



The Basilica School of St. Mary

**2024-2025
Families-In-Service (FIS)**

Catalog of Positions

Updated 8/07/2024

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BASILICA SCHOOL OF SAINT MARY FAMILIES-IN-SERVICE (FIS) PROGRAM OVERVIEW

FIS PROGRAM GOALS & GUIDELINES

PROGRAM GOALS

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

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

PARTICIPATION

The Families-In-Service Program provides school families two options for parent volunteer participation each school year: fulfilling shares of volunteer service hours and/or monetary payment. Any shares completed over the summer will count toward the upcoming school year.

Each school year, two-parent household families are required to fulfill a minimum of 25 FIS shares of service (a monetary equivalent of \$500.00), and single-parent household families are required to fulfill a minimum of 12 FIS shares of service (a monetary equivalent of \$240.00). Parents with pre-kindergarten children only (no older siblings enrolled) do not have a FIS share requirement.

FIS share status emails are sent throughout the school year to provide an update to parents on their outstanding commitment. The FIS Chair and Co-Chair are available to answer questions about the number of outstanding shares and upcoming share-earning opportunities. Toward the end of the school year, any unfulfilled portions of the service requirement will be billed on a prorated basis at \$20.00 per delinquent share. All school families agree to fulfill these service hours to the best of their abilities and agree to reconcile any balance of required service shares with an end of school year monetary payment via FACTS.

Each year, all school families sign a Handbook Agreement Form acknowledging and agreeing to the terms listed in the Parent/Student Handbook which includes authorizing FACTS payments related to the FIS Program.

PROGRAM GUIDELINES

- 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 shares fulfillment
- A description of the service/fundraising activities and events, including the number of shares that will be credited for participating in each activity, is available online at <https://www.smsva.org> > Parents > Home and School Association (HSA) > Families-In-Service (FIS) or <https://www.smsva.org/parents/hsa/fis> . The FIS Position Registration form will be emailed at the beginning of the school year to sign up for positions and we will make every effort to assign position(s) by preference.
- All school-based “hourly” volunteering is tracked using the Check-in/Check-out system. **In-school hours are tracked exclusively through the Check-in/Check-out system. FIS shares will not be tracked for volunteers not using the system.** Chairs/Coordinators will provide FIS Chairs with off-campus or non-school volunteer hours. FIS Chairs track shares one month in arrears.
- Some positions have already been filled through prior nomination, school administration placement, and/or as the continuation of a two-year commitment. In addition, Chairs/Coordinators who held positions previously have the first right of refusal for the upcoming school year.
- 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.
- Our school community is strengthened by the active participation of each family. Additional and hourly opportunities arise throughout the year and are distributed through the email listserv SaintsSeekingShares@googlegroups.com. If you wish to be added to this email distribution list for hourly positions and ad hoc volunteer opportunities, please fill out this form: [Saint Seeking Shares listserv registration](#) or email FIS@smsva.org.
- For questions on whether a volunteer opportunity will count towards FIS share requirements, you can consult the FIS Catalog or email the FIS Chairs at FIS@smsva.org for clarification.

OPCYP / VIRTUS COMPLIANCE REQUIREMENTS

The Arlington Diocese Office of Child Protection and Safety requires that all volunteers, 18 years of age or over, 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. The Office for the Protection of Children/Young People (“OPCYP”) designation—a.k.a. OPCYP compliant—includes a background check and VIRTUS training.

If you plan to volunteer at our school or church in any capacity that involves direct contact with the children, you must be fully compliant with the requirements of the Child Protection Program that includes attending a 4-hour VIRTUS training session **AND** submitting the required electronic forms for background checks. The Diocese requires that all background checks, which can take anywhere from a few weeks to a couple of months to conduct, must be cleared before one may volunteer with children.

Please plan ahead as you will not be permitted to volunteer at the school if you have not completed all required elements and received a letter from the Parish-School Liaison indicating you are fully compliant.

When the background checks are cleared and Virtus training completed, volunteers will receive a letter from the Parish-School Liaison indicating that they are in full compliance with the Diocesan program requirements.

For more information, please check the Basilica of Saint Mary website at <https://www.smsva.org/parents/hsa/virtus> , the Arlington Diocese website at <https://www.arlingtondiocese.org/child-protection/>, or by contacting Mary Beth Cremer, Parish-School Liaison to the OPCYP, via email mcremer@stmaryoldtown.org or 703-836-4100 at the Basilica of St. Mary Parish Office.

Quick Facts Table for FIS Positions - Updated 8/07/2024

Position (* denotes new position for school year)	Number of Positions	Shares Allotted (* denotes change from 2023-24)	Position Filled for 2024-2025 School Year	HSA-Appointed Position	OPCYP Compliant (includes a background check and VIRTUS training)	Denotes Home-Based Position
HSA President	1	25	✓	✓	✓	
HSA Vice President (President-Elect)	1	25	✓	✓	✓	
HSA Secretary	1	25	✓	✓	✓	
HSA Treasurer	1	25	✓	✓	✓	
HSA Community Health and Wellness Chair	1	25	✓	✓	✓	
HSA Fundraising Programs & Events Executive Chair	1	25		✓	✓	
HSA Inventory Chair	1	25		✓	✓	
HSA Communications Liaison	1	25		✓	✓	
HSA Events Photographers	2	25	2 of 2	✓	✓	
HSA Ex-Officio Members of the Board / Chair of the HSA Committee	1	25	✓	✓	✓	
FIS Chair	1	25	✓	✓	✓	✓
FIS Co-Chair	1	25	✓	✓	✓	✓
Directory Editing and Distribution Coordinator	1	1 Share/Hour Up to 10 shares*			✓	
Social Media Outreach Coordinator	1	25	✓	✓		✓
School Website Support	1	15*		✓		✓
Bus Coordinator	1	10				✓
Carpool Coordinator	1	10	✓			✓
Uniform Closet Coordinators	2	25	✓		✓	

Position (* denotes new position for school year)	Number of Positions	Shares Allotted (* denotes change from 2023-24)	Position Filled for 2024-2025 School Year	HSA-Appointed Position	OPCYP Compliant (includes a background check and VIRTUS training)	Denotes Home-Based Position
Uniform Closet Volunteers	Multiple	1 Share/Hour			✓	
Lost and Found Coordinator	1	25	✓		✓	
All Saints Day Costume Coordinator	1	15	✓		✓	
Family Wellness Coordinator	1	25	✓		✓	
Room Parent Coordinator	1	25	✓		✓	✓
Room Parent Assistant Coordinator/Specials Teachers Gift Coordinator	1	25	✓		✓	✓
Room Parents	1/PreK Class; 2/Elem. Class; 2/Middle Sch. Grade	25	Will be assigned the second week of school		✓	
Band Parent Aides (Grades 4-8)	2	10			✓	
Teacher Luncheon Coordinator	1	25	✓		✓	
Teacher Luncheon Assistant Coordinator	2	15			✓	
Sacristan for School Sacristy	1	25	✓		✓	
School Committee Members	Multiple	15	TBD			
Food Bus Chair & Co-Chair	2	25	✓			
Food Bus Hourly Volunteers	Multiple	1 Share/Hour				
Lunch and Recess Coordinator & Co-Coordinator	2	25	1 of 2			✓
Lunch and/or Recess Volunteers	Multiple	1 Share/Hour			✓	
Library Aides	Multiple	1 Share/Hour			✓	

Position (* denotes new position for school year)	Number of Positions	Shares Allotted (* denotes change from 2023-24)	Position Filled for 2024-2025 School Year	HSA-Appointed Position	OPCYP Compliant (includes a background check and VIRTUS training)	Denotes Home-Based Position
Book Fair Coordinator	1	25			✓	
Book Fair Treasurer/Cashiers	2	20			✓	
Book Fair Sales Support Aides	Multiple	1 Share/Hour			✓	
Book-in-the-Bag Coordinator	1	20	✓		✓	
Book-in-the-Bag Designers	2	10				✓
Field Day Coordinator	1	25			✓	
Field Day Assistant Coordinator	1	15	✓		✓	
Field Day Food Coordinator	1	15	✓		✓	
Field Day Volunteers	Multiple	1 Share/Hour			✓	
Seminarian Sprint Coordinator	1	25	✓		✓	
Seminarian Sprint Co-Coordinator	1	15	✓		✓	
Seminarian Sprint Volunteers	Multiple	1 Share/Hour			✓	
Yearbook Elementary Coordinator	1	25			✓	
Field Trip Volunteers	Multiple	1 Share/Hour			✓	
Drama Club Volunteers	Multiple	1 Share/Hour			✓	
Middle School Dance Chaperones	Multiple	1 Share/Hour			✓	
Classroom Volunteers	Multiple	1 Share/Hour			✓	
Graduation Committee Chair & Co-Chair	2	25	✓		✓	
Graduation Day Coordinator	1	25			✓	

Position (* denotes new position for school year)	Number of Positions	Shares Allotted (* denotes change from 2023-24)	Position Filled for 2024-2025 School Year	HSA-Appointed Position	OPCYP Compliant (includes a background check and VIRTUS training)	Denotes Home-Based Position
Confirmation and Graduation Volunteers	Multiple	1 Share/Hour			✓	
Hospitality Chair & Co-Chairs	3	25	✓		✓	
Hospitality Volunteers	Multiple	1 Share/Hour			✓	
Family Service / Clean Up Day Chair & Co-Chair	2	25	✓		✓	
Family Service / Clean Up Day Volunteers	Multiple	1 Share/Hour			✓	
Admissions Support & New Family Chair & Co-Chair	2	25	1 of 2		✓	
New Parent Committee Members	Multiple	10			✓	
Christmas Tree Chair & Co-Chair	2	25	✓			
Christmas Tree Assistant Co-Chair	1	25	✓			
Christmas Tree Committee*	6	25				
Christmas Tree Volunteers	Multiple	1 Share/Hour				
St. Nicholas Festival Chair & Co-Chair	2	20	1 of 2	✓	✓	
St. Nicholas Festival Volunteers	Multiple	1 Share/Hour			✓	
Movie Night Chair & Co-Chair	2	20		✓	✓	
Movie Night Volunteers	Multiple	1 Share/Hour			✓	
Father Daughter Dance Chair & Co-Chair	2	20	1 of 2	✓	✓	
Father Daughter Dance Volunteers	Multiple	1 Share/Hour			✓	
Mother Son Event Chair & Co-Chair	2	20	✓	✓	✓	
Mother Son Event Volunteers	Multiple	1 Share/Hour			✓	

Position (* denotes new position for school year)	Number of Positions	Shares Allotted (* denotes change from 2023-24)	Position Filled for 2024-2025 School Year	HSA-Appointed Position	OPCYP Compliant (includes a background check and VIRTUS training)	Denotes Home-Based Position
Trivia Night Chair & Co-Chair	2	20				
Trivia Night Volunteers	Multiple	1 Share/Hour				
Auction and Gala Chair & Co-Chair	2	25	1 of 2			
Auction and Gala Master/Mistress of Ceremony	1	25	✓			
Auction Database Coordinator	1	25	✓			✓
Auction Donations Coordinator	1	25				✓
Auction Sign-Up Party Coordinator	1	25				✓
Auction Sponsorship Coordinator	1	25				
Auction Class Baskets Coordinator*	1	25				
Auction Fulfillment Coordinator	1	25	✓			
Auction and Gala Volunteers	Multiple	1 Share/Hour				
External Fundraising Coordinator & Co-Coordinator	2	25				✓
Colin Casey Chair & Co-Chair	2	25	✓		✓	
Colin Casey 8th Grade Coordinator	1	10	✓		✓	
Colin Casey Staffing Coordinator	1	10			✓	
Colin Casey Food & Refreshments Coordinator	1	10			✓	
Colin Casey Volunteers	Multiple	1 Share/Hour			✓	
Office of Stewardship Programs Support Coordinator*	1	25	✓		✓	
Grandparents and Special Friends Appreciation Day Chair	1	25	✓		✓	

Position (* denotes new position for school year)	Number of Positions	Shares Allotted (* denotes change from 2023-24)	Position Filled for 2024-2025 School Year	HSA-Appointed Position	OPCYP Compliant (includes a background check and VIRTUS training)	Denotes Home-Based Position
Grandparents and Special Friends Appreciation Day Co-Chair	1	25	✓		✓	
Grandparents and Special Friends Appreciation Day Volunteers	Multiple	1 Share/Hour			✓	
School Grants Coordinator	1	10				✓
Go Saints! Annual Fund Co-Chairs	3	25			✓	
Military Families Outreach and Engagement Co-Chairs	2	25	✓		✓	
Alumni Association Programs Coordinator	1	25				✓
Coming Home to Mary Open House Chair	1	25				
Mother Cabrini Dinner Volunteers*	Multiple	1 Share/Hour			✓	
Battle of the Books Coordinator	1	25	✓		✓	
Battle of the Books Presenters	6	15	1 of 6		✓	
Odyssey of the Mind Coordinator	1	25			✓	
Odyssey of the Mind Team Coaches	2 per Team	25			✓	
Odyssey of the Mind Judges	Multiple	1 Share/Hour			✓	
Odyssey of the Mind Volunteers	1 for every 3 teams	1 Share/Hour			✓	
Lego Robotics Chair & Co-Chair	2	25			✓	
Works of Mercy Chair & Co-Chair	2	25	1 of 2		✓	
Works of Mercy Volunteers	Multiple	1 Share/Hour			✓	
School Athletic Director	1	25			✓	
School Assistant Athletic Director	1	25			✓	

Position (* denotes new position for school year)	Number of Positions	Shares Allotted (* denotes change from 2023-24)	Position Filled for 2024-2025 School Year	HSA-Appointed Position	OPCYP Compliant (includes a background check and VIRTUS training)	Denotes Home-Based Position
School Baseball Coaches	2 for every team	20			✓	
School Baseball Volunteers	Multiple	1 Share/Hour, up to 20 shares			✓	
School Soccer Coaches	2 for every team	20			✓	
School Soccer Volunteers	Multiple	1 Share/Hour, up to 20 shares			✓	
School Softball Coaches	2 for every team	20			✓	
School Softball Volunteers	Multiple	1 Share/Hour, up to 20 shares			✓	
Spelling Bee Coordinator	1	25			✓	
Spelling Bee Volunteers	Multiple	1 Share/Hour			✓	
Blaze 7th Grade Prayer Leaders	3	25	1 of 3		✓	
Blaze 8th Grade Prayer Leaders	3	25	2 of 3		✓	
St. Dominic Savio Society Co-Coordiators	3	15			✓	
Junior Catholic Daughters of America Co-Coordiators	2	10			✓	
Catholic Daughters of America Advisors	2	10			✓	
F3 Co-Coordiators	2	20			✓	
F3 Program Volunteers	Multiple	1/Hour		YAP Placed	✓	
Trail Life Troop Master	1	25		TL Placed	✓	
Trail Life Troop Ministry Liaison	1	25		TL Placed	✓	
Trail Life Troop Treasurer	1	10		TL Placed	✓	

Position (* denotes new position for school year)	Number of Positions	Shares Allotted (* denotes change from 2023-24)	Position Filled for 2024-2025 School Year	HSA-Appointed Position	OPCYP Compliant (includes a background check and VIRTUS training)	Denotes Home-Based Position
Trail Life Committee Chairman	1	10		TL Placed	✓	
Trail Life Rangers	Multiple	20		TL Placed	✓	
American Heritage Girls Troop Coordinator	1	25		AHG Placed	✓	
American Heritage Girls Troop Vice Coordinator	1	25		AHG Placed	✓	
American Heritage Girls Troop Treasurer	1	10		AHG Placed	✓	
American Heritage Girls Badge Coordinator	1	10		AHG Placed	✓	
American Heritage Girls Troop Shepherd	1	20		AHG Placed	✓	
American Heritage Girls Troop Leaders	Multiple	25		AHG Placed	✓	
BSM CYO Athletic Director	1	25	✓	CYO Placed	✓	
BSM CYO Assistant Athletic Director	1	20		CYO Placed	✓	
BSM CYO Tennis Coordinator	1	25		Assigned by CYO Athletic Director	✓	
BSM CYO Assistant Tennis Coordinator *	1	20		Assigned by Tennis Coordinator	✓	
BSM Uniform and Trophy Coordinator*	1	20		Assigned by CYO Athletic Director	✓	
BSM CYO Tennis Coaches	2 per team (1 Head, 1 Asst.)	20		Assigned by Tennis Coordinator	✓	
BSM CYO Tennis Match Hourly Volunteers	Multiple	1 Share/Hour, up to 5 shares		Assigned by Tennis Coordinator	✓	
BSM CYO Track & Field Coordinator & Head Coach, Fall	1	25		Assigned by CYO Athletic Director	✓	

Position (* denotes new position for school year)	Number of Positions	Shares Allotted (* denotes change from 2023-24)	Position Filled for 2024-2025 School Year	HSA-Appointed Position	OPCYP Compliant (includes a background check and VIRTUS training)	Denotes Home-Based Position
BSM CYO Track & Field Coordinator & Head Coach, Spring	1	25		Assigned by CYO Athletic Director	✓	
BSM CYO Track & Field Assistant Coordinator & Coach, Fall & Spring*	1	20		Assigned by Track & Field Coordinator	✓	
BSM CYO Track & Field Coaches	4	20		Assigned by Track & Field Coordinator	✓	
BSM CYO Track Meet Volunteers	Multiple	1 Share/Hour, up to 10 shares		Assigned by Track & Field Coordinator	✓	
BSM CYO Cross Country Coordinator & Head Coach, Fall	1	25		CYO Placed	✓	
BSM CYO Cross Country Assistant Head Coach	1	20		Assigned by XC Coordinator	✓	
BSM CYO Cross Country Coaches	Multiple	20		Assigned by XC Coordinator	✓	
BSM CYO Cross Country Meet Volunteers	Multiple	1 Share/Hour, up to 10 shares		Assigned by XC Coordinator	✓	
BSM CYO Basketball Coordinators (Grades 3-8)	3	25	✓	Assigned by CYO Athletic Director	✓	
BSM CYO Basketball Assistant Coordinators (Grades 3-8)*	2	20		Assigned by Basketball Coordinators	✓	
BSM CYO Basketball Coaches	2 per team (1 Head, 1 Asst)	20		Assigned by BBall Coordinator	✓	
BSM CYO Volleyball Coordinator	1	25		Assigned by CYO Athletic Director	✓	
BSM CYO Volleyball Coaches	2 per team (1 Head, 1 Asst)	20		Assigned by VB Coordinator	✓	

FIS POSITION DESCRIPTIONS

HSA EXECUTIVE BOARD

Each elected officer of the Home and School Association (HSA) will receive 25 shares of credit, and appointed officers will receive 25 shares of 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: Attend monthly meetings beginning September continuing through June, Represent the HSA of The Basilica School of Saint Mary; Attend events such as: Christmas Tree Sales, Auction and Gala, and the Colin Casey Classic; Perform duties as prescribed by the administration or as assigned by the President. Further information regarding requirements will be communicated as they become available throughout the school year.

HSA President (1 @ 25 shares): 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; 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. 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 Chairs and members shall be appointed to the Committees by the President; such appointments are subject to the approval of the Board.

HSA Vice President (1 @ 25 shares): 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. The Vice President is also the President-Elect, and will serve as President the following academic year.

HSA Secretary (1 @ 25 shares): The Secretary shall record and ensure that the minutes of all Board and general membership meetings are posted on the School's website in a timely fashion; Maintain the Association's email account; 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; Perform additional duties as designated by the President.

HSA Treasurer (1 @ 25 shares): The Treasurer shall collect and deposit all dues and other monies received through fundraising and contributions; Maintain the finance and accounting records of the Association; Manage the Association's 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 fundraising reports in coordination with the members of the Fundraising Committee; Perform additional duties designated by the President.

HSA Community Health and Wellness Chair (1 @ 25 shares): The Community Development Chair shall develop school and family community through whole health learning and sustainable, life-long wellbeing. This position requires collaboration with various stakeholders involved in all aspects of student and family health and wellness within the school community. Chair will lead programs such as National Nutrition Month, social media safety, mindful movement, and fitness, and maintaining a healthy environment in and around the school.

HSA Fundraising Programs and Events Executive Chair (1 @ 25 shares): With the support of the school's Chief Stewardship Officer, Chair shall oversee and ensure the successful implementation of all HSA fundraising events. Chair will communicate with the chairs and coordinators of all HSA events to ensure planning and completion of each event. Chair will work closely with the HSA President, Treasurer, School Principal, and the Chief Stewardship Officer to guide the short- and long-term planning and budgeting of HSA fundraising program efforts. Chair will also set goals and coordinate HSA fundraising programs/events with additional critical fundraising and stewardship outreach efforts by the school and parish.

HSA Inventory Chair (1 @ 25 shares): Chair would work closely with the Fundraising Executive Chair to consolidate, organize, and inventory those items purchased by the HSA for HSA-hosted events. Chair would establish an online and paper check in/check out system for all HSA events to ensure cost-saving measures, reduce of duplicate purchases as well as track borrowed and depleted items. Duties also include organizing the HSA storage closet to keep inventory current and acting as a liaison with Committee Chairs and Co-Chairs prior to and after events to ensure inventory is returned and/or restocked. Would be advantageous to start the role in summer.

HSA Communications Liaison (1 @ 25 shares): With the support of the HSA Board, Chairs, and Co-Chairs, the Communication Liaison will work closely with the Director of Communications to be the point person for all matters related to the HSA. The role will meet deadlines for entries to The Messenger, the school's weekly newsletter, write or obtain copy from all HSA groups/chairs (except for the Auction and Gala) and work collaboratively with the Social Media Outreach Coordinator and the HSA Events Photographer for

images to post in the newsletter and on social media. In addition, ensure that dates for all HSA events are communicated with school administration for the school and Schoology calendars.

HSA Events Photographers (2 @ 25 shares): Work with the HSA Board, HSA Communications Liaison, Social Media Outreach Coordinator, and School's Director of Communications to photograph parent-only HSA events. Organize HSA photo files and prepare them for social media, the school's newsletter, website content, and presentation level for the lobby screen and mobile app. Volunteer(s) will have an orientation with the Director of Communications regarding media release education. Volunteers enjoy capturing the spirit of our community in photos.

HSA Ex-Officio Members of the Board / Chair of the HSA Committee (1 @ 25 shares): Fulfilled by immediate past HSA President to serve as an advisor during current HSA administration.

FAMILIES-IN-SERVICE (FIS) PROGRAM COORDINATION

FIS Chair (1 @ 25 shares): Distribute and collect annual registration forms and positions descriptions; Assign positions; Coordinate staffing and recruiting efforts with all chairs; Disseminate position assignments to all chairs and families, administration, and faculty; Evaluate the viability of all positions and keep FIS documents updated; Communicate regularly with Executive Board; Attend monthly HSA Executive Board meetings. Computer skills required. **Prerequisite: one year as FIS Co-Chair.**

FIS Co-Chair (1 @ 25 shares): Assist in all above duties; Learn to manage data in Check-in Check-Out software; Enter completed FIS shares; Manage Opt-in email distribution listserv and communications; Produce invoices and statements; Communicate share status to families and delinquent share statuses to business office. Computer skills required. **This is a two-year commitment as Co-Chair moves on to become FIS Chair.**

SCHOOL ADMINISTRATION SUPPORT

These are critical parent volunteer positions that are needed and appreciated to support our faculty and staff and the ongoing operations of the school.

Directory Editing and Distribution Coordinator (1 @ 1 share per 1 hour, up to 10 shares): Work with the school's Director of Communications in editing, reviewing, labeling, and distributing the school directory. This effort will take place during the summer before school starts and in September with distribution.

Social Media Outreach Coordinator (1 @ 25 shares): Support the creation and implementation of the HSA's social media campaigns as it relates to HSA-hosted programs and events in close collaboration with the Director of Communications and the HSA Communications Chair. Working knowledge of social media platforms to include Facebook, Instagram, and Twitter and well as an interest in designing graphics is desirable. This role will need to honor all school branding guidelines.

School Website Support (1 @ 25 shares): Work with the Director of Communications and HSA Communications Liaison to update HSA content and graphics on the school website; Organize, re-design, and manage content on the Parent Portal webpages.

Carpool Coordinator (1 @ 10 shares): Collect information from families interested in carpooling; Compile lists and distribute information before the start of school.

Uniform Closet Coordinators (2 @ 25 shares): Sort donated uniforms and organizing and closet cleaning twice a month; Communicate to the school community the status of the uniform inventory - such as indicate what items are available and encourage parents to contribute gently used outgrown items; Manage the "Basilica School of St Mary Uniform Exchange" private Facebook group.

Uniform Closet Volunteers (Multiple @ 1 share per hour): Assist Coordinators as needed to organize, sort and refold clothing. Help setup and take down for various events throughout the year.

Lost and Found Coordinator (1 @ 25 shares): Maintain designated lost and found area twice a month; Coordinate with Uniform Closet Coordinators to clean out unclaimed lost and found items quarterly: moving uniform items in lost and found to the uniform closet and donating non-uniform lost and found items to charitable organizations after notifying the school community after a reasonable time. Encourage families to label students' items.

All Saints Day Costume Coordinator (1 @ 15 shares): Solicit gently used All Saints' Day costumes and create opportunities for families to exchange costumes in advance of the All Saints parade. K-2 parent is preferred.

Family Wellness Coordinator (1 @ 25 shares): Plan and execute parent seminars on relevant and timely topics to provide perspective and resources to parents in line with Basilica school values (e.g., sexuality in the Catholic faith, technology and children, mental health and wellness).

Room Parent Coordinator (1 @ 25 Shares): Conduct communications for the Room Parent program; Provide initial training to Room Parents to review requirements and expectations for the school year. Ongoing responsibilities include basic Schoology database training as needed, facilitate communications as school administration requires, oversee the budget and accounting for all class Room Parent funds, and work with Special Events Coordinators, Hospitality as well as Lunch and Recess Coordinators for special events throughout the year.

Room Parent Assistant Coordinator/Specials Teachers Gift Coordinator (1 @ 25 Shares): Collaborate with Room Parent Coordinator to assist with communication and coordination with Room Parents; Collect money and purchase gifts for the teachers throughout the year; Assist Coordinator on other Schoology-related projects as needed. Computer skills, access to email, and availability during the summer months are required.

ELEMENTARY SCHOOL ROOM PARENTS

Room Parents: Assist teacher(s) and/or aid(es) with a variety of items to be determined throughout the year. Organize, collect, and distribute class funds. Correspond with parents regarding class and school matters. Schedule class/grade level events, if applicable, to include soliciting help. Volunteers for these roles must be comfortable using basic computer skills (i.e., edit documents, send emails, create Sign Up Genius, etc.) and must be OPCYP compliant (includes VIRTUS training and background check). ***You may serve as a room parent once per child unless no other parents apply.***

Pre-K – 1 per class @ 25 shares

Kindergarten – 2 per class @ 25 shares

First Grade – 2 per class @ 25 shares

Second Grade – 2 per class @ 25 shares

Third Grade – 2 per class @ 25 shares

Fourth Grade – 2 per class @ 25 shares

Fifth Grade – 2 per class @ 25 shares

MIDDLE SCHOOL ROOM PARENTS/COMMITTEES

Middle School Room Parents: Room Parents: Assist teacher(s) and/or aid(es) with a variety of items to be determined throughout the year. Organize, collect, and distribute class funds. Correspond with parents regarding class and school matters. Schedule

class/grade level events, if applicable, to include soliciting help. Volunteers for these roles must be comfortable using basic computer skills (i.e., edit documents, send emails, create Sign Up Genius, etc.) and must be OPCYP compliant (includes VIRTUS training and background check). ***You may serve as a room parent once per child unless no other parents apply.***

Sixth Grade – 2 per class @ 25 shares

Seventh Grade – 2 per class @ 25 shares

Eighth Grade – 2 per class @ 25 shares

BAND PARENTS ONLY* Band Parent Aide - Grades 4-8 (2 @ 10 shares): Assist the Band Director with setting up concerts; Chaperone band students before and during concerts (to include the Winter Concert, the Diocesan Band Concert at Bishop Ireton and the Spring Concert).

Teacher Luncheon Coordinator (1 @ 25 shares): Coordinate donations and volunteers between grade levels to supply lunch to both lower and middle school teachers in collaboration with Room Parent Coordinator and Room Parents. 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 the 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.

Teacher Luncheon Assistant Coordinator (2 @ 15 shares): Assist the Teacher Luncheon Coordinator with all teacher luncheon duties.

Sacristan for School Sacristy (1 @ 25 shares): Clean and organize 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.

School Committee Members (Multiple @ 15 shares): The Principal and staff may create committees during the school year and request parent participation to provide feedback. Committee topics could include curriculum, technology, or applications. Parents are asked to attend various meetings throughout the year and offer suggestions to help make improvements. Requests for

committee members will be distributed via The Messenger, the school's weekly newsletter or via a staff member reaching out directly. Previous committees include Schoology and Math Curriculum.

FOOD BUS

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

Food Bus Co-Chair (1 @ 25 shares): Assist Chair with Food Bus program.

Food Bus Hourly Volunteers (Multiple @ 1 share per hour): Weigh, track, pack and drive food donations to the Christ House in Old Town on Tuesdays (1-2 hours a week from 1:00 pm to 2:00 pm).

LUNCH AND RECESS

Lunch and Recess Coordinator (1 @ 25 shares): Solicit and organize monthly schedules of parent volunteers, by grade, to assist in the cafeteria and on the playground for all classes. With the assistance of school administration, information needs to be collected and compiled before the start of school and continues with a new monthly schedule throughout the year. Responsible for explaining duties to volunteers.

Lunch and Recess Co-Coordinator (1 @ 25 shares): Assist Lunch and Recess Coordinator in scheduling and coordinating schedules.

Lunch and/or Recess Volunteers (Multiple @ 1 share per hour): At lunch, assist children as needed, monitor children, and clean tables. At recess, help teachers supervise children on the playground. Morning and afternoon shifts are needed.

LIBRARY

The Library and Media Center welcomes parent volunteers who wish to actively serve in this vital center of school life. The Librarian and Media Specialist and/or Library Assistant coordinates the volunteer positions in this location.

Library Aides (Multiple @ 1 share per hour): Assist in the library primarily during K-8 classes. Because of the training involved and the need to stay abreast of library procedures, we request that volunteers commit to at least 15 hours of work in this position, although 25 hours is preferred. Primary duties include working at the circulation desk; shelving; shelf-checking; assisting students with locating books; assembling class materials; and helping with the annual Book Fair. Additional duties may include (if desired by

the volunteer): read to students; repair/clean books; de-catalog; and bulletin board displays. Library Aides are responsible for signing up for morning and/or afternoon shifts scheduled by the Library Assistant. Shifts may vary according to the SAINTZ rotation and may include periods of unscheduled class time during the school day. ***Prerequisite: All Library Aides should attend the Library Orientation Session at the beginning of the school year. New Library Aides need to attend a Library Training Session scheduled with the Librarian or designee.***

Book Fair Coordinator (1 @ 25 shares): Assist the Librarian and Library Assistant in planning, marketing and managing daily operations of the Book Fair, which is typically scheduled during school days of Catholic Schools Week. Book Fair preparation begins in December, but the volunteer should plan on being actively involved from mid-January through the first week of February. Responsibilities include set-up and take-down, inventory, sales support, and cashier functions. ***Prerequisite: It is helpful if the volunteer has prior experience as a Library Aide or has worked with a Book Fair before.***

Book Fair Treasurer/Cashiers (2 @ 20 shares): Perform cashier functions and cash box closeout on a cooperative basis at the end of each day of the Book Fair (typically scheduled during Catholic Schools Week). Attention to detail and computer literacy skills are a must. ***Prerequisite: Mandatory training will be provided.***

Book Fair Sales Support Aides (Multiple @ 1 share per hour) : Assist with set-up/take-down, inventory management, marketing, and sales support during the Book Fair, as needed.

Book-in-the-Bag Coordinator (1 @ 20 shares): Conduct the monthly distribution, circulation, and maintenance assessment of the books in this special collection for kindergarten 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 manage the monthly distribution and circulation in the library. ***Prerequisite: It is helpful if the volunteer has prior experience as a Library Aide.***

Book-in-the-Bag Designers (2 @ 10 shares): Organize, label/design, and distribute the canvas bags used for the Book-in-the-Bag Program. This job entails comfort and proficiency with using a heat press and handwriting student names on canvas. These duties are scheduled at the beginning of the school year, to prepare the bags for distribution in the fall.

FIELD DAY

Field Day is one of the school year's most fun events in the spring. All grades participate and compete in various games like free throw challenge, hula hoop chain, sponge bucket relay, water balloon toss, tug of war, scooter relay and more!

Field Day Coordinator (1 @ 25 shares): Coordinate volunteers for the games, snack and lunch delivery, set up, and clean up. Will work closely with the P.E. Teachers and school Cafeteria to meet the day's needs and ensure smooth operation. Planning begins in January and continues through May.

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

Field Day Food Coordinator (1 @ 15 shares): Help the Coordinator and work directly with the school cafeteria with managing snacks, lunch and dessert prior to and the day of the event.

Field Day Volunteers (Multiple @ 1 share per hour): Help in various aspects of Field Day to include working the games, delivering snacks and lunch, as well as setting up and cleaning up.

SEMINARIAN SPRINT

Be a part of St. Mary's super-sized relay races to raise funds for our diocesan Seminarians.

Seminarian Sprint Coordinator (1 @ 25 shares): Coordinate with the faculty representative(s) on various aspects of the Sprint; Solicit and organize parent volunteers for the race; Coordinate race "course" set-up (cones, batons, first aid); Welcome Seminarians to race with the classes, and starting/monitoring/cheering of races. Must be present the day of the Sprint.

Seminarian Sprint Co-Coordinator (1 @ 15 shares): Assist the Coordinator with organizing the event. Must be present the day of the Sprint.

Seminarian Sprint Volunteers (Multiple @ 1 per hour): Assist the day of the Sprint in various roles as assigned by the Coordinator and Co-Coordinator. Maximum of five shares are allowable.

YEARBOOK

Yearbook Elementary Coordinator (1 @ 25 shares): Assist Yearbook Chair with coordination of required photos from PreK through Grade 5 classrooms and s. This volunteer will work closely with the Yearbook Chair and classroom teachers to take photos, choose photos, and perform other related tasks. Must be a PreK-5th grade parent.

CLASSROOM/SCHOOL ACTIVITIES

Field Trip Volunteers (Multiple @ 1 per hour): Sign up through teacher and/or Room Parents to chaperone field trips.

Drama Club Volunteers (Multiple @ 1 per hour): Help to build and design sets, create costumes, assist with make-up, sell tickets, and much more.

Middle School Dance Chaperones (Multiple @ 1 per hour): Help set up, break down, and chaperone 6th, 7th and 8th grade dances.

Classroom Volunteers (Multiple @ 1 per hour): Support classroom activities as instructed by teachers. Teachers will advise the need and provide a schedule with details.

Graduation Committee Chair and Co-Chair (2 @ 25 shares): Organize, coordinate, and manage the Graduation Reception/Brunch. This role works closely with the Principal, Middle School Assistant Principal, and the Administrative Assistant for the Middle School. Roles are filled by 7th grade parents.

Graduation Day Coordinator (1 @ 25 Shares): Work with the school administration to coordinate hourly FIS parent volunteers to decorate the school blacktop, organize a car parade and orchestrate the Pizza Send-Off and Faculty Happy Hour on Graduation Day. Role is filled by a 7th grade parent.

Confirmation and Graduation Volunteers (Multiple @ 1 per hour): Help on an hourly basis to help the day of Confirmation and Graduation Luncheon as the Chair or Coordinator may need. This role is for 7th grade parents.

HOSPITALITY

Hospitality Chair (1 @ 25 shares): Recruit volunteers for the Hospitality Committee and coordinate a variety of HSA-hosted events for the school. These events include: Parent/Teacher Fall 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 8th Grade Graduation Luncheon (as needed), Grandparents and Special Friends Appreciation Day, and Mary Lead Us Campaign events.

Hospitality Co-Chair (2 @ 25 shares): Assist the Hospitality Chair in hospitality responsibilities. ***Ideally, this is a 2-year commitment with the co-chair assuming the role of the senior chair the second year.***

Hospitality Volunteers (Multiple @ 1 share per hour): Assist the Hospitality and New Family Coordinators with various parties and receptions throughout the year such as school socials and additional events on an hourly basis as needed.

FAMILY SERVICE / CLEAN UP DAY

Family Service / Clean Up Day Chair (1 @ 25 shares): Coordinate various areas inside and outside the school that need to be cleaned and organized; Work primarily with the School Principal on those areas that need attention. Communicate in The Messenger, on social media, and through HSA and email, with Sign-Up Genius slots for parents and supervised children. Organize janitorial staff to provide supplies and assist, as needed. Manage projects with respect to communication, team leads and planning teams. Attend the day of the project to ensure completion.

Family Service / Clean Up Day Co-Chair (1 @ 25 shares): Assist the Family Service / Clean Up Day Chair with project responsibilities. ***Ideally, this is a two-year commitment with the co-chair assuming the role of the senior chair the second year.***

Family Service / Clean Up Day Volunteers (Multiple @ 1 share per hour): Attend Family Service / Clean Up Day to help with requested projects.

ADMISSIONS SUPPORT & NEW FAMILY WELCOME COMMITTEE

Admissions Support and New Family Chair (1 @ 25 shares): Serve as the chair responsible for a coordinated effort to reach out to the new families of The Basilica School of Saint Mary and as a member of the School's Enrollment Management Committee. Committee members will connect as needed and work together with the Principal, the Director of Communications, and the Director of Admissions, 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 Student Welcome, the Host Family program, the Back to School Social, the Open House for Prospective Parents in Fall and Winter, the Kindergarten Meet and Greet, and the summer playdates. 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.

Admissions Support and New Family Co-Chair (1 @ 25 shares): Assist the Chair responsible for a coordinated effort to reach out to the new families of The Basilica School of Saint Mary and fill in for the Chair on the School's Enrollment Management Committee if the Chair is unavailable. Committee members will connect approximately one time per month and work together with the Director of Admissions 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 Student Welcome, the Host Family program, the Back to School Social, the Open House for Prospective Parents in Fall and Winter, the Kindergarten Meet and Greet, and the summer playdates. 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.

New Parent Committee Members (Multiple @ 10 shares): Welcome new families as they enter the school at all grade levels. New Family Committee members support the New Family Co-Chairs in reaching out to families joining the school. Each committee member will be assigned families for the school year and make themselves available to answer questions and provide assistance to new parents and students for the school year. Committee members will be involved in Admissions events, beginning the April before the upcoming school year. They will support the school's open houses in fall and winter during the school year, new family social events, as well as the New Student Welcome in late spring. Members are also considered "host families" and will be available over the summer months to answer questions from their new families. Additionally, members should be available for other events and outreach opportunities as they arise throughout the school year. Enthusiastic, positive attitude, and eagerness to show school support, are necessary attributes for the candidate volunteers.

HSA-HOSTED FUNDRAISING PROGRAMS AND EVENTS

HSA-hosted fundraising programs and events offer school families an opportunity 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!

HSA-HOSTED CHRISTMAS TREES AND ST. NICHOLAS FESTIVAL

Enjoy embracing the outdoors, the smell of rustic trees, and the camaraderie of parents from the school and parish community? Sign up for these annual pre-Christmas events! Tree sales typically run for nine days at the beginning of December.

Christmas Tree Chair (1 @ 25 Shares): 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 the placement of inventory the day before the first day of the sale and the setup and takedown 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.

Christmas Tree Co-Chair (1 @ 25 Shares): Assist the Chair with all of his/her duties and train for the position for the following year. **This is a two-year commitment.**

Christmas Tree Assistant Co-Chair (1 @ 25 shares): Assist and be trained by the Co-Chair to assume chair duties in subsequent years. Duties include working at tree sales, scheduling all workers for trees and greenery sales (weekends and evenings from 6 p.m. - 9 p.m.), and keeping records of all volunteers who work and forward the information to the FIS Coordinators.

Christmas Tree Committee (6 @ 25 shares per hour): Committee members must be available throughout the Christmas tree sales event, typically spanning 8-10 days. Committee members expected to work a minimum of six of the eight weekend shifts (spanning two weekends). Committee members to be available for the entire day preceding the event to unload trees and set up.

Christmas Tree Volunteers (Multiple @ 1 share per hour): Assist with Christmas tree sales.

St. Nicholas Festival Chair (1 @ 20 shares): Work with the HSA Fundraising Programs and Events Executive Chair, and Committees to plan, organize and execute Breakfast with Santa's Winterfest the first Saturday of December. Duties include coordinating Santa visits, hiring a photographer, planning activities, and scheduling food options (pancakes or food trucks), marketing in school newsletter and/or social media, and soliciting volunteers.

St. Nicholas Festival Co-Chair (1 @ 20 shares): Assist Chair as needed. Must attend the event the day of. **This is a 2-year commitment with the co-chair assuming the role of the senior chair the second year.**

St. Nicholas Festival Volunteers (Multiple @ 1 share per hour): Volunteer at planned Santa's Winterfest activities. These will be hourly positions. Additionally open to 8th grade students who wish to earn confirmation hours.

HSA-HOSTED MOVIE NIGHT

Movie Night Chair (1 @ 20 shares): Work with HSA Fundraising Programs and Events Executive Chair and Committees to plan, organize and execute all aspects of Movie Night to include movie selection, logistics, set-up and food and beverage planning.

Movie Night Co-Chair (1 @ 20 shares): Assist the chair with all duties and to train for the chair position the following year. This position is also responsible for tracking volunteer scheduling and hours. ***Ideally, this is a 2-year commitment with the Co-Chair assuming the role of the Chair the second year.***

Movie Night Volunteers (Multiple @ 1 share per hour): Volunteer at the Movie Night in an hourly capacity. Duties assigned by chair(s).

HSA-HOSTED FATHER DAUGHTER DANCE

Father Daughter Dance Chair (1 @ 20 shares): Work with the HSA Fundraising Programs and Events Executive Chair and Committees to plan, organize and execute Father Daughter Dance in the Spring. Duties include determining the theme, entertainment, decorations and food and beverage for the event.

Father Daughter Dance Co-Chair (1 @ 20 shares): Assist the Chair with all duties and to train for the Chair the following year. Duties to also include marketing and volunteer management. ***Ideally, this is a 2-year commitment with the co-chair assuming the role of the Chair the second year.***

Father Daughter Dance Volunteers (Multiple @ 1 share per hour): Volunteer at the Father Daughter Dance in an hourly capacity. Duties assigned by chair(s).

HSA-HOSTED MOTHER SON EVENT

Mother Son Event Chair (1 @ 20 shares): Work with the HSA Fundraising Programs and Events Executive Chair and Committees to plan, organize and execute the Mother Son event in the Spring. Duties include determining the theme, entertainment, decorations, and food and beverage for the event.

Mother Son Event Co-Chair (1 @ 20 shares): Assist the Chair with all duties and to train for the Chair position the following year. Duties to also include marketing and volunteer management. ***Ideally, this is a 2-year commitment with the co-chair assuming the role of the Chair the second year.***

Mother Son Event Volunteers (Multiple @ 1 share per hour): Volunteer at the Mother Son event in an hourly capacity. Duties assigned by chair(s).

HSA-HOSTED TRIVIA NIGHT

Trivia Night Chair (1 @ 20 shares): Work with the HSA Fundraising Programs and Events Executive Chair and Committees to plan, organize and execute Family Trivia Night in the Winter/Spring. Duties include establishing trivia questions/answers and evening agenda, collecting registration fees, planning decorations, and coordinating food, beverages, teams and music for the event.

Trivia Night Co-Chair (1 @ 20 shares): Work with Trivia Night Chair, Special Events Chairs, HSA Board and Committees to plan, organize and execute Family Trivia Night in the Winter/Spring. Duties include establishing trivia questions/answers and evening agenda, collecting registration fees, planning decorations, and coordinating food, beverages, teams and music for the event.

Trivia Night Volunteers (Multiple @ 1 per hour): Volunteer at Trivia Night in an hourly capacity. Duties assigned by chair(s).

HSA-HOSTED AUCTION AND GALA

This is the most important HSA hosted fundraising event of the school year which raises on average \$120,000 for the critical needs of the school. Be a part of the most fun night of the year! This annual fundraising and social event 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!

Auction and Gala Chair (1 @ 25 shares): Plan the annual HSA Auction and Gala in collaboration with a Co-Chair, the HSA Fundraising Programs and Events Executive Chair, and the school's Chief Stewardship Officer. Key leadership duties include:

- Oversee the entire event from planning to execution, ensuring the approved income and expense budget is adhered to.
- Direct and manage the HSA Auction and Gala Committee members assigned to specific areas of responsibility, including hosting and conducting defined, agenda-driven Committee meetings on a timely basis throughout the planning and execution of the event.

- Serve as the primary liaison to the HSA Board of Directors and attends HSA Board Meetings when needed.
- Recruit and manage the Auction and Gala Committee consisting of parent volunteers assigned to: the management and use of the Auction and Gala software, securing and delivering to purchasers Auction donations/packages, Sign-Up Parties, securing event financial sponsorship; event promotion and communications, onsite event theme and décor.

Auction and Gala Co-Chair (1 @ 25 shares): Assist Chair in planning and coordinating the annual Auction and Gala and train for the Chair position for the following year. ***Ideally, this is a 2-year commitment with the co-chair assuming the role of the Chair the second year.***

Auction and Gala Master/Mistress of Ceremony (1 @ 25 shares): Serve as the virtual and in-person event host and auctioneer for the Auction and Gala, participate and provide guidance to the event Chairs and Committee members on best practices related to this critical role.

Auction Database Coordinator (1 @ 25 shares): Manage all technical aspects of data entry for the auction. Must be familiar with Event Gives Software. Oversee all auction data entry into the 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!

Auction Donations Coordinator (1 @ 25 shares): Secure donated items for the Live and Silent Auction portions of the event; Write and manage all donated items' descriptions for the event website and information sheets; Create PowerPoint for Auction night; Create certificates for items and scripts for auctioneer; Create marketing and merchandising to promote donated items. This role will work closely with the Auction Chairs.

Auction Sign-Up Party Coordinator (1 @ 25 shares): Determine Sign-Up party for children and adults, including themes, dates, and secure host families. Write and manage all descriptions for the event website and sign-up sheets; Manage Sign-Up Party table set up for the event, including theme-related display.

Auction Sponsorship Coordinator (1 @ 25 shares): In partnership with the school's Chief Stewardship Officer, and under the direction of the Auction and Gala Chair, coordinator must invite and secure sponsorships for liquor, specialty catering elements, audio/media, print and advertising, and lead Fund the Need donors. Ensure Sponsors are properly promoted, acknowledged and thanked before, during, and after the event.

Auction Class Baskets Coordinator (1 @ 25 shares): Determine theme for each grade's class basket, with input from teachers, parents and students. Create Sign-Up genius links by grade with the requested items for each class basket. Arrange for the Sign-Up links to be distributed to parents, with one central place for the delivery of purchased items. Coordinator will assemble baskets to be delivered to the school.

Auction Fulfillment Coordinator (1 @ 25 shares): Create and implement a plan for safekeeping and distribution of Auction items. Ensure all purchased Auction items are delivered and/or coordinated with purchaser and donor, no later than one week after the event. Manage correspondence related to the completion of the Auction.

Auction and Gala Volunteers (Multiple @ 1 share per hour): Assist with set up and social night activities. Duties include working the registration table, checkout and cashiers, decorations, runners, setup, and clean-up). Maximum 15 shares are allowable.

EXTERNAL FUNDRAISING

External Fundraising Coordinator (1 @ 25 Shares): Manage and coordinate all external fundraisers to support the HSA mission of raising money to contribute to the school's operations fund each school year. Coordinate dinner deliveries to school and shopping events that give a portion of sales to the HSA Fund.

External Fundraising Co-Coordinator (1 @ 25 Shares): Work with the Coordinator to manage and coordinate all external fundraisers.

COLIN CASEY SCHOLARSHIP FUND/COLIN CASEY CLASSIC

The Colin Casey Scholarship Fund was created in remembrance of Colin Casey, son of retired St. Mary's teacher Mary Casey and Michael Casey. Colin passed away on June 16, 1991, just days after his 8th grade graduation. He is remembered as a popular student, outstanding scholar and athlete. The Colin Casey Classic, our annual basketball fundraising event, generates proceeds which go directly toward scholarships and financial assistance to St. Mary's families experiencing financial difficulties. Get involved in this fun event for families and children of all ages!

Colin Casey Chair (1 @ 25 shares): Organize and coordinate the event; Recruit major underwriters to cover the costs of t-shirts and supplement the scholarship fund and send out mailings to scholarship contributors. Attend HSA meetings January through June and meet with committee members as needed. Oversee the day of the event.

Colin Casey Co-Chair (1 @ 25 shares): Organize and coordinate the printing and distribution of the t-shirts. Assist the chair when needed. Help coordinate the day of the event.

Colin Casey 8th Grade Coordinator (1 @ 10 shares): 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.

Colin Casey Staffing Coordinator (1 @ 10 shares): Organize helpers for the day of the event. Duties include a wide variety of duties ranging from obtaining awards to cleanup. Must be served by school parents. Maximum of 10 shares allowable.

Colin Casey Food & Refreshments Coordinator (1 @ 10 shares): Coordinate food and refreshments for the evening of the event. Maximum of 10 shares allowable.

Colin Casey Volunteers (Multiple @ 1 share per hour): Perform duties as assigned by Chair. Maximum of 10 shares allowable.

OFFICE OF STEWARDSHIP PROGRAMS SUPPORT AND OUTREACH

With the establishment of the school's Office of Stewardship, there is an important role for parent volunteers to play as it relates to school outreach and engagement and strategic funding projects. The Go Saints! Annual Fund program will be conducted between September and December (or until stated financial goal has been achieved). The program includes an early summertime school and parish Stewardship Report/Brochure to be sent; a 3-letter solicitation series (September to November) and concludes with an Annual Fund phone-a-thon in early December seeking to encourage 100% participation by all school families.

Office of Stewardship Programs Support Coordinator (1 @ 25 shares): The Office of Stewardship is deeply grateful for the ongoing support of this newly created FIS position. This parent volunteer leader assists the staff in the organizing, coordinating, and implementing of Office of Stewardship projects and programs throughout the school year.

Grandparents and Special Friends Appreciation Day Chair (1 @ 25 shares): With the support and assistance of the Chief Stewardship Officer and Stewardship Programs and Annual Fund Officer, the Chair plans, coordinates and executes the school's evolving efforts to engage extended family members in the life of our school and student community. Programs such as the Annual Spring Grandparents and Special Friends Appreciation Day in May, celebrating National Grandparents and the Elderly Day in September, and launching a new quarterly Grandparents and Special Friends Newsletter are examples of the school's stewardship

programming priorities. Special focus will be on assisting the school in determining and implementing the best ways to recruit, engage, and recognize current and alumni school family grandparents and extended family members.

Grandparents and Special Friends Appreciation Day Co-Chair (1 @ 25 shares): Assist Grandparents and Special Friends Appreciation Day Chair with coordination, planning, and organizing.

Grandparents and Special Friends Appreciation Day Volunteers (Multiple @ 1 share per hour): Parent volunteers are needed to support the programming and implementation of the school's Grandparents and Special Friends Appreciation Day which includes a dedication Mass, reception and program as well as tours of the school.

School Grants Coordinator (1 @ 10 shares): Identify appropriate grant funding opportunities for the school and assist in the submission of grant requests. Specific assistance is needed in identifying and collecting information for a school grants database, crafting boilerplate and custom copy/language for grants applications, and visiting with local community foundations to share the mission and needs of the school.

Go Saints! Annual Fund Co-Chairs (3 @ 25 shares): The Office of Stewardship appreciates the special leadership role school parents can have in supporting the goals and outcome of the Go Saints! Fund. For the 2024-25 school year, a \$180,000 minimum goal has been set to be achieved by December 30, 2024 with a stretch goal of \$200,000. Parent leadership support is needed in advocating for the mission of the school's Annual Fund with the school's parent community, ensuring the promotion of the Annual Fund is conducted consistently across all grade levels, and communicated via school website, social media, and printed vehicles. In addition, there is an important parent leadership role to fulfill in helping to launch a school Corporate Partnership Program, seeking in-kind donations related to the promotion of the Annual Fund, and personally thanking donors.

Military Families Outreach and Engagement Co-Chairs (2 @ 25 shares): Coordinate and implement the following programs to support the school's military families:

- "H is for Honor" school and military assembly and reception
- Quarterly mass and dinner programs for military families
- Information and support tables at appropriate school and parish events such as the school's Back to School Night, new school families' orientations and Oktoberfest.
- Working with the school's administration, Chief Stewardship Officer, and Principal-designated faculty members, Co-Chairs will support the school's efforts to seek *Purple Star School Program* status.

Alumni Association Programs Coordinator (1 @ 25 shares): Identify and engage with alumni of current school parents and faculty. Actively and consistently re-connect with school alumni at school and parish events. Engage and inform alumni via social media channels of school and parish events and fundraising opportunities. Ideal for Chair to be a leading school family with a familial history with the school who will represent our Alumni Association and help to build our ongoing alumni programming.

Coming Home to Mary – Open House Chair (1 @ 25 shares): Assist in planning and organizing of this special annual school open house event conducted the first Sunday kicking off Catholic Schools Week (Sunday, January 26, 2025). This Sunday is also the official kick-off for the school's Book Fair.

Mother Cabrini Dinner Volunteers (Multiple @ 1 share per hour): Launched last school year, the Office of Stewardship is responsible for the coordination and orchestration of the Annual Mother Cabrini Dinner held in mid-November. Along with celebrating the life and works of Mother Cabrini, this annual dinner is a fundraising event to support the school's Building Fund. Parent volunteers are needed to assist in the set up and orchestration of the event.

EXTRACURRICULAR ACTIVITY SUPPORT

BATTLE OF THE BOOKS

The Battle of the Books Club is a reading enrichment program for 5th and 6th grade students. Parent coaches or presenters, under the guidance of the school librarian, attend one or more meeting(s) twice monthly on Tuesdays after school to discuss the scheduled book; engage in hands-on activities; and/or play games to help the students understand and connect with the story. In the spring, meetings shift to weekly to help prepare a selected team of members to represent our school at the Diocesan-wide Battle of the Books competition. The goals of the program are for students to gain exposure to different genres of writing; work as a team; develop a life-long love for reading; and have fun doing it! For more information, email Leah Hays at lhays@smsva.org.

Battle of the Books Coordinator (1 @ 25 shares): Works closely with the Librarian to coordinate the 5th and 6th grade Battle of the Books program. This position requires an ongoing commitment of helping with biweekly meetings; reading assigned books; and preparing activities and questions for assigned books. Duties also include managing parent communications and working with the Librarian to prepare for student participation at the Battle of the Books competition in May. ***Prerequisite: This is typically a two-year commitment, but with the approval of the Librarian, Mrs. Leah Hays (lhays@smsva.org), a volunteer can serve additional years.***

Battle of the Books Presenters (6 @ 15 shares): Presents a book for discussion at one of the Battle of the Books club meetings. This commitment involves reading; preparing questions/activities to help engage the students in the book; and leading the discussion at the scheduled meeting. Guidance will be provided by the Librarian and/or 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 regularly to work toward a solution to a long-term problem and practice 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 8th grade are welcome to participate. For more information, email OOTM@smsva.org.

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).

Odyssey of the Mind Team Coaches (2 per team @ 25 shares): 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 Judges (Multiple @ 1 share per hour): 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 8:30 am – 1 pm) and on the Saturday of the competition, from 8:30 – 5 pm.

Odyssey of the Mind Regional Competition Volunteers (1 for every 3 teams @ 1 share per hour): Assist on the day of the regional competition from 8:30 am – 4:30 pm.

LEGO ROBOTICS

FIRST Lego League Robotics Team is available to 5th and 6th grade students. FIRST is an acronym “For Inspiration and Recognition of Science and Technology”. FIRST (FLL) is an international Robotics program whose mission is to inspire a love for Science and Technology. Through participation in this program, students will learn STEM concepts by exploring real-world problems. They will also learn important core values such as teamwork and sharing. Every year, there is an exciting mission!

Lego Robotics Chair (1 @ 25 Shares): Manage and execute the Lego Robotics program at the school. This Chair will work with the school and technology leadership to coordinate the after-school program to include sign-ups, running the program, and all other associated tasks.

Lego Robotics Co-Chair (1 @ 25 Shares): Assist the Lego Robotics Chair in the management and execution of the Lego Robotics program at the school. This Co-chair will work with the school and technology leadership to coordinate the after-school program to include sign-ups, running the program, and all other associated tasks.

WORKS OF MERCY

Established in 2002, Works of Mercy is a faith-centered service program led by a dedicated team of Saint Mary's parents. Students in 1st through 8th grades can sign-up to join bi-weekly after school meetings. Students will grow in faith as they serve our school, church, and local community through a wide range of corporal and spiritual Works of Mercy. Email WorksOfMercy@smsva.org with any questions, or visit www.WorksofMercyVA.com.

Works of Mercy Chair (1 @ 25 shares): Research and develop all Works of Mercy service projects and activities for students in Grades 1-8; Collaborate with Vice-Chair on year-long program plan; Communicate volunteer, student-assistant, space, transportation, permissions, and equipment needs to Vice-Chair in advance of each meeting; Communicate meeting agendas to registered student participants and parent volunteers; Coordinate all off-site activities with external contacts at various organizations; Provide branded website, social media, Messenger and church bulletin graphics in advance of meeting dates and to promote key program initiatives; Cultivate and maintain meaningful relationships with a wide variety of local charities and organizations; Organize guest speakers and presentations; Establish an enduring vision to promote continued growth and success for the Works of Mercy program within the community at large.

Works of Mercy Co-Chair (1 @ 25 shares): Confirm parent volunteers in advance of scheduled meeting dates; Organize 7th and 8th Grade Student Assistants on meeting days; Collect and track all student permission forms (travel, participation, etc.); Coordinate program calendar and space/equipment reservations with appropriate school administration, faculty and church personnel; Ensure equipment and snacks are provided at each meeting; Schedule parent volunteers to provide student transportation for off-site activities; Collaborate with Works of Mercy Chair on year-long program plan; Assist in leading service activities on all program dates;

OPCYP compliance required (includes a background check and VIRTUS training); Familiar with school emergency preparedness plan (training provided).

Works of Mercy Volunteers (Multiple @ 1 share per hour): If you have a child participating, please volunteer for *at least* one workshop during the school year. Volunteers must be OPCYP compliance required (includes a background check and VIRTUS training). Email WorksOfMercy@smsva.org with any questions.

SCHOOL ATHLETICS

Starting in Fall 2024, the school intends to offer additional athletics not already provided by BSM CYO.

School Athletic Director (1 @ 25 shares): Manage and supervise the school athletics, to include baseball, softball and soccer. Organize potential game opportunities with other middle schools; Manage notifications to all parents, coaches, and volunteers of practices and game schedules; Collect registration fees and forms; Coordinate reservations for practices and games; Manage all necessary permits; Work with school Business Office and Principal on any budget and financing needs; Ensure all coaches and volunteers are OPCYP compliant (includes a background check and VIRTUS training); Report FIS shares at the end of each sport season. Position is needed over the summer.

School Assistant Athletic Director (1 @ 25 shares): Work and coordinate with the School Athletic Director and support all school athletics coaches and activities. Order uniforms; Prepare entries for the school Messenger and social media channels; Organize end-of-year-awards banquet and school athletic Spirit Days; Additional responsibilities will be determined by the School Athletic Director and Principal. Position is needed over the summer.

School Baseball Coaches (1 head coach, 1 assistant coach for each team @ 20 shares each): Boys Spring sport for Grades 6-8. Design and implement sports strategies; schedule and run team practices and games; communicate with parents/guardians; emphasize skills development including safety, fair play, and sportsmanship; maintain sports equipment. Youth coaching experience preferred.

School Baseball Volunteers (Multiple @ 1 share per hour): Assist with duties as assigned by coaches (uniforms, photography, team parent, books, rosters, equipment, etc.). Hourly baseball volunteers can earn up to 10 shares.

School Soccer Coaches (1 head coach, 1 assistant coach for each team @ 20 shares each): Co-ed Fall sport for Grades 6-8. Design and implement sports strategies; schedule and run team practices and games; communicate with parents/guardians; emphasize skills development including safety, fair play, and sportsmanship; maintain sports equipment. Youth coaching experience preferred.

School Soccer Volunteers (Multiple @ 1 share per hour): Assist with duties as assigned by coaches (uniforms, photography, team parent, rosters, equipment, etc.). Hourly soccer volunteers can earn up to 10 shares.

School Softball Coaches (1 head coach, 1 assistant coach for each team @ 20 shares each): Girls only Spring sport for Grades 6-8. Design and implement sports strategies; schedule and run team practices and games; communicate with parents/guardians; emphasize skills development including safety, fair play, and sportsmanship; maintain sports equipment. Youth coaching experience preferred.

School Softball Volunteers (Multiple @ 1 share per hour): Assist with duties as assigned by coaches (uniforms, photography, team parent, books, rosters, equipment, etc.). Hourly softball volunteers can earn up to 10 shares.

SPELLING BEE

By inspiring the exploration of words, the Spelling Bee paves the way to boost confidence, instill curiosity, celebrate academic achievement and enrich communities. For Grades 3-8.

Spelling Bee Coordinator (1 @ 25 shares): Support the school teachers and staff with implementation of a spelling bee; Support the school teachers and staff with enrolling BSSM in the Scripps National Spelling Bee with registration beginning in mid-late August. <https://spellingbee.com/>. This position requires collaboration with teachers and school staff.

Spelling Bee Volunteers (Multiple @ 1 share per hour): Assist Coordinator in scheduling, setup and orchestrating the Spelling Bee.

YOUTH APOSTOLATE PROGRAM

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 the Director of Youth Apostolate, or in the case of Basilica of St. Mary CYO, the CYO Athletic Director. Please look for further guidance from the Office of Youth Apostolate regarding

cancellation or continuation of activities. For more information about the Youth Apostolate Program, please contact Mariane Staron (mstaron@stmaryoldtown.org) or visit the parish website at <https://stmaryoldtown.org/> > Apostolates.

The Youth Apostolate Program provides a valued, additional layer to the fabric of our school community. In recognition of the importance for the school community to come together and the role the Youth Apostolate Programs play, shares have been allocated to different volunteer roles within the Youth Apostolate Program accordingly.

BLAZE

Blaze is an outreach ministry for middle school girls through the Youth Apostolate at the Basilica School of Saint Mary, which seeks to reach their hearts with the powerful love of Christ and offers a unique way to help grow their understanding of the truths of our Catholic faith. This interactive Bible study for 7th and 8th graders, and provides a rich curriculum that helps middle school girls as they navigate truth and lies in their everyday life.

Blaze 7th Grade Prayer Leaders: (3 @ 25 shares): Prayer leaders for the Blaze group facilitate and attend biweekly meetings; Develop prayer lesson plans for each meeting; Plan activities; Conduct all recruitment and communications; Plan end-of-year retreats; Engage in outreach with priests and other speakers to provide outside speakers on prayer topics. Note: Meetings occur during 7th grade lunch.

Blaze 8th Grade Prayer Leaders: (3 @ 25 shares): Prayer leaders for the Blaze group facilitate and attend biweekly meetings; Develop prayer lesson plans for each meeting, plan activities; Conduct all recruitment and communications, plan end-of-year retreats; Engage in outreach with priests and other speakers to provide outside speakers on prayer topics. Note: Meetings occur during 8th grade lunch.

ST. DOMINIC SAVIO SOCIETY

The Saint Dominic Savio Society aims at bringing middle school boys of The Basilica of Saint Mary together for prayer, service projects, fellowship, and other activities in the community.

St. Dominic Savio Society Co-Coordinator: (3 @ 15 shares): Facilitate and attend monthly meetings, as well as work with the Youth Apostolate office to plan lessons and activities, conduct recruitment and communications, and other such activities as necessary.

CATHOLIC DAUGHTERS OF AMERICA

The Junior Catholic Daughters of the Americas (JCDA) chapter at the Basilica of Saint Mary is open to girls in grades 6-12. The JCDA's goal is to promote service and spiritual growth and to foster a greater appreciation of our Catholic faith. The girls participate in Catholic faith-based activities and service projects under the spiritual direction of our pastor and with the Catholic Daughters of the Americas Court Kavanaugh #54. We will continue to offer meetings with service projects and Holy Hours at the Basilica to provide opportunities for spiritual growth and reflection.

Junior Catholic Daughters of America Co-Coordinators (2 @ 10 shares): Facilitate monthly meetings, plan activities and conduct all recruitment and communications. The Elementary JCDA is open to all girls in Grades 3-5 who wish to share faith, a love of God, and a distinctly feminine spirituality through projects and activities.

Catholic Daughters Of America Advisors (2 @ 10 shares): Assist a group of upper school girls (Grades 6-8) 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.*****

F3

F3 is a program for those in 6th, 7th, and 8th grade within the parish that is composed of games, faith formation, fellowship, and prayer. It occurs monthly typically from 7:00 pm to 8:30 pm at the Basilica School of Saint Mary's gym and cafeteria, or in an alternate location if those are unavailable.

F3 Co-Coordinators (2 @ 20 shares): F3 co-coordinators work alongside the Director of the Youth Apostolate and Program Assistant, to plan the evening programming, mentor the high school leadership team that runs the activities and talks, and ensure the evening runs smoothly, as well as assist with communications as needed.

F3 Program Volunteers (Multiple @ 1 share per hour): See The Basilica of St. Mary parish website at <https://stmaryoldtown.org/> or school newsletters for more details. Reports to the Director of Youth & Young Adults.

SCOUTING ORGANIZATIONS

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.

While there is no limit on the number of shares a Scouts volunteer can receive, only 20 Scouts FIS shares will count towards the 25 Share FIS requirement and only 10 Scout FIS shares will count towards a 12 Share FIS requirement.

TRAIL LIFE

Trail Life, a church-based, Christ-centered, boy-focused mentoring and discipleship journey that speaks to the heart of a boy, is the Basilica's new scouting troop. It is open to all boys ages 5-10. The mission of Trail Life USA: to guide courageous young men to honor God, lead with integrity, serve others, and experience outdoor adventure. Contact Brandon Eubank and John Hoffman at tlva_2311@yahoo.com or browse <https://stmaryoldtown.org/apostolate/trail-life-troop-va-2311-for-boys/> for more information. For details of each role, visit: <https://www.traillifeconnect.com/documents/getdocument/f37eh6us22zl>.

Troop Master (1 @ 25 shares): Oversee the leadership of the entire program.

Troop Ministry Liaison (1 @ 25 shares): Manage relationship between the Troop and the Charter Organization.

Troop Treasurer (1 @ 10 shares): Steward of the Troop's financial resources; Supervise fundraising and maintain the current bank account balance of the Troop.

Troop Committee Chairman (1 @ 10 shares): Preside over committee meetings; Recruit other committee members and adult leaders; Indirectly manages direct contact with adults through the Troop Master.

Troop Rangers (Multiple @ 20 shares): Oversee a group of Trailmen and conduct activities during meetings with the group, as appropriate.

AMERICAN HERITAGE GIRLS

American Heritage Girls is a Christ-centered character and leadership development program dedicated to the mission of building women of integrity through service to God, family, community, and country. The troop meets bi-weekly to work on badges and complete religious studies. It hosts an Annual Tea, holiday parties, overnights, and other social events. The troop also co-hosts functions at the Basilica such as quarterly patriotic rosaries, flag retirement ceremonies, and the Christmas Tree lighting. It also serves our community by coordinating Box of Joy donations and shipment, laying and removing wreaths on veteran's graves, and attending the March for Life.

Troop Coordinator (1 @ 25 shares): Coordinate troop charter under Basilica, ensure compliance with national and regional affiliations. Oversee annual plans and accomplishments; Coordinates all troop-wide events (social, badgework, charity).

Troop Vice Coordinator (1 @ 25 shares): Support Troop Coordinator in charter; Lead fundraiser, charity and social events.

Troop Treasurer (1 @ 10 shares): Maintain troop's income and expense and approves reimbursements. Coordinate with the Basilica bookkeeper.

Troop Badge Coordinator (1 @ 10 shares): Track completion of requirements for badges and patches.

Troop Shepherd (1 @ 20 shares): Ensure all units keep Christ as the center of our activities. Facilitate bible studies and retreats.

Troop Leaders (Multiple @ 20 shares): Plan and execute meetings two times a month. Coordinate unit with troop-wide activities.

ATHLETICS

The Diocesan Northern Virginia Junior Catholic Youth Organization (CYO) provides sports leagues which are an important component of comprehensive youth ministry in our parishes. Activities should foster cooperation, respect, sportsmanship, responsibility, leadership, competitiveness, fairness and courtesy. The Basilica of Saint Mary (BSM) CYO is a youth program within the Basilica of Saint Mary directed by the Basilica of Saint Mary (BSM) Athletic Director. The Basilica's Director of Youth and Young Adults has oversight of the BSM CYO Program and BSM CYO Athletic Director.

OPCYP compliant parents (which includes VIRTUS training and mandatory background checks) are welcome to coordinate, coach and volunteer within this youth apostolate program. In the fall, BSM CYO hosts Cross Country, Tennis, Track & Field. In the winter, BSM CYO hosts basketball and in the spring, BSM CYO hosts Track & Field and Volleyball. Coordinators hold the position for the academic school year, with the majority of the volunteering will be completed during the sport season. Coach and hourly volunteer positions occur during the typical sport season.

All athletic positions will be placed by the BSM CYO Athletic Director and the respective BSM CYO sport Coordinators. All volunteers must be OPCYP compliant (includes a background check and VIRTUS training).

While there is no limit on the number of shares a CYO volunteer can receive, only 20 CYO FIS shares will count towards the 25 share FIS requirement and only 10 CYO FIS shares will count toward a 12 share FIS requirement unless holding a Director or Coordinator position. We kindly ask that a minimum of five FIS shares come from a school-centric activity outlined throughout the FIS Catalog.

BSM CYO Athletic Director (1 @ 25 shares): Manages and supervises the BSM CYO program, all sports. Attends HSA Executive Board meetings; works with the Diocesan Office of Youth, Campus and Young Adult Ministries and the BSM Director of Youth and Young Adults; Ensures all volunteers are OPCYP compliant (includes a background check and VIRTUS training) and FIS volunteer shares for each are reported at the end of each sport season; Provides diocesan coordinator/coach training when available; Acts as liaison to the Diocese; Ensures adherence to Diocesan CYO approved sports participation policies supports all BSM CYO sport coordinators; Ensures permits are compliant; Notifies parents and students of available sports activities; Ensures appropriate Diocesan registration forms are completed; Manages uniform orders; Provides game schedules and timely input for the weekly Messenger, other social media channels; Ensures collection of CYO fees and ensuring any charges get paid to the appropriate parties; Manages BSM CYO budgets and webpages and input; Organizes BSM CYO kick offs, Masses and/or BSM CYO awards banquets, and BSM CYO Spirit Days.

BSM CYO Assistant Athletic Director (1 @ 20 shares): Works with and supports the BSM CYO Athletic Director and supports all BSM CYO sports Coordinators and activities. Responsibilities will be determined based on the needs of each academic year.

BSM Uniform and Trophy Coordinator (1 @ 20 shares): Works with and supports the BSM CYO Athletic Director and Coordinators to order and deliver uniforms for all BSM CYO sports. Responsible for ordering trophies and awards at the end of each sport season for BSM CYO Coordinators.

TENNIS

*Fall season typically runs from early September through early November.
Spring tennis clinics would occur in May/June based on interest in the program.
Co-ed for Grades 1-8.*

BSM CYO Tennis Coordinator (1 @ 25 shares): Manages and organizes the BSM CYO tennis program. Coordinates coaches and training, equipment, uniforms, registration and permits, scheduling of courts for practices, and works to ensure teams play at the appropriate level for the players. The Tennis Coordinator position requires organizational skills and attention to detail. Duties include working with the CYO Diocesan Tennis Commissioner, creating and maintaining team rosters, ordering team t-shirts, ensuring all appropriate paperwork has been completed by registrants before participation, recording and reporting match scores to the commissioner on a timely basis, and reporting volunteer participation to FIS Co-Chairs for final recording. Acts as liaison between BSM CYO coaches and Diocesan CYO Tennis Commissioner. Reports to BSM CYO Athletic Director.

BSM CYO Assistant Tennis Coordinator (1 @ 20 shares): Support BSM CYO Tennis Coordinator with the management and administration of the BSM CYO tennis program Grades 1-8. The BSM CYO Tennis Assistant Coordinator manages registration, uniforms, pre-season assessments, coaches and training, and practice schedules. Responsibilities will be determined based on the needs of the sports season. Reports to BSM CYO Tennis Coordinator.

BSM CYO Tennis Head Coach or Assistant Coach (1 head coach and one assistant coach per team, multiple positions available, each @ 20 shares each, assigned by Tennis Coordinator): Head Tennis Coaches are responsible for team plays, drills, and all parent communication concerning tennis, communicating with opposing teams prior to Sunday matches to create match lineups and encouraging players during practices and matches. Assistant Tennis Coaches are responsible for supporting the Head Tennis Coach on the courts and during weekend matches. Head and Assistant coaches work with the

BSM CYO Tennis Coordinator and other BSM tennis coaches to ensure success of the program, child safety and accountability during practices and matches.

BSM CYO Tennis Match Hourly Volunteers (Multiple @ 1 share per hour, assigned by Tennis Coordinator): Work under the direction of a BSM CYO Head Tennis Coach. Hourly tennis volunteers can earn up to 5 shares.

TRACK & FIELD

Fall season typically runs September through early November.

Spring season runs mid-March through mid-May.

Co-ed for Grades 3-8.

BSM CYO Track and Field Coordinator and Head Coach (1 @ 25 shares per season): Manages and organizes the BSM Track & Field Team, all administrative functions associated with track including the collection of all track related forms (school and diocese), maintaining the team roster, updating emergency contact information, ordering team uniforms, and working with the school and administration on issues related to the track program. The BSM CYO Track Coordinator position requires organizational skills and attention to detail, ensuring all appropriate paperwork has been completed by registrants before participation. Recruits an appropriate number of volunteers for practices and meets and ensures all volunteers are OPCYP compliant (includes a background check and VIRTUS training). Responsible for reporting completed volunteer shares to FIS Chairs. Acts as liaison between BSM CYO coaches and Diocesan CYO Track & Field Commissioner. Reports to BSM CYO Athletic Director.

BSM CYO Track and Field Assistant Coordinator and Coach (1 @ 20 shares): Support Track and Field Coordinator and Head Coach. Coordinate and supervise athletes during weekly track practices throughout the Fall and Spring track season for 3rd - 8th grade students in preparation for the CYO Championship Meets including securing practice locations and times. 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 Coordinator and other CYO track coaches to ensure the success of the program. Communicates with parents and athletes on all matters concerning the CYO track.

BSM CYO Track and Field Coaches (4 @ 20 shares per season): Coordinate, supervise and run weekly track practices throughout the Fall and Spring track season for 3rd - 8th grade students in preparation for the CYO Championship Meets including securing practice locations and times. 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 Coordinator and other CYO track coaches to ensure the success of the program. Communicates with parents on all matters concerning the CYO track.

BSM CYO Track Meet Hourly Volunteers (Multiple @ 1 share per hour, assigned by Track & Field Coordinator): Work under the direction of the BSM CYO Track & Field Coordinator/Head Coach. Hourly track volunteers can earn up to 10 shares.

CROSS COUNTRY

Season typically runs September through early November.

Co-ed for Grades 3-8.

BSM CYO Cross Country Coordinator and Head Coach (1 @ 25 shares per season): Coordinates, supervises and runs weekly cross country practices throughout the season for 3rd - 8th grade students (September-November) in preparation for developmental meets and the CYO Championship Meet including securing practice locations and times. Coordinates all paperwork for athletes, communicates with parents on all matters concerning CYO cross country. Acts as liaison between BSM coaches and Diocesan CYO XC Commissioner. Reports to BSM CYO Athletic Director.

BSM CYO 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. Encourages athletes during practices and meets.

BSM CYO Cross Country Coaches (Multiple @ 20 shares): Supervise athletes during XC practices occurring twice weekly; assist with form and conditioning drills; encourage athletes during running activities and ensure safety and accountability of children during practice. Encourage athletes during practices and meets.

BSM Cross Country Meet Volunteers (Multiple @ 1 share per hour): Support the XC team's 3-4 meets throughout the season (September-November) in one of the various positions available (i.e. timers, course monitors, etc.). Instructions will be provided by the coaches for position responsibilities. Hourly track volunteers can earn up to 10 shares.

BASKETBALL

Typical season runs October through March.

Co-ed for Grades 3-8.

BSM CYO Basketball Coordinators (3 @ 25 shares per season): Responsible for the management and administration of the BSM CYO basketball program Grades 3-8. This Coordinator position requires organization and attention to details. The BSM CYO Basketball Coordinator manages registration, uniforms, pre-season assessments, coaches and training, and practice schedules. Coordinates all paperwork for athletes, communicates with parents on all matters concerning BSM CYO basketball. Also responsible for recording and reporting completed volunteer shares to FIS Chairs for final recording of shares. Reports to BSM CYO Athletic Director.

BSM CYO Basketball Assistant Coordinators (2 @ 20 shares per season): Support BSM CYO Basketball Coordinator with the management and administration of the BSM CYO basketball program Grades 3-8. The BSM CYO Basketball Assistant Coordinator manages registration, uniforms, pre-season assessments, coaches and training, and practice schedules. Responsibilities will be determined based on the needs of the sports season. Reports to BSM CYO Basketball Coordinator.

BSM CYO Basketball Coaches (1 head coach, 1 assistant coach for each team @ 20 shares each): Supervise practices and games. Head basketball coach is responsible for all parent communication regarding all matters concerning BSM CYO basketball to the team. Creates drills, plays, and ensures safety and accountability of players during practices and games. Encourages players during practices and games and provides support to the head coach.

VOLLEYBALL

Typical season runs mid March through mid-May.

Girls only for Grades 3-8.

BSM CYO Volleyball Coordinator (1 @ 25 shares per season): Responsible for the management and administration of the BSM CYO volleyball program. Coordinates registration, uniforms, coaches and training, and practice schedules. Acts as liaison between CYO coaches and Diocesan CYO Volleyball Commissioner. Also responsible for recording and reporting all volleyball coaches and any other completed FIS shares are reported to the FIS Chairs for final recording. Reports to BSM CYO Athletic Director.

BSM CYO Volleyball Coaches (1 head coach, 1 assistant coach for each team @ 20 shares each): Supervise practice and games. Head volleyball coach is responsible for all parent communication regarding all matters concerning BSM CYO volleyball to the team. Creates drills, plays, and ensures safety and accountability of players during practices and games. Encourages players during practices and games. Assistant coach supports the head coach.