



HOLY FAMILY SCHOOL
PARENT GUILD

2016-2017 Nominations for Executive Board, Committee Chairs & Classroom Positions

It is time for Parent Guild Nominations and we need you to get involved! We are seeking volunteers to serve on the Parent Guild Executive Board, to lead a Committee or an event, be a Room Parent or serve in your child's classroom. As you know, significant parent involvement is one of the key factors that contributes directly to our vibrant and unique community at Holy Family School. We hope you will consider these opportunities to get involved in the school community in a fun and meaningful way.

A brief job description of each open Parent Guild position is listed below. Anywhere on this form where you see the word "Chair" or "Co-Chair" without a person's name next to it, is an area of need. You may **nominate yourself** or submit the names of others for one or multiple positions. All Committee Chairs will coordinate their work with an Executive Board member. Please note that Executive Board members are expected to attend monthly Executive Board meetings.

The Nominating Committee will consider self-nominations first, so please indicate any and all positions that interest you. Please return this form to the school office no later than **Friday, March 11, 2016**. If you have any questions, please contact me at (213) 220-4173 or presidentelect@hfsparentguild.org.

Thank you for your continued support and involvement in the Holy Family School community.

In gratitude for your time,

Michelle Escobar
President Elect

Your Name: _____

Executive Board Positions <small>*denotes 2-year position</small>	Duties & Responsibilities	Your Nomination(s)
President	All positions below report directly to the President	Michelle Escobar
President Elect	-Assumes the role of President the following year	Marcy Ulrich
Vice-President, School Affairs*	<ul style="list-style-type: none"> -Works with Committee Chairs and Room Parents to plan and coordinate school-based activities sponsored by the Parent Guild -Supports classroom activities -Coordinates the Room Parents and the following Committee Chairs: Hot Lunch, Trading Post and in alternating years Special Friend's Day and the Talent Show 	Chair: Paola Mork Co-Chair:
Vice-President, School Communications*	<ul style="list-style-type: none"> -Serves as chair, facilitator and overseer of the School Communications Committee, which consists of the Social Media Chair, the Weekly Update Chair, and the Website Content Coordinator -Collaborates with School Communications Committee and Office Staff to create a monthly website/weekly update content calendar; oversees content dissemination -Coordinates with School Staff, Room Parents & Student Council for weekly content to ensure effective communication among the school community -Creates and updates School Communications Guidelines 	Chair: Erin Maloney Co-Chair:
Vice-President, Fundraising*	<ul style="list-style-type: none"> -Leads the school's Parent Guild fundraising overall -Assesses current and new fundraising programs -Coordinates with the Chairs of the three primary Parent Guild fundraisers: Fall Fundraiser, Jog-a-thon and Scrip 	Chair: Jill Sigler Co-Chair:
Vice-President, Spirituality*	<ul style="list-style-type: none"> -Oversees the Spirituality Program, including both the classroom program and the class retreat program Oversees the Assistant Spirituality Chairs and annual Parent Retreat Chair -Co-facilitates two in-services for Spirituality volunteers with parish education/formation staff -Contacts local philanthropies to coordinate Christian service projects for classroom Spirituality lessons (ensuring projects correspond with the Virtues of the Month) -Represents the Spirituality volunteers at the Executive Board meetings 	Chair: Co-Chair:
Vice President, Community Support	<ul style="list-style-type: none"> -Responsible for sending out all invitations and correspondence for the Executive Board, sending cards of congratulations, sympathy, and get well wishes to school families -Responsible for the official correspondence of the Parent Guild -Coordinates with the Parent Social, Hospitality, School Picnic and Welcoming Chairs 	Chair: Co-Chair:
Recording & Corresponding Secretary	<ul style="list-style-type: none"> -Types and distributes the minutes of the Parent Guild and Executive Parent Guild meetings -Responsible for the official correspondence of the Executive Board -Writes thank you notes to Committee Chairpersons and other pertinent Guild volunteers for their service to Guild events and programs 	Secretary:
Historian	<ul style="list-style-type: none"> -Creates and maintains class photo archive websites and ensure that Class Historians and Room Parents keep class websites accessible to parents and Yearbook Chairs and updated with current photos to be used on the Guild bulletin board, in the Yearbook, and for school, parish and community publications such as <i>The Outlook</i> and <i>The South Pasadena Review</i>. -Keeps a scrapbook of all Guild functions reported in the newspapers and any pictures taken of Guild activities -Updates the Guild bulletin board -Provides administrative support to the Vice President of School Communications 	Chair: Amy Laguna Co-Chair: Cynthia Cotton

Committee Chair Positions *denotes 2-year position	Duties & Responsibilities	Your Nomination(s)
Choicelunch Chair	-Prepares a monthly work schedule for volunteers -Acts as liaison between the school and Choicelunch company	Chair: Maria Adriano
Fall Fundraiser Chair* (2)	-Coordinate the Fall fundraiser -Enlist a committee of volunteers to handle all aspects of the event (most duties take place from September through November)	Chairs: Aimee Gutierrez & Claudia Perez Co-Chairs:
Hospitality Chairs (2)*	-Coordinates all aspects of the Guild events for faculty/staff, specifically the Faculty Christmas Luncheon, Teacher Appreciation Luncheon, and Faculty Meals/Hospitality at Parent-Teacher Conferences -Provides hospitality/refreshments for parents who attend Drop-In Day, School Tours, and Guild Parent Meetings	Chair: Co-Chair:
Hot Lunch Chairs (2)*	-Organizes all aspects of the weekly Hot Lunch Program, including the coordination of food and volunteers	Kerri Terrill & Krista Noonan
Hot Lunch Treasurer	-Works with Treasurer to properly prepare bank deposit batches for the Hot Lunch program -Works with the Hot Lunch Chairs to track ordering via a spreadsheet	Jenny McNulty
Jog-a-thon Chairs*	-Coordinates with other JAT chairs to ensure that duties are fulfilled, communications are sent, site is reserved, and event details are arranged and confirmed -Tracks all sponsorships -Plans and organizes t-shirt order and distribution -Organizes event sign order and placement at the track -Coordinates all prize and services procurement -Oversees communications with Grade Level Coordinators to disseminate event information and recruit event volunteers	Chairs: Heather Timmons & Jackie Hoshek Co-Chairs:
Linens Coordinator	-Maintains and checks out table linens to be used for school events	Barbara Wagner
Parent Retreat Chairs* (2)	-Coordinate all aspects of the Parent Retreat evening, which includes enlisting retreat facilitators, coordinating dinner and teachers' aides for childcare (usually takes place in January).	Chair: Co-Chair:
School Communications Chairs (3)	Weekly Update eNewsletter Chair: -Assists the school administration and VP of School Communications in developing, editing and preparing content for the school's weekly eNewsletter Facebook Administrator Website Content Editor	eNewsletter Chair: Facebook: Michelle Rodriguez Website: Maria Risher
School Picnic Chairs* (2)	-Plan and coordinate volunteers to host the annual school picnic in mid-September	Tricia Nur, Jen Rockenback, Krista Ocon
Shoebox Science Chair	-Coordinates all aspects of the Shoebox Science Program -Organizes a volunteer group (if necessary) to purchase supplies and restock existing Shoebox Science Kits	Catherine Johnson
Special Friends Day Chairs (2)	-Organizes and coordinates with the faculty and volunteers to host Special Friends Day	Chair: Co-Chair:
Spirituality Assistants (2)	Classroom Program Chair Class Retreat Chair: -Works with parish staff to plan and facilitate monthly class retreats for parents and students	Program Chair: Amanda Garland Retreat Chair:
Trading Post Chair	-Maintains, publicizes, and makes available the inventory of used school uniforms	Jasmine Delgado
Welcoming Committee Chairs* (2)	-Organizes communication to new families and pairs them with existing families to enable a smooth transition to Holy Family School -Plans the New Families Welcome Party in September	Chair: Melissa Udell Co-Chair:
Yearbook Advisors (2)*	-Oversees the production of the yearbook by holding bi-monthly meetings with the yearbook staff in grades 7 and 8	Gail Hermano and Gia Villaluna

Classroom Positions	Duties & Responsibilities	Please submit your name and indicate the preferred grade level, anticipating your child's advancement to the next class. Self-Nominate Below
Room Parent (1 coordinator per grade)	<ul style="list-style-type: none"> -Works with the teachers to assist with numerous events such as classroom parties, field trips, morning drop-off, continental breakfasts, etc. -Serves as communicators of school information, including information distributed via email. -Maintains and updates the class Shutterfly website for school calendar reminders, volunteer sign-ups, and parent contact information. -Works closely with Parent Guild Vice-President of School Affairs to communicate important Parent Guild information to parents via email. 	Name: Child's Grade:
Class Historian	<ul style="list-style-type: none"> -Maintains and updates the class Shutterfly website for class photos pertaining to important seasonal events, classroom activities, and extracurricular class activities -Coordinates with parent volunteers and Yearbook moderators to ensure necessary yearbook photos are taken and uploaded to class website -Works closely with Parent Guild Historian to collect and upload photos used in community publications such as <i>The Outlook</i> and <i>The South Pasadena Review</i>. 	Name: Child's Grade:

General Names: If you know people who you think would be great in a leadership role but not sure what job they'd like to do, list their names here and we'll do the rest.

**Thank you for your constant support of
Holy Family School
and for your valuable input.**

Please return these forms to the school office by **Friday, March 11, 2016.**

If you have any questions,
please contact Michelle Escobar at 213.220.4173 or
presidentelect@hfsparentguild.org.