



PARENT BOOSTER ASSOCIATION



VOLUNTEER BOOKLET

The purpose of this booklet is to give a detailed description of the volunteer positions available with CCS PBA. As parents, we are all members of PBA. The PBA is governed by elected officers and facets are run by a leadership team.

All parents are invited to attend and encouraged to give input at monthly meetings. For a current list of those who hold positions for the current year, visit the website at cathedralcarmel.com. If you are interested in being a part of the leadership team, please contact the appropriate committee member.

OFFICERS

These positions are voted on at the end of the previous school year. The slate is voted on and approved by the leadership team at the final PBA meeting in April and is sent out for popular vote to all parents along with the Advisory Council Board Nominations in May. If you are interested in becoming a PBA officer, contact the current president.

President

The principal officer presiding at all meetings of the organization and member ex-officio of all committees; presents to the membership an annual report of the organization's activities and performs such duties as required of this office; sits as a representative on the Advisory Council and reports to them the status of the PBA

Vice-President

Performs the duties of the President in the event of the President's absence; assists the President in such duties as the President assigns and is program manager for the meetings of the association

Secretary

Keeps minutes of the organization and of the Advisory Board; issues notices of all meetings, prepares minutes and handles all correspondence of the organization

Treasurer

Responsible for the receipt and deposit of all monies for the organization and for disbursement of all approved expenses; maintains records on QuickBooks Pro; submits an accurate detailed report of financial status at each monthly meeting; responsible for set-up and maintenance of the auction software; oversees auction check in/out on event night

Assistant Treasurer

Assists the treasurer in all aspects of his/her duties; attends all fundraising events and meetings as the Treasurer deems necessary

BOARD COMMITTEES

Dad's Club

Designed to enhance involvement and communication of the fathers with PBA and school functions; promotes camaraderie between CCS Dads

Hospitality Committee

Organizes and plans all food and decorating for events of the PBA

Parent Pals

Parent volunteer who acts as a “big brother” to a new CCS family by making and keeping contact throughout the year answering any questions the new family may have

Room Mother Coordinator

Organizes and plans duties and dues for the Home Room Mothers; plans the fall meeting for all room mothers; responsible for organizing Teacher Appreciation Week

Home Room Mom/Assistant Home Room Mom

Plans parties and activities for each homeroom (one each per classroom)

Spirit Stop

Located across from the 1st Grade Building; the place to shop for school uniform shirts, CCS spirit attire, approved uniform cool weather wear and much more; volunteers are needed to staff the shop on sale days (most Wednesday mornings from 7:30-8:30 am) and “special event sales” such as those held during football

Swap Shop

Located across from the 1st Grade Building; CCS’s own “thrift shop”; available for purchase are gently used school uniforms; volunteers are needed to help staff on open days (Wednesdays from 7:30 – 8:30 am) and organize the shop from time to time

Website Development

Updates PBA information on the school website and coordinates mass email communication with Jane Deblieux; works closely with communications

Grounds Committee

Decorates the campus for holidays and special events

Lagniappe Committee

Fills in on any other committee or project that needs additional help throughout the school year

EVENTS

Diffendoofer Day

Coordinates with CCS Administration to set up, plan activities and secure volunteers associated with this end of the year Fun Day

Grandparents' Day

Assembles and coordinates refreshments, volunteers and set-up of the reception for grandparents in conjunction with CCS Grandparents' Day

FALL FUNDRAISERS

Holiday Pictures

Plans and coordinates all aspects of the Christmas holiday pictures

Ladies Tennis Tournament

Plans and coordinates all activities involved in the tournament

Color Run

Color Run Chairman

Oversees Color Run from start to finish; Coordinates volunteers; participates in all meetings, collection days and post run meetings;
Strong computer spreadsheet skills a definite plus

Color Run Committee

5-7 volunteers who assist chairman with duties, including but not limited to Sponsors, Marketing Materials, Event Logistics, Pep Rally, Prizes, and Finance

Color Run Collection Day Volunteers

15-20 volunteers who assist chairman and committee on pledge collection days with processing cash, check and credit card pledges

SPRING FUNDRAISER

\$10,000 RAFFLE AND AUCTION

Chairman

Secures volunteers for underlying auction committees; presides over auction meetings; Oversees the entire fundraiser and auction committees. Works with print company to finalize and print brochure.

Logistics Chairman

Works closely with vendors to arrange times and request needed items for set-up, event, and takedown; responsible for getting permits and licenses for event night; solicits and secures vendors for donations of beverages for event night.

Sponsorships/Tickets Committee

Solicits individuals and businesses for auction sponsorships; responsible for sale and distribution of auction tickets; must maintain accurate records on auction software; facilitates event night check-in and \$10,000 raffle.

Live Auction Chairman/Committee

Contacts potential donors; secures items for the live auction; responsible for pick up and take down of event night displays; enlisting 3-5 committee members is recommended. Responsible for all input of live auction items into the auction software; assists with production of brochure for live section.

Silent Auction Chairman/Committee

Contacts potential donors; secures items for the silent auction; responsible for pick up and set up of items on event night; enlisting 15-20 committee members is recommended. Responsible for all input of silent auction items into the auction software; produces any print material needed for event night displays, table tents, bid sheets, bid cards and the auction brochure.

Grade Level Projects Chairman

Secures 3-5 project parents from each grade; works closely with those parents to coordinate the creating of grade level projects; responsible for set up and take down of event night displays.