



**St. Joseph School**  
Bogota, NJ

**EVENTS for 2010 - 2011**

**Position Descriptions**

**CHAIRPERSON:** One or more individuals who will work together to coordinate an event and be responsible for its overall implementation. The chairperson must complete and submit a report to the H.S.A. at the completion of the event.  
20 Points is earned as a Chairperson unless otherwise noted.  
IF YOU CANNOT WORK YOUR EVENT, IT IS YOUR RESPONSIBILITY TO FIND A REPLACEMENT. IF YOU CANNOT FIND A REPLACEMENT AND MISS WORKING YOUR EVENT, YOU WILL IMMEDIATELY BE ASSESSED YOUR PENALTY AS DESCRIBED IN THE COVER LETTER.

**WORKER:** Two or more individuals who will work under the supervision of the chairperson. As a worker your commitment requires you to be present for the entire event.  
5 Points is earned as a Worker unless otherwise noted.  
IF YOU CANNOT WORK YOUR EVENT, IT IS YOUR RESPONSIBILITY TO FIND A REPLACEMENT. IF YOU CANNOT FIND A REPLACEMENT AND MISS WORKING YOUR EVENT, YOU WILL IMMEDIATELY BE ASSESSED YOUR PENALTY AS DESCRIBED IN THE COVER LETTER.

**EVENT DESCRIPTIONS and POINTS**

**B.A.C.S.A. (BOGOTA ADVISORY COMMITTEE ON SUBSTANCE ABUSE)**  
**Year Round**

LIAISON (1) @ 20 points

The Liaison would be a voting member and in the position to assist with programs as well as network with the Home School Association. The committee is currently comprised of representatives from the police department, town council, the board of education, the high school SAC, and members of the community. The Liaison must attend meetings as scheduled and report at HSA meeting.

---

---

## **BARNES & NOBLE GIFT WRAP AND BOOK FUNDRAISER**

December, 2010

An event at the store which involves gift wrapping, student art exhibit, guest readers and student caroling.

CHAIRPERSON (1) @ 20 points

Coordinate date with store, distribute flyers, arrange art exhibit and caroling as well as coordinate workers for gift wrapping.

---

---

## **BREAKFAST WITH SANTA**

December, 2010

An opportunity to gather with other families in the school to enjoy a complete breakfast and a visit from Santa.

KITCHEN CHAIRPERSON (1) @ 20 points

Obtain donations, set-up and clean up kitchen and food line, and cooking.

KITCHEN WORKERS (10) @5 points

Responsible for assisting the day of the event as assigned by the kitchen chairperson.

COORDINATING CHAIRPERSON (1) @ 20 points

Responsible for scheduling workers, decorating, advertising, ticket sales, set-up and clean up event area.

COORDINATING WORKERS (20) @ 5 points

Responsible for assisting the day of the event as assigned by the coordinating chairperson.

---

---

## **CALENDAR RAFFLE SALE**

November – May

An opportunity to win monetary prizes over and over again Monday through Friday for three months!

CHAIRPERSON (1) @ 20 points

Obtain proper licensing from town, coordinate printing of tickets, distribution of flyers and raffle tickets, tracking sales, collection of money, coordinate drawings and distribution of prize money, and winner notification. PREPERATION BEGINS IN SEPTEMBER.

WORKERS (4) @ 5 points

Sell calendar raffle tickets at Masses on weekends during January and February as

assigned by chairperson.

---

---

## **CLOTHING DRIVE**

April, 2011

A Saturday event held at the school from 8 a.m.-1.p.m. Donated clothing is brought to the school & stored in the gym until the end of the day when it is picked up. This is a very physical position. Need to lift heavy clothing bags that are dropped off and load them in a truck.

CHAIRPERSON (1) @ 20 points

Responsible for making necessary arrangements with appropriate company, advertising and delegating worker responsibilities.

WORKERS (4-6) @ 10 points

Responsible for duties the day of the event which will be assigned by the chairperson.

---

---

## **DEVELOPMENT COMMITTEE**

Year round

Obtaining funds from outside sources for St. Joseph School.

CHAIRPERSON (1) @ 20 points

Responsible for alumni development, corporate donations and gifts, coordinate donation request mailings, and update and maintain a database of alumni and donors.

COMMITTEE MEMBERS (5) @ 10 points

Responsible for duties assigned by the chairperson.

---

---

## **DISCOUNT CARD PROGRAM**

Year Round

A card with discounts to their local restaurants and businesses.

CHAIRPERSON (1) @ 20 points

Responsible for soliciting local businesses to participate in the discount card program beginning in mid-September and includes sending business agreement forms to the fundraising company, ordering the discount cards, distribution of flyers, collection of money and delegating worker responsibilities.

WORKER (1) @ 5 points

Responsible for duties assigned by the chairperson including soliciting local businesses.

---

---

## **ENTERTAINMENT BOOK FUNDRAISER**

Date To Be Announced

The Entertainment Book is a coupon book which offers great savings on dining, shopping, movie tickets, travel, etc.

CHAIRPERSON (1) @20 points

Responsible for distributing books and accounting of books by family, collection of money for sold and unsold books.

---

---

## **FAMILY PASTA NIGHT**

January, 2011

A family night out to dinner. Including a pasta dinner, coffee, and dessert.

KITCHEN CHAIRPERSON (1) @ 20 points

Responsible for donations, scheduling workers, set-up and clean up of kitchen and food line, and cooking.

KITCHEN WORKERS (6) @ 5 points

Responsible for duties assigned by the kitchen chairperson.

COORDINATING CHAIRPERSON (1) @ 20 points

Responsible for set-up and clean up in event area, scheduling workers, decorating, advertising, and ticket sales.

COORDINATING WORKERS (6) @ 5 points

Responsible for duties assigned by the coordinating chairperson.

---

---

## **FESTIVAL FOOD TENT**

September, 2010

The HSA sponsors a food tent at the Annual Parish Carnival. The carnival is typically held Tuesday through Saturday.

CHAIRPERSON (2) @ 20 points

Responsible for donations, set-up and clean up, cooking, advertising and accounting of sales.

WORKERS (10) @ 5 points

Responsible for serving food and beverages at parish festival. Please specify the day and hours you are available. (Tuesday-Thursday 5 p.m.-10 p.m.; Friday and Saturday 5 p.m.-11 p.m.)

---

---

## **FIELD DAY**

May, 2011

A day of fun and games for the students at Bogota High School Football Field.

CHAIRPERSON (1) @ 20 points

Responsible for coordinating the day's events with the physical education instructor, contacting the borough to reserve the field, and providing refreshments for the students.

WORKERS (10) @ 5 points

Responsible for duties the day of the event assigned by the chairperson.

---

---

**GIFT WRAP & CANDY SALE**

September, 2010

An assortment of wrapping paper, candy and other gift items available for purchase.

CHAIRPERSONS (2) @ 20 points

Responsible for overseeing the implementation of the event beginning in mid-September, coordinating event with outside company, distribution of information through school, collect all monies, and oversee merchandise delivery.

WORKERS (2) @ 5 points

Assist chairpersons with sorting and distribution of orders. **MUST BE AVAILABLE DURING SCHOOL HOURS.**

---

---

**GOLF OUTING AND TRICKY TRAY DINNER**

May/June, 2011

A day of golf and an evening of dinner and prizes.

GOLFING CHAIRPERSONS (2) @ 20 POINTS

Responsible for coordinating event, including but not limited to, obtaining golf course and promoting event in school, parish and community.

GOLFING WORKERS (5) @ 5 points

Responsible for duties the day of the event which will be assigned by the chairpersons.

TRICKY TRAY DINNER CHAIRPERSONS (2) @ 20 POINTS

Responsible for soliciting contributions for tricky tray prizes, booking event location, obtaining catering, and advertising in school, parish and community.

TRICKY TRAY DINNER WORKERS (10) @ 5 points

Responsible for duties which will be assigned by the chairpersons.

---

---

## **GROCERIES FOR PROFIT**

### Year Round

Families purchase grocery certificates to use at Shop Rite, Pathmark, Stop & Shop, and IGA. The contractual obligation per family is the purchase of \$2,000. in grocery certificates each year (July-June).

#### SCHOOL CHAIRPERSON (1) @ 20 points

Responsible for sales and coordination of program in school, including scheduling of workers, delegation of workers' duties, record keeping, accounting, etc. Chairperson will work closely with Executive Board Treasurer.

#### SCHOOL WORKERS (20) @ 20 points

Work at school from 7:45 a.m. – 9 a.m. approximately once every three weeks filling daily orders. **ALL WORKERS MUST BE AVAILABLE WEEKDAY MORNINGS**

#### CHURCH CHAIRPERSON (1) @ 20 points

Responsible for sales and coordination of program in church, including scheduling of workers, delegation of workers' duties, record keeping, accounting, etc. Chairperson will work closely with Executive Board Treasurer.

(continued on next page)

## **GROCERIES FOR PROFIT (continued)**

#### CHURCH WORKERS (25) @ 20 points

Workers will be responsible for selling Grocery Certificates at each mass (i.e., Sat. 5:30, Sunday 7:30, 9:00, 10:30 and 12 noon). Workers will be assigned a minimum of three (3) weekends during the year (July-June)

#### SPANISH MASS CHAIRPERSON (1) @ 20 points

Responsible for sales and coordination of program in church, including scheduling of workers, delegation of workers' duties, record keeping, accounting, etc. Chairperson will work closely with Executive Board Treasurer.

#### SPANISH MASS WORKERS (3) @ 20 points

Workers will be responsible for selling Grocery Certificates at Sunday mass. Workers will be assigned on Sundays during the year (July-June).

#### INVENTORY CONTROLLER (1) @ 20 points

Responsible for maintaining the inventory of grocery certificates, ordering certificates and

subsequent pick-up at local supermarkets.

**DEPOSIT CONTROLLER (1) @ 20 points**

Responsible for preparing and making deposits weekly from grocery sales and forwarding all deposit records to Executive Board Treasurer.

---

---

**HALLOWEEN FUN NIGHT**

October, 2010

Indoor Carnival in the gym along with food and other activities in the Cafeteria. Event is held on a Friday night and is open to St. Joseph School students only. Kitchen will be sponsored by a class.

**CHAIRPERSONS (2) @ 20 points**

Responsible for coordinating event including games, activities, and prizes; setting up and cleaning up gym, as well as scheduling workers.

**WORKERS (24) @ 5 points**

Responsible for duties assigned by the chairpersons.

---

---

**NIGHT AT THE RACES**

November, 2010

Harness/thoroughbred horse races shown on a projection screen in the school gym.

**CHAIRPERSONS (2) @ 20 points**

Responsible for obtaining race kit from production company, procuring appropriate licensing and raffle prizes, supplying refreshments and sandwiches, oversee set up and clean up, advertising and ticket sales.

**WORKERS (15) @ 5 points**

Under the guidance of the chairpersons: collect bets, pay out winnings, calculate odds for each race, operate projector/VCR, and assist with set up and clean up.

---

---

**NOMINATING COMMITTEE**

January - April

Overseeing the selection of candidates and election process for the available positions on the Home School Executive Board.

**COMMITTEE MEMBERS (1) @ 10 points**

Responsible for distribution of nomination letter, review responses, be present on election day (8am-9am, 2pm-3pm and 6pm-7pm), count ballots, and speak at January and March Home School Association meetings. NOTE: Those who are interested in working on the Nominating Committee should not be interested in running for an Executive Board office next year. (Terms available next year: President and Secretary)

---

---

## **RACE FOR EDUCATION**

May, 2011

An annual event held the same day as Field Day. Students will complete laps around the Bogota High School track and earn money for St. Joseph School from the solicitation of sponsors.

CHAIRPERSONS (2) @ 20 POINTS

Responsible for distributing informational materials and collecting labels from each student for flyers to be mailed to sponsors, collection and record keeping of all sponsors' donations, keeping records of each students' collected donations, scheduling workers.

WORKERS (10) @ 5 points

Responsible for duties the day of the event which will be assigned by the chairpersons.

---

---

## **RAFFLE FOR FOOD**

September-November

This raffle gives people the opportunity to win grocery certificates just in time for Thanksgiving. A portion of the proceeds will be given to a Breast Cancer Foundation.

CHAIRPERSON (1) @ 20 points

Responsible for proper licensing, printing of raffle tickets, distribution, accounting of tickets per family.

---

---

## **RECYCLING PROGRAM**

Year Round

A program that encourages recycling while earning additional funds for St. Joseph School.

CHAIRPERSON (1) @ 20 points

Responsible for the distribution of information to the families in the school and outside businesses about recycling of laser cartridges, ink jet cartridges, and cell phones. Prepare collected recycling items for shipment using pre-labeled boxes and maintain supply of the collection boxes throughout the school year.

---

---

## **SANTA'S SECRET WORKSHOP**

Late November - Early December

Children have the opportunity to browse and shop in school and at Breakfast with Santa for inexpensive holiday gifts for friends and family.

CHAIRPERSONS (2) @ 20 points

Work with an outside company to set up a multi-day event including scheduling workers, financial accountability for daily sales and inventory.

WORKERS (20) @ 5 points

Responsible for set up, clean up, and assisting children with selection of purchases. **THIS IS A DAYTIME EVENT. SUNDAY, MONDAY AND TUESDAY (8 a.m.-2 p.m.) – YOU MUST BE AVAILABLE TO WORK DURING SCHOOL HOURS. PLEASE INDICATE ON FORM WHICH DAY YOU ARE AVAILABLE.**

---

---

---

---

## **SCHOOL PHOTOGRAPHER**

Year Round

Responsible for picture taking at all fundraising events. Photographers must have own equipment and will be reimbursed for film and developing.

CHAIRPERSON (2) @ 20 points

Responsible for picture taking at all fundraising events, developing, and submitting pictures to HSA Executive Board.

---

---

---

---

## **SCIENCE LAB COMMITTEE**

Year round

Fundraising for new Science Lab.

CHAIRPERSONS (2) @ 20 points

Responsible for overseeing fundraising efforts, actively soliciting funds, coordinating the workers to solicit local and regional businesses and corporations, to research new sources of funding and to maintain records of donors and donations.

COMMITTEE MEMBERS (3) @ 20 points

To assist the chairpersons in distributing flyers, contacting specified agencies and businesses, researching names, addresses and contact persons for local and regional businesses.

---

---

## **ST. PATRICK'S DAY DINNER DANCE**

March, 2011

A Saturday evening event held in the school gym featuring music and a buffet dinner.

CHAIRPERSONS (2) @ 20 points

Responsible for making necessary catering arrangements, booking entertainment, advertising event throughout parish, coordinating decorations and delegating workers responsibilities.

WORKERS (6) @ 5 points

Responsible for duties the day of the event which will be assigned by the chairpersons.

---

---

## **TECHNOLOGY COMMITTEE**

Year round

CHAIRPERSON (1) @ 20 points

Coordinates with Principal, Archdiocese, and Board of Education Business Administrator, maintains and updates the Technology Plan, and purchases new equipment and software.

COMMITTEE MEMBERS (2) @ 10 points

Responsible for duties assigned by the chairperson.

---

---

## **WEBSITE COORDINATOR**

Year round

CHAIRPERSON (1) @ 20 points

Coordinates with Principal and Executive Board to maintain the school's link to the parish website.

COMMITTEE MEMBER (2) @ 20 POINTS

Responsibilities include keeping H.S.A. information and events updated on website through chairperson, executive board and Mr. James Newman.