



HTS Parents' Guild

Volunteer Opportunity Handbook

HTS
Parents' Guild

MEMBERSHIP

Parents and/or guardians of any child attending Holy Trinity School are automatically members of the HTS Parents' Guild.

HOLY TRINITY SCHOOL PARENTS' GUILD Mission Statement

The Parents' Guild exists to enhance the social, physical, and spiritual environment of the school, while fostering community spirit among students, staff and friends of the school.

The Pretzel

In February 1999, Parents' Guild members attended a retreat to determine the most effective way for the Guild to contribute to the life and success of HTS. One of the many decisions we made was to choose a symbol to represent the Parents' Guild within the HTS community. The pretzel was determined to have many of the characteristics we were looking for.

Shaped like a heart, it encompasses three chambers, which represent our three key HTS groups:

Students

Parents

School

The structure of the pretzel provides linkage between these three chambers, and allows for the flow of our 5C's:

Children

Caring

Commitment

Camaraderie

Communication



Dear Parents,

Welcome to the Holy Trinity School volunteer community. At HTS, we are very proud of our volunteers. Their enthusiasm and their contributions help make our school a special place. It is almost impossible to walk through the halls of HTS and not find evidence of volunteer participation. From the Hawk Shop, to the Grade Parents program, to Fundraising, to Fundraising, we all work together to make Holy Trinity School a great place for our children to grow.

The HTS Parents' Guild Volunteer Opportunity Handbook is designed to make it easy for everyone to join our volunteer community. It contains descriptions of most of the volunteer opportunities available at Holy Trinity School. We like to think that we have something for everyone – the working parent, the parent with other children at home, or the parent with other time restrictions. Please look through the handbook and see what we have to offer.

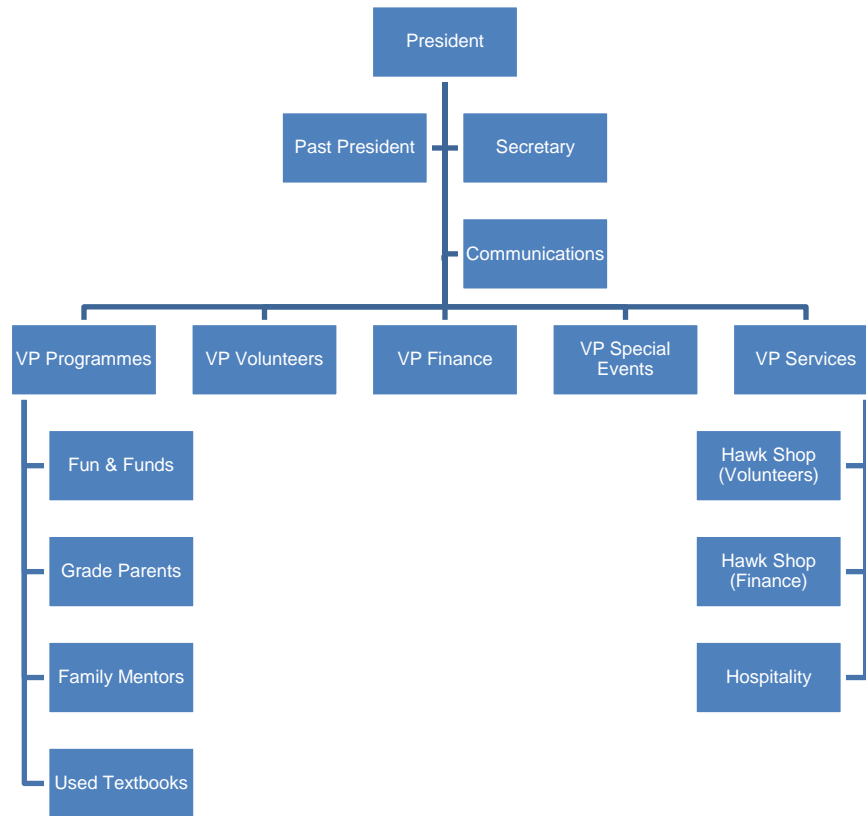
If you have any questions about volunteering or if you see anything in the handbook that looks inviting please call the Guild's current Vice-President of Volunteers, or speak to any member of the Guild, who will all be happy to take time and speak with you about your concerns and interests. Names, phone numbers and email addresses of Parent Guild members can be found in the HTS Directory.

Volunteering is an easy way to see returning friends and to make new ones. Come and join us.

Sincerely,

Holy Trinity School Parents' Guild
A Volunteer Organization

HTS Parents' Guild Executive Committee



Please note that, unlike most of our Parents' Guild volunteer opportunities, the positions shown in the above organizational chart are voting positions. The slate of officers is presented to the Parents' Guild at the Annual General Meeting held in May and are voted into their positions by the members present. Guild members holding these positions form the Executive Committee, each member of which has one vote at Executive Committee meetings. The present Executive Committee may be found at the front of the current year's Family Directory and Handbook.

Guild members wishing to volunteer for one of these positions should speak to the Past President, who is the Chair of the Nominations Committee, well before the next year's Annual General Meeting to indicate their interest.

PURPOSE OF THE GUILD

- **To foster a positive atmosphere within the School and to act as a liaison between the School, the parents, friends of the School, and other groups on matters within the purview of the Guild.**
- **To sponsor social and other events initiated by the Guild or by the School, upon agreement of the President of the Guild and the Headmaster.**

- **To provide the School with funds for items that will enhance academic, extra-curricular, and spiritual programs within the school.**

1. PRESIDENT (VOTING POSITION)

Time Required: 20 hrs per week

Responsibilities: To act as a liaison between the Parents' Guild and the Headmaster/Board of Governors. To communicate with the leaders of each of the Guild-run programmes and to offer input and guidance as required. To run monthly meetings of the Guild Executive and to address concerns and new ideas as they arise.

2. PAST PRESIDENT (VOTING POSITION)

Time Required: 5 hrs per week

Responsibilities: To act as an advisor to the President. To act as the Guild's representative on the Board of Governors. To chair the Guild's Nominations Committee. To attend monthly Guild and Board of Governors meetings.

3. SECRETARY (VOTING POSITION)

Time Required: 10 hrs per month

Responsibilities: To take minutes at Guild meetings. To distribute minutes to all Guild members. To attend Guild Executive Committee meetings. To assist the President as required.

4. VP SPECIAL EVENTS (VOTING POSITION)

Time Required: 5 hours per week

Responsibilities: To provide support for the Christmas Event, Trinity Fair and other special events committees. To act as a liaison with the school. To attend Guild Executive Committee meetings. To assist the President as required.

5. TRINITY FAIR STEERING COMMITTEE

Required: 2 Co-chairs
6-8 Committee members
Various volunteers on the day of the event

Time Required: Approximately 10 hours per week in February, March and April

Responsibilities: To plan, organize and publicize school spirit raising events to be held on Trinity Fair Day with staff volunteers and Prefects to co-ordinate events. To arrange with outside suppliers to rent and games or activities required. To purchase any necessary prizes. To arrange barbecue through Food Services.

6. VP PROGRAMMES (VOTING POSITION)

Time Required: Approximately 10 hours per week

Responsibilities: To assist and advise the Grade Parents' Coordinator, the Family Mentor Coordinator, the Fun and Funds Coordinator and the Programmes Coordinator. To attend Guild Executive Committee meetings. To assist the President as required.

7. FUN AND FUNDS COORDINATOR (VOTING POSITION)

Time Required: Approximately 10 hours per month

Responsibilities: To plan and implement fun and fundraising events for the School. To assist and support the Convenors for each event. Annual events include the Magazine Campaign (Fall), the Gift Wrap Campaign (Fall), Popsicle Day (October), Sundaes on Thursday (March) and other events as needed. To attend Guild Executive Committee meetings.

8. GIFTWRAP

Required: 1 Convenor
6-8 volunteers

Time Required: Approximately 8 hours per week during Fall Campaign

Responsibilities: To plan and co-ordinate the gift-wrap fundraising campaign, including mailing of brochures and order forms to families, staff and alumni, organizing campaign launch in chapel, setting up Hawk Shop display, collecting and processing orders on a daily basis, distributing prizes as necessary, liaising between supplier and families, depositing payment, and overseeing distribution of orders at the Christmas Country Store.

9. MAGAZINE

Required: 1 Convenor
6-8 volunteers

Time Required: Approximately 8 hours per week during Fall Campaign

Responsibilities: To plan and co-ordinate the magazine fundraising campaign, including mailing of brochures and order forms to families, staff, and alumni, collecting and processing orders on a daily basis, distributing prizes as necessary, liaising between supplier and families, and depositing payments.

10. POPSICLE DAY

Required: 1 Convenor
6-8 volunteers

Time Required: Approximately 3 hours preparatory work; 3 hours the day of the event

Responsibilities: To plan and co-ordinate Popsicle Day. To purchase popsicles and to arrange for delivery and distribution of popsicles to all four schools over the lunch period, using parent volunteers.

11. SUNDAES ON THURSDAY

Required: 1 Convenor
20 volunteers

Time Required: Approximately 3 hours of preparatory work; 3 hours the day of the event

Responsibilities: To plan and co-ordinate Sundaes on Thursday, on the last Thursday before March Break. To purchase ice cream and toppings, and to arrange for distribution to all four schools over the lunch period, using parent volunteers.

12. GRADE PARENT COORDINATOR (VOTING POSITION)

Time Required: First 3 weeks of September; variable until all Grade parents are in place; 1 hour per week thereafter

Responsibilities: To recruit parent volunteers to act as Grade Parents for their child's home form. To prepare for and to chair the Orientation Meeting for all Grade Parents in September. To maintain contact with Grade Parents throughout the year as needed. To attend Guild Executive Committee meetings.

13-16. GRADE PARENT ASSISTANTS

Required: 4 volunteers – 1 per School

Time Required: First 3 weeks of September – variable until all grade parents are in place; 1 hour per month thereafter

Responsibilities: To help recruit parent volunteers at the beginning of the year to act as Grade Parents for their child's home form. To assist the Grade Parent Coordinator with preparations for the Grade Parent Orientation meeting. To maintain contact with the Grade Parents throughout the school year as directed by the Coordinator.

17. GRADE PARENT

Required: 2 - 3 parent volunteers for each home form

Time Required: Variable. Approximately 1-2 hours in October

Responsibilities: To contact with parents in their assigned home form, informing them of important dates and events. Primary and Junior Grade Parents work with teachers to plan celebrations throughout the year. To make emergency phone calls to parents as necessary.

18. FAMILY MENTOR PROGRAMME COORDINATOR (VOTING POSITION)

Required: 1 Coordinator

1-2 assistants

Time Required: Approximately 3 hours per week for March to October

Responsibilities: To maintain communication with the current mentoring families. To recruit new mentor families and match them to new families. To organize and to provide information to all Family Mentors as they enter the programme each year. To organize the Guild Welcome Reception in May and any other Mentor/New Family events. To attend Guild Executive Committee meetings.

19. USED TEXTBOOK COORDINATOR (VOTING POSITION)

Required: 1 Convenor

4-6 Committee members

Various volunteers on the day of the event

Time Required: Variable

Responsibilities: To promote, organize, oversee and reconcile the Senior School Used Textbook Sale, including both book drop-off and sale. To arrange for volunteers and coordinate the Used Textbook Sale Committee. To record and process all sales, cash, returns, and refunds.

20. LIBRARY

Required: 1 Convenor
Time Required: Approximately 2 hours per week
Responsibilities: To arrange for volunteers in Primary/Junior and Middle/Senior Libraries. To recruit volunteers to prepare the Birthday Book Programme letters (grades SK-6) and to distribute them monthly. To arrange for volunteers to assist librarians at the annual Book Fair.

21. LIBRARY VOLUNTEERS

Required: Various
Time Required: Approximately 3 hours per month
Responsibilities: To help in preparing the Birthday Book Programme letters (grades SK-6) and to distribute them monthly. To assist the Librarians at the annual Book Fair. To assist the librarians as needed.

22. LOST AND FOUND

Required: 1 Convenor
1-2 assistants
Time Required: 1 -2 half days per week (usually Friday a.m.)
Responsibilities: To sort and organize the Lost and Found closet. To deliver labeled items to Primary and Junior students. To deliver items belonging to Middle and Senior students to the Front Office on Friday afternoons, where they may be collected.

23. INTERGUILD CONVENOR

Required: 1 Convenor
Time Required: 1 full day, 4 times a year; 1 hour per month
Responsibilities: To attend Interguild meetings and seminars. To report events to Guild and to liaise between HTS and Interguild.

24. USED TEXTBOOK SALE VOLUNTEERS

Required: Various on the drop off and sales dates
Time Required: 2-3 hour shifts during book drop off and sales in June
Responsibilities: To assist with textbook drop off and sales, including incoming paperwork, grading textbooks, data input, sales, inventory, etc. To assist the Used Textbook Sale Convenor as required.

25. VP FINANCE (Voting Position)

Time Required: Approximately 3 hours per week
Responsibilities: To maintain books of original record, to issue cheques, and to prepare monthly financial statements. To calculate and pay PST and GST every 2 to 3 months according to government requirements. To attend Guild Executive Committee meetings. To assist the President as required.

26. FINANCE ASSISTANT

Required: 1 volunteer
Time Required: Approximately 2 hours per week
Responsibilities: To assist the VP Finance as needed.

27. BANKERS

Required: 2 volunteers
Time Required: Approximately 2 hours per week
Responsibilities: To collect all monies from the Guild's vault. To prepare and make bank deposits. To return all completed deposit slips to the Guild VP Finance.

28. VP VOLUNTEERS (VOTING POSITION)

Time Required: Approximately 10 hours per week
Responsibilities: To recruit, to coordinate, and to organize volunteers as needed for the Guild. To assist the Communications Co-ordinator. To organize the Volunteer Appreciation Event. To organize and to maintain the Volunteer Awards Program. To attend Guild Executive Committee meetings. To assist the President as required.

29. VOLUNTEERS ASSISTANTS

Required: 2-3 Volunteers
Time Required: As needed
Responsibilities: To assist with phoning volunteers and maintaining lists for various Guild functions and service areas.

30. COMMUNICATIONS COORDINATOR (VOTING POSITION)

Time Required: 1 Coordinator
Responsibilities: Approximately 2-3 hours per week
To prepare Guild Pretzel Post newsletter. To update Guild page on school website. To coordinate communications between Parents' Guild and school/parent community.

31. VP SERVICES (VOTING POSITION)

Time Required: Approximately 10 hours per week
Responsibilities: To assist and advise the Hawk Shop Coordinators and the Hospitality Coordinator. To attend Guild Executive Committee meetings. To assist the President as required.

32. HOSPITALITY COORDINATOR (VOTING POSITION)

Time Required: Varies according to event
Responsibilities: To liaise with school administration to organize Hospitality events. To coordinate a committee of Hospitality Assistants. To act as a resource for the s who are running hospitality events. To co-ordinate the Guild New Parents' Tea. To attend Guild Executive Committee meetings.

33. CHRISTMAS CAROL SERVICE

Required: 2 Co-Convenors
Time Required: 6 hours of prep work; 6 hours on the day of the Carol Service
Responsibilities: To arrange layout of Holy Trinity Church facilities with church personnel. To purchase food, beverages and table decorations, and clean up as necessary.

34. LADIES SPRING LUNCHEON

Required: 2 Co-chairs
Various volunteers on the day of the event

Time Required: Approximately 30 – 40 hours of prep work; 6 hours on the day of Luncheon

Responsibilities: To select a location. To arrange for a speaker/entertainment. To determine the menu and the theme. To design, print and mail invitations. To arrange for centerpieces, gifts and door prizes. To collect monies and to arrange seating. To liaise with the Facility Manager as required.

35. SPORTS

Required: 1 Convenor
1-2 assistants

Time Required: Variable

Responsibilities: To assist the Sports Department as needed. To organize the Coaches' Breakfast. To provide hospitality for Saturday tournaments as required.

36. HAWK SHOP COORDINATOR #1 (VOTING POSITION)

Time Required: Approximately 6-8 hours per week

Responsibilities: To arrange the training of volunteers, to schedule meetings with buyers, and to liaise with the Hawk Shop Financial Coordinator. To act as a liaison between the Hawk Shop Convenors and the Guild. To attend Guild Executive Committee meetings.

37. HAWK SHOP COORDINATOR #2 – FINANCIAL (VOTING POSITION)

Time Required: Approximately 3 – 4 hours per week

Responsibilities: To record daily cash register amounts. To submit weekly deposit slip to the Guild VP Finance. To submit cheque requisitions to VP Finance requesting payment to Hawk Shop suppliers. To prepare sales reports for GST and PST calculations for VP Finance. To prepare summary inventory once per year. To attend Guild Executive Committee meetings.

38. GYM CLOTHING

Required: 1 Convenor

Time Required: ½ - 1 hour daily for the first 2 weeks of school; thereafter approximately 1 hour per week or as necessary

Responsibilities: To order gym clothing, sports supplies, optional HTS clothing, and House t-shirts. To receive, price and stock shelves for uniform sales in the summer and throughout the year. To prepare inventory for Guild VP Finance.

39. SCHOOL SUPPLIES

Required: 1 Convenor

Time Required: ½ hour every 2 weeks

Responsibilities: To purchase and display school supplies in the Hawk Shop. Inventory control. To prepare inventory for Guild VP Finance.

40. UNIFORM CONVENOR

Required: 1 Convenor
Time Required: Approximately 5 hours per week
Responsibilities: To place Hawk Shop orders as needed with uniform supplier. To maintain uniform inventory control. To price uniform items and to stock shelves as needed. To coordinate dates of uniform sales at HTS. To prepare inventory for Guild VP Finance.

41. USED UNIFORM CONVENOR

Required: 1 Convenor
Time Required: Approximately 2 hours per week
Responsibilities: To sort, label, and log used clothing. To check records twice a year and to report the names of those to be reimbursed to the Guild VP Finance.

42. HAWK SHOP SALES VOLUNTEERS

Required: 10 – 15 volunteers
Time Required: 2 hours per week (approximately 8 hours per month)
Responsibilities: To work as cashiers in Hawk Shop. To maintain tidiness in the Shop. To assist customers in the Shop. To close the cash register.

OTHER VOLUNTEER OPPORTUNITIES AT HTS

43. ANNUAL GALA COMMITTEE

Required: 2 Co-chairs
6-8 Committee members
Various volunteers
Time Required: Average 6 hours/week in the 10 weeks before the Gala
Responsibilities: To be members of the Organizing Committee for the annual fundraising Gala. Duties include organizing donations, location, silent auction, decorating, entertainment, advertising, mailings, seating, etc.

44. FOUNDERS' DAY WEEKEND COMMITTEE

Required: Various volunteers
Time Required: Variable, according to scheduled events
Responsibilities: To plan and organize the events scheduled in conjunction with the School for Founder's Day Weekend.

45. GOLF CLASSIC TOURNAMENT COMMITTEE

Required: 1 Chair
6-9 Committee members
Various volunteers
Time Required: Approximately 6-8 hours in fall/winter and 2-3 hours per week in the three months before the Tournament
Responsibilities: To plan and organize the annual fundraising golf tournament. To secure location, scheduling and participants. To arrange food, prizes, auction, invitations, tickets, and advertising.

46. *READING MOMS*

Required: 6-10 volunteers for each primary home form
Time Required: ½ hour every few weeks during school hours
Responsibilities: At a time arranged by the home form teacher, to assist students with their oral reading.

47. *FIELD TRIP HELP*

Required: Various. Grades SK-6
Time Required: Variable depending on type of field trip
Responsibilities: To assist your child's teacher on class field trips as necessary.

48. *OTHER FACULTY/STAFF ASSISTANCE*

Required: Various
Time Required: Varies according to task
Responsibilities: To assist faculty or staff members from the music, art, athletics, and administration departments with a project or event. The responsibilities and time commitment will depend on the type of event and the assistance required.

If you would like to volunteer for one of the positions in this book, to provide occasional help, or if you have special skills that you would like to offer, please contact the HTS Parents' Guild VP Volunteers. You may do so by:

- **Filling in the Volunteer Response Form and leaving it at the Front Reception Desk at the School, addressed to her attention**
- **By contacting the VP Volunteers directly by finding her name, telephone number and email address in the HTS Family Directory and Handbook**

Holy Trinity Parents' Guild Past Presidents

Pat Welfare	1982 – 1985
Janette Reid	1985 – 1987
Anne Moore	1987 – 1989
Yoka Terbrugge / Patti MacFarlane	1989 – 1990
Susan Gerred	1990 – 1991
Ann Matthews	1991 – 1993
Sharon Tomlinson	1993 – 1995
Jennifer Shakespeare	1995 – 1997
Heather Lecompte	1997 – 1999
Joyce Egberts	1999 – 2001
Wendy Fursey	2001 – 2003
Summer Filgiano	2003 – 2005
Karen Sullivan	2005 – 2007
Susan Tiffin	2007 - 2009



HTS Parents' Guild Volunteer Response Form

Name _____

Address _____

City / Postal Code _____

Telephone # (Home) _____ (Bus.) _____

Email _____

Student's Name	Grade

POSITION(S) REQUESTED:

Opportunity #	Opportunity

Comments (special skills, interests, etc.)

THANK YOU FOR VOLUNTEERING!

Please return this form to
the Reception Desk at the School (Attention: VP Volunteers)
as soon as possible.

**HTS PARENTS' GUILD
PRAYER**

By Fr. Raymond – June 1999
(adapted June 2005)

Holy Father,
we give thanks for the many blessings
that you bestow on Holy Trinity School.
We are grateful for the children who fill our hearts with love.
We thank you for the parents, teachers, staff
and all who have contributed to our school.

Gracious Lord,
We seek your guidance
so that we can serve with loving hearts
to the school's health and wholeness.
In your sacred name we pray.

Amen.



OUR MOST SINCERE THANKS FOR YOUR SUPPORT

