

Connelly Parents Association Board

Volunteer Forms

2009-2010 School Year

The Parents Association needs enthusiastic and dedicated parents to lead our mission of building relationships; supporting the programs of the school; assisting the administration and faculty; and promoting parental involvement at Cornelia Connelly School.

EXECUTIVE BOARD

President

President-Elect

Vice President: Volunteers

Vice President: Fund Raising

Vice President: Service Hours

Secretary

Treasurer

President: Shall preside over all meetings of the Board and shall be an ex officio member of all committees except the Nomination committee; shall be responsible for ensuring that all other officers and committee chairs (other than fund-raising) fulfill their individual responsibilities; shall have all contracts and/or legally binding documents approved by the Parents Association Board and/or the Head of School.

President-Elect: Shall preside over all meetings in the absence of the president; shall assume all duties of the president in the event the president is unable to continue the duties of the office; He/she shall assist the President in conducting the affairs and elsewhere as needed of Cornelia Connelly School throughout the 2010-2011 school year and will assume the responsibility of the position for the 2nd year of their term.

Vice President - Volunteers: Shall process and distribute volunteer forms and help to arrange volunteer help when requested; shall coordinate the volunteer Appreciation Event; shall assist the President in overseeing the committee chairs and elsewhere as needed.

Vice President - Fund Raising: Shall be responsible for the fund raising efforts of the Association including the fall and spring fundraiser; shall oversee existing programs and research and implement new programs when approved by the Board; shall oversee the committee chairs who execute the specific fundraising activities.

Vice President - Family Service Hours: Shall be responsible for preparing forms for recording mandatory hours, recording hours submitted, and informing parents of hours recorded.

Secretary: Shall keep minutes of all board, general and special meetings at which business is conducted; shall present the minutes of the previous meeting for approval; shall maintain permanent records including all ratified versions of the Bylaws.

Treasurer: Shall maintain a full and accurate record of all accounts for the Association; shall propose a budget for the Association and submit it for approval at the first meeting each year; shall present a financial report at all Board meetings.

***Serving on the Parents Association Board fulfills your
annual family service obligation!***

**Parents Association Board Committee Chairs
2010-2011 School Year**

FAMILY DAY/FRESHMAN PARENT ORIENTATION, August 2010

Organize volunteers to plan, serve and clean up for brunch and picnic.

GALAXY OF STARS BENEFIT, FALL 2010

Select venue and menu and organize volunteers to help with planning, decorations, invitations, etc.

GRANDPARENTS DAY, November 25, 2010

Organize volunteers to help with invitations, decorations & refreshments.

FACULTY CHRISTMAS LUNCH, December 2010

Select venue (already selected) and menu, coordinate invitations, program, and gifts.

FATHER/DAUGHTER DANCE, January 2011

Select venue and menu; organize volunteers to help with planning, And decorations, invitations, etc.

CLASS PLAYS, Spring 2011

Organize volunteers and plan for lunch during school day and for evening snack bar fundraiser.

ANNUAL FASHION SHOW, Spring 2011

Select venue and menu and organize volunteers to help with planning, decorations, and invitations, etc.

TEACHER APPRECIATION WEEK, May 2011

Organize on-campus faculty lunch, make certificates/gifts for teachers and staff.

SENIOR FAMILY DINNER (Junior Parent-Two Needed), June 2011

Organize volunteers to plan, decorate, serve, and clean up for dinner for Senior families.

SpiritWear SALES

Maintain an inventory of items and coordinate volunteers to help sell clothing and other logo items at school events.

CHAPERONES: Coordinate volunteers to help at the dances during the year.

HOSPITALITY:

Organizes volunteers to help set up and serve refreshments at various events

TRI-SCHOOL REPRESENTATIVES (Three people needed):

Works with Servite and Rosary parents to plan joint events throughout school year.

HEALTH ROOM/LINENS: Launders linens and maintains supplies.

MAILINGS:

Helps coordinate volunteers and works during the day with large mailings at school throughout the year.

ANNUAL GIVING CLASS CAPTAIN (One per class needed):

Organize mailings and class calls and speak at functions to encourage participation in Annual Giving.

Please return completed form to Izzy Velasco, Fundraising and Parent Relations Coordinator, via email at ivelasco@connellyhs.org or in the Development Office.