

## **PARENT ASSOCIATION COMMITTEE DESCRIPTIONS 2020-2021**

### **Campus Ministry Support**

Assists with bi-monthly campus-wide liturgies, including helping students deliver the gifts to the altar, supporting the Eucharistic Ministers by cleaning the patens and chalices after communion service, assisting with laundering the linens, and providing additional physical presence as needed by the Campus Ministry Coordinator. During Lent committee members recruit parent volunteers to supervise the Chapel in shifts as students attend Adoration on Friday mornings.

### **Faith in Action Groups Committee**

Supports and assists with the student-led service activities throughout the school year -- namely, visits to St. Vincent de Paul/Fr. Joe's Village (freshman), intercity parochial schools (sophomores) & retirement/nursing homes (juniors). While Transportation is provided by school bus, parent chaperones are needed for each trip. The committee works with the faculty Faith in Action Group administrator to coordinate the schedules and needs for the program.

### **Grad Night Committee**

Coordinates all activities associated with Grad Night, which typically is held the night of Graduation in June. Committee members work closely with administration during the school year to arrange other aspects of the evening, including: (1) the design, printing and distribution of senior t-shirts; (2) the dissemination of information about the creation and collection of memory boards, including their display at Grad night; (3) coordinate check-in and check-out for the evening, as well as recruit and schedule parent volunteers as needed for the event.

### **Senior Graduation Luncheon**

Works with Administration (usually the Academic Dean) to coordinate and facilitate the program, meal, centerpieces, décor, registration, seating, check-in and clean up for the Senior Graduation Luncheon, which is typically held the week before graduation for seniors and their parents. Committee members can be involved both in pre-event planning and day-of event assistance.

### **Teacher Appreciation**

Provides periodic treats for the faculty/staff at the start of the year and for Teacher Appreciation Week in May, and occasionally on special holidays. Treats are normally delivered to the teacher's lounge between 7:00 -7:30 a.m., and the dates for such events are coordinated through Administration.

### **Transfer Family Liaisons**

Coordinates the welcome of new transfer students and their families to the CCHS community. Each committee member receives several transfer families to contact prior to the new school year to provide a point of contact for information, questions, and upcoming events during the families' transition to CCHS. Ideally members meet with parents of transfer students during Transfer Student Orientation & at the Welcome BBQ at the beginning of the academic year.

### **Recycled Uniform Sales Team**

Coordinates the scheduled recycled uniform sales throughout the year (including summer) and works with the administrator responsible for the collection and storing of these uniforms, assisting with the sales' set-up, collection of revenue, and coordinating volunteers to work the sales. The proceeds from these sales funds CCHS scholarships for

students. Sales typically are held during freshman orientation meetings in April, during the last days of school in June, during sports physicals in July, and several other days in August or throughout the school year.

### **Volunteer Coordinator**

Assists in obtaining needed volunteers for a variety of Parent Association events through Sign-Up Genius on the school website. PA Committees needing volunteers may contact the Coordinator to create a sign-up for their event. Also, the Coordinator may set up a database of volunteer parents and may reach out to those individually as needed.