

## St. Edmunds Parent Participation Program

<u>Category</u>	<u>Position</u>	<u>Reports To:</u>	<u>Notes</u>	<u>Hours</u>
<b>1. Parish Subsidized:</b>	Bingo	Bingo Coordinator	Various bingo related jobs	Exceeds 20 hours
	Pizza Lunch 1 person	Parent Participation Committee	Every Wednesday, organize pizza orders and distribution	Exceeds 20 hours
	Library 5 people	Parent Participation Committee	One day per week. Morning and afternoon shifts available.	Exceeds 20 hours
	Bingo Non Subsidized	PEC Chairperson	Various bingo positions available with bi monthly and monthly schedules	20 hours
<b>2. Coordinators: One person per category job</b>	Bingo	PEC Chairperson	Coordinate bingo jobs schedules and shifts	Exceeds 20 hours
	Walk a thon	Principal Mr. Field	This is a very responsible position since the walkathon is the major fundraiser for the school year. This person would be required to coordinate the event. They would be responsible for securing the venue, promoting the event, obtaining the prizes for the early bird draws, ordering the food, issuing the reminders for early dismissal and pick- up and drop-off times, ensuring that the buses have been ordered. They will have to follow-up on the donation collections, counting the money and reconciling to the pledge sheets. They will also be responsible for issuing tax receipts if required to do so. This may be a job that exceeds the amount of participation hours needed but is considered to be one job of great importance.	May exceed 20
	Emergency Prep	PEC Chairperson	Recruit members for the committee. Set up and convene meetings of the committee, setting the agenda in consultation with the staff liaison or principal and notifying members of meeting times and work bees. Follow through the various work bees planned, ensuring their successful completion. Assist members of the committee in setting priorities and goals for the year and seeing them successfully accomplished.	May exceed 20

## St. Edmunds Parent Participation Program

<u>Category</u>	<u>Position</u>	<u>Reports To:</u>	<u>Notes</u>	<u>Hours</u>
	Parent Participation	PEC Chairperson	Coordinate the Parent participation program. Communicate all pertinent information to parent workers. Consult with the pastor, PEC Chairperson and principal regarding any difficulties with parent participation. Ensure all families are billed for non-fulfillment of participation requirements in consultation with the PEC. Provide a monthly report on the participation program to the PEC.	May exceed 20
	Grade 7: Yearbook & Graduation	Parent Participation Committee	Assist in preparing materials and church for various celebrations (commitment ceremony in September, grad shirt fitting and ordering in October, grad shirt presentation ceremony). Assist in setting up for grad ceremonies and help prepare for grad mass and leadership ceremony on last day of school. Yearbook - Supervise after-school student publishing crew in computer lab, entering, revising and editing. Assist in purchasing materials for final publication of yearbook. If necessary, help student photos editor with layouts and colour printing of photo pages. Assist students in coil binding of books during and after school in June.	May exceed 20
<b>3. Committees:</b>	Emergency Prep 5 people	Emergency Prep Coordinator	Members to work with the coordinator to assist with setting up and maintaining emergency preparedness for the school.	May exceed 20
	Parent Participation 2 people	Parent Participation Coordinator	Coordinate the Parent participation program. Communicate all pertinent information to parent workers. Consult with the pastor, PEC Chairperson and principal regarding any difficulties with parent participation. Ensure all families are billed for non-fulfillment of participation requirements in consultation with the PEC. Provide a monthly report on the participation program to the PEC.	May exceed 20

## St. Edmunds Parent Participation Program

<u>Category</u>	<u>Position</u>	<u>Reports To:</u>	<u>Notes</u>	<u>Hours</u>
	Parish Education Committee	PEC Chairperson	See P.E.C. worksheet for breakdown of jobs	May exceed 20
	Parent Association Committee	PAC Chairperson	See P.A.C. worksheet for breakdown of jobs. See the PAC Event Guide for details of the jobs necessary and the event planning.	May exceed 20
<b>4. Fundraisers:</b>	Save On Cards 2 people	Parent Participation Committee	People are required to sell save-on cards to our school community. This entails setting up a sales area at various functions and in the school yard to make the cards available to people interested in participating in buying these cards. Person must also log all the card numbers in the event someone loses their card and to track all cards to ensure they haven't been misplaced.	20
	Meat Sales 2 people	Parent Participation Committee	Bi-annual meat sale requires coordinating meat orders, promote the sales, collect the orders and distribute the goods to the people purchasing them.	May exceed 20
	Flower Sales (Mother's Day & Poinsettias) 2 people	Parent Participation Committee	Two annual flower sales: Mother's Day baskets and Xmas poinsettias. Coordinate orders, promote sales, and arrange delivery of flowers.	20
	Book Fair 2 people	Librarian Admin Pat Green	Assisting library administrator. The book fare jobs consists of two hours of set-up and take down and five hours of assisting with sales.	Does not give full 20 hours needed
	Walk a thon 12 people	Walk a thon Coordinator	There are various jobs needed the day of the event. These jobs are 4 checkpoint people, 2 persons on bike, one with a first aid kit to administer first aid if required, 2 people to pick up the garbage and recycling, and 4 people to handle the food and drinks for the people that ordered them. Any parent that walks with the children will not be awarded participation hours as this is considered to be participation for the fun of completing the walk with your kids. We encourage the	Does not give full 20 hours needed

## St. Edmunds Parent Participation Program

<u>Category</u>	<u>Position</u>	<u>Reports To:</u>	<u>Notes</u>	<u>Hours</u>
			parents to walk with their kids because this is fun, healthy and shows them your love and support.	
<b>5. School Celebrations</b>	Christmas Concert 2 people	Parent Participation Committee	Assist in setting up flooring, chairs, sound equipment, stage, risers. Assist with creating costumes and dressing students. Assist with creating and setting up props. Assist with lighting (procuring and operating). Set up for food bank collection that night and see to pick-up of food by a charitable organization. Help decorate the big gym. Assist with the creation and distribution of programs.	Does not give full 20 hours needed
<b>6. Maintenance:</b>	Gym Floors 2 Teams of 4 people	Parent Participation Committee	2 Crews of 4 people will cover the gym floors with the protective mats and put chairs and tables out for all events. When event is over mats tables and chairs must be picked up and put away. This is a physical job that will require afternoons and mornings depending on the event and also when the event is held. CWL events will require weekend hours.	20
	Yard Maintenance 2 people	Parent Participation Committee or PEC	People to keep the schoolyard clean and ensure that the playground is raked and cleared of debris twice a week. Snow removal and salting of the sidewalks as required when we have a snowfall. This can be done after hours to accommodate those that cannot work during the day due to employment obligations.	20
	Gardening 2 people	Parent Participation Committee	General yard clean up, weeding and maintenance of grounds.	20
<b>7. School Assistants:</b>	Laundry 2 people	Parent Participation Committee	Making sure parish altar server robes are cleaned & pressed (may contact Parish secretary). Sick room bedding should be cleaned and returned to school.	20
	Used uniforms & Gym Strip 1 person	School Secretary Ms. De Freitas	Inventory of all gym strip and used uniforms. Organize used uniform sales. Sales of gym strip.	20
	Photography 1 person	Parent Participation Committee	This is a position for someone capable of taking photographs for the school. This would be for various school functions that may also be used in the Grade 7 yearbook, etc. The ideal	20

## St. Edmunds Parent Participation Program

<u>Category</u>	<u>Position</u>	<u>Reports To:</u>	<u>Notes</u>	<u>Hours</u>
			person would be available for daytime events such as the walkathon and crowning of Mary and other school hour celebrations. The annual Santa Breakfast and Back to school barbecue would also be ideal times for photography duties.	
	Public Relations	Parent Participation Committee	This is a position for someone to be a liaison with the local newspaper and media with regards to school events and functions.	20
	Computer/IT 1 person	Principal Mr. Field	Help with computer or IT needs	20
	Shopping 1 person	Parent Participation Committee	People to shop for the various school events.	20
	Primary Readers Teacher Assist 4 people	Principal Mr. Field	Reading to primary grade students and any other minor help the teacher may need.	20
	Art Club & Fine Art Show	Parent Participation Committee	Possible purchase of materials. Assist with set up of materials, helping students, plus clean up. Type up labels for student art work (template provided, but each piece of student work would need a typed label	20
	Choir 1 person	Parent Participation Committee	Telephone to remind parents of coming events and follow up on attendance. Accompany the choirs on various performances (Summerhill and Christmas Mass in December, Chancellor Music Festival and Centennial Theatre in May) and help supervise students. Help transport and set up instruments, stands, etc. In consultation with the director, plan, prepare for and host a Christmas Coffee morning for parents in December, and an end of year celebration for senior choir members in June.	20
	Coaches 2 people	Principal Mr. Field	Coaching the school sports teams	May exceed 20
<b>8. Supervision:</b>	Yard Supervision 8 people	Principal Mr. Field	One person per shift to assist teachers with supervision of the playground.	20
	Traffic Supervision 2 people	Principal Mr. Field	One or Two people per shift to watch drop off and pick up zones. Hours would be 8:30 am - 9:00 am and 3:00 - 3:30 pm each day. Schedule is flexible	20

## St. Edmunds Parent Participation Program

<u>Category</u>	<u>Position</u>	<u>Reports To:</u>	<u>Notes</u>	<u>Hours</u>
<b>9. Student Council:</b>	Recycling 1 person	Parent Participation Committee and or Student Council	1 person per week to drive 2 students to the recycling depot to return beverage containers for refund. Must have vehicle to transport items. Assist students in sorting, bagging and transporting containers to the depot.	20
	Help with Student Council events & Activities 1 person	Fly market, Bake sale, Concessions, Penny Carnival, Charities	Assist Grade 7 students with student council activity needs	May exceed 20
<b>10. Misc Job Pool</b>	Various help	Parent Participation Committee	Various jobs come up throughout the school year where help is needed. Complete 3 jobs in this category and it will fulfill the 20 hours required. Must sign up with PPP Coordinator.	20