

# Home School Association

## Committee Descriptions

**After Six Committee** - is especially designed to enable working parents to participate. Volunteers assist all Home School Association committees with a wide variety of ad-hoc tasks. Some examples are: stuffing envelopes, organizing mail distributions, creating flyers and/or posters, typing, copying, running an errand, etc. Committee members are contacted on an as needed basis. This committee is lead by a Chairperson or Co-Chairs and there is no limit to the number of additional volunteers on this committee.

**Class Parents Committee** - supports the HSA activities for each class. Class parents make emergency phone calls, organize class celebrations and provide general support to the teachers. This committee is lead by Co-Chairs and there will be two class parents assigned per classroom.

**Communications Committee** - helps gather information and photographs of class events and projects for publication in local papers, parish bulletins, newsletters etc. This committee is led by a Chairperson or Co-Chair and also requires a volunteer per classroom.

**Fundraising Committee** - is responsible for coordinating all fundraising efforts of the Home School Association. This includes all mandatory and non-mandatory fundraising events. The fundraising committee coordinates all regular fundraisers and looks for new fundraising ideas. Proceeds of all fundraisers go to meeting the Home School Association annual assessment to provide financial support to Trinity Academy. The fundraising Committee has a sub-committee for its two major fundraisers - Casino Night and Tricky Tray. This committee requires an overall Chair, as well as, a separate Chairs or Co-Chairs for Casino Night and Tricky Tray. There is no limit to the number of volunteers who can join our fundraising committees.

**Hospitality Committee** - provides refreshments for HSA and school functions as required. Volunteers organize the refreshments; coordinate refreshments donations, set and clean up. This committee is led by a Chairperson or Co-Chair and requires several additional volunteers to assist and events throughout the year.

**Library Committee** - provides assistance to the librarian in the library. This includes assisting with library classes, the annual book fair and formulating ideas to enhance the library. This committee is led by a Chairperson or Co-Chair and requires at least one additional volunteer per classroom.

**Lunch Program Committee** - coordinates and executes the Lunch and Beverage Program. Volunteers assist serving lunch, snacks, verifying orders, operating the register, wiping down tables and monitoring the children in the cafeteria during each lunch period. Our lunch and beverage program requires a large number of primary and alternate volunteers each day to ensure lunch is served in a timely and orderly manner. This committee is led by a Chairperson or Co-Chairs and requires at least 6 additional volunteers per lunch period.

**Morning Parents Committee** - consists of parents who monitor the doors while children are entering the school in the morning. This committee is led by a Chairperson or Co-Chair and also requires two parents per morning to monitor the school doors.

**New to School Committee** - consists of parents who have been at Trinity for at least one year. Volunteers will be given contact information for families that are New to Trinity Academy this school year and are asked to touch base on a regular basis to answer questions, be a resource, point them in the right direction or just simple see how things are going. This committee is led by a Chairperson or Co-Chair and also requires additional volunteers.

**Parish Representatives Committee** - acts as the Home School Association liaison to each parish. Coordinates and communicates activities between the HSA and each parish. Such activities would include coordinating Catholic Schools Week events at the parishes, updating the Trinity bulleting board at each parish, coordinating raffle sales dates and/or times in the church vestibule, etc. This committee will be lead by a Chairperson per parish, as well as additional volunteers to assist.

**Playground Committee** - coordinates activities for the children during lunch as well as monitors their safety. Volunteers are needed daily at each lunch period to assist the playground monitor. This committee is led by a Chairperson or Co-Chair and also requires several additional volunteers.

**Shopping Certificate Sales Committee** - assists by selling and recording the shopping cards. Shopping cards will be sold daily before and after school in the gymnasium foyer. This committee is led by a Chairperson or Co-Chair and also requires volunteers to sell each morning and afternoon.

**Social, Spiritual, and Cultural Arts Committee** - works with the HSA President, Principal and school faculty to arranging special programs and events for our students and families throughout the year. This committee is led by a Chairperson or Co-Chair and requires volunteers to assist with special events and programs.

**Trinity HSA Representatives Committee** - assists the Home School Association with communicating messages through each classroom regarding HSA events or special activities. Brings ideas and solutions to the HSA on behalf of their classroom. Aids the HSA in trying to involve all parents to take an active role in the programs designed to benefit our children. This committee is led by a Chairperson or Co-Chair and also requires a volunteer representative per classroom.