



HSA Committee Descriptions

Below are descriptions of HSA committees and the volunteer opportunities that each offers. If you have further questions after reading the descriptions, please contact the committee chairperson by referring to the [HSA Board members contact information page](#).

Endowment (Fundraising) Committees

Auction – The Auction is a festive event held in the spring of each school year. It is a Gala dinner and features both live auction bidding and silent auction bidding items. This is traditionally the largest HSA fundraiser of the year. Many volunteers are needed for acquisitions, class gifts, marketing, communications, operations, ticket sales, corporate sponsorship, and more. Planning for this event generally starts in the fall of the school year. Please consider volunteering for this fun, creative, and rewarding fundraising event.

Christmas Holiday Shoppe – The Christmas Holiday Shoppe is an annual craft show that features more than 65 talented artisans and crafters from across North Carolina. Volunteers are needed to help with set-up, operation of bake sale and raffle table, managing the lunch and coffee cafes, and clean up. This event is held in early December in the church's Friends and Family Hall and is open to the public. High schoolers and older are welcome to help. Get in the holiday spirit and help out!

Grocery Card/Box Tops/Amazon Smile – STM participates in grocery card fundraising programs (e.g. Harris Teeter VIC, Whole Foods Gift Cards) which benefit our school. Families are encouraged to participate by linking their **Harris Teeter VIC** store cards to STM using our school's code number, **1821**, and by purchasing **Whole Foods Gift Cards** through Dec. 31, 2017. STM is participating in the **Amazon Smile** program as *The Catholic Community of St. Thomas More*. This committee also oversees the **Box Tops for Education** program. Parent volunteers are needed to help count and sort Box Tops, once in the fall and once in the spring. This job can be done at home. For information about these programs and about volunteer opportunities, contact the grocery committee chair to learn more.

Halloween Carnival - The Halloween Carnival is a fun, annual event for the school and parish community. It is usually held the Friday before Halloween at the Lower School. The carnival includes outdoor rides, inflatable games, carnival games, and food. It is a great night of family fun! The Carnival committee meets a few times during the fall to coordinate the carnival. Each school homeroom is responsible for organizing one carnival event (rides, game booth, food tent, etc). Homerooms are asked to set up and staff their assigned booth and to have a parent coordinator who serves as a liaison with the Carnival committee throughout the fall.

Scholastic Book Fair - STM hosts an annual Scholastic Book Fair each fall. The committee chair works with the school librarian and the school to secure a desired location and plan the logistics of the event. The committee chair also works with the Scholastic representatives to plan the arrival, set up, and removal of all book fair material. The book fair generally runs 4-5 school days and over one weekend; the book fair is open after the 9:15am and 11:15am mass one Sunday. The committee chair works with STM Church to announce the event via church communications (bulletin, mass announcements, faith formation announcements, etc). Many parent volunteers are needed to set up and break down the event. Parent volunteers are also needed to staff the book fair each day it is open. A spring Buy One Get One book fair may be held near the end of the school year. Parent volunteers would also be needed for this event.

Special Fundraising - The Special Fundraising Committee oversees the Spirit Night Dinners at local restaurants each month. The restaurants give back a percentage of sales to the school. These events are a fun way for STM families to share an inexpensive meal out with each other while fundraising for STM. Watch for email about the location of these monthly events. This committee also oversees the selling of STM Spirit Wear. Please consider purchasing some spirit wear to help advertise our school to the community.

Uniform Resale - Uniform resale events allow families to buy gently used uniform pieces at a few dollars per piece. Proceeds help fund HSA activities. Come browse and buy anytime. See the Lower School office for the key to the "uniform room" in the lower school hall. Families who wish to donate gently used uniforms may drop them off at any time to the Lower School office. Volunteers are needed to help sort, tag and arrange uniform pieces for sales throughout the school year. This volunteer opportunity has the perk of being able to shop while you work for the best selection!

Enrichment Committees

Academic Enrichment - The Academic Enrichment committee works to create and support special academic opportunities for St. Thomas More School students. The programs may occur during school hours or as part of the extra-curricular opportunities offered at the school. Many of these clubs and opportunities are led by teachers and dedicated parent volunteers. Without continued parent volunteer support, many of these programs could not be offered. Current enrichment opportunities include: Math Competitions; Spelling Bee; Geography Bee; Battle of the Books; and Arts in Action.

Arenal Mission – Committee members organize support for the STM mission in Arenal, Nicaragua. Nicaraguan coffee (ground and whole bean) is sold after weekend masses once a month. Volunteers are needed to assist with these sales. Volunteers are also needed to help sell ice cream to the students after lunch on Fridays, and to count monetary donations after monthly mission day collections.

Cultural Enrichment - This committee selects and schedules cultural programs by a variety of artists and entertainers to be presented to students and faculty during school hours throughout the year.

Environment Committees

Buildings and Grounds – Committee members help maintain existing playground equipment and play areas on the STM campus. Parent volunteers are needed for two or more Saturday workdays for clean-up, mulch work, painting, and other projects to maintain the safety of the play areas.

Communications – This committee strives to enhance communications at STM using various web tools. It maintains the HSA website and coordinates e-mail, social media, and other electronic communications related to HSA events throughout the year.

Middle School Social - The Middle School Social Committee is responsible for coordinating evening student dances throughout the school year. For each evening dance, 6 to 8 parent chaperones are needed, as well as refreshment donations. The committee also coordinates the 8 th Grade Graduation Breakfast and Reception. It is a St. Thomas More School tradition that the Graduation sub-committee is comprised of 7th grade parents.

Grade Parents - A Grade Parent is a parent volunteer that helps disseminate information from the HSA to parents and teachers. They coordinate volunteers for various classroom activities, class parties, and for specific HSA events. Grade Parents are not expected to do everything themselves, but rather help enlist other class parents to assist them throughout the year. Other responsibilities include Teacher and Assistant Teacher birthday recognition; Christmas collection; and, other items as requested by the homeroom teacher. This important volunteer position can be filled by either one or two parents per class for the school year.

Social Committee – This committee coordinates a variety of social events to facilitate and promote parent/family/school interactions. Events include the New Families Ice Cream Social, Pasta Night, Mother/Son Bowling Night, and the Father/Daughter Valentine Dance, among others.

Teacher Appreciation - The teacher appreciation committee is set up to share our gratitude and honor to our teachers for sharing their talents and hard work with our children. The committee provides a beginning of the year kick off lunch, a lunch during first semester conferences, a celebratory lunch during Catholic Schools Week, a breakfast for National Teacher Appreciation Day, and gifts and flowers for those teachers retiring or leaving St. Thomas More School. Our goal with all of these events is to show our teachers that all of their hard work does not go unnoticed. Parent volunteers can share their time and talents with the teacher appreciation committee by planning and setting up the teacher lunches and providing food for the conference day lunch.

Volunteer Coordinator – As a Catholic school, stewardship is central to our mission. Sharing our time, talent, and treasure adds to the community we feel as a school. The volunteer coordinator tracks the number of hours each family volunteers throughout the year, as recorded in VolunteerHub. Each family is required to volunteer a **minimum of 26 hours per year**. Please visit the HSA page on the school website for more information about recording your volunteer hours. In addition, the Volunteer Coordinator may be asked to write thank-you notes to businesses and individuals who sponsor HSA activities.