Parent Involvement Program
2024-25

One of the many ways we ask our families to support our school community is through volunteer hours. We ask each family to share their time and talent for the benefit of our students and build our wonderful St. Mary's community. There are many opportunities for families to volunteer in our school as described in the following pages. We also welcome and count volunteer hours for our parish such as: Coaching for St. Mary's School City of Rockville or CYO teams, being a Scout leader for a St. Mary's troop, helping with our Church Christmas Pageants presented during Christmas Masses, working with the Parish Youth Group, assisting with parish events, serving as an usher, Eucharistic minister or reader during the parish masses, or serving as a Faith Formation teacher. If you have any questions about this, Mrs. Eisel can confirm whether your parish volunteer contribution will be counted toward the school volunteer requirement.

Our Parent Involvement Program (PIP) requires families to volunteer a total of 20 hours per school year. Families that do not fulfill their hours are asked to pay $20 per hour for unfulfilled hours.

Tuition accounts for the 2024-25 school year will show two invoices for $200 each. One will appear in December, the other in May. These invoices will be the billing for volunteer hours, 10 hours at $20 an hour, in December (payable in January) and again in April (payable in May). Families will be required to keep track of their hours and submit their volunteer hours form twice a year (forms may be submitted as hours are volunteered). The form will be an application to the main office to apply for a credit of up to $200 in December and again May. Credits will be applied before the invoices are due as long as they are returned by the due date.

2024-25 School Volunteer Opportunities

Back to School Picnic Coordinator

Organize the Back to School Picnic at the beginning of the school year. All families are invited to attend a two-hour picnic, where entertainment (DJ, games, face painting, etc.) is provided. Parent and middle school student volunteers assist with set-up, clean up, and supervision of activities during the picnic. Additional tables will be set up for the School Advisory Board, Home School Association, Robotics, and Scouts.

Book Fair Coordinator

Book Fair is held in the Fall to coincide with Parent-Teacher conferences (November) so parents can visit while they are in the building. Set up and break down of the book fair, which is held in the school library. Provide and display teacher wish lists so parents can add to any classroom library. Recruit parent volunteers to staff cash registers and check out for students during the week. A variety of time slots are available.

Catholic Schools Week Coordinator

Students really look forward to Catholic Schools Week! Typically held at the end of January, it is a time for dress down days, activities and snacks. Theme days based on honoring our students, staff, parish, community, and clergy. Past favorites have included Red, White and Blue day where children wear patriotic colors and do a service project; Pajama Day, when we provide a light breakfast and show the kids a movie; and Wacky Wednesday with an ice cream party. One day should include a teacher appreciation component, such as a travelling coffee cart.

Dine Out Coordinator

Contact various local restaurants to schedule and hold fundraising dinners where a percentage of the dining proceeds are donated to the school. Advertise the events to the school via the carpool sign, the Weekly Update, the school's social media and website. Typically, we have one Dine-Out per month.

Donations Chair and Committee (Gala)

The Donations Committee is tasked with soliciting donations from vendors of products and services, as well as donors who can provide "an experience", near or far, grouping such donations into "baskets" as appropriate and inputting and organizing donated items into our online bidding platform (BidPal) in preparation of the silent and live auctions. Donations that are higher in value are typically included in our "live auction". Do you have ideas for unique auction items? Have you disliked the offerings of the recent auctions? Has anyone commented on your persuasive communication skills? Do you love to come up with pithy descriptions that make a donation even more attractive to bidders? Or simply, is your life motto, "You never know unless you ask!"? Come on down and inquire about the Donations Committee!

Fall Festival Coordinator

This is a relatively new event and there is some room for creativity and growth in the planning. Fall festival has been previously held on a Friday evening and is aimed at the younger crowd with pumpkin painting, DJ and dancing, and crafting projects. The middle school students assist with the activities, set-up and break down. An autumn scene can be set up with hay bales and props for photo opportunities.

Fall Fundraiser Coordinator

This fundraiser varies year-to-year as we ascertain what would be most successful at that point in time. Past fundraisers have included Florida Citrus, Mixed Bag and Boon Supply. Coordinator would be the point person for queries, contact with the vendor and distributing necessary paperwork and product. In most cases, people order for direct shipping to their home so do not let the fear of sorting and distribution get you down! This is an opportunity to provide our school with a significant financial gain, so a motivated and responsive coordinator is a must.

Father/Daughter Dance

Create the theme and invitations for the 2-hour Father/ Daughter Dance, which is typically held on a Friday evening in Spring. Grades PreK to 8th Grade are invited to participate. Coordinate volunteers, collect RSVPs and payment for the dance, plan snacks, and schedule a photographer and DJ for the dance. Ideas for something similar for the Sons and Fathers or Mothers? Please share!

Gala Chair and Gala Committee Members

St. Mary's School hosts an annual awards gala in the Spring. The adults-only evening includes silent and live auctions, food, bar, and dancing. It offers a great way for parents and staff to mix and mingle while supporting our school. Proceeds from the Gala support our school.

The chair is responsible for the committees that will provide the theme, decorations, advertising, ticket and raffle sales, setup and cleanup. The co-chairs and committee members collect donations and sponsorships that come from our school community and local businesses towards our live and silent auctions.

Golf Tournament Coordinator

This event has been held at Needwood Golf Course in the Fall. In coordination with the Alumni Association, help with securing the venue, advertising, collecting donations such as sponsoring a hole, and recruiting golfers. Volunteers are also needed the day of the event to work the registration table, set up breakfast, and sell raffle tickets.

Graduation Dinner

Seventh grade parents plan and coordinate this special dinner for the graduating 8th grade students and their parents the night before graduation. The co-chairs are responsible for invitations, decorating, selecting caterer and menu, purchasing paper products, and coordinating servers.

Grandparents'/Special Person's Day

This event occurs in May when each child in preschool through Eighth Grade invites Grandparents/Special Persons to spend a morning at school. Festivities include a Mass, reception and a classroom visit. Parent volunteers are needed to provide baked goods for the coffee and pastry reception.

Greg Gannon Food Drive Coordinator and Family Volunteers

Coordinate our school and parish involvement in a larger community effort to stock several local food banks. This event occurs in late November/early December. Parent/Student or Parishioner volunteers must be recruited and are assigned a modestly sized local territory (bags and territory maps are supplied by sponsors). The volunteers distribute empty bags and flyers to homes within their territory, coming back a few days later to collect the canned food people leave on their front porch. The cans are brought back to the school where they are picked up by local food banks.

Homeroom Parent Coordinator

The coordinator oversees and monitors the homeroom parents. This position requires consistent email contact between the school and parents and a working knowledge of SignUp.com. The Homeroom Parent Coordinator is also responsible for coordinating orientation in early September for Homeroom Parents to review their responsibilities for the upcoming school year. Most of the work is done in the late summer while setting up homeroom calendars and email accounts. Each week the homeroom parent coordinator emails the homeroom parents the information that will be passed school wide.

Homeroom Parents

Each homeroom (Preschool- 8th Grade) is assigned two Homeroom Parents. Homeroom Parents are responsible for sending out class wide communications to their classes from the Homeroom Parent Coordinator weekly. Homeroom Parents also meet with their teachers at the beginning of the school year to plan the year and expectations. The Homeroom Parents help their teachers in coordinating volunteers for classroom parties and other special events. This is a great volunteer opportunity for working parents, as communication is mainly through email, and it's a fun opportunity to get to know other parents in your child's class.

Hospitality Chair

The chair is responsible for setting up tablecloths, centerpieces/decorations, paper products, utensils, and coffee for a variety of school functions during the school year. These events include the Popsicle Social, Opening Day celebrations, Open House events, and Back to School Nights. The chair recruits parent volunteers to serve on the Hospitality Committee who assist in set-up and clean-up of the events.

Memorial Day Parade Float Coordinator

St. Mary's School Float for the Rockville Memorial Day Parade. Organize volunteers to create the float to have families participate in the parade.

Middle School Dance Organizer and Volunteers

Work with staff to set dates for dances and contacts with other schools. Recruit volunteers to sign students in, take money, and chaperone the dance. Hire a DJ; arrange snack sales. We have established Dance Rules and processes to assist.

Multicultural Festival Chair

Chair will recruit and coordinate families to set up displays highlighting the cultural diversity of our school. Families can bring their favorite traditional foods to sample. Coordinate family involvement and volunteers to set up and break down tables.

Parent Ambassadors

This program pairs new and veteran school families in a "buddy system" to ease the transition into a new school environment. Work with school staff to help plan a New Family Orientation Night in May. Parent volunteers welcome new families to the school by sharing their contact information and attending the New Family Orientation Night in May. We typically need the largest number of parent volunteers for Preschool and Kindergarten.

Saint Nicholas Festival Chair and Volunteers

Organize a festival in early December for the school families to celebrate the Christmas season. Coordinate a large team of volunteers to run craft tables, cake walk, snack concessions, dinner sales, and Secret Santa Shop. Hire a DJ and arrange a Santa Claus visit with the local fire department. Collect donations of small-value gift cards or baked goods from school families as prizes for the cake walk. Promote the event with flyers, emails and/or parking lot signs. A manual will be provided with all contacts for previous vendors.

Raffle Chair and Committee (Gala)

In coordination with the Gala Chair, plan and execute the annual Cash Raffle to raise a significant amount of money for the school. Order and distribute raffle tickets to school families. Encourage each family to sell at least 25 raffle tickets with periodic reminders, contests and enticements. Collect and track money and ticket stubs. Safeguard ticket stubs and enter into the raffle drum for drawing on night of Gala. Coordinate volunteers for selling raffle tickets after weekend Masses for five weeks prior to Gala. Notify winners if not present at the drawing.

Secret Santa Shop Coordinator and Volunteers

Seventh grade families plan and run the Secret Santa Shop during the Saint Nick's Festival where younger students can purchase inexpensive ($1 - $7) Christmas gifts for their family members. The co-chairs and parent volunteers are responsible for collecting donations and tagging items, decorating the 'store', assisting children with their gift selections, wrapping gifts and storing items for the next year. Middle school students work as "elves" to assist children in gift selection and wrapping.

Sip and Shop Coordinator and Volunteers

Advertise in church bulletins and reach out to past vendors to participate in our adult vendor craft show in November. Vendors pay for their table and donate one item for our raffle. Purchase appetizers, drinks, paper plates, cups… Sign up volunteers to set up and clean up and announce the raffle towards the end of the evening.

Spirit Shop

Assist administration in managing and selling the Spirit Shop merchandise to our school community. Help promote and oversee sales throughout the year as well as inventory/restock merchandise as needed.

Staff Christmas Luncheon

Plan and host the annual Staff Christmas Luncheon for our staff and faculty. The luncheon takes place on the half day before Christmas break. Plan a theme, menu and invitation. Event will be catered by a local restaurant. Recruit parent volunteers to donate dessert items for the luncheon, help decorate and setup, assist with serving the food and cleanup.

Teacher Appreciation Coordinator

Recruit parent volunteers to serve on the Staff Appreciation committee and celebrate Teacher Appreciation Week in early May. Plan occasional meals, treats and/or other small tokens throughout the year to recognize the efforts of the school staff. Previous ideas have included a travelling coffee cart, "compliment your teacher" bulletin boards, and catered lunches.

Uniform Exchange

This program allows families to donate gently used school uniforms and select items needed for a small donation to the school. The Exchange is located in the school, and items are sorted and tagged for sizes to allow easy access and selections. Help is needed to monitor, sort and tag incoming donations. Work with the office to know when items have accumulated enough to warrant spending an hour or two organizing.