



## Home & School Association 2019-2020 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): \_\_\_\_\_

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. *Recertification is required every 5 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.  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>		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	_____

### 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"/>

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

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

## Home & School Association – Volunteer Form 2019-2020

**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 2019-2020.

Event/Committee	Description	Chair	Member	Other Positions Needed	Date
<b>Art &amp; Music Night</b>	In the spring the school showcases the students' art work in the gym. Also the children who receive instrumental instruction perform. Volunteers help display the art work and take it down.  <i>Commitment: 8 hours in 2 days</i>	<input type="checkbox"/>	<input type="checkbox"/>		TBD – May 2020
<b>Book Fair</b>	Each fall, the Library and HSA co-sponsor a Book Fair for students and their families at both campuses.  <i>Commitment: 5 daytime hours</i>	<input type="checkbox"/>	<input type="checkbox"/>		10/1/19 – 10/4/19
<b>Catholic Schools Week</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.  <i>Commitment: Varies by event, averaging 4 daytime hours</i>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Coordinator for:</b> <input type="checkbox"/> Faculty Luncheon <input type="checkbox"/> Ice Cream Social <input type="checkbox"/> Pep Rally/Knock Game <input type="checkbox"/> Sky Zone <input type="checkbox"/> Student Retreat Day Volunteer <input type="checkbox"/> Teacher Apprec. Breakfast	1/26/20 – 1/31/20
<b>Deck the Halls</b>	Responsible for decorating the school for Christmas and on an as-needed basis.  <i>Commitment: 4 hours per week for 2 weeks</i>	<input type="checkbox"/>	<input type="checkbox"/>		11/30/19
<b>"Drive In" Movie Night</b>	This is a social event for our community to participate and celebrate Addamsfest. Families will come to the school to watch a child friendly movie. There will be snacks, food and refreshments for sale.  <i>Commitment: 4 hours per week for 2 weeks</i>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Coordinator for:</b> <input type="checkbox"/> Concessions <input type="checkbox"/> Ticket Sales	10/25/19

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

Event/Committee	Description	Chair	Member	Other Positions Needed	Date
<b>Fathers Club</b>	Takes on special projects, such as landscaping, painting, and light construction, at both campuses as directed by the administration.  <i>Commitment: Varies by activity – usually evenings and/or weekend hours</i>	<input type="checkbox"/>	<input type="checkbox"/>		All Year
<b>Field Day</b>	Volunteer during Field Day in June at by running games and providing refreshments.  <i>Commitment: 4 hours per day for 2 days</i>		<input type="checkbox"/>		June 2020
<b>Garden Club</b>	Plants and maintains gardens on campus, working in the fall and spring to plant seasonal plants and flowers.  <i>Commitment: 2 hours periodically throughout year</i>	<input type="checkbox"/>	<input type="checkbox"/>		All Year
<b>High School Information Night</b>	The school hosts an open house/information session for varies high schools in the area. Volunteers are asked to help set up and coordinate hospitality items for visitors.  <i>Commitment: 8 hours in 2 days</i>	<input type="checkbox"/>	<input type="checkbox"/>		9/24/19
<b>Kitchen Tour</b>	Plans and organizes this major fund-raising event, showcasing notable kitchens in Westfield-area homes.  <i>Commitment: 8 hours per month, June through October; 10 hours per week for final 2 weeks;</i>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Coordinator for:</b> <input type="checkbox"/> Ticket Chair <input type="checkbox"/> Sponsorship Chair <input type="checkbox"/> Publicity Chair <input type="checkbox"/> House Manager	10/19/19
<b>Lord &amp; Taylor Fund Raiser</b>	Helps sell coupons for this annual fund raiser held in conjunction with the Westfield store.  <i>Commitment: 2-4 hours during the month previous</i>	<input type="checkbox"/>	<input type="checkbox"/>		TBD – November 2019
<b>Nominating Committee</b>	Evaluates and recommends the best candidates to serve on the HSA Executive Board.  <i>Commitment: 2 hours per week for 2 weeks</i>	<input type="checkbox"/>	<input type="checkbox"/>		March 2020
<b>Parking Lot Drop Off</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.  <i>Commitment: 15 min before first bell in the morning</i>	<input type="checkbox"/>	<input type="checkbox"/>		All Year

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

Event/Committee	Description	Chair	Member	Other Positions Needed	Date
<b>Pocketbook Bingo</b>	Plans and organizes this major fund-raiser, consisting of bingo games to win high end hand bags, a raffle and handbags tricky tray auctions.  <i>Commitment: 4 hours per month for 3 months; 10 hours per week for final 2 weeks</i>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Coordinator for:</b> <input type="checkbox"/> Co-chair <input type="checkbox"/> Decorating / Set-up <input type="checkbox"/> Baskets <input type="checkbox"/> Publicity Chair	2/28/20
<b>Sip &amp; Shop Holiday Boutique</b>	Plans and organizes a fall fund-raiser. This is a vendor holiday shopping boutique where HTS rents out tables to local vendors to sell their products for the holidays.  <i>Commitment: 4 hours per month for 3 months; 10 hours per week for final 2 weeks</i>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Coordinator for:</b> <input type="checkbox"/> Co-chair <input type="checkbox"/> Decorating / Set-up <input type="checkbox"/> Baskets <input type="checkbox"/> Publicity Chair	11/15/19
<b>Spirit Wear</b>	Plans and organizes the fall fund-raiser or selling Holy Trinity spirit Wear. Volunteers will help sort orders.  <i>Commitment: varies 4-8 hours per week for 3 weeks; 8 hours over two days</i>	<input type="checkbox"/>	<input type="checkbox"/>		TBD – Fall 2019
<b>Super 50/50</b>	Helps sell raffle tickets for a spring fund-raiser.  <i>Commitment: 2-4 hours during the month previous</i>	<input type="checkbox"/>	<input type="checkbox"/>		TBD – Spring 2020 with Trinity Rocks
<b>Trinity Rocks/ Casino Night</b>	Plans and organizes this major spring fund-raiser, consisting of dinner, music, a raffle and basket auctions.  <i>Commitment: 4 hours per month for 3 months; 10 hours per week for final 2 weeks</i>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Coordinator for:</b> <input type="checkbox"/> Co-chair <input type="checkbox"/> Decorating / Set-up <input type="checkbox"/> Baskets <input type="checkbox"/> Silent Auction <input type="checkbox"/> Publicity Chair	TBD – Spring 2020
<b>Trunk or Treat</b>	Holy Trinity School will participate in the Westfield trunk or treat in the Westfield train station. There will be a specific area for the HT trunks to set up.  <i>Commitment: 4 hours per week for 2 weeks</i>	<input type="checkbox"/>	<input type="checkbox"/>		10/27/19
<b>Used Uniform Sale</b>	Organizes and runs summer, fall and spring sales of used school uniforms.  <i>Commitment: 4 daytime hours 2 time per year</i>	<input type="checkbox"/>	<input type="checkbox"/>		Twice a year

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

**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>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 K 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