



CtRCS Volunteer Committees

(Parents can sign up to co-chair, as well)

Volunteer Coordinators – Alba Ayala and Laura Tijerina

- To serve as a liaison between parent volunteer committees and staff
- Organize and run the monthly meetings
- Maintain a folder and a binder with a detailed calendar of events
- Set up a centralized calendar that will be accessible to coordinators and school staff

CARE – Amanda Pool

- Provide teacher bio sheets to room mom coordinator to distribute to homerooms
- Plan monthly teacher birthdays (open for discussion)
- Help to plan and organize teacher luncheons with hospitality (i.e. Hot cocoa bar, taco bar, 'Soup'er bowl, etc.)
- Help to plan and organize teacher appreciation week events

Parent Ambassador – Tamara Freeman and Michele Snyder

- Set up and give tours for open house, individual and group tours
- Mentor new families. One parent ambassador will be assigned a designated family per grade level to mentor.
- Coordinate and plan social activities back to school events, etc.
- Catholic Schools Week

Spirit – Tamara Freeman & Andrea O'Dowd

- Help to set up a spirit shop with an inventory of spirit wear, t – shirts, hoodies, yard signs, sports apparel
- Gather volunteers to help distribute inventory in an organized manner
- Help to set up orders for school (dates should fall around: summer, beginning of September and early January)
- Help establish used uniform donation program

Homeroom Parent Coordinator - Marie Riordan

- Act as a communication link between the Homeroom Parent, Volunteer Coordinators and other committees
- Streamline emails to a single source to avoid confusion
- Set up planning meeting with Homeroom Parents to plan class parties
- Ensure that class level parties should have the same theme, but may differ from other grades



- Work with committee heads to ensure requests are being sent through the home rooms
- Assist Room Parents as needed

Homeroom Parent (Room Moms) – Various

- Contact teacher to introduce yourself and set up a meeting to ask about any specific classroom needs
- Contact homeroom parents to introduce yourself and provide contact information
- Attend planning meeting for class parties
- Work with Homeroom Parent from other classes within your grade level to ensure parties are similar
- Parties include: Fall Fun Day, St. Nick Day, Easter Egg Hunt, Trunk or Treat, Thanksgiving Feast, Grandparents Day, Donuts with Dad, Mothers Mass/Mary crowning
- Purchase materials for Home Room parties as needed and/or create sign up sheets for materials
- Notify class parents of school events and committee requests as directed from Homeroom
- Make the class aware of teacher birthday and determine appropriate celebration

Hospitality –Tamara Freeman, Clare Westlake and Open Position

- Assist to set up with social events
- Coffee with Principal
- Teacher Conference Days Lunches
- Open House
- Help with In-Service days
- Donuts with Dad
- Mothers Mass/Mary crowning
- Kindergarten Graduation
- Teacher Appreciation
- Catholic Schools Week

Thanksgiving Feast – Laura Tijerina and Michele Snyder

- Assist to set up organize
- Include homeroom parents
- Organize donations

Community Service – Melanie Ghert

- Thanksgiving Donations and Baskets
- Giving Tree
- Lent Rice Bowls
- Classroom Projects
- Baby Baskets with Genesis



Yearbook – Sarah Harvey

- Photography
- Dedications
- Sales
- Distribution
- Development/Layout
- Design
- Advertisement

Workroom – Maritza Castillo

- Gather volunteers to help staff with copy and print projects
- Laminating
- Die Cuts
- Organize Brown Bags to take home with Teacher projects (cutting out supplies, putting together STREAM bags, etc.)
- Organize school supply orders

Crusader Community Outreach - Teresa O'Donnell

- Provide Meals for new mothers
- Provide Meals for families that may be in need during difficult times
- Reach out for prayers for families during difficult times

Crusader Communications Committee - Kara Irvine and OPEN POSITION

- To update the Crusader Chronicle Newsletter for volunteer opportunities and events on a weekly basis
- To update the School Calendar for upcoming volunteer opportunities and events on a monthly basis
- To update and manage the CtRCS - Parent Facebook Page as needed
- To communicate any changes to the Crusader Volunteer Webpage to the Communications Director
- To attend the Crusader Volunteer Community meetings and take minutes

Committees Under the Direction of the CtRCS Staff:

Steps for Students – Megan Dillingham

- Donation
- Promotion
- Set up/Take Down
- Race Date Worker Bee



- STEPS Hospitality Tent (hospitality)
- Order shirts and help to distribute

Chili Cook-Off – Megan Dillingham

- Auction
- Cook-Off Teams Support
- Judges Support
- Underwriting
- Entertainment
- Tickets and Incentives
- Food Vendors
- Décor/Logistics

Academic – Tamara Freeman and Karen Gaston

- Junior Achievement
- LEGO League/Robotics
- Science Fair
- Spelling Bees
- S.T.R.E.A.M.
- Academic Rallies

Library - Jessica Marshall

- Library Volunteers
- Book Fair
- Author Visits