

## **LCS Home and School Association Mission**

It is the mission of the LCS Home and School Association to support the school and all of those within through fundraising, volunteer coordination and parental/parish involvement.

Every parent/guardian of a child at LCS is automatically a member of the Home and School Association. At registration, each school family is responsible for paying an activity fee. This fee represents your Home and School dues which is used toward the teacher supplies fund, school calendar and the classroom parties.

### **Fundraising**

Fundraising activities include the following:

- *Scrip* – This is an on-going fundraiser where gift cards are purchased from local and national merchants. There is no extra cost associated with purchasing Scrip. The companies and stores donate a percentage back to the school. This percentage can be anywhere from 2% to 50% depending on the vendor.
- *Book Fair* – A book fair is held in the fall and in the spring. All proceeds are put back into the library through book purchases.
- *Corporate Income* - General Mills box tops, TerraCycle “chip bags”, and Prairie Farms milk tops are collected throughout

the year. We also receive a % of sales from Target and Schnucks (from store card programs).

- *Bean Bag Tournament* – Held annually, usually in November. A school and parish event that has raised over \$175,00 over the last 4 years. Includes a fun, social tournament, raffle sales, and live auction.

The Association contributes \$15,000.00 annually towards the school budget. In addition, funds raised paid for the following:

- Smartboards, laptops, laptop carts, IPADS, digital cameras, overhead projectors
- New Catholic bibles for classrooms
- New website design
- Physical Education equipment
- Art class materials & technology
- New windows for classrooms
- Microscopes for science labs
- Teacher Staff Appreciation Lunches
- Academic Competitions
- Career Fair
- Biz Town / Finance Park
- Drama & Chess Club
- Field Day
- Middle School Events
- Safety Patrol
- Unpack the Backpack
- Variety Show
- Spiritwear

The LCS Home and School Association is responsible for:

### **Helping Students by:**

- Organizing the holiday parties (Halloween, Christmas, and Valentines Day).
- Coordinating Field Day.
- Helping with the planning of middle school events.
- Coordinating Buddy Lunch during Catholic Schools Week.
- Providing finances for Exchange City, Student Council, Safety Patrol, Academic Competitions, Chorus, Chess Club, Mock Trial, Talent Show, etc.

### **Helping Teachers by:**

- Helping during lunch periods.
- Coordinating volunteer needs in the classroom and library.
- Organizing monetary Christmas gifts and bonuses for the teachers and staff.
- Providing each teacher with a classroom supplies monetary fund each school year to buy classroom supplies.
- Copying, collating, stapling, etc. for the office and the teachers in the workroom.

### **Executive Committee**

- *The President* – serves one-year term. Oversees the LCS Home and School Association.
- *The President Ex-Officio* – serves one-year term following the presidency as an advisor. This is a non-voting position. Responsible for ensuring the Gala Auction funds are spent as planned.

- The President-Elect – serves as vice president and will move to the president position the following year. Serves as liaison to fundraising committees.
- Treasurer – serves a one-year term with a maximum of two consecutive terms. This individual prepares the annual budget, maintains records of all receipts and expenditures, and reports monthly on the budget.
- Assistant Treasurer – services a one-year term and will move to the Treasurer position the following year.
- Secretary – serves a two-year term with a maximum of one consecutive term. Provides and distributes minutes from monthly LCS Home and School Executive Committee meetings, contacts the service chairs, and maintains correspondence such as mailing sympathy or thank you cards.
- Room Parent Coordinator – serves a one-year term that is renewable. Assigns room parents to classrooms in the fall, serves as liaison between Principal and room parents, updates room parent notebooks, and coordinates the teacher and staff birthday gifts/parties and the holiday parties.
- Volunteer Coordinator – serves one year-term that is renewable. Recruits volunteers as needed for various committees/events and coordinates the used uniform sales.
- Hospitality Coordinator – serves one-year term that is renewable. Organizes all hospitality events for LCS such as Welcome Coffee, teachers luncheons and Buddy Lunch.

- Publicity Chair – serves one-year term that is renewable. Publishes monthly Home and School newsletter and maintains scrapbook of news articles and other publicity regarding LCS.

**Committees:**

Book Fair	Family Ambassador Prgm
Chess Club	Corporate Fundraising
Drama Club	Family Services
Field Day	Bean Bag Tournament
Hospitality	Library
Lunchroom	Parents in Prayer
Math Counts	LegoRobotics
Middle School Events	Mock Trial
Morning Greeter	Variety Show
Scrip	Workroom
Spiritwear	

Please contact the school office for the name and contact number of the current Home and School Board President.

All parents are invited to the monthly Home and School Board meetings – please contact the Home and School President or the school office for meeting dates and times.



## ***Lourdes Catholic School***

## ***Home and School Association***

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***www.lourdescatholic.org***