted on Edline).

## ELEMENTARY SCHOOL ROOM PARENTS

**These positions allow you involvement with your child's classmates, teachers and other class parents through coordinating parties, field trip helpers and various activities throughout the school year – a great way to be with your children and get to know everyone!**

**e\* Room Parent:** Parents are responsible for assisting teachers in arranging field trips as well as reporting chaperone names and shares volunteered to FIS Chair, parties, Catholic Schools Week, fundraising activities, etc. Room Parents will communicate with class parents primarily through Edline using existing Edline email lists. Must be comfortable using basic computer skills (ie edit existing documents, sending emails, accessing files posted on Edline). ***You may serve as a room parent once per child, unless no other parents apply.***

e\* Kindergarten – 2 per class @ 25 shares

e\* First Grade – 2 per class @ 25 shares: all first grade room parents will share the responsibility of the First Communion Reception and coordination with the Hospitality Committee.

e\* Second Grade – 2 per class @ 25 shares

e\* Third Grade – 2 per class @ 25 shares

e\* Fourth Grade – 2 per class @ 25 shares

e\* Fifth Grade – 2 per class @ 25 shares

## MIDDLE SCHOOL ROOM PARENTS/COMMITTEES

**e\* Middle School Room Parent:** Parents are responsible for assisting teachers in arranging field trips, parties, Catholic Schools Week, fundraising activities, etc. Room Parents will communicate with class parents primarily through Edline using existing Edline email lists. Must be comfortable using basic computer skills (i.e. edit existing documents, sending emails, accessing files posted on Edline). ***You may serve as a room parent once per child, unless no other parents apply.***

e\* Sixth Grade – 2 per class @ 25 shares: Activities include (but are not limited to): Class letters/Class Fund, Sweet Treats, Field Trips, Reporting Chaperone names and shares volunteered to FIS Chair, Science Fair refreshments, Confirmation Reception (Spring), Spring Dance (decorations, refreshments, DJ, setup, staffing), Graduation Luncheon (May), Graduation reception (May), Baby Shower for Paul Stefan Home (May), communications to parents, procuring and presenting gifts to teachers.

e\* Seventh Grade – 2 per class @ 25 shares: Activities include (but are not limited to): Class letters/Class Fund, Sweet Treats, Field Trips, Reporting names and shares volunteered to FIS Chair, March for Life (January), Science Fair refreshments, Confirmation Reception (Spring), School Dances (decorations, refreshments, DJ, setup, staffing), Graduation Luncheon (May), Graduation

reception (May), Baby Shower for Paul Stefan Home (May), communications to parents, procuring and presenting gifts to teachers.

e\* Eighth Grade – 2 per class @ 25 shares: Activities include (but are not limited to): Class letters/Class Fund, Sweet Treats, Field Trips, Reporting Chaperone names and shares volunteered to FIS Chair, Middle School Christmas Party, Science Fair refreshments, March for Life (January), Wash for Life (Spring), School Dances (decorations, refreshments, DJ, setup, staffing), communications to parents, procuring and presenting gifts to teachers.

**\* Graduation Committee Chair and Co-Chair (2 @ 25 hours):** 2 seventh grade parents to organize, coordinate and manage the Graduation Reception (to be coordinated with middle school faculty). Works closely with the Principal.

**\* Graduation Luncheon Coordinator (2 @ 25 hours each):** Two 7th grade parents to coordinate the graduation luncheon for the 8th grade parents and students. Duties include: designing and sending invitations, ordering catering, overseeing set-up and break-down the day of the event, organizing hourly volunteers as needed.

**\* Confirmation Coordinator (1 @ 25 hours):** 1 seventh grade parents to organize, coordinate and manage the Confirmation Reception. Works closely with the Director of Religious Education (DRE) for the Basilica of St. Mary.

**\*Confirmation and Graduation Helpers (multiple@ hourly):** Seventh grade parents to help on an hourly basis to help the day of Confirmation and Graduation Luncheon as the Chair or Coordinator may need. 1 share given per 1 hour worked.

## **FUNDRAISERS**

**FIS fundraisers have allowed us to make important contributions to our children's educational experience through the purchase of equipment, the funding of teacher enrichment programs and more. All families are encouraged to contribute a few shares of their time to one of our fundraisers to help make each of them a great success!**

**e+ Box Tops, Grocery Receipts and Technology Recycling Program Chairperson (2 @ 25 shares ):** Two people to coordinate grocery receipt rewards. Distribute sign-up forms to all families. Communicate programs via school newsletter throughout the year. For the Box Tops for Education program, responsible for informing faculty, parents and students of the program. Publicizing and generating enthusiasm, and collecting and submitting Box Tops for the school to receive earnings checks. Will work to achieve predetermined goal of \$5,000- \$10,000 in total revenues and to develop

student incentive/reward programs that will be implemented with the assistance of Room Parents. Monthly reporting on activities and results is required. The Chairperson will work with H.S.A. board designee who oversees Fundraising Strategy

## CHRISTMAS TREES

**Enjoy embracing outdoors, the smell of pine trees and the camaraderie of parents from the school and parish community? Sign up for this annual pre-Christmas event! (PS – this has grown into a very popular “Dad’s” position over the years!) The sale runs for 9 days at the beginning of December. Shares are extremely flexible!**

**e Chairperson (1 @ 25 shares):** One person to coordinate all aspects of the Christmas Tree sales, including: overseeing the staffing, marketing and sales efforts, ordering trees, wreaths and garland in July, preparing and submitting the Christmas Tree Sales budget, status reports and final accounting reports to the HSA Executive Board. Other specific duties include: inventory control, directing placement of inventory the day before the first day of the sale and the set up and take down of the lights before and after the sale, setting up coffee and snacks for workers and tallying the trees at the opening and closing of a sale day. Attendance at HSA Executive Board meetings in October-January is expected. **The Chairperson receives a 1 year sabbatical from FIS responsibilities following the completion of 2 years of service in the Chairperson/Co-Chairperson positions.**

**Co-Chairperson (1 @ 20 shares):** One person to assist the chairperson with all of his/her duties and train for the position for the following year. This is a two year commitment. **Ideally this is a 2-year commitment with the co-chairperson assuming the role of senior chairperson the second year.**

**Assistant Co-Chairperson (1 @ 20 shares):** One assistant who will be trained by the Co-Chairperson to assume chairperson duties in subsequent years. Duties include working at tree sales 15-20 shares. Also responsible for scheduling all workers for trees and greenery sales (weekends and evenings from 6 p.m. - 9 p.m.). Keep records of all volunteers who work and forward the information to the FIS Coordinators.

**e+ Marketing Chairperson (1 @ 15 shares):** One person to design, duplicate and arrange distribution of a promotional flyer, place sales notices in church and school bulletins, change dates on and display promotional banners and signs, design customer receipts, sale and hold tags, table sales notices and provide to chairperson for duplicating.

**Treasurer (1 @ 15 shares):** One person to keep the books for the Christmas Tree sales, including handling money and making deposits before, during and after the sale as needed, collecting and recording money, supplying and providing customers with receipts, providing a complete financial report for the Christmas Tree sales and forwarding a copy to the Home and School treasurer. Accounting skills are necessary.

**Assistant Treasurer (1 @ 10 shares):** Two people to assist the treasurer with duties. May assume the role of treasurer the following year. Accounting skills are necessary.

**Christmas Tree Hourly Worker (hourly):** Workers can sign up for hourly basis for 1 hour credit per hour worked during the duration of tree sales. 1 share given for 1 hour worked.

## SPRING AUCTION

**Be a part of the most fun night of the year! This annual social has a different theme each year and promises to be a great evening. Parents get a night out AND help raise much needed funds for our school!**

**e Spring Social Chairperson (2 @ 25 shares):** One person to plan and coordinate the annual Spring Social. Duties include (but are not limited to) working closely with subcommittee chairpersons and overseeing the entire event from planning and execution to all financial matters. Activities include:

- Setting Social date (with HSA/Principal approval)
- Securing a location
- , negotiation of contracts for services to include food
- Recruitment of Sponsors/Patrons
- Publicity
- Acquisitions Process
- Advertising
- Database and catalog development
- Invitation and event arrangements
- Decorations
- Financial aspects (budget, money collection, reimbursements)
- Liaison to St. Mary's administrative staff and the Home and School Association (includes attending HSA meetings).

**e Spring Social Co-Chairperson (2 @ 20 shares):** One person to assist the Chairperson in planning and coordinating the annual Spring Social and train for chairperson position for the following year. **Ideally this is a 2-year commitment with the co-chairperson assuming the role of senior chairperson the second year.**

**+ Database Coordinators (2 @ 15 shares):** Two people responsible for technical aspects of all data entry for the auction. Must become familiar with Maestro Software and be able to assist other committee members with Maestro's use. Oversee all auction data entry into database including mailing list, item descriptions and values, donors, attendees, sponsors and patrons. Close out all receipts and reconcile accounts after the auction takes place. Excellent computer skills are a must!

**e+Technical Coordinator (2 @ 10 shares):** One person to handle reservations and data entry. Will record money collection and set up filing system for event. Responsible for overseeing the check-in and check-out process the night of the auction. Familiarity with computers and the Auction database software helpful.

**e +Publicity and Marketing Coordinator (2 @ 10 shares):** One person to create and manage Save-the-Date mailer, Auction Packet, Messenger notices and Faculty invite. Create and manage event signage.

**e+ Live Auction Coordinator (1 @ 15 shares):** One person to secure items for the Live Auction portion of the event and help organize the day of the event. Write and manage all descriptions for website and night information sheets. Create Power Point for Auction night. Create certificates for items and script for auctioneer. Will work closely with the Chairs.

**e+ Sign-Up Party Coordinator (1@ 15 shares):** One person to determine Sign-Up party themes, dates and secure host families. Write and manage all descriptions for website and sign-up sheets. Manage Sign-Up Party table set up for event , including theme related display.

**+Hourly Worker (Multiple @ hourly):** multiple people to assist with set up and social night activities. Includes working registration table, checkout and cashiers, decorations, runners, setup and clean-up). Maximum 15 shares allowable.

## THE COLIN CASEY SCHOLARSHIP FUND/COLIN CASEY CLASSIC

**Get involved in this fun event for families with children of all ages. The Colin Casey classic generates proceeds which go directly toward scholarships and financial assistance to St. Mary's families experiencing temporary financial difficulties.**

**e\* Chairperson (1 @ 25 shares):** One person to organize and coordinate the event. You will recruit major underwriters to cover the cost of T-shirts and supplement the scholarship fund; send out mailings to scholarship contributors. Attend H.S.A. meetings January-June and meet with committee members as needed. Oversee the day of the event.

**\* Co-Chairperson (1 @ 15 hours):** One person to handle primary responsibility of organizing and coordinating the printing and distribution of the T-shirts. Assist the Chairperson when needed. Help coordinate the day of the event.

**e+ 8th Grade Coordinator (1 @ 15 shares):** One person to oversee and facilitate communications with and participation of 8th grade parents and faculty/staff. Arrange coaching, clock and referee responsibilities. Coaches **MUST** be school parents.

**e Staffing (1 @ 10 shares):** One person to organize helpers for the day of the event. Responsibilities include a wide variety of duties as needed ranging from obtaining awards to cleanup. All positions must be served by school parents.

**e Food and Refreshments (1 @ 15 shares):** One person to coordinate food and refreshments for the evening of the event.

**\* Hourly Worker (hourly sign-in):** Duties as assigned by the chairperson.  
Maximum of 10 shares allowable.

### **Annual Fund Committee**

**\*Chairperson (1 @ 25 shares):** One person to coordinate all aspects of the annual fund campaign from securing dates with the principal and HSA to putting together print materials.

**\*Co-Chairperson (1 @ 20 shares):** One person to assist chairperson with his/her duties and train for the position for the following year

**\*Graphic Designer (1@ 15 shares):** One person to work closely with the Chairperson to design the printed materials.

**Annual Fund Kick-off Party Coordinator (1 @ 15 shares):** Two individuals to plan, coordinate and staff the cocktail party held as a "Back to School" event and introduction of the Annual Fund.

**Annual Fund Thank You Mass and Breakfast Coordinator (1@ 15 shares):** One person to coordinate with the Rectory and plan a Thank You Mass followed by breakfast at the Lyceum for parents who have generously contributed to the Annual Fund.

**Annual Fund Hourly Worker (Multiple @ hourly):** Workers to help staff the annual fund kick-off party and Thank You Mass. Maximum 10 shares allowable.

### **Pancakes With Santa**

**Come have a jolly good time and get in the holiday spirit with breakfast and pictures with Santa!**

**\*Chairperson (1 @ 25 shares):** One person to coordinate all aspects of the event.

**\*Co-Chairperson (1 @ 20 shares):** One person to assist the Chairperson with all of his/her duties and to train for the chairperson position the following year. **Ideally this**

is a 2-year commitment with the co-chairperson assuming the role of senior chairperson the second year.

**\*Santa's Assistant (2 @ 5 shares):** Two people to arrange and prepare for Santa's visit. Responsibilities include decorating an area for Santa, arranging or taking photos. This includes distributing photos after the event.

**\*Pancakes with Santa Event Staff (Multiple @ hourly):** Duties to be assigned by the Chairperson. Maximum 5 shares allowable.

### **It's A Wrap Party!**

**This year-end party will be filled with fun, food and entertainment for the whole family to celebrate the end of the school year.**

**\*Chairperson (1 @ 25 shares):** One person to coordinate all aspects of the event. This includes but not limited to arranging entertainment and scheduling food trucks.

**\*Co-Chairperson (1 @ 20 shares):** One person to assist the Chairperson with all of his/her duties and to train for the chairperson position the following year. **Ideally this is a 2-year commitment with the co-chairperson assuming the role of senior chairperson the second year.**

**\*First Aid Station Coordinator (1 @ 10 shares):** Two people with Medical experience and CPR/First Aid certified to man the First Aid Station the day of the party.

**\*Wrap Party Event Staff (Multiple@ hourly):** Duties to be assigned by the Chairperson. Maximum 10 shares allowable.

## ROBOTICS/LEGO

### **FIRST Lego League (FLL) Lead Team Coach (2 positions @ 25 hours):**

2 parents per team to organize and lead a group of 2-10 students to build and program an autonomous robot (no remote control) Lego Mindstorms EV3 robot to perform "mission" tasks on a table-top playing field. Teams will start meeting at least 2 hours weekly during the first couple of months. After January, teams will meet at least twice weekly for at least 3 to 4 hours until competitions start in early March through late April. Teams will travel to industry sites to gather research data to help solve the current mission. (These positions require to be VIRTUS compliant; FIRST Lego League Youth Protection screening verification)

### **FIRST Lego League (FLL) Co-Lead Team Coach (1 positions @ 25 hours):**

Help organize and lead groups of 2-10 students to build and program an autonomous robot (no remote control) Lego Mindstorms EV3 robot to perform "mission" tasks on a table-top playing field. Teams will start meeting at least 2 hours weekly during the first couple of months. After January, teams will meet at least twice weekly for at least 3 to 4 hours until competitions start in early March through late April. Teams will travel to industry sites to gather research data to help solve the current mission. (This position require to be VIRTUS compliant; FIRST Lego League Youth Protection screening verification).

### **FIRST Lego League (FLL) Jr. Lead Team Coach (2 positions @ 25 hours):**

2 parents per team to organize and lead groups of 2-6 students to build and program a model with the Lego WeDo set to meet mission requirements specified in the Lego Challenge. Teams will start meeting at least 2 hours weekly during the first couple of months. After January, teams will meet at least twice weekly for at least 3 to 4 hours until competitions start in early March through late April. The lead coach will help lead the team to learn all they can about the current challenge topic and present their findings in the form of a team poster and a LEGO model that moves. (These positions require to be VIRTUS compliant; FIRST Lego League Youth Protection screening verification)

### **FIRST Lego League (FLL) Jr. Co-Lead Team Coach (1 position @ 25 hours):**

Help organize and lead groups of 2-6 students to build and program a model with the Lego WeDo set to meet mission requirements specified in the Lego Challenge. Teams will start meeting at least 2 hours weekly during the first couple of months. After January, teams will meet at least twice weekly for at least 3 to 4 hours until competitions start in early March through late April. The lead coach will help lead the team to learn all they can about the current challenge topic and present their findings in the form of a team poster and a LEGO model that moves. (This position requires to be VIRTUS compliant; FIRST Lego League Youth Protection screening verification)





**The following programs fall under the Youth Apostolate Office at the Basilica of St. Mary and work in conjunction with the Basilica School of St. Mary. All placements will be done in a coordinated fashion involving both the Director of Youth Apostolate, Athletic Director, Program Chairs/Directors, FIS Chair, and School Administration.**



## SCOUTS

These positions, while listed below, will be placed by the respective leaders of the organization. Please reach out to them regarding your interest. FIS Chair will not be placing these positions, yet will be notified by the leaders of those they have placed that will be fulfilling these roles.

## GIRL SCOUTS

Please note when listing Scouts as your job choice, your name will be submitted to the respective coordinators for placement.

**e\* Girl Scout School Organizer (1 @ 25 shares):** 1 adult with at least one year Troop Leader experience to serve as the liaison between the school and the troop leaders, and with the Girl Scout's Alexandria Service Unit. The Organizer recruits leaders and assures that all leaders have completed required training; places girls in troops; provides guidance to other leaders as needed throughout the school year; serves as primary contact for school, HSA, Church and parents when questions arise about Girl Scouts. Coordinates date of annual Scout Mass with Cubmaster and notifies troop leaders of date. Must meet the following requirements:

- Complete the Girl Scout Volunteer Application process, which includes completing the application and providing 3 references.
- Complete GSCNC-sponsored training course 101 - Basic Leadership Training.
- Complete GSCNC-sponsored training course 330 - Troop Organizer Training.
- Register as a Girl Scout for the current year.

**e\* Troop Leaders (Multiple positions @ 15 shares):**

**e\* Daisy Troop Leaders:** 2 per 10 girls and 1 for each additional 5 girls in grades K-1

**e\* Brownie Troop Leaders:** 2 per 20 girls and 1 for each additional 8 girls in grades 2-3

**e\* Junior Troop Leaders:** 2 per 20 girls and 1 for each additional 10 girls in grades 4-5

**e\* Cadette Troop Leaders:** 2 per 25 girls and 1 each additional 15 girls in grades 6-8

**e\* Troop Cookie Managers (Multiple positions @ 10 shares):**

**\* Girl Scout Parent Helpers (hourly sign-in):**

**Girl Scout Money Manager (1 per troop @ 10 shares):**

## BOY SCOUTS AND CUB SCOUTS

All Boy Scout and Cub Scout volunteers are required to complete a Boy Scouts of America (BSA) adult application, be approved by the Committee Chair and Chartering Organization Representative, undergo a BSA background check, complete the BSA training required for the position, complete the Diocesan Memorandum of Understanding, and participate in a substantial majority of the respective unit and committee meetings in order to receive FIS credit. Duties and responsibilities are further described in BSA publications. Unit

Leaders must be compliant with the Diocesan of Arlington's policies regarding the protection of youth. These positions, while listed below, will be placed by the respective leaders of the organization. Please reach out to them regarding your interest. FIS Chair will not be placing these positions, yet will be notified by the leaders of those they have placed that will be fulfilling these roles.

### Cub Scouts

The Cub Scout program at the Basilica of Saint Mary is part of the Parish's Youth Apostolate. As a Catholic Scouting program, we use the programs of the Boy Scouts of America in conjunction with the Parish's ministry to youth. The program functions the same as any other BSA program with added emphasis on developing a youth's character around Gospel values. Den Leaders are encouraged to incorporate religious activities from the National Catholic Committee on Scouting and prayer into each meeting. Pack meetings set a faith-centered tone by starting each meeting in prayer. Religious Emblem programs are offered yearly for our Catholic Scouts and are open to Scouts of other faiths. In addition to our Cub Scout Program, we encourage active participation by our Scouts in the full life of our Parish.

Here are just a small list of the activities we offer each year:

- Pinewood Derby
- George Washington Parade
- Blue and Gold Banquet
- Pack Hikes
- Fall and Spring Campout
- Memorial Day Flag Ceremony
- History of Scouting Hike
- Pack Bike Ride
- Family Pool Party
- Model Rocket Launch
- Rain Gutter Regatta
- Scouting For Food
- Veteran's Day Flag Ceremony
- Wreaths Across America

Positions offered within the pack are as follows. Please note when listing Scouts as your job choice, your name will be submitted to the respective coordinators for placement.

**e\* Pack Committee Chairman (1 @ 25 shares):** The chair is chosen by the chartered organization representative. This individual organizes the committee to see that all functions are delegated, coordinated, and completed. The purpose of the committee is to manage the administrative and logistics functions, thereby enabling the unit leaders to deliver the program. Supervise committee operation by: calling and presiding at monthly committee meetings; preparing meeting agendas; monitoring attendance at committee meetings; assigning duties to committee members; planning for charter review, roundup, and re-registration; and ensuring compliance with unit financial policy. Conduct the annual unit program planning conference. Ensure the leaders have the resources they need to perform their responsibilities. Work with the chartered organization representative to provide adequate and safe facilities for pack meetings. Ensure that all leaders are trained in accordance with BSA and diocesan policies. Ensure unit representation at monthly BSA District roundtables. Manage fundraising to earn money for materials and equipment. Manage finances through oversight and maintaining adequate financial records. Ensure accuracy in unit records and the care of unit property. If the Cubmaster is unable to serve, assume active direction of the unit until a successor is approved and registered. Work closely with the Unit Commissioner and other unit leaders to accomplish a smooth transition of Webelos Scouts into troops. Support the policies of the BSA.

**Treasurer (1 @ 15 shares):**

**e\* Cub Scout Den Leaders (multiple positions @ 15 shares):**

**\* Cub Scout Assistant Den Leaders (multiple positions @ 10 shares):**

**\* Religious Coordinator (1 @ 10 shares):**

**\* Popcorn (2 @ 10 shares):**

**\* Membership (1 @ 10 shares):**

**\* Activities (multiple @ 10 shares):**

**\* Advancement (1 @ 10 shares):**

**e+\* Webmaster (1 @ 10 shares):**

**\*Cub Scout Pack Trainer (1 @ 10 shares):**

**\*Cub Scout Committee Secretary (1 @ 10 shares):**

**\*Cub Scout Day Camp Coordinator (1 @ 10 shares):**

**\*Cub Scout Snyder Camp Coordinator (1 @ 10 shares):**

**Cub Scout Goshen Coordinator (1 @ 10 shares):**

## Boy Scouts

Please note when listing Scouts as your job choice, your name will be submitted to the respective coordinators for placement.

**e\* Boy Scout Troop Committee Chair (1@ 25 shares):** The chair is chosen by the chartered organization representative and organizes the committee to see that all functions are delegated, coordinated, and completed. The purpose of the committee is to manage the administrative and logistics functions, thereby enabling the unit leaders to deliver the program. Supervise committee operation by: calling and presiding at monthly committee meetings; preparing meeting agendas; monitoring attendance at committee meetings; assigning duties to committee members; planning for charter review, roundup, and re-registration; and ensuring compliance with unit financial policy. Ensure the leaders have the resources they need to perform their responsibilities. Maintain a close relationship with the Unit Commissioner, keeping him or her informed of the needs of the unit and issues that must be brought to the attention of the chartering organization or district. Work with the chartered organization representative to provide adequate and safe facilities for troop meetings. Ensure that all leaders are trained in accordance with BSA and diocesan policies. Ensure unit representation at monthly roundtables. Manage fundraising to earn money for materials and equipment. Manage finances through oversight and maintaining adequate financial records. Ensure accuracy in unit records and the care of unit property. If the Scoutmaster is unable to serve, assume active direction of the troop until a successor is approved and registered. Work closely with the Unit Commissioner and other unit leaders to accomplish a smooth transition of Webelos Scouts into troops. Support the policies of the BSA. Complete all prescribed training to be considered BSA "Trained" within 3-months of appointment as Committee Chair. Must be VIRTUS compliant.

**e\* Boy Scout Scoutmaster (1 @ 25 shares):**

**\* Boy Scout Assistant Scoutmaster (7 @ 15 shares):**

**\* Boy Scout Treasurer and Committee Member (1 @ 10 shares):**

**\* Boy Scout Religious Coordinator and Committee Member (1 @ 10 shares):**

**\* Boy Scout Fundraising Coordinator and Committee Member (1 @ 10 shares):**

**\* Boy Scout Membership Coordinator and Committee Member (1 @ 10 shares):**

**\* Boy Scout Advancement Coordinator and Committee Member(1 @ 10 shares):**

**\* Boy Scout Troop Committee Secretary (1 @ 10 shares):**

**\* Boy Scout Outdoor Activities Coordinator and Committee Member (1 @ 10 shares):**

- \* Boy Scout Equipment Coordinator and Committee Member (1 @ 10 shares):
- \* Boy Scout Summer Camp Coordinator and Committee Member (1 @ 10 shares):
- \* Boy Scout Adult Training Coordinator and Committee Member (1 @ 10 shares):
- \* Boy Scout Life To Eagle Coordinator and Committee Member (1 @ 10 shares):
- \* Boy Scout Friends of Scouting Coordinator and Committee Member (1@ 10 shares):
- \* Boy Scout New Scout Parent Unit Coordinator and Committee Member (1 @ 10 shares):
- \* Boy Scout Health Forms Coordinator and Committee Member (1 @ 10 shares):
- \* Boy Scout Service Project Coordinator and Committee Member (1 @ 10 shares):
- \* Boy Scout Event Coordinator (15 @ 10 shares):

### American Heritage Girls

AHG Troop Coordinator (1 @ 25 shares):

Troop Leaders (multiple @ 15 shares):

Finance Coordinator (1 @ 10 shares):

### F3

**Program helpers/monitor (multiple @ 10-15 shares):** see parish website for more details. Reports to Director of Youth & Young Adults. Requesting

## ATHLETICS

**These are opportunities for the athletic enthusiast! Teach your child and their classmates about a sport you know and love; get to know other parents or help out and be a part of the fun.**

Please note: all CYO Athletics positions will be placed by the Athletic Director and respective sport coordinators. Please list them in your sign up so they can be submitted to the athletics team.

**e# Athletic Director (1 @ 25 shares):** The Director will assume duties for a year, with Assistant Athletic Director making a two-year commitment; becoming the Athletic Director the second year. The chairperson is expected to attend all HSA Executive Board meetings and CYO meetings of all CYO sports activities. They must make sure there are coaches for all teams. They are responsible for providing all coaches with the HSA-approved sports participation policies and ensuring that the policies are followed. Chairpersons are responsible for uniforms; must notify parents and students of available sports activities, including sign-in forms; and provide copies of game schedules and results for timely publication in the HSA newsletter. They are responsible for collection of CYO fees and sending money collected to the HSA Treasurer to be deposited into HSA account. Assistant Athletic Director will schedule all sports requiring use of the school facilities and provide this information to the School's main office. **The Director receives a 1 year sabbatical from FIS responsibilities following the completion of 2 years of service in the Director/Assistant Director positions.**

**e Assistant Athletic Director (1 @ 15 shares):** The Assistant Athletic Director will assist the Director in above duties. This is a two-year commitment and moves on to become the Athletic Director. Responsible for supporting Sports Coordinators and Coaches in updating Banners every year, coordinating with HSA leadership to structure a Rewards/Recognition banquet, dusting off/maintaining the Trophy Case and making that part of SMS recognition approach once again.

**\*Athletic Registrar/Scheduler (1 @ 20 shares):** Responsible for supporting all Sports Coordinators. Coordinating with SMS administration and NVJCYO with collecting and tracking payments, coordinating administration/registration forms, making sure all coaches are VIRTUS certified. Working with Youth Apostolate Director, Athletic Director, and School Administration to schedule all sporting events, including dates, timing, and school facilities.

## Tennis

**e\* Tennis Coordinator (1 @ 25 shares):** Coordinator/Coordinators assume responsibility for the tennis program. Coordinate registration, coaches and training, equipment, and scheduling of courts for practices and meets. Responsible for collection of CYO fees for deposit in HSA account. Reports to CYO tennis coordinator and St. Mary's Athletic Director. Responsible for recording and reporting the tennis coaches, coordinators, chairs and any other worker shares to FIS for final recording of shares.

**\* Coaches (1 @ 15 shares):** Will be assigned by Tennis Coordinator

## Track and Field

**e\* Head Track and Field Coach (1@ 25 shares):** Coordinate, supervise and run weekly track practices throughout the Fall and Spring track season for 3<sup>rd</sup>-8<sup>th</sup> grade students in preparation for the CYO Championship Meets. Develop age appropriate training plans for students interested in competing in mid-distance, sprints and field events (shot put, long jump, turbojav), as well as form and conditioning drills. Works closely with CYO Track and Field Administrator and other CYO Coaches to ensure the success of the program. Communicates with parents on all matters concerning CYO track. Secures practice calendar and locations; coordinates with school administration.

**Track and Field Coordinator (1@ 15 shares per season):** Responsible for supporting all administrative functions associated with track to include the collection of all track related forms (school and diocese), the maintenance of the team roster, updating emergency contact information and ordering team uniforms and working with the school Administration on issues related to the track program. The track coordinator position requires organizational skills and attention to detail.

**\* Track and Field Coaches (4 @ 7.5 shares per season: 15 max for year):**

## Cross Country

**e\*Head Cross Country Coach and Coordinator (1@ 25 shares):** Coordinate, supervise and run weekly cross country practices throughout the season for 3<sup>rd</sup>-8<sup>th</sup> grade students (September-November) in preparation for developmental meets and the CYO Championship Meet. Coordinates all paperwork for athletes, communicates with parents on all matters concerning CYO cross country. Secures practice calendar and locations; coordinates with school administration.

**\*Assistant Head Cross Country Coach (1 @ 20 shares):** Supervise athletes during XC practices; teach, monitor and encourage athletes during running activities;

instruct and perform form and conditioning drills. Must be able to run with athletes as necessary and lead stretching, conditioning and running drills.

**\* Cross Country Coaches / Cross Country Practice Volunteers (multiple @ hourly):** Supervise athletes during XC practices; assist with form and conditioning drills; encourage athletes during running activities and ensure safety and accountability of children during practice. Maximum 10 shares allowable.

**\*Cross Country Meet Volunteers (multiple @ hourly):** Support the CYO cross country meets in October and November in one of the various positions available (i.e. timers, course monitors, etc.). Instructions will be provided by the coaches for position responsibilities. Maximum 10 shares allowable.

## **Basketball**

**e Basketball Coordinator (1 @ 25 shares):** Responsible for the administration of the basketball program. Coordinate registration, uniforms, coaches and training, and practice schedules. Reports to St. Mary's Athletic Director. Also responsible for recording and reporting all basketball coaches, coordinators, chairs and any other worker shares to FIS for final recording of shares.

**Assistant Basketball Coordinator (2 @ 20 shares):** Assist Coordinator with the administration of the basketball program. Coordinate registration, uniforms, coaches and training, and practice schedules. Reports to St. Mary's Athletic Director. Also responsible for recording and reporting all basketball coaches, coordinators, chairs and any other worker shares to FIS for final recording of shares.

**e\* Basketball Coaches (Multiple @ 15 shares):** Two people for each team. (Typically field two teams each for boys and girls per grade.). Supervise practices and games.

## **Volleyball**

**Volleyball Head Coach: (1 @ 15 shares)**

**Volleyball Coaches: (multiple @ 10 shares)**

