



www.stcharlesschoolsc.org

**Parent Activities Committee (PAC)
Volunteer Handbook and Resource Guide
2023-2024**

Questions? pacchairs@stcharlesschoolsc.org

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A Prayer for Volunteers

I thank Thee, Lord as a volunteer
For the chance to serve another year.
And to give of myself in some small way,
To those not blessed as I each day.

My thanks for health and mind and soul,
To aid me ever toward my goal.
For eyes to see the good in all,
A hand to extend before a fall.

For legs to go where the need is great,
Learning to love— forgetting to hate.
For ears to hear and heart to care,
When someone's cross is hard to bear.
A smile to show my affection true,
With energy aplenty—the task of you.

And all I ask, dear Lord, if I may,
Is to serve you better day by day.

Amen.

PARENT ACTIVITIES COMMITTEE (PAC) MISSION STATEMENT

School Mission Statement

St. Charles School is a Catholic Faith community. We provide and nurture a supportive and inclusive Christ-centered environment where students grow in faith, serve others and pursue academic excellence.

PAC Mission Statement

The Parent Activities Committee (PAC) was established to coordinate multiple volunteer activities and volunteers to provide enrichment to our children, express appreciation to the faculty and staff, and build school community.

Our objectives include:

- ❖ To increase the level of parent participation.
- ❖ To foster a spirit of cooperation between school and parish organizations.
- ❖ To promote school approved programs and initiatives for the growth and welfare of the child and parent in the home, school and community.
- ❖ To raise funds to help subsidize the school's operating budget.
- ❖ To raise funds that will contribute to school expenditures that will enhance the school's academic offerings, physical structures or needs as outlined by the administration.
- ❖ To act as a vehicle for the exchange of ideas and experiences among parents.
- ❖ To promote community by valuing and respecting each other's gifts and contributions to our school community.

All parents are welcome to attend each PAC meeting. **PAC meetings in the past have occurred on the first Tuesday of every month.** We will revisit this in the new school year to determine what seems to work best for the majority of PAC Chairs. An agenda will be provided to the parent community via the school parent distribution lists. Please email pacchairs@stcharlesschoolss.org if you have any agenda items that you would like to include. PAC Chair meetings occur one week prior to the School Advisory Board meetings in order to have information to report to the School Board. **School Advisory Board Meetings are held on the second Tuesday of each month at 7 p.m.**

EMAIL DISTRIBUTION LISTS

Distribution List	Recipients/Purpose
pacchairs@stcharlesschoolsc.org	<ul style="list-style-type: none"> ❖ Parent Activities Committee (PAC) Members, including K-8th PAC Members at Large ❖ Resource for any and all PAC matters, including, but not limited to, hospitality events, family resources, volunteer opportunities, room parent activities, etc.
welcome@stcharlesschoolsc.org	<ul style="list-style-type: none"> ❖ Ambassadors Committee (formerly “Welcome Committee”) ❖ Resources regarding any questions for new families to St. Charles School, establishment of welcome families, school tours, K testing, and related supports.
wellness@stcharlesschoolsc.org	<ul style="list-style-type: none"> ❖ Wellness Committee Members ❖ Resource for communication with and between the Wellness Committee, including, but not limited to agendas, resources and questions.

SERVICE HOUR GUIDELINES 2023-2024

In order to support the variety of activities and extracurricular programs on the campus, St. Charles School requires a mandatory **40 volunteer hours** of service per family, 20 hours per single parent/guardian household annually. These hours may be completed through a variety of activities that directly or indirectly benefit the parish and school. **Five hours** must be completed to support an event listed as fundraising (school or parish)

General Notes:

- ❖ Volunteer hours are tracked using Mobile Serve (<https://app.mobileserve.com/user/signup/?next=/&>).
- ❖ Attendance at Men's Club Board Meetings, PAC Meetings Club Meetings, PAC Coffee Meetings/General Meetings and Mexico Mission trip count toward service hours as does attendance at PAC General Meetings. attendance at Men's Club events, School Speaker events.
- ❖ Coaches, assistant coaches and official scorekeepers may count all coaching time toward service hours. Sports Commissioners are exempt from tracking hours.
- ❖ Please refer to the Parent Handbook distributed at the beginning of the new school year and available online all year.

SERVICE HOURS OPPORTUNITIES		
School		
<p style="text-align: center;">Class Hospitality Events</p> <ul style="list-style-type: none"> ❖ Back to School Night Teacher Dinner- 8th ❖ Back to School BBQ- 3rd ❖ Fall Festival <ul style="list-style-type: none"> o Kiddie Booth - 1st o Ice Cream Social - PAC ❖ Breakfast with Santa - Kinder ❖ Catholic Schools Week Teacher Luncheon- 6th ❖ Open House Reception - 2nd ❖ Special Person's Day/Spring Sing- 5th ❖ 8th Grade Awards Dinner - 7th ❖ Sports Snack Shack - 4th 	<p style="text-align: center;">General Opportunities</p> <ul style="list-style-type: none"> ❖ Operations/Grounds/Construction ❖ Attendance at PAC meetings ❖ Welcome ambassador family ❖ Attendance at Advisory Board meetings ❖ Room Parent Duties ❖ Teacher Luncheons ❖ Technology committee work ❖ Uniform Closet ❖ Walk-a-Thon ❖ Book Faire 	<ul style="list-style-type: none"> ❖ School Fundraising ❖ Field Trip Drivers ❖ Grant Writing ❖ School Spirit Wear ❖ Superhero Bowling ❖ Sweetheart Dance ❖ Christmas Store ❖ Athletic Board ❖ Coaching ❖ Score Keeping ❖ Event set up/clean up ❖ Drama Club
Parish: Contact Alison Sprong - asprong@stcharlesparish.org		
Festival (Festival Chairs will send out volunteer needs) Liturgy (Eucharistic ministers, lectors, ushers) Church Operations (church clean-up, decorating, etc) Religious Education (Adult volunteers for our Children's Liturgy of the Word (CLOW) program during the 8:30 am Sunday Mass. Volunteers help the children (K-5th) connect to the Readings and Gospels. Coordinators or helpers for Hospitality Sunday, Family Mass, Sunday Children's Liturgy Scripture Camp Mexico Mission Trip Men's Club Board		

PAC CHAIRS 2022-2023

PAC Chair - 2 Year Term (Tara Jaramillo-Balestreri)

Oversees parent volunteer activities assigned for all 9 grades; serves as a liaison to all class reps and room parents; recruits volunteers for all PAC positions; communicates about PAC activities with the pastor, principal, faculty liaison and parent community at large; sets the agenda for and leads all PAC Chairs' meetings and quarterly coffees; and presents a status report at monthly School Advisory Board meetings. **Shadow Open for 2023-2024**

PAC Vice Chair/Hospitality - 2 Year Term (Kristina Sullivan)

Supports the Chairperson and serves as a liaison to Hospitality Parents for all 9 grades; trains to take the Chairperson's role following the Chair's term; attends all PAC Chairs' meetings and quarterly Coffees; and tracks and replenishes inventory of PAC supply closet. Attends all PAC Chairs' meetings. **Shadow Open for 2023-2024.**

Secretary - 2 Year Term (OPEN)

Attends all PAC Chairs' meetings and records and distributes minutes; works with the Chairperson and Vice Chair to prepare/update/post PAC forms and documents on the school website.

Ambassador's Committee Chair(s) (Ashely Irvine/Kathleen Casazza/Christine Ross/Gina Igwe/Jill

Cherrstrom): Leads and organizes the Ambassador's Committee to greet prospective and incoming families for all grades, welcoming them into the community in the Fall (welcome baskets, flagpole coffees, mentor calls); supports the administration with marketing outreach, parent tours and kindergarten assessment appointments in Winter; contacts new families and encourages incoming kindergarten families to get together in the Summer. A committee representative attends each PAC meetings.

Parish Community Building Chair - 2 Year Term (OPEN):

Provides spiritual enrichment opportunities for all PAC members, increases communication between parish ministry leaders and our PAC community, encourages Room Parents and Hospitality Chairs to integrate service opportunities into the class celebrations and hospitality events such as Harvest Festival, Santa's Breakfast and more. Attends all PAC meetings and leads with opening prayer.

If you are interested in learning more about any role or shadowing a position, please reach out to pacchairs@stcharlesschoolsc.org.

PAC COMMITTEE COORDINATORS

The following positions attend PAC Chair meetings as needed to give updates and report issues, but monthly meeting attendance is not required.

Art (Tara Jaramillo-Balestreri) Art 4 Schools

Works with administration/teachers to schedule instruction time and reserves Upper Hall. Recruits, schedules and trains volunteers; keeps art materials stocked; organizes artwork showings.

PAC Coffee (Gina Stathacopoulos)

Coordinates refreshments for PAC Coffees and Socials initial PAC Coffee in September and Job Faire Social in May plus additional coffee socials as scheduled. Invites all parents and publicizes the coffee date and agenda in advance.

Book Faire Chairs (Jen Miln/Julie Pforzheimer/Michelle Reed/Kristie Wilhelm)

Plans and coordinates the school's annual Book Faire over four days during Catholic Schools Week in late January, including promotion, volunteer scheduling, set up/clean up, stocking inventory, special book orders and cash management.

Superhero Bowling Coordinator (Sonia Singer)

Plans and coordinates a Mother/Son event during the school year in February.

Sweetheart Dance Coordinator (Tiffany Zabala)

Plan and coordinate the Father/Special Person/Daughter Dance in February.

Wellness Committee (Erika Young/Meredith Larson)

At St. Charles School, we believe there is a positive correlation between children's health and well-being and their ability to learn. Our mission is to promote a faith-filled, healthy, and safe learning environment that values Spiritual, Emotional/Social, Physical, and Intellectual well-being. In January 2016, St. Charles School established a Wellness Committee for the purpose of promoting our students' health and well-being in mind, body, and spirit. The committee is composed of administrators, faculty, and parents. We meet in the evenings approximately seven times per school year.

Grant Writing (OPEN):

Coordinate efforts with the PAC Chair to find, research, write and submit grants to help fund school programs and activities.

Fall Festival Ice Cream Social Coordinator (Amanda Zirelli)

Plan and coordinates the Friday afternoon Ice Cream Social at the parish Fall Festival in September/October.
2023 volunteer position open.

Christmas Store Coordinator (Tracy Jonson/Natalie Tantillo)

Schedule and coordination of volunteers, donations, supplies, refreshments and set up / clean-up for the Christmas Store for student shoppers in grades K-8.

Walk-a-Thon Coordinator (Becky Cantieri/Victoria Brown)

Assists with the details coordination of the annual Walk-a-Thon, including volunteer coordination, flyers, event day set-up and related tasks.

Tiger Spirit Shop (Becca Kizer)

Coordinate Tiger Spirit Gear shop, merchandise and orders with Goetz.

Uniform Exchange Chair (Victoria Brown, Shadow Megan Ghassemzadeh)

Help organize and sort donated school uniforms. This valued activity helps parents recycle good, clean clothing that their children have outgrown for other students to enjoy. Hosts uniform exchange “shopping day” before school starts.

CLASS REPRESENTATIVES

Each grade has a Class Representative who attends the monthly school board meetings as a representative for their grade. The meetings are generally held on the second Tuesday of the month in the evening. The Class Rep may bring questions/issues to the board from other members of their class. Agenda items should be brought to the board President in time to be put on the agenda. Follow the guidelines given by the board President. The Class Rep also serves as a source of reference for questions parents may have regarding school board issues. The PAC contact person for Class Reps is the PAC Chair. There is a link that Class Reps can contact the School Advisory Board [via this form](#).

ROOM PARENTS

Two, one designated as lead, parents per class split the following duties.

Responsibilities

1. Teacher/Staff Appreciation Account/Gifts

Collect money from your class early in the year for all teachers' gifts throughout the year. The voluntary suggested amount is \$55 per family for gifts of which \$10 per will be used to purchase the main dish for the hospitality monthly teacher lunch. Teachers appreciate gift cards and cash. Generally, Christmas gifts are given to each teacher/staff member who interacts with your class. End of the year gifts are given to the teacher and support staff. Teacher appreciation gifts and birthday gifts are agreed upon by the room parent(s). For reference only. [Sample Classroom Funds Disbursement](#)

2. Organize Class Parties

Meet with your teacher early in the year to set class party dates. **Teachers** will provide dates and approve room parent ideas/themes. It helps to actually pick themes and tentative menus at this time. Each Room Parent can lead the planning for a party. Divide class list and assign parents to bring items so that each family may contribute to at least one party. Encourage all parents to attend/help at the parties. Siblings are not allowed at class parties or field trips. **Please note that classroom funds are not to be used for classroom parties.**

3. Family Assistance

This Room Parent leads in organizing any assistance needed with a family in need or crisis. Also serve as a liaison with the Ambassadors Committee for new families joining at the beginning of the year or mid-year.

4. Lead Room Parent

One Room Parent acts as the point person for the teacher to contact in case he/she needs anything during the year.

HOSPITALITY

Monthly Staff Appreciation Schedule & Hospitality Events

Hospitality Parents are responsible for one monthly teacher luncheon and the hospitality event(s) hosted by your class (a sign up will go out at the beginning of the school year). Prior to your event, you will be provided an email with information about your event. Each class collects \$10 per family to cover the main entree. Hospitality parents coordinate donations for side dishes, beverages and drinks. Grades can coordinate themes.

PAC Hospitality - Monthly Events Refer to Hospitality Event Handbook for detailed event information, notes and budget.		
Date	Event	Host
August	Back to School Coffee	PAC
August	Back to School Night Teacher Dinner	8th Grade
September	Back to School BBQ	3rd Grade
Seasonal	Snack Shack- Basketball Season	4th Grade
October	First Grade Kiddie Booth for the Fall Festival	1st Grade
December	Breakfast with Santa	Kindergarten
January	Annual Catholic Schools Teacher & Staff Appreciation Luncheon	6th Grade
January	Open House Reception	2nd Grade
May	Special Person's Day	5th Grade
June	8th Grade Awards Night Dinner	7th Grade

CALENDAR OF EVENTS

PAC welcomes and includes all parents in the St. Charles school community. Find your passion and get involved! We invite you to join us at the PAC coffees to find out more. Every parent's help is valued and needed!! Note: Dates are subject to change.

Date	Event	Host
Aug. 22	Back to School Coffee	PAC
Aug. 24	Back to School Teacher Dinner (4:30 p.m.)	8th Grade
Sept. 9	Back to School BBQ - Upper Yard (Following 5 p.m. Mass)	3rd Grade
Sept. 29	Fall Festival Kids' Ice Cream Social	PAC
Sept. 29-30	Fall Festival Kiddie Booth	1st Grade
Oct. 31	Halloween Parade/PAC Coffee (8:00 a.m.) Halloween Festival (11:30 a.m.)	PAC All Grades
Dec. 3	Breakfast with Santa	Kindergarten
Dec. 15	Christmas Boutique	PAC
Dec	Walkathon Spirit Rally	PAC
Dec. TBD	Christmas Basketball Tournament 2023	Snack Shack 6th
Jan. 28	Open House Reception (Catholic Schools Week)	2nd Grade
Jan. 28-Feb. 2	Annual Book Faire	Volunteers
Feb. 2	Annual Catholic Teacher & Staff Appreciation Luncheon	6th Grade
Feb. 2.	Bingo Night	8th Grade
Feb. 24	Sweetheart Dance	PAC
Feb. 25	Superhero Bowling	PAC
Mar.	Monthly Teacher & Staff Appreciation Luncheon	TBD
Mar. 16	Annual St. Charles Spring Fundraiser/Gala	All Grades
Apr.	Monthly Teacher & Staff Appreciation Luncheon	TBD
May 6	Special Person's Day & Spring Sing Reception	5th Grade
May 24	Field Day	All Grades
May	End of Year Monthly Teacher & Staff Appreciation	TBD
May 30	Class of 2023 Awards Dinner	7th Grade

THE ST. CHARLES SCHOOL ANNUAL SPRING FUNDRAISER

The St. Charles Annual Auction Gala/Spring Fundraising is entering its 37th year! The event is usually held in March or April and is one of the central components of school fundraising efforts. Proceeds from this event support the school's operating budget and have a direct impact on the education, safety and development of our children, and the future of our community. Past years' proceeds have subsidized improvements to the school that are not funded by the annual budget, including enhancements to instructional technologies, safety upgrades, window treatments, and the addition of digital learning tools for our students. This year the format will carry over from last year.

Our continued success with Walk a Thon as well as our recent Back to School BBQ fundraising gives us the opportunity to have an event where our community can come together to celebrate. We will have raffle prizes and our "Giving Tree" which has been received well by our community since its inception. Looking ahead, this format does not need to carry over. Each Auction Chair works with administration to determine event, budget and bottom line. Here is a sample of volunteer positions with a traditional Auction.

Auction Volunteer

Event Chair(s)

The Chair runs leadership meetings for all subcommittee areas and the overall event timeline for all committees for the Event. The Chair works on the auction theme and coordination of event location and logistics. The chair is a direct resource to support all committees. The Chair interfaces with the Principal and Vice Principal on auction logistics. The Event Chair should be a chair or committee member for the Live Auction or Silent Auction team.

- Live Chair(s) and Committee Members
- Buy It Now/Subscription Item Chair(s) and Committee Members
- Class Project Chair(s)
- Raffle Chair(s)
- Sponsorship Chair(s) and Committee Members
- Silent Chair(s) and Committee Members
- Wine Drive Chair(s) and Committee Members
- Decorations Chair(s) and Committee Members
- Finance Chair(s) and Committee Members
- Program and Data Entry Chair(s) and Committee Members
- Communication Chair(s) and Committee Members
- Greeter Chair(s) and Committee Members
- Donation Appreciation Chair(s) and Committee Members
- Procurement Chair(s) and Committee Members
- Website Chair(s) and Committee Members

We need A LOT of help. There are many roles, large and small!

ATHLETIC PROGRAM INFORMATION

Sports are a strong tradition at St. Charles School. The program is maintained by a parent volunteer Athletic Director who oversees the rest of the Sports Board. The Sports Board is made up of commissioners for each sport that the school participates in through the PPSL. In addition, coaches are needed for girls' volleyball, track, and basketball and boys' baseball, basketball, and track and a Christmas Tournament director if the tournament is to return to campus. Information will be sent under separate documents during the particular sport's season.

Girls:

Volleyball: Grades 4-8 Season: September - November Games: Saturdays or Sundays

Basketball: Grades 4-8 Season: November - March Games: Saturdays or Sundays

Boys:

Baseball: Grades 4-8 Season: September - November Games: Saturdays or Sundays

Basketball: Grades 4-8 Season: November - March Games: Saturdays or Sundays

Boys & Girls:

Track: Grades 5-8 Season: March - May Meets: Sundays in March - May

PAC REIMBURSEMENT POLICY

There is provision for Parent Reimbursements for PAC sponsored events, Class Parties/Events/Auction Parties initiated by the administration, from either the Class Fund, PAC Account, Room Parent Teacher Gift and Lunch Collection or Festival. PAC Events or Class parties are not reimbursed from the Room Parent Teacher Gift Collection.

Class Funds

Created in the kindergarten year, the account follows the class accumulating funds from any class contribution, including specific 8th grade fundraising. In 8th grade these funds are used to cover: the cost of 8th grade trips (outside of CYO) some graduation items, but primarily to cover Mystery Day expenses and graduation. What funds are not used by graduation are restricted by the class to an agreed upon part of St. Charles School i.e., an item that the school may need, or most often a donation to the school Tiger Fund endowment. The class fund is managed by the school bookkeeper and principal.

Parent Activities Account

Each year several PAC Events (BBQ, BWS, and other potential revenue generating events) provide the main source of revenue for this PAC account. Specific budgets are outlined in the Hospitality Event Handbook. Events with budgets for reimbursements include BWS, PAC Coffees, BBQ Catering, January Teacher/Staff Appreciation Lunch, 8th Grade Awards dinner, Speakers, Ambassadors Club)

Room Parent Teacher Gift Collection: Each year, the room parents collect monies to be used for teacher appreciation gifts and the teacher appreciation lunch. These funds are maintained by the room parent in charge of the teacher's gifts. These funds are **not** to be used for class parties, events or the class auction project.

Festival Expenses: Festival expenses are in no way related to school finances and must be approved and reimbursed through the Parish Office.

To Obtain Reimbursement

There is a small 'Request for Check' form in the School Office for individual reimbursements. Attach receipt(s) and description. If the expense is a part of a larger event where multiple people are involved, the event coordinator should be made aware of the expense to include it on the overall PAC-Reimbursement Detail Report which is prepared at the end of an event to report on the aggregate costs/revenues and other event details. The reimbursement form should be returned to the School Office for payment. (Samples attached). **The event coordinator should fill in the PAC-Reimbursement Detail Report at the end of an event to include all details pertaining to the event. Forms should go to PAC treasurer for notation before going to the school for payment.**

Please note: If a parent donates an otherwise refundable expense or something above and beyond the normal expenses, it should be captured on the Detail Report so that the donor-parent can be acknowledged. Any questions should be addressed to pacchairs@stcharlesschoolsc.org.

Other Class Events: Monthly Teacher Luncheons & Gifts – These funds are managed by one of the Room Parents.

Teacher Luncheons

Each of the 9 grades is assigned a month in which the class hosts a luncheon. This is a way for the class to say ‘thank you’ to staff/administration and is sponsored by the class. The expectation is that the parents either pay for or prepare a casual lunch. Reimbursement funds are not designated for these luncheons beyond the \$10 PAC Class Collection. 6th Grade is responsible for Annual Catholic Teacher and Staff Appreciation in February and PAC reimburses up to \$400 as this is a more formal luncheon.

Gift Giving

At the discretion of the room parents the trend has been to collect contributions at the beginning of the school year for teachers/support staff and give cash/or gift certificates at Christmas and at the end of the year. These funds are collected by the room-parents and parent participation is entirely optional. There are parents who prefer to do individual gift giving.

**PARENTS: PLEASE USE THIS FORM FOR REIMBURSEMENT.
FORM SHOULD BE APPROVED AND SIGNED BY THE EVENT
CHAIRPERSON PRIOR TO SUBMITTING THE FORM TO THE
OFFICE.**

REQUEST FOR CHECK Date _____

Payable To _____		
Address _____		
City _____	State _____	Zip Code _____
Amount \$ _____	Charge To Account No. _____	
Or Charge To _____		
For _____		
REQUESTED BY	APPROVED BY	CHECK ISSUED BY
		CHECK NO.

TOPS  FORM 121B LITHO IN USA



Saturday Evening Vigil

5:00 PM

Parish Weekly Mass Times

Sunday

8:30 AM, 11:00 AM

Weekdays

Monday-Friday 5:00 PM

First Friday Adoration

In-Person in the Parish Center Chapel, 9:00-10:00 AM

Confession

Saturdays 3:30 p.m.

The Parish Center Chapel is now open daily from 9:00 AM-4:00 PM for prayer and quiet visits. It's a warm and cozy spot to spend time in prayer and reflection. When visiting, please enter and exit through the Grotto doors.

Borromeo Hall Guidelines

For more information on using Borromeo Hall, including making facility reservations, contact Cathy Mattei at (650) 591-7349 extension 404 or cmattei@stcharlesparish.org. Prior to any event, completion of a hall use form is required.

Users may not use any kind of regular tape, thumb tacks or nails on the wall.

Remove all food, drinks and paper goods brought for your event from the refrigerator, freezer, counters and back room. It is encouraged that only compostable items are used.

Take all garbage and recycling to the garbage enclosure outside of the hall. Note: The green dumpster is ONLY for paper and cardboard recycling.

Wash, dry, and put away all of the kitchen pots, bowls, coffee pots and any other items used.

Return all chairs and tables to their correct storage areas.

Remove all decorations.

Sweep and mop the entire floor in the hall and kitchen.

- o Note: Brooms and dustpans are located in the closet in the small hall.

Turn off all lights and appliances.

HELPFUL INFORMATION AND LINKS

Contact	Description	Links/Info
St. Charles School	School Website	https://www.stcharlesschoolsc.org/school
St. Charles Parish	Parish Quick Glance	https://www.stcharlesparish.org/ 880 Tamarack Avenue San Carlos, CA 94070 650-591-7349 650-637-1968 (fax)
School Email Distribution Lists	Emails for each class	K: class2032@stcharlesschoolsc.org 1 st : class2031@stcharlesschoolsc.org 2nd class2030@stcharlesschoolsc.org 3rd class2029@stcharlesschoolsc.org 4th class2028@stcharlesschoolsc.org 5th class2027@stcharlesschoolsc.org 6th class2026@stcharlesschoolsc.org 7th class2025@stcharlesschoolsc.org 8th class2024@stcharlesschoolsc.org All School: parents@stcharlesschoolsc.org General Info: info@stcharlesschoolsc.org
Men's Club	Parish Website	Typically meets the first Thursday of the month at 6:30 p.m. in Borromeo Hall during the school year. Contact: Josh Zaroor - jdzaroor@gmail.com
SchoolSpeak	Grade Application	https://www.schoolspeak.com/Secure/Login.aspx Questions: contact Colleen Langridge clangridge@stcharlesschoolsc.org
Choice Lunch	Hot Lunch Provider	https://www.choicelunch.com/
iCal Feed	Link the school calendar to your other applications	https://www.stcharlesschoolsc.org/site/handlers/icalfeed.ashx?MID=8
Dennis Uniform	Refer to Parent/Student Handbook for Guidelines	https://www.dennisuniform.com/ 1282 Oddstad Dr, Redwood City, CA 94063 ➤ NOTE: Closed Sunday and Monday
Tiger Wear	St. Charles - Get your Tiger Gear on! Add some terrific Tiger Gear to your family wardrobe! Size samples are displayed at the school. Refer to Student/Parent Handbook for rules on spirit attire. Questions? Contact Becca Kizer at beccakizer@gmail.com	https://stcharles.itemorder.com/sale
Mobile Service App	Record your service hours on your mobile device! Questions? Contact Suzanne Pulliam at suzpulliam@gmail.com	https://app.mobileserve.com/user/signup/?next=/&
Virtus Online Training	As part of the Archdiocese of San Francisco Child Safety Charter all parents	https://www.virtusonline.org/virtus/37506/reg_2.cfm?theme=0

	and volunteers in Catholic School communities much register, and train every three years to be considered eligible to volunteer on campus. Simply follow the steps in the <u>directions to register</u> , or begin the registration process by clicking the Virtus online link.	Questions? Contact Mrs. Greco @ Igreco@stcharlesschoolsc.org
Amazon Smile	Fundraising Rebate Program	https://smile.amazon.com/
The Tiger Fund	Through the generosity of many donors, the St. Charles community has established an endowment to support the long-term viability of Catholic education at St. Charles School. Just as generations before donated the funds necessary to construct the school building itself, The Tiger Fund seeks participation from this current generation for the support of current and future students and families at St. Charles School.	marmando@stcharlesschoolsc.org
St. Charles Mexican Mission		https://www.stcharlesparish.org/domain/47 For more information contact Carlos DeMarchena at cfdemarchena@gmail.com or 650-520-3725
Summer Scripture Camp		Alison Spong (650-520-9854 or scripturecamp@stcharlesparish.org).
Music Ministry		https://www.stcharlesparish.org/domain/49 If you have any questions or want to learn more about our music program, please contact Sara Murphy at (650) 591-7349 ext. 412, or email her at smurphy@stcharlesparish.org
Ministry for the Sick and Homebound		If you, or someone you know, is in need of a Eucharistic Minister, please contact Kathy Fagliano at (650) 591-7349 extension 402 or kfagliano@stcharlesparish.org
St. Charles Parish Festival	The annual St. Charles Fall Festival is a community event approved by the City of San Carlos and run by School and Parish members. We typically have many games of skill with prizes, plenty of activities for children, fantastic food and beverages, great entertainment, and fun for all ages.	festival@stcharlesparish.org

** Contents within this handbook are updated regularly and subject to change at the discretion of the school. Changes will be announced to the school through the regular weekly communication.