



Go-To Guide

2018-2019
school year

brought to you by the HSA

Welcome

As the new school year begins there are so many questions that we as parents have and don't always know the answer to. This "Go-to Guide" was started many years ago to help answer these questions or to guide parents in a direction that will be of more assistance. Over the years this guide has had many names but year after year it has always been the *go-to* for new as well as seasoned parents at St. Gabriel.

This year we completely revamped the guide and changed the name in order to help provide better communication between the School and Parents for HSA related topics. We hope this new "Go-to Guide" provides you a clear picture of what HSA does and easily helps you find ways to get involved this school year.

We look forward to seeing you at school, volunteering, committee meetings, and social events. Have a great school year!

Your HSA Officers,

Bridget Penix, President

Kristin Gitter, Vice President

Ixia Garcia-Hauber, Treasurer

Brianna Mrozek, Secretary

HSA

What is HSA?

HSA is short for Home and School Association.

Who is a part of HSA?

Every family at St. Gabriel School is a member of the HSA. Four elected officers guide the group each year.

Why do we have an HSA?

The St. Gabriel HSA identifies and sponsors social and enrichment opportunities for the students, parents, and staff as well as sponsors events and activities that nurture the initiatives of the home, school, and parish community of St. Gabriel.

What does the HSA actually do?

1. Assist with the Ice Cream Social for new families each fall
2. Sponsor and facilitate the Back to School Picnic
3. Recognition of staff and student birthdays throughout the year
4. A Christmas gift and breakfast for teachers and staff
5. A Parents Night Out event
6. Sponsor Class Baskets for the Dinner Auction
7. Spring Portraits through LifeTouch
8. Movie Nights throughout the year
9. Middle School dances
10. A Christmas themed event each year
11. Grandparent/Special Person Day
12. Teacher Appreciation Week
13. Art Nights
14. Family Bowling Day or other fun family event in the community
15. Monthly meetings – reports from Mr Hamilton (Principal), reports from a teacher, plan aforementioned events/socials/fundraisers, discuss agenda topics, open discussion of topics not on the agenda.

*See the included full list of volunteer opportunities for these events.

What are HSA Family Dues and why are they required?

Each family enrolled at St. Gabriel School pays \$30 in HSA dues annually. Dues make up approximately half of the HSA's annual budget, depending on enrollment. This money, along with funds raised by HSA events, help pay for many things each year including...Back to School Picnic, Class Basket donations to the Dinner Auction, Teacher Appreciation Week, Grandparent's Day, as well as other various events or school needs. The required dues eliminate the need for us to ask for money for these things throughout the year.

HSA Monthly Meetings – Why should I go?

HSA meetings offer you a chance to get information about all school happenings straight from the Principal and a teacher, to get involved with events/projects that interest you and your family, ask questions, earn *service hours*, and to get to know other parents from school.

HSA Monthly Meetings - When?

HSA monthly meetings are held in the school library every 2nd Wednesday of the month at 6:30pm and typically last 1.5 hours (which can be used toward your *service hours* – more on this later). The agenda is on the school website one day in advance. If you have something you would like added to the agenda, contact the HSA President. Otherwise, you are free to start a topic that isn't on the agenda during the open discussion portion at the end of the meetings.

How do I contact HSA officers?

Bridget Penix, President (2018-2019)	sgabrielpres@gmail.com
Kristin Gitter, Vice President (2018-2019)	sgabrielvpres@gmail.com
Brianna Mrozek, Secretary (2018-2020)	sgabrielsec@gmail.com
Ixia Garcia-Hauber, Treasurer (2018-2019)	sgabrieltreas@gmail.com

How does HSA communicate with parents?

Monthly HSA Meetings

This is our main way of communicating with parents. Meetings are on the 2nd Wednesday of every month in the school library.

St. Gabriel App

Download the St. Gabriel School App from the App Store. It has links to the school calendar, Track it Forward, and more. As if that's not helpful enough...it will send you alert messages if school is let out early and any other important reminders that need to get to you (make sure to allow push notifications/alerts).

Gazette

The St. Gabriel School Gazette is the primary communication link between the school and parents. It is published every Thursday and can be found on the school app and website, www.sgabriel.org/gazette

St. Gabriel Catholic School Facebook Page

Like the St. Gabriel Catholic School Facebook Page and click the Follow Tab. Notices for events and photos of events will be posted here along with all the other fun things going on at St. Gabriel Catholic School.

Family Service Hours

What are Family Service Hours (formerly SRO Hours)?

All time spent volunteering in the school, with school organizations, and working on various committees that help contribute to the quality of our school.

Why do we have Family Service Hours?

The St. Gabriel community is a cooperative function in which every family has a vital role to play. As members of the St. Gabriel family, we work together to ensure the success of the school itself. Becoming involved with the school, school organizations and working on various committees during the year will help contribute to the quality of our school.

How many Service Hours do I need to complete?

Each St. Gabriel family is obligated to complete a minimum of 40 Family Service Hours per school year beginning June 1st and ending May 31st.

How do I “get” Service Hours?

The following sheets will provide you with many ways to help out around school and at the same time fulfil your Family Service Hours.

Do I have to keep track of these Service Hours?

YES!!! Parents are responsible for keeping track of their own hours using **TrackItForward.com**. If you haven't been sent an email invitation to login or are having problems, please contact Christine Rowe, School Commission Member [christineleffler@yahoo.com].

****It is extremely important that everyone log their hours per event and day. St. Gabriel School uses Track It Forward to centralize opportunities which then allows you to see what's available to volunteer for. Then the School Commission and HSA are able to look back on previous events and make improvements for future events.**

****All required Family Service Hours are met if you chair a fundraising event or are an elected member of HSA. You still have to log hours though in order to help School Commission get a better idea of how many volunteer hours your role requires.***

HSA Volunteer Opportunities

This list is for you to get an idea of what volunteer opportunities are available through the HSA and what the expectations of each role are. Sign up for these roles starts today via Track It Forward so don't delay in signing up for your favorites. **Or** hand in the attached sign-up sheet to the HSA table at the Back to School Picnic.

Teacher Luncheons - Hospitality Committee* (see below)

- make/purchase lunch foods and drop off each day
- setup lunch and clean up - 1st day (11am-12:30pm)
- setup lunch and clean up - 2nd day (11am-12:30pm)

Back to School Picnic

- Set up from 3-5pm
- Help during event (grill burgers, organize pot luck dishes, serve food, etc) 4:45-6:15 pm
- Help during event and clean up 6-7:30 pm

HSA Pizza Lunch (1st day of school)

- Pick up the pizza and drop off at school (roughly 10:30-11:30 am)
- Setup, serve lunch, and clean up 11am-12pm
- Bake or buy 1 doz cookies for dessert (1 hour at home)

HSA Nacho-Taco Lunch (- 2nd day of school)

- Setup, serve lunch, and clean up 11am-12pm (1 hour)
- Bake or buy 1 doz cookies for dessert (1 hour at home)

Class Auction Representatives

- Each class has a Class Auction Rep. This person(s) is in charge of that classroom's donation to the school auction. Guidelines and a minimum dollar amount are given each year by the Auction Committee. The children from the class are expected to help create the auction item. Over the years, classes have done items such as hand painted chairs (done by the kids), an end table made out of books, a potting station, puppy care kit, outdoor games, etc. HSA allocates a specific dollar amount to be put towards each class basket. Keep your receipts and submit to HSA for reimbursement when your basket is completed. A member of the Auction Committee will contact you with more information.

Parents Night Out

- Concessions - prepare food items, set up, and clean up
- Admissions, setup, and clean up

Middle School Dances (Fall and Spring, Friday nights from 6pm-9:30pm, dates TBD)

- Concessions - prepare food, sell food items, clean up (3 hours)
- Bathroom/Hall Monitor and clean up (3 hours)
- Gym Monitor and setup (2-3 hours)
- Admissions and setup (2-3 hours)

Movie Nights & Lock-Ins (throughout the year on Friday nights from 6pm-10pm, dates TBD)

- Concessions - prepare food, sell food items, clean up (5:45pm-9:45pm)
- Bathroom/Hall Monitor and clean up (6pm-10pm)
- Gym Monitor and setup (5:45pm-10pm)
- Admissions and setup (5:45pm-6:30pm)

HSA Christmas Gathering (one evening in December, date TBD)

- setup and clean up
- greeter
- reader

Grandparents Day

- pick up donuts for the event (7:30-8:15am day of event - counts as 1 hour)
- setup, make coffee, serve food and refreshments (3-4 hours)
- clean up (1 hour)

Teacher Appreciation Week (2nd week in May)

- Help Coordinator assemble and drop off niceties, prepare teacher meals, do Drop Off Duty and/or Pick Up Duty for the teachers throughout the week, etc. (some at home hours and some daytime hours)

These roles and expectations may change with the needs of the school. As more volunteer opportunities become available Track It Forward will be updated. To learn about new opportunities, attend HSA monthly meetings or check the school Facebook page & Gazette for updates.

St. Gabriel H.S.A. Volunteer Sign Up Form

Help the HSA and you will help your child succeed at school! Please check the areas below where you would like to get involved so that you can plan ahead. Thanks for doing your part!

Parent/Guardian's Name

Parent/Guardian's Name

Phone	Email				Best way to contact me						
Child	Grade	Child	Grade	Child	Grade	Child	Grade	Child	Grade	Child	Grade

Special Talent or Area of Interest

Teacher Breakfast/Luncheons

- Drop off food, setup, & cleanup teacher breakfast/luncheon (1hr) circle dates available [08/22 and/or 08/23]
- Drop off food, setup, & cleanup teacher breakfast/luncheon (1hr) circle dates available [11/14 and/or 11/15]

Nacho Supreme Lunch

- Setup, serve lunch, cleanup 11am-12pm
- Bake or buy 1doz cookies for dessert (1hr at home)

Pizza Lunch

- Pick up pizzas and drop off at school roughly 10:30am-11:15am
- Setup, serve lunch, cleanup 11am-12pm
- Bake or buy 1doz cookies for dessert (1hr at home)

Middle School Dances (dates TBD)

(2 Friday Nights from 7pm-9:30pm)

- Concessions (3hrs each event)
- Bathroom/Hall Monitor (3hrs each event)
- Gym Monitor and cleanup (3-4 hrs each event)
- Admissions and setup (2-3 hrs each event)

Movie Nights/Lock-Ins (dates TBD)

(throughout the year on Friday nights – times will vary per event)

- Concessions (4hrs)
- Bathroom/Hall Monitor & cleanup (3-4hrs)
- Gym Monitor and setup (3-4hrs)
- Admissions and setup (2-3hrs)

Christmas Gathering (evening in December, date TBD)

- Setup and cleanup (3hrs)
- Bake or buy 1doz Christmas Cookies (1hr)
- Greeter (1hr)
- Reader (1 hr)

Grandparents Day

- Pick up donuts for event (7:30am-8:15am day of)
- Setup, make coffee, serve food/refreshments (3-4hrs)
- Clean up (1hr)

Teacher Appreciation Week

- Drop off food, setup, cleanup teacher breakfast (1hr)
- Drop off food, setup, cleanup teacher lunch (1hr)

Family talents we would love to share:

- Carpentry
- Cooking
- Baking
- Artistic Talent
- Musical Talent
- Science/Engineering/Technology
- Accounting
- Sports
- Other: _____
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