



## Home & School Association 2015-2016 Volunteer Form

Please return completed form through School Mail: Attention Gretchen Byrne or email to [hsa@htisnj.com](mailto:hsa@htisnj.com).

Parent's Name: \_\_\_\_\_ Students' name(s)/grade(s) in Sept.: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

**Important Note to all Volunteers** – The Archdiocese of Newark requires ALL adults who work with children to complete the “Protecting God’s Children” program. The schedule and on-line registration for the workshop can be found at [http://www.virtusonline.org/virtus/req\\_list2.cfm?theOrgID=16839&theme=0](http://www.virtusonline.org/virtus/req_list2.cfm?theOrgID=16839&theme=0). Training recertification is required every 3 years. A background check is required every 5 years. Please contact the school office for the paperwork and with any questions.

Please initial the appropriate line:

\_\_\_\_\_ I have completed the program and submitted the required documents to the school office.

\_\_\_\_\_ I have **not** completed the program or have **not** submitted the required documents but I plan on doing so.

Event/Committee	Description	Your Children in HTIS	
<b>Classroom Parents</b>	Two parents from each class serve as classroom parents to liaise between the teacher and the parents. They are responsible for communication to parents and managing class funds. They organize: transportation for class trips; teacher wish lists; donation of supplies for class parties; raffle basket purchase; and refreshments for assigned school events. At least one class parent from each <i>grade</i> is requested to attend each HSA general meeting to get updates and to facilitate communication.	Have you been a class parent for this child before?	If yes, in what grade?
	Grade: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
	Grade: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
	Grade: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
	Grade: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Prospective class parents are confirmed by the beginning of the school year. Time commitment varies by class. <b>Questions can be directed to: <a href="mailto:hsa@htisnj.com">hsa@htisnj.com</a></b>			

Event/Committee	Description		
<b>Lunch/Playground (Westfield Campus)</b>	Help faculty and lunch aide monitor the lunchroom and playground during lunch periods. (Westfield parents please also review Lunch Duty form enclosed)	<input type="checkbox"/> I will be volunteering for lunch duty once per month in lieu of \$90 opt out. (See lunch duty sheet for more information)	
<b>Lunch/Playground (Mountainside)</b>		<b>Availability</b>	<b>Approximate Commitment</b>
		<b>Day:</b> <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> R <input type="checkbox"/> F <input type="checkbox"/> weekly <input type="checkbox"/> biweekly <input type="checkbox"/> monthly	1 daytime hour/month per commitment

If both parents plan on volunteering, please write each first name next to the checked boxes in question.

Last Name: \_\_\_\_\_

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**The HSA:** All parents, guardians and faculty members are members of the HSA. Its mission is to help raise funds to offset the expenses of the school; run social and extracurricular activities; foster a sense of community among members; and to support communication. An elected Executive Board manages the organization, but the success of the organization depends on parental volunteers.

We are again asking for volunteer participation by all families. Please select below the areas where you can help during 2015-16.

Event/Committee	Description	Chair	Member	Other Positions Needed	Approximate Commitment
<b>Alumni Events</b>	Exploring events to engage the alumni community, such as organizing a BBQ or 5k run.	<input type="checkbox"/>	<input type="checkbox"/>		As needed
<b>Book Fair (WC-Fall)</b>	Each fall and spring, the Library and HSA co-sponsor a Book Fair for students and their families at both campuses.	<input type="checkbox"/>	<input type="checkbox"/>		5 daytime hours
<b>Book Fair (MC-Spring)</b>		<input type="checkbox"/>	<input type="checkbox"/>		5 daytime hours
<b>Breakfast with Santa</b>	This fund-raising and social event is held in early December. Families enjoy a light breakfast, bid on gift baskets, visit with Santa and get a photo taken by a professional photographer.	<input type="checkbox"/>	<input type="checkbox"/>		8 hours per week for 2 weeks
<b>Catholic Schools Week (WC)</b>	CSW, held the last week of January, begins with Masses at our three parishes where students participate and wear their uniforms. Open houses for prospective families are held at both campuses, and registration is encouraged all week. HSA also sponsors: Teacher Appreciation Day, an Ice Cream Social, the Student Retreat Day, Family Roller Skating afternoon and a Faculty Luncheon.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Faculty Luncheon Coordinator <input type="checkbox"/> Ice Cream Social Coordinator <input type="checkbox"/> Ice Cream Social Volunteer <input type="checkbox"/> Family Skating Coordinator <input type="checkbox"/> Luncheon Contributor <input type="checkbox"/> Student Retreat Day Volunteer <input type="checkbox"/> Teacher Apprec. Breakfast	Varies by event, averaging 4 daytime hours
<b>Catholic Schools Week (MC)</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Ice Cream Social Coordinator <input type="checkbox"/> Ice Cream Social Volunteer <input type="checkbox"/> Teacher Apprec. Breakfast	4 daytime hours
<b>Christmas and End-of-Year Socials</b>	Plans and organizes social events that focuses on celebrating together as a community. May have a smaller fundraising component.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Fundraising <input type="checkbox"/> Decorating / Set-up	3 hours per week 1 month prior to event
<b>Deck the Halls</b>	Responsible for decorating both campuses for Christmas and on an as-needed basis.	<input type="checkbox"/>	<input type="checkbox"/>		4 hours per week for 2 weeks
<b>Family Christmas Celebration (MC)</b>	Organizes refreshments for this event at Mountainside.	<input type="checkbox"/>	<input type="checkbox"/>		2 daytime hours
<b>Family Fun Night (MC)</b>	Plans this family event at Mountainside.	<input type="checkbox"/>	<input type="checkbox"/>		4 hours per day for 2 days
<b>Fathers Club</b>	Takes on special projects, such as landscaping, painting, and light construction, at both campuses as directed by the administration.	<input type="checkbox"/>	<input type="checkbox"/>		Varies by activity – usually evenings and/or weekend hours

If both parents plan on volunteering, please write each first name next to the checked boxes in question.

Last Name: \_\_\_\_\_

Event/Committee	Description	Chair	Member	Other Positions Needed	Approximate Commitment
<b>Field Day (MC)</b>	Organizes Field Day in June at Mountainside by planning and running games, and providing refreshments.	<input type="checkbox"/>	<input type="checkbox"/>		4 hours per day for 2 days
<b>Grocery Cards</b> (Formerly called "Food Vouchers")	Assists with selling pre-paid grocery store cards for weekly purchase at Mountainside campus.	<input type="checkbox"/>	<input type="checkbox"/>		1 hour per week (Wed. 9am) for the school year
<b>Grocery Bonus Cards</b>	Helps collect parents' Shop Rite and Stop & Shop bonus card numbers for this passive fundraiser.	<input type="checkbox"/>	<input type="checkbox"/>		2 hours at beginning of year
<b>Garden Club</b>	Plants and maintains gardens on both campuses, working in the fall and spring to plant seasonal plants and flowers.	<input type="checkbox"/>	<input type="checkbox"/>		4 hours per week for 3 weeks seasonally
<b>Kitchen Tour</b>	Plans and organizes this major fund-raising event, showcasing notable kitchens in Westfield-area homes.		<input type="checkbox"/>	<input type="checkbox"/> Ticket Chair <input type="checkbox"/> Sponsorship Chair <input type="checkbox"/> Publicity Chair <input type="checkbox"/> House Manager <input type="checkbox"/> Raffle	8 hours per month, June through October; 10 hours per week for final 2 weeks;
<b>Lord &amp; Taylor Fund Raiser</b>	Helps sell coupons for this twice yearly fund raiser held in conjunction with the Westfield store.	<input type="checkbox"/>	<input type="checkbox"/>		2-4 hours during the month previous
<b>Nominating Committee</b>	Evaluates and recommends the best candidates to serve on the HSA Executive Board.	<input type="checkbox"/>	<input type="checkbox"/>		2 hours per week for 2 weeks
<b>Oktoberfest (MC)</b>	Organizes and runs this fall fund-raiser and social event at Mountainside	<input type="checkbox"/>	<input type="checkbox"/>		2 hours per week for 3 weeks
<b>Parking Lot Drop Off (WC)</b>	Helps students safely exit their cars and enter the school grounds from Waterston Street Parking Lot from 8:15 a.m. to 8:30 a.m. on school days.	<input type="checkbox"/>	<input type="checkbox"/>		15 min in the morning
<b>Plant Sale</b>	Coordinates spring plant sale at both campuses.	<input type="checkbox"/>	<input type="checkbox"/>		4 hours per week for 2 weeks 2 times a year
<b>Trinity Rocks</b>	Plans and organizes this major spring fund-raiser, consisting of dinner, music, a raffle and basket auctions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Co-chair <input type="checkbox"/> Decorating / Set-up <input type="checkbox"/> Baskets <input type="checkbox"/> Silent Auction	4 hours per month for 3 months; 10 hours per week for final 2 weeks
<b>Used Clothing Drive</b>	Organizes the collection of used clothing and toys on two Saturdays, one each in the fall and spring	<input type="checkbox"/>	<input type="checkbox"/>		6 weekend hours 2 times per year
<b>Used Uniform Sale</b>	Organizes and runs summer, fall and spring sales of used school uniforms at both campuses.		<input type="checkbox"/>		4 daytime hours 2 time per year
<b>Welcoming Committee</b>	Welcomes new families before September and on the first day of school. Helps with other hospitality for new families.	<input type="checkbox"/>	<input type="checkbox"/>		5 hours in August/September and various as needed

**Sports**

See separate sports volunteer form. Sports offered include: basketball, chess, golf, softball, track, volleyball, and cross-country

If both parents plan on volunteering, please write each first name next to the checked boxes in question.

Last Name: \_\_\_\_\_

**General Skills**

I have the following skills I would be willing to share as needed.

<b>Accounting</b>	<input type="checkbox"/>
<b>Editing</b>	<input type="checkbox"/>
<b>Graphic Arts</b>	<input type="checkbox"/>
<b>Handicrafts</b>	<input type="checkbox"/>
<b>Marketing</b>	<input type="checkbox"/>
<b>Photography</b>	<input type="checkbox"/>
<b>Publicity</b>	<input type="checkbox"/>
<b>Web Site Design</b>	<input type="checkbox"/>
<b>Writing</b>	<input type="checkbox"/>

**Clubs & Activities**

<b>Event/Committee</b>	<b>Description</b>	<b>Leader</b>	<b>Member</b>	<b>Availability</b>	<b>Approximate Commitment</b>
<b>Cub &amp; Boy Scouts</b>	Cub scouts welcomes boys in grades 1 to 5. Boy Scouts start at grade 6. Parents lead campouts, community service and many other activities.	<input type="checkbox"/>	<input type="checkbox"/>		Regular after-school and/or evening meetings and events through the school year.
<b>Chess</b>	Provides instructional skills to students interested in competitive play.	<input type="checkbox"/>	<input type="checkbox"/>		Thursday evenings from September through May.
<b>Drama</b>	Organizes, runs and supports the student production in the fall and spring.	<input type="checkbox"/>	<input type="checkbox"/>		Several weeks of work before each production.
<b>Girl Scouts</b>	There is a parent-led troop in every grade from K-8. Adult volunteers complete applications including background/reference checks, as well as basic and level training, which cover safety and troop rules.	<input type="checkbox"/>	<input type="checkbox"/>		Regular after-school meetings and events through the school year.
<b>Literary Magazine</b>	Organizes and produces <u>The Trinitarian</u> publication in the spring to showcase students' art and literary accomplishments	<input type="checkbox"/>	<input type="checkbox"/>		5 hours per week for 2 weeks
<b>Robotics Club</b>	The team participates at the FIRST LEGO League (FLL) level, designed for grades 4-8.	<input type="checkbox"/>	<input type="checkbox"/>		Several weeks in the fall.
<b>Study Buddies</b>	Helps with sign-ins and general organization at this morning program, which brings together upper grade students to help 1 <sup>st</sup> to 5 <sup>th</sup> graders receive extra academic help.	<input type="checkbox"/>	<input type="checkbox"/>		1/2 hour per month for the school year; typically Thursday morning before school starts

(MC) = Mountainside Campus      (WC) = Westfield Campus