

NAME	PARENT CLUB OFFICER	DESCRIPTION	POINTS
Carlino, Jennifer	PRESIDENT	The President position is preceded by serving one year as Vice President or equivalent PC volunteer experience. The President provides leadership for Parent Club and Parent Club Officers. Presides and sets agendas over all general Committee meetings and special meetings of the PC, and its Executive Committee and follows all rules of order in the PC Bylaws. Works with other PC officers and PC Support positions. Work with Administrative office to schedule PC Fundraising Events and secure on calendar. Includes (but not limited to) All Fundraising Events, Back to School Night, Open House & Registration. TIME COMMITMENTS: Monthly PC Meetings from May - May, mandatory attendance at Back to School Night (September) and Registration (Spring).	40
Seymour, Cheryl	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 PC Marketing Chair on monthly Newsletters. At the completion of the term, the Vice President shall assume the position of the President of the Parent Club. 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 Club), must attend Coffee Cafe, 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 PC Meetings from May-May, mandatory attendance at Back to School Night (September) and Registration (Spring).	40
Jones, Anneliese	SECRETARY	2 Year position. Shall record the minutes of the PC meeting and follow all rules of order stated in PC Bylaws. Is responsible for providing monthly electronic copies of PC minutes to officers for approval. Shall handle all correspondence pertaining to the Parent Club delegated by the President, including faculty/staff birthday cards. Shall forward (by email) the Parent's Club 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 Club, except those pertaining to the Treasury.	40
Bass, Sheila	TREASURER	Shall oversee and be responsible for all funds collected from all Fundraising events as may be planned by the Parent Club, belonging to the organization and shall deposit said funds into school's Parent Club account. Shall keep a record of receipts and expenditures on PC 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 Club pertaining to the Treasury. Fiscal year shall be July 1 to June 30. TIME COMMITMENTS: Monthly PC Meetings from May-May, mandatory attendance at Back to School Night (September) and Registration (Spring). Attendance at Fundraising Events preferred but not required.	40
Giannini, Juli	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 Club hospitality inventory. Shall be responsible for preparing gifts for the school staff at the beginning of the school year. Shall Represent the Parent Club at the new parent orientation. Responsible for coordinating the faculty appreciation event during Catholic Schools Week.	40
Moreno-Guadamuz, Pattie	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
Archer, Amy	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 Club. Shall assist with artwork display for Catholic Schools Week.	40
<b>Critical Interest Position</b>	COMMUNICATIONS/ MARKETING CHAIR	Responsible for PC 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 PC Newsletter quarterly. Attends Roseville Chamber and local community events, as directed. Also acts as historian for the school.	40

Flores, Brittany	SERVICE POINT CHAIR 1	2 Year position. Tracks and posts completion/incompletion of PC Service points after events and during school year and presents the PC point update report twice a year to inform families of their PC 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 PC 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 PC 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 Club Service Points Agreement and St Rose Application (whereby families sign up for their service points for the new year). Trains the PC 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
Aban, Wendell	SERVICE POINT CHAIR 2	2 Year position. Tracks and posts completion/incompletion of PC Service points after events and during school year and presents the PC point update report twice a year to inform families of their PC 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 PC 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 PC 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 Club Service Points Agreement and St Rose Application (whereby families sign up for their service points for the new year). Trains the PC 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
Henderson, Joanna Cucchi	ALUMNI DATA CHAIR	Year one of this position involves compiling existing alumni data and devising a method for finding a recording contact information for all St. Rose alumni. Subsequent years will involve outreach to all alumni in an effort to build our alumni community and increase our alumni outreach.	40
	<b>ADVISORY COMMISSIONERS (AC)</b>		
<b>NAME</b>	<b>Committee Assignments</b>	<b>DESCRIPTION</b>	
<b>Critical Interest Position</b>	Mission Effectiveness - Commission Chairperson Chair	To advise and support the principal and pastor in examining how well the school carries out its mission statement. The committee will regularly and annually evaluate the performance of the school's Catholicity, curriculum and assessments, facility planning and maintenance, parental engagement, and alumni interaction. The results of the evaluations will be utilized in the marketing and promotional campaigns for the school.	40
Staszko, Kevin	Catholic Identity Chair	To advise and support the principal and pastors to develop and enhance programs which integrate the Catholic faith in the lives of the school children and families both at school and home. The committee will regularly update and accelerate faith based programs and activities under the guidance and coordination with the principal and the teachers at the school.	40
Henrichs, Rob	Parish Relations Chair	To advise and support the principal and pastor with maintaining strong and regular interaction between the school, St. Rose Parish, and the various parishes which have children attending the school.	40
O'Keefe, Will	Church Bulletin Editor Member 1	Work with school office in drafting and circulating bulletin announcements for local churches through established network of church offices and within predetermined timelines by Parish.	20
	Parish Liaisons Member 2 St. Rose Parish	Develop relationship with pastor and/or parish administrator to enhance efforts to organize volunteers to promote Catholic Schools Week, follow up outreach for parish families interested in attending St. Rose School. Make sure that church is aware of community activities at St. Rose School (i.e., Fall Gathering, Crab Feeds, etc.).	20

Brown, Kris	Parish Liaisons Member 3 St. Clare Parish	Develop relationship with pastor and/or parish administrator to enhance efforts to organize volunteers to promote Catholic Schools Week, follow up outreach for parish families interested in attending St. Rose School. Make sure that church is aware of community activities at St. Rose School (i.e., Fall Gathering, Crab Feeds, etc.).	20
	Parish Liaisons Member 4 St. Joseph Mareello Parish	Develop relationship with pastor and/or parish administrator to enhance efforts to organize volunteers to promote Catholic Schools Week, follow up outreach for parish families interested in attending St. Rose School. Make sure that church is aware of community activities at St. Rose School (i.e., Fall Gathering, Crab Feeds, etc.).	20
Villafana, Giancarlo	Parish Liaisons Member 5 St. Joseph-Lincoln	Develop relationship with pastor and/or parish administrator to enhance efforts to organize volunteers to promote Catholic Schools Week, follow up outreach for parish families interested in attending St. Rose School. Make sure that church is aware of community activities at St. Rose School (i.e., Fall Gathering, Crab Feeds, etc.).	20
O'Keefe, Will	Parish Liaisons Member 6 Sts. Peter and Paul	Develop relationship with pastor and/or parish administrator to enhance efforts to organize volunteers to promote Catholic Schools Week, follow up outreach for parish families interested in attending St. Rose School. Make sure that church is aware of community activities at St. Rose School (i.e., Fall Gathering, Crab Feeds, etc.).	20
Reitter, Brett	Facilities/Policy & Advocacy Chair	To provide advise and support to the principal on important decisions or policies facing the school, the Parishes, or the Diocese, or the general Catholic community. Examples include school enrollment, school promotion and marketing requirements and other policy and advocacy issues which need to be implemented by the principal. To advise and support the principal with the long term safety and emergency management plans for the school, including but not limited to capital improvements, space utilization, and technology infrastructure.	40
	Facilities/ Policy Advocacy Member 1	Track Assembly and Senate bills related to schools and specifically facility or infrastructure. Prepare and submit a quarterly report to the Committee Chair, Commission Chair and Principal with regards to current status and make recommendations for outreach to elected officials as necessary.	10
	Facilities/Policy Advocacy Member 2	Prepare written letters for the Principal and/or parent body, for submission to elected officials, stating support or opposition to legislation with potential impacts to our school and/or Catholic education. (Max of 4 letters per year)	10
Rodriguez, Phil	Long Range Strategic & Financial Planning Chair	To advise and support the principal with monitoring, updating, and implementing the long range strategic plan for the school. The committee will also provide support to the principal, as needed, regular financial analysis and planning for the school.	40
	Long Range Strategic & Financial Planning Member 1	Specific tasks to be developed by committee members	10
Mounkes, Kevin	Long Range Strategic & Financial Planning Member 2	Specific tasks to be developed by committee members	10
Reding, Phil & Kerri	Marketing & Community Outreach Chair	To advise and support the principal with promoting the brand and image of the school to the greater community. The committee will strive to enhance the visibility of the school in various community and volunteer events in order to help support the enrollment and recruitment goals of the school.	40
	Marketing & Community Outreach Member 1	Establish contacts with local newspapers or magazine. Write 2-3 articles /stories per year for local newspaper/magazine publishing related to school activities for promotion of the school. Submit these articles to established contacts based upon deadlines received by the news outlet.	10
	Marketing & Community Outreach Member 2	Responsible for organizing school's entry in the Vernon Square Tree Grove Christmas Tree decorating contest in late November early December. Task includes developing a theme, soliciting materials for decorations, organizing 3-4 students to assist with decorating, and arranging for removal after the event.	10
Rossmiller, Tony	Parent Engagement Chair	To advise and support the principal in ensuring parents are regularly engaged in various volunteer and programmatic opportunities at the school. Additionally, the committee will strive to ensure and interactive relationship between the School Advisory Commission and the Parent Club.	40
Villafana, Deborah	Parent Engagement Member 1	Committee Coordinates 2 Parent Socials / Family Nights. Coordinates efforts of all Commission members, reserves Parish Hall, determines activities and coordinates food vendor.	20
	Parent Engagement Member 2	Committee Coordinates 2 Parent Socials / Family Nights. Coordinates efforts of all Commission members, reserves Parish Hall, determines activities and coordinates food vendor.	20

NAME	SCRIP POSITION	DESCRIPTION	POINTS
Miller, Angelina	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
Canalas, Carrie	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
	SCRIP SALES/PROMOTION CHAIR	Responsible for coordinating and overseeing Daily Loop & Sunday SCRIP sales, as well as coordinating helpers for special events (Uniform Sale, Coffee Cafe, Great Gathering, 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
Law, Godwin	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
Wyant, Katie	MASS SCRIP SALES SUNDAY 2		35
Esparza, Sarah	MASS SCRIP SALES SUNDAY 3		35
Clerie-Alejandro, Elisabeth	MASS SCRIP SALES SUNDAY 4		35
	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
Calderon, Gladys	LOOP SCRIP SALES TUESDAY		35
Gutierrez, Angeli	LOOP SCRIP SALES WEDNESDAY		35
	LOOP SCRIP SALES THURSDAY		35
Hirsch Janine	LOOP SCRIP SALES FRIDAY		35

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
Villaflor, Gabe	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 PC events. One (1) team member will be responsible for laundry for one (1) month per school calendar year.	20
Gonzalez, Gary	SATURDAY WORKDAY HELPER 2		20
Hernandez, Bencel	SATURDAY WORKDAY HELPER 3		20
Hernandez, Henry	SATURDAY WORKDAY HELPER 4		20
Pozas, Carlos	SATURDAY WORKDAY HELPER 5		20
Ocon, Tyrone	SATURDAY WORKDAY HELPER 6		20
Ocon, Richelle	SATURDAY WORKDAY HELPER 7		20
Lozano, Rubelino	SATURDAY WORKDAY HELPER 8		20
Lozano, Rhenaline	SATURDAY WORKDAY HELPER 9		20
Sapien, April	SATURDAY WORKDAY HELPER 10		20

NAME	ROOM PARENT	DESCRIPTION	POINTS
Susbilla, Janet	TK-TEACHER LIAISON AND LOGISTICS	Works with Parent Club 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 Coffee Cafe (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
Visconti, Sarah	KINDERGARTEN-TEACHER LIAISON AND LOGISTICS	Works with Parent Club 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 Coffee Cafe (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
Simeon, NiKole	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 Coffee Cafe (first day of school). Schedule and plan 2 class socials throughout the year and as needed.	30
D'Auria, Chris	FIRST GRADE-TEACHER LIAISON AND LOGISTICS	Works with Parent Club 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 Coffee Cafe (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 Coffee Cafe (first day of school). Schedule and plan 2 class socials throughout the year and as needed.	30
Crew-Renzo, Annie	SECOND GRADE-TEACHER LIAISON AND LOGISTICS	Works with Parent Club 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 Coffee Cafe (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
Friel, Ofilia	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 Coffee Cafe (first day of school). Schedule and plan 2 class socials throughout the year and as needed.	30

Baltazar, Eva	THIRD GRADE-TEACHER LIAISON AND LOGISTICS	Works with Parent Club 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 Coffee Cafe (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
McBee, Frances	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 Coffee Cafe (first day of school). Schedule and plan 2 class socials throughout the year and as needed.	30
Wolhfeld, MJ	FOURTH GRADE-TEACHER LIAISON AND LOGISTICS	Works with Parent Club 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 Coffee Cafe (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
O'Brien, Laura	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 Coffee Cafe (first day of school). Schedule and plan 2 class socials throughout the year and as needed.	30
Fuchs, Carli	FIFTH GRADE-TEACHER LIAISON AND LOGISTICS	Works with Parent Club 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 Coffee Cafe (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
Martinez, Heidi	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 Coffee Cafe (first day of school). Schedule and plan 2 class socials throughout the year and as needed.	30
Brunello, Jenna	SIXTH GRADE-TEACHER LIAISON AND LOGISTICS	Works with Parent Club 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 Coffee Cafe (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.	30
Harper, Betina	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 Coffee Cafe (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.	30

Zucker, Nikki	SEVENTH GRADE-TEACHER LIAISON AND LOGISTICS	Works with Parent Club 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 Coffee Cafe (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.	30
Dutro, Antionette	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 Coffee Cafe (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.	30
Hyde, Kelly	EIGHTH GRADE-TEACHER LIAISON AND LOGISTICS	Works with Parent Club 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 Coffee Cafe (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
Krause, Annie	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 Coffee Cafe (first day of school). Schedule and plan 2 class socials throughout the year and as needed.	30
Brunello, Jenna	ART/MUSIC/P.E./SCIENCE	Works with Parent Club Room Parent Coordinator. Participates in the St. Rose Adopt-a-family program, Coffee Cafe (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
	Special Teachers Room Parent		30



NAME	THE GREAT GATHERING	DESCRIPTION	POINTS
	Saturday, October 27, 2018	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! LOCATION: St. Rose School Gully Park EVENT DATE: Saturday, October 28, 2017	
Foley, Scott	GREAT GATHERING CHAIR (HARVEST FESTIVAL)	Responsible for planning, coordinating, and overseeing the development of the entire fundraiser event. Works with PC to establish detailed budget and plan to achieve budget goal. Shall report to the PC at regularly scheduled meetings on the progress of the event. Shall make recommendations to the PC 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 PC Fundraising Chair for budget from PC. Works with PC 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
Critical Interest Position	GREAT GATHERING CHAIR (AUCTION)	Responsible for planning, coordinating, and overseeing the development of the entire fundraiser event. Works with PC to establish detailed budget and business plan to achieve budget goal. Shall report to the PC at regularly scheduled meetings on the progress of the event. Shall make recommendations to the PC 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 PC 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 boththe 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.	40

Simeon, Nikole	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" along side Logistics Chair. Will be working the day before and set up the day of event.	35
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.	30
Rovai, Kevin	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. 12pm-4pm	10
Perry, Olena	GG SET UP HELPER 2	12PM-4PM	10
Waldrop, Ryan	GG SET UP HELPER 3	12PM-4PM	10
Waldrop, Alexandra	GG SET UP HELPER 4	12PM-4PM	10
Ricci, Mark	GG SET UP HELPER 5	12PM-4PM	10
Rogers, Rob	GG SET UP HELPER 6	12PM-4PM	10
Dodds, Michelle	GG SET UP HELPER 7	12PM-4PM	10
Arambula, Megan	GG SET UP HELPER 8	12PM-4PM	10
Hersey, Andrea	GG SET UP HELPER 9	12PM-4PM	10
Hersey, Chris	GG SET UP HELPER 10	12PM-4PM	10
	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).	30
Perry, Olena	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. 7pm-9pm	10
Rogers, Rob	GG CLEAN UP HELPER 2	7pm-9pm	10
Hersey, Andrea	GG CLEAN UP HELPER 3	7pm-9pm	10
Hersey, Chris	GG CLEAN UP HELPER 4	7pm-9pm	10
Eckstrom, Jennifer	GG CLEAN UP HELPER 5	7pm-9pm	10
Claderon, Gladys	GG CLEAN UP HELPER 6	7pm-9pm	10
Burrise, Katie	GG CLEAN UP HELPER 7	7pm-9pm	10
Kahwaji, Rasha	GG CLEAN UP HELPER 8	7pm-9pm	10
O'Brien, Laura	GG CLEAN UP HELPER 9	7pm-9pm	10
Guatamuz, Pattie	GREAT GATHERING MARKETING COORDINATOR	Responsible for all marketing of event, including promotion of entire Event. Responsible for signage, banners for all booths. Works with PC 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
Dumaraos, Dominique	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. <b>1st Shift 3:30 - 7:00pm &amp; 2nd Shift 6:30 - 10:00pm</b>	10
Holcomb, Colleen	PRIZE BOOTH 1st Shift HELPER 2	1st Shift 3:30 - 6:00pm HELPER 2	10
Esparza, Sarah	PRIZE BOOTH 1st Shift HELPER 3	1st Shift 3:30 - 6:00pm HELPER 3	10
Burrise, Katie	PRIZE BOOTH 1st Shift HELPER 3	1st Shift 3:30 - 6:00pm HELPER 3	10
Dumaraos, Dominique	PRIZE BOOTH 2nd Shift HELPER 1	2nd Shift 6:00- 8:30pmHELPER 1	10
	PRIZE BOOTH 2nd Shift HELPER 2	2nd Shift 6:00- 8:30pmHELPER 2	10
Holcomb, Ryan	PRIZE BOOTH 2nd Shift HELPER 3	2nd Shift 6:00- 8:30pmHELPER 3	10
Morales, Novelty	PRIZE BOOTH 2ND Shift HELPER 4	2nd Shift 6:00- 8:30pmHELPER 4	10
McBee, Frances	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
Moes, Kim	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
	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
	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. <b>1st Shift 3:30 - 7:00pm. 2nd Shift 6:30 - 10:00pm</b>	10
Valasek, Eva	GG TIX SALES 1st Shift HELPER 2	1st Shift 3:30 - 6:00pm	10
Hernandez, Susan	GG TIX SALES 1st Shift HELPER 3	1st Shift 3:30 - 6:00pm	10
Fajardo, Marvalyn	GG TIX SALES 1st Shift HELPER 4	1st Shift 3:30 - 6:00pm	10
Amerio, Anthony	GG TIX SALES 1st Shift HELPER 5	1st Shift 3:30 - 6:00pm	10

Hernandez, Susan	GG TIX SALES 2nd Shift HELPER 1	2nd Shift 6:00 - 8:30pm - helps with counting money after tix sales conclude	10
Fajardo, Marvalyn	GG TIX SALES 2nd Shift HELPER 2	2nd Shift 6:00 - 8:30pm - helps with counting money after tix sales conclude	10
Murlot, Tracy	GG TIX SALES 2nd Shift HELPER 3	2nd Shift 6:00 - 8:30pm - helps with counting money after tix sales conclude	10
Sapient, April	GG TIX SALES 2nd Shift HELPER 4	2nd Shift 6:00 - 8:30pm - helps with counting money after tix sales conclude	10
Moes, Kim	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
Rovai, Shelby	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
Louie, Cathy	GG BUNDLING/WRAPPING HELPER 2		20
	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
Dela Cruz, Michael	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. <b>1st Shift 3:00 - 6:00pm. 2nd Shift 6:00 - 9:00pm</b>	10
Ngotho, Regina	GG CLASS GAME ROAMER SHIFT 1 HELPER 2	1st Shift 3:00 - 6:00pm	10
	GG CLASS GAME ROAMER SHIFT 1 HELPER 3	1st Shift 3:00 - 6:00pm	10
Law, Godwin	GG CLASS GAME ROAMER SHIFT 1 HELPER 4	1st Shift 3:00 - 6:00pm	10
Mcauliffe, Debbie	GG CLASS GAME ROAMER SHIFT 2 HELPER 1	2nd Shift 6:00 - 9:00pm	10
Sapient, April	GG CLASS GAME ROAMER SHIFT 2 HELPER 2	2nd Shift 6:00 - 9:00pm	10
	GG CLASS GAME ROAMER SHIFT 2 HELPER 3	2nd Shift 6:00 - 9:00pm	10
Vergara, Sarah	GG Floor Roamer 1	Role is 4 hours from 4-8. This person is a runner, helping out here needed. Reports to the Game Booth Coordinator.	10
Vergara, Leonard	GG Floor Roamer 2	Role is 4 hours from 4-8. This person is a runner, helping out here needed. Reports to the Game Booth Coordinator.	10
	GG Floor Roamer 3	Role is 4 hours from 4-8. This person is a runner, helping out here needed. Reports to the Game Booth Coordinator.	10
	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

O'Reilly, John	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	15
Leahy, Kevin	THE WINE WALL HELPER 2		15
	GREAT GATHERING FOOD & BEVERAGE COORDINATOR	Responsible for coordination and execution of all Food & Beverage Concessions. Works with PC 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
Mounkes, Christie	FOOD & BEV SHIFT 1 HELPER 1	3:30 - 7PM - help with set up of area	10
Lamson, Jupree	FOOD & BEV SHIFT 1 HELPER 2	3:30 - 7PM - help with set up of area	10
Lamson, Jennifer	FOOD & BEV SHIFT 1 HELPER 3	3:30 - 7PM - help with set up of area	10
Vicedo, Cherrie	FOOD & BEV SHIFT 1 HELPER 4	3:30 - 7PM - help with set up of area	10
Vicedo, Frederick	FOOD & BEV SHIFT 1 HELPER 5	3:30 - 7PM - help with set up of area	10
Eckstrom, Jennifer	FOOD & BEV SHIFT 2 HELPER 1	6:30 - 10PM - help with clean up of area	10
Lamson, Jennifer	FOOD & BEV SHIFT 2 HELPER 2	6:30 - 10PM - help with clean up of area	10
Lamson, Jupree	FOOD & BEV SHIFT 2 HELPER 3	6:30 - 10PM - help with clean up of area	10
	FOOD & BEV SHIFT 2 HELPER 4	6:30 - 10PM - help with clean up of area	10
	FOOD & BEV SHIFT 2 HELPER 5	6:30 - 10PM - help with clean up of area	10
Rector, Brent	BAR COORDINATOR	Works with the Bar Chair to set up, break down, and manager the bar the night of the event. Helps with logistics of ahchol and other bar items the day beofre and returning kegs, etc. the following day. Works full day of event and as needed day before and day after. Oversees and Bev helpers that are working the bar.	20
	AUCTION REGISTRATION AND REDEMPTION 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 3:00 - 9:00PM. Coordinates all money and receipts on the night of the event with Parent Club 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. This role requires follow up to days and week following the event to make sure that all money is collected and the auction items are delivered to the correct winning bidder.	30
O'Reilly, Laura	GG AUCTION HELPER 1	Works the Auction flow, answering questions, helping bidders, keeping an eye on bid sheets, etc. 3:30 - 8:30PM	15
Dizon, Tiziana	GG AUCTION HELPER 2	Works the Auction flow, answering questions, helping bidders, keeping an eye on bid sheets, etc. 3:30 - 8:30PM	15
Dizon, Byron	GG (AUCTION AND EVENT) REDEMPTION HELPER 1	Assists registration, auction redemption set up, and redemption at end of event. Must work the entire event. 3:30 PM - 9:00 PM	15
Virk, Kamal	GG (AUCTION AND EVENT) REDEMPTION HELPER 2	Assists registration, auction redemption set up, and redemption at end of event. Must work the entire event. 3:30 PM - 9:00 PM	15
	GG (AUCTION AND EVENT) REDEMPTION HELPER 3	Assists registration, auction redemption set up, and redemption at end of event. Must work the entire event. 3:30 PM - 9:00 PM	15

	GG (AUCTION AND EVENT) REDEMPTION HELPER 4	Assists registration, auction redemption set up, and redemption at end of event. Must work the entire event. 3:30 PM - 9:00 PM	15	
	GG (AUCTION AND EVENT) REDEMPTION HELPER 5	Assists registration, auction redemption set up, and redemption at end of event. Must work the entire event. 3:30 PM - 9:00 PM	15	
Kahwaji, Rasha	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	
Reitter, Gabrielle	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	
Leahy, Susan	GG CLASSROOM PROJECT KINDER	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	
Clerie-Alejandro, Elisab	GG CLASSROOM PROJECT 1ST GR	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	
	GG CLASSROOM PROJECT 2ND GR	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	
Baltazar, Eva	GG CLASSROOM PROJECT 3RD GR	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	
	GG CLASSROOM PROJECT 4TH GR	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	
	GG CLASSROOM PROJECT 5TH GR	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	
Foucek, Kate	GG CLASSROOM PROJECT 6TH GR	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	
Maria Patrick	GG CLASSROOM PROJECT 7TH GR	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	
Krause, Annie	GG CLASSROOM PROJECT 8TH GR	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	

NAME	ST ROSE CRAB FEED SATURDAY, FEBRUARY 9,2019	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 DATE: Saturday, January 27, 2018	POINTS
Guerra, Whitnee	CRAB FEED CHAIR	Responsible for planning, coordinating, and overseeing the development of the entire fundraiser event. Works with PC to establish detailed budget and plan to achieve budget goal. Shall report to the PC at regularly scheduled meetings on the progress of the event. Shall make recommendations to the PC 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 PC 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
<b>Critical Interest Position</b>	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
Tremoureux, Adam	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
	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. MUST ATTEND MANDATORY ALL HANDS MEETINGS	40
Andrade (Reyes), Silvia	CRAB FEED PRIZE ITEM RAFFLE/SOLICITATION CHAIR	Responsible for planning, coordinating, and overseeing the development of the entire Raffle. Works with PC to establish detailed budget and plan to achieve budget goal. Shall make recommendations to the PC 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
	CRAB FEED PRIZE ITEM 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.	20
	CRAB FEED PRIZE ITEM 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 PRIZE ITEM RAFFLE/ SOLICITATION - 2		20
Cabardo, Jeff	CRAB FEED PRIZE ITEM RAFFLE/ SOLICITATION - 3		20
Tucker/Foster, Jason	CRAB FEED PRIZE ITEM RAFFLE/ SOLICITATION - 4		20

Newman, Lisa	CRAB FEED PRIZE ITEM RAFFLE/SOLICITATION - 5		20	
Gaffney, Dan	CRAB FEED PRIZE ITEM RAFFLE/SOLICITATION - 6		20	
Gaffney, Irene	CRAB FEED PRIZE ITEM RAFFLE/SOLICITATION - 7		20	
Virk, Kamal	CRAB FEED PRIZE ITEM RAFFLE/SOLICITATION - 8		20	
	CRAB FEED PRIZE ITEM RAFFLE/SOLICITATION - 9		20	
	CRAB FEED PRIZE ITEM RAFFLE/SOLICITATION 10		20	
	SPONSORSHIP / CASH RAFFLE TICKET CHAIR	1) Responsible for all aspects of development, promotion, distributing & mailing, sales & follow-through of CASH RAFFLE TICKET sales on & off site. Work with Cash Raffle Coordinator to promote sales, create sales incentives, and follow through on cash prizes and sales incentives. 2) Responsible for all CORPORATE BUSINESS SPONSORSHIPS. In collaboration with Sponsorship/Cash Raffle Team and Item Solicitation Team, secure 5-10 Event Sponsors. Work closely with Marketing & Support Coordinator in finalizing all promised sponsor rewards including sponsors' logos on approved dinner place mats. Must attend planning meetings with updates and mandatory "All Hands Meetings". Must be present on day of the event.	35	
Montes-Zamora, Sonia	CASH RAFFLE TICKET SALES, MAILING, STUFFING, AND PROMOTIONS COORDINATOR	Works with Cash Raffle Chair to coordinate Cash raffle ticket distribution and mailing, stuffing, and delivery of bulk mail to the post office for St. Rose Parish mailing. Stays within budget provided by Raffle Chair and procures all necessary supplies needed for stuffing, to include envelopes etc. Organizes helpers for stuffing, mail prep, sales & distribution at school & churches, and follow-through as directed by Chair. Prepares Bulk Mailing for stuffing, securing labels from Parish and school office. Communicate printing due date for mailing. PROMOTIONS: Work closely with the Cash Raffle Chair to promote Cash Raffle Ticket sales among school families and parishioners. Create and follow through with sales incentives.	30	
Montes, Jesus	CASH RAFFLE SALES, MAILING, STUFFING, & PROMOTIONS HELPER 1	Reports to Sales/Mail/Stuff/Promotions Coordinator. Responsibilities include assembling mailers to St Rose families & parishioners, assist with promotions and ticket sales at school and at church.	15	
Carpenter, Kim	CASH RAFFLE SALES, MAILING, STUFFING, PROMOTIONS HELPER 2		15	
	CASH RAFFLE SALES MAILING, STUFFING, PROMOTIONS HELPER 3		15	
Ang, Christine	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. MUST ATTEND MANDATORY ALL HANDS MEETINGS	30	
Ang, Roger	RAFFLE WRAPPING HELPER 1	Reports to Wrapping Coordinator	10	
Wyant, Katie	RAFFLE WRAPPING HELPER 2		10	
Levy-Tremoureux, Dona	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. MUST ATTEND MANDATORY ALL HANDS MEETINGS	30	
Rovai, Kevin	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.	10	
Waldrop, Ryan	CRAB FEED SET UP HELPER 2		10	
Waldrop, Alexandra	CRAB FEED SET UP HELPER 3		10	
Gutierrez (Soto), Carla	CRAB FEED SET UP HELPER 4		10	
Cobres, Noe	CRAB FEED SET UP HELPER 5		10	
Cobres, Helene	CRAB FEED SET UP HELPER 6		10	
Dela Cruz, Michelle	CRAB FEED SET UP HELPER 7		10	



Gutierrez (Soto), 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. Must secure all rental equipment. Coordinate with Event Chair as to plan for return/pick up after the event. MUST ATTEND MANDATORY ALL HANDS MEETINGS	30
Liza Ricafort	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.	10
Gabe Villaflor	CRAB FEED CLEAN UP HELPER 2		10
Cheryl villaflor	CRAB FEED CLEAN UP HELPER 3		10
Quinones, Gladys	CRAB FEED CLEAN UP HELPER 4		10
Rogers, Rob	CRAB FEED CLEAN UP HELPER 5		10
Guazon, Michelle	CRAB FEED CLEAN UP HELPER 6		10
Gadot, Vicente	CRAB FEED CLEAN UP HELPER 7		10
Guazon, Frederick	CRAB FEED CLEAN UP HELPER 8		10
	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. MUST ATTEND MANDATORY ALL HANDS MEETINGS	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.	10
	CRAB FEED OYSTER / SERVER HELPER 2		10
	CRAB FEED OYSTER / SERVER HELPER 3		10
Igna, Daisy	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
Deligero, Divina	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
Deligero, Raymundo	CRAB FEED KITCHEN HELPER 2		15
Guazon, Michelle	CRAB FEED KITCHEN HELPER 3		15
Guazon, Frederick	CRAB FEED KITCHEN HELPER 4		15
Gadot, Maria	CRAB FEED KITCHEN HELPER 5		15
Gadot, Vicente	CRAB FEED KITCHEN HELPER 6		15
Vicedo, Cheryl	CRAB FEED KITCHEN HELPER 7		15
Vicedo, Frederick	CRAB FEED KITCHEN HELPER 8		15
Patrick, Maria	CRAB FEED KITCHEN HELPER 9		15
Quinones, Gladys	CRAB FEED KITCHEN HELPER 10		15
Quinones, Billy	CRAB FEED KITCHEN HELPER 11		15
Ricafort, Lisa	CRAB FEED KITCHEN HELPER 12		15

	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. MUST ATTEND MANDATORY ALL HANDS MEETINGS	30
Perry, Olena	CRAB FEED SERVER HELPER 1	Reports & takes direction from the Server Coordinator for preparations the night of the event.	10
Rogers, Rob	CRAB FEED SERVER - 2		10
Cobres, Noe	CRAB FEED SERVER - 3		10
Gutierrez (Soto), Carla	CRAB FEED SERVER - 4		10
Cobres, Helene	CRAB FEED SERVER - 5		10
Burrise, Katie	CRAB FEED SERVER - 6		10
Oberman, Gary	CRAB FEED SERVER - 7		10
Oberman, Luia	CRAB FEED SERVER - 8		10
Vergara, Sarah	CRAB FEED SERVER - 9		10
O'Reilly, Laura	CRAB FEED SERVER - 10		10
Nasri, Elizabeth	CRAB FEED SERVER - 11		10
Gutierrez, Rosanna	CRAB FEED SERVER - 12		10
Gutierrez, Michael	CRAB FEED SERVER - 13		10
Vergara, Leonard	CRAB FEED SERVER - 14		10
Virk, Kamal	CRAB FEED SERVER - 15		10
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 schedule helpers to assist with dinner ticket sales after masses. Presence in four (4) after masses is required. Coordinator should also assign 2 volunteers to sell cash raffle/oyster/drink tickets during the event. Must attend event. (Knowledge of Excel) MUST ATTEND MANDATORY ALL HANDS MEETINGS	30
Oberman, Gary	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.	10
Oberman, Luisa	CRAB FEED DINNER TIX SALES HELPER 2		10
Harper, Betina	CRAB FEED DINNER TIX SALES HELPER 3		10
Ngotho, Regina	CRAB FEED DINNER TIX SALES HELPER 4		10
	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. MUST ATTEND MANDATORY ALL HANDS MEETINGS	30
Leahy, Kevin	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.	10
Ngotho, Regina	CRAB FEED DESSERT HELPER 2		10
Macreadie, Anthony & 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) MUST ATTEND MANDATORY ALL HANDS MEETINGS	30
Rector, Brent	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, #5-7 Event & Clean up)	10
Bellah, Matt	CRAB FEED BAR SET UP & HELPER 2		10
Bellah, Amy	CRAB FEED BAR SET UP & HELPER 3		10

Jensen, Roberta	CRAB FEED BAR SET UP & HELPER 4		10	
Jensen, Martin	CRAB FEED BAR SET UP & HELPER 5		10	
Leahy, Kevin	CRAB FEED BAR SET UP & HELPER 6		10	
Ngotho, Alex	CRAB FEED BAR SET UP & HELPER 7		10	

NAME	JOG A THON -APRIL 12,2019	DESCRIPTION	POINTS
Sanders, Jennifer	JOG-A-THON CHAIR	Responsible for planning, publicizing, coordinating, and overseeing the development of the entire fundraiser. Works with PC to establish detailed budget and plan to achieve budget goal. Shall report to the PC at regularly scheduled meetings on the progress of the event. Shall make recommendations to the PC 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. Work with Pledge Coordinator to manage pledge tracking process. Work with Co-Chair and Sponsorships and Prize Coordinators to secure any necessary donations needed to execute event. Keeps record of the funds that are generated by this event. Work with school office to communicate with neighbors prior to the event to ensure the local community is aware of the event. Third year - will serve as Immediate Past Chair. EVENT DATE: TBA	40
<b>Critical Interest Position</b>	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
	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.	20
	JOG T-SHIRT AND T-SHIRT SPONSORSHIPS COORDINATOR	T-SHIRT - Determine T-shirt design process (student design contest or other), seek T-shirt production (3 bids-approval of PC Fundraiser Chair), size sign-ups all students, staff, and designated volunteers; SPONSORSHIPS - Work with Promotions / Donations Coordinator to gain Sponsorships to exceed cost of all T-shirts. Collect sponsorship monies and report to Fundraisers Chair. Request checks via PC Treasurer in advance of T-shirt delivery. Responsible for T-shirt distribution in advance of JOG T-shirt Spirit Days. (Principal determines T-shirt Spirit Days)	25
	PROMOTIONS / DONATIONS / PLEDGE INCENTIVES COORDINATOR	Responsible to Chair and Co-Chair to determine JOG Promotions strategies and Pledge Incentives. Solicit all DONATIONS of gift cards or gift certificates for distribution during the Jog-a-Thon. Responsible to submit all donors' contact information to the Correspondence (ALL) Fundraisers Chair for acknowledgements and thank you letters.	25
	PLEDGE ENVELOPE / JOG PLEDGE MONIES COLLECTION	Responsible for full development, design, printing, distribution of Pledge Envelopes and Cover Letter. Responsible for all follow-through, receipt of envelopes and pledged monies and redistribution and collection of pledge envelopes following Jog-a-Thon Day. Include all documentation of all laps run from Tracking Coordinator.	25
Ricci, Annette	VOLUNTEER AND JOG TRACKING COORDINATOR	Responsible for communicating and scheduling all Event Helpers and Volunteers. Day of the event all volunteers and helpers will assist chair and coordinators with set-up and take-down and lap-tracking, treat distribution to students, and monitoring for first aid.	25
Viley, Jennifer	JOG EVENT HELPER 1	All responsibilities as designated by JOG Chair and Volunteer Coordinator. Attend committee meetings as requested, especially "All Hands Meeting" the week before the JOG Day. 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. A	10
Perry, Olena	JOG EVENT HELPER 2		10
Rector, Jen	JOG EVENT HELPER 3		10
Visconti, Sarah	JOG EVENT HELPER 4		10
Ricci, Mark	JOG EVENT HELPER 5		10
Dela Cruz, Michelle	JOG EVENT HELPER 6		10
Dela Cruz, Michael	JOG EVENT HELPER 7		10

Hernandez, Susan	JOG EVENT HELPER 8		10
Foster, Noelle	JOG EVENT HELPER 9		10
Dodds, Michelle	JOG EVENT HELPER 10		10

NAME	SUPPORT POSITIONS	DESCRIPTION	POINTS
Macreadie, Anthony & Nicole	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 PC 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
Seymour, Cheryl	SMALL FUN FUNDRAISER CHAIR (formerly Online Fundraising Chair)	Researches and recommends to Parent Club innovative small scale fundraising opportunities. These opportunities include online fundraising through Amazon Smiles, Spirit Gear, Innisbrook, Mixedbag, Sees Candy, and Candles, as well as St. Rose Parent Socials. With the help of a small team, responsible for planning, coordinating, and overseeing the implementation of these opportunities. Works with PC to establish detailed budget and plan to achieve budget goal. Works with PC Marketing Chair 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
Louie, Cathy	SMALL FUN FUNDRAISER HELPER 1	Reports to Small Fun Fundraiser Chair. Researches and assists in the coordination, advertisement, and execution of Parent Socials.	20
	SMALL FUN FUNDRAISER HELPER 2	Reports to Small Fun Fundraiser Chair. Responsible for the research, implementation, and progress tracking of Small Fun Fundraiser - Amazon Smiles	20
Brown, Kris	SMALL FUN FUNDRAISER HELPER 3	Reports to Small Fun Fundraiser Chair. Responsible for the research, implementation, and progress tracking of Spirit Gear. Responsible for inventory and distribution of items to families.	20
Jensen, Roberta	SMALL FUN FUNDRAISER HELPER 4	Reports to Small Fun Fundraiser Chair. Responsible for the research, implementation, and progress tracking of Innisbrook/Mixed bag. Responsible for inventory and distribution of items to families.	20
Dumaraos, Dominique	SMALL FUN FUNDRAISER HELPER 5	Reports to Small Fun Fundraiser Chair. Responsible for the research, implementation, and progress tracking of Sees/Candles. Responsible for inventory and distribution of items to families.	20
Rumenapp, Tamara	MONTHLY FUNDRAISING CHAIR	2 Year position. Schedules monthly social Fundraising events with community partners. Marketing responsibilities include: notifying PC 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 PC fundraising and Social FUNdraisers.	40
Duffy, Jill	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
	SCHOOL HISTORIAN I	Collaborates with Historian II to photograph/video major fundraising events and key school events throughout the school year. Submits content to school Creative Director for review and approval for posting (all publically posted content must adhere to student privacy policies). Provides write up/details of recorded content for posting. Assists in production of annual school year recap video.  MUST BE AVAILABLE DURING SCHOOL HOURS.	40

	SCHOOL HISTORIAN II	Collaborates with Historian I to photograph/video major fundraising events and key school events throughout the school year. Submits content to school Creative Director for review and approval for posting (all publically posted content must adhere to student privacy policies). Provides write up/details of recorded content for posting. Assists in production of annual school year recap video.  MUST BE AVAILABLE DURING SCHOOL HOURS.	40	
Viley, Jennifer	PC INVENTORY & CLOSET COORDINATOR I	Responsible for cleaning out and taking a complete inventory of the closet and any other products and supplies that are "owned" by the PC, prior to the start of the new school year, to prepare for the upcoming year. Rotates all supplies prior to EACH event that may need supplies out of the closet throughout the year. Restocks and cleans up of the closet after an event completes. Takes a new inventory and clean up after an event. The cleanup crew for a specific event is still responsible for packing the closet but the Closet coordinators would then reassess all supplies after an event and rotate the supplies to get ready for the next event. Meets with the Event Chairs prior to an event to go through the closet with them in order to explain what inventory is on hand.	30	
Harvey, Allison	PC INVENTORY & CLOSET COORDINATOR II	Responsible for cleaning out and taking a complete inventory of the closet and any other products and supplies that are "owned" by the PC, prior to the start of the new school year, to prepare for the upcoming year. Rotates all supplies prior to EACH event that may need supplies out of the closet throughout the year. Restocks and cleans up of the closet after an event completes. Takes a new inventory and clean up after an event. The cleanup crew for a specific event is still responsible for packing the closet but the Closet coordinators would then reassess all supplies after an event and rotate the supplies to get ready for the next event. Meets with the Event Chairs prior to an event to go through the closet with them in order to explain what inventory is on hand.	30	
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	
Martinez, Heidi	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.	10	
Zucker, Nikki	MON-FRIDAY BOOK FAIR HELPER 2		10	
Maria Patrick	MON-FRIDAY BOOK FAIR HELPER 3		10	
Lopez, Jhovel	MON-FRIDAY BOOK FAIR HELPER 4		10	
Murlot, Tracy	MON-FRIDAY BOOK FAIR HELPER 5		10	
Valasek, Eva	SUNDAY BOOK FAIR HELPER 1		10	
Hernandez, Susan	SUNDAY BOOK FAIR HELPER 2		10	
Eckstrom, Jennifer	SUNDAY BOOK FAIR HELPER 3		10	
Dizon, Byron	SUNDAY BOOK FAIR HELPER 4		10	
Siino, Karen	SPRING BOOK FAIR CHAIR	Responsible for Spring Book Fair and all coordination and execution of Book Fair. Works with Co-Chair and Helpers.	20	
Kreps, Janine	SPRING 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 Spring Book Fair.	15	
Berglund, Charles	SPRING BOOK FAIR HELPER WEDNESDAY-FRIDAY	Assist Chair, Co-Chair with sales during Spring Book Fair. Assistance required as needed before and following Book Fair for set up and break down. The Wednesday-Friday helper shifts will be each day 11:30 am – 1:15 pm AND 3:00 pm – 4:00 pm with additional shifts as needed.	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
Nasri, Elizabeth	COMMUNITY SERVICE Coordinator 1	Works with Chair to fulfill all duties as described for Chair position.	30
<b>Critical Interest Position</b>	COMMUNITY SERVICE Coordinator 2		30
	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
	COMMUNITY SERVICE HELPER 2		10
	COMMUNITY SERVICE HELPER 3		10
	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
Holcomb, Colleen	GRADUATION HELPER 1	Works under the direction of Graduation Coordinator for the execution of graduation dinner, including preparation, set up, and tear down.	10
Milton, Lori	GRADUATION HELPER 2		10
	GRADUATION HELPER 3		10
Becze, Katie	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
Findlay, Anne	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
	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
	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 PC. Works with Dennis Uniforms for pricing & inventory. Responsible for any coordination and direction from Office and PC 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
Eckstrom, Jennifer	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.	
Carlson, Darlene	LIBRARY HELPER KINDERGARTEN	TUESDAY 1:50-2:50	20
Gonzalez, Myra	LIBRARY HELPER 1ST GRADE	WEDNESDAY 1:50 - 2:50	20
Friel, Orfelia	LIBRARY HELPER 2ND GRADE	THURSDAY 1:05-2:05	20
Dimen, Maria	LIBRARY HELPER 3RD GRADE	WEDNESDAY 1:05-2:05	
Chavez, Laura	LIBRARY HELPER 4TH GRADE	THURSDAY 1:50 - 2:50	20
Newman, Lisa	LIBRARY HELPER 5TH/6TH GRADE	TUESDAY 1:05- 2:05	20
Berglund, Regina	LIBRARY HELPER 5TH - 8th GRADE	MONDAY 12:15 - 1:15 LUNCH STUDY HALL	20
Berglund, Regina	LIBRARY HELPER 5TH - 8th GRADE	TUESDAY 12:15- 1:15 LUNCH STUDY HALL	20
Dimen, Maria	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
Reding, Kerri	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
	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	SPORTS POSITION	DESCRIPTION	POINTS
White, Mary & Steve	<b>ATHLETIC DIRECTOR</b>	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
Milton, Lori	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
Morales, Novelty	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
	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
	SPORTS BANQUET HELPER 2		15
	SPORTS BANQUET HELPER 3		15
	SPORTS BANQUET HELPER 4		15
	SPORTS BANQUET HELPER 5		15
Honeycutt, Matt	VARSITY 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
Lopez, Jhovel	VARSITY GIRLS BASKETBALL HOST NIGHT HELPER 2		15
Milton, Lori	VARSITY GIRLS BASKETBALL HOST NIGHT HELPER 3		15
	VARSITY GIRLS BASKETBALL HOST NIGHT HELPER 4		15
	VARSITY GIRLS BASKETBALL HOST NIGHT HELPER 5		15
Wohlfeld, Christopher	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
Amerio, Anthony	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
Honeycutt, Matt	LITTLE DRIBBLERS HELPER 2		15
Lopez, Jhovel	LITTLE DRIBBLERS HELPER 3		15

Morales, Christopher	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.	
Jones, Anneliese	COACH 1ST GRADE BOYS 1		20
Archer, Ted	COACH 1ST GRADE BOYS 2		20
	COACH 1ST GRADE GIRLS 1		20
	COACH 1ST GRADE GIRLS 2		20
Carlino, Pete	COACH 2ND GRADE BOYS 1		20
Seymour, Kevin	COACH 2ND GRADE BOYS 2		20
Friel, Lance	COACH 2ND GRADE GIRLS 1		20
Amerio, Anthony	COACH 2ND GRADE GIRLS 2		20
Foley, Scott	COACH 3RD GRADE BOYS 1		20
Foucek, George	COACH 3RD GRADE BOYS 2		20
Sanders, Ben	COACH 3RD GRADE GIRLS 1		20
Bellah, Matt	COACH 3RD GRADE GIRLS 2		20
O'Brien, Tony	COACH 4TH GRADE BOYS 1		20
Morales, Christopher	COACH 4TH GRADE BOYS 2		20
Valasek, John	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
Vigil, Debbie	VS GIRLS VOLLEYBALL HEAD COACH		20
Sardo, Christina	VS GIRLS VOLLEYBALL ASSISTANT COACH		20

Wohlfeld, MJ	JV GIRLS VOLLEYBALL HEAD COACH		20
Foucek, George	JV GIRLS VOLLEYBALL ASSISTANT COACH		20
N/A	VS REC GIRLS VOLLEYBALL HEAD COACH		20
N/A	VS REC GIRLS VOLLEYBALL ASSISTANT COACH		20
White, Mary	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 and 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 time each student participates. It is the responsibility of the coach(es) to use conscientious management of the players in game situations.	
Foley, Scott	JV REC BOYS (5th Grade) HEAD COACH		20
Jones, Annelise	JV REC BOYS (5th Grade) ASST. COACH		20
Hirsch, Thad	JV BOYS (6th Grade) HEAD COACH		20
	JV BOYS (6th Grade) ASST. COACH		20
Harvey, Nate	VS BOYS (7-8 Grade) COACH		20
Dutro, Scott	VS BOYS (7-8 Grade) COACH		20
Rumenapp, Joe	VS BOYS (7-8 Grade) COACH		20
	VS BOYS (7-8 Grade) COACH		20
White, Steve	JV REC GIRLS (5th Grade) HEAD COACH		20

Canalas, Bob	JV REC GIRLS (5th Grade) ASST. COACH		20
Foucek, George	JV GIRLS (6th Grade) HEAD COACH		20
Dodds, Erik	JV GIRLS (6th Grade) ASST. COACH		20
N/A	VS REC GIRLS (7-8 Grade) HEAD COACH		20
N/A	VS REC GIRLS(7-8 Grade) ASST. COACH		20
Vigil, Debbie	VS GIRLS (7-8 Grade) HEAD COACH		20
Chester, Jason	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
	GIRLS FLAG FOOTBALL COACH		20
	GIRLS FLAG FOOTBALL ASST COACH		20
Henderson, Jeff	CO-ED TRACK COACH		20
	CO-ED TRACK ASST COACH 1		20
	CO-ED TRACK ASST COACH 2		20
Reyes, Victor	CO-ED GOLF COACH		20
	CO-ED GOLF ASST. COACH		20

NAME	YARD DUTY	DESCRIPTION	POINTS
<b>Critical Interest Position</b>	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. <b>MUST BE ON TIME AND FULFILL ALL PROMISED DAYS/DATES.</b> Yard Duty Volunteers are responsible to find their own substitutes if they cannot show. (Yard Duty Volunteer Roster & Contact info provided)	20
<b>Critical Interest Position</b>	YARD DUTY - MONDAY (11:40-1:15 PM) 2		20
Purcell, Doreen	YARD DUTY - TUESDAY (11:40-1:15 PM) 1		40
Ramirez, Alfonso	YARD DUTY - TUESDAY (11:40-1:15 PM) 2		40
De Dios, Catherine	YARD DUTY - TUESDAY (11:40-1:15 PM) 3		40
David, Marina	YARD DUTY - WEDNESDAY (11:40-1:15 PM) 1		40
Feygin, Peter	YARD DUTY - WEDNESDAY (11:40-1:15 PM) 2		40
Stuart, Monica	YARD DUTY - THURSDAY (11:40-1:15 PM) 1		40
Weigel, Andrew	YARD DUTY - THURSDAY (11:40-1:15PM) 2		40
Gutierrez, Michael	YARD DUTY - FRIDAY (11:40-1:15 PM) 1		20
Leyua, Erika	YARD DUTY - FRIDAY (11:40-1:15 PM) 2		20
<b>Critical Interest Position</b>	YARD DUTY - FRIDAY (11:40-1:15 PM) 3		20
<b>Name</b>	<b>LOOP</b>	<b>Description</b>	<b>Points</b>
	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 <b>ONE WEEK EACH MONTH.</b>	20
Liza Ricafort	AM LOOP 1ST WEEK		20
Swyers, Eleanor	AM LOOP 1ST WEEK		20
Murlot, Tracy	AM LOOP 1ST WEEK		20
Swyers, Eleanor	AM LOOP 2ND WEEK		20
Fajardo, Enrique	AM LOOP 2ND WEEK		20
Murlot, Tracy	AM LOOP 2ND WEEK		20
<b>Critical Interest Position</b>	AM LOOP 2ND WEEK		20
Carlson, Tom	AM LOOP 3RD WEEK		20
Murlot, Tracy	AM LOOP 3RD WEEK		20
<b>Critical Interest Position</b>	AM LOOP 3RD WEEK		20
<b>Critical Interest Position</b>	AM LOOP 3RD WEEK		20
McBee, Cunliffe	AM LOOP 4TH WEEK		20
Murlot, Tracy	AM LOOP 4TH WEEK		20

Critical Interest Position	AM LOOP 4TH WEEK		20
Critical Interest Position	AM LOOP 4TH WEEK		20

NAME	PARENT/CHILD SOCIAL	Assists Parent Club 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. <b>SPRING 2018 (Date TBD) -- FATHER-DAUGHTER SOCIAL</b>	POINTS
Hyde, Kelly	PARENT/CHILD SOCIAL HELPER 1		10
Findlay, Anne	PARENT/CHILD SOCIAL HELPER 2		10
Foster, Noelle	PARENT/CHILD SOCIAL HELPER 3		10
Honeycutt, Matt	PARENT/CHILD SOCIAL HELPER 4		10
Burrise, Katie	PARENT/CHILD SOCIAL HELPER 5		10
Holcomb, Colleen	PARENT/CHILD SOCIAL HELPER 6		10