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## **MISSION**

The NDAE Parent Association acts as a service and support organization for our School in the following ways:

- We are the fundraising arm of the Cherish Our Children Fund, produces events to raise money for academic enhancements for our school
- We facilitate communication between the parents and the administration/faculty.
- Assists the administration in keeping abreast of parental perceptions and concerns.
- We host social events to provide opportunities for our families to gather and celebrate our bond of faith in the school community.
- We coordinate the talents of our school community through the volunteer program.
- We Celebrate the NDAE staff with birthday and teacher appreciation events.

The parents of children who attend Notre Dame Academy Elementary School lead this organization. Membership is open to any school parent who is able to attend the scheduled meetings and willing to participate in subcommittees. There are 8 Officer positions (voting) and a Representative position, one from each grade K, 1, 2, 3, 4, 5, 6, 7, 8 (non voting).

## **MEETINGS**

Meetings are held in the mornings in the Resource Room from 8-9:30am every other month on a Thursday starting in September. (September, November, January, March, May). Parent Association meetings are open to any school parent who would like to attend. To use our time and space efficiently, we ask parents to forward their questions and suggestions to their Grade Representatives. Only items on the agenda will be discussed.

## **HOW TO BECOME AN OFFICER OR REPRESENTATIVE**

Member Applications will be accepted in early May. In addition to the "Member Application Form", the applicants are requested to provide a cover letter expressing their interest, including their background and qualifications.

**Officer Positions:** The membership committee, comprised of the NDA Parent Association Officers, meets in May to review the applications. Officer recommendations are presented to the voting officers. Nominees are notified of the outcome. Officer positions are appointed to a two-year term, which is renewable for a second term.

**Representative Positions:** If more than one parent applies, the membership committee will vote on the applicants for these positions. It is for a one-year term. There is no term limit. □

## **POSITIONS/DUTIES**

### **OFFICERS – 30 Service Hours**

#### **President**

- Oversee the Parent Association as a leader for the parent community
- Set agenda with the Principal
- Run Parent Association meetings
- Facilitate communication within our school community
- Work with website manager to maintain and update website

#### **Treasurer**

- Maintain Checking account of the NDAA
- Use Quicken to track multiple accounts
- Issue checks
- Run financials and provide updates as needed for Officers

#### **Secretary Recording/Corresponding**

- Take meeting minutes
- Send correspondence when needed

**Fundraising Officers:** Oversee the fundraising events of our parent community. This position may require finding and mentoring chairpersons, troubleshooting, negotiating, presenting ideas to the administration, incorporating new ideas and strategies to maximize fundraising opportunities. The job may be split into 2 areas to be shared by 2 people.

#### **Fundraising Assistant Events - Oversees the following committees**

- Family Fun Day
- Golf Tournament
- GALA/ Silent Auction
- Spring Boutique

#### **Fundraising Assistant Sales/Community - Oversees the following committees**

- Innisbrook Gift-wrap
- Dining Out Restaurant Programs
- NDA Store
- Uniform ReSALE
- School Cents
- Barnes and Noble Book Fair
- IN N Out Day

**Social Events Coordinator**– Coordinates two social events for our parent community.

**Oversees the following committees:**

- Volunteer Coordinator
- Mass and Family Picnic

**Publicity**

- Assist the Fundraising Coordinators in the promotion of PA Events
- Use Flyers, bulletin reminders, banners, posters and Email to communicate events to our students and parents
- Coordinate with HS to cross promote appropriate events
- Collaborate with the Website manager to promote events on our website

**Room Parent Liaison**

- A Room Parent Coordinator holds this position

**REPRESENTATIVES – 20 Service Hours**

**Representative Positions (9)** - There is one Representative for each grade: K, 1, 2, 3, 4, 5, 6, 7, 8.

- Be the voice of the parent community of your assigned grade.
- Be available to your parents to field their ideas, needs and questions
- Present these ideas and constructive information at our meetings.
- Communicate the information from our meetings to your parents.
- Promote events within your grade
- Promote one Dining Out Fundraisers to the school community

**COMMITTEES AND ACTIVITIES**

The NDAE Parent Association oversees the following committees/activities. Each committee/activity has at least one chairperson/coordinator.

- Volunteer Coordinator
  - Assembles list of families
- Family Mass and Picnic
  - Helps Coordinate the Movie and Picnic after the Mass
- Dining Out - Restaurant Fundraising Programs
  - Contract a restaurant for our Dining out Program for each month
  - Fill out proper paperwork and follow-up for payment
  - Generate Flyers for each event
  - Help Grade Reps to Promote each event

- Parent Socials
  - Set schedule of Socials on School Calendar – usually 1<sup>st</sup> Friday of each month 8-9am (calendar set prior to September)
  - Promote Each Social with the banner / bulletin / Website
  - Purchase Coffee and goodies for each event (reimbursable)
  
- Emergency Preparedness
  - Arrange the collection of Earthquake packets from each student
    - Send out letter
    - Retrieve Bins
    - Sort and Tally packs as they come in
    - Arrange storage of bins
  
- Health Screening
  - Set dates for screenings (hearing, vision, scoliosis)
  - Secure location for screenings
  - Secure screeners and equipment
  - Send out letters to inform parents of the dates of the screenings
  - Recruit parent volunteers to help run the screenings
  
- School Supplies
  - Coordinate the Supply list from each teacher
  - Coordinate with Innisbrook
  - Publicize Sale in packet/website/emails
  - Distribute Boxes to classrooms when they arrive (late August)
  - Arrange help to label and sort
  
- Innisbrook Gift-wrap
  - Coordinate event with Innisbrook
  - Publicize Event thru handouts/website/signage/emails
  - Check each order form / check amounts
  - Enter forms for those who need help
  - Coordinate Prizes for top winners
  - Keep accounting of each order
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- Fall Festival (co-chairs)
  - Oversee the biggest day of fun your kids will ever see!!!
  - Manage booth Coordinators
  - Organize logistics
  - Publicize event
  
- Barnes and Noble Book Fair
  - Coordinate time and date with Barnes and Noble
  - Process Contract
  - Publicize event with posters/flyers/email and website
  - Coordinate Book lists from teachers to be available

- Spring Boutique
  - Organize Logistics for event in HS Gym
  - Invite Vendors to attend
  - Publicize event to our school and community through Flyers/email/website
  - Oversee set-up and tear-down
  
- NDA Store
  - Process orders for items from our store
  - Promote items from our store to our parents and at events
  - Order new items as needed
  
- In N Out Day
  - Contract with In n Out for a Lunch Event
  - Produce Order Forms
  - Collect order forms and track orders
  - Coordinate volunteers
  
- Golf Tournament
  - Coordinate this fun day
  
- GALA/Auction (co-chairs)
  - Coordinate all areas of this event and On-line auction
    - Coordinator Positions help with
      - Decorations
      - Banquet
      - Registration
      - Solicitation of Items
      - Correspondence
      - Raffle
      - Child Care
      - Promotion/Publicity
  
- School Cents
  - Coordinate with the Westside Pavilion Program to promote the program to our families to ensure we incorporate ways to log bonus points for this program. Attend 5 meetings and turn in receipts from our families.
  
- Room Parent Program
  - Coordinates with Teacher to assist in areas needed
  - Celebrates Teachers Birthdays
  - Communicates Class information with Parents
  - Coordinates Drop-off Duty for one month
  
- Cherish our Children Coordinator
  - Update and manage Alumni Data
  - Coordinate quarterly letters from Nancy Coonis
  - Incorporate new ways to reach our Alumni
  - Facilitate the Corporate matching programs of our donors
  - Coordinate Thank you's