

**Christ the King Catholic School Parents' Association
2014-2015 Board Positions
NOMINATING & SIGN-UP FORM**

Join us and be a part of the CKSPA Board for the 2014-2015 school year! We have positions that are begging for your special talents! Whether you are a veteran or somewhat new to CKS, we have the perfect fit for you. We also welcome any suggestions if you know "just the right person" for a particular role!

Please check those positions in which you have an interest (or indicate if you need more information prior to committing). Also, please provide us with the names of other individuals and the respective positions in which you believe they would excel.

Return this form by email to Lynn Cox at lynnbillcox@aol.com.

THANK YOU FOR YOUR INPUT!

Karen Higginbotham (President) and Lynn Cox (President-Elect)

YOUR NAME: _____

POSITIONS YOU ARE INTERESTED IN:

YOUR NOMINATIONS OF OTHER PARENTS FOR POSITIONS (PLEASE LIST NAMES & POSITIONS):

COMMENTS/QUESTIONS/NOTE IF YOU'D LIKE TO HELP BUT ARE UNSURE OF WHAT POSITION:

PLEASE CHECK BOX
TO INDICATE YOUR INTEREST
OR MAKE A NOMINATION

- 1st Vice President – President Elect**
Will serve as president in the 2015-2016 school year; compile Volunteer Packets for the 2014-2015 school year; Prepare New Family Packets and assist with New Parent Orientation in May 2014; in August 2014, assist with teacher lunches the week before school starts; prepare nominating packet in early 2015; perform president’s duties in the absence of president
- Auction Chair – Elect (*can share position*)**
Chair the 2015-2016 Auction
- 3rd Vice President – Community Relations**
Gather, combine and update the coming year’s Master CKSPA/School Calendar; support the President-Elect as she distributes the volunteer packets to the school; inform Board members and school community of upcoming CKS events via weekly email reminder sent from office
- 4th Vice President - Programs Chair (*can share position*)**
Coordinate and host Fall Fashion Show & Luncheon, February Valentine’s Brunch or Luncheon & May Last Hurrah Luncheon and secure locations at restaurants/homes for these; coordinate any special programs requested by the CKS administration
- Recording Secretary**
Record, transcribe, & distribute (via email) minutes of all Parents’ Association Board meetings & general meetings; provide copy of approved minutes to Technology Director for posting on CKS website; prepare any official correspondence for CKSPA
- Treasurer Elect**
Assist treasurer; in 2015-16 serve as CKSPA treasurer: account for all funds of the organization and the duties that are associated with bookkeeping, budget reports, writing checks, and making deposits

STANDING COMMITTEE POSITIONS:

- Academic Competitions (*can share position*)**
Work with Kasey Dow to plan, coordinate and prepare students for the St. Patrick and PSIA academic fairs with all duties to be assigned by Mrs. Dow; update Enrichment Programs document and provide to President-Elect and administration for New Family Packets and current CKS families, CKS website and TIPS packet
- Accelerated Reader (*can share position*)**
Coordinate accelerated reader program with librarian & reading resource teacher; organize and plan four A.R. “stores” per year (at the end of each quarter)

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- Back-to-School Packs (*can share position*)**
Organize and distribute back to school supplies to classrooms in August the week before school starts
- Cafeteria Volunteer Coordinator**
Recruit volunteers & prepare master schedule before school begins in August; work with school nurse and nutrition coordinator to maintain a healthy cafeteria environment (and train volunteers accordingly); submit monthly schedule to CKS website and director of cafeteria
- Catholic Schools Week Coordinators (*committee of 2-6*)**
Work with administration and Catholic Schools Week Committee of teachers to coordinate events of Catholic Schools Week (last week in January); Events may include: decorations, 1 faculty breakfast and 2 faculty lunches, parent/student lunches by grade levels, and recruiting volunteers to help as needed during the week
- Charity & Welfare (*committee of 2-3*)**
Recruit volunteers to make meals for CKS families in times of need; prepare Lenten Boxes (or another charity drive TBD) & coordinate delivery of money with upper school Religion teacher; organize Thanksgiving & Christmas drives for charity as well as coordinate with administration on Crusaders Care initiatives/drives
- Cheerleader Sponsor (*can share position*)**
Compile informational packets for upcoming 8th grade girls; organize all cheerleader activities with cheerleading coach (parent meetings, uniforms, summer camp, etc.), attend all games and events the cheerleaders participate in; plan after-school spirit camp for CKS students during Homecoming week
- Correspondence Coordinator**
Send cards to CKS families in times of need; coordinate special occasion correspondence for CKSPA
- Cultural/In House Programs**
Plan and coordinate in-house cultural events such as High Tech High Touch with input from teachers and administration
- Cultural/Field Trips Lower School**
Plan and coordinate all school field trips and transportation away from CKS with input from teachers and principal; organize community service projects for each grade

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- Cultural/Field Trips Upper School**
Plan and coordinate all school field trips and transportation away from CKS with input from teachers and principal; organize community service projects for each grade
- Directory (*can share position*)**
Compile information for a school directory and coordinate publishing and distribution to families
- Diva Doubles**
Plan & coordinate annual Tennis Tournament for CKS Moms
- Faculty Lunches (*committee of 3-5*)**
Plan all aspects (food, set up clean up, etc) of faculty lunches one day of each month Sept. through May; coordinate with room mothers to have volunteers from each grade prepare food; coordinate with President to help with set up/clean up of lunches during Teacher In-service Week in August (week before school starts)
- Father/Daughter Dance (*can share position*)**
Plan and coordinate dance for CKS Dads and Daughters
- Giving Tree Coordinator (*can share position*)**
Coordinate Christmas Giving Tree program for faculty and staff during Nov. & Dec.
- Grandparents Day (*committee of 2-3*)**
Coordinate all aspects of Grandparents Day in November
- Health & Wellness (*can share position*)**
Coordinate CK5K Run and other school fitness events during the year; work with nurse and VP of programs to plan speakers for Drug Awareness week; select and deliver gift from CKSPA to school nurse on Nurse Appreciation Day
- Historian**
Collect and organize photos, articles, and memorabilia regarding the school and put in a scrapbook format; each year's book to be located in Library
- Hospitality (*committee of 2-3*)**
Plan all aspects of First Morning Coffee in August; coordinate all aspects of 3 Donut Sundays representing the school for the Parish and coordinate dates with church office; provide coffee and light refreshments for CKSPA Board meetings in Sept., Oct., Nov., Dec., Jan., Mar., and Apr.

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- Inventory Coordinator (*can share*)**
Organize and maintain the CKSPA office; maintain inventory of supplies for CKSPA; inventory, maintain and dry clean all CKSPA tablecloths and schedule use for events
- Library Coordinator**
Schedule K-5 parents to work in the library; assist librarian with special events as needed including the Book Fair; submit monthly volunteer schedule to CKS website and librarian
- Mother/Son Dodge ball Game or Event (*can share*)**
Plan and coordinate either the annual Dodge ball game or another new event for CKS Moms and Sons
- Parent Education (*can share position*)**
Plan 2-3 events/materials/speakers to educate parents concerning issues facing families today (“brown bag lunch” formats and/or evening engagements)
- Prospective Family Liaison**
Work with Director of Admissions to coordinate Admission Preview Days during the year; identify Parent Ambassadors to answer questions from prospective families (Ambassadors coordinated by Julie Blue); assist Admissions with student shadow days; coordinate with CKSPA to assist with marketing at Donut Sundays throughout the year if needed; coordinate with members of the welcoming committee to help with all facets of open houses
- Publicity**
Submit news and photographs of CKS events to local media; work with administration to prepare press releases
- Room Mother Coordinators (three grade level positions: K-2; 3-5; 6-8)**
Recruit Room Mothers for each homeroom during the first week of school; prepare packets, hold room mother meeting in August, as needed start phone tree and email notifications
- Safety**
Produce carpool tags in the summer and as needed throughout the year; educate parents about carpool drop-off and pick-up procedure

Secondary Fundraising:

- Box Tops**
Coordinate, collect and count Box Top collections from classes; publicize program through CKS News, deliver incentives to winning classes

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- Passive Fundraising**
Investigate and maintain, educate and publicize ways in which the CKS community can raise funds by linking grocery cards to CKS, receiving points from shopping promotions and on-line shopping options
- Special Events (*committee of 2-3*)**
Coordinate with administration to plan open house night in August; plan National Junior Honor Society reception in spring; help with special events as administration requests
- Spiritual (*can share position*)**
Lead prayer at CKSPA Board meetings; select a gift for the pastor's feast day and birthday; Publicize Advent & Lenten Retreats hosted by parish; coordinate Praying Partners
- Staff Appreciation (*can share position*)**
Recognize faculty and staff birthdays throughout the year
- Uniforms and Lost & Found**
Collect, clean, and organize uniforms in closet in cafeteria throughout the year; collect and organize uniforms and belongings from Gym/Community Center and relocate to school Lost & Found; organize a uniform swap at the beginning and end of school year; work with administration on uniform issues
- Upper School Coordinator (*can share position*)**
This position requires a 2014-2015 seventh grade parent who is willing to serve as Upper School Coordinator for one year and Eighth Grade Coordinator for the following year.
Help plan Student Council election; help students plan school social events; plan community service projects with Student Council; assist with student council meetings as needed; work with Student Council and Charity & Welfare chairs to coordinate charitable drives at Thanksgiving and Christmas; coordinate any House-related activities
- **Eighth Grade Coordinator** (*this position is filled by the upper school coordinator from the previous year*)**
Prepare packets and help conduct 8th grade parent information meeting in August; secure hosts/venues and help to plan various spring graduation events

Welcoming Committee

- Host Families (*committee of 2-3; chair is 2 year position*)**
Solicit CKS host families in March and April and explain role; Work directly with admissions and new families to determine appropriate matches for the families by May 1, 2014; Plan Host Family/New Family Breakfast in May 2014; Send regular host family reminders throughout the summer and first couple weeks of school to ensure families are settled with host families and

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questions are addressed; Create a process to be notified by admissions of any new families throughout the year; Help with Perspective Family Open Houses typically in the Fall and Winter; Attend all Welcoming Committee social events and the New Parent Orientation Meeting in May 2014.

- New Families 1st through 8th (1-2 people - *can share position*)**
Coordinate and attend all new family events to include: New dad's Coffee in May 2014, New Mom August Social, New Dads' August Social and New Moms' Dessert Reception in September. Provide updated information to CKS office by mid-April 2014 on Welcoming events printed in the New Parent Orientation Guide; Help with Perspective Family Open Houses typically in the Fall and Winter; Attend all Welcoming Committee social events and the New Parent Orientation Meeting in May 2014

- Tips Booklet (1 person)**
Update the Tips Booklet for New Families and coordinate the publishing and distribution of booklets by early September prior to the New Moms' Reception.

Kindergarten Families (4-6 people; 1 of whom must have children above 2nd grade, and must include 1 veteran mother of a girl and 1 veteran mother of a boy from incoming Kindergarten class, chair is 2 year position)

- Coordinate all Kindergarten events which include: Mom's Night Out in May 2014, Family Picnic in early June, Kindergarten Swim party in early August and Kindergarten Round up the Sunday before school starts; Provide updated information to CKS office by mid-April 2014 on Welcoming events printed in the New Parent Orientation Guide; Update any printed materials sent to new kindergarten families; Help with Perspective Family Open Houses typically in Fall and Winter; Attend all Welcoming Committee social events and the New Parent Orientation Meeting in May 2014

THANK YOU! THANK YOU!