

# St. John Vianney Catholic School

*"Home of the Eagles"*



<http://school.sjvaz.net>

# ROOM PARENT HANDBOOK

2007-2008

## Room Parent Introduction

Dear Room Parents,

The H.S.A. welcomes everyone interested in this fabulous ministry. We would like each classroom to have three room parents, with at least one who is bilingual. There will be one Lead Room Parent and two helpers. This is a school year long commitment. The Lead Room Parent will discuss all activities with the helping room parents and encourage parent involvement within the classroom. The H.S.A would like to see at least two of the three room parents at all events. Also, there will be Room Parent Meetings once a month starting in September. It will be held the third Tuesday of every month.

As an interested room parent we ask each of you to read the attached Home Room Criteria to determine whether you are in a position to fulfill these requirements. Once you have read and signed the Home Room Criteria sheet, your name will be submitted to your child's teacher for review. The teacher will make his/her selection by the end of August. Please submit your signed Home Room Criteria sheets to the school office by August 18<sup>th</sup>.

If you are selected, please make your name, phone number, mobile number and e-mail address available to the H.S.A. Room Parent Coordinators at the first Room Parent Meeting in September.

Welcome to the 2007-2008 School Year!

Sincerely,

Sr. Ignacia Carrillo and

Genanne Granrah, Mariana Sandoval, and Lilia Diaz

## Home Room Parent Criteria

Please read the following list of responsibilities and sign the bottom. In signing this agreement you have accepted the position of Room Parent and will abide by these rules.

1. **Being at Your Class Room bake Sales**, is mandatory.
2. **Coordinate Bake Sale Committee**, to consist of 2-5 parents and to meet 1-2 weeks before Bake Sale.
3. **Weekly Contact With your Home Room Teacher**, designate time to check in and see what is in need in the classroom by the teacher.
4. **Coordinate Holiday Parties**, get donations of treats, make sure not too much of one treat, set up parent volunteers for the actual party. Work with home room teacher and honor his/her wishes. All items must be store-bought.
5. **No Asking of Money**, no set monetary amount...must be a donation. (Unless approved by Principal)
6. **Solicit Parent Involvement in Classroom**, when requested by the home room teacher.
7. **Build Relationships with Parents**, try to make those calls weekly or even by weekly even just to say hi!
8. **All memos and letters must be approved by Principal.**
9. **No exemption**, everyone needs to log in their hours when worked.

H.S.A. cannot thank you enough for accepting this wonderful and rewarding ministry. Please keep in mind we are all parents who love volunteering- please contact any H.S.A. Board Member for assistance whenever needed throughout the school year. Building friendships and creating a kinship with your child's teacher is a once in a life time opportunity. Enjoy it!

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Room Parent Name (Please Print)	Signature	/ / Date
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Teacher	Grade
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## Special Events Calendar 2007-2008

<u>DATE</u>	<u>EVENT</u>
August 21	Meet the Teacher Night/H.S.A. Meeting*
October 4	Dennis Uniforms on Campus
October 6	Dinner and Auction
October 31	Halloween Event (moderated by Student Council)
November 1	All Saints Day parade
November 21	Thanksgiving Lunch
December TBA	Drama Club Christmas Program
December 12	Our Lady of Guadalupe Mass
December 19	School Christmas Program
December 15	Christmas Celebration
Jan. 27-Feb 2	Catholic Schools Week
TBA	Science Fair
February 14	St. Valentine's Celebration
February 21	Dennis Uniforms on Campus
April TBA	Art Fair
April 18	Easter Egg Hunt (Pre-k – 1 <sup>st</sup> grade)
April 24-28	Spring Fiesta
May TBA	Drama Club Spring Program
May 24	Mary Help of Christians Feast

- Unless otherwise noted, H.S.A. Room Parent meetings will be held every other month on the second Thursday at 7:00 p.m. First meeting September 6.
- H.S.A. board meetings will be held the First Tuesday of every month beginning September 4.

# Sunday Masses and Bake Sales Hosted by SJV Students 2007-2008

September 9, 2007	Grade 8
October 1, 2007	Grade 7
November 12, 2007	Grade 6 & Grade 3
December 9, 2007	Grade 5 & Grade 2
January 27, 2008	Mixed Classes
February 10, 2008	Grade 5 & Grade 1
March 9, 2008	Grade 4A
April 13, 2008	Grade 4B
May 11, 2008	Grade 3

## Items Needed For Bake Sale Day

2 Huge Ice Chests or 4 small Ice chests  
1 or 2 Roasters – 1 from HSA  
Snow Cone Machine (Grand Hall)  
2 Extensions Cords (Ask Felipe or Rene)  
2 power surges (Ask Felipe or Rene)  
2 crock pots from HAS  
Misc. Paper products: napkins, bowls, spoons, etc.  
Soda 150-200 cans  
Water 75-125 containers  
Ice  
Grill (if needed)  
Contact Cindy Siepel at the parish office (x105) 1 week in advance to prepare 3 or 4 money bags

*We recommend that at least two of the three assigned room parents are available to oversee the set-up and clean up. Groups of volunteers may rotate and sell items after each mass. Set-up begins at 7AM. The last mass begins at 1:15PM. Money is counted and a deposit slip is filled out. All monies and deposit slip is turned in to the parish office that same afternoon.*

## Big Sellers

Burritos- green-chile 15-25 dozen  
Chorizo (a.m. masses) 5-8 dozen  
Tamales- as many as you can get!  
Menudo (cold months only) 1-2 pots include all the trimmings  
Tostada & Spanish Rice Plates  
Hot Dogs and Hamburgers ( warm months only)  
Pancakes & Sausage Plates (a.m. masses)  
Sweets: cup cakes, brownies, rice krispies, cookies, donuts, etc.  
Snow cones (hot months)  
Nachos (include cans of cheese, sliced jalapenos, bowls)

## Room Parent / Bake Sale Prayer

*We can see that you are doing a new and blessed thing in our lives, Lord and we rejoice in your goodness and love! In the midst of all the excitement you are creating for us, we pause to remember you as the source of all things wonderful. Thank you for the new beginnings, for hearts full of hope and for all the blessings you so graciously bestow upon us. Amen.*

## Bake Sale Donation Items for Volunteer Hours

### Homemade Items

<i><u>ITEM</u></i>	<i><u>CREDIT</u></i>
Cup Cakes 2 dozen	1 hour
1 full loaf of Baked Bread	1 hour
Cookies 2 dozen	1 hour
Rice Krispie Treats 2 dozen	1 hour
Brownies 2 dozen	1 hour
1 Pie	1 hour
Homemade salsa ½ gallon	1 hour
Burritos on 12” tortillas	1 hour
All Beef Burritos	2 hours
Beans, whole or refried – chili (average pot)	1 hour
Pan of Spanish Rice (average pan 5 quarts)	1 hour
Tamales 1 dozen	2 hours
Menudo (average pot 8 quarts/ 5.7 liters)	3 hours

**Store Bought items- MUST show receipt for credit!  
1 hour earned for \$10.00 spent**

Soda / Water / Juice / Coffee / Hot Cocoa

Nacho Cheese - Nacho Chips - Jalapenos

Hot Dogs / Hamburgers - Buns

Donuts / Cup Cakes / Cakes

Cookies

Pies

Candies

Paper Products

Condiments for Menudo- Hot Dogs- Hamburgers

Salsa

- Items not listed will be determined at the discretion of Committee Sponsoring the Bake Sale.
- Receipt must be shown upon turning in donation
- Non Perishable items sent to office on Friday before the sale.
- All perishable items sent by Sunday at 7:00 a.m.



