



PARENTS ASSOCIATION • WORKING TOGETHER

Make a difference with the SBS Parents' Association!

The School of the Blessed Sacrament Parents' Association (PA) asks **all** parents to be active participants in our school community. We welcome your ideas, skills, talent and most importantly your time. During the course of the school year, families are asked to volunteer for PA events and activities. We believe this commitment to the school will benefit your individual child and the overall Blessed Sacrament family. Your participation also gives you the opportunity to meet other parents and teachers, have a voice in school programs and make a lasting impact on our school. **Our goal is to create a positive and stimulating learning environment for our children and to build and strengthen our community.**

Below you will find a list of committees and activities for the 2018-2019 school year. Please select **all** committees that interest you and committee chairs will contact you. There are a variety of volunteer opportunities to accommodate most schedules and many requests can be done at home on your own time.

Thank you in advance for your participation and service to our school. We look forward to an outstanding school year!

Key Dates: Fall / Winter 2018	
Sept 6	1st Day of School (1st - 8th Grade)
Sept 6	PK - K Open Houses (students)
Sept 7	PK - K Orientation (parents)
Sept 7	Enrichment Fair / Uniform Sale
Sept 10	1st Day of School (PK - K)
Sept 12	Back to School Night (1st - 3th Grade)
Sept 13	Back to School Night (4 th – 8 th)
Sept 20	Parent Fall Celebration
Sept 28	Kid-A-Thon (<i>rain date Oct 5</i>)
Oct 31	Halloween Parties
Nov 14-15	PK - K Open House Tours
Dec 14	Christmas Parties

Please drop off the form below in the school office or send an email to sbspa@sblsnyc.org letting us know how you'd like share your time and talents.

YOUR NAME: _____ EMAIL: _____

CHILD'S NAME(S): _____ GRADE(S): _____

PA Committees: Please indicate the committees that most interest you. Committee Descriptions are on the following page. **If you are interested in a leadership role as co-chair of a committee please send an email or make a note below.**

_____ Athletic Fundraising Events

_____ Auction Committee

_____ Welcoming & Retention Committee

_____ Halloween, Christmas & Spring Events

_____ International Committee

_____ Community Activities & Additional Fundraising

_____ Uniform Sales

_____ Graphic Designers

_____ Photographers

_____ Church & School Connection / Alumni Relations

_____ Teacher Appreciation Committee

_____ Library Committee

_____ Comedy Night

_____ Box Tops

SBS PA Committees & Events 2018-2019

EXECUTIVE BOARD

Ellen Turi & Lonna Sullivan – Co-Chairs
Christine Stern & Brandy Carbone – Communications
Roman Shevorykin & Kathleen Yeo – Co-Treasurer
Andrew Anselmo – Secretary
Kar-Yee Fung – Volunteer Coordinator

ATHLETIC FUNDRAISING EVENTS

Time estimate (4-10 hours per event)
Co-Chairs: **Cynthia Pai & Adrienne Morrison**
This committee puts on fundraising events for the students with a sports/athletic focus.

Events Include:

- Kid-A-Thon (28-Sep, day event)
- Ice Skating Social (25-Jan, early evening)

Volunteer needs include:

- Design and plan each event;
- Create signs and handouts for the events;
- Collect and track donations and/or sell tickets;
- Work with Volunteer Coordinator for Sign-up Genius creation;
- Draft emails/communication for distribution to the SBS parent body;
- Work day-of events managing event and volunteers.

WELCOMING & RETENTION COMMITTEE

Time estimate (5-10 hours per tour/event)
Co-Chairs: **Brandy Carbone and Kathleen Yeo**
This committee works with the SBS administration to bring new families to SBS, welcome them to the school upon acceptance and retain them as SBS families in the long-term.

Events Include:

- PK Open Houses (14-15 Nov)
- New Family Buddy Program
- SBS Year End Picnic in the Park (date TBD)

Volunteer needs include:

- Work with the SBS Administration on marketing/tour materials for incoming families;
- Work with SBS Administration on Marketing SBS;
- Lead tours during Open Houses;
- Work with Volunteer Coordinator for Sign-up Genius creation;
- Draft emails/communication for distribution to the SBS parent body;
- Work day-of events managing event and volunteers.

AUCTION COMMITTEE

Time estimate (10-30 hours)
Chair: **Erin Krueger**
Donations: **Megan Furse**
Sponsorships & Ads: **Nicole Burri & Danielle Leahy**
Entering Donations/Registrars: **Miriam Allman**
Communications: **Michelle Rodrigues Hawthorn & Camille March**
Design/Printing: **Open position**
Event Site/Ticket Sales: **Adrienne Morrison**
This committee works on all aspects of the yearly spring Auction, our largest fundraiser on **March 9th**. This committee has responsibilities throughout the year.

Volunteer needs include:

- Design and plan the Auction;
- Manage the Auction website;
- Create signs and handouts for the event;
- Organize donation solicitation;
- Track donations once they come in and prepare for online/silent presentation;
- Track school-wide participation, class participation, contests, etc.;
- Work with Class Parents for Class Project creation;
- Work with Volunteer Coordinator for Sign-up Genius creation;
- Draft emails/communication for distribution to the SBS parent body;
- Work day-of event managing event and volunteers.

CLASS PARENT LIAISONS

Time estimate (15-20 hours over course of year)
Co-Chairs: **Christine Stern, Elaine de Vera and Jamie Gallo-Flores**

This committee organizes the class parents and helps them communicate to the parent body. This committee is a resource for Class Parent questions and concerns.

Volunteer needs include:

- Create communication updates to parent body;
- Assist class parents in creating community-building events in their respective classes, getting volunteers for park/field trips and class parties;
- Offer suggestions for class volunteer opportunities;
- Be a resource for Class Parents and assist with Teacher Appreciation Week in May.

HALLOWEEN, CHRISTMAS & SPRING EVENTS

Time estimate (5-15 hours per event)

This committee puts on special events for the students to enrich student life. Events Include:

- Halloween Parties (31-Oct, day events)
 - PK Co-Chairs: **Frederica Romanelli & Aoife Forde**
 - K-5 Co-Chairs: **Anne Hawthorn & Amy Lackey**
 - 6-8th Co-Chairs: **Lisa Martin, Rosario Baldwin, Jamie Gallo-Flores & Cassy Sena-Medina**
- Breakfast with Santa (14-Dec, morning event)
 - PK-5 Chair: **Anne Hawthorn**
- MS Christmas Dance (14-Dec, afternoon event)
 - Co-Chairs: **Lisa Martin, Jamie Gallo-Flores & Rosario Baldwin**
- Spring Carnival/Luau (date TBD, PK-K)
 - Co-Chairs: **Lauren Palacio & Kathleen Cheng**
- Wacky Olympics (date TBD, 1st-4th)
 - Co-Chairs: **Amy Lackey & Anne Hawthorn**
- Field Day (date TBD, 5th-7th)
 - Co-Chairs: **Rosario Baldwin, Jamie Gallo-Flores & Cassy Sena-Medina**
- Spring MS Dance (date TBD, 6th - 8th)
 - Co-Chairs: **Lisa Martin, Jamie Gallo-Flores & Cassy Sena-Medina**

Volunteer needs include:

- Design and plan each event;
- Create signs and handouts for the events
- Work with Volunteer Coordinator for Sign-up Genius creation;
- Draft emails/communication for distribution to the SBS parent body;
- Work day-of events managing event and volunteers

CHURCH & SCHOOL CONNECTION / ALUMNI RELATIONS

Time estimate (5-7 hours preparing for events)

Co-Chairs: **Amanda Koenig Stone & Mary McInerney**

This committee's goal is to create a connection between the school, church and SBS Alumni:

- Provide school updates to include in the church bulletin;
- Work with the SBS Family Group to share information on events across both platforms;
- Design and implement give-backs to the church (Santa, Easter Baskets, etc.);
- Coat Drive (SBS & Church partner in event);

- Help with School Choir performances in church and other school presentations;
- Work on alumni database.

SPECIALISTS

- Graphic Designers: **Brigitta Busak-Crockett & Open positions**
- Photographers: **Open positions**

TEACHER APPRECIATION COMMITTEE

Time estimate (15-20 hours)

Co-Chairs: **Amy Lackey & Open Co-Chair position**

The goal of this committee is to ensure our beloved SBS teachers feel appreciated and are recognized for their contributions and dedication to the students.

Volunteer needs include:

- Create and distribute small monthly gifts to the teachers to show appreciation;
- Prepare and execute Teacher Appreciation Week in the Spring.

INTERNATIONAL COMMITTEE

Time estimate (5-10 hours per event/activity)

Co-Chairs: **Brigitta Busak-Crockett & Elaine de Vera**

This new committee creates and executes international events. The goal is to build cultural awareness, promote the importance of foreign languages and help to bring our diverse community closer together.

LIBRARY COMMITTEE

Time estimate (10-15 hours)

Co-Chairs: **Kar-Yee Fung & Open Co-Chair position**

This committee helps the librarian with special projects and solicits parent volunteers to help organize and shelve books as needed.

COMMUNITY ACTIVITIES & ADDITIONAL FUNDRAISING

Time estimate (5-10 hours per event/activity)

- Uniform Sales (7-Sep, other dates TBD)
 - Chair: **Maureen Haley**
- Comedy Night (date TBD, evening event)
 - Chair: **Andrew Anselmo**
- Box Tops
 - Chair: **Gita Carlton**
- Community Partners & Internet Fundraising
 - **Open Co-Chair positions**

Creating relationships with neighborhood businesses and setting up promotion programs for SBS with 3rd party vendors such as Amazon Smile, etc.