



SMS HSA General Meeting

March 5, 2020

SMS Home School Association (HSA)



- **Who are we?**
 - ❖ A group of parent/guardian volunteers from the school community who support the school and parish community's fundraising and social events
- **Who we are not**
 - ❖ Volunteers who are part of the administration
 - ❖ People involved in the policies or day to day operations of the school
- **What is the charter of SMS's HSA?**
 - ❖ We raise funds through fundraisers and social events of which the net proceeds are donated back to SMS to help maintain the cost of tuition and fees (operational and technology services support)
 - **The 2019-2020 HSA Financial commitment to the school is \$51,000, of which 100% has currently been met**
- **Additional information you may not know**
 - ❖ The funds raised also provide opportunities for the students and teachers throughout the year
 - Students
 - CSW Hot Dog Hot Lunch
 - CSW Ice World Open Skate
 - Kona Ice
 - Teachers
 - Classroom teachers' Gift Card to Support Restocking of Classrooms
 - Teacher CSW Luncheon
 - Teacher Year End Luncheon
 - Teacher Year End Thank You Gift Cards
 - Retirees/Teacher of the Year/Bereavement Gifts

HSA Executive Committee

Open Positions



- All Executive Members are expected to attend the monthly board meetings, which are held on the first Tuesday of the month. They usually last between 1 - 1½ hours.
- Positions are held for 2 years.

Vice President

- Performs the duties of the President in their absence
 - ❖ Prepares monthly meeting agendas and prayer
 - ❖ Presides over all Executive Committee meetings
 - ❖ Represents HSA at all back-to-school nights and room parent meeting
- Assists the President in all aspects of board business
 - ❖ Participates in scheduling of yearly events
 - ❖ Participates in development of annual budget
 - ❖ Supports process for adding and evaluating fundraisers
- Supports Event Chairs with planning and execution of events

HSA Executive Committee Open Positions



Treasurer

- Manages the HSA finances
 - ❖ Pays invoices
 - ❖ Issues reimbursement checks
 - ❖ Makes deposits
 - ❖ Reconciles bank accounts
 - ❖ Obtains needed change for events
- Creates the annual budget in collaboration with the President
- Disseminates financial reports to Chairpeople and President
- Supports Fall Festival Weekend by obtaining change, completing the evening deposit, managing the money room
- Works closely with the SMS Business office to support budgets and audits
- During the summer, completes financial business once a month

Corresponding Secretary

- Generates and submits written correspondences
- Supports the planning of the CSW Ice World Student Event
- Provides backup support to the Recording Secretary as needed

Delegates – 1 ES and 1 MS

- Participate on committee(s) of choosing or as assigned
- Represent viewpoints of parent community
- Promote volunteering to all parents

Event Chairs



Trunk or Treat Co-Chair

- Deanna Townsley is continuing as the Chairperson
- Event is held in October and planning begins in September
- Supports the chairperson with the multiple aspects of the event including
 - ❖ Organizing, scheduling, and supporting volunteer meetings (1 meeting per month for 4 weeks leading to event)
 - ❖ Coordinating ticket sales, including creation of flyer, being on campus for the ticket sale at the beginning of October, ticket distribution, management of wait list
 - ❖ Organizing the establishment of subcommittees including: Costume contest, Trunk Decorating contest, Arts and Crafts, Pumpkin Decorating, Student Games, Ticket Collection, Parking, Decorating
 - ❖ Soliciting donations and ordering student game supplies, arts supplies, pumpkins, hay, corn stalks, trophies, medals, and other items as needed
 - ❖ Communicating with the school and parish to ensure facilities and tables/chairs are available and food donations are organized and delivered to the parish
 - ❖ Coordinating food vendor and DJ for the event
 - ❖ Communicating with law enforcement for support
 - ❖ Finalizing reimbursements and accounting for the event
- Directs and support set-up at 8 a.m. the morning of the event until it is complete
- Assists with the dismissal of vehicles at the end of the event
- Ensures the property is left in the order it was received at the end of the night

Event Chairs



Mother/Son Event – Shadow and Replacement (2 positions)

- Social event currently held toward the end of the school year
- Preferably parents of girls so that parents of boys can participate in event
- Mother/Son Mini Golf in 2019 and 2020
- Can be whatever social event you would like

Hospitality – Chairperson

- Team currently provides
 - ❖ Open house treats
 - ❖ Monthly teacher birthday cakes
 - ❖ Dessert for teacher luncheons
 - ❖ Soup, salads, desserts for Souper Bowl
- Partner with the school (mainly Mrs. Pleiss) to understand the food needs for each month
- Communicate needs to the committee via email or Sign Up Genius
- Let the office staff know when to expect deliveries
- This is a new committee, so you can also continue to expand what you would like to do to let the teachers and families know how much we love them!

Fall Festival



THANK YOU to Jen Stuart and her amazing team for another super successful Fall Festival

- Erika Fitzgerald will Chair the 2020 Fall Festival to be held September 25-26, 2020!

Event has many subcommittees. The following subcommittee teams need new leaders in 2021.

- **Prize Room**

- ❖ Manage the ordering, allocation, and distribution of the prizes for the SMS run games
- ❖ Work with volunteer coordinator to ensure coverage of the prize room throughout the weekend

- **Solicitations**

- ❖ Lead subcommittee members to solicit local businesses for sponsorships and donations to support the event

- **Kitchen Lead**

- Manage food aspects of Fall Festival
- Manage the kitchen support during the event – food preparation, clean up, next day prep
- Work with volunteer coordinator to ensure coverage throughout the weekend

- **Logistics Lead**

- Support all needs to ensure items are transported from the MS to ES campus
- Be available all weekend to troubleshoot campus issues and support needs
- Work with volunteer coordinator to ensure volunteers for trash removal, regular maintenance, etc., are obtained

- **Raffle Coordinator**

- Print and distribute raffle tickets to families at beginning of school year
- Organize prizes for raffle baskets and school contest
- Run raffle ticket sales at all of the masses 2 weeks prior to the event
- Reconcile finances