

**St. Genevieve  
Home and School Association Committees  
2015-2016  
\$20 Annual dues from each family**

<b>2015 – 2016 H&amp;S Officers</b>	
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**Following is a brief description of the H&S Committees:**

**Cafeteria Helpers:** This set of helpers will occasionally assist cafeteria staff during lunch from 11am–1pm. The chairperson will maintain a list of helpers and their contact information and contact volunteers as needed. Hairnets (provided) or a ball cap must be worn

**Church Cleaning:** This committee is comprised of school parents and grandparents who volunteer their time from 2:15-3:15pm on the 2nd Friday of the month to clean the church during the school year. Cleaning instructions are located in the church. The committee chairperson maintains a list of members and contacts them for schedule reminders or adjustments. Volunteers are finished in time for carline.

**Faculty Birthday:** This committee will acknowledge faculty and staff birthdays with a personal contribution of a small bag or container of goodies, along with a card signed from the “St. Genevieve Home and School Association.” Traditionally, the cards have been homemade most often by children of the volunteers.

**Faculty Lunch Committee:** Members of this committee contribute to lunch items for the faculty on a specified day each month. The committee may also be called upon for special school celebrations.

**Grandparents Socials (2 in September):** This committee organizes a reception for grandparents on two separate Fridays in September which are held after Grandparents mass. Donations of food and drink items are obtained by the chairperson and members. Volunteers are also needed to work the receptions. The chairperson is responsible for obtaining dates from the administration and securing that date with the church office. The chairperson also coordinates volunteers and sets up a photography sessions.

**Community Celebration:** This set of volunteers will represent St. Genevieve School on September 26, 2015 in the Family Center. Main responsibilities include running the silent auction at this event.

**T-Shirt Coordinator:** This committee will be responsible for counting, ordering and selling spirit shirts throughout the school year.

**Labels, Box Tops for Education:** This committee will assist in collecting, trimming and sorting labels to be mailed off for monies to be used in a variety of ways throughout the school.

**Teacher Appreciation Week Events (May):** This committee will be responsible for obtaining meals and/or snacks and small gifts for the teachers Monday-Thursday during Teacher Appreciation Week.

**Teacher Appreciation Luncheon (May):** This committee plans, coordinates, and obtains door prizes for the Friday luncheon during Teacher Appreciation Week.

**Teacher Appreciation Week Lunch Volunteers (May):** This set of volunteers will relieve teachers of lunch duties (10:30 am-12:30pm) during Teacher Appreciation Week. The chairperson will maintain a list of volunteers and create the schedule for the week. Room Parents will no longer be responsible for lunch duty during this week.

**Halloween Bazaar (October):** This large committee plans, organizes, and executes a fun filled event for the entire school at the end of October. Many volunteers are needed for the following subcommittees and class-assigned booths.

- **Food & Drink:** purchases, organizes and serves food and drinks as well as supplies for the Bazaar. Obtains ice for the bazaar.
- **Games:** evaluates games for the Bazaar and determines which games need to be repaired or replaced. When games are assigned to each class, this chairperson also secures supplies of the games, instructions, game signs, and distributes them to each booth before the Bazaar begins.
- **Grounds and Tents:** This group plans and prints out 2 maps (sunshine and rainy day) of where each Bazaar activity will be located. In addition, this committee will secure large tents from the community to set up on the cemented play area and the playground. This committee also sets up garbage containers throughout the Bazaar layout.
- **Photos:** This committee will be responsible for coordinating the photo booth and props for the Bazaar.
- **Popcorn and Cotton Candy:** This committee is responsible for obtaining supplies for popcorn and cotton candy prior to the Bazaar. They will also pop the corn the morning of the bazaar and pick up the cotton candy to be given out to the students. Cleaning the popcorn machine and returning it to the Family Center will also be the responsibility of this committee.
- **Prizes:** This committee will obtain prizes to be distributed at the game booths during the Bazaar, the cost of which will be within the stated Bazaar budget. They will also divide and distribute these prizes to the game areas before the Bazaar begins and throughout the Bazaar. Any leftover prizes should be collected at the end of the Bazaar and turned in to the Bazaar chairperson.
- **Pumpkin Decorating/Coloring Contests:** This committee is responsible for securing prizes and anonymous judges for the Pumpkin Decorating and Halloween Coloring contests. Instructions and rules will also be distributed to the classes and parents. The committee chairperson will announce the winners at the beginning of the Bazaar.
- **Treat Bags:** This committee will secure donations of treat bags to be used during the Bazaar from area businesses. They will also be responsible for dividing the bags between the classes, writing names of students on the bags, placing photo and craft tickets in the bags and distributing the bags to the teachers before the Bazaar. The chairperson will also be responsible for ordering Halloween Bazaar cups, if needed, and sending thank you notes to businesses that donated items.