

# **PARENT BOOSTER ASSOCIATION**

VOLUNTEER BOOKLET  
2011-2012

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CCS  
“CHRIST CENTERED STUDENTS”

Dear Parents/Guardians,

Welcome to Cathedral-Carmel School and to the Parent Booster Association. On behalf of the students, teachers, and staff, we would like to thank you for your interest in becoming a school volunteer.

This handbook was prepared to provide assistance to you in your role as a Cathedral-Carmel volunteer by supplying you with a list of jobs and responsibilities within the parent organization. A school community that hopes to achieve excellence must have the cooperation and dedication of parents, students, and educators. Your contributions as dedicated parents and advocates of Cathedral-Carmel is greatly valued and appreciated by our entire school community of faith-filled individuals.

Please feel free to contact us to discuss any aspect of the PBA volunteer program. Thank you for your caring and for your support! School volunteers make a huge difference in the overall school program.

Yours in Christ,

Kay B. Aillet  
Principal

Gregory P. Dubois  
Vice-Principal

Dear Parents,

Welcome to Cathedral-Carmel School! As President of the Parent Booster Association for the 2010-2011 school year, I am eagerly anticipating an exciting school year and leading the PBA. The activities that we sponsor and support are vital to the overall operation and improvement of our school.

The primary focus of the PBA is to foster and develop growth of spiritual, moral, academic, civic, cultural and physical activities of CCS. The organization plays an integral role in supporting activities pertaining to the welfare of the students and faculty of Cathedral-Carmel. The PBA is made up of all parents of CCS students so this means we are all members. The organization is led by an Executive Committee and Leadership Team but the membership is all of us as parents. As such, I invite you to jump right in and get involved. We have a Dad's Committee, a Working Mom's committee, a Hospitality committee, and many more. You can help out for an hour or two or contribute as much as you like at home or at school...there really is a place for everyone. Besides being a fun group to work with, PBA involvement provides an opportunity to learn more about how the school works, to build relationships with the faculty and staff and to meet other parents, all while improving our school. The lifeblood of the PBA is the parent volunteers who give so generously of their time, talent and treasures so please accept this Volunteer booklet as your invitation to get involved. We are truly blessed at Cathedral-Carmel School to have so many parents that are eager and available to help out in all our endeavors. Please do not hesitate to contact me if I can be of help in any way or answer any questions you may have about CCS or the PBA. I look forward to working with you and seeing you on campus!

Sincerely,

Jeannie DelGreco  
PBA President 2011-2012

## OFFICERS

**President** - The principal officer presiding at all meetings of the organization and member ex-officio of all committees. Presents to the membership an annual report of the organization's activities and performs such duties as required of this office.

Jeannie DelGreco      [jeannedelgreco@lusfiber.net](mailto:jeannedelgreco@lusfiber.net)      356-6303

**Vice-President** - Performs the duties of the President in the event of the President's absence, assists the President in such duties as the President assigns and is program manager for the meetings of the association.

Jeri Theunissen      [jeri.theunissen@gmail.com](mailto:jeri.theunissen@gmail.com)      258-8313

**Secretary** - Keeps minutes of the organization and of the Advisory Board, issues notices of all meetings and handles all correspondence of the organization.

Jill Jenkins      [jenkinsjill@ymail.com](mailto:jenkinsjill@ymail.com)      654-3759

**Treasurer** - Responsible for the receipt of all monies, deposit of all monies for the organization and for disbursement of all approved expenses. Also, submits an accurate detailed report of financial status at each monthly meeting.

Lisa Comeaux      [lisacomeaux@me.com](mailto:lisacomeaux@me.com)      278-2352

**Assistant Treasurer** - Assists the treasurer in all aspects of his/her duties; attends all fundraising events as the Treasurer deems necessary.

Kay Bienvenu      [bienkay@yahoo.com](mailto:bienkay@yahoo.com)      288-8882

## BOARD COMMITTEES

**Dad's Club** - Designed to enhance involvement and communication of the fathers with PBA and school functions and also to promote camaraderie between CCS dads.

Chairman: Anthony DelGreco [adelgreco@nyl.com](mailto:adelgreco@nyl.com)

**Grounds** - Oversees the planting, watering, and maintenance of assigned areas of the Cathedral-Carmel grounds.

Chairman: Jill Jenkins [jenkinsjill@ymail.com](mailto:jenkinsjill@ymail.com)

**Hospitality** - Organizes and plans all food and decorating for events of the PBA.

Chairman: Bridget Lemoine 278-0816 [bblemoine@cox.net](mailto:bblemoine@cox.net)

Co-Chair: Brenda Poche 288-7784

Co-Chair: Jolynn Patin 981-0083

**Parent Pals** - Parent volunteer who acts as a "big brother" to a new Cathedral-Carmel family by answering any questions the new family may have.

Chairman: Jill Jenkins 654-3759 [jenkinsjill@ymail.com](mailto:jenkinsjill@ymail.com)

Co-Chair: Missy Cormier 504-5609

Co-Chair: Allyson Hebert 654-5743

Co-Chair: Joanie Howard 278-1004

Co-Chair: Chrysti Shivers 278-7983

**Room Mother Coordinator** - Organizes and plans duties and dues for the Home Room Mothers (Plans the fall meeting for all room mothers). Responsible for organizing Teacher Appreciation Week.

Chairman: Allyson Hebert 654-5743 [allysonhebert@gmail.com](mailto:allysonhebert@gmail.com)

Co-Chair: Elizabeth Cortez 280-8588

Co-Chair: Jeri Theunissen 258-8313

Home Room Mothers - Plans parties and activities for each homeroom (two volunteers per classroom).

**School Improvement Team** - Works in conjunction with members of the CCS faculty and staff to examine the quality of the school improvement plan. This committee offers guidance and support on ways to enhance the school's continuing improvement efforts. The school improvement plan will be developed based on the recommendations of the SACS team.

Chairman: Betsy Koke 984-7388 [bbkoke@lusfiber.net](mailto:bbkoke@lusfiber.net)

**Spirit Stop**- This is the place to shop for CCS Tiger Trinkets and spirit attire (items ranging from shorts and caps to hair bows, pom-poms and stadium seats.) The Spirit Stop also has uniform merchandise. Volunteers are needed to staff the shop on sale days (every Tuesday from 7:30-9:00 a.m. and on Spirit Days) and "special event sales" such as those held during football.

Chairman: Judy Mahtook 234-3003 [judymahtook@bellsouth.net](mailto:judymahtook@bellsouth.net)  
Co-Chair: Susan Smith 988-1648 [abcsmith@cox.net](mailto:abcsmith@cox.net)

**Swap Shop** - Oversees all activities associated with the PBA resale shop for school or scout uniforms. Swap Shop is open the 3<sup>rd</sup> Tuesday of every month from 7:45 - 8:45. (Not open in December).

Chairman: Jan Lochridge 988-5596 [janloc@cox.net](mailto:janloc@cox.net)  
Co-Chair: Michelle Kallam 989-2798

**Text Book Coordinator** - Secures a list of text books used during the year, displays the list on the website, and coordinates the buying and selling of used books among interested parents.

Chairman: Mary Laurent 993-0319 [mary.laurent@slemco.com](mailto:mary.laurent@slemco.com)

**Website Development** - Oversees all online activities associated with PBA

Chairman: Renae Trahan 406-8013 [renaet@lusfiber.net](mailto:renaet@lusfiber.net)

**Working Mom's Liaison** - Designed to enhance involvement and communication of working mothers with PBA and school functions.

Chairman: Michelle Breaux 873-9836 [mmbreaux@bellsouth.net](mailto:mmbreaux@bellsouth.net)

**Technology Support**— Works in conjunction with members of the CCS Technology Department to act as a consultant or a source of reference for the technology needs of the school. Members need to be proficient in technology.

Chairman: Reagan Brock [reagan@esolutiongroup.net](mailto:reagan@esolutiongroup.net)

## EVENTS

**Diffendoufer Day (May 11)**- Coordinates with CCS Administration to plan activities associated with this end of the year Fun Day.

Chairman: Shelley Mowell 988-6252 [smowell@mowellpi.com](mailto:smowell@mowellpi.com)  
Co-Chair: Simonne Klusman 288-0724  
Co-Chair: Sherry Diazdelvalle 989-8400

**Grandparents' Day (November 18)**- Assembles and coordinates refreshments, volunteers and set-up of the reception for grandparents in conjunction with CCS Grandparents' Day.

Co-Chair: Laurie Bako 993-0201 [plabako@aol.com](mailto:plabako@aol.com)  
Co-Chair: Rachel Hughes

**Book Fair Liaison**- Manages and obtains volunteers for the Library Book Fair held in the spring

Chairman: Tammy August 886-9412 [traugust@cox.net](mailto:traugust@cox.net)

## FALL FUNDRAISERS

**Directory Fundraiser** - plans and coordinates all aspects of the preparation of the CCS calendar of events and directory.

Chairman: Bethany Broussard 406-9451 [brettbethany@cox.net](mailto:brettbethany@cox.net)  
Co-Chair: Nicole Robertson 856-0399

**Holiday Pictures** - coordinates all aspects of the preparation of taking pictures for Christmas Holidays.

Chairman: Angela Fruge 504-3897 [agfruge@cox.net](mailto:agfruge@cox.net)

**Tennis Tournament** - plans and coordinates all activities involved in the tournament.

Chairman: Lauren Bourgeois 983-2182 [lamarque@cox.net](mailto:lamarque@cox.net)  
Co-Chair: Cara Toups 873-6633 [ctoups23@yahoo.com](mailto:ctoups23@yahoo.com)

**Magazine Drive**- oversees Magazine Drive from start to finish. Contacts volunteers, handles various magazine duties, participates in pre-sale meetings, collection days and post-sale meetings. Strong computer spreadsheet skills a definite plus. (September 21-October 21)

Chairman: Sandra Cambre 857-1134 [sqcambre@bellsouth.net](mailto:sqcambre@bellsouth.net)  
Co-Chair: Angela Fruge 504-3897 [agfruge@cox.net](mailto:agfruge@cox.net)

- **Magazine Drive Committee** - 3-5 volunteers who assist chairman and co-chairman.
- **Magazine Drive Collection Day Volunteers** - 15-20 volunteers who assist magazine committee on collection days with checking order accuracy and verifying and balancing money and orders.
- **Magazine Drive Prize Patrol** - works closely with magazine committee to contact volunteers; organize, pack, label, and distribute prizes to student.

**SPRING FUNDRAISER**  
**\$10,000 RAFFLE AND AUCTION**

**Chairman** - Oversees the entire raffle and auction committee.

Chairman: Chrystl Mahfouz 989-2395 cmahfouz@acespecial.com

Step-up Chair:

**Beverage Chairman** - Obtains all beverages for auction night.

**Brochures Chairman** - Assists the silent and live auction chairman with preparation and computer input of information for auction brochure and item place cards. Must have good computer skills.

**Class Projects Chairman** - Works with Project Parents to create grade level projects for live auction.

**Decorations Chairman** - Responsible for decorating the gym and school. Works closely with other committees to set up the auction site on Friday night and Saturday morning and to coordinate takedown on Sunday.

**Food Chairman** - Obtains restaurant participation for auction night food.

**Live Auction Chairman** - Obtains all items for the live auction.

**Party Boards Chairman** - Plans and coordinates parties.

**Project Parents Chairman** – Coordinates all aspects of creating grade level project with students' contributions. 3 project parents per grade required.

**Public Relations-**

- **External PR Chairman** - Responsible for external PR including TV appearances, and TV, newspaper and radio ads.
- **Internal PR Chairman** - Responsible for all internal PR. Must have good computer skills.
- **Printing Chairman** - Works with printer for tickets and sponsor invitations.

**Set-Up/Arrangements Chairman** - Works closely with auctions site to arrange times and request needed items for set-up, event, and takedown. Obtains paper goods, tables, linens, auctioneer, and janitors needed for auction night. Also, responsible for set-up, removal, and return of tables.

**Silent Auction Chairman** - Responsible for obtaining all items for the silent auction (contact and pick-up).

**Sponsorships Chairman** - Solicits individuals, businesses and organizations for auction level sponsorships.

**Teacher Treats Chairman** - Coordinates with silent auction chairman and the faculty to create teacher/student activities known as “Teacher Treats”.

**Ticket Chairman** - Responsible for sale and distribution of auction tickets.