

Catholic Central Mothers' Club

Blue Book – 2026/2027

A guide for Mothers' Club Members

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Welcome from the Executive Board

Maureen Squires – President

Welcome to a new year with the Catholic Central Mothers' Club Board!

Whether you're returning to the Board or joining us for the very first time, I am so grateful you're here. Thank you for saying "yes" to serving our school and our boys. Your willingness to share your time, talents, and heart is what makes this organization so special.

For those I haven't had the chance to meet yet, I'm Maureen, and it is truly an honor to serve as your Mothers' Club President this year. My husband, Chris, and I have been married for 20 years, and we are proud parents of our son, Matthew, a member of the Class of 2027. Like many of you, our Catholic Central journey began with our son, but it quickly became so much more. We've found a community rooted in faith, friendship, and service—one that has welcomed our family with open arms and created memories we'll cherish for years to come.

One of the greatest gifts of the Mothers' Club is the opportunity to come together with a shared purpose: supporting our sons, our school, and one another. Whether you're leading a committee, volunteering at an event, or simply lending a helping hand, every contribution makes a difference. I hope this year brings you meaningful experiences, new friendships, plenty of laughter, and memories that last well beyond our time here.

As we begin this year together, I encourage you to jump in, share your ideas, ask questions, and enjoy the journey. There is a place for everyone here, and I hope you feel the same sense of belonging that my family has experienced.

Thank you for being part of this special community and for helping us continue the Mothers' Club mission of **sharing, serving, and preserving**. I look forward to working alongside each of you as we support our sons and our school.

Remember, **once a CC mom, always a CC mom.** I truly believe the friendships and connections we make through this journey are ones we will carry with us long after our boys graduate.

With much gratitude,

Maureen

Andrea Ladasz – Vice President

Welcome! I'm so happy that you have chosen to be a part of the Catholic Central Mothers' Club this year. This is a wonderful way to support our school and share a mother's love with all the young men of CC!

I'm honored to serve as Vice President this year and to be here to help anyway I can.
My husband Eric and I have been married for 21 years. We have been blessed with two wonderful sons, Xavier ('27), and Mason ('30). We are excited for the coming year as one wraps up his journey as a Shamrock and the other is just beginning his journey. Xavier is a member of the CC Swim & Dive team, and Mason is going to be playing freshman football this fall. As a family we love to watch sports and travel. Lately, that has meant traveling for swim meets and baseball tournaments. But we wouldn't change a thing!

Over the past few years, I've been able to serve as committee chair to the Faith Enrichment Committee and as the Recording Secretary on the executive board. I am so grateful for the opportunity to continue to serve on the executive board this year.

I encourage you to make the most of your time with the CC Mothers' Club by getting involved whenever you can. Attend the events, lend a helping hand, and allow yourself to be part of this incredible community. Whether you're sorting donations at the Rummage Sale, supporting your team during Trivia Night, skirting tables for one of the many events, or simply taking time for reflection at the Women's Retreat, each experience will add to your journey.

Remember, a candle loses nothing by lighting another candle, we shine brighter together. Let's continue to build each other up and welcome everyone to the CCMC!

Jen Showalter – Treasurer

A heartfelt and warm welcome to the CCMC Board for the 2026-27 school year! I am very excited to serve on the executive board this year, and equally excited to work alongside all the amazing moms who make up Catholic Central Mothers' Club. Thank you for volunteering your time, energy, and talents to serve as a board member for the upcoming school year. I am grateful for each of you.

A little bit about me…My wonderful husband, Ken, and I have been married for 25 years and have lived in Commerce Township for the past 23 years. We have 2 amazing children. Our oldest, Kaitlin, graduated from the University of Michigan-Ann Arbor ('25). She is a formulation scientist living her best life in Grand Rapids, MI. Our son, Gavin ('28), is a CC junior on the soccer team. He has been involved in CC football and the intramural basketball and golf

programs as well. He recently earned the rank of Eagle Scout, and I am very proud of him! Gavin is making the most of his time at CC, and it has been a wonderful place of growth and opportunity for him.

This is my third fall at CC. I was on the Shamrock Shop Committee for the past 2 years and enjoyed being among the first to see the latest spirit wear and uniform-approved gear available for our boys and family members. Being part of CCMC has been such a rewarding experience. I have created numerous memories and made lasting friendships I cherish, and I know each of you will too! Whether you are new or returning, I look forward to making meaningful connections together as we "Share, Serve, and Preserve" this year.

Go Shamrocks!!

Julie Spears – Recording Secretary

Hello everyone!

I'd like to extend a warm welcome to both our new and returning moms as we kick off another wonderful year with the Catholic Central Mothers' Club! Your time and talents make it possible for us to support our school community.

This is my first year serving on the Executive Board and my third year as a member of the Mothers' Club. During my first year, I served on the Mother/Son Mass and Brunch Committee. Last year, I was the co-chair of the Special Events Committee and also had the opportunity to help with several other events throughout the year.

I live in Plymouth with my three sons: Charlie ('28), Danny ('30), and Benji (4th grade). My husband, Josh, passed away in April 2026. Charlie is involved in the Media Club and the Powerlifting Club, and Danny is excited to begin his journey at Catholic Central this year.

Professionally, I am an occupational therapist and currently work at an independent living facility.

One of the greatest blessings of being a member of the CCMC has been the friendships I've made. I have met so many incredible women whose kindness and support have meant so much to me, especially during some of life's most difficult moments. I am honored to serve as your Recording Secretary this year and look forward to getting to know many more of you throughout the year.

God bless,

Julie Spears

Mary Morgan – Marketing Representative

A big welcome to all the moms joining us for the first time, and welcome back to our returning moms! Thank you for sharing your time and talents with the CCMC. Your dedication makes it possible for us to support our school community in so many meaningful ways.

This is my first year serving on the executive board and my third year as a member of the CCMC. During my first year, I had the opportunity to meet so many wonderful moms while serving on the Board Dinners Committee. Last year, I co-chaired Senior Activities and helped with the Mother-Son Mass & Brunch. I'm excited to continue serving alongside such an amazing group of volunteers.

My husband, Pete, and I have been married for 21 years and live in Farmington Hills. We have one son, Hayden ('28), who has embraced the many clubs, activities, and opportunities that CC has to offer. We also have an Australian Labradoodle who is convinced he's just another member of the family.

Professionally, I work in the Advancement Office at Mercy High School, where I enjoy supporting our school community and building meaningful connections with students, families, and alumni.

Through my involvement with the CCMC, I've had the pleasure of meeting so many incredible women who generously give their time and talents to support our school. It is truly an honor to serve as your Marketing Representative. I look forward to meeting many more of you throughout the year as we celebrate our CC community, support our students, and create lasting memories together.

Mary Alma Mater, pray for us.

Karen Law – Past President

Hi there!

There is no better community than that of the Catholic Central Mothers' Club!

My lifelong dream has been to unite women, help them discover their strengths, and create a space where we lift each other up through support, encouragement, and love.

I work full-time in marketing and advertising at RR Donnelley. I've been married to the love of my life, Frank, for 14 years, and together we have four amazing kids.

I hope your time on the board is filled with meaningful friendships and a deep sense of pride in all we accomplish together. Our school shines because of the heart and dedication each of you brings.

It's a true honor to serve this amazing school, our boys, and all of you. Thank you again for your leadership, your time, and your commitment.

With gratitude,
Karen

Mothers' Club Protocol and Responsibilities

Thank you so much for your commitment to the Mothers' Club Board. CC has a long history and tradition of volunteerism within the Mothers' Club, which provides a strong sense of connection to our entire CC family and many memories of these wonderful years.

Our CC moms are a backbone of support throughout the year, but we are a volunteer workforce. If at any time you are experiencing difficulty meeting the committee responsibilities, please do not hesitate to contact either the president or vice president. They will be glad to offer assistance, guidance, and support.

Board Member Requirements and Details

- Board meetings are a key means of communication and idea sharing. Members are expected to attend all board meetings and general meetings. There are 6 Board meetings, 1 General Meeting and 2 combined Board/General meetings throughout the year. If you are unable to attend, please contact your committee chair in advance.
- When assigned to a committee, members are encouraged to assist whenever possible, especially during major fundraisers. Our Mothers' Club is strongest when we work together, support one another, and serve as one team for the good of Catholic Central.
- Board members who have served at least two years as an active member are invited to walk in our annual CCMC Fashion Show as a senior mother with her son. An active member is defined as missing no more than 2 meetings excused by the chair and executive board.
- Dinner is available at all Board/General meetings at a prepay or individual cost (at the door) to be announced. Dinner is served at 6:00 pm with our meeting starting promptly at 6:30 pm. All meetings are held in the CC cafe unless otherwise communicated. NOTE: Dinner is not mandatory. If your schedule does not allow you to attend dinner, you are welcome to join us for the meeting.
- Every board member will be provided with a blue name badge to distinguish you as a member of the CCMC board. Please keep your name badge in your purse or car as you should wear it to all meetings and CCMC events. This allows others to know who to reach out to for assistance with questions or concerns. NOTE: If you misplace your name badge, you will be charged a $15 fee to replace it.

Committee Details

- Become familiar with the reports and binders for your committee. The previous year's chair is a helpful resource and may be contacted with questions about the event or your responsibilities. Before making any significant changes, consult your liaison and the president. Please note that many long-standing traditions may not be changed without Executive Board review and approval.
- Committees will be supplied with a high-level budget, expected income, expected assumptions, and details regarding the event. Every event must stay within the approved detailed budget submitted by the chair. Any variations from the budget must be discussed and pre-approved.

Receipts are necessary for reimbursement and must be submitted to the treasurer within **30 days** of the event. For questions, please contact the treasurer.

- It is the committee's responsibility to develop ideas and implement a marketing and promotion plan for the event, which will likely include online registration, inclusion in the school newsletter, tiles on the Mothers' Club site, social media postings, and more. Marketing events should occur several weeks before the actual event to ensure strong attendance.
- We ask that the committee take photos of their event. These pictures will be used in marketing CCMC and for use in social media. **Pictures with alcohol will not be used.** Work with the marketing representative on the best means to deliver and keep copies for updating the committee binder.

CC Family

- One of the greatest strengths of Catholic Central is the sense of community we foster. As representatives of the Mothers' Club, members help create a welcoming, approachable, and supportive environment at all school meetings and events. Take the opportunity to greet others, offer assistance, answer questions, and encourage participation. Every interaction contributes to a positive and inclusive experience for students, families, and guests throughout the Catholic Central community.
- If you know of a serious illness, tragedy, or death among our CC family, please contact our past president as soon as possible to initiate a prayer request. In the event you are unable to reach the past president, please contact the president.

Volunteers

- CCMC registration closes after our September General Membership meeting, you will be provided a list of mothers who have volunteered to serve on your committee. Please contact all committee members on your list letting them know timelines of your meetings and events. Please copy your executive board liaison on these communications as well. Clear lines of communication will ensure strong volunteer support and a successful event.
- If you wish to express appreciation to your volunteers for a successful event, there are official Mother's Club note cards available in the Mothers' Club supply closet. Please use these cards and do not buy thank you notes and expense the cost to your event.

Creative Resources and Facilities

- When decor, supplies, and paper goods are needed for your function, please contact the Creative Resources chair at least 2 weeks before your event. We have many decor items available for use at our events, and we use standard paper products for all events. Any specialized products will not be reimbursed unless prior approval is given.
- Any use of facilities will require a facility request, which needs to be submitted at least 2 weeks before the event. Earlier is preferred given the competing events occurring at the school. A copy of

the form is on the CCMC website and should be submitted directly to the recording secretary, including your executive board liaison in the message.

- Please treat the maintenance staff with courtesy and respect and thank them for their assistance. They are employed by Catholic Central and their support is a privilege to the Mothers' Club.

Treasurer Procedures

The following are procedures for depositing cash and requesting reimbursement for committee events.

Deposits

Submit deposits to the treasurer as soon as possible. All deposits must contain a completed CC Mothers' Club Deposit Form. The Deposit Form is available on the CCMC website. Do not make copies of submitted checks. Deposits must be delivered to the treasurer, in person, or placed in the CCMC safe (with notification to the treasurer), ***within 5 days of receipt***. Please do not leave any deposit at the business office or elsewhere at the school. Please do not deliver it through anyone else. Deposits will be verified at the time of delivery; incorrect amounts will be returned. To maintain the integrity of CCMC financial records, basic accounting principles must be followed. Deposits and expenses must remain separate; cash collected from an event should be submitted in full to the Treasurer, and expenses should be submitted separately for payment or reimbursement. CCMC funds should never be commingled with personal funds. For example, all event payments should be made payable to CCMC, not to an individual chair or co-chair.

Reimbursements

Any expenditure $200.00 or greater MUST receive prior approval from the president for your committee before proceeding with the expense. Email approval from the president must be included with all check requests for these expenditures. This includes a single item or quantities of the items for a given event totaling $200.00 or more. The only exception is for such expenses where the committee has a per-person dollar limit (i.e., board dinners, meals for large events, etc.) or other spending guidelines requiring pre-approval by the executive board. If you are unsure whether your expenses will be reimbursed, please contact the treasurer or the president. **Reimbursement requests must be submitted within 30 days following your event.** If they are not submitted promptly, those purchases will be considered a donation to the CCMC.

Check Requests

All check requests must be completed and sent *electronically* to the treasurer (ccmctreas1@gmail.com). If the request is sent by a committee member, please copy the committee chair(s) on the request. The Check Request Form is available on the CC website under Mothers' Club. Attach all (eligible) supporting receipts or bills. If you order online, please be sure to print a copy of the receipt and submit with the request. Submit to the treasurer after review with your executive board liaison. Checks will be issued weekly, typically, and either mailed to the recipient (address listed on the check request), or available for pickup as you indicate on the request form. Please designate pickup at the monthly CCMC board meeting if you plan to attend, and the timing works for you. Urgent check requests should be limited and must be approved by the president and event committee chair/co-chair for treasurer consideration.

Contracts/Signing Authority

Only the CCMC president may sign contracts on behalf of the Mothers' Club. Please work with your liaison to coordinate with the president for any contract review and signing required for your event(s).

Budgets/Financial Reports

A list of income and expenses is due within 30 days of an event. The treasurer will provide an overview of the budget to the chair. Each chair/co-chair is responsible for submitting a detail of revenue and expenses as applicable by the dates provided by the treasurer. This detailed budget should be submitted to the executive board liaison for your committee, as well as the treasurer and president. Committee chairs/co-chairs are expected to monitor revenue and expenses throughout the year against their budgets. Financial records should be available upon request to committee chairs/co-chairs during the year by the treasurer or president so the executive board can be informed accordingly. This report is included with your final event report and is submitted to the treasurer and the president at the conclusion of your event.

Advances

Some committees will require cash in advance for their event to make change (i.e., Rummage Sale, Shamrock Shop, Trivia Night). Please notify the treasurer at least one week before the date the advance is needed, and funds should be requested with the Check Request Form.

Tax Exempt ID

The Catholic Central ID number is 38-1474908. Please use the enclosed treasurer's statement when buying food and supplies to avoid paying sales tax. If a place of business requires additional documentation, please contact the treasurer for assistance.

Treasurer's Report

At each board meeting, all members will be provided with the monthly report based on the bank reconciliation from the month just completed.

Year-End and Stale Checks

All reimbursement requests and vendor check requests must be turned in no later than May 31 of the current school year. Exceptions are limited to the executive board for fiscal year closeout and the transition period to the new school year executive board.

Stale checks are checks not deposited within the validity period of the check. All CCMC-issued checks must be cashed timely, and within the validity period noted on the check. Board members with uncashed active reimbursement checks near the end of the fiscal year will be contacted and reminded to cash checks. In order to be able to balance the CCMC books, checks that become stale will not be reissued. Please ensure you deposit any reimbursement checks promptly.

If you have something reimbursable for your committee near the end of the fiscal year, please be sure to cash any CCMC-issued check no later than mid-June, so it has time to clear and make the final bank reconciliation for the fiscal year. There should be a strong effort by each outgoing executive board to close out the current fiscal year and year-end activities before the start of the next fiscal year (July 1) for the next executive board.

Tax Exempt Letter

July 2026

To Whom It May Concern:

The Mothers' Club of Detroit Catholic Central High School is a non-profit organization operating under the school's Tax Exempt EIN, 38-1474908.

Jen Showalter

Jen Showalter, Treasurer
2026-2027 Catholic Central Mothers' Club

Marketing Your Event

Marketing, Registration, & Communication

Welcome!

Whether you're planning a social gathering or event, this guide will help you make the most of the promotional resources available through the Catholic Central Mothers' Club (CCMC). From online registration and email communications to social media and website promotion, these tools are designed to help maximize your event's visibility and attendance. Please contact the Marketing Representative as early as possible in your planning process.

Online Event Registration

The CCMC offers online event registration with the ability to pay online. All Mothers' Club events requiring payment **must include this option**, but may also offer alternate payment methods at the event.

Guidelines:

- Online registrations should typically go live 5 weeks before the event
- You must submit the Event Registration Form Request at least 2 weeks before you want the link to go live. This is to ensure:
    - Registration link meets the event(s) requirements
    - Link is working properly
    - The CC system processes all transactions which requires a 2–3 week lead time
- Online credit card payments incur a $2 administrative fee
- It is common to offer early bird pricing that ends one week prior to the close of registration
- Registration links will not be launched on a Friday, as any issues that may arise cannot be addressed until Monday

https://docs.google.com/forms/d/1Np6k3k7miSdNC4j46CT15PgZAKmov0h_ndR2TsZRDLc/edit

School Newsletter

Catholic Central distributes a school-wide newsletter on the **1st and 3rd Thursday of the month**. The Mothers' Club has a featured section in each issue to promote **3–4 events or announcements**.

To be included:

- Submit your content **by the Friday before** the desired newsletter publication.
- Newsletter featured events will be for upcoming events according to the event calendar.

CCMC Website

The CCMC's official site is: www.catholiccentral.net/parents/moms

Here you'll find:

- Blue Book - a guide for Mothers' Club members containing protocols, calendar, and bylaws.
- Event registration links
- Forms, Guidelines and Bylaws
- Sign-Up Genius links for volunteer opportunities (for both moms and boys)

The Marketing Representative can request changes and updates through the CC Communications Department at any time.

Social Media

The CCMC maintains an active presence on **Facebook** and **Instagram**, which is used to keep our community updated.

Promotional Use:

- To request social media coverage for pre-event promotion (graphics, event details, reminders) and/or Post-event highlights (photos, thanks, recaps)
- Please email the Marketing Rep and include:
    - Name of Committee and event
    - What would you like your post to say? Please be specific in the verbiage you would like on your social media post. Keep in mind that twitter only allows for 230 characters.
    - Ideally, when would you like to post to run? Exact days/times may not be available due to other pending social media obligations
    - Include link to sign up genius or website
    - Email any graphics you'd like use

Cafeteria Announcement Slides

If your event requires **student volunteers**, you may offer **service hours** to encourage participation. These opportunities can be promoted directly to students via slides displayed in the cafeteria during lunch hours.

Work with the Marketing Representative to prepare and schedule these announcements for maximum student reach.

Facility Request Procedures

To reserve a room or any assets from CC for committee meetings, workshops, or events at the school, a facility request must be submitted to Catholic Central.

- A completed facility request form is to be submitted to the recording secretary via email at least 2 weeks before the event. Include your executive board liaison in the message. ***Please do not call the CC office or individuals directly***.
- Please do not publish dates until CC has confirmed they are able to support the request.
- Individual forms are required for each event for filing purposes even if the setup is identical.
- The facility request form is available on the Mothers' Club website.

Creative Resources

Inventory of supply closet items available for use at all CCMC events:

- Paper/Plastic Products: Plates, cups, bowls, silverware, napkins, etc.
- Coffee/Tea Service: Coffee, tea, sugar, creamer, stirrers, cups, etc.
- Beverages: Lemonade mix
- Table Covers: Plastic table cover, linen tablecloths
- Clean-up: To-go containers - various sizes, Ziploc bags
- Food Service: Food gloves, doilies
- Service Pieces: Platters, trays, plates, bowls, baskets, coffee makers
- Decorative Items: Vases, Misc. floral, votives, CC and other themed decor
- Office Supplies: Pens, pencils, markers, tape, staplers, scissors, etc.
- Event Items: Name tags, stationery, raffle tickets, etc.

Basic Procedures

If your committee needs supplies, please contact Creative Resources to arrange access to the Supply Closet.

Committees who plan to use available inventory are asked to complete the Supply Request Form found on the Mothers' Club website and email to the Creative Resources chair two weeks before the event.

Please consider the use of any available inventory before purchasing new items. The Creative Resources Chair people can offer suggestions for repurposing inventory on hand.

NOTE: All items in the Mothers' Club closets are for events at Catholic Central and are to remain on school property. No items from the closets are to leave school property for personal use.

CCMC Linen Procedures

Each committee is responsible for washing soiled linens and returning them after the close of the event.

If linens are loaned to another Catholic Central group, including the band and administration, a CCMC board member must be responsible for making sure all linens are returned properly.

Please use plastic table covering on a roll to cover the linen cloths when serving food or beverages. This can be done before table skirting is attached.

Please consult the CCMC calendar of events to make sure linens are returned before the next event and are available when needed.

If you have any questions, please contact the Creative Resources Committee for assistance.