

A decorative border consisting of a repeating pattern of small, stylized human figures in various poses, arranged in a rectangular frame around the page.

St. Albert Catholic Schools

Parent Support Group Home and School Association Handbook

Let's Get Acquainted!

**ST. ALBERT CATHOLIC SCHOOLS
PARENT SUPPORT GROUP HANDBOOK**

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JOIN THE RANKS

Here are some basic facts about the St. Albert PSG!

What: Elementary Parent Support Group Home and School Association (PSG)

Who: All parents who have children enrolled in Pre-K through 6th grade at St. Albert Elementary are automatically members of PSG.

Why: The primary function of PSG is to support Primary and Intermediate administration, teachers and staff and to provide for items not typically included in the school budget. PSG, through the efforts of many volunteers and supporters, has been able to provide many extra things for the children and staff such as playground equipment, computers, printers, field trips and a sound system for the primary gym. PSG is also a great way to have fun and meet other parents.

When: PSG has an average of four general meetings each year. Parents are highly encouraged to attend these meetings to talk with other parents, share ideas, and feel involved – no obligation necessary! The PSG Advisory Board may meet more often as needed. PSG events occur throughout the school year.

How: The people of PSG provide a combination of time, talent and treasure to accomplish all this! Whether spending time on event preparation, answering phone calls in the school offices, helping with the crafts at classroom parties, baking bread for Catholic Schools Week, organizing fund raisers or donating to various collections, PSG offers the opportunity for each family to contribute to the success of the school and the children we serve.

At the August registration, there are volunteer signup forms available where you can indicate committees in which you may want to participate (you can be on as many as you like!). There are also volunteer opportunities throughout the year in which your time, talent or treasure would be appreciated!

This handbook provides an overview of the main PSG board positions as well as the various committees. Please contact the administration or any PSG officer for more information about these items.

DUTIES OF PARENT SUPPORT GROUP PRESIDENT

1. Organize the PSG Advisory Board with the administration (as defined in the PSG Bylaws).
2. Ensure each committee has an assigned chair.
3. Plan agenda (with administration) and schedule the PSG General meetings as defined in the PSG Bylaws.
4. Send reminders to members of the Advisory Board and administration about upcoming meetings.
5. Conduct the PSG General meetings.
6. Coordinate (with administration) any additional PSG Advisory Board meetings.
7. Act as a liaison between parents and administration for PSG activities.
8. Organize the purchase of gifts for faculty and staff on specific occasions, ensuring that a board member or other volunteer is coordinating each effort. These occasions include:
 - a. Welcome Back (August): provide food/drink for both buildings and gift certificates to faculty (based on a list from the administration) the Friday of the first week of school.

- b. Welcome Back Mass (Aug/Sept): attend welcome back mass at both buildings, welcoming back all staff on behalf of PSG. Present new teachers with gift (such as St. Albert sweatshirt) to welcome them to the school.
- c. Christmas Gifts (December): purchase gift for every staff member (list to be received from administration). This is in addition to the Christmas Collection project.
- d. Secretaries Day (April): recognize the secretaries and administrative assistant with a gift during the week, such as a hanging plant basket.
- e. Teacher Appreciation Week (May): provide items such as candy and breakfast foods to both buildings, and give something special for the education staff (list to be received from administration).
- f. Farewell Masses (May): Attend farewell mass for both 3rd and 6th grades. Give gift to any staff members who are leaving St. Albert (list to be received from administration), such as an engraved pen.

DUTIES OF THE VICE PRESIDENT and SECRETARY

1. The main duty of the Vice President is to have a firm knowledge regarding the president's responsibilities and duties. This can be accomplished by maintaining contact with the president throughout his/her term. The Vice President should be a "sounding board" for the President during the school year.
2. Help coordinate the purchasing and presenting of gifts for faculty and staff at various times during the year (see item #8 under Duties of the President).
3. When the President can't fulfill one of the commitments of that office, the Vice President should assist as needed.
4. The Secretary shall be responsible for maintaining minutes of all advisory board meetings.
5. The Secretary shall also be responsible for assisting with the duties of the President and Vice President as needed.
6. The Secretary will be in charge of sending cards and purchasing token gifts for staff on their birthdays (list to be received from administration). Also, the Secretary will be responsible for sending cards for special occasions such as the birth of a baby or death in the family. That information will also be received from administration.

COMMITTEE DESCRIPTIONS

Following is a listing of potential committees and responsibilities. It is the responsibility of the chair, with assistance from the board members, to organize and recruit members for the respective committees.

ANNUAL PARTIES COMMITTEES

This committee is responsible for organizing the two parties held each year. A coordinator is required for each building. The date and time for each party - Christmas and Valentines - will be determined by the administration.

Responsibilities of the chair and the committee:

1. Assign a "classroom coordinator" for each class.
2. Decide if a craft will be completed during the party. If so,
 - a. Work with teachers at each grade level to determine which craft will be done (all classes at a grade level will do the same craft, with no duplicates between grade levels)
 - b. If ordering the craft, ensure that the order is placed in sufficient time to receive before the party.

3. Schedule a meeting with all classroom coordinators at minimum of two/three weeks prior to the party. The meeting agenda should include:
 - a. Discussion of the party timeline
 - b. Decision on treats/drinks. All grades/classes typically have the same items ordered.
 - c. Discussion on games to play. Each classroom coordinator can decide for the individual class. It is recommended no prizes are given for games unless every child would receive the prize. Limit is three games.
4. Work with the classroom coordinators to ensure enough parent volunteers will be available.
5. Encourage the classroom coordinators for each grade to work together. It is recommended that they contact the teachers to determine if there are any requests from the teachers on what should be incorporated in the party.
6. Give each teacher the name of the classroom coordinator.
7. Attend the parties, ensure there are enough volunteers, and help as needed.

BOOK FAIR COMMITTEE

The committee will help with the general set-up and daily routine of the November book fair. This includes, but is not limited to, setting up the bookcases and working with student shoppers. The responsibilities of the chair and the committee:

1. Meet with the school librarian prior to the book fair to find out what is required from PSG
2. Prepare a flyer to be sent out notifying parents of the book fair and asking for volunteers. Volunteers are required at each building.
3. Prepare a schedule of volunteers and times available to work, and provide a copy to the school librarian
4. Assist the librarian if needed with creating and hanging notices at both locations regarding dates and times of the book fair
5. Follow up with a thank you note to all the volunteers

BOX TOP COLLECTION COMMITTEE

This committee is responsible for collecting the box tops and the HyVee receipts, and turning them in to the appropriate companies for funds. This committee will also be responsible for other collection items (Tyson Project A+ labels, etc) as determined by the PSG board.

CARNIVAL COMMITTEE

This committee is responsible for the Spring Carnival, which is held as both a community event and a spring fundraiser. The carnival typically consists of carnival games that can be played for a specified number of tickets, a raffle, a dinner option, and various other activities such as face painting, balloon creations, and sketching. Information related to this project is maintained by each year's chair.

CATHOLIC SCHOOLS WEEK COMMITTEE

This committee helps highlight the theme of Catholic Schools Week, usually celebrated during the last week of January. The activities of the week include student participation in Masses at local parishes and providing a luncheon/breakfast during the week for faculty and staff at both buildings. There is typically a chair for each building that coordinates and publicizes the events.

FUNDRAISING COMMITTEE

The purpose of the fundraising committee is to supplement the elementary budget in the purchase of education, student and teacher needs. Yearly projects include the bake sale and directory sale at the fall open house, and two large scale fundraisers (one fall and one spring). The spring fundraiser is now under the direction of the carnival committee.

BAKE SALE/DIRECTORY SALE

The bake sale/student directory sale occurs during open house in September. The student directories are provided by the administration. The committee is responsible for sending notes home prior to the event requesting donations of baked goods, and for staffing the two workstations at each building.

CHRISTMAS RECOGNITION COMMITTEE

The Christmas recognition project consists of collecting monetary donations from parents (in lieu of individual student gifts) during the first part of December to be used to purchase gifts for all faculty and staff (based on the list of people provided by the administration). The gifts are delivered the week before Christmas break, and are identified as being from the students and families.

FALL FUNDRAISER

The fall fundraiser is one of the major fundraisers for PSG. Typically this will consist of providing catalogs to the students/families containing items to be purchased, with a percent of the purchase price resulting in the profit for PSG. The chair's responsibilities include any preparation for the fundraiser and finding volunteers for any needed items (such as staffing for the pick-up times). Most of the details for this item will be based on which fundraiser is selected by the board (which is done in the spring).

USED UNIFORM SALE

PSG maintains an inventory of used uniform clothing for K-6th grades. These items are sold at used uniform sales. Typically the sale has been held during registration in August. Additional sale times (such as during conferences or open house) are also possible. Parents can receive one item free in return for each item donated, or can pay a nominal amount for each item. The chair's responsibilities include working with the board to determine when sales should be held, sending out notifications of the sales, organizing any set up for the sales (prep of items, setting up tables or rounders) and finding volunteers to work during the sales.

HEALTH COMMITTEE

This committee assists both buildings in meeting the requirements of student health screening and immunization recording. Throughout the year, the chair will be responsible for providing volunteers to do vision and hearing testing, head-lice checks (as necessary), and motor skills assessment during Kindergarten screening. This committee is headed by a nurse, who will contact volunteers as needed.

PRIDE WEEK / CELEBRATE CB COMMITTEE

The purpose of this committee is to build and decorate a float to represent the St. Albert School system during the Pride Week / Celebrate CB Parade held in May. The chair is responsible for coordinating the volunteers to participate in the parade. (School band and/or Scout troops can be asked to be involved.)

Chair duties include:

1. Send in registration for the parade
2. Work with Booster Club to coordinate and unite both schools' participation in the parade.
3. Send out information to parents about the locations of decorating, float route, and other pertinent information

4. Request donations from local businesses for things needed to build the float (paint, brushes, tape, building materials, etc.)
 5. Discuss budget expenses with school administrators and request money from the PSG fund
 6. Follow up with thank you notes to the businesses that donated and to all volunteers
- Additional information is available from the administration.

MISCELLANEOUS

Volunteer opportunities abound in the Parent Support Group organization. PSG provides support at activities besides those provided in this overview. Please contact a PSG board member or a member of the administration if you would like to assist the school in any way.

Volunteer signup forms are available at registration in August and throughout the year from the administration. A copy of the form is attached in this handbook.

VOLUNTEER FORM

ST. ALBERT PARENT SUPPORT GROUP VOLUNTEER SIGN UP FORM

The excellence of our school program is due to the outstanding service offered by our many volunteers. Please check below to indicate any volunteer services you may be able to provide for the children during the school year.

- _____ Annual Parties Committees
help with the Christmas and/or Valentine Day class parties

- _____ Book Fair Committee
assist with the library's book fair in November (day or evening options)

- _____ Box Top Collection
collect and turn in Box Tops and HyVee "cash back" receipts collected at the school

- _____ Carnival Committee
assist with the winter carnival FUNdraiser

- _____ Catholic Schools Week
help with parish masses or activities during the school week

- _____ Fundraising Committee
help with various fundraisers throughout the year, including the directory and bake sale at Open House, the main fall fundraiser, used uniform sales, and the Christmas Recognition collection

- _____ Health Committee
assist on an as-needed basis with such things as vision checks

- _____ Pride Week Committee
help plan, build and decorate a float to represent St. Albert Elementary at the annual Council Bluffs Pride Week Parade in May

YOUR NAME: _____ Phone number _____

Child's Name	Grade	Teacher
_____	_____	_____
_____	_____	_____
_____	_____	_____

Your help is greatly appreciated! Thanks for all you do for St. Albert Elementary.