

NDE JOB DESCRIPTIONS (Work in Progress)

EXECUTIVE BOARD POSITIONS:

President

Job Description:

- 1) President shall preside at all meetings of this organization, and be an ex-officio member of all committees except the nominating committee.
- 2) Appoint standing committee chairpersons, and other committee chairpersons as the need arises.
- 3) Countersign all checks drawn and signed by the Treasurer.
- 4) Arrange with the Spirituality Chairperson a remembrance on the death or serious illness of members of the Parents' Club, the faculty or their families.
- 5) To perform such duties as pertain to the office.

Time Required:

- Attend Executive Board meetings and Parents club monthly meetings.
- Busiest Time: Sun up to Sunset

Vice-President

Job Description:

- 1) Vice-President shall execute the duties of the President in the absence of the President.
- 2) Act as program chairperson for the year. Coordinate special events, guest speakers and parent education trainings.
- 3) Oversee NDE volunteer program by working closely with the volunteer coordinator to ensure effective and timely delivery, communication and tracking of volunteer services.
- 4) Oversee new family welcome program & work closely with school administration to ensure effective bridging of communication to new families.
- 5) Assume the position of President in the event that office is vacated.

Time Required: 1) as needed 2) 60-80 hours 3) 100 hours 4) 10 hours 5) TBD

- Attend Executive Board meetings and Parents club monthly meetings.
- Busiest Time: Summer

Recording Secretary

Job Description: The executive board position of Recording Secretary keeps the NDE community informed of what transpires at the NDE Parent's Club meetings. Responsibilities include:

- 1) Attend monthly Parents' Club meetings, record and report the minutes to ___ in a timely manner. (It is preferred to have the minutes completed a week after the meeting.)
- 2) The minutes should be taken as concisely as possible and should record any actions taken by the board. Record outcome of discussions (not every detail). The minutes should follow a format that includes the time the meeting is called to order, officers' reports, old business, room mothers' reports, etc., and the time the meeting was adjourned.
- 3) Take attendance at the Parents' Club meetings by providing a sign-in sheet that is passed around and then collected at the end of the meeting. Keep the attendance record in the Secretary binder.
- 4) Distribute copies of the minutes to the Principal, the President, and Corresponding Secretary. One copy can be put on the bulletin board in the office. Keep the original in your Secretary binder.
- 5) Advise NDE parents of upcoming meetings. Traditionally this has been done with the Wednesday envelope but now an email to the Room Mom coordinators who can have it distributed via email to parents is preferred. Work with the school Technology Coordinator to have the meetings posted on the electronic board as well as on the NDE website.
- 6) Attend executive board meetings called by the President. (There may be one or two meetings before the school year begins for planning purposes and throughout the year as the need arises.)
- 7) A year-end report should be completed and presented to the President.
- 8) Write thank you letters on behalf of NDE, excluding Auction thank you letters.

Time Required:

- Busiest Time: around Parent's Club meetings

Corresponding Secretary

Job Description:

- 1) Corresponding Secretary shall assemble, edit, and arrange for the copying of the monthly school newsletter. The newsletter is to be delivered to the school office on the first Tuesday of every month for inclusion in the next day's Wednesday envelope. This process may evolve slightly as the school considers putting the newsletter online.
- 2) To have charge of all official correspondence received by or directed to the Board.
- 3) To read all communication at the meetings.
- 4) To notify the Parent-Teacher Group of the calendar of activities for the year.

Time Required:

- A few minutes each month to send reminders to those who make regular submissions to the newsletter.
- A few minutes to visit the office to write down entries from the prayer book.
- A little extra time at the beginning of the school year to establish the newsletter layout and/or get familiar with the process.
- Up to a few hours editing and laying out the newsletter and getting the document approved by the principal and sending it to the copy shop.
- No more than a half hour to pick up the newsletter and deliver it to the office. A bit more time is needed to assemble the pages if the copy shop does not do it.
- Busiest Time: The day or two before the newsletter is printed.
- Attend Executive Board and Parents club monthly meetings as able.

Treasurer

Job Description:

- 1) Treasurer shall receive all monies and pay all disbursements or expenses as authorized by the organization, and to keep a detailed record of the same. NDE currently uses QuickBooks.
- 2) To report at each meeting the monies collected and the bills paid since the previous meeting.
- 3) To sign with the President, or, in the absence of the President, the Vice-President, all checks drawn for the expenses of the organization.
- 4) To maintain bank accounts, make all deposits, and check bank statements.

- 5) Insure that a balance of \$750 remains in the treasury at the close of the school year.
- 6) Present the Principal with a check representing the proceeds from the Club fundraising activities and to assign all monies in excess of expenditures to the Principal to be used for the school.

Time Required:

- Attend Executive Board meetings and Parents club monthly meetings.
- Busiest Time: Early Fall with back to school fundraising activities (uniform sales, free dress stickers, directories) and November, December & January processing Christmas at Ralston revenues and expenses.

Parliamentarian

Job Description:

- 1) Parliamentarian shall assemble a nominating committee, instruct them in their duties and appoint a chairman.
- 2) Report on the committee to the Principal and to the board at the April Meeting
- 3) Read Article IV, Section 5, pertaining to the nomination and election of officers at the March meeting
- 4) Give advice on parliamentary procedure.

Time Required:

- Attend Executive Board meetings and Parents club monthly meetings.
- to advise on parliamentary procedure.
- Participate in the formation of a nominating committee for new officers and attend installation ceremony to install new officers.
- Busiest Time: March and April when the nominating committee is formed and new officers are installed.

BOARD POSITIONS:

Historian

Job Description:

- 1) Historian shall keep a yearly record of the school activities and prepare a scrapbook for that year. They can attend events when possible and/or collect photos and memorabilia from others.

- 2) The most current scrapbooks are kept in the teacher's lounge and are used for the school tours. The books are later stored in the book room.

Time Required:

- Approximately 50 hours per year

Coordinating Room Parent

Job Description:

- 1) Guidance, information and support to room parents.
- 2) Coordination of and execution of school picnic.
- 3) Coordination of and participation in meals for teachers' conferences.
- 4) Work with school principle and parent board on an as need basis.

Time Required:

- Approximate hours: 40+ (20+ per person, if job is shared)
- Busiest Time: Aug. thru Sept. for school picnic.

Room Parent (two per class)

Job Description:

- 1) Meet with teacher the first week of school to determine what support is requested.
- 2) Obtain and coordinate volunteers for class activities and drivers for field trips.
- 3) Obtain volunteer assistance and donations for school picnic.
- 4) Obtain volunteer assistance and donations for meals during teachers' conferences.

Time Required:

- Busiest Time: The beginning of the school year.

Health Coordinator

Job Description:

- 1) Health chairperson shall arrange with the Principal for an on-going health program, i.e. scheduling hearing testing and checking immunization records.

Time Required:

- Busiest Time:

Hospitality Coordinators

Job Description:

- 1) Purchase and stock bulk supplies for the kitchen before school starts. (Store supplies at their home).
- 2) Prepare, or form committees to prepare refreshments for the Orientation Nights, Welcome Coffee, parent education, installation ceremony and Parent's Club meetings.
- 3) Purchase supplies the day before each event.
- 4) Set up about an hour before the event and clean up afterwards.
- 5) Provide name tags.

Time Required:

- Must arrange for attendance at every meeting.
- Must shop before every event to purchase fresh food
- Busiest Time: the first few weeks of school.

Library Aide Coordinator

Job Description:

The NDE Library Coordinator schedules and organizes volunteers and events to assist Sister Catherine in the library. Specific responsibilities include:

- 1) Creating, updating and communicating a monthly schedule of volunteers for five mornings and three afternoons each week. This includes giving updates to the office and Sister Catherine on schedule changes as well as supporting aides with schedule changes throughout the year.
- 2) Representing the library at the "Welcome Coffee."
- 3) Organizing an orientation event for aides at the beginning of the school year with Sister Catherine.
- 4) Speaking about library duty at the "New Parents Welcome," if requested.
- 5) Organizing volunteers for the yearend book inventory
- 6) Assisting Sister Catherine in any way possible

Time Required:

- 15-20 hours over the summer to do first pass schedule and contact volunteers (email and spreadsheet skills are helpful)

- 1-2 hours each month with ongoing schedule changes & communication
- 10 hours throughout the year, organizing special events
- 30 hours throughout the year, serving as an aide
- Busiest Time: Late summer and first weeks of school with volunteers starting on Day 1, new volunteers orientation, etc.

Publicity

Job Description:

- 1) Publicity chair works as liaison between NDE and local communities, including promotion of Christmas at Ralston, as well as contacting local newspapers to promote articles of interest at NDE.
- 2) Work with principal and Christmas at Ralston co-chairs to obtain information and articles of interest.
- 3) Maintain list of publications and contacts at each publication.

Time Required:

- Busiest Time: September and October

Hot Lunch Coordinator

Job Description:

- 1) School Lunch chair shall work with the Principal and lunch providers to schedule and organize healthy hot lunches for the students.
- 2) Responsible for staffing the kitchen with volunteers to serve hot lunch, including labeling lunches and dropping off at the classrooms or serving at the lunch hour.
- 3) Making labels and running the reports for lunches from the hot lunch website.
- 4) Helping with the website for parents having difficulty – fielding calls for lunch discrepancies.
- 5) Fill in or assist in finding replacements for volunteers.

Time Required:

- 1 – 2 hrs every Sunday – running reports making labels and emailing the volunteers reminding them of their schedule.

- In the first month maybe two I came to the school during lunch to make sure the process of the lunches ran smooth.

Spirituality Coordinator

Job Description:

1. Building community and discipleship. This can be done in a number of ways, but this year, we offered a bi-monthly prayer group, encouraged moms to gather for weekly walks around campus, and responded to families in need of prayers or support. The response to families who need support can vary from praying for the family during prayer group meeting and sending cards, to coordinating meals/flowers or other support through the room parents. The room parents also play an important role in responding to parents in their classes, since they often know the families more personally, and are often the first to hear of situations that come up.
2. Leads the Parents club monthly meetings with a prayer.

Time Required:

- 4-5 hours/month

Uniform Exchange Coordinator

Job Description:

- 1) Uniform chair shall collect used uniforms throughout the school year from the members and exchange or sell them to other Club members as needed.
- 2) Order and collect money for new logo shirts. This is done all summer. The shirts are passed out on the 1st day of school.
- 3) Organize and run the used uniform exchange & sale 2 times per year: end of year and back to school coffee.

Time Required:

- 30-35 hours
- Busiest Time: August/September

Social Events Chair

Job Description:

- 1) Social Events shall be responsible for organizing two parent social activities (one in the fall and one in the spring), which will facilitate community building among Club members.

- 2) Assign buddy families to all new families to the school.
- 3) Provide guidelines for the welcoming family to make contact with the new members of the Notre Dame Elementary School community.
- 4) Provide information and guidance to new families regarding school procedures, fundraising, Christmas at Ralston, etc.

Time Required:

- Busiest Times: during events and beginning of the year.

Environmental/Green Chair

Job Description:

- 1) Research and write column for monthly NDE Newsletter
- 2) Research and write additional commentary for NDE website
- 3) Conceptualize, research and organize Sr. Dorothy Stang Day (to be held annually), to include solicitations from local business for organic plants etc.
- 4) Assist parents in obtaining carpools to and from school.

Time Required:

- 3+ hours per month for the newsletter
- 1+ hour per month for website content
- Busiest Time: Sr. Dorothy Stang Day (20+ hours)

Volunteer Coordinator

Job Description:

- 1) Oversee the distribution and compilation of the annual volunteer service lists and the hours of service performed by each family.

Time Required:

- Busiest Time:

Birthday Angel

Job Description:

- 1) Pick up presents that have been donated several times per month and take them to the Boys and Girls Club.

- 2) On the last Friday of the month, throw a birthday party for about 120 children with cake and arts and crafts. Each child gets to choose a

Time Required:

- 5-7 hours per month
- Busiest time: last Friday of the month

Birthday Book Coordinator

Job Description:

- The Birthday Book Club coordinator sends out birthday greeting card to each student around his/her birthday. An insert is enclosed in the birthday card for him/her to select and purchase a book from the Library on that special day.
- Maintain and update the school master list from the office re student birthdays.
- Group each student according to the month of his/her birthday. Prepare two sets of this monthly list, one for Sister Catherine and keep one. Twice a month, prepare the cards and include them in the pile for distribution in the Wednesday envelope

Time Required:

- Busiest Time: Beginning of school year
- Takes about ½ hour twice a month to prepare and distribute cards in Wednesday envelope.

Scrip Coordinator/Sales

Job Description:

1)

Time Required:

- Busiest Time:

Art in Action Coordinator

Job Description:

1)

Time Required:

- Busiest Time:

Class Docent (one per grade)

Job Description:

1)

Time Required:

- Busiest Time:

Parking Lot Coordinator

Job Description:

- 1) Publish parking lot rules, carpool, and sign in procedure for volunteers
- 2) Distribute name signs to families
- 3) Obtain at least 6 volunteers (including one lead person) to work the carpool line for each day of the school week and prepare a work schedule. (Ideally, this person will work as a volunteer at least one day a week so they are familiar with day to day operations).
- 4) Monitor parking lot once for compliance with loading and parking space procedures.

Time Required:

- 1/2 hour every two weeks

Technology Assistant

Job Description:

- 1) Maintain and update NDE website.
- 2) Work with Computer teacher to perform the following tasks or to obtain volunteers to assist with the following tasks:
 - a. Conduct IT Inventory (IT Inventory will require 5 parents to work for 4 hours on one day).
 - b. Clean keyboards by taking the keys off and cleaning with suitable cleaning fluid (isopropyl alcohol). (Estimated time: 1 hour per classroom or about 10 hours per year).
 - c. Clean up machines: remove files. (Estimated time: 4 hours once a quarter).
 - d. Research software: with guidelines find curriculum appropriate software:

- i. 2 hours to find a Grade 3 Math activity site on fractions
 - ii. 1 hour to find a Grade 8 site on American History
 - iii. 1 hour to find a Grade 5 science experiment on frogs, etc.
- e. Create photo galleries (Estimated time: 1 hour per gallery, includes editing photos).
- f. Work 1 hour per week with the computer teacher to perform any work that is needed at that time. (Position may be performed by a different person each quarter).

Time Required: See specific tasks above.

Family Directory

Job Description:

- 1) Prepare, maintain and update the NDE directory.
- 2) Have the Directory printed and ready for distribution in the first Wednesday envelope in September.

Time Required:

- Busiest Time: July and August prior to the start of school

Sports Liaison

Job Description:

- 1) Shall aid in the communication among the sports directors, the Board and Membership and shall keep them all informed of time, date and location of sports events for the boys and girls.
- 2) Shall post the information listed above in the school calendar in conjunction with the Corresponding Secretary.

Time Required:

- Attend Parents club monthly meetings when able.
- Busiest Time:

SPORTS:

Boys Baseball Commissioner

Job Description:

- 1) Attend PPSL (Peninsula Parish Sports League) meetings during the school year regarding rules, grievances.
- 2) Send parents the sport sign up forms for various seasons and collect money.
- 3) Conduct try outs.
- 4) Prepare rosters, divide teams, work with other schools to combined teams, and confirm student eligibility with principal.
- 5) Verify that coaches have complied with PPSL rules.
- 6) Schedule practice times and games with the NDHS and coaches.
- 7) Attend all home games and assist with scorekeeping.
- 8) Report scores for all games to PPSL within 24 hours of the games.
- 9) Mark boundaries for sports before games, if necessary.

Time Required:

- Busiest Time: sport season

Boys Baseball Coach (one per grade)

Job Description:

- 1) Coach assigned team approximately 2 practices and 1 game per week during their sport season.

Time Required:

- Attend all games and practices.

Boys Baseball Scorekeeper/Timer

Job Description:

- 1) Attend home games and keep the score.

Time Required:

- Busiest Time: sport season

Boys Baseball Team Parent (one per grade)

Job Description:

- 1) Liaison between team members and coaches.
- 2) Arrange team party and coach gifts.

Time Required:

- Busiest Time: sport season

Boys Basketball Commissioner

Job Description:

- 1) Attend PPSL (Peninsula Parish Sports League) meetings during the school year regarding rules, grievances.
- 2) Send parents the sport sign up forms for various seasons and collect money.
- 3) Conduct try outs.
- 4) Prepare rosters, divide teams, work with other schools to combined teams, and confirm student eligibility with principal.
- 5) Verify coaches have complied with PPSL rules.
- 6) Schedule practice times and games with the NDHS and coaches.
- 7) Attend all home games and assist with scorekeeping.
- 8) Report scores for all games to PPSL within 24 hours of the games.
- 9) Mark boundaries for sports before games, if necessary.

Time Required:

- Busiest Time: sport season

Boys Basketball Coach (one per grade)

Job Description:

- 1) Coach assigned team approximately 2 practices and 1 game per week during their sport season.

Time Required:

- Attend all games and practices.

Boys Basketball Scorekeeper/Timer

Job Description:

- 1) Attend home games and keep the score.

Time Required:

- Busiest Time: sport season

Boys Basketball Team Parent (one per grade)

Job Description:

- 1) Liaison between team members and coaches.
- 2) Arrange team party and coach gifts.

Time Required:

- Busiest Time: sport season

Boys Uniforms

Job Description:

- 1) Assign and distribute uniforms to team members with laundry instructions, track uniforms, collect uniforms at end of season.

Time Required:

- Busiest Time: sport season

Girls Volleyball Commissioner

- 1) Attend PPSL (Peninsula Parish Sports League) meetings during the school year regarding rules, grievances.
- 2) Send parents the sport sign up forms for various seasons and collect money.
- 3) Conduct try outs.
- 4) Prepare rosters, divide teams, work with other schools to combined teams, and confirm student eligibility with principal.

- 5) Verify coaches have complied with PPSL rules.
- 6) Schedule practice times and games with the NDHS and coaches.
- 7) Attend all home games and assist with scorekeeping.
- 8) Report scores for all games to PPSL within 24 hours of the games.
- 9) Mark boundaries for sports before games, if necessary.

Time Required:

- Busiest Time: sport season

Girls Volleyball Coach (one per grade)

Job Description:

- 1) Coach assigned team approximately 2 practices and 1 game per week during their sport season.

Time Required:

- Attend all games and practices.

Girls Volleyball Scorekeeper/Timer

Job Description:

- 1) Attend home games and keep the score.

Time Required:

- Busiest Time: sport season

Girls Volleyball Team Parent (one per grade)

Job Description:

- 1) Liaison between team members and coaches.
- 2) Arrange team party and coach gifts.
- 3) Arrange for female presence at all practices if all coaches are male.

Time Required:

- Busiest Time: sport season

Girls Basketball Commissioner

- 1) Attend PPSL (Peninsula Parish Sports League) meetings during the school year regarding rules, grievances.
- 2) Send parents the sport sign up forms for various seasons and collect money.
- 3) Conduct try outs.
- 4) Prepare rosters, divide teams, work with other schools to combined teams, and confirm student eligibility with principal.
- 5) Verify coaches have complied with PPSL rules.
- 6) Schedule practice times and games with the NDHS and coaches.
- 7) Attend all home games and assist with scorekeeping.
- 8) Report scores for all games to PPSL within 24 hours of the games.
- 9) Mark boundaries for sports before games, if necessary.

Time Required:

- Busiest Time: sport season

Girls Basketball Coach (one per grade)

Job Description:

- 1) Coach assigned team approximately 2 practices and 1 game per week during their sport season.

Time Required:

- Attend all games and practices.

Girls Scorekeeper/Timer

Job Description:

- 1) Attend home games and keep the score.

Time Required:

- Busiest Time: sport season

Girls Team Parent (one per grade)

Job Description:

- 1) Liaison between team members and coaches.
- 2) Arrange team party and coach gifts.
- 3) Arrange for female presence at all practices if all coaches are male.

Time Required:

- Busiest Time: sport season

Girls Uniforms

Job Description:

- 1) Assign and distribute uniforms to team members with laundry instructions, track uniforms, collect uniforms at end of season.

Time Required:

- Busiest Time: sport season

Track Coach

Job Description:

- 1) Coach team members at approximately 2 practices per week and track meets.

Time Required:

- Busiest Time: sport season

Track Team Parent

Job Description:

- 1) Liaison between team members and coaches.
- 2) Arrange team party and coach gifts.
- 3) Arrange for female presence at all practices if all coaches are male.

Time Required:

- Busiest Time: sport season

CHRISTMAS AT RALSTON:

Christmas at Ralston Co-Chair

Job Description:

- 1) Oversee, organize and execute the gala, silent and live auctions of NDE's major fundraiser with the help of a team of co-chairs. Each co-chair has specific responsibilities and duties per every aspect of the event that enable you to run it smoothly, efficiently and profitably.

Time Required:

- Many worthwhile hours
- Busiest Time: Oct - Nov

Gala Co-Chair

Job Description:

- 1) Organize and oversee the dining/bar portion of event.
- 2) Work with caterer, schedule parent assignments (check-in, raffle tickets, bar, clean-up) and manage high school volunteers (serve, coat check, some clean up), to ensure that the evening runs smoothly, tastes delicious and is tons of fun.

Time Required:

- 25+/-
- Busiest Time: Oct - Nov

Underwriting Co-Chair

Job Description

- 1) Work closely with solicitation team and help procure and secure additional underwriting to cover the event expenses.
- 2) Track all donations and advertisements.

Time Required:

- 25 +/-

- Busiest Time: Sept - Oct

Solicitation Co-Chair

Job Description:

- 1) Work with a team to brainstorm, procure and organize all donations to the silent (and possibly live) auction.
- 2) Send letters to all previous donors and follow up with phone calls.
- 3) Send letter out to NDE families to solicit donations.

Time Required:

- 30+/-
- Busiest Time: Aug - Oct

Silent Auction Co-Chair

Job Description:

- 1) Assemble team to group items into sections/categories.
- 2) Decorate and wrap items for presentation.
- 3) Guide team to set up each section/category of items using decorating items as necessary to enhance display.
- 4) Write thank you notes for all donations.

Time Required:

- Busiest Time: October – Event Day

Catalog Co-Chair

Job Description:

- 1) Input information about donations received into the software program.
- 2) Take data from the software program and write title and descriptions of the auction item.
- 3) Format catalog with graphics, advertising, written descriptions, etc.

- 4) Print catalog and auction numbers.
- 5) Prepare Addendum of items that are received after catalog is printed.

Time Required:

- Busiest Time: October – Event Day

Live Auction/Class Project Coordinator

Job Description:

- 1) Solicit, organize, oversee and display all live auction items.
- 2) Coordinate with room parents and/or volunteering parents the class projects.
- 3) Act as recorder of the high bidders on the night of the event.

Time Required:

- 30 +/-
- Busiest Time: Sept - Oct

Wrap Team

Job Description:

- 1) Group and prepare all silent auction items for display at the event.

Time Required:

- Busiest Time: Two weeks before the event

Set-Up Team (Gala and Auctions)

Job Description:

- 1) Assist Gala and Auction Coordinators to prepare Ralston Hall for the event

Time Required:

- Day of event

Check-Out Chair

Job Description:

- 1) Assemble check out team to work night of event.
- 2) Set up payment system at Ralston Hall the day of the event.
- 3) Set up schedule for checkout area for night of the event.

Time Required:

- Busiest Time: 1 week prior to event night - event night.

Raffle Ticket Coordinator

Job Description:

- 1) Have raffle tickets printed.
- 2) Distribute tickets to NDE families.
- 3) Obtain volunteers to sell raffle tickets for tree raffle to guests the evening of the event.
- 4) Manage the drawing the night of the event.

Time Required:

- Busiest Time: November - event night.

Bartender

Job Description:

- 1) Work behind the bar serving drinks to guests.

Time Required:

- Evening of event

Clean up Crew

Job Description:

- 1) Clear Ralston Hall of event tables and chairs.
- 2) Clear food tables.

Time Required:

- Evening of event: 11 p.m. to completion

Tree Chair

Job Description:

- 1) Organize, aid and oversee tree design teams to insure a variety of tree designs and to provide design advice, as requested.
- 2) Purchase and distribute trees as needed.
- 3) Arrange for transportation of trees to Ralston Hall.

Time Required:

- 20+/-
- Busiest Time: Oct - Nov

Tree Design Team

Job Description:

- 1) Write and present Tree Coordinator with written description of tree for catalog.
- 2) Purchase decorations and decorate tree. (wire decorations to the tree).
- 3) Assemble tree at Ralston Hall prior to the event.
- 4) After the Gala, pack the tree for transportation to the winner.

Time Required:

- 20+/- (depending on the number of members on the team)
- Busiest Time: Oct - Nov

Luncheon Co-Chair

Job Description:

- 1) Determine theme for luncheon.
- 2) Plan menu and put food out to bid from 3 caterers.
- 3) Rent linens and dishes for event.
- 4) Recruit volunteers and prepare schedule and mail confirmations of assignments to volunteers.
- 5) Prepare floor plan and submit room set-up plans to Ralston Hall.
- 6) Write and print program.
- 7) Make seating chart and obtain approval from Principal.
- 8) Purchase centerpieces for auction and sale.
- 9) Obtain corporate donations.
- 10) Advertise the event in local communities (Belmont and San Carlos), with NDE families and NDE alumni.
- 11) Coordinate with 8th grade room moms re serving.
- 12) Manage the day of the event.
- 13) Clean up.

Time Required:

- Start in September and busy through Christmas

Luncheon Set-Up (Need 8 people for each day of event)

Job Description:

- 1) Assist in setting the tables with linens, dishes and centerpieces.

Time Required:

- Day of event: 8:30 a.m. to 11 a.m.

Luncheon Check- In (Need 2 people for each day of event)

Job Description:

- 1) Greet guests when they arrive.
- 2) Check them in (name tags, favors, etc.).

Time Required:

- Day of event: 11 a.m. to 1 p.m.

Luncheon Cleanup Crew (Need 10 people for each day of event)

Job Description:

- 1) Clear tables and work.
- 2) Work with caterer and luncheon coordinator to facilitate set up for the next day and/or return of rented items.

Time Required:

- Day of event: 1:15 p.m. to 2:30 p.m.

Luncheon Kitchen Prep (Need 5 people for each day of event)

Job Description:

- 1) Make salads, food preparation, arrangement of food on plates.
- 2) Assist caterer in the kitchen in whatever manner needed.

Time Required:

- Day of event: 8:30 a.m. to 11 a.m.

Luncheon Server (Need 10 people for each day of event)

Job Description:

- 1) Serve guests coffee and tea.
- 2) Assist 8th graders with the service of food.

Time Required:

- Day of event: 11: a.m. to 1:00 p.m.

Raffle Ticket Seller (Need 6 people for each day of event)

Job Description:

- 3) Sell raffle tickets for luncheon prizes and for tree tickets to guests.

Time Required:

- Day of event: 11 a.m. to 2 p.m.

Teachers Lunch Coordinators

Job Description:

- 1) Make arrangements for donation of food or arrangements for food preparation.
- 2) Coordinate donations of bread, wine, dessert and other foods not donated.
- 3) Verify date for event and complete forms with Ralston Hall re table placement and set up of the room.
- 4) Rent necessary dishes and tablecloths.
- 5) Arrange for and decorate Ralston Hall the day of the event.
- 6) Get volunteers to assist in set up, serve, and clean up.
- 7) Arrange for prayer and entertainment (children play piano/violin)
- 8) Order Gift Cards for Teachers

Time Required:

- 6-8 hours the day of the event
- 20-25 hours preparation, shopping, coordinating food, volunteers, donations
- Busiest Time: the day of the event