

Committee Head Handbook

As of 8/26/2021

Section 1: Home & School Overview

Officers:	President Vice President Treasurer
Pillar Directors:	Special Gifts & Contributions Recruitment Community Volunteer Alumni/Parish Outreach
Committee Heads:	See Flow Chart at the Bottom of Document
Main emails:	President/Vice President: ssmhomeandschool@gmail.com Treasurer: ssmhomeandschooltreasurers@gmail.com
WEB PAGE:	http://www.school.stephen.org/home-and-school
FACEBOOK PAGE:	https://www.facebook.com/SSMHomeAndSchool
FB ALUMNI PAGE:	https://www.facebook.com/groups/StStephenOmahaSchoolAlumni
LINKEDIN PAGE:	
INSTAGRAM PAGE:	https://www.instagram.com/ssmhomeandschool/

H&S ONLINE DOCUMENTS: www.school.stephen.org/home-and-school

BYLAWS: Bylaws are located on the Home & School webpage at www.school.stephen.org/home-and-school

DUES: Association Dues are \$30.00/year. Dues help Home and School sponsor and support many committees, activities and events throughout the entire school year. Pay Online: <https://school.stephen.org/home-and-school-dues/>

Section 2: Committee Head Expectations

COMMITTEE HEAD & PILLAR DIRECTOR COLLABORATION:

Each Committee Head has been assigned to a Pillar Director (see below flow chart). Pillar Directors are meant to be a resource to Committee Heads, as well as a liaison with H&S executives.

- Pre-Event Planning: Committee heads should meet with their Pillar Director prior to planning events. This will ensure we all start out on the same page; as well as giving Pillar Directors an opportunity to share anything that may be new for the year.
- During Event Planning: Pillar Directors should be kept up-to-date with information throughout planning. All questions/items during planning should be funnelled through your Pillar Director based on the flowchart that is included below. All requests should be sent to the Pillar Director in charge of your committee's pillar and they will pass onto the executive board for final approval.
- Post Event/Committee Wrap Meeting: At the conclusion of your event/task, please meet with your Pillar Director for a wrap-up meeting. Goals of this meeting will be to identify successes, areas for improvement, and finalize any outstanding budget questions.

Home & School Officers are responsible for keeping administration informed of our upcoming activities and your communication with your Pillar Director helps this process. We are all a team. We want to hear your thoughts and new ideas! Don't hesitate to share.

EVENT PARTICIPATION:

Please help support your fellow Committee Heads, Pillar Directors, and Officers by attending the events they work so hard to plan.

VOLUNTEER RECRUITMENT:

As a Committee Head, we need your help in reaching out to new parents to invite them to join us. Personal invitation is very important to H&S growth. While we are happy to email and post to social media, we encourage you to personally reach out to specific families to ask for help. The student directory is a great resource for school family's contact information. Let us know if you need help finding names.

MEETING ATTENDANCE:

Please attend the general meetings. You are a valuable asset to our school and your opinion is important. The first and last meetings are required for Committee Heads as well as one, in-person meeting with your Pillar Director. Executive Meetings are held separately from the general meetings. If your presence is required at these Exec meetings, we will let you know in advance. For these dates, please refer to the H&S calendar. Please submit any updates to your Pillar Director one-week prior to the meeting.

Meeting Date	Time	Location	Type of Meeting
August 26, 2021	6:30PM	GPC	General Meeting **Committee Head Required Attendance
November 10, 2021	6:30PM	Dining Room	PEP Talk: Topic TBD
March 16, 2022	6:30PM	Dining Room	PEP Talk: Topic TBD
May 11, 2022	6:30PM	Dining Room	General Meeting **Committee Head Required Attendance

TERM:

As long as you are willing to continue your position and you have approval from the Executives, there is no term limit. We will reach out around February to confirm whether you'd like to continue leading your committee or not for the next school year.

REPRESENTATION:

Remember you represent St. Stephen the Martyr School. Please help us maintain a positive and uplifting atmosphere not only in person but online as well.

GRIEVANCES:

If you are unhappy with the way something is being handled, please go to the direct person first. If you do not get the results that you would like, you may contact your Pillar Director and then the President. If we still cannot find a resolution, the President will contact the administration and we can set up a meeting together, if necessary.

PRAYER:

We are a Catholic School; please keep that in mind when planning events. How can you incorporate our faith into your event? Please pray for the success of your event and always for our school and fellow H&S members.

THANK YOU: The Home & School Association consists of all parents of St. Stephen the Martyr parents. We are not successful without your help! We are extremely grateful for all of your time, commitment and generosity! Thank you for all you do!

Section 3: Logistics/Tools

ACCOUNTS:

H&S has a number of online accounts that are available to use such as Canva, Sign-Up Genius, Vimeo. The Vimeo account is a paid account through the parish so it has more capabilities. The others are normal free accounts. The log-in and passwords for these 3 accounts are:

Log In: ssmhomeandschool@gmail.com
Password: UnitedinChrist9675!

CALENDAR:

Notify your Pillar Director with event dates as soon as possible so they are added to the all school calendar. They will notify office staff and have it added to the Google School Families calendar. You can add the calendar to your email with this [link](#) to ensure events do not overlap.

CONTRACTS:

Only the school/the principal can sign contracts such as yearbooks, Santa Shoppe, school supply boxes, etc. No parent volunteers should be signing these agreements. The paperwork should have St. Stephen's info on them.

COPIES:

If copies are needed through the Copy Center, email the document and specifications to your Pillar Director.

Specifications include:

- number of copies
- printed front and back
- stapled
- will you pick up or will be distributed (ex: All Friday folders, youngest and only Friday folders, etc.-if it is these versions they will have the number that need to be printed)
- Note: the Copy Center prints only in black and white but you can supply colored paper if you so choose. We can copy color on a limited basis.

The Pillar Director will pass along to the president for approval. The president will send the request to the Copy Center.

SCHEDULING:

Melissa Kane in the Parish Office does the scheduling. As long as your Pillar Head is aware of your dates you may email her directly at m.kane@stephen.org.

TABLES:

Do you need tables and/or chairs for an event? Contact Mr. Verraneault at g.verraneault@stephen.org and copy your Pillar Director and he will put the request in with maintenance.

REFRIGERATION:

Does your event have food/drinks that need to stay cold? If so please mark all of your items when you put them in the walk-in fridge in the school kitchen. Committee Name, Contact name, and date they will be used or need to be saved until. If putting things in the walk-in fridge it is also good to make Missy Ziola aware as a courtesy.

Section 4: Promotions

EMAILS:

When you need to email something out to all school families, committee heads or teachers from the home and school:

1. compose email
2. Add any attachments, who it is going to & when you want it sent out
3. Send to ssmhomeandschool@gmail.com and copy your Pillar Director

MARTYR MESSENGER SUBMITTALS:

Every other Thursday the Martyr Messenger goes out to all school families. Please submit any information you would like shared in that to your Pillar Director for approval. They will send it to communications staff by Wednesday at noon for submission.

VOLUNTEERS:

Any volunteer sign ups can be sent to the communications assistant, Leslie Schulte at l.schulte@stephen.org to be posted on the Volunteer Section of the school website and social media, include your Pillar Director on the request. At the conclusion of your event please be sure to acknowledge those that helped in some way by sending a written thank you card or email.

WEBSITE AND FACEBOOK:

If you would like something posted to the website and/or social media, send it to the communications assistant, Leslie Schulte at l.schulte@stephen.org. Include your Pillar Director on the request.

Section 5: Financials

BUDGET:

Please work with your Pillar Director and Treasurer to track your budget. We build the next year's budget on the previous year, so let them know if you need to adjust your committee's budget. If you think you will need more funds for the current year, let your Pillar Director know ASAP so they can make a request and it can be evaluated.

PURCHASING:

When purchasing things, always make sure you have a Purchase Order (PO) **FIRST!** The PO Process is a detailed process, outlined below.

We have new online fillable POs and Deposit Sheets. You can find them at <https://school.stephen.org/home-and-school/> on the bottom of the page. Or here at these links:

Fillable Purchase Order Form: <https://pdf.ac/qaTgr>

Fillable Deposit Form: <https://pdf.ac/CIPWj>

Here is a guide to help navigate the purchasing process.

I will collect CASH and/or CHECKS at my event

Do you need **start-up cash**?

- Submit a PO for a check to be made out to your committee head in the amount of the start up cash. Specify if it should be mailed to you or picked up in the school office.

What do I do with the **start-up cash** when my event is done?

- Deposit with all of the other cash going in the tamper-proof bag.

What do I do with the money from the event? - DEPOSIT it in the Home & School checking account. Here's How:

Cash (separate from checks) -

1. REQUIRED: Tamper-proof bag. Request from the Treasurer. Once ready you can pick up from Nancy Major, in the school office. Give AT LEAST 1 week notice. If your event lasts multiple days, request a bag for each day.
2. Put all cash inside the bag, seal & sign- must be signed by two people. (We will provide directions on how to use these.)
3. Return the Bag:
 1. School Days - Return bag to Nancy Major in the office to put in the safe.
 2. Outside of a School Day - Put in the sacristy safe - Have your pillar director make arrangements with Nancy Major or H&S president to have the sacristy open on the day of your event.
4. Cash Should NOT leave Parish Property. Cash MUST be turned in on the same day of the event.

Checks -

1. Remove any staples.
2. Take a picture of the group of checks or scan the checks and send in an email to ssmhomeandschooltreasurers@gmail.com.
3. Tally them up & fill out the H&S Deposit Slip. Fill Out through the online PDF filler. Once that is submitted it will alert the Treasurer for their records. Fillable Deposit Form: <https://pdf.ac/ClPwj>
4. Print filled out deposit form.
5. Put all in an envelope marked with the Date, Event, Committee, and Total on the front, and turn in to the office to have them put in the h&s mailbox. The deposit must be signed by one of the three H&S Officers and turned into Nancy.

I need to buy something for my event

Purchase Orders:

1. **Plan ahead:** Begin the process at least ONE MONTH before the event.
2. **Research:** Obtain cost of items/services to be ordered, AND ask the vendor for a W9 form. **(We are tax exempt, so do not include taxes in your total.)**
 1. If the Finance Office does not have a W9 on file for your vendor, the Treasurer will email you for you to help get one.
 2. If they need OUR tax exempt info, email the Treasurer the company name, address, contact person & their email address & the Treasurer will get it to them.
3. **Purchase Order:** Get approval for expenses from your Pillar Director. Then fill out the PDF purchase order form found on the home and school webpage. Email PDF PO to the Treasurer and copy your Pillar Director. Try to do this 30 days prior to your event. Fillable Purchase Order Form: <https://pdf.ac/qaTgr>
 1. Make sure to mark 'Pay from Invoice' or 'Pay from Purchase Order' on the PO. All invoices should list St. Stephen the Martyr as the customer. If something is being shipped, use the school's address (16701 S St., Omaha, NE 68135) and 'ATTN: Nancy' or 'ATTN: School'.
 2. *All POs must come directly from the Treasurer to Nancy.*
4. **Invoices or Receipts:** Email all invoices to the treasurer. Before turning in receipts to the office please take a picture of them and email to the treasurer.
5. **Special Cases:**
 1. How do I order something *online*?

Online Orders - Submit a PO with the details & website link to the Treasurer. The school office will order items to be shipped to the school using the parish credit card, amazon account, etc.

2. How do I purchase something *in store*?

WalMart & Hy-Vee Credit Cards/VISA gift cards-

Request the card by submitting a purchase order to the Treasurer with the estimated details of how much/what you intend to buy. The Treasurer will notify you when the card is ready to be picked up from Nancy in the office. Return it, with receipts, to Nancy within 24 hours. Email a picture of the receipts to the Treasurer. The WalMart card can also be used at Sam's Club.

- Please present the tax exempt card prior to checking out at WalMart or Sam's Club, this will be provided when you pick up the credit card from the School Office.

3. How do I order something from *Hy-Vee*?

Hy-Vee Delivery/Catering - Submit a PO to the Treasurer. The office will order the items over the phone. If there is a large order, please coordinate with Hy-Vee and then provide the treasurer with the Hy-Vee contact name, number, amount and the H&S Volunteer contact name. *We no longer get a 10% discount from Hy-Vee.

- **No one from H&S is authorized to charge to the Hy-Vee account.** We can give the order details to Hy-Vee but we can NOT approve payment. This will be completed by the treasurer and the office.
- Receipts must be submitted to the School Office to Nancy after delivery has been made. Please take a picture and email to the treasurer before turning in.

4. How do I pay a vendor a check upon delivery?

Submit a PO to the Treasurer with date of delivery and directions to have the check ready in the office. Request that the vendor send an invoice to the Treasurer, or bring on the delivery date.

Please note:

There are **no personal reimbursements. If there is a last minute expense please talk to your pillar director and president.*

**Only the Treasurer should be communicating with Nancy.*

**Please plan ahead. It is a process and while we will move through it as fast as possible it does take time.*

**The Committee Head is responsible for filling out their own POs and Deposit sheets. Please work with your Pillar Director before submitting so they are aware of your expenses and can assist you in keeping track.*

2021-2022 Officers		
President	Brooke Keller	bnkeller@gmail.com
Vice President	Jennifer Kovar	jennifermkovar@gmail.com
Treasurer	Nicole Cooper	nicolecooper1026@yahoo.com
2021-2022 Pillar Directors		
Special Contributions & Gifts	Michaela Jones	michaela.odoriso@gmail.com
Recruitment	Lindsay Vodicka	lindsay483@hotmail.com
Community	Courtney Sokol	sokolcourtney@yahoo.com
Volunteer	Libby Guenther	guentherel81@gmail.com
Alumni/Parish Outreach	Annie Sanderson	annie.sanderson.as@gmail.com
Administration	Mrs. Julie Perrault	j.perrault@stephen.org
	Greg Verraneault	g.verraneault@stephen.org

