

Description of Volunteer duties and approximate time commitment for Committees & Events:

STANDING COMMITTEES

Chaperone – Chaperones one or more of the school sponsored dances; *Saturday evenings during the school year and Homecoming as scheduled by CHS administration*

Website Manager – Works under the direction of CHS public relations/communications office; inputs data using Word, Excel; generates volunteer lists to be used throughout the year by committee chairs; assists with preparation of on-line Mothers' Club registration and payment of dues; and assists with on-line event and volunteer sign up ; *most work is done during summer and early fall*

Hospitality – Calls families of all new CHS students; *please no 8th or 9th grade moms; two to three weeks prior to start of school*

Lights, Luminaries, & Balloons – Sets up lights, luminaries, and balloons used during Open House and other events in October/November; *lights work requires working 2 weekend days to put lights in courtyard trees and take down lights from trees after use; luminaries work requires working the afternoon of Open House to set up luminaries; balloons work requires working from noon til Open House on the day of Open House*

Mail-Out – Collates and mails out Mothers' Club Registration Packet in June and mails out CHS newsletters in July.

Parents Meeting in Prayer – CHS parents/guardians meet in the Brothers' Chapel for informal prayer; *meets quarterly during the school year usually on Wednesdays*

Power Pool – Assists with Mothers' Club's events when and where needed for sporadic requests.

SPECIAL EVENTS

Faculty & Staff Luncheon – Helps with food, set-up and/or decorations at luncheon held for faculty and staff during the week before classes begin .

8th Grade Get Together – *Please no 8th Grade Moms* – Helps with food, set-up and/or clean up for incoming 8th graders usually the Sunday afternoon before CHS classes begin. *Usually held at the Chair or Co-Chair's home*

CHS Back to School Afternoon – Prepares reception in Union for CHS students and their parents during their afternoon of viewing classes and meeting teachers by sending food, setting-up, serving and/or cleaning up. *Event usually occurs the first Sunday afternoon after CHS classes begin*

Moms' Mix-n-Mingle – Plans simple social events for CHS mothers to engender fellowship and fun. *First annual social event is a Sunday afternoon in early September*

Faculty and Staff Appreciation Luncheons – Meals are served 4 times per school year to all Faculty and Staff and snacks are served on a designated day in April for Students' Appreciation Day. Volunteers help to plan, prepare, send food, and serve meals to Faculty and Staff and serve snacks to Students.

Mothers' Club Fall Luncheon – Prepares luncheon at designated Mothers' Club member's home to welcome Mothers' Club members by setting up, decorating, and/or cleaning up. *Usually occurs on a Tuesday during October*

CHS Information Nights – Prepares receptions for prospective students and their parents in Union after informational sessions by sending food, setting-up, serving, and/or cleaning up. *Usually occurs on two or three Sunday evenings in October*

Senior Retreat – Prepares reception in Union for Seniors returning from their Retreat by serving refreshments, setting-up, and cleaning-up.

CHS Open House – Prepares reception in Union for Open House for all prospective students by sending food, setting up, decorating, serving, and/or cleaning up. *Usually occurs the second Thursday in November and preferable that volunteers prepare to work shifts throughout the afternoon of Open House through 10pm that evening*

Mother-Son Breakfast – Decorates, plans, and executes a breakfast for CHS students and their moms. *Usually occurs the last Sunday morning of January*

CHS Grandparents Day – Sends food, decorates, serves refreshments, and/or cleans up reception for students and grandparents in the Union on a designated school afternoon. *Usually occurs in the spring*

CHS Senior Supper – Mothers' Club, Men's Club, and Alumni Office work together on this reception for Seniors and their parents by setting up, decorating, serving and cleaning up in the CHS Gym. *Usually occurs on a weeknight in mid April*

CHS AUCTION AND RAFFLE PRESENTED BY THE MOTHERS' CLUB

Auction – The Auction is presented by the Mothers' Club for the benefit of CHS and is the Mothers' Club's ONLY Fundraiser. This is an evening consisting of a Silent and Live Auction, Live Entertainment, Wine Toss, Champagne Raffle, and Car Raffle(*). *Beginning in August through the Auction, help is needed in all areas of planning, procuring auction items, set-up before and on the day of Auction, and clean up that evening. Usually occurs a Saturday evening in March*

(*)Car Raffle – NEW COMMITTEE STRUCTURE 2012-13-While the car raffle winner is drawn the night of the Auction, the Car Raffle committee begins active work in distributing and selling tickets from October through the Auction itself. The Car Raffle committee consists of a chairman, co-chairman, treasurer/data entry, many site sale schedulers and many site sale volunteer schedulers bringing together parents and students (service hours available!) to maximize the sales of raffle tickets at school events and at various events in the community, mostly on the weekends, for the benefit of CHS. *Strongly encouraged to work a minimum of 4 sales shifts of 3-4 hours each*