

Bishop Larkin Catholic School Home and School Association

"Act justly, love tenderly, walk humbly with God" – Micah 6:8

Dear Parents/Guardians:

We hope all of you are enjoying the summer!

The Home and School Association would like to extend a warm welcome to our new families as well as all current members of our BLCS family. We are looking forward to the 2016/2017 school year and expect it to be both exciting and rewarding. All parents/guardians of students attending BLCS are considered members of the Home and School Association. As such, we look to our BLCS families to be involved as follows:

H.S.A. Membership:

- 1)HSA dues, which assist in paying for various events throughout the year (i.e. Teacher Appreciation, Catholic Schools Week, etc.) are **\$10 per family**.
- 2)Classroom dues are **\$20 per child** (includes allowances for Thanksgiving Feast and class parties).

Please write a check made payable to "BLCS H.S.A.", as the H.S.A. and Classroom dues are not part of your tuition or registration fees. You may write one check for both the H.S.A dues and Classroom dues. We ask that these dues be paid by August 1, 2016. If payment is received after August 1st, 2016, please refer to new dues schedule attached. Please remit payment along with your Parental Involvement Commitment and Parental Activity Options sheets. Please, do NOT staple check to the green sheets.

Volunteering Involvement: In addition to being involved with daily school activities, the Home & School Association is committed to raising a specific amount of money during the school year. Our commitment this year is \$65,000, which will help to support daily operational costs as well as providing our children with additional educational enhancements. We plan to raise these monies through various fundraisers which require the involvement of all H.S.A. members in order to be successful. All BLCS families are required to volunteer. Please refer to page 4 regarding specific requirements. A volunteer hour update email will be sent to all families in January. In April, families with a volunteer hour deficit will receive a letter requesting payment for the hours owed. Please refer to the "Do's and Don'ts of Volunteering" page for additional information. Concerning volunteering hours, attached you will find the following:

- A listing of the H.S.A. officers and event coordinators for the upcoming school year. Please contact an H.S.A. officer if you are interested in chairing or co-chairing an event
- Home and School Association Volunteer Hours Policy Statement
- Volunteer Requirements (for those supervising children)
- Explanation of Volunteering Opportunities/Events
- Parental Involvement Commitment
- Parental Activity Options

We request that you return the Parental Involvement Commitment and the Parental Activity Options sheets as soon as possible, but NO LATER than July 25th, 2016 so we can begin planning.

H.S.A. Meetings: It has been decided there will be THREE meetings this year. Each parent that attends receives 2 volunteer hours, as well as an Out of Uniform pass for each student enrolled. Please plan on attending, as we will share accomplishments at each point in time, as well as upcoming plans and events. Between meeting dates, the H.S.A. Board will communicate news to you via Homeroom Parents. Please like us on Facebook for additional updates

We are looking forward to working with all our families throughout the school year, knowing our children will greatly benefit as a result of our efforts. Please do not hesitate to contact an H.S.A. Board member should you have any questions or concerns. For those of you that are new to our family, you will be contacted by a member of the New Family Committee who has volunteered to assist you with any questions you or your children may have before or during the school year.

Enjoy the remainder of the summer and we look forward to seeing you at the Ice Cream Social on Monday, Aug. 8th at 6pm and at Orientation on August 9, 2016.

Sincerely,

Your 2016-2017 Home & School Association Board Members

Co-Presidents

Amanda Pixler

727-234-5924

apixler@verizon.net

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Secretary

Carrie Martin

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caremartin@me.com

Treasurer

Sharla Canfield

813-951-8593

sharlamc20@yahoo.com

EVENT COORDINATORS 2016/2017

Baking Committee	Barbara Hughes	727-207-0450
Book Fair	Shannon Ester	727-543-1124
Boosterthon	Sara Crosswhite	727-359-9408
Box Tops for Education	Alice Monteleone	727-389-3906
Carline	Administration	727-862-6981
Clinic	Administration	727-862-6981
Coaching (Sports)	Athletic Director	727-862-6981
Dinner Auction	Amanda Pixler	727-234-5924
	Cathy Langer	727-919-0266
Dine Out Nights	Cathy Langer	727-919-0266
	Yvonne Acquafredda	305-801-5645
Family Dance	Amanda Pixler	727-234-5924
	Eva St. Croix	727-514-4983
Family Events	Jessica McCulley	727-237-1495
Field of Dreams	Lisa Campos	727-459-7331
Friday Funday Snacks	NEED	
Gently Worn Uniforms	Kaycee Humenik	727-967-1330
Golf Tournament	Mario Monteleone	727-858-9036
Grant Writing	NEED	
Homeroom Parents	Sara Crosswhite	727-359-9408
	Mary O'Connell	727-967-4051
International Day	Carrie Martin	262-271-2814
Lobby Décor	NEED	
Lunch Coordinator	Colleen Keeley	727-247-4318
Media Center	Administration	727-862-6981
	Sabrina Adler-6	727-234-7756
Middle School Dances	Krissy Vaughn - 8	727-207-6083
	Carrie Martin - 7	262-271-2814
My Coke Rewards	NEED	
New Family Committee	Colleen Keeley	727-247-4318
	Yvonne Acquafredda	305-801-5645
Parish Liaisons	Development Office	727-862-6981
Santa Shop	Shannon Ester	727-543-1124
School Supply Program	Renee Murch	727-271-7488
	Colleen Keeley	813-841-2286
Social Committee	Alice Monteleone	727-389-3906
Spirit Gear	Molly Walsh	727-243-1416
	Carrie Martin	262-271-2814
Sports Banquet	Athletic Director	727-862-6981
Thanksgiving Feast	Alice Monteleone	727-389-3906
World's Finest Chocolate	NEED	

HOME & SCHOOL ASSOCIATION VOLUNTEER HOURS - POLICY STATEMENT

REQUIREMENTS FOR VOLUNTEERS SUPERVISING CHILDREN:

The Diocese of St. Petersburg has mandated that any adult supervising children must:

- ✓ Complete a Volunteer Information Form
- ✓ Have a Level 2 Criminal History Background Check/Fingerprint Screening
- ✓ Successfully Complete a Safe Environment Workshop

The background check is good for five years; the safe environment workshop remains in effect for five years and can be renewed on-line. Individuals that wish to serve as homeroom parent, lunchroom volunteer, or any activity that involves direct contact and supervision with BLCS students must complete these prerequisites before serving in that capacity. Directions for completing these prerequisites are as follows:

- Obtain the "Volunteer Application Form" from the school office. Complete this form and return it to the school with \$50.00 (covers cost of electronic fingerprinting process and background check).
- To register, go to www.dosp.org and scroll down to bottom of page. Under "Safe Environment Program" click on either "Safe Environment Training" or "Background Screening" for details. These links are also available through the school's website: bishoplarkinschool.org. From the home page, click on the "Parents and Students" tab and then click on "volunteering" and scroll down.

Please understand that these requirements are for the safety of our children. We encourage all parents who will be involved in school activities to have these requirements completed as soon as possible, excluding those parents that have already done so.

VOLUNTEER HOURS REQUIREMENT:

- BLCS families are required to complete 50 volunteer hours (25 hours for single parents)*, which can be earned through a variety of volunteering opportunities. These hours must be completed by April 30, 2017.
- Hours completed after April 30, 2017 will be applied to the following school year.
- A monetary charge of \$10.00 will be assessed for each hour not completed by April 30, 2017.
- Families who have children enrolled in **½ day EC3 program**, with no other children in grades K-8 are required to complete **25 volunteer hours**. Families who have children enrolled in **full day EC3** program are required to complete **50 volunteer hours**.
- Families who have children enrolled in the **½ day VPK program, with no other children in grades K-8**, are required to complete **0 volunteer hours**. Families who have children enrolled in the **Wrap Around Full Day** program are required to complete **25 hours**.
- For families entering BLCS after the school year has begun or leaving before the school year is finished, the requirements are as follows:

Family/Student Status	Enrolled for 4 Quarters	Enrolled for 3 Quarters	Enrolled for 2 Quarters	Enrolled for 1 Quarter
2 parents, EC3,K-8	50	37.5	25	12.5
1 parent, EC3,K-8	25	18.75	12.5	6.25
EC3 half day	25	18.75	12.5	6.25

*NOTE: The required volunteer hours per family are 50 hours. We have situations where parents are divorced and each parent will do 25 hours to total the 50 hours. We have situations where single parent family is 25 hours, meaning one parent is deceased, or only one parent is financially responsible for the child/ren and only one parent pays for their tuition. Please contact the office administration if there are extenuating circumstances.

“The Dos and Don’ts of Volunteering”

We hope this will clear up any misunderstandings or misinformation you may have regarding volunteer hours. Please remember that there is one person tracking EVERYONE’s hours at our school and it is your responsibility to track and make sure the following rules are followed or hours will not be granted. If you have any questions, please do not hesitate to contact anyone on your H.S.A Board.

- You **DO** have to sign in (as yourself) and out at the school office when volunteering at the school on the volunteer sign in sheet, including your carline number, in order for your hours to be counted.
- You **DO** have to contact the appropriate Event Coordinator to earn volunteer hours for the event they oversee [i.e. Bake Sale, Box Tops for Education, Auction etc.]
- You **DO** have to review your mid-year update of volunteer hours earned by January 1st and reconcile any discrepancies no later than January 30th. Volunteer hour discrepancies for hours worked May through December will not be reviewed or corrected after January 30th.
- It is suggested that you **DO** work half of your commitment hours by January 1st in order to alleviate working all 50 hours in just a few months.
- You **DO** have to contact your homeroom parent for any donations to the classroom for events, parties or wish list items. Any amounts \$50 or more can be used towards volunteer hours [\$10 of value = 1 volunteer hour]. This is the only way hours will be counted.
- You **DO** have to make an appointment to speak with Sister Regina for any extenuating circumstances that restrict your ability to earn required volunteer hours. She is the only one who can approve a reduction of required volunteer hours.

VOLUNTEER OPPORTUNITIES/EVENTS

16th ANNUAL DINNER & AUCTION: This will be held on November 5th, 2017 at Cypress Run Country Club. Event includes cocktails, hors d'oeuvres, dinner, and entertainment as well as silent and live auctions. The entire event is run solely through volunteers, with a variety of opportunities to earn hours before and at the event.

BAKING/HEALTHY SNACK COMMITTEE: Volunteers needed to provide baked goods and/or healthy snacks (i.e. fruits, vegetables, yogurt) for sale at lunch and other school events.

BOOK FAIR: Held in the Media Center, these fairs enable children and parents to purchase books with partial proceeds benefiting our school. Help is needed for set up, selling on fair days, and tear down.

BOOSTERTHON: Enthusiastic volunteers needed to assist with organizing and conduction the pep rally, in-class team days, handing out rewards, getting community and family sponsorships, collection of pledges, and assisting with the fun run event. This event takes place in the spring.

BOXTOPS FOR EDUCATION: The coordinator for this task will be responsible for collecting box tops from the school in a timely manner, coordinating volunteers and tracking volunteer hours to clip and bundle box tops as needed, prepare shipments and meet specified deadlines for mailing, track monies due to the school and perform any follow-up as necessary. Volunteer hours will be granted for this task for time spent fulfilling these responsibilities.

CARLINE ASSISTANCE: Parents are needed to assist children from their cars during morning drop-off from 7:30 to 8:00 a.m. This is coordinated through the school office.

CLINIC: For those with a medical background, provides assessment and care for children who have become injured or ill during the school day. This is coordinated through the school office.

COACHING: The BLCS sports program is supported by volunteers that help coach the athletes at practices and games. Middle school students (and 5th grade students, when possible) are eligible to participate in the following sports: volleyball, golf, tennis, basketball, flag football, soccer and cheerleading. Note: Coaches Ethics Training necessary.

DINE OUT NIGHTS: Coordinator needed to plan fundraising dine out nights throughout the year at local restaurants.

FAMILY EVENTS: Consists of events that encourage fellowship amongst Bishop Larkin families. Events include the annual Ice Cream Social, Trunk-or-Treat, Bowling, Roller Skating, etc – plus others as planned. Volunteers needed to assist in organizing these events, as well as working the day of.

FAMILY DANCES: Mother/Son and Daddy/Daughter dances to be held locally. An evening of family fun where kids may bring someone special (ie, Mom, Dad, Grandparents, etc.). Volunteers needed to plan, set-up, and clean-up.

VOLUNTEER OPPORTUNITIES/EVENTS

FIELD OF DREAMS: Bishop Larkin is in the process of renovating the field for the children. This committee will work together to market and encourage the fulfillment of this goal. This may include fundraisers to be used solely for the benefit of the field.

FRIDAY FUNDAY SNACKS: Will need to coordinate the purchase and selling of snacks on Fridays during lunch for the school year.

GENTLY WORN UNIFORM SALES: Gently worn uniforms are sold throughout the year. Volunteers needed to help collect, organize and sell the inventory at various events.

GRANT WRITING: New this year! The person in charge of this should contact local businesses such as Target, Walmart, Amscot, etc. and fill out grants for education. Will need to coordinate with office for specific needs.

GOLF TOURNAMENT: New this year! Volunteers needed to plan & organize, acquisitions, sales/distribution of tickets, and help the day of. To be held in the spring.

HOMEROOM PARENT: Administration chooses Homeroom Parents at the beginning at the year. The home room parent's main responsibility is to work directly with their teacher to plan and coordinate special events/class parties and to communicate with parents through emails and newsletters. The home room parent is responsible for involving **all** parents who are interested in helping with classroom events. The parent who volunteers to be a home room parent **must** be available to attend monthly meetings to pass on information to the class. They must also be available to assist with school functions as needed (ie. waffle breakfast). Volunteer hours will be granted for this task for time spent performing the duties of home room parent.

INTERNATIONAL DAY: This event is a fun family friendly event. Different countries are represented through displays, activities, and snacks, as well as our "Super International Buffet". Children are able to "tour" the countries, obtain a stamp in their BLCS passport, and learn about different cultures. Many volunteers are needed for sponsoring countries, cooking, and creating country themed baskets for a drawing. In addition, help is needed for set-up, during the event, and clean-up.

LOBBY DECORATING COMMITTEE: This committee will decorate the lobby for holiday seasons: Halloween/Fall, Christmas, and Spring/Easter. Decorating can only be done during school hours, 8am-4pm.

LUNCH: Lunchroom monitors are needed on a daily basis to tend to the needs of our children during their lunch period as well as taking care of the distribution of the hot lunches and milk. The times are generally between 11:00 and 1:00. Being a lunchroom monitor benefits **all** of our children, teachers, as well as parents. This important job is a wonderful way to show your child you are as dedicated to their school as they are. In addition, volunteering will offer you the opportunity to meet other parents and is a great way to be involved. Lunchroom monitors can volunteer for as little as one day per month or as much as multiple days per week, it's all up to you. All help is greatly appreciated.

VOLUNTEER OPPORTUNITIES/EVENTS

MEDIA CENTER: Volunteers are needed to help in the Media Center during school hours with numerous tasks. This is coordinated through the office.

MIDDLE SCHOOL DANCES: Four school dances are held throughout the school year. Volunteers are needed for decorating, food setup/coordination, chaperoning and clean-up.

MY COKE REWARDS: The coordinator of this task will be responsible for collecting the Coke Rewards Certificates from the school on a regular basis, entering them into the appropriate website and tracking rewards due our school. Volunteer hours will be granted for this task for time spent fulfilling the responsibilities. This is an excellent volunteer opportunity that can be completed from home.

NEW FAMILY COMMITTEE: Volunteers needed to mentor new families coming to the school for the first time. You will need to attend the New Family Reception at the beginning of the year and keep in contact with your assigned families.

PARISH LIASONS: Volunteers needed from our supporting parishes to help facilitate Pastor Appreciation Breakfast, Catholic Schools Week and Recruitment efforts. Volunteers would also collect box tops, etc. from their parish and be a source of open communication between our school family and our parish family. These positions are coordinated through the Development Office.

SANTA SHOP: This shop enables the children to purchase their own Christmas Gifts. Volunteers are needed for set-up, register, and to assist the children shopping during the one-week event in December.

SCHOOL SUPPLY PROGRAM: This program needs super shoppers needed to find the best deals for purchasing supplies in bulk. This is an excellent opportunity to get your volunteer hours done over the summer.

SOCIAL COMMITTEE: We are looking for committee members to help arrange and coordinate refreshments for special events (Grandparents day, pastor appreciation, boohoo breakfast, etc.).

SPIRIT GEAR: Purchase and fill orders for Spirit Gear. Set up Spirit Gear table and sell at events such as the Home and School Meetings, Open House, Bring Loved One to Lunch and sporting events.

SPORTS BANQUET: This committee will work with the Athletic Director to plan a celebratory banquet in the sprint.

THANKSGIVING FEAST: Volunteers for this annual tradition are needed to organize the collection of the food items; and also to cook and serve our students and staff at the feast.

WORLD'S FINEST CHOCOLATE: Coordinate with office the ordering of, sales, and collection of funds.

CHECKLIST

Please return forms and check to school by July 25, 2016, ATTN: Sharla Canfield
BLCS, 8408 Monarch Drive, Port Richey, FL 34668

___ Parental Involvement Commitment

___ Parental Activity Options Checklist

___ Family Directory Form

___ Home & School Dues (\$10 per family) PLUS Classroom Dues (\$20 per child).
This is a requirement for all children enrolled in BLCS.



**Parental Involvement Commitment
Volunteer Hours
2016-2017 School Year**

By virtue of enrolling your child(ren) or ward(s) in Bishop Larkin Catholic School, you are registered as an active member in the BLCS Home and School Association with all the responsibilities and stipulations this entails. Our primary responsibility is to raise funds for our school, which help cover our financial obligation (i.e. "commitment") to the school. Our financial obligation for the 2016/2017 school year is \$65,000. As funds are raised throughout the year, they are incorporated into the school's operating budget.

It is also our responsibility to help enhance each student's overall educational experience. To this end, families are needed and encouraged to take part in various school activities. Your participation aids the day-to-day running of the school, which in turn benefits our children and exhibits your enthusiasm for their education.

A monetary charge of \$10 per hour will be assessed for each volunteer hour not completed by April 30, 2017. At the end of the school year, report cards and transcripts may be withheld for accounts not resolved. Any unresolved accounts will be forwarded to a collection company for further processing. All families are encouraged to keep track of their completed hours in case discrepancies arise between hours actually worked and hours reported.

As a means of meeting our responsibilities and obligations, each family is required to complete the number of volunteer hours listed below (and mentioned in more detail in the Policy Statement on page 4 of this packet):

- | | |
|---|---|
| Two-parent families – 50 hours or \$500.00 | EC3 half day families-25 hours or \$250.00 |
| Single-parent families – 25 hours or \$250.00 * | EC3 full day families-50 hours or \$500.00 |
| VPK half day families – 0 hours | VPK Wrap Around/full day-25 hours or \$250.00 |

*NOTE: A single parent family requirement is 25 hours, meaning one parent is deceased, or only one parent is financially responsible for the child/ren and only one parent pays for their tuition. Please contact the office administration if there are extenuating circumstances.

If other family members will be helping you fulfill your volunteer hours, please indicate their names on the appropriate lines below.

Parent(s) Name(s): _____

Home Phone Number: _____

Child 1 Name & Grade: _____ Child 2 Name & Grade: _____

Child 3 Name & Grade _____ Child 4 Name & Grade: _____

Volunteer Names: _____

Parent Signature(s): _____

PARENTAL ACTIVITY OPTIONS CHECKLIST

Parent/Family Name: _____ Phone # _____

Listed below are various activities that will help you complete your required volunteer hours. Please check all activities in which you are interested in volunteering. You will be contacted by the event coordinators when the planning begins for that activity; your availability will be discussed at that time. If you should experience any difficulty in contacting an event coordinator, please contact a H.S.A. Board Member.

NOTE: Activities indicated with a 🖱 requires the Diocese- Mandated requirements (Information Form, Fingerprinting/Background Check & Screening, Workshop) detailed on page 4 of this packet.

Auction- Nov. 5, 2016

- Set-Up Committee (day of event)
- Guest Services (night of event)
- Acquisitions Committee

Coaching (Ethics Training necessary)

- Volleyball 🖱
- Golf 🖱
- Tennis 🖱
- Flag Football 🖱
- Basketball 🖱
- Soccer 🖱
- Cheerleading 🖱

Interested in chairing or co-chairing an activity or event? _____

Interested in serving on the H.S.A. Board in the future?
Position _____

- Baking Committee
- Book Fair 🖱
- Boosterthon 🖱
- Box Tops for Education
- Carline Assistance (A.M.) 🖱
- Clinic 🖱
- Dine Out Night
- Family Dances
- Family Events
- Field of Dreams
- Friday Funday Snacks
- Gently Worn Uniforms
- Golf Tournament
- Grant Writing
- Homeroom Parents 🖱
- International Day
- Lobby Decorating Committee
- Lunch 🖱 TeamLeader? _____
Days Available: M Tu W Th F
- Media Center 🖱
- Middle School Dances 🖱
- My Coke Rewards
- New Family Committee
- Parish Liaisons
- Santa Shop 🖱
- School Supply Program
- Social Committee
- Spirit Gear
- Sports Banquet 🖱
- Thanksgiving Feast 🖱
- World's Finest Chocolate

Family Directory Form 2016/2017

Please complete the following information for the school directory and return to school, even if you do not wish to be included in the directory. If you have any questions, please contact the Administrative Assistant at the school office. Information you provide must reflect current legal names (both yours and the child(ren)'s) and be consistent with school records. The school family directory is for school and family communication only. **It is not to be used for solicitation purposes.**

Signature for INCLUSION: Information provided will be listed in the home/school directory.

Signature

Signature for EXCLUSION: Information will NOT be listed in directory, only provided to applicable chairpersons as a form of contact.

Signature

Please check & attach business card if you would like to be included in the FREE BUSINESS DIRECTORY.

PLEASE PRINT NEATLY AND RETURN FORM TO SCHOOL BY JULY 25, 2016

Parent/Guardian Name(s): _____

Child #1 Name: _____ Grade: _____

Child #2 Name: _____ Grade: _____

Child #3 Name: _____ Grade: _____

Child #4 Name: _____ Grade: _____

Street Address: _____

City & Zip Code: _____

Home Phone: _____

Mom's Cell: _____

Dad's Cell: _____

Mom's Work: _____

Dad's Work: _____

Email: _____

Parish Attending: _____