

Committee Descriptions 2024-2025

Special Gifts & Contributions Pillar

Hosts events and activities to raise money for SSM. The impact of this pillar's efforts are felt throughout every corner of our school.

Committee	Description
Martyr Marathon Event Committee Head	Overseeing all aspects of the Martyr Marathon Event & Fundraiser. Liaison to the Special Gift & Contributions Pillar Director. Oversees the 4 Marathon Director heads: Fundraising, Communication, Logistics and Merchandise.
Fundraising	Martyr Marathon Director: Oversees all responsibilities with obtaining donations.
Corporate Sponsors	Secures Corporate Sponsors. Occurs through the summer.
Sponsor Care	Follows up with the corporate sponsors to make sure they receive their benefits. Creating ads for social media and website. Works with in kind donations to send thank yous.
Family Donations	Work with the H&S treasurer to track, record checks and cash delivered to school, and submit deposits. In addition, tracking all corporate matching donations. Sending acknowledgments of corporate matches received.
Pledgestar	Pledgestar point person who evaluates capabilities, sets up the event, leaderboard tracking and tracks and secures all donations through Pledgestar.
In-kind Donations	prizes and goal bags. Creates plan for in-kind donation use such as Blitz prize questions based on donations secured and distributes the prizes. Sharing blitz questions and winner pictures with communications pillar, coordinating with the office for winner announcement. Day time availability needed for blitz prizes distribution and
Communication	Martyr Marathon Director: Communication to the school, parish and community gathered from all of the Marathon directors. Works with staff communication director for approvals.
To Teachers, staff and parents	Preparing communication to be shared by the H&S president to the teachers, staff and parents to keep them in the loop of schedules, events for the week and day of and any other pertinent information. Increasing awareness and communicating information about Martyr Marathon including but not limited to the back to school packet & kick-off packet. Draft needs to be completed by Aug. 1.
Neighborhood Ambassador	Being the neighborhood contact and sharing any information that will take place out in the neighborhood with the neighbors such as going door to door and posting signs.
Promo Video	Gathering pictures and videos and compiling a pre and post promotional video for Martyr Marathon. Committee members assist in collecting photos and videos.
Social Media Communication	managing Marathon information on h&s social accounts on Facebook and Instagram. Posts include blitz prize questions and winner pictures , corporate sponsor promotion, event logistics, etc.
Back to School Night Table	Coordinates the Martyr Marathon table at Back to School Night and finds volunteers to man the table for the event.
Impact graphic (H&S president)	A graphic to be created by the H&S president and communications director highlighting how Marathon donations are utilized.

Logistics	Martyr Marathon Director: Coordinating all of the logistics of the event.
Pre-Event Coordinator	Securing the Barracades, permits, DJ, photographer, outdoor signage, popcorn. In addition, creates the HOA communication to be shared by the neighborhood ambassador.
Event Volunteers	Collecting from committees volunteer needs and then securing how many, when & where to show up, communicating responsibilities. Finding donations for volunteer donuts/juice for morning of if needed.
Student Activities	Plan & execute events for the day of and leading up to Martyr Marathon for the students breaking them into upper (3-8) and lower grade (TK-2) specific activities.
Preschool Activities	Coordinate preschool celebration for the preschool and pre-K classes during the week of the Marathon. (ex: dance parties)
Post Event Activities	Coordinating anything that happens after the event such as winner recognition and parties, wrap up assembly, goal bags assembly and distribution. And secure any additional volunteers need to execute. (ex: 8th grade volunteers)
Merchandise	Martyr Marathon Director: Overseeing the ordering and distributing of Martyr Marathon swag
Apparel and Accessories	Collaborating with the committee on theme and design of any apparel and accessories for the students and volunteers. Coordinate ordering and distribution.
Family Level Incentive Prizes	Help to determine family level incentive prizes. Working with company to design, order and distribute to families.
Used Uniform	Coordinate the gathering & sale of used uniforms for the sale in July & at Back to School Night. As well as maintain the uniforms in the GPC closet.
Santa Shoppe	Santa Shoppe is an annual 2 day event held in early December that allows our K-8 students to shop for their families. Preschool-TK students are invited to participate in holiday activities, but do not shop. Planning for this event takes place from October - December. Committee chairs can expect to volunteer over 20 hours during the week of the event, outside of the initial preparations. Event volunteers can sign up for 30 minutes to 1 hour long shifts to help students shop, wrap presents, "play the role of" Santa (must be safe-environment trained to be Santa), set-up or tear-down.
Yearbook	-Coordinate the selling and distribution of the yearbook. -Compiling of the annual yearbook by the gathering of pictures of students and school events. Overseeing yearbook club to assist with the making of the yearbook.
Teacher Grants	-Coordinates the annual teacher grants awarded by the Home and School Association. Duties include reviewing and updating the application form with the principal, communicating the grant process to the teachers, organizing the review of grant applications, communicating the grants awarded to the school community, and working with the school through the purchasing process (as needed). The grant process runs from about October through February. Also includes, fielding any wish list questions from teachers.
Recruitment Pillar	
This Recruitment pillar is responsible for overseeing the recruitment and retention of students and their families.	

Committee	Description
Back to School Night	Organize and host annual Back to School Event in August. (Timeline: June - August time commitment)
Open House	Collaborate with administration to promote and host the school Open House event on the Sunday before Catholic Schools Week. (August - February time commitment)
Welcome - Kinder/New Family Yard Signs - Boohoo WooHoo Bagels	Close to the beginning of school organizing and going around to new family houses to place welcome signs in their yards. Volunteers are needed for 2 hour shifts to distribute yard signs to new families. 1st day of school bagel and juice social after school morning drop off for new families. Volunteers for this event can greet & socialize with families and plan for a 1 hour shift.
New Family Care	Committee members touch base with new families throughout the year via email or events to assist and keep in contact. Volunteers can expect 1 hour shifts.
Summer Play Dates	each other. Volunteers to attend/host these events can expect a 2 hour shift, 2-3 times/summer. Typically early childhood or incoming kindergarten parents lead.

Community Pillar

The Community pillar hosts events and activities to build community within SSM.

Committee	Description
Fall Family Event	Coordinate outdoor fall event, possibly at local pumpkin patch on Teacher In-Service day.
Winter Adult Event	Coordinate parent-only event, possibly virtual trivia event with small group teams hosted at the home of a participant.
Spring Family Event	Coordinate outdoor spring family event
St. Nicholas Cookie & Ornament Exchange	Identify family to host a December gathering for each grade/gender and exchange cookies/ornaments.
2nd Grade Sacrament Celebration	Manage Sacrament Breakfast for 2nd grade families (spring)
8th Grade Sacrament Celebration	Manage Sacrament celebration for 8nd grade students (spring)
8th Grade Graduation Luncheon	Manage the graduation luncheon for the 8th grade students and their parents. (May)

Volunteer Pillar

The Volunteer pillar coordinates parent volunteers for the school.

Committee	Description
Class Coordinator Chair	Chair makes sure all classroom K-8 have a Classroom Coordinator(s) with Safe Environment Training and Administrative approval. Communicate Classroom Coordinator policies and their duties; including support for successful holiday parties.

Grade Level Coordinator	Coordinators oversee grade level events of teacher/TA bdays, Halloween & Valentine's Day parties. This person is responsible for volunteer coordination, communication with the teacher and class families. *This person does not have to do all of the work themselves but needs to ensure that there is collaboration in order to execute tasks.
School Box Supplies	Coordinate the order of school supply boxes in the spring for interested families for the upcoming school year. Families receive orders at Back to School Night.
Artist of the Month	Assist the art teacher with monthly coordination of artwork selections from teachers, take photos of the student artists, display artwork on bulletin board. Daytime availability needed to take pictures of kids while they are in school.
Musical	Organize and coordinate the annual school musical held in the spring.
Book Fair/Library	Help coordinate the annual book fair alongside the school librarian (includes meeting with Scholastic representatives, sales promotions and lining up volunteers to work the book fair).
Teacher Appreciation	Coordinate several events during the school year in appreciation of the teachers. This will include, but is not limited to, Teacher Christmas Gift Certificate Program and Teacher Appreciation Week.
Teacher Hospitality	Coordinate one lunch or snack cart per month for the staff and organize dinners during parent/teacher conferences in the fall and spring.
Christmas Gift Fund	Market, track, and coordinate the Christmas gift fund for staff at Christmas time.
Scholarship	Coordinate the annual 8th grade Home & School sponsored scholarship awards administered each spring.

Parish Outreach Pillar

Partner with our Parish community, and help to grow our school community beyond our building walls & into the larger St. Stephen's family.

Committee	Description
Parish Outreach	Work with pillar director to develop events & opportunities to collaborate with our greater parish community. Execute events such as: Trunk or Treat, Breakfast in Bethlehem, EPS Penny Drive, Easter Egg Hunt, and Parish Grounds clean up.
Liturgical Living	Promote Catholic identity within the homes, in conjunction with faith formation activities from the teachers at school. Ongoing coordination throughout school year.
Prayer	Help encourage prayer for our school and parish by communicating information about Fasting Wednesdays through out the year and sharing opportunities for First Friday's Adoration.

Vice President

School Directory	Prepare and distribute the school directory at the beginning of the year.
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