

ST. WENCESLAUS HOME & SCHOOL ASSOCIATION

Dear Parents/Guardians,

The St. Wenceslaus Home & School Association (the Association) welcomes you to the 2009-10 school year. We encourage you to join the Association. Please note that the Association is not a policy setting board, an administrative body or involved in setting the curriculum for the school. Our function is to provide service, social, spiritual and educational enhancement to our families and school staff. Being a member of the Association entitles you to vote on matters relevant to Home & School activities/issues or to hold office in the Association as an Executive Committee Member or Grade Level Representative. More importantly, membership in the Association is a great way to show your support of this invaluable organization! Membership in the Association is obtained by payment of annual dues. The payment of annual dues will also reserve a copy of the School Directory. Only those families that are members of Home & School will receive a school directory at no cost, all others can purchase a directory from the Association. Please refer to the Miscellaneous Fees Sheet for details regarding Home & School Association dues.

The Home & School Association Board meets on a monthly basis, either the second or third Monday at 7:00 pm at the School. Meetings are open to the parents/guardians of St. Wenceslaus school students who are members of the Association. Watch the school newsletter for dates of monthly meetings. We welcome your input and ideas. If you cannot attend the meetings and would like to contribute something, contact an Executive Committee Board Member or your Grade Level Representative. The monthly meeting Minutes and monthly Treasurer Reports will be included on the Home & School webpage following the meetings. Please read these documents to keep abreast of what is happening with your Home & School Association.

There are many opportunities for involvement in Home & School sponsored events. Getting involved with your child/children's school is a great way to build pride in your school and meet many other wonderful families. Attached to this letter, you will find information regarding volunteer opportunities. This Home & School Packet includes the following:

- Miscellaneous Fees Sheet
- 2009-10 School Directory & Newsletter Form
- Board of Directors - Grade Level Representative Volunteer Form
- 2009-10 Committees/Volunteer Opportunities Explanation Sheet
- 2009-10 Committee Sign-Up Sheet
- Lunchroom Volunteer Form
- Room Coordinator & Helper Sign-Up Form

If your packet does not contain all of the above information, please contact the school office at 330-4356 or Amy Stanek at astanek@cox.net or 758-0271.

Please consider carefully the committees you would like to serve on this school year. Every attempt will be made to get as many volunteers involved as possible. Your continued support and involvement is greatly appreciated and critical to the success of the Home & School Association. Please return all of the sign-up sheets via school mail **by Friday, August 21, 2009.**

If you have any questions, please contact any one of the Home & School Board Members. We look forward to another wonderful school year.

Sincerely,

St Wenceslaus Home & School Association Executive Committee Members:

President-Amy Stanek, Vice President/President Elect-Nicole Ivaskevicius,

Treasurer- Patty Killgore, Asst. Treasurer-Lori Kleinschmit, Secretary-Holly Plagge, Past President/Advisor-Samantha Ryan

**MISCELLANEOUS FEES SHEET
2009-10 SCHOOL YEAR**



LAST NAME
OF STUDENT(S) _____ **PHONE** _____

This sheet describes three separate fees collected by the Home & School Association. Please read, complete the information below and forward your check with the completed form to the office.

HOME & SCHOOL ASSOCIATION DUES

The Home & School Association provides service, social, spiritual and educational enhancement to school families and staff members. Payment of annual Home & School Association Dues is threefold: (1) indicates your support of Home & School functions, (2) includes you (parents of school students) in the Association membership, and (3) **Home & School will provide one school directory free of charge.** Membership in the Association entitles you to vote on Association matters and to hold office on the Association Board of Directors. WE ENCOURAGE ALL FAMILIES TO PARTICIPATE.

CLASSROOM PARTY FEES

Each family is to submit **\$5.00 per child** for the classroom party fees. This money allows the Room Coordinators to purchase items for the five classroom parties (Halloween, Christmas, Valentines and Teacher/Teacher Assistant's Birthdays) held each year.

Name of Student _____ Grade/Teacher _____
 Name of Student _____ Grade/Teacher _____
 Name of Student _____ Grade/Teacher _____
 Name of Student _____ Grade/Teacher _____

NEBRASKA FEDERATION OF CATHOLIC SCHOOL PARENTS (NFCSP)

This is a statewide organization of parents of children enrolled in Catholic schools. Its purpose is to inform and mobilize the Catholic school community about public policies and legislative actions that affect Catholic school students and parents. (Example: the textbook loan program). A separate sheet with more details regarding the NFCSP will be distributed at the Open House in August.

SUMMARY OF DUES

HOME & SCHOOL ASSOCIATION DUES.... DUES PER FAMILY-----\$ 5.00
 One school directory will be provided to all members of Home and School

CLASSROOM PARTY FEES...
 \$5 x (the number of Students listed above) = \$

NFCSP DUES.....DUES PER FAMILY ----\$ 3.00

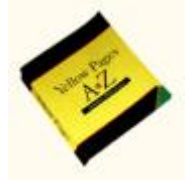
TOTAL DUES-----\$

(Make ONE check payable to: St. Wenceslaus Home & School Association)

**PLEASE ATTACH CHECK TO THIS SHEET AND RETURN TO SCHOOL BY
FRIDAY, AUGUST 21, 2009**

2009-2010 SCHOOL DIRECTORY FORM

Please read this form thoroughly before filling in as the procedure has changed.



PLEASE PRINT CLEARLY

LAST NAME OF STUDENT(S)

FATHER/ MOTHER/ GUARDIAN NAMES

EMAIL ADDRESS

Dear Parent/Guardian:

Please fill out all information below, sign and return this form to the school. If there is information you DO NOT want printed in this year's directory, please put an "X" in that space (ie: if you don't want a cell number listed, mark an "X" on the cell phone line). **Please enter information exactly as you want it to appear in the directory and sign below.** A form MUST be received from each family before the new directories can be printed.

LAST NAME OF STUDENT	FIRST NAME OF STUDENT	GRADE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Father/Guardian's Name: _____ Mother/Guardian's Name: _____

Full Address (include city and zip) _____
City _____ Zip _____

Main Phone Number: _____ Cell # (limit one): _____

Please check here if you would like only **one** phone number listed (ie – your cell number is your main number)

Please check here if you would **NOT** like your **email** included in the directory.

Non-Custodial Parent Information

If you would like non-custodial parent information listed in the right margin of your directory listing, please fill out information as you would like it listed.

Name of non-custodial parent _____ Phone (one please) _____
Address _____

Parent Signature/Date

If you have questions call Judy Borchers at 778-0654 or Jean Ahsan at 496-2011. Thank you!

**ST WENCESLAUS HOME & SCHOOL ASSOCIATION
BOARD OF DIRECTORS & GRADE LEVEL REPRESENTATIVE
VOLUNTEER FORM
2009-10 SCHOOL YEAR**



The Home & School Association Board of Directors is made up of an Executive Committee and a group of Grade Level Representatives. The Executive Committee members have full responsibility for the day-to-day operations of the Association while the Grade Level Representatives serve as liaisons between the parents/guardians and the Executive Committee. Grade Level Representatives also provide guidance to the Executive Committee on Association matters. All Board members (Executive Committee and Grade Level Representatives) attend regular monthly meetings which are held the 2nd or 3rd Monday of each month.

The Executive Committee is made up of the President, Vice President/President-Elect, Treasurer, Assistant Treasurer, Secretary and Past President/Advisor. The Executive Committee is voted in during the Spring preceding the school year for which they will hold office. The group of Grade Level Representatives includes one parent/guardian from each grade level (Kindergarten through 8th Grade). These Representatives are selected at the beginning of the school year. The term of service for the Grade Level Representatives is from the date of selection through June 30 of that school year.

Individuals interested in serving as a Grade Level Representative shall indicate his/her interest on this form. In the event more than one individual is interested in a particular Grade Level Representative position, a random drawing selection will be made in the presence of at least three members of the Executive Committee. **The drawing for Grade Level Representatives will take place on Tuesday August 25th. The Grade Level Representatives selected will be listed in the August 27th school newsletter on the website.**

On the lines below, please indicate the name(s) of the parent/guardian interested in serving as a Grade Level Representative for the 2009-10 School Year, as well as the grade level(s) for which you are interested in representing. If more than one parent/guardian per family is interested in serving, please list separately. Please note that you may only represent a grade level for which you have a student.

PARENT/GUARDIAN NAME(S)

GRADE LEVEL

Please contact Amy Stanek (Home & School Association President) at 758-0271 with any questions regarding the Grade Level Representative positions.

PLEASE RETURN COMPLETED FORM BY FRIDAY, AUGUST 21, 2009

ST WENCESLAUS HOME & SCHOOL ASSOCIATION
2009-2010 COMMITTEES/VOLUNTEER OPPORTUNITIES
EXPLANATION SHEET

The following is a list of committees looking for volunteers to help during the 2009-10 School Year. Each committee already has a chairperson assigned. The committee title is followed by a brief description of what is asked of volunteers for that committee. As you find a committee that you have an interest in, please indicate your interest on the "2009-10 Committee Sign-up Sheet" (included in this packet). Your time and talents as a committee volunteer will be warmly welcomed and greatly appreciated.

BAKING COMMITTEE: Cook/bake for events during the year: Back-to-School Night, Family Social, Parent/Teacher conferences, speaking events, etc. Commitment to bake is typically 2-3 times per year.

BOOK FAIR: (October) Assist with sales during the book fair. Both daytime and evening shifts available.

BOWTIQUE BAKE SALE: (Saturday in March) Help to bake for and/or sell goods at the Bowtique.

"CARTRIDGES FOR KIDS" PROGRAM: The "Cartridges for Kids" Program is a recycling program that pays schools money for empty laser and inkjet cartridges, used cell phones, laptops, DVDs, PDAs and iPods. Help is needed to collect and sort donated items. Collection will take place in conjunction with the Fall Book Fair.

DIRECTORY: (August/September—must be available during school hours) Assist in assembling school phone directory.

EIGHTH GRADE GRADUATION DINNER: Sixth & Seventh grade parents coordinate this dinner in honor of the graduating Eighth Graders and their parents. Help is needed to set-up, serve and clean-up. The dinner is held during the last week of school.

FAMILY SOCIAL: Held on a Sunday afternoon in the spring. Volunteers are needed to donate food/pop, set-up, clean-up and work at carnival games, etc.

FIRST HOLY COMMUNION and CONFIRMATION BREAKFASTS: Help with setting up the donuts and juice for each breakfast. *Volunteers should not be parents of 2nd or 8th grade students (respectively).*

HEALTH SCREENING: (Fall and Spring) Help with the audio, vision, and height/weight screening of the students.

ICE SKATING PARTY CHAPERONES (5th – 8th GRADE ONLY): Adult volunteers needed to chaperone the ice skating party held during the school year.

LABEL REDEMPTION: St. Wenceslaus school and church families bring in labels from a variety of food sources. The labels are sorted, counted and forwarded to the manufacturers in exchange for cash and/or school related products. Volunteers are needed to help collect labels brought to school, count and forward them to the Committee Chairperson(s). Currently, labels are being collected for Box Tops for Education, Campbell's Soup Labels, Our Family Labels and Tyson Foods.

LUNCHROOM CAFETERIA HELPERS: Volunteers may choose to work the computers which registers the students' lunch accounts or serve on the lunch line alongside cafeteria staff members and student volunteers. No cooking or preparation work involved! Volunteers will also help supervise students during their lunch period. Shifts are daily from 10:45 am – 1:00 pm with same week/day per month scheduled. More information is provided on the "Lunchroom Volunteer Form" (included with this packet).

PLAYGROUND DUTY REMINDER CALLS: Help make the reminder calls to school families for playground duty.

OSP MAGAZINE SALES: (August - October) Annual school fundraiser of magazine subscriptions and renewals. In order to increase students' motivation to sell, incentives (treats/prizes) are offered. Volunteers are needed to help distribute incentives at various times during the sales period. Helpers are needed during school hours.

ROOM COORDINATORS: Plan and execute classroom holiday parties (Halloween, Christmas and Valentine's Day) and Teacher/Teacher Assistant's birthdays during the school year.

ROOM COORDINATOR HELPERS: Assist Room Coordinators with the classroom holiday parties (Halloween, Christmas and Valentine's Day).

SCHOOL SUPPLY PACKS: School Supply Packs are pre-packaged school supplies which may be ordered by students in the spring. Volunteers are needed to help with the distribution of packs at the Open House in August.

SPIRIT ITEMS: Help with the ordering, storage and distribution of St. Wenceslaus paraphernalia. Join the committee to share your great ideas and to set the tone for the Spirit of St. Wenceslaus!

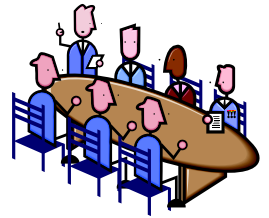
STAFF APPRECIATION WEEK: (March) Assist with the snack cart during the week, help locate raffle items to be awarded to staff members during the Luncheon and/or help with the preparation, serving and/or clean-up related to the Staff Appreciation Luncheon.

USED UNIFORM SALE: (July/January) Help with organizing used uniforms for resale prior to sale dates and/or help during the sale with money collection and assisting shoppers. Help is also needed to clean-up at the conclusion of the sale. Used Uniform Sale volunteers are invited to shop before the sale opens to the public!!

YEARBOOK: Work with co-chairs throughout the year to compile pictures, create, organize and enter data for yearbook pages.

7TH AND 8TH GRADE ACTIVITIES: Help chaperone two social activities for students in these grades.

**ST WENCESLAUS HOME & SCHOOL ASSOCIATION
2009-2010 COMMITTEE SIGN-UP SHEET**



Name _____
Phone _____
E-mail Address _____
Student's name and teacher _____
(Correspondence will be given to this student)

Please indicate your interest in serving on a committee for the 2009-10 School Year. Refer to the "2009-10 Committee/Volunteer Opportunities Explanation Sheet" for information pertaining to each committee.

Event dates are listed for planning purposes. Some committees are ongoing throughout the year. The committee's chairperson will update you when your help is needed.

- BAKING COMMITTEE
- BOOK FAIR (October 12-15)
- BOWTIQUE BAKE SALE
- "CARTRIDGES FOR KIDS" PROGRAM
- DIRECTORY
- EIGHTH GRADE GRADUATION DINNER (7th Grade Parents) (May 18)
- FAMILY SOCIAL (March 14)
- FIRST HOLY COMMUNION and CONFIRMATION BREAKFASTS
(Volunteers should not be parents of 2nd or 8th Grade Students, respectively)
- HEALTH SCREENING
- ICE SKATING PARTY CHAPERONES (5th - 8th Grade only)
- LABEL REDEMPTION
- LUNCHROOM / CAFETERIA HELPERS (See separate sign-up sheet entitled "Lunchroom Volunteer Form")
- PLAYGROUND DUTY REMINDER CALLS
- QSP MAGAZINE SALES
- ROOM COORDINATORS (See separate sign-up sheet entitled "Room Coordinator & Helper Sign-Up Form")
- ROOM COORDINATOR HELPERS (See separate sign-up sheet entitled "Room Coordinator & Helper Sign-Up Form")
- SCHOOL SUPPLY PACKS
- SPIRIT ITEMS
- STAFF APPRECIATION WEEK (March 5-11)
- USED UNIFORM SALE
- YEARBOOK
- 7TH & 8TH GRADE ACTIVITIES

PLEASE RETURN COMPLETED FORM BY FRIDAY, AUGUST 21, 2009

2009-10 MEDIA CONSENT AND NEWSLETTER FORM

(please print)



LAST NAME OF STUDENT(S)

FATHER/ MOTHER/ GUARDIAN NAMES EMAIL ADDRESS

Dear Parents:

Continuing this year, the newsletter will be published on the parish website. Each family will be assigned a password at the beginning of the school year to access the newsletter. The newsletter will be posted to the website on Thursday when school is in session. *If you do not have computer access and need a printed copy of the newsletter, it is the parent's responsibility to call the school office (330-4356) in August to request a printed copy.* In addition, there will still be times when other communications in paper format will come home with the child you designate below to receive those copies.

Newsletter:

A. Please choose one of the following two options:

_____ I grant permission for my child/children's names to be published in the newsletter in recognition of accomplishments, sports teams, appreciation, requests for prayers, etc

_____ I do not want my child/children's names mentioned in the newsletter at any time

B. Please fill out this section to indicate which student will be responsible to bring other communications in paper format home for your family

Student's Name _____ Grade _____ Teacher _____

Media

Occasionally, the students of St. Wenceslaus School are chosen to publish their writing/artwork in contests/events. Additionally, events arise where students may be photographed or recorded for television, newspaper, or radio coverage. In order for you child to participate, a permission form must be on record in the school office.* You may, at any time, notify the school office to rescind this permission form.

I grant my permission for the following students to participate in any media/publicity activities:

Parent Signature Date

*Some contests/events require permission forms to be signed specifically for the event. On such occasions a separate permission form will be sent home.

PLEASE RETURN COMPLETED FORM BY FRIDAY, AUGUST 21, 2009

LUNCHROOM VOLUNTEER FORM



PLEASE RETURN THIS FORM BY FRIDAY, AUGUST 21ND TO THE SCHOOL OFFICE – ATTN: CAFETERIA

Do you ever need a hug and bright smile from your child in the middle of the day? Did you know your child LOVES to see you at lunchtime (even if they say they don't)? You can find out the answers and many more by simply volunteering to serve lunch in the Cafeteria ONCE a month. Lunchroom Volunteers will tell you that the benefits of that hug or a smile can smooth over even the craziest day. **The fun starts by filling out this form!!!!!!**

JOB DESCRIPTION: (PLEASE NOTE: FIRST LUNCH STARTS AT 10:55 A.M.)

3 Parent/Guardian Volunteers are needed daily from 10:40 a.m. – 1:00 p.m. Duties include assisting at registers when kids go through the line, taking trays to kitchen window, refilling milk in cooler and other duties as assigned.

SAFE ENVIRONMENT:

Safe Environment Training is required; check the newsletter for dates and times of training/retraining if your card is due to expire.

SCHEDULING:

We CANNOT do this without your help...and you get to pick your own day!! You will be scheduled the SAME day of the week per month to make planning easier for you. Please sign-up for what day of the week will work best for you. If working once per month is too much of a commitment, you may volunteer as a substitute. You will be called upon as needed.

REGULAR/MONTHLY VOLUNTEERS:

On the grid below, please check the preferred day (or days) of each month that you would like to be assigned. Once assigned, you will then be scheduled on that day every month thereafter (i.e., if you check Monday of the 2nd week of the month, you will be scheduled the 2nd Monday of each month thereafter). Please note, if there is no school on your assigned day in a particular month, you may be called to help out on another day of the month.

REGULAR/MONTHLY (AVAILABLE DAY OF THE WEEK) VOLUNTEERS:

	Monday	Tuesday	Wednesday	Thursday	Friday
1 st Week					
2 nd Week					
3 rd Week					
4 th Week					
*Occasional Assignment					

*(Occasional Assignment)

SUBSTITUTE VOLUNTEERS:

On the grid below, please check the day (or days) of the week that you are available to serve as a substitute.

	Monday	Tuesday	Wednesday	Thursday	Friday
Day of the week Available					

NAME: _____

HOME PHONE: _____ **CELL PHONE:** _____

E-MAIL ADDRESS: _____

NAME OF OLDEST (OR ONLY) CHILD: _____

CHILD'S TEACHER/GRADE LEVEL : _____

LUNCHROOM VOLUNTEER COORDINATORS:
SHERRI CARSTENS 330-2597 (HOME) 639-2635 (CELL) scarstens01@yahoo.co
CAROLE WILSON 333-7409 (HOME) 689-0946 (CELL) cawilson@tconl.com

**ST WENCESLAUS HOME & SCHOOL ASSOCIATION
ROOM COORDINATOR & HELPER SIGN-UP FORM
2009-10 SCHOOL YEAR**



Room Coordinators and those who volunteer to help during the classroom parties (called “Room Coordinator Helpers”) get a chance to interact with their child and his/her peers in a fun-filled environment. As a Room Coordinator, you will be responsible for planning and hosting holiday classroom parties for Halloween, Christmas and Valentine’s Day and for coordinating the celebration of your Teacher/Teacher Assistant/staff birthdays. Room Coordinator Helpers are called upon by the Room Coordinators to help host the parties. The parties are fun and something that the teachers and students get very excited about!

ROOM COORDINATORS

Two Room Coordinators are needed per classroom. If more than two people are interested, a random drawing selection will take place in the presence of at least three members of the Home & School Association Board. **The Room Coordinators’ drawing will take place on Tuesday, August 25. Room Coordinator selections will be posted in the Newsletter on the website.** Please note that if your name is not selected as a Room Coordinator, your name will be included on the Helper List for that classroom.

Room Coordinators will receive a list of helpers who will be available to assist during each party. Room Coordinators will be reimbursed for costs incurred with each party. These and other details pertaining to the Room Coordinator role will be discussed at a kick-off meeting in September.

Please indicate the classroom(s) for which you would like to be a Room Coordinator. You may put your name “in the hat” for more than one classroom. If your name is drawn for one class, it will be removed from other drawings (a parent/guardian may only be the Room Coordinator for one classroom per school year).

Your Name: _____
Phone: _____ E-mail Address: _____
Student’s Name(s) and Grade(s): _____
Teacher’s Name(s): _____

ROOM COORDINATOR HELPERS

Every person who volunteers to be a Room Coordinator Helper will be called upon to help at some time during the year. The list of volunteers will be divided equally among the three holiday parties (if you have an interest in helping with a particular party or if you are unable to help with a certain party, please make a note of that below). In addition, please indicate the classroom(s) for which you would like to be a Helper. You may volunteer to help in the classroom of one or all of your children.

Your Name: _____
Student’s Name(s) and Grade(s): _____
Teacher’s Name(s): _____
Phone: _____ E-mail Address: _____

REMINDER: Room Coordinators and Helpers must be Safe Environment Trained!

PLEASE RETURN COMPLETED FORM BY FRIDAY, AUGUST 21, 2009

Contact Nicole Ivaskevicius (Home & School Association Vice President) at 991-1964 with any questions regarding the Room Coordinator role or this form.