

**St. Ignatius Parent Club Board
Nominations for 2019-2020 – Interest Form**

Name: _____ E-mail: _____

- I am currently serving on the 2018-19 Parent Club Board as: _____
- Yes, I am willing to serve in my current position for the 2019-20 school year.
- Not yet sure... call or email me to talk it out!
- No, I am not interested in serving on the 2019-20 Parent Club Board.

Shaded positions below fulfill all Parent Club hours requirements - no need to track them for the year!

Each Parent Club position requires a two year minimum commitment.

I am interested in serving on the 2019-20 Parent Club Board in the following position(s):

	"X"	Parent Club Board Position
Executive Committee	Filled	President
		Vice President (2 year commitment, President second year)
		Treasurer
		Secretary
Fundraising Major		Gala & Live Auction Chair & Vice Chair
		Amazing Grapes Chair & Vice Chair
Other Fundraising		Gift Card Program Chair
		Breakfast with Santa Chair & Vice Chair
		Spooktacular Chair & Vice Chair
		Spirit Day Chair & Vice Chair (2019 Fun Run)
		Annual Retail Fundraiser (Mixed Bag, etc.)
		See's Candy Chair
Board Members & Event Chairs		Box Tops
	Filled	Past President
	Filled	Member-at-Large (Past, Past President)
		Parent Club Hospitality & Correspondence
		School Speak Coordinator
		Parent Contract Hours
		Fundraising Obligation Coordinator
		Fundraising Auction Software Coordinator
		Head Room Parent
		School Website – Parent Club Section
		Parent Club Sponsorship Coordinator
		Campus & Facilities
		Health & Wellness
		Parish Liaison
	New Family Advisor	
	Friends of the Library	
	Uniform Exchange	

Please return this form to the school office by: **Friday, March 22th**. Forms turned in by this date will receive one **Free Dress Pass**.

Please contact Elisabeth White with questions – ElisabethLWhite@gmail.com.

St. Ignatius Parent Club Board
Job Descriptions for 2019-2020 Nominations

Position (# of Positions Possible)	Description
<i>Executive Committee</i>	
Vice President (1)	Assists in planning annual Parent Club activities and developing annual budget. Attends Parent Club, Executive Committee & Advisory Council meetings. Chairs Fundraising Committee meetings. Second year, serves as Parent Club President.
Treasurer (1)	Manages the finances of the Parent Club Board. Must have financial background.
Secretary (1)	Records minutes and motions for the Parent Club Board meetings. Assists in Parent Club communications to school and community.
<i>Proposed Fundraising Committee Chair Positions Fundraising Parent Club Board Members</i>	
Gala & Auction (2)	Organizes auction & evening event; December-March
Amazing Grapes (2)	Organizes wine and food tasting event; Fall
Gift Card Program (2)	Responsible for working with the school in managing the Gift Card Program fundraising program (sales, finance, communications); year-round program.
Breakfast with Santa (2)	Organizes breakfast and Christmas activities; December
Spooktacular (2)	Organizes Halloween dance; October
Spirit Day & Raffle (2)	Organizes Spirit day; dates tbd March, April or May) (2018-19 Jog-a-Thon)
See's Candy (2)	Organizes See's Candy Sales during Christmas and/or Easter
Annual Retail Fundraiser (2)	Organizes one annual retail fundraising event in the Fall. (2018-19 Mixed Bag)
Box Tops	Collects and submits Box Tops for school funds.
<i>Parent Club Board Members</i>	
Parent Club Hospitality & Correspondence	Responsible for Parent Club hospitality correspondence. Responsible to help coordinate Back to School night and budget for light refreshments for some Parent Club Meetings.
School Speak Coordinator (2)	Responsible for organizing and logging parent hours and fundraising dollars generated or spent. Processes payments and invoices as needed for Fundraising Chairs. Prepares reports to Parent Club Executive Committee. Ensures parent fundraising dollars and hours are recorded correctly.
Parent Contract Hour (2)	
Fundraising Obligation Coordinator (2)	
Fundraising Auction Software Coordinator (2)	Responsible for working with each school fundraiser to aid in entering items for auction and event ticketing. Computer software fluency required.
Head Room Parents (2)	Attends all Parent Club Board Meetings. Coordinates classroom parents, serves as a resource for classroom activities. Serves as the auction item coordinator for all class auction projects for Gala.
School Website – Parent Club Section	Coordinates communication with faculty at the school and posts information for Parent Club to the school website.
Friends of the Library (2)	Coordinates set up of new school library!! Promotes support of school library and book donation campaigns. Helps recruit volunteers for library, as needed.
Parent Club Sponsorship Coordinator (2)	Promote and coordinate the Parent Club Sponsorship Program and ensure all requirements are met by school and individual fundraisers.
Health & Wellness (2)	Works with school for health programs including head lice checks, vision and hearing screening. Reviews and reports to PC on school programs for overall student health & wellness.
New Family Advisor (2)	Coordinate welcome activities and orientations for new families, coordinate provision of information and materials, coordinate the new family buddy program; assists new SI families transition into our school community.
Parish Liaison (1)	Parent Club liaison to the parish. Attends parish meetings.
Uniform Exchange (2)	Organizes and makes used uniforms available to families. Responsible to maintain school Lost & Found.
Campus & Facilities (2)	Coordinates campus and facility needs, responsible for organizing campus “work days” as needed, oversees garden upkeep and seasonal changes.