



ST. IGNATIUS

PARENT CLUB

Parent Club Room Parent Open Positions			
Description: All Room Parents report to the Room Parent Coordinator. There are two room parents for each grade level. Room Parents are responsible for supporting the teacher with needs from parents and for supporting the Parent Club by informing families of upcoming events and opportunities to get involved.			
Position	Term	Hours	Description
All grades	1 year	Major–5 Regular–All Parish–None	<ul style="list-style-type: none"> • Emails the class families at the beginning of the year with introduction and information regarding class funds • Collects class funds from each family • Emails the class families before each teacher and aide birthday to remind them and let them know that a gift and treat is being supplied with class funds • Emails before Catholic Schools Week, National Teacher Appreciation Week, and Christmas to remind parents and let them know that a gift and treat is being supplied by class funds • Coordinates all Helper Helper assignments for the class parties and needs • Attends and coordinates all class parties • Supports the class responsibilities for all major fundraisers including the following: <ul style="list-style-type: none"> ○ Organizes the class project or donation for Annual Auction ○ Organizes the class sign up party for Amazing Grapes ○ Organizes any class needs for Fun Run • Organizes the class trunk for Trunk or Treat

			<ul style="list-style-type: none"> • Emails the class families with important information regarding Parent Club events and activities • Emails important information relayed by the room parent coordinator to class families • Grade-specific responsibilities are as follows: <ul style="list-style-type: none"> ○ 3rd grade: Runs the Rhodes School House Costume Exchange ○ 7th grade: Coordinates or finds the chairs for 8th grade baccalaureate reception ○ 7th grade: Coordinates or finds chairs for Cornhole Tournament ○ 8th grade: Coordinates or finds the chairs for Spaghetti Dinner and Carnival
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Parent Club Board Open Positions			
Description: Members of the Parent Club with direct responsibilities to support the school community and the Parent Club Executive Board. Expectation is that committee members attend all monthly Parent Club Meetings and serve a maximum term of two years with possible reelection.			
Position	Term	Hours	Description
Social Media Coordinator	2 years	Major–All Regular–All Parish–None	<ul style="list-style-type: none"> • Attends all monthly Parent Club Meetings • Handles all communication from Parent Club and Event Chairs to be sent to the school community on social media platforms (for example Facebook and Instagram) • Maintains and updates the Parent Club Social Media accounts • Works with all Parent Club members and Event Chairs to properly communicate events and fundraisers to the school community • Works to ensure all Parent Club events and fundraisers are given social media presence including upcoming dates and visual accounts of activities post event • Term length not to exceed two years with possible second term
Parent Club Sponsorships Coordinator	2 years	Major–All Regular–All Parish–None	<ul style="list-style-type: none"> • Attends all monthly Parent Club Meetings • Handles all communication to sponsors for needs from the school for different events and fundraisers

			<ul style="list-style-type: none"> • Coordinates the sponsor entitlements for events working directly with the Event Chairs • Cultivates future sponsors and works to maintain retention of current sponsors • Ensures other non-event entitlements are met in a timely manner • Works with Parent Club and Event Chairs to sustain a compelling program that entices sponsorships • Term length not to exceed two years with possible second term
Family Fun Events Coordinator	2 year	Major–All Regular–All Parish–None	<ul style="list-style-type: none"> • Coordinates and oversees the management of the family fun events and works closely with the event chairs. This includes but is not limited to the following: food and beverage, vendors, AV, rentals, volunteer coordination, budget, marketing, communications, decorations, purchases, and ticket sales • This position also reports out to Parent Club at the monthly Parent Club meetings
Friendlyz Liaison	2 years	Major–None Regular–All Parish–None	<ul style="list-style-type: none"> • Attends all monthly Parent Club Meetings • Liaison between Parent Club and Faculty/Staff/Admin about needs regarding social and emotional growth for students and families

Family Fun Events Open Positions			
Breakfast or Cookies with Santa			
Event Description: An exciting event that brings the S.I. together for photos and visits with Santa, and fun activities such as santa letter writing and a reindeer food station. Holiday wreaths pick-up and sales are held at this event. This event is usually the first Saturday or Sunday in December. Holiday pjs or festive outfits are encouraged.			
Position	Term	Hours	Description
Co-Chair	1 year	Major–5 hours Regular–All Parish–None	<ul style="list-style-type: none"> • Coordinates and oversees the management of the event - this includes but is not limited to the following: food and beverage, volunteer coordination, budget, marketing/communications, donations, decorations, GiveSmart site, purchases, contracts, rentals, programming, ticket sales, and AV

			<ul style="list-style-type: none"> • This position also reports out to Parent Club Co-Presidents and at the monthly Parent Club meetings during the time frame surrounding the event, two months prior to the event and two months following the event <ul style="list-style-type: none"> ○ For example, if the event is in December one or both chairs will go to the October, November, December, January, and February Parent Club Meetings (five in total) • Required to serve as Past Chair the following year.
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Grandparents and Special Friends Day			
Event Description: Our annual Grandparents and Special Friends celebration is typically a half day event to honor the love and wisdom that grandparents provide to our kids and community. This event usually includes a reception, mass, classroom visits and in the past on-site lunch. However, with the support of the Parent Club Co-Presidents the event activities could differ year to year.			
Position	Term	Hours	Description
Co-Chair	2 year	Major–5 hours Regular–All Parish–None	<ul style="list-style-type: none"> • Coordinates and oversees the management of the event - this includes but is not limited to the following: food and beverage, volunteer coordination, budget, marketing, communications, donations, decorations, GiveSmart site, purchases, contracts, rentals, programming, ticket sales, and AV • This position also reports out to Parent Club Co-Presidents and at the monthly Parent Club meetings during the time frame surrounding the event, two months prior to the event and two months following the event <ul style="list-style-type: none"> ○ For example, if the event is in October one or both chairs will go to the August, September, October, November and December Parent Club Meetings (five in total) • Required to serve as Past Chair the following year

Parent Club (non-major) Fundraiser Open Position
Christmas Plates
Event Description: Students decorate their very own Christmas or Holiday design during class time. The design is then turned into

a 10" melamine plate to treasure for years to come. The final product arrives prior to Christmas break if order is submitted by the end of September or early October.

Position	Term	Hours	Description
Coordinator	2 year	Major–5 hours Regular–All Parish–None	<ul style="list-style-type: none">• Coordinates and oversees the management of the fundraiser - this includes but is not limited to the following: volunteer coordination, marketing/communications, class art coordination, order management, purchases, and plate delivery• This position also reports out to Parent Club Co-Presidents and at the monthly Parent Club meetings during the time frame surrounding the fundraiser, two months prior to the event and two months following the event<ul style="list-style-type: none">○ For example, if the event is in December the chair will go to the October, November, December, January, and February Parent Club Meetings (five in total)