



## **HOME AND SCHOOL ASSOCIATION**

### **PURPOSE**

The objective of the St. Maximilian Kolbe Home & School Association shall be the advancement of Catholic education and the welfare of all school children of St. Maximilian Kolbe School. The Home & School Association shall enhance the education process by providing support for parents and teachers to aid in the education of children in Faith and academics.

The Home & School Association shall endeavor to increase parents' role in the education of their children by fostering a cooperative environment for the good of their children. The Home and School Association shall take an active role in sponsoring home and school activities which build community and raise funds to support the school budget.

Membership in the St. Maximilian Kolbe Home and School Association shall be open to all individuals who are related to current students. The annual dues are \$40.00.

There will be two to three general membership meetings during the school year. Meetings are open to all members of the Parish and any parent of a child attending St. Maximilian Kolbe School, but voting is restricted to only dues-paying members. Meeting dates will be published in advance. The last meeting in May will be the election meeting. Elections/nominations for open board positions will take place in the spring.

The administrative body of the Association is the Executive Board. The Board consists of the Home & School Association President, Vice- President, Treasurer, Secretary, and Fundraising Chair, Members at Large and the school principal.

### **Responsibilities of the President**

- Establishing the annual fundraising targets and community building goals of the Home and School Association in cooperation with the principal and the Home and School Board
- Planning and presiding at meetings of the Home and School Board as well as general meetings



- Preparing a calendar of Home & School events -
- Appointing and supporting special committees -
- Acting as a representative of the school in activities related to the Home and School Association
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### **Responsibilities of the Vice-President**

- Performing the duties of the President in his/her absence
- Supporting Home and School activities and programs

### **Responsibilities of the Treasurer**

**The treasurer or individual assuming the responsibility for the financial activities of a parish organization is acting on behalf of the pastor and the members of the parish. In this capacity, the Archdiocese of Philadelphia recommends that the treasurer follow and perform the following procedures/duties to ensure that funds received and expended on behalf of the parish, or for other designated purposes, are properly safeguarded.**

1. All checks will be signed by the pastor or other designated parish employee. The treasurer will prepare the check, attach it to the invoice or check request, (along with an envelope), and submit it to the parish / school business manager, (Sue Barbella), who will coordinate the signing of the checks with the pastor. The rectory will mail all checks, if addressed envelopes are provided, and maintain the records at the rectory. Checks can be dropped off at the rectory between the hours of 8:30am – 3pm Monday through Friday. If these hours are not convenient, other arrangements can be made. Please contact Sue Barbella.
2. All checks should be written to the vendor providing service. Checks should not be written to individuals for reimbursement of expenses.
3. All purchases made for the school should flow through the school operating account by transferring funds to the school in the form of a check written out to St. Maximilian Kolbe School.
4. Budgets should be developed and followed for all Home and School fundraising activities.



5. Treasurer prepares deposits and takes them to the bank. The H & S bank account is at Malvern Federal. Please note – deposits can be left at the rectory for Sue Barbella to take to the bank.
6. Treasurer prepares timely **monthly** bank reconciliations and brings them to the rectory for the pastor's review/approval. This can be dropped off at the rectory at the above noted times, (item #1).
7. Treasurer prepares a financial report for submission to the pastor. The report should be prepared at least on an annual basis, preferably on a quarterly basis. This would include fund raising activities detailing income, expenses, and net profit of the fundraiser.
8. Excess funds should not accumulate in bank accounts held in the name of the organization as per the Archdiocese. Surplus funds should be transferred to the school account or used for their designated purpose. This must take place by June 30<sup>th</sup>.
9. After submitting the organization's annual financial report to the pastor, all documents related to financial transactions for the year should be given to the business manager for inclusion in the parish financial records file. This would include all deposit slips and any other documents that were not previously submitted.

**Any questions regarding the above procedures can be directed to Sue Barbella, Parish / School Business Manager, at 610-399-6936.**

### **Responsibilities of the Secretary:**

#### **All Home and School communications must be approved by the Principal.**

- Maintaining the Home and School page on the school's website
- Monitoring, responding and disseminating email through [hsa@stmax.org](mailto:hsa@stmax.org) email inbox as appropriate
- Sending email blasts for Home & School announcements and events to school families, as well as CYO and PREP, when warranted
- Recording minutes at the board meetings, (and distributing minutes to board members within 1 week after the meeting date)



- Participating in monthly board meetings

### **Responsibilities of the Fundraising Chair:**

**The fundraising chair works closely with the principal and the Board in relaying important information regarding tasks, timeline and materials.**

- Acting as the point of contact for the chairperson for specific fundraising endeavors
- Providing support for the event chair in planning, advertising, implementing and debriefing the fundraising event
- Reporting to the board on the progress of each fundraising endeavor
- Coordinating with the school and parish organizations
- Ensuring advertising and promotion of fundraising events encourages attendance by the broader parish community
- Identifying new fundraising opportunities for the Home and School Association and presenting them to the board for approval

### **Responsibilities of the Spirit Wear Coordinator:**

- Working with the vendors to sell spirit wear to school families
- Maintaining spirit wear webpage
- Coordinating advertising, ordering and distribution of spirit wear between families and vendors -



## VOLUNTEER CODE OF ETHICS

### Confidentiality

**A volunteer operates in a position of trust. Personal information pertaining to students must be kept confidential, as well as conversations between parents, teachers and students.**

- In the course of your volunteer work at our school, you may learn confidential information about students, parents or teachers. You are expected to keep this information confidential in any setting, inside or outside the school, just as you would wish your own privacy rights to be respected.
- It is never appropriate to discuss or engage in gossip about children, teachers, staff members' actions, behaviors or conduct. Nor is it appropriate to discuss situations or incidences with persons who are not involved or who have no authority/standing concerning the incident.
- There are times when student confidences cannot be kept. If a student confides a desire to commit suicide to a volunteer, that confidence must be reported. **The guideline to follow is:** *Any information which, if shared with parent and/or administrators, may save someone from harm must be shared.*

### Communication

Always direct other parents' concerns to the classroom teacher. It is the school's responsibility to inform parents of student progress. If problems or concerns arise, first discuss them with the appropriate staff member, and if necessary, the administrator.

### Dependability

The school relies on your support. Follow through on assigned tasks, within the scheduled times and please, give notice of absence whenever possible.

### Respect for Others

Children learn from watching adults. Practice patience and understanding toward the children and staff which helps learners value and apply these qualities.



At all times a volunteer is there to support the needs of the teachers, students, and the school. Observations of staff must never be evaluative in nature, and tasks should be carried out according to the teacher's request.

**Note:** It is important that as a volunteer you are realistic about the amount of time that you can offer the school, as well as the tasks you can perform. Being at St. Maximilian Kolbe School should be a positive experience; however this may not be possible if other commitments outweigh the amount of time or energy that you have available.

### **VOLUNTEER PLEDGE**

I pledge to volunteer my time and talents in service to the children of St. Maximilian Kolbe School. I will uphold the expectations to the role of volunteer by observing guidelines outlined in the Volunteer Handbook and by being committed to my duties. I promise to respect the confidentiality of the students, faculty and staff. I have read and understand St. Maximilian Kolbe's mission statement and will follow the rules, policies and procedures outlined in the Volunteer Handbook to the best of my ability.

**Volunteer Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



*(Please sign, date, and return to the school office.)*