

Name	ELECTED POSITIONS	Parent Guild Officer - Elected Positions	POINTS
Viley, Jennifer	PRESIDENT	The President position is preceded by serving one year as Vice President or equivalent PG volunteer experience. The President provides leadership for Parent Guild and Parent Guild Officers. Presides and sets agendas over all general Committee meetings and special meetings of the PG, and its Executive Committee and follows all rules of order in the PG Bylaws. Works with other PG officers and PG Support positions. Work with Administrative office to schedule PG Fundraising Events and secure on calendar. Includes (but not limited to) All Fundraising Events, Back to School Night, Open House & Registration. TIME COMMITMENTS: Monthly PG Meetings from May - May, mandatory attendance at Back to School Night (September) and Registration (Spring).	40
Hernandez, Kelly	VICE PRESIDENT	Assists the President in all his/her duties and performs the duties in his/her absence. Assists the President in evaluating and summarizing the events or activities of the current year. Work with PG Marketing Chair on monthly Newsletters. At the completion of the term, the Vice President shall assume the position of the President of the Parent Guild. Also acts as the new family liaison. Call and introduce yourself to all new families, hosts a welcome party the 1st week of school (organized with parent guild), must attend coffee klatch, new family orientation, back to school night and open house. Call and invite to St Rose functions, send informative email throughout school year on community activities, ie turkey drive, baby bottles. This would be the point person for all questions. TIME COMMITMENTS: Monthly PG Meetings from May-May, mandatory attendance at Back to School Night (September) and Registration (Spring).	40
Carlino, Jennifer	SECRETARY	2 Year position. Shall record the minutes of the PG meeting and follow all rules of order stated in PG Bylaws. Is responsible for providing monthly electronic copies of PG minutes to officers for approval. Shall handle all correspondence pertaining to the Parent Guild delegated by the President, including faculty/staff birthday cards. Shall forward (by email) the Parent's Guild monthly approved minutes to the Administrative Assistant, to be placed on the school's website. Shall have custody of all books and records of the Parent Guild, except those pertaining to the Treasury.	40
Cucchi, Joanna	TREASURER	Shall oversee and be responsible for all funds collected from all Fundraising events as may be planned by the Parent Guild, belonging to the organization and shall deposit said funds into school's Parent Guild account. Shall keep a record of receipts and expenditures on PG laptop. Shall work with Fundraiser Coordinator to establish and maintain a budget for each fundraiser. Shall present a report on the financial condition of the organization at the scheduled meetings. Shall furnish a statement to the members at the close of the official year. Shall work with the St. Rose School bookkeeper in maintaining all books and records of the Parent Guild pertaining to the Treasury. Fiscal year shall be July 1 to June 30. TIME COMMITMENTS: Monthly PG Meetings from May-May, mandatory attendance at Back to School Night (September) and Registration (Spring). Attendance at Fundraising Events preferred but not required.	40
Flores, Brittany	HOSPITALITY/ SOCIAL TEAM CHAIR 1	2nd Year of 2 year term. Shall assume the duties of hospitality to include coordinating the Coffee Klatch and the Parent/ Child Social, as well as other special events. Shall have charge of all Parent Guild hospitality inventory. Shall be responsible for preparing gifts for the school staff at the beginning of the school year. Shall Represent the Parent Guild at the new parent orientation. Responsible for coordinating the faculty appreciation event during Catholic Schools Week.	40
Giannini, Juli	HOSPITALITY/ SOCIAL TEAM CHAIR 2	1st year of 2 Year position. Works with Team Chair 1 to fulfill all duties as described under Team Chair 1 position.	40
Crumley, Erica	EVENT PLANNING CHAIR	This position requires computer skills, ability to work with all the event chairs, and marketing promotion. Represent Parent Guild at Initial meeting of Auction, Crab Feed and Spring Carnival and be committed to establishing a good relationship with each Fundraiser Event Chair. Shall work with PG Hospitality Chairs in keeping the active inventory of supplies owned by the organization and maintain the list of items available to the event chairs to check-out as needed. Will generate budget and projection reports with assistance from the PG treasurer and submit at the respective Parent Guild meetings throughout the year. Shall research and present new fundraising ideas at Parent Guild Meetings	40
Brunello, Jenna	ROOM PARENT CHAIR	2 Year position. Shall communicate to room parents and detail their responsibilities throughout the school year. Shall be the liaison between teachers, Principal, and classroom parents. Shall be an advisor to the room parents for each class. Shall recommend room parents to the Principal and assist the Principal in the selection of class co-room parents. Shall assist with Coffee Klatch on 1st day of school. Shall distribute Teacher Gift Fund letters and report fund balance to the Parent Guild. Shall assist with artwork display for Catholic Schools Week.	40
Hernandez, Cherri	COMMUNICATIONS/ MARKETING CHAIR	Responsible for PG internal/external communication and marketing. Responsible for communication with all fundraising events through Chairs & Coordinators to all committees. Responsible for communication through different media sources and to outside community, including surrounding parishes, and Catholic Herald as directed. Compiles PG Newsletter quarterly. Attends Roseville Chamber and local community events, as directed. Also acts as historian for the school.	40
	SERVICE POINT CHAIR	2 Year position. Tracks and posts completion/incompletion of PG Service points after events and during school year and presents the PG point update report twice a year to inform families of their PG Service points status. Inputs all the information from the Spring Registration into the "Status of Points Performed" spreadsheet for tracking of service points for the next school year. Posts changes and revisions and helps keep the database up-to-date with copies of everything to the office for recording and website posting. Writes articles for the PG Newsletter and Messenger regarding Service Points. Provides forms (Time Sheets and Service Points Performed forms) for the office and coordinators as needed and posts the information from these forms to the database. In January, checks with all coordinators for any recommendations in revising the PG Service Point Application (number of helpers, description of duties, event changes, etc). Works with the school office to make changes for new school year. Helps to review and revise the St. Rose Parent Guild Service Points Agreement and St Rose Application (whereby families sign up for their service points for the new year). Trains the PG Officers for registration day so that forms are completed correctly and families are able to sign up for service responsibilities correctly. Helps to reassign families to new service positions over the school year in the event of illness, emergencies, or job changes, which does not allow them to fulfill their positions.	40
	CATHOLIC SCHOOL ADVISORY COMMISSIONERS (CSAC)	CSAC are elected Positions. The community of St. Rose Parish, under the Diocese of Sacramento, has established the St. Rose Catholic Advisory Commission (CSAC) to promote lay ministry, develop ownership and stability for the future, encourage strategic planning, offer financial advice, develop and defend policy, serve as a public relations source, enable the principal to spend adequate time as an educational leader and provide parents/guardians with a voice in their children's education. The Commission shall be responsible to the principal and pastor for achieving diocesan and parish goals for Catholic education, for review and approval of the budget, for determining sources of funding, and for reporting on the status of Catholic school education in the parish. The Commission collaborates with the Principal for direction regarding diocesan educational policy for the parish school. The function of the Commission is to assist in the formulation of policy that will guide the administration in fulfilling the school's philosophy and to evaluate the effectiveness of Commission policy in achieving Commission goals. The officers of the Commission shall include School Advisory Commissioner - Chairperson, School Advisory Commissioner - Vice-Chair, and School Advisory Commissioner - Secretary. CSAC receives the reports of the progress of the Strategic Planning Subcommittees. Participants in Strategic Planning are intended to feed into the Advisory Commission. Nominees should have at least one year experience on Strategic Planning and/or serve on a subcommittee of CSAC prior to sitting on CSAC as a member.	
Miller, Scott	MEMBER 1		40
	MEMBER 2	***Principal Approved	40
Rodriguez, Phil	MEMBER 3		40
	MEMBER 4	***Principal Approved	40
OBrien, Anthony	MEMBER 5		40
Staszko, Kevin	MEMBER 6		40
Rossmiller, Anthony	MEMBER 7		40
	CSAC SUBCOMMITTEES	CSAC Sub-committee members work in collaboration with their respective CSAC Subcommittee Chairs to further the goals and accomplish the objectives of their subcommittee. This involves a minimum of one meeting per month. Programs/Events of the subcommittee may warrant additional meeting times and event service at varying times during the year. This subcommittee position shall serve for a term of one (1) year and no more than (two) 2 years.	
Weir, Margo	Catholic Identity		10

Phil & Kerri Reding	Parish Relations		10
Dickey, Kathy	Parish Relations		10
Jurisich, Christine	Parish Relations		10
	Policy and Advocacy		10
	Facilities and Safety		10
	Long Range Strategic & Financial Planning		10
	Community Outreach		10
	Parent Engagement		10

NAME	SCRIP POSITION	DESCRIPTION	POINTS
Seymour, Cheryl	SCRIP DATA RECORDER CHAIR	Responsible for recording all family SCRIP purchases from sales sheets, eScrip reports, and club card reports. Report each families quarterly report in the Monthly Messenger. Provide reports to SCRIP Committee, School Administration, and Parent Guild Officers for families' progress and final reporting of families who fail to meet commitment. Work closely with SCRIP Chair Sales & Promotion to promote renewals of eScrip cards (Safeway, etc). Attend bi-annual SCRIP meeting for training, sales information, and collaboration.	40
Aban, Wendell	IN-TRAINING SCRIP DATA RECORDER CHAIR	ONLY FOR SY 15-16. Training to become Scrip Data Recorder Chair for SY 16-17.	25
	SCRIP INVENTORY CHAIR	Responsible for maintaining SCRIP inventory by inputting sales sheets, analyzing needs, and ordering SCRIP from vendors weekly. Forward sales sheets to SCRIP Chair Data Recorder. Input orders for special events, holidays, and special orders. Analyze reorder points. Prepare funds for deposit. Perform quarterly physical inventories. Interface with SCRIP Chair Sales & Promotion regarding new items or other promotional opportunities. Attend bi-annual meeting for training, sales information, and collaboration.	40
	IN-TRAINING SCRIP INVENTORY CHAIR	ONLY FOR SY 15-16. Training to become Scrip Inventory Chair for SY 16-17.	25
Gill, Michelle	SCRIP SALES/PROMOTION CHAIR	Responsible for coordinating and overseeing Daily Loop & Sunday SCRIP sales, as well as coordinating helpers for special events (Uniform Sale, Koffee Klatch, Carnival, etc.) Provide substitution list for helpers and oversee coordination for any Loop, Sunday seller changes. Host bi-annual meetings for helpers and other Chairs for training, sales information exchange, exchange of updated information. Promote SCRIP, eScrip, and paperless SCRIP in weekly Newslines, Monthly Messenger, and promoting for SCRIP special promotional opportunities.	40
Esparza, Sarah	MASS SCRIP SALES SUNDAY 1	Report to Scrip Sales/Promotion Coordinator. Sunday Scrip responsible for SCRIP sales 9:30-12pm on specific Sunday each month, as well as when needed for special SCRIP promotions.	35
Law, Godwin	MASS SCRIP SALES SUNDAY 2		35
Bailey, Laura	MASS SCRIP SALES SUNDAY 3		35
Wyant, Katie	MASS SCRIP SALES SUNDAY 4		35
Martin, Colleen	LOOP SCRIP SALES MONDAY	Report to Scrip Sales/Promotion Coordinator. Daily Loop responsible for SCRIP sales in loop from 2:30-3:30pm. Sunday Responsible for specific day, as well as when needed for special SCRIP promotions.	35
	LOOP SCRIP SALES TUESDAY		35
Gutierrez, Angeli	LOOP SCRIP SALES WEDNESDAY		35
	LOOP SCRIP SALES THURSDAY		35
Geertsen, Linda	LOOP SCRIP SALES FRIDAY		35

NAME	SUPPORT POSITIONS	DESCRIPTION	POINTS
Rector, Brent	BEVERAGE/BAR FUNDRAISER CHAIR	Responsible for all Fundraising Events for Beverage/Bar supply. Works with each Fundraiser Chair (Auction & Crab) for all beverage coordination & supports F/B Coordinator. Analyze bar/beverage needs and inventory per Fundraiser, coordinating purchasing and delivery according to needs. Must maintain cost analysis to be presented to Fundraiser Chairs #1 & #2. Shall make recommendations to the PG for any future enhancements or revisions needed for future year and meet for Post Event meeting (ALL 3 EVENTS!). Shall prepare final report and full event binder to be returned to school office at the conclusion of the event. Responsible for solicitation of donations for beverage and other required equipment, rentals, etc.	40
	CORRESPONDENCE (ALL) FUNDRAISERS CHAIR	Responsible for correspondence for all PG fundraisers and special events. Correspondence includes solicitation letter, follow up correspondence, thank you notes and other general correspondence as requested by Chairs, Co Chairs and Coordinators. Must have good communication and organizational skills, as well as computer literacy with Word, Excel, and merge documents.	40
	CORPORATE BUSINESS SPONSORSHIP (ALL) FUNDRAISERS CHAIR	Responsible for planning, coordinating, and overseeing the development of the Corporate Solicitation Plan and Strategy for corporate fundraising. Responsible for corporate solicitation and all corporate sponsorships. Works with PG to establish detailed budget plan to achieve budget goal. Shall submit report to the PG at regularly scheduled meetings on the progress of sponsorship opportunities and secured sponsorship throughout the year. Shall make recommendations to the PG for any future enhancements or revisions needed for future years. Shall prepare final report and full progress binder to be returned to school office at the conclusion of the year. Responsible for corporate solicitation and all corporate sponsorships. Responsible for any campaign drives. MUST BE Principal Approved. WORK FROM HOME FLEXIBLE SCHEDULE. WILL NEED TO SECURE MINIMUM SPONSORSHIPS TO FULL FILL COMMITMENT.	40
	ONLINE FUNDRAISER CHAIR	Researches and recommends to Parent Guild innovative online programs and opportunities. Responsible for planning, coordinating, and overseeing the implementation of online sales. Works with PG to establish detailed budget and plan to achieve budget goal. Works with PG Fundraiser #1 & #2 for publicity and signage for event including promotion in church bulletin, announcements, fliers for school as well as necessary signage for church and other media opportunities. Responsible for inventory and distribution of items to families.	40
Rumenapp, Tamra	MONTHLY FUNDRAISING CHAIR	2 Year position. Schedules monthly social Fundraising events with community partners. Marketing responsibilities include: notifying PG Marketing Chair, school office to include event in monthly Messenger and online, create flyer, hang banner in loop. Shall research and present opportunities for future, potential PG fundraising and Social FUNdraisers.	40
Vigil, Debbie	BOX TOP CHAIR	Promote Box Tops program to St. Rose families and parish. Organize Box Top drives & special promotions throughout the year. Secure prize donations as incentives for the student contests and organize class competition drives. Manage Box Top collections monthly. Submit Box Top collections 2 times per year according to General Foods Guidelines (November & March). Submit articles for Newline and Messenger.	40
Siino, Karen	BOOK FAIR CHAIR	Responsible for Book Fair and all coordination and execution of Book Fair. Works with Co Chair and Helpers.	40
Kreps, Janine	BOOK FAIR CO-CHAIR	Works with Chair to fulfill all duties as described for Chair position. Works with Chair to schedule team for the times needed to set up book fair and all preparation associated with Book Fair.	35
Dizon, Tiziana	MONDAY- FRIDAY BOOK FAIR HELPER 1	Assist Chair, Co Chair with Book Fair sales during Book Fair. Assistance required as needed before and following Book Fair for set up and break down. The Monday - Friday helpers for shifts between 8:00 am and 4:00 pm. Sunday helpers must be available on Book Fair Sunday from 6:00 am - 2:00 pm. Book Fair January 23, 2017 to January 29, 2017	10
Zucker, Nikki	MON-FRIDAY BOOK FAIR HELPER 2		10
Yeatman, Jennifer	MON-FRIDAY BOOK FAIR HELPER 3		10
Bethencourt, Sonia	MON-FRIDAY BOOK FAIR HELPER 4		10
Bethencourt, Sonia	MON-FRIDAY BOOK FAIR HELPER 5		10
Alejandro, Elisabeth	SUNDAY BOOK FAIR HELPER 1		10
Palomares, Diana	SUNDAY BOOK FAIR HELPER 2		10
Yeatman, Jennifer	SUNDAY BOOK FAIR HELPER 3		10
Aban, Wendell	SUNDAY BOOK FAIR HELPER 4		10
Dickey, Kathy	COMMUNITY SERVICE CHAIR	Responsible for student community service projects during school year, including: monthly can food drive (1st Friday Mass), Kids Can Food Drive (2 week drive in November), Turkey/Ham Fund (December), Class Christmas Adopt-a-Family, and Holy Childhood and Sacramento Life Center- Lenten projects (Spring). Oversees (2) Coordinators and 5 helpers.	40
Jurisich, Christine	COMMUNITY SERVICE Coordinator 1	Works with Chair to fulfill all duties as described for Chair position.	30
Viale, Tiffany	COMMUNITY SERVICE Coordinator 2		30
Palomares, Diana	COMMUNITY SERVICE HELPER 1	Works under the direction of the Chair and (2) Coordinators for the execution of each community service project. Most tasks are done between 8-9:30am on school days throughout the year so members should be able to plan accordingly.	10
Quinones, Gladys	COMMUNITY SERVICE HELPER 2		10
Nasri, Elizabeth	COMMUNITY SERVICE HELPER 3		10
Weigel, Mila	COMMUNITY SERVICE HELPER 4		10
	COMMUNITY SERVICE HELPER 5		10

Crone, Trish	GRADUATION COMMITTEE CHAIR	Graduation Coordinator and committee CANNOT be filled by 8th grade parents. Coordination of graduation dinner including preparation, décor, set up, and clean up. Assisted by Sixth and Seventh grade room parents. Must work the graduation dinner and coordinate additional volunteers from 6th & 7th grade parents.	40
Archer, Amy	GRADUATION HELPER 1	Works under the direction of Graduation Coordinator for the execution of graduation dinner, including preparation, set up, and tear down.	10
Barsotti, Kathy	GRADUATION HELPER 2		10
Kostecki, Susan	GRADUATION HELPER 3		10
Geraghty, Nora	HEALTH CHAIR	Position requests RN. Individual should be knowledgeable of the required immunizations for entire student body. Individual coordinates with the administration office to keep accurate student immunization records and reports, as required by the State Health Department. Must schedule and organize the following health screenings: audio, visual, and scoliosis.	40
Arambula, Megan	HEALTH COORDINATOR	Position requests RN. Assists the Health Chair to fulfill all duties as described for Chair position. Responsible for helpers and coordination under the direction of the Health Chair.	30
Funk, Steve	HEALTH HELPER 1	Works under the direction of the Chair and Co Chair for the execution of each mandatory health screening. Must be available to work during school hours for screenings.	20
Ensign, Lenie	HEALTH HELPER 2		20
Gamette, Rochelle	USED UNIFORM & LOST & FOUND CHAIR	Organizes the Used Uniform Sale prior to beginning of school year and any other additional Used Uniform Sales scheduled by PG. Works with Dennis Uniforms for pricing & inventory. Responsible for any coordination and direction from Office and PG for any changes with uniform requests and efforts to partner with Dennis Uniforms. Also responsible for Lost & Found closet including weekly organization, monthly organization. Also must write updates for Newsletter & Messenger that items will be donated at the end of the month to charity. Responsible for any laundering needed for used uniform resale.	40
Dizon, Mary Anne	USED UNIFORM HELPER 1	Assists used uniform chairperson on day of used uniform sale	10
Gutierrez, Angeli	USED UNIFORM HELPER 2		10
Pentrack, Maria & David	YEARBOOK CHAIRPERSON	PRINCIPAL APPOINTED POSITION: Works with school staff member to create and organize the annual yearbook. Creates portrait pages for Grades TK-8th. Scans pictures to database, uploads images, and prepares all that is necessary for the yearbook to go to publisher.	40
	LIBRARY HELPERS	Reports to and takes directives from Library Support Staff. Works specified hours per week for assigned class. (Times and/or days listed by class may change depending on need of the teachers and curriculum.) The weeks students do not visit the library, helpers are still needed to inventory, cover books, etc., as directed by Library Support Staff. During the Book Fair weeks, the library helpers will assist during their volunteer dates / times.	
Dizon, Mary Anne	LIBRARY HELPER 1ST GRADE	WEDNESDAY 1:50 - 2:50	20
Chavez, Laura	LIBRARY HELPER 2ND & 3RD GRADE	WEDNESDAY 1:10 - 2:10 / Thursday 1:10-2:10	20
Friel, Orfilia	LIBRARY HELPER 4TH GRADE	TUESDAY 1:50 - 2:50	20
Lemus, Angela	LIBRARY HELPER 5TH GRADE	TUESDAY 1:05- 2:05	20
Bethencourt, Sonia	LIBRARY HELPER 5TH - 8th GRADE	MONDAY 12:00 - 1:15 LUNCH STUDY HALL	20
Terreos, Erika	LIBRARY HELPER 5TH - 8th GRADE	TUESDAY 12:00 - 1:15 LUNCH STUDY HALL	20
Kreps, Janine	LIBRARY HELPER 5TH - 8TH GRADE	WEDNESDAY 12:15 - 1:15 LUNCH STUDY HALL	20
Chavez, Laura	LIBRARY HELPER 5TH - 8TH GRADE	THURSDAY 12:15 - 1:15 LUNCH STUDY HALL	20
Lindroos, Theresa	SCHOOL SUPPLY PACK COORDINATOR	Responsible for student supply list as directed by teachers and office. Acquires bids and quotes from school supply vendors. Places school supply list order, coordinates delivery, organizes packs, and distribution (prior to the 1st day of school).	30
Reding, Kerri	SCHOOL SUPPLY PACK COORDINATOR IN-TRAINING	Only for SY 2016-17	30
	SPECIAL FACILITIES COORDINATOR	Works directly with the administration on special facility projects as needed throughout the entire school year.	30

NAME	ROOM PARENT	DESCRIPTION	POINTS
Jones, Anniese	TK-TEACHER LIASON AND LOGISTICS	Works with Parent Guild Room Parent Coordinator and teacher to facilitate class communication and activities. Welcomes new families to St. Rose through the adopt a family program. Participates in the Koffee Klatch (first day of school), buys teacher gifts, coordinates activities during Catholic Schools Week (teacher appreciation), must attend mandatory meeting at beginning of school year, organize a Teacher Lunch. Liaison room parents will work with teachers to coordinate the classroom festivities, projects and communication efforts for the families in the class. Also works with teacher in organizing parental involvement in the classroom, field trips and special activities.	30
Carlino, Jennifer	KINDERGARTEN-TEACHER LIASON AND LOGISTICS	Works with Parent Guild Room Parent Coordinator and teacher to facilitate class communication and activities. Welcomes new families to St. Rose through the adopt a family program. Participates in the Koffee Klatch (first day of school), buys teacher gifts, coordinates activities during Catholic Schools Week (teacher appreciation), must attend mandatory meeting at beginning of school year, organize a Teacher Lunch. Liaison room parents will work with teachers to coordinate the classroom festivities, projects and communication efforts for the families in the class. Also works with teacher in organizing parental involvement in the classroom, field trips and special activities.	30
Nasri, Elizabeth	KINDERGARTEN-PARTIES AND SOCIAL PLANNER	Plan and organize all classroom parties, must attend all parties. (organize Sign Up Genius or another sign up method, shopping, work with teacher on activities, food, etc for party). Participates in Koffee Klatch (first day of school). Schedule and plan 2 class socials throughout the year and as needed.	30
Archer, Amy	FIRST GRADE-TEACHER LIASON AND LOGISTICS	Works with Parent Guild Room Parent Coordinator and teacher to facilitate class communication and activities. Welcomes new families to St. Rose through the adopt a family program. Participates in the Koffee Klatch (first day of school), buys teacher gifts, coordinates activities during Catholic Schools Week (teacher appreciation), must attend mandatory meeting at beginning of school year, organize a Teacher Lunch. Liaison room parents will work with teachers to coordinate the classroom festivities, projects and communication efforts for the families in the class. Also works with teacher in organizing parental involvement in the classroom, field trips and special activities.	30
D'Auria, Krista	FIRST GRADE-PARTIES AND SOCIAL PLANNER	Plan and organize all classroom parties, must attend all parties. (organize Sign Up Genius or another sign up method, shopping, work with teacher on activities, food, etc for party). Participates in Koffee Klatch (first day of school). Schedule and plan 2 class socials throughout the year and as needed.	30
Mehalakas, Marilena	SECOND GRADE-TEACHER LIASON AND LOGISTICS	Works with Parent Guild Room Parent Coordinator and teacher to facilitate class communication and activities. Welcomes new families to St. Rose through the adopt a family program. Participates in the Koffee Klatch (first day of school), buys teacher gifts, coordinates activities during Catholic Schools Week (teacher appreciation), must attend mandatory meeting at beginning of school year, organize a Teacher Lunch. Liaison room parents will work with teachers to coordinate the classroom festivities, projects and communication efforts for the families in the class. Also works with teacher in organizing parental involvement in the classroom, field trips and special activities.	30
	SECOND GRADE-PARTIES AND SOCIAL PLANNERS	Plan and organize all classroom parties, must attend all parties. (organize Sign Up Genius or another sign up method, shopping, work with teacher on activities, food, etc for party). Participates in Koffee Klatch (first day of school). Schedule and plan 2 class socials throughout the year and as needed.	30
Kostecki, Susan	THIRD GRADE-TEACHER LIASON AND LOGISTICS	Works with Parent Guild Room Parent Coordinator and teacher to facilitate class communication and activities. Welcomes new families to St. Rose through the adopt a family program. Participates in the Koffee Klatch (first day of school), buys teacher gifts, coordinates activities during Catholic Schools Week (teacher appreciation), must attend mandatory meeting at beginning of school year, organize a Teacher Lunch. Liaison room parents will work with teachers to coordinate the classroom festivities, projects and communication efforts for the families in the class. Also works with teacher in organizing parental involvement in the classroom, field trips and special activities.	30
Weir, Margo	THIRD GRADE-PARTIES AND SOCIAL PLANNER	Plan and organize all classroom parties, must attend all parties. (organize Sign Up Genius or another sign up method, shopping, work with teacher on activities, food, etc for party). Participates in Koffee Klatch (first day of school). Schedule and plan 2 class socials throughout the year and as needed.	30
Brunello, Jenna	FOURTH GRADE-TEACHER LIASON AND LOGISTICS	Works with Parent Guild Room Parent Coordinator and teacher to facilitate class communication and activities. Welcomes new families to St. Rose through the adopt a family program. Participates in the Koffee Klatch (first day of school), buys teacher gifts, coordinates activities during Catholic Schools Week (teacher appreciation), must attend mandatory meeting at beginning of school year, organize a Teacher Lunch. Liaison room parents will work with teachers to coordinate the classroom festivities, projects and communication efforts for the families in the class. Also works with teacher in organizing parental involvement in the classroom, field trips and special activities.	30
Zucker, Nikki	FOURTH GRADE-PARTIES AND SOCIAL PLANNERS	Plan and organize all classroom parties, must attend all parties. (organize Sign Up Genius or another sign up method, shopping, work with teacher on activities, food, etc for party). Participates in Koffee Klatch (first day of school). Schedule and plan 2 class socials throughout the year and as needed.	30
Martinez, Heidi	FIFTH GRADE-TEACHER LIASON AND LOGISTICS	Works with Parent Guild Room Parent Coordinator and teacher to facilitate class communication and activities. Welcomes new families to St. Rose through the adopt a family program. Participates in the Koffee Klatch (first day of school), buys teacher gifts, coordinates activities during Catholic Schools Week (teacher appreciation), must attend mandatory meeting at beginning of school year, organize a Teacher Lunch. Liaison room parents will work with teachers to coordinate the classroom festivities, projects and communication efforts for the families in the class. Also works with teacher in organizing parental involvement in the classroom, field trips and special activities.	30
Dutro, Antoinette	FIFTH GRADE-PARTIES AND SOCIAL PLANNERS	Plan and organize all classroom parties, must attend all parties. (organize Sign Up Genius or another sign up method, shopping, work with teacher on activities, food, etc for party). Participates in Koffee Klatch (first day of school). Schedule and plan 2 class socials throughout the year and as needed.	30
Hyde, Kelly	SIXTH GRADE-TEACHER LIASON AND LOGISTICS	Works with Parent Guild Room Parent Coordinator and teacher to facilitate class communication and activities. Welcomes new families to St. Rose through the adopt a family program. Participates in the Koffee Klatch (first day of school), buys teacher gifts, coordinates activities during Catholic Schools Week (teacher appreciation), must attend mandatory meeting at beginning of school year, organize a Teacher Lunch. Liaison room parents will work with teachers to coordinate the classroom festivities, projects and communication efforts for the families in the class. Also works with teacher in organizing parental involvement in the classroom, field trips and special activities. 6th and 7th Grade Room Parents will also work the 8th Grade Graduation Dinner and assist Grad Committee Coordinator to secure volunteers for set up, serving and clean up.	35

	SIXTH GRADE-PARTIES AND SOCIAL PLANNERS	Plan and organize all classroom parties, must attend all parties. (organize Sign Up Genius, shopping, work with teacher on activities, food, etc for party). Participates in Koffee Klatch (first day of school). Schedule and plan 2 class socials throughout the year and as needed. 6th and 7th Grade Room Parents will also work the 8th Grade Graduation Dinner and assist Grad Committee Coordinator to secure volunteers for set up, serving and clean up.	35
Theresa Lindroos	SEVENTH GRADE-TEACHER LIASON AND LOGISTICS	Works with Parent Guild Room Parent Coordinator and teacher to facilitate class communication and activities. Welcomes new families to St. Rose through the adopt a family program. Participates in the Koffee Klatch (first day of school), buys teacher gifts, coordinates activities during Catholic Schools Week (teacher appreciation), must attend mandatory meeting at beginning of school year, organize a Teacher Lunch. Liaison room parents will work with teachers to coordinate the classroom festivities, projects and communication efforts for the families in the class. Also works with teacher in organizing parental involvement in the classroom, field trips and special activities. 6th and 7th Grade Room Parents will also work the 8th Grade Graduation Dinner and assist Grad Committee Coordinator to secure volunteers for set up, serving and clean up.	35
Michelle Witte	SEVENTH GRADE-PARTIES AND SOCIAL PLANNERS	Plan and organize all classroom parties, must attend all parties. (organize Sign Up Genius, shopping, work with teacher on activities, food, etc for party). Participates in Koffee Klatch (first day of school). Schedule and plan 2 class socials throughout the year and as needed. 6th and 7th Grade Room Parents will also work the 8th Grade Graduation Dinner and assist Grad Committee Coordinator to secure volunteers for set up, serving and clean up.	35
Nancy Wall	EIGHTH GRADE-TEACHER LIASON AND LOGISTICS	Works with Parent Guild Room Parent Coordinator and teacher to facilitate class communication and activities. Welcomes new families to St. Rose through the adopt a family program. Participates in the Koffee Klatch (first day of school), buys teacher gifts, coordinates activities during Catholic Schools Week (teacher appreciation), must attend mandatory meeting at beginning of school year, organize a Teacher Lunch. Liaison room parents will work with teachers to coordinate the classroom festivities, projects and communication efforts for the families in the class. Also works with teacher in organizing parental involvement in the classroom, field trips and special activities.	30
Carrie Canalas/Angie Miller	EIGHTH GRADE-PARTIES AND SOCIAL PLANNERS	Plan and organize all classroom parties, must attend all parties. (organize Sign Up Genius or another sign up method, shopping, work with teacher on activities, food, etc for party). Participates in Koffee Klatch (first day of school). Schedule and plan 2 class socials throughout the year and as needed.	30
	ART/MUSIC/P.E./SCIENCE	Works with Parent Guild Room Parent Coordinator. Participates in the St. Rose Adopt-a-family program, Koffee Klatch (first day of school), teacher gifts, and coordinates activities during Catholic Schools Week. Room Parents work with teachers to coordinate the class room festivities, projects, and communication efforts for the class families and students. Also works with teacher in organizing parental involvement in the classroom, field trips and special activities.	30

NAME	FIREWORKS BOOTH	DESCRIPTION	POINTS
Hirsch, Thad	FIREWORKS BOOTH CHAIR	Responsible for planning, publicizing, coordinating, and overseeing the development of the entire fundraiser. Works with PG to establish detailed budget and plan to achieve budget goal. Shall report to the PG at regularly scheduled meetings on the progress of the event. Is available to check in several hours each day the booth is open. Contacts volunteers prior to the event and ensures sufficient coverage for the event. Gives detailed instructions to the volunteers for their responsibilities for the week the booth is open. Prepares a volunteer assignment chart for the week prior and on 4th of July and serves as key contact for all volunteers. Secures necessary security for the booth at night. Shall make recommendations to the PG for any future enhancements or revisions needed for future year and meet for Post Event meeting. Shall prepare final report and full event binder to be returned to school office at the conclusion of the event. Manages all communications with parents, staff, students, and community about the event. Secures any necessary donations (i.e. water bottles, fan) needed to provide for the booth. Keeps record of the funds that are generated by this event. This position is a minimum 2 year commitment. Must be present each day the fireworks booth is open.	40
Henderson, Jeff	FIREWORKS BOOTH CO-CHAIR	Works with Chair to fulfill all duties as described for Chair position.	35
Becze, Ryan	FIREWORKS BOOTH CO-CHAIR		35
	FIREWORKS BOOTH CO-CHAIR		35
Roig, Stella	FIREWORKS BOOTH HELPER 1	Attends committee meetings. Assigned as needed in the booth beginning June 28th. Helps with set up, clean up, and running of the booth from start to finish. Must be available to volunteer during various ROTATING 4- 6 HOUR day and evening SHIFTS, AT LEAST 3 - 4 DAY COMMITMENT DURING THE WEEK of June 28 through July 4 (the booth is open 12 - 13 hours a day).	20
Thurtle, Steve	FIREWORKS BOOTH HELPER 2	*** 3 TO 4 DAY COMMITMENT ***	20
Thurtle, Elsa	FIREWORKS BOOTH HELPER 3	*** 3 TO 4 DAY COMMITMENT ***	20
Ricci, Mark	FIREWORKS BOOTH HELPER 4	*** 3 TO 4 DAY COMMITMENT ***	20
Dodds, Erik	FIREWORKS BOOTH HELPER 5	*** 3 TO 4 DAY COMMITMENT ***	20
Gadot, Maria	FIREWORKS BOOTH HELPER 6	*** 3 TO 4 DAY COMMITMENT ***	20
Gadot, Vicente	FIREWORKS BOOTH HELPER 7	*** 3 TO 4 DAY COMMITMENT ***	20
Howard, Krystal	FIREWORKS BOOTH HELPER 8	*** 3 TO 4 DAY COMMITMENT ***	20
Howard, Justin	FIREWORKS BOOTH HELPER 9	*** 3 TO 4 DAY COMMITMENT ***	20
Eckstrom, Charles	FIREWORKS BOOTH HELPER 10	*** 3 TO 4 DAY COMMITMENT ***	20
Lemus, Angela	FIREWORKS BOOTH HELPER 11	*** 3 TO 4 DAY COMMITMENT ***	20
Foucek, Kate/George	FIREWORKS BOOTH HELPER 12	*** 3 TO 4 DAY COMMITMENT ***	20
Morales, Christopher	FIREWORKS BOOTH HELPER 13	*** 3 TO 4 DAY COMMITMENT ***	20
Gonzalez, Andrea	FIREWORKS BOOTH HELPER 14	*** 3 TO 4 DAY COMMITMENT ***	20
Villafior, Cheryl	FIREWORKS BOOTH HELPER 15	*** 3 TO 4 DAY COMMITMENT ***	20
	FIREWORKS BOOTH HELPER 16	*** 3 TO 4 DAY COMMITMENT ***	20

NAME	THE GREAT GATHERING	DESCRIPTION	POINTS
		Meetings for Chairs and Coordinators will be held on monthly basis May through October with additional meetings throughout the year, as needed. Additional Chair & Coordinator meetings required (immediately prior to the event and as needed). Great Gathering (Festival) Helpers will have an informational meeting only (temporarily scheduled for early May), which is MANDATORY. Other Coordinators will advise of meetings needed for position. Must attend event! Event Date: October 22, 2016	
Jen Viley	GREAT GATHERING CHAIR (FESTIVAL)	Responsible for planning, coordinating, and overseeing the development of the entire fundraiser event. Works with PG to establish detailed budget and plan to achieve budget goal. Shall report to the PG at regularly scheduled meetings on the progress of the event. Shall make recommendations to the PG for any future enhancements or revisions needed for future years and meet for Post Event meeting. Shall prepare final report and full event binder to be returned to school office at the conclusion. Responsible to oversee solicitation of donations for food and other required equipment, rentals, etc. Works with PG Fundraising Chair for budget from PG. Works with PG Marketing Chair for publicity including promotion in churches' bulletin. Will work with Event Marketing Coordinator for creating signage. Secures necessary vendors (3 bid process) for event. Responsible for finalizing any required permits needed and securing all necessary vendors, coordinating rental equipment needed (tables, chairs, etc.) Coordinates with event Chairs for theme and design for event. Works with Chairs to coordinate all set up and logistics. Communicates with neighbors prior to the event to ensure the community is aware of the event. Responsible for inventory of rental equipment at delivery and at conclusion of event. Coordinate Pre-ticket Sales Helpers scheduling prior to event. 2 year commitment	40
Jen Rector	GREAT GATHERING CHAIR (AUCTION)	Responsible for planning, coordinating, and overseeing the development of the entire fundraiser event. Works with PG to establish detailed budget and business plan to achieve budget goal. Shall report to the PG at regularly scheduled meetings on the progress of the event. Shall make recommendations to the PG for any future enhancements or revisions needed for future years and meet for Post Event meeting. Shall prepare final report and full event binder to be returned to school office at the conclusion of the event. Coordinates with event Coordinators for theme and design for event. Responsible to oversee solicitation of donations for auction items, sponsorships, food and other required equipment, rentals, etc Works with PG Marketing for publicity and signage for event including promotion in churches bulletins, announcements, fliers for school as well as necessary signage for church and other media opportunities. Secures necessary vendors (3 bid process) for event. Responsible for finalizing all permits needed and securing all necessary vendors, coordinating rental equipment needed (tables, chairs, etc.) Works with Chairs to coordinate all set up and logistics. Works with Set up-Decorations Chair and is responsible for finalizing all permits needed and securing all necessary vendors, coordinating rental equipment needed (tables, chairs, etc.). Secures necessary vendors (3 bid process) for event. Responsible for Inventory of rental equipment at delivery and at conclusion of event. 2 year commitment	40
Barsotti, Kathy	GREAT GATHERING LOGISTICS CHAIR *** KEY ROLE	Responsible for The Great Gathering Set up and Clean up for both the Festival and the Auction. Responsible for drawing floor plan, finalizing all permits needed, coordinating rental equipment needed (tables, chairs, etc.) Responsible for inventory of rental equipment at delivery and at conclusion of event. Coordinates with event chairs for theme and design for event. Works within set budget by Chair. Coordinates all set up and logistics. Coordinates Set Up Helpers for day of event. Responsible for set up coordination and clean up coordination for event. Makes sure that class projects and event "gatherings" are set up and displayed with help of Set up team and decorations coordinator.	35
Harvey, Allison	GREAT GATHERING DECORATIONS COORDINATOR	Responsible for working directly with the logistics chair regarding all decorations, set up and layout. Coordinates with event chairs for theme and design and necessary rental equipment needed, as well as table settings and linens. Works within set budget by Chair and solicits donations for décor. Works with team to create and assemble décor prior to the event including centerpieces which will be sold at the event. Works with SET-UP coordinator on seating layout and the lay out of the class projects and event "gatherings" alongside Logistics Chair. Will be working the day before and set up the day of event.	30
Arambula, Javier	GREAT GATHERING SET UP COORDINATOR	Oversee the team and the set up of the booths, displays, festival and auction plan and layouts, as directed by the Decorations Coordinator & Logistics Chair. Works in conjunction with the logistics chair. Will be working the day before festival and the morning of to get set up.	25
Edralin, Maria	GG SET UP HELPER 1	Assists where needed and is assigned by Logistic Chair & Set-up Coordinator. Available the day of the event for set up, decoration, and execution of event.	5
Edralin, Ronald	GG SET UP HELPER 2		5
Hersey, Chris	GG SET UP HELPER 3		5
Hersey, Andrea	GG SET UP HELPER 4		5
Horta, Desteny	GG SET UP HELPER 5		5
Hernandez, Greg	GG SET UP HELPER 6		5
Hernandez, Joy	GG SET UP HELPER 7		5
Martin, Colleen	GG SET UP HELPER 8		5
Weigel, Mila	GG SET UP HELPER 9		5
Weigel, Andy	GG SET UP HELPER 10		5
Baltazar, Matthew	GREAT GATHERING CLEAN UP COORDINATOR	Coordinates clean up before, during, and after event; Works with volunteers to coordinate all tear down and clean up for event. Assist with equipment tear down, removal, tables, tents. Maintain garbage and cleanliness for restrooms during event.. Also assists with parking coordination for Event Sponsors (see Event Chairs).	25
Edralin, Maria	GG CLEAN UP HELPER 1	Under the supervision Clean Up Coordinator. Responsible for clean up before, during and after event. Must attend event and assist with execution and tear down of event.	5
Edralin, Ronald	GG CLEAN UP HELPER 2		5
Eckstrom, Jennifer	GG CLEAN UP HELPER 3		5
Hernandez, Greg	GG CLEAN UP HELPER 4		5
Hernandez, Joy	GG CLEAN UP HELPER 5		5
Weigel, Mila	GG CLEAN UP HELPER 6		5
Weigel, Andy	GG CLEAN UP HELPER 7		5
	GG CLEAN UP HELPER 8		5

	GG CLEAN UP HELPER 9		5
	GREAT GATHERING MARKETING COORDINATOR	Responsible for all marketing of event, including promotion of entire Event. Responsible for signage, banners for all booths. Works with PG Marketing Coordinator to market event to St. Rose School, Parish, Alumni and other surrounding parishes and local community. Works closely with all Chairs. Works with school (tech) to post images of class projects and Gathering items. Must attend meetings and event.	30
Fuchs, Jay	GREAT GATHERING SIGNAGE COORDINATOR	Works closely with all event solicitation and marketing, and class game coordinator to create and put up the signage for all Great Gathering events, games, ticketing, food, etc. Makes sure things are clearly marked so patrons can easily see where various locations are the the GG.	30
Henrichs, Amber	GREAT GATHERING PRIZE BOOTH COORDINATOR	Orders prizes needed for the prize booth. Must attend meetings & entire event. Works with Chairs to coordinate all set up & logistics. Assists with event set up on day prior to event & day of event. Oversees the Prize Booth Helpers. Makes all contact with the Helper Team & tracks their points when they work.	30
Hersey, Chris	PRIZE BOOTH 1st Shift HELPER 1	Assists with prize redemption booth day of GG (Festival), as directed by Prize Booth Coordinator. 1st Shift helper also assists with set up and 2nd shift also helps with clean-up of the booth. Must attend mandatory helper meeting week prior to event. 1st Shift 3:30 - 7:00pm & 2nd Shift 6:30 - 10:00pm	10
Hersey, Andrea	PRIZE BOOTH 1st Shift HELPER 2	1st Shift 3:30 - 7:00pm HELPER 2	10
Horta, Desteny	PRIZE BOOTH 1st Shift HELPER 3	1st Shift 3:30 - 7:00pm HELPER 3	10
Holcomb, Ryan	PRIZE BOOTH 2nd Shift HELPER 1	2nd Shift 6:30 - 10:00pm HELPER 1	10
O'Reilly, Laura	PRIZE BOOTH 2nd Shift HELPER 2	2nd Shift 6:30 - 10:00pm HELPER 2	10
D'Auria, Krista	PRIZE BOOTH 2nd Shift HELPER 3	2nd Shift 6:30 - 10:00pm HELPER 3	10
Hernandez, Cherri	GREAT GATHERING SOLICITATION & SPONSORSHIP COORDINATOR	Oversees all activities as it pertains to the solicitation and sponsorship of GG event "Gatherings" as well as Event Sponsors (local businesses). List of past donors provided and solicitation of new donors encouraged. Works closely with all Chairs. Responsible for tracking donations and thank you letters. Works closely with Marketing and Signaged Coordinators. ITEMS TO BE SOLICITED: Wine for wine wall and Events for "Gatherings." Events include St. Rose School "Teacher Gatherings."	40
Guadamuz, Patty	GG SOLICITATION HELPER 1	Work with Solicitation Coordinator to develop Event "Gatherings" ideas. Network with school families and parish community to build unique "Gatherings and Outings" for individuals and families to enjoy. Work with "Gathering/Outing" Donors to develop an engaging description of the "Gathering/Outing." Team-up or work on your own...Solicitation Helpers are responsible for at least 3 "Gatherings/Outings" Follow-up with all Donors is imperative. Any pick up/drop off arrangements is the responsibility of the Solicitation Helper(s). Use your imagination and have fun with this!! ITEMS TO BE SOLICITED: Wine for wine wall, Events for "Gatherings."	20
	GG SOLICITATION HELPER 2		20
	GG SOLICITATION HELPER 3		20
	GG SOLICITATION HELPER 4		20
Hash Mr.	GG Floor Roamer		10
Hash Mrs.	GG Floor Roamer		10
Guadamuz, Patty	GG Floor Roamer		10
Gonzales, Francesca	GREAT GATHERING TICKET SALES COORDINATOR	Assist GG Chair (Festival) and Marketing Coordinator with development and distribution of tickets and ticket order form to families and parish(es); stuffing and mailing of envelopes; Responsible for processing ticket sales and tracking prior to GG Event. Work with school office to pick-up and process all ticket sales/monies. Will work with Chair to set up ticket sales the day of the event. Manages all aspects of ticket sales. Coordinates and oversees all Ticket Seller Helpers. Works the full day of the GG (Festival) Event. TICKET SALES INCLUDE: GG (Festival) Tickets/Wrist Bands, Food and Drink Tickets, Credit Card sales, Golden Tickets, and Wine Wall Tickets.	30
Holcomb, Colleen	GREAT GATHERING TICKET SALES 1st Shift HELPER 1	Assist with ticket sales and ticket promotion prior to the GG, as directed by Ticket Sales Coordinator. Two shifts of 4 ppl each. TICKET SALES INCLUDE: GG (Festival) Tickets/Wrist Bands, Food and Drink Tickets, Credit Card sales, Golden Tickets, and Wine Wall Tickets. 1st Shift 3:30 - 7:00pm. 2nd Shift 6:30 - 10:00pm	10
O'Reilly, Laura	GG TIX SALES 1st Shift HELPER 2	1st Shift 3:30 - 7:00pm	10
Kartono, Hannah	GG TIX SALES 1st Shift HELPER 3	1st Shift 3:30 - 7:00pm	10
	GG TIX SALES 1st Shift HELPER 4	1st Shift 3:30 - 7:00pm	10
Oberman, Gary	GG TIX SALES 2nd Shift HELPER 1	2nd Shift 6:30 - 10:00pm	10
Oberman, Luisa	GG TIX SALES 2nd Shift HELPER 2	2nd Shift 6:30 - 10:00pm	10
Henrichs, Rob	GG TIX SALES 2nd Shift HELPER 3	2nd Shift 6:30 - 10:00pm	10
Kartono, Ben	GG TIX SALES 2nd Shift HELPER 4	2nd Shift 6:30 - 10:00pm	10
Kahwaji, Rasna	GREAT GATHERING BUNDLING/WRAPPING COORDINATOR	Works directly with GG (Auction) Chair and select Coordinators to finalize all items donated and packaged as necessary. Three (3) weeks prior to GG Event all "Gatherings/Outings" are catalogued to go to print. The final list of packaged items must be completed and forwarded to the GG Marketing Coordinator for promotion and for the Auction Program/Catalogue. Provide the final list to: the Signage Coordinator to create item/package signage; to the Redemption Coordinator for validation purposes for the night of the event; to the Solicitation Chair to send acknowledgments/thank you letters to the donors. Responsible to contact bundling/wrapping helpers to assist in preparing all "Gathering/Outing displays 14 days prior to GG Event.	30
Sonia Montes	GREAT GATHERING BUNDLING/WRAPPING HELPER 1	Reports to and follows directives given by Bundling/Wrapping Coordinator. Assists bundling and wrapping all items donated to the GG (Auction). This volunteer position requires this task to be completed 3 weeks prior to the event.	20
O'Reilly, Laura	GG BUNDLING/WRAPPING HELPER 2		20
Cheryl Seymour	GREAT GATHERING CLASS GAME CREATOR COORDINATOR	Coordinates & creates games for each class. Works with Logistics for diagram and booth placement. Works with Signage Coordinator for all signage and booth signs needs. Works with Prize Coordinator and Chair (Festival) for each booth's prizes and quantity of recommendation. Works with AM/PM Shift helpers to get additional helpers to run the booth through the classes.	30
Perry, Olena	GG CLASS GAME ROAMER SHIFT 1 HELPER 1	Individual will oversee three class games and assist the 8th graders with any needs their booth may have. 1st Shift 3:30 - 7:00pm. 2nd Shift 6:30 - 10:00pm	10
Nassif, Firas	GG CLASS GAME ROAMER SHIFT 1 HELPER 2	1st Shift 3:30 - 7:00pm	10

Fajardo, Marvalyn	GG CLASS GAME ROAMER SHIFT 1 HELPER 3	1st Shift 3:30 - 7:00pm	10
Tucker, Rex	GG CLASS GAME ROAMER SHIFT 1 HELPER 4	1st Shift 3:30 - 7:00pm	10
Perry, Olena	GG CLASS GAME ROAMER SHIFT 2 HELPER 1	2nd Shift 6:30 - 10:00pm	10
Fajardo, Marvalyn	GG CLASS GAME ROAMER SHIFT 2 HELPER 2	2nd Shift 6:30 - 10:00pm	10
Tucker, Rex	GG CLASS GAME ROAMER SHIFT 2 HELPER 3	2nd Shift 6:30 - 10:00pm	10
Peek, Mark	GREAT GATHERING WINE WALL COORDINATOR	Works directly with all associated Chairs and Coordinators on THE WINE WALL. Responsible for solicitation, labeling, packaging, and presentation of Wines for THE WINE WALL (work with Bundling/ Wrapping Coordinator). Responsible of creating final list of Wines (hidden in packaging). Responsible for ticket design, promotion of THE WINE WALL. Coordinator and Works the evening of the event coordinating EVENT helpers. Tag items and transfer to redemption.	30
Peek, Eloisa	THE WINE WALL HELPER 1	The Wine Wall Helpers report to the Wine Wall Coordinator. 'Mans'/monitors Event "Gatherings" and THE WINE WALL; closes out the paperwork for winning "Gatherings" and process paperwork for Redemption. Works the entire event and assists with redemption until close of evening. Hours 4-9:30PM	10
Yeatman, Jennifer	THE WINE WALL HELPER 2		10
Simon, Tom	GREAT GATHERING FOOD & BEVERAGE COORDINATOR	Responsible for coordination and execution of all Food & Beverage Concessions. Works with PG to establish detailed budget and plan to achieve budget goal. Responsible for solicitation of donations for food & beverage for event. Work with Logistics Chair; responsible for finalizing all permits needed, including liquor license, and securing all necessary vendors, coordinating rental equipment (tables, chairs, EZ ups, coolers, other equipment, etc.) Responsible for inventory of rental equipment at delivery and at event conclusion. Coordinates with Event and Logistics Chairs for theme and design for event and selection of food items for sale. Works with Chairs to coordinates all set up. F&B Coordinator must be present for the full day of the Event.	30
Simon, Likaa	FOOD & BEV SHIFT 1 HELPER 1	3:30 - 7PM - help with set up of area	10
Yousif, Raghad	FOOD & BEV SHIFT 1 HELPER 2	3:30 - 7PM - help with set up of area	10
Yousif, Basil	FOOD & BEV SHIFT 1 HELPER 3	3:30 - 7PM - help with set up of area	10
Yeatman, John	FOOD & BEV SHIFT 1 HELPER 4	3:30 - 7PM - help with set up of area	10
Eckstrom, Jennifer	FOOD & BEV SHIFT 1 HELPER 5	3:30 - 7PM - help with set up of area	10
Simon, Likaa	FOOD & BEV SHIFT 2 HELPER 1	6:30 - 10PM - help with clean up of area	10
Yousif, Raghad	FOOD & BEV SHIFT 2 HELPER 2	6:30 - 10PM - help with clean up of area	10
Yousif, Basil	FOOD & BEV SHIFT 2 HELPER 3	6:30 - 10PM - help with clean up of area	10
Bellah, Amy	FOOD & BEV SHIFT 2 HELPER 4	6:30 - 10PM - help with clean up of area	10
Bellah, Matt	FOOD & BEV SHIFT 2 HELPER 5	6:30 - 10PM - help with clean up of area	10
Krause, Annie	AUCTION REGISTRATION COORDINATOR	Creates all forms, bidding numbers and processes for Auction Sign up and Registration, prior to the event. Keeps track of all auction pre-registration names and credit card numbers. Day of the event, mans the Auction Registration table, accepting credit cards, handing out bid numbers, and answering Auction Registration questions. Works with redemption runners to get registration forms over to auction check out prior to auction sections closing. Event day shift is 3:30 - 9:00PM.	20
Jewell, Darlene (Herber	GREAT GATHERING (AUCTION AND EVENT) REDEMPTION COORDINATOR	Coordinates all money and receipts on the night of the event with Parent Guild Treasurer. Oversees Redemption Helpers and all redemption at conclusion of Wine Wall, Auction, Closed "Gatherings." Assists with registration for obtaining credit cards from bidders as guests arrive to auction. Will be stationed, wiht the Helpers at the entrance to the Gatherings Garden. All event participation required	30
Wall, Greg	GG (AUCTION AND EVENT) REDEMPTION HELPER 1	Assists registration, auction redemption set up, and redemption at end of event. Must work the entire event. 4:00 PM - 10:00 PM	10
Bass Sheila	GG (AUCTION AND EVENT) REDEMPTION HELPER 2		10
Rogers, Michele (Morte	GG (AUCTION AND EVENT) REDEMPTION HELPER 3		10
Bruno, Nicki	GREAT GATHERING CLASSROOM PROJECTS COORDINATOR	Works with the individual class parents to organize and create the class projects for the Great Gathering. Help direct ideas, keeps to timelines and finishes projects 3 weeks prior to the Great Gathering. Provides a list of the projects to the Marketing Coordinators, Event Chairs, Logistics Chair, and Set-up. Makes sure that the projects are displayed in the school office prior to the event.	30
Crone, Trish	GG CLASSROOM PROJECT TK	Works with the Project Chair and classroom teacher to create the project for the GG (Auction)portion of the Great Gathering. Project must incorporate some aspect of the individual children in each class.	15
Hernandez, Kelly	GG CLASSROOM PROJECT KINDER		15
Kanwaji, Rasha	GG CLASSROOM PROJECT 1ST GR		15
Viley, Jen	GG CLASSROOM PROJECT 2ND GR		15
Baltazar, Matthew	GG CLASSROOM PROJECT 3RD GR		15
	GG CLASSROOM PROJECT 4TH GR		15
Mounkes, C	GG CLASSROOM PROJECT 5TH GR		15
Terreros, Erika	GG CLASSROOM PROJECT 6TH GR		15
	GG CLASSROOM PROJECT 7TH GR		15
Tretter, Tonya	GG CLASSROOM PROJECT 8TH GR		15

NAME	ST ROSE CRAB FEED JANUARY 21, 2017	Meetings for Chairs and Coordinators will be held on monthly basis (September thru February) with additional meetings throughout the year. Additional Chair & Coordinator meetings required prior to the event and as needed. Event Helpers will have a mandatory meeting only the week prior to event. Raffle Helpers and Solicitation Helpers will have as needed meetings September thru January. LOCATION: ST ROSE SCHOOL - JANUARY 21, 2017	POINTS
Tremoureux, Adam	CRAB FEED CHAIR	Responsible for planning, coordinating, and overseeing the development of the entire fundraiser event. Works with PG to establish detailed budget and plan to achieve budget goal. Shall report to the PG at regularly scheduled meetings on the progress of the event. Shall make recommendations to the PG for any future enhancements or revisions needed for future years and meet for Post Event meeting. Shall prepare final report and full event binder to be returned to school office at the conclusion of the event. Responsible to oversee solicitation of donations for food: crab, bread, produce and other. Also works with Crab Feed Marketing/ Support Coord. and PG Marketing for publicity and signage for event including promotion in churches' bulletins, announcements, fliers for school. Responsible finalizing final approved placemats with sponsors, vendors, getting Corporate Sponsorship logos and update from Corporate Marketing and Solicitation team. Also responsible to oversee marketing for any publicity and necessary signage for school, church, and other media opportunities. Works with Set up-Decorations Chair and is responsible for finalizing all permits needed and securing all necessary vendors, coordinating rental equipment needed (tables, chairs, etc.). Secures necessary vendors (3 bid process) for event. Responsible for inventory of rental equipment at delivery and at conclusion of event working with Clean up coordinator. Coordinates with event Coordinators for theme and design for event. Works with Chairs to coordinate all set up and logistics.	40
Tremoureux, Dona	CRAB FEED CO-CHAIR	Works with Chair to fulfill all duties as described for Chair position. Works with Chair providing meeting minutes, agendas, timelines. Updates job descriptions as modified by Chair for positions for future recommendations. Must attend all meetings, have good writing skills, computer knowledge, and email correspondence. 3 year commitment. Must attend Event.	35
	CRAB FEED PAST CHAIR	Supports Chair & Co Chair. Works with Chair to fulfill all duties as described for Chair position. Works with Chair and Co Chair providing experience and knowledge from previous years. Final year of 3 year commitment.	25
Fuchs, Jay	MARKETING & SUPPORT COORDINATOR	Responsible for all marketing of event, including invitations, tickets, flyers, programs, promotions, etc. Responsible for program development and writing. Markets event to St. Rose School, Parish, Alumni, and other surrounding parishes, local community, and other media. Works closely with other Event Chairs in support of all duties. Assists Raffle Ticket Coordinator for Raffle tickets. Must secure printer for tickets and all other printing needs, including placemats.	40
Lujowski, Angelica	CRAB FEED RAFFLE/SOLICITATION CHAIR	Responsible for planning, coordinating, and overseeing the development of the entire Raffle. Works with PG to establish detailed budget and plan to achieve budget goal. Shall make recommendations to the PG for any future enhancements or revisions needed for future years and meet for Post Event meeting. Works with Marketing Chair for marketing of event, tickets, promotions, etc. Responsible for program development and writing. Markets event to St. Rose School, Parish, and Alumni and other surrounding parishes and local community. Works closely with other Chair & Co Chair & Marketing to finalize solicitation letters and solicits local businesses for donated items and packages raffle items. Work with Mailing Coordinator to set-up and execute Bulk Mailing. Schedule helpers to collate and stuff envelopes, promote off-site sales and track sales. Must attend Event.	40
Perena, Jocelyn	CRAB FEED RAFFLE/SOLICITATION CO CHAIR	Works with current Raffle Chairperson on the planning, overseeing and development of the entire Raffle and marketing of the event. Three year commitment, will serve as Chair in 2nd year and Immediate Past Chair in 3rd year.	35
	CRAB FEED RAFFLE/ SOLICITATION PAST CHAIR	Supports Chair & Co Chair. Works with Chair to fulfill all duties as described for Chair position. Works with Chair and Co Chair providing experience and knowledge from previous years.	25
Roel Perena	CRAB FEED RAFFLE/ SOLICITATION 1	Works under the direction of the Crab Feed Raffle/Solicitations Team Chairs. Assists with solicitation of local vendors for donations. Responsible for obtaining a minimum of 8 raffle items per helper. Assists with mailings & solicitation for raffle & raffle ticket sales during the crab feed event.	20
Cabardo, Jiji	CRAB FEED RAFFLE/ SOLICITATION - 2		20
Cabardo, Jeff	CRAB FEED RAFFLE/ SOLICITATION - 3		20
Vergara, Sarah	CRAB FEED RAFFLE/ SOLICITATION - 4		20
Vergara, Leonard	CRAB FEED RAFFLE/SOLICITATION - 5		20
McAuliffe, Debbie	CRAB FEED RAFFLE/SOLICITATION - 6		20
Montecillo, Grace	CRAB FEED RAFFLE/SOLICITATION - 7		20
Obrien, Jim	CRAB FEED RAFFLE/SOLICITATION - 8		20
Obrien, Trish	CRAB FEED RAFFLE/SOLICITATION - 9		20
Eickman, Suzette	CRAB FEED RAFFLE/SOLICITATION 10		20
	CRAB FEED RAFFLE TICKET COORDINATOR	Works with current Raffle Chairpersons on the planning, overseeing and development of the entire Raffle and marketing of the event. Manages Raffle Ticket Sales Prior to event; prepares Raffle tickets night of the event. Works with school Bookkeeper to secure cash prizes from PG Treasurer for night of the Event. Must attend event. Coordinates After Mass Ticket Sales Helpers and scheduling.	30
Sigua, John	RAFFLE MAILING AND STUFFING COORDINATOR	Works with Raffle Chair to coordinate mailing, stuffing, and delivery of bulk mail to the post office. Stays within budget provided by Raffle Chair and procures all necessary supplies needed for stuffing, to include envelopes etc. Organizes stuffing helpers to include 7th and 8th grade volunteers as outlined by principal. Prepares Bulk Mailing for stuffing, securing labels from Parish and school office. Communicate printing due date for mailing.	30
Rico Pepito	RAFFLE MAILING & STUFFING HELPER 1	Reports to Mail/Stuff Coordinator. Responsibilities include assembling mailers to St Rose families & parishioners.	10
Jedy Pepito	RAFFLE MAILING & STUFFING HELPER 2		10
Sonia Montes	RAFFLE MAILING & STUFFING HELPER 3		10
Paris-Simeon, Nikole	RAFFLE WRAPPING COORDINATOR	Works with Raffle Chair to acquire, arrange and wrap baskets. Responsible for writing basket description & timely submitting same for print. Stays within budget provided by Raffle Chair & procures all necessary supplies needed for stuffing, etc.	30
Sonia Montes	RAFFLE WRAPPING HELPER 1	Reports to Wrapping Coordinator	10
Martinez, Heidi	RAFFLE WRAPPING HELPER 2		10
Laidlaw, Michelle	CRAB FEED SET UP / DECORATIONS COORDINATOR	Works within set budget as outlined by Chair. Designs floor plan. Inventories current supplies, picks up/purchases necessary supplies for set-up. Coordinates with event chairs on necessary rentals for event. Responsible for decoration and set-up before event, to include set-up tables, chairs, tablecloths, place settings etc. Coordinates & organizes Crab Feed Set Up Helpers. Solicits for donations for table decor and table settings for event as needed.	30
	CRAB FEED SET UP HELPER 1	Reports to Set Up/Decorations Coordinator. Takes direction from the Set-up/Decorations Coordinator for preparations the night of the event. Must be available on Friday for all set up and Saturday, if needed.	5
	CRAB FEED SET UP HELPER 2		5
Wyant, Katie	CRAB FEED SET UP HELPER 3		5
Friel, Orfilia	CRAB FEED SET UP HELPER 4		5
Friel, Lance	CRAB FEED SET UP HELPER 5		5
Esparza, Ryan	CRAB FEED SET UP HELPER 6		5
Foster, Noelle	CRAB FEED SET UP HELPER 7		5

Gutierrez,Carla	CRAB FEED CLEAN UP COORDINATOR	Helps with set-up and preparations the day of the event. Arranges and coordinates clean-up before, during, and after event work with volunteers. Must attend day of event and evening of event until all tear down is complete.	30
	CRAB FEED CLEAN UP HELPER 1	Reports to Clean-Up Coordinator. Takes direction from the Clean-up Coordinator for preparations the night of the event. Must work after the conclusion of the event and be able to lift tables, etc. Cleans up entire event.	5
	CRAB FEED CLEAN UP HELPER 2		5
Guanzon, Michelle	CRAB FEED CLEAN UP HELPER 3		5
Guanzon, Fredrick	CRAB FEED CLEAN UP HELPER 4		5
Holcomb, Ryan	CRAB FEED CLEAN UP HELPER 5		5
Tucker, Rex	CRAB FEED CLEAN UP HELPER 6		5
Lamson, Jupree	CRAB FEED CLEAN UP HELPER 7		5
Lamson, Jennifer	CRAB FEED CLEAN UP HELPER 8		5
	CRAB FEED OYSTER BAR COORDINATOR	Works with Team Chairs for Oyster Bar donations, for bar-b-queue rental, oysters, and items needed for the oyster bar prior to the event. Monitors oyster bar which is open 1 1/2 hours prior to dinner. Responsible for BBQ on night of event. Coordinates helpers for Oyster station, cooking & serving oysters. Must attend Crab Feed and assist with set up, event and tear down of station.	30
Gonzalez, Andrea	CRAB FEED OYSTER / SERVER HELPER 1	Takes direction from the Oyster Bar Coordinator for preparations the night of the event. Must attend the event and be willing to set up Oyster station, prep & cook oysters, and/or help promote their sales, as well assist with the clean-up of the booth. Reports to Server Coordinator once oyster bar closes. Takes direction from the Server Coordinator for preparations the night of the event.	5
	CRAB FEED OYSTER / SERVER HELPER 2		5
Rogers, Steve (Mortensen)	CRAB FEED OYSTER / SERVER HELPER 3		5
Chiu, Chester	CRAB FEED KITCHEN CHAIR	Works directly with Chair and Co-Chair for menu, pricing and securing necessary food items. Responsible for menu planning, grocery list items needed, and food preparation. Oversees the food helpers on preparations of the food before and during the event. Also work with the clean-up crew on making sure the kitchen is clean after the event. Must be available for meetings, preparation on Friday before Crab Feed, and all day/night of Crab Feed (including helpers).	40
Igna, Daisy	CRAB FEED KITCHEN CO-CHAIR	Works directly with Chair and Co-Chair for menu, pricing and securing necessary food items. Responsible for menu planning, grocery list items needed, and food preparation. Oversees the food helpers on preparations of the food before and during the event. Also work with the clean-up crew on making sure the kitchen is clean after the event. Must be available for meetings, preparation on Friday before Crab Feed, and all day/night of Crab Feed (including helpers).	35
Igna, Eddie	CRAB FEED KITCHEN HELPER 1	Reports to Kitchen Coordinator. Must be available on Friday before Crab Feed for meal preparation and Saturday of Crab Feed and actual Crab Feed Dinner and kitchen clean up. Food preparation and some heavy lifting required (need 5 men to be of assistance in the kitchen). HELPER #1-4 (Fri 4pm-7pm & Sat 7-10pm), HELPER #5-12 (Sat 4pm-11pm).	15
Rieta, Rachel	CRAB FEED KITCHEN HELPER 2		15
Guanzon, Michelle	CRAB FEED KITCHEN HELPER 3		15
Guanzon, Frederick	CRAB FEED KITCHEN HELPER 4		15
Dones, Benilda	CRAB FEED KITCHEN HELPER 5		15
Rieta, Carlos/Rachel	CRAB FEED KITCHEN HELPER 6		15
Cherry Vicedo	CRAB FEED KITCHEN HELPER 7		15
Fredrick Vicedo	CRAB FEED KITCHEN HELPER 8		15
Deligero, Raymundo	CRAB FEED KITCHEN HELPER 9		15
Deligero, Divina	CRAB FEED KITCHEN HELPER 10		15
Manuel, Margarita	CRAB FEED KITCHEN HELPER 11		15
Manuel, Andrew	CRAB FEED KITCHEN HELPER 12		15
Rosen, Victoria	CRAB FEED SERVER COORDINATOR	Responsible for coordination of all servers for Crab Feed. Two servers per table of 16 (2 banquet tables together); the same 2 servers are in charge of those tables for the entire evening. Servers will also be responsible to gather clear tables upon completion of meal. Helps with set-up and clean up.	30
Palomares, Diana	CRAB FEED SERVER HELPER 1	Reports & takes direction from the Server Coordinator for preparations the night of the event.	5
Palomares, Chris	CRAB FEED SERVER - 2		5
Gutierrez, Michael	CRAB FEED SERVER - 3		5
Gutierrez, Rosana	CRAB FEED SERVER - 4		5
Terreros, Erika	CRAB FEED SERVER - 5		5
Holcomb, Ryan	CRAB FEED SERVER - 6		5
Lamson, Jupree	CRAB FEED SERVER - 7		5
Lamson, Jennifer	CRAB FEED SERVER - 8		5
Oberman, Gary	CRAB FEED SERVER - 9		5
Rogers, Michele (Mortensen)	CRAB FEED SERVER - 10		5
Teal, Shelly (Mortensen)	CRAB FEED SERVER - 11		5
D'Auria, Krista	CRAB FEED SERVER - 12		5
Dimen, Maria	CRAB FEED SERVER - 13		5
Geertsen, Linda	CRAB FEED SERVER - 14		5
Alejandro, Elisabeth	CRAB FEED SERVER - 15		5
	CRAB FEED SERVER - 16		5
	CRAB FEED SERVER - 17		5
	CRAB FEED SERVER - 18		5
	CRAB FEED SERVER - 19		5
	CRAB FEED SERVER - 20		5
Carpenter, Kim	CRAB FEED DINNER TICKET SALES COORDINATOR	Responsible for working with Marketing Chair for development of tickets, ticket sales, tracking ticket sales. Responsible for all monies. Works with Chair & Co-Chair for determined opportunities for ticket sales including sales in loop, after designated Masses, at other parishes. Responsible for seating arrangement coordination and ticket registration on the night of the event. Oversees ticket sales greeters and bar/oyster bar ticket sales helpers. Must attend event. (Knowledge of Excel)	30
Kwasigroch, Nicole	CRAB FEED DINNER TICKET SALES HELPER 1	Reports to Ticket Sales Coordinator. Assists with ticket sales prior to event including loop, after designated Masses, at other parishes, and as needed. Assists with coordination and help to Coordinator for seating arrangements and other duties. Assists with ticket registration on the night of the event. Must be available prior to event and on day of event for ticket greeter.	5
Smith, Alma (Kwasigroch)	CRAB FEED DINNER TIX SALES HELPER 2		5

	CRAB FEED DINNER TIX SALES HELPER 3		5
	CRAB FEED DINNER TIX SALES HELPER 4		5
Lemus, Lisa Marie	CRAB FEED DESSERT COORDINATOR	Coordinates Dessert Auction of event. Works with Marketing Chair for solicitation to Solicit bakery/dessert donations from parents. Arrange for donations to be delivered to the school prior to event. Prepares signage and bidding list for donations. Monitors dessert table/bidding night of the event. Coordinates and reports to Crab Feed Chair/Co Chair.	30
Parker, Robin	CRAB FEED DESSERT HELPER 1	Assists Crab Feed Dessert Coordinator at crab feed for dessert auction and handing out desserts. Also assists securing dessert donations. Must be available to work Saturday day and entire Crab Feed.	5
Parker, Jeff	CRAB FEED DESSERT HELPER 2		5
Macreadie, Nicole	CRAB FEED BAR SET UP & EVENT COORDINATOR	Under the supervision of Beverage/Bar Fundraiser Chair. Helps with bar set up prior to event, bartending during event, and clean up after event. Must attend Crab Feed and assist with set up, event and tear down of station. (#1-4 Set up & Event, #5-8 Event & Clean up)	30
Simon, Tom	CRAB FEED BAR SET UP & EVENT HELPER 1	Under the supervision of Beverage/Bar Fundraiser Chair. Helps with bar set up prior to event, bartending during event, and clean up after event. Must attend Crab Feed and assist with set up, event and tear down of station. (#1-4 Set up & Event, #5-8 Event & Clean up)	5
Simon, Likaa	CRAB FEED BAR SET UP & HELPER 2		5
Yousif, Raghad	CRAB FEED BAR SET UP & HELPER 3		5
Yousif, Basil	CRAB FEED BAR SET UP & HELPER 4		5
Jewell, Darlene (Herbert)	CRAB FEED BAR SET UP & HELPER 5		5
Lemus, Lawrence	CRAB FEED BAR SET UP & HELPER 6		5

NAME	ST. CLARE CRAB FEED FEBRUARY 25, 2017	Meetings for Chairs and Coordinators will be held on monthly basis (September thru February) with additional meetings throughout the year. Additional Chair & Coordinator meetings required prior to the event and as needed. Event Helpers will have a mandatory meeting only the week prior to event. Raffle Helpers and Solicitation Helpers will have as needed meetings September thru January. LOCATION: ST. CLARE PARISH- FEBRUARY 25, 2017	POINTS
Tremoureaux, Adam	CRAB FEED CHAIR	Responsible for planning, coordinating, and overseeing the development of the entire fundraiser event. Works with PG to establish detailed budget and plan to achieve budget goal. Shall report to the PG at regularly scheduled meetings on the progress of the event. Shall make recommendations to the PG for any future enhancements or revisions needed for future years and meet for Post Event meeting. Shall prepare final report and full event binder to be returned to school office at the conclusion of the event. Responsible to oversee solicitation of donations for food: crab, bread, produce and other. Also works with Crab Feed Marketing/ Support Coord. and PG Marketing for publicity and signage for event including promotion in churches' bulletins, announcements, fliers for school. Responsible finalizing final approved placemats with sponsors, vendors, getting Corporate Sponsorship logos and update from Corporate Marketing and Solicitation team. Also responsible to oversee marketing for any publicity and necessary signage for school, church, and other media opportunities. Works with Set up-Decorations Chair and is responsible for finalizing all permits needed and securing all necessary vendors, coordinating rental equipment needed (tables, chairs, etc.). Secures necessary vendors (3 bid process) for event. Responsible for inventory of rental equipment at delivery and at conclusion of event working with Clean up coordinator. Coordinates with event Coordinators for theme and design for event. Works with Chairs to coordinate all set up and logistics.	40
Tremoureaux, Dona	CRAB FEED CO-CHAIR	Works with Chair to fulfill all duties as described for Chair position. Works with Chair providing meeting minutes, agendas, timelines. Updates job descriptions as modified by Chair for positions for future recommendations. Must attend all meetings, have good writing skills, computer knowledge, and email correspondence. 3 year commitment. Must attend Event.	35
	CRAB FEED PAST CHAIR	Supports Chair & Co Chair. Works with Chair to fulfill all duties as described for Chair position. Works with Chair and Co Chair providing experience and knowledge from previous years. Final year of 3 year commitment.	25
Fuchs, Jay	MARKETING & SUPPORT COORDINATOR	Responsible for all marketing of event, including invitations, tickets, flyers, programs, promotions, etc. Responsible for program development and writing. Markets event to St. Rose School, Parish, Alumni, and other surrounding parishes, local community, and other media. Works closely with other Event Chairs in support of all duties. Assists Raffle Ticket Coordinator for Raffle tickets. Must secure printer for tickets and all other printing needs, including placemats.	40
Lujgowski, Angelica	CRAB FEED RAFFLE/SOLICITATION CHAIR	Responsible for planning, coordinating, and overseeing the development of the entire Raffle. Works with PG to establish detailed budget and plan to achieve budget goal. Shall make recommendations to the PG for any future enhancements or revisions needed for future years and meet for Post Event meeting. Works with Marketing Chair for marketing of event, tickets, promotions, etc. Responsible for program development and writing. Markets event to St. Rose School, Parish, and Alumni and other surrounding parishes and local community. Works closely with other Chair & Co Chair & Marketing to finalize solicitation letters and solicit local businesses for donated items and packages raffle items. Work with Mailing Coordinator to set-up and execute Bulk Mailing. Schedule helpers to collate and stuff envelopes, promote off-site sales and track sales. Must attend Event.	40
Perena, Jocelyn	CRAB FEED RAFFLE/SOLICITATION CO CHAIR	Works with current Raffle Chairperson on the planning, overseeing and development of the entire Raffle and marketing of the event. Three year commitment, will serve as Chair in 2nd year and Immediate Past Chair in 3rd year.	35
	CRAB FEED RAFFLE/ SOLICITATION PAST CHAIR	Supports Chair & Co Chair. Works with Chair to fulfill all duties as described for Chair position. Works with Chair and Co Chair providing experience and knowledge from previous years.	25
Tucker, Jason	CRAB FEED RAFFLE/ SOLICITATION 1	Works under the direction of the Crab Feed Raffle/Solicitations Team Chairs. Assists with solicitation of local vendors for donations. Responsible for obtaining a minimum of 8 raffle items per helper. Assists with mailings and solicitation for raffle and raffle ticket sales during the crab feed event.	20
Kwasigroch, Nicole	CRAB FEED RAFFLE/ SOLICITATION - 2		20
Smith, Alma (Kwasigroch)	CRAB FEED RAFFLE/ SOLICITATION - 3		20
Dimen, Maria	CRAB FEED RAFFLE/ SOLICITATION - 4		20
Perry, Olena	CRAB FEED RAFFLE/SOLICITATION - 5		20
	CRAB FEED RAFFLE/SOLICITATION - 6		20
	CRAB FEED RAFFLE/SOLICITATION - 7		20
	CRAB FEED RAFFLE/SOLICITATION - 8		20
	CRAB FEED RAFFLE/SOLICITATION - 9		20
	CRAB FEED RAFFLE/SOLICITATION 10		20
	CRAB FEED RAFFLE TICKET COORDINATOR	Works with current Raffle Chairpersons on the planning, overseeing and development of the entire Raffle and marketing of the event. Manages Raffle Ticket Sales Prior to event; prepares Raffle tickets night of the event. Works with school Bookkeeper to secure cash prizes from PG Treasurer for night of the Event. Must attend event. Coordinates After Mass Ticket Sales Helpers and scheduling.	30
Signa, John	RAFFLE MAILING AND STUFFING COORDINATOR	Works with Raffle Chair to coordinate mailing, stuffing, and delivery of bulk mail to the post office. Stays within budget provided by Raffle Chair and procures all necessary supplies needed for stuffing, to include envelopes etc. Organizes stuffing helpers to include 7th and 8th grade volunteers as outlined by principal. Prepares Bulk Mailing for stuffing, securing labels from Parish and school office. Communicate printing due date for mailing.	30
Rico Pepito	RAFFLE MAILING & STUFFING HELPER 1	Reports to Mail/Stuff Coordinator. Responsibilities include assembling mailers to St. Rose families & parishioners.	10
Jedy Pepito	RAFFLE MAILING & STUFFING HELPER 2		10
Holcomb, Colleen	RAFFLE MAILING & STUFFING HELPER 3		10
Ang, Christine	RAFFLE WRAPPING COORDINATOR	Works with Raffle Chair to acquire, arrange and wrap baskets. Responsible for writing basket descriptions and timely submitting same for print. Stays within budget provided by Raffle Chair and process all necessary supplies needed for stuffing, etc.	30
Ang, Roger	RAFFLE WRAPPING HELPER 1	Reports to Wrapping Coordinator	10
Oberman, Gary	RAFFLE WRAPPING HELPER 2		10
Laidlaw, Michelle	CRAB FEED SET UP / DECORATIONS COORDINATOR	Works within set budget as outlined by Chair. Designs floor plan. Inventories current supplies, picks up/purchases necessary supplies for set-up. Coordinates with event chairs on necessary rentals for event. Responsible for decoration and set-up before event, to include set-up tables, chairs, tablecloths, place settings etc. Coordinates & organizes Crab Feed Set Up Helpers. Solicits for donations for table decor and table settings for event as needed.	30
Eckstrom, Jennifer	CRAB FEED SET UP HELPER 1	Reports to Set Up/Decorations Coordinator. Takes direction from the Set-up/Decorations Coordinator for preparations the night of the event. Must be available on Friday for all set up and Saturday, if needed.	5
Becke, Ryan & Katie	CRAB FEED SET UP HELPER 2		5
Foster, Noelle	CRAB FEED SET UP HELPER 3		5
Simeon, Nikole	CRAB FEED SET UP HELPER 4		5
Gonzalez, Francesca	CRAB FEED SET UP HELPER 5		5
Law, Christina	CRAB FEED SET UP HELPER 6		5
Dauria, Krista	CRAB FEED SET UP HELPER 7		5
Hamilton, Marla	CRAB FEED CLEAN UP COORDINATOR	Helps with set-up and preparations the day of the event. Arranges and coordinates clean-up before, during, and after event work with volunteers. Must attend day of event and evening of event until all tear down is complete.	30
Lamson, Jupree	CRAB FEED CLEAN UP HELPER 1	Reports to Clean-Up Coordinator. Takes direction from the Clean-up Coordinator for preparations the night of the event. Must work after the conclusion of the event and be able to lift tables, etc. Cleans up entire event.	5
Lamson, Jennifer	CRAB FEED CLEAN UP HELPER 2		5
Dimen, Maria	CRAB FEED CLEAN UP HELPER 3		5
Dimen, Ramil	CRAB FEED CLEAN UP HELPER 4		5
Hamilton, Marla (TBD)	CRAB FEED CLEAN UP HELPER 5		5
	CRAB FEED CLEAN UP HELPER 6		5
Slone, Tim	CRAB FEED CLEAN UP HELPER 7		5
Slone, Susan	CRAB FEED CLEAN UP HELPER 8		5
Anthony, John	CRAB FEED OYSTER BAR COORDINATOR	Works with Team Chairs for Oyster Bar donations, for bar-b-queue rental, oysters, and items needed for the oyster bar prior to the event. Monitors oyster bar which is open 1 1/2 hours prior to dinner. Responsible for BBQ on night of event. Coordinates helpers for Oyster station, cooking & serving oysters. Must attend Crab Feed and assist with set up, event and tear down of station.	30
	CRAB FEED OYSTER / SERVER HELPER 1	Takes direction from the Oyster Bar Coordinator for preparations the night of the event. Must attend the event and be willing to set up Oyster station, prep & cook oysters, and/or help promote their sales, as well assist with the clean-up of the booth. Reports to Server Coordinator once oyster bar closes. Takes direction from the Server Coordinator for preparations the night of the event.	5

	CRAB FEED OYSTER / SERVER HELPER 2		5		
	CRAB FEED OYSTER / SERVER HELPER 3		5		
Chiu, Chester	CRAB FEED KITCHEN CHAIR	Works directly with Chair and Co-Chair for menu, pricing and securing necessary food items. Responsible for menu planning, grocery list items needed, and food preparation. Oversees the food helpers on preparations of the food before and during the event. Also work with the clean-up crew on making sure the kitchen is clean after the event. Must be available for meetings, preparation on Friday before Crab Feed, and all day/night of Crab Feed (including helpers).	40		
Igna, Daisy	CRAB FEED KITCHEN CO-CHAIR	Works directly with Chair and Co-Chair for menu, pricing and securing necessary food items. Responsible for menu planning, grocery list items needed, and food preparation. Oversees the food helpers on preparations of the food before and during the event. Also work with the clean-up crew on making sure the kitchen is clean after the event. Must be available for meetings, preparation on Friday before Crab Feed, and all day/night of Crab Feed (including helpers).	35		
Igna, Eddy	CRAB FEED KITCHEN HELPER 1	Reports to Kitchen Coordinator. Must be available on Friday before Crab Feed for meal preparation and Saturday of Crab Feed and actual Crab Feed Dinner and kitchen clean up. Food preparation and some heavy lifting required (need 5 men to be of assistance in the kitchen). HELPER #1-4 (Fri 4pm-7pm & Sat 7-10pm), HELPER #5-12 (Sat 4pm-11pm).	15		
Quinoes, Billy	CRAB FEED KITCHEN HELPER 2		15		
Quinoes, Gladys	CRAB FEED KITCHEN HELPER 3		15		
Slone, Tim	CRAB FEED KITCHEN HELPER 4		15		
Slone, Susan	CRAB FEED KITCHEN HELPER 5		15		
Viale, Mike	CRAB FEED KITCHEN HELPER 6		15		
Rieta, Carlos/Rachel	CRAB FEED KITCHEN HELPER 7		15		
Dones, Benilda	CRAB FEED KITCHEN HELPER 8		15		
Deligero, Raymundo	CRAB FEED KITCHEN HELPER 9		15		
Deligero, Divina	CRAB FEED KITCHEN HELPER 10		15		
Manuel, Margarita	CRAB FEED KITCHEN HELPER 11		15		
Fredrick Vicedo	CRAB FEED KITCHEN HELPER 12		15		
Rosen, Victoria	CRAB FEED SERVER COORDINATOR	Responsible for coordination of all servers for Crab Feed. Two servers per table of 16 (2 banquet tables together); the same 2 servers are in charge of those tables for the entire evening. Servers will also be responsible to gather clear tables upon completion of meal. Helps with set-up and clean up.	30		
Palomares, Diana	CRAB FEED SERVER HELPER 1	Reports to Server Coordinator. Takes direction from the Server Coordinator for preparations the night of the event.	5		
Palomares, Chris	CRAB FEED SERVER - 2		5		
Gutierrez, Michael	CRAB FEED SERVER - 3		5		
Gutierrez, Rosana	CRAB FEED SERVER - 4		5		
Gonzalez, Francesca	CRAB FEED SERVER - 5		5		
Lamson, Jupree	CRAB FEED SERVER - 6		5		
Lamson, Jennifer	CRAB FEED SERVER - 7		5		
	CRAB FEED SERVER - 8		5		
Oberman, Gary	CRAB FEED SERVER - 9		5		
Dimen, Ramil	CRAB FEED SERVER - 10		5		
Macreadie, Nicole	CRAB FEED SERVER - 11		5		
Macreadie, Anthony	CRAB FEED SERVER - 12		5		
Hash, Geoff	CRAB FEED SERVER - 13		5		
Hash, Francesca	CRAB FEED SERVER - 14		5		
Hawks, Leanna	CRAB FEED SERVER - 15		5		
Hawks, Marcus	CRAB FEED SERVER - 16		5		
	CRAB FEED SERVER - 17		5		
	CRAB FEED SERVER - 18		5		
	CRAB FEED SERVER - 19		5		
	CRAB FEED SERVER - 20		5		
	CRAB FEED DINNER TICKET SALES COORDINATOR	Responsible for working with Marketing Chair for development of tickets, ticket sales, tracking ticket sales. Responsible for all monies. Works with Chair & Co-Chair for determined opportunities for ticket sales including sales in loop, after designated Masses, at other parishes. Responsible for seating arrangement coordination and ticket registration on the night of the event. Oversees ticket sales greeters and bar/oyster bar ticket sales helpers. Must attend event. (Knowledge of Excel)	30		
	CRAB FEED DINNER TICKET SALES HELPER 1	Reports to Ticket Sales Coordinator. Assists with ticket sales prior to event including loop, after designated Masses, at other parishes, and as needed. Assists with coordination and help to Coordinator for seating arrangements and other duties. Assists with ticket registration on the night of the event. Must be available prior to event and on day of event for ticket greeter.	5		
	CRAB FEED DINNER TIX SALES HELPER 2		5		
	CRAB FEED DINNER TIX SALES HELPER 3		5		
	CRAB FEED DINNER TIX SALES HELPER 4		5		
Honeycutt, Christine	CRAB FEED DESSERT COORDINATOR	Coordinates Dessert Auction of event. Works with Marketing Chair for solicitation to Solicit bakery/dessert donations from parents. Arrange for donations to be delivered to the school prior to event. Prepares signage and bidding list for donations. Monitors dessert table/bidding night of the event. Coordinates and reports to Crab Feed Chair/Co Chair.	30		
Jewell, Darlene (Herbert)	CRAB FEED DESSERT HELPER 1	Assists Crab Feed Dessert Coordinator at crab feed for dessert auction and handing out desserts. Also assists securing dessert donations. Must be available to work Saturday day and entire Crab Feed.	5		
Simeon, Nikole	CRAB FEED DESSERT - 2		5		
Nassif, Firas	CRAB FEED BAR SET UP & EVENT COORDINATOR	Under the supervision of Beverage/Bar Fundraiser Chair. Helps with bar set up prior to event, bartending during event, and clean up after event. Must attend Crab Feed and assist with set up, event and tear down of station. (#1-4 Set up & Event, #5-8 Event & Clean up)	30		
Simon, Tom	CRAB FEED BAR SET UP & EVENT HELPER 1	Under the supervision of Beverage/Bar Fundraiser Chair. Helps with bar set up prior to event, bartending during event, and clean up after event. Must attend Crab Feed and assist with set up, event and tear down of station. (#1-4 Set up & Event, #5-8 Event & Clean up)	5		
Simon, Lakaa	CRAB FEED BAR SET UP & HELPER 2		5		
Yousif, Raghad	CRAB FEED BAR SET UP & HELPER 3		5		
Yousif, Basil	CRAB FEED BAR SET UP & HELPER 4		5		
Milton, Dale	CRAB FEED BAR SET UP & HELPER 5		5		
Lemus, Lawrence	CRAB FEED BAR SET UP & HELPER 6		5		

NAME	JOG A THON	DESCRIPTION	POINTS
Shields, Caitlin	JOG-A-THON CHAIR	Responsible for planning, publicizing, coordinating, and overseeing the development of the entire fundraiser. Works with PG to establish detailed budget and plan to achieve budget goal. Shall report to the PG at regularly scheduled meetings on the progress of the event. Shall make recommendations to the PG for any future enhancements or revisions needed for future year and meet for Post Event meeting. Shall prepare final report and full event binder to be returned to school office at the conclusion of the event. Secures necessary vendors (3 bid process) for event. Manages all communications with parents, staff, students, and community about the event. Manage pledge tracking process. Secures any necessary donations needed to execute event. Keeps record of the funds that are generated by this event. Communicates with neighbors prior to the event to ensure the community is aware of the event. 2nd year of 3 year commitment and will serve as Immediate Past Chair next. EVENT DATE: TBA	40
Sanders, Jennifer	JOG-A-THON CO CHAIR	Works with Chair to fulfill all duties as described for Chair position. Three year commitment, will serve as chair in 2nd year and Immediate Past Chair for 3rd year.	35
Swartz, Suzanne	JOG-A-THON PAST CHAIR	Assists with all duties for Chair & Co Chair. Advises Chair, Co Chair, Committee Chairs and Coordinators. Final year of 3 year commitment.	25
Hawks, Leanna	Jog T-Shirts Sponsors/Gift Cards Coordinator		30
	Rallies/Promotion/Prize fulfillment		30
Dizon, Tiziana	Pledge instruction/envelope/money collection Coordinator		30
Ricci, Annette	Running the event/Volunteers/Tracking Laps Coordinator		30
Alfonso Ramirez	JOG EVENT HELPER 1	Attends committee meetings. Assigned as needed for the day of the event. Helps with set up, clean up and running of the event from start to finish. Must be able to attend event.	10
Weigel, Mila	JOG EVENT HELPER 2		10
Roig, Stella	JOG EVENT HELPER 3		10
Roig, Charles	JOG EVENT HELPER 4		10
Alejandro, Elisabeth	JOG EVENT HELPER 5		10
Aguero, Ed	JOG EVENT HELPER 6		10
Hash, Francesca/Geoff	JOG EVENT HELPER 7		10
Holcomb, Colleen	JOG EVENT HELPER 8		10
Aban, Wendell	JOG EVENT HELPER 9		10
Dones, Benilda	JOG EVENT HELPER 10		10

NAME	SPORTS POSITION	DESCRIPTION	POINTS
White, Steve & Mary	ATHLETIC DIRECTOR	Provides guidance and direction for the school's sports program. Oversees the assigning of all coaches, team organization, scheduling, budgeting, etc.	40
Freitas, Amy	SPORTS COMMITTEE CHAIR	Works with Athletic Director to coordinate PAL sports activities for each season throughout the school year (i.e. sports picture days, award banquets, uniforms, coaches shirts, sweatshirts and manages host nights).	40
Valasek, Elva	SPORTS COMMITTEE ASSISTANT	Assists Sports Committee Chair. Primary responsibilities include: 1) Overseeing the Snack Bar during PAL basketball season (Jan - Feb: Tues. host nights 3 - 8pm) and Little Dribbler Host Days (2 Saturdays). Takes inventory on Mon or Tues AM for snack bar, purchases necessary items for Tuesday night Host Nights (3 - 8pm) - Varsity Girls Division Basketball. 2)Inventories uniforms 3) Produces participation certificates and coaches gifts for the Sports Banquets.	15
McAuliffe, Debbie	BANQUET COORDINATOR	Works with Sports Committee Chair to coordinate (3) banquets (Nov, Mar, May). Coordinates, directs, and organizes Sports Banquet Helpers. Plans menu with Sports Committee President, makes shopping list, shops for needed food items, prepares meal night of banquet with helpers (approx. 3-8 pm), serves dinner, and cleans up kitchen following banquet.	30
Valasek, Elva	SPORTS PICTURE HELPER 1	Attends and helps to organize players for 3 or 4 sports picture days (Sept, Dec, March), including taking players to and from Extension. Reports to Sports Committee Chair.	15
	SPORTS PICTURE HELPER 2		15
Alfonso Ramirez	SPORTS BANQUET HELPER 1	Assists Banquet Coordinator with 3 PAL Sports Banquets (Nov, March, May). Responsible for set up, preparing the meal, serving and clean up.	15
Parker, Robin	SPORTS BANQUET HELPER 2		15
Aguero, Cecilia	SPORTS BANQUET HELPER 3		15
Aguero, Ed	SPORTS BANQUET HELPER 4		15
Bass, Sheila	SPORTS BANQUET HELPER 5		15
Alfonso Ramirez	VARSIY GIRLS BASKETBALL HOST NIGHT HELPER 1	Assists Sports Committee Chair in PAL basketball host nights (Tuesdays, Jan - Feb) (approx. 4:30 - 8pm). Works in the following areas: snack bar, admissions and scoreboard.	15
Parker, Jeff	VARSIY GIRLS BASKETBALL HOST NIGHT HELPER 2		15
Milton, Lori	VARSIY GIRLS BASKETBALL HOST NIGHT HELPER 3		15
Tucker, Jamie	VARSIY GIRLS BASKETBALL HOST NIGHT HELPER 4		15
	VARSIY GIRLS BASKETBALL HOST NIGHT HELPER 5		15
Witte, Michelle	LITTLE DRIBBLERS CHAIR	Oversees the administrative function of the school's PAL youth basketball program (Grades 1 - 4), including team organization, equipment and uniform distribution, scheduling of practices and hosting league play.	40
Honeycutt, Matt	LITTLE DRIBBLERS HELPER 1	Set Up, Clean Up and assistance for Little Dribbler Host Days (2 or 3 Saturdays in Jan - Feb) and helps to organize picture day. Reports to Little Dribblers Chair.	15
Carpenter, Kim	LITTLE DRIBBLERS HELPER 2		15
Bass, Sheila	LITTLE DRIBBLERS HELPER 3		15
	LITTLE DRIBBLER COACHES / WINTER SEASON BASKETBALL	1ST THRU 4TH GRADE TEAMS: Plan, organize and teach the fundamentals of the assigned sport in a positive manner. Includes teaching the rules, strategies, good sportsmanship and ensures proper conditioning.	
	COACH 1ST GRADE BOYS 1		20
	COACH 1ST GRADE BOYS 2		20
Sanders, Ben	COACH 1ST GRADE GIRLS 1		20
	COACH 1ST GRADE GIRLS 2		20
O'Brien, Anthony	COACH 2ND GRADE BOYS 1		20
Morales, Christopher	COACH 2ND GRADE BOYS 2		20
John Valasek	COACH 2ND GRADE GIRLS 1		20
	COACH 2ND GRADE GIRLS 2		20
Jones, Anneliese	COACH 3RD GRADE BOYS 1		20
Rosen, Kyle	COACH 3RD GRADE BOYS 2		20
White, Steve	COACH 3RD GRADE GIRLS 1		20
Canalas, Bob	COACH 3RD GRADE GIRLS 2		20
Hirsch, Thad	COACH 4TH GRADE BOYS 1		20
	COACH 4TH GRADE BOYS 2		20
Dodds, Erik	COACH 4TH GRADE GIRLS 1		20
	COACH 4TH GRADE GIRLS 2		20
	P.A.L. COACHES /FALL SEASON	5TH THRU 8TH GRADE TEAMS: Coaches apply annually for these positions an follow directives from the school's Athletic Director and the guidelines from the Parochial Athletic League - Diocese of Sacramento. Plans and organizes team practices and ensures proper conditioning. Teaching the rules and strategies of the game. Promotes good sportsmanship amongst the students and other teams. Coaches are required to play every team member in every contest (unless a child is ineligible) and determines the amount of playing team each student participates. It is the responsibility of the coach(es) to use conscientious management of the players in game situations.	
	BOYS FLAG FOOTBALL HEAD COACH		20

	BOYS FLAG FOOTBALL ASSISTANT COACH		20
	VS GIRLS VOLLEYBALL HEAD COACH		20
	VS GIRLS VOLLEYBALL ASSISTANT COACH		20
Vigil, Debbie	JV GIRLS VOLLEYBALL HEAD COACH		20
Milton, Lori	JV GIRLS VOLLEYBALL ASSISTANT COACH		20
White, Mary	VS REC GIRLS VOLLEYBALL HEAD COACH		20
Leon, Jacque	VS REC GIRLS VOLLEYBALL ASSISTANT COACH		20
	JV REC GIRLS VOLLEYBALL HEAD COACH 2		20
	JV REC GIRLS VOLLEYBALL ASSISTANT COACH 2		20
Gamette, Rochelle	CO-ED CROSS COUNTRY (4-8) HEAD COACH		20
	CO-ED CROSS COUNTRY (4-8) ASSISTANT COACH		20
	P.A.L. COACHES/WINTER SEASON BASKETBALL	5TH THRU 8TH GRADE TEAMS: Coaches apply annually for these positions an follow directives from the school's Athletic Director and the guidelines from the Parochial Athletic League - Diocese of Sacramento. Plans and organizes team practices and ensures proper conditioning. Teaching the rules and strategies of the game. Promotes good sportsmanship amongst the students and other teams. Coaches are required to play every team member in every contest (unless a child is ineligible) and determines the amount of playing team each student participates. It is the responsibility of the coach(es) to use conscientious management of the players in game situations.	
Dutro, Scott	JV REC BOYS (5th Grade) HEAD COACH		20
Rumenapp, Joe	JV REC BOYS (5th Grade) ASST. COACH		20
Harvey, Nathan	JV BOYS (6th Grade) HEAD COACH		20
Andy Giannini	JV BOYS (6th Grade) ASST. COACH		20
	VS REC BOYS (7-8 Grade) HEAD COACH		20
	VS REC BOYS(7-8 Grade) ASST. COACH		20
Gill, Steve	VS BOYS (7-8 Grade) HEAD COACH		20
Eickman, Brad	VS BOYS (7-8 Grade) ASST. COACH		20
Vigil, Debbie	JV REC GIRLS (5th Grade) HEAD COACH		20
	JV REC GIRLS (5th Grade) ASST. COACH		20
Chester, Jason	JV GIRLS (6th Grade) HEAD COACH		20
Rice, Steve	JV GIRLS (6th Grade) ASST. COACH		20
	VS REC GIRLS (7-8 Grade) HEAD COACH		20
	VS REC GIRLS(7-8 Grade) ASST. COACH		20
White, Steve	VS GIRLS (7-8 Grade) HEAD COACH		20
	VS GIRLS (7-8 Grade) ASST. COACH		20
	P.A.L. COACHES/SPRING SEASON	5TH THRU 8TH GRADE TEAMS: Coaches apply annually for these positions an follow directives from the school's Athletic Director and the guidelines from the Parochial Athletic League - Diocese of Sacramento. Plans and organizes team practices and ensures proper conditioning. Teaching the rules and strategies of the game. Promotes good sportsmanship amongst the students and other teams. Coaches are required to play every team member in every contest (unless a child is ineligible) and determines the amount of playing team each student participates. It is the responsibility of the coach(es) to use conscientious management of the players in game situations.	
	BOYS VOLLEYBALL COACH		20
	BOYS VOLLEYBALL ASST COACH		20
Chester, Jason	GIRLS FLAG FOOTBALL COACH		20
Rice, Steve	GIRLS FLAG FOOTBALL ASST COACH		20
	CO-ED TRACK COACH		20
	CO-ED TRACK ASST COACH 1		20

	CO-ED TRACK ASST COACH 2		20
Bruno, Nick	CO-ED GOLF COACH		20
Krause, Paul	CO-ED GOLF ASST. COACH		20

NAME	YARD DUTY	DESCRIPTION	POINTS
Rieta, Carlos	YARD DUTY - MONDAY (11:40-1:15 PM) 1	Weekly position on specified day for yard duty. Reports to the Staff Yard Duty Coordinator/Supervisor. Supervises students during lunch recesses. Monday and Friday have less scheduled days due to Holidays and Half-Days.	20
Mehalakis, Marilena	YARD DUTY - MONDAY (11:40-1:15 PM) 2		20
Rice, Stephen	YARD DUTY - FRIDAY (11:40-1:15 PM) 1		20
Hernandez, Kelly	YARD DUTY - FRIDAY (11:40-1:15 PM) 2		20
Wieser, Donielle	YARD DUTY - FRIDAY (11:40-1:15 PM) 3		20
Newman, Lisa	YARD DUTY - TUESDAY (11:40-1:15 PM) 1		40
Perry/Manoa	YARD DUTY - TUESDAY (11:40-1:15 PM) 2		40
Babb, Virna	YARD DUTY - WEDNESDAY (11:40-1:15 PM) 1		40
Moreno/Guadamuz Pattie	YARD DUTY - WEDNESDAY (11:40-1:15 PM) 2		40
Stuart, Monica	YARD DUTY - THURSDAY (11:40-1:15 PM) 1	(Perry/Manoa)	40
Gutierrez, Michael	YARD DUTY - THURSDAY (11:40-1:15PM) 2		40
Name	LOOP	Description	Points
Nugent, Christina	AM LOOP 1ST WEEK	Provides assistance and supervision to students for safety and efficiency of AM loop. Hours are Monday thru Friday 7:30 AM - 8:05 AM. Weekly assignment: Must work ONE WEEK EACH MONTH.	20
Murlot, Tracy	AM LOOP 1ST WEEK		20
Swyers, Eleanor	AM LOOP 1ST WEEK		20
Fajardo, Enrique	AM LOOP 1ST WEEK	not sure which week?	20
Lopez, Jhovel	AM LOOP 2ND WEEK		20
Swyers, Eleanor	AM LOOP 2ND WEEK		20
Renzo, Clayton	AM LOOP 2ND WEEK		20
Moes, Kim	AM LOOP 2ND WEEK		20
Nugent, Christina	AM LOOP 3RD WEEK		20
Foucek, George	AM LOOP 3RD WEEK		20
Rogers, Michele (Mortensen)	AM LOOP 3RD WEEK		20
Murlot, Tracy	AM LOOP 3RD WEEK		20
Lopez, Jhovel	AM LOOP 4TH WEEK		20
Swyers, Eleanor	AM LOOP 4TH WEEK		20
Moes, Kim	AM LOOP 4TH WEEK		20
	AM LOOP 4TH WEEK		20

NAME	SATURDAY WORK DAY	DESCRIPTION	POINTS
Nuno, Joseph	SATURDAY WORK DAY CHAIR	Oversees Saturday Workday Projects, special school needs, and coordinates all the pre-materials, equipment needed prior to Saturday Workday. Organizes Saturday Workday helpers to accomplish tasks as outlined by office and administration.	40
Henry Hernandez	SATURDAY WORKDAY HELPER 1	Reports to Saturday Workday Chair. Works to keep school clean, helps with special tasks for maintenance. Saturday's from 8:30 AM - until approximately 12:30PM (or until projects are completed) for one (1) specified Saturday per month for the following months: Aug. Sept., Oct., Nov., Dec., Jan., Feb., Mar., Apr., May and as needed for special projects or PG events. One (1) team member will be responsible for laundry for one (1) month per school calendar year.	20
Bencel Hernandez	SATURDAY WORKDAY HELPER 2		20
Dela Cruz, Michelle	SATURDAY WORKDAY HELPER 3		20
Dela Cruz, Michael	SATURDAY WORKDAY HELPER 4		20
Horta, Desteny	SATURDAY WORKDAY HELPER 5		20
Villaflor, Gabe	SATURDAY WORKDAY HELPER 6		20
Hernandez, Jose	SATURDAY WORKDAY HELPER 7		20
Saldana, Sylvia	SATURDAY WORKDAY HELPER 8		20
Ocon, Tyrone	SATURDAY WORKDAY HELPER 9		20
Ocon, Richelle	SATURDAY WORKDAY HELPER 10		20

NAME	PARENT/CHILD SOCIAL	Assists Parent Guild Hospitality Chair 1 & Chair 2. Helpers assist with ticket sales, decoration & set up, preparation and service of event, games, photos, and clean up. Must be able to attend event and set up the day of the event. Date: TBD	POINTS
Wieser, Donille	PARENT/CHILD SOCIAL HELPER 1		10
Wieser, Matt	PARENT/CHILD SOCIAL HELPER 2		10
Foster, Noelle	PARENT/CHILD SOCIAL HELPER 3		10
Hersey, Chris	PARENT/CHILD SOCIAL HELPER 4		10
Hersey, Andrea	PARENT/CHILD SOCIAL HELPER 5		10
Horta, Desteny	PARENT/CHILD SOCIAL HELPER 6		10
	PG SOCIAL HELPER	Assists Parent Guild with prep, set-up and clean-up of Parent Guild Social. Helpers assist decoration & set up, preparation and service of even. Are required to to set-up a minimum of two hours prior to event and stay until clean up after. Date: TBD	
Gutierrez, Carla	PG SOCIAL HELPER 1		10
Wieser, Donielle	PG SOCIAL HELPER 2		10
Wieser, Matt	PG SOCIAL HELPER 3		10
Bellah, Amy	PG SOCIAL HELPER 4		10
Bellah, Matt	PG SOCIAL HELPER 5		10
Friel, Orfilia	PG SOCIAL HELPER 6		10