



Committee Descriptions

Alumni Players' Dinner Theater

Dates: January 27-28 & February 3&4

Commitment: This is two weekends in the late January/early February time frame. You are responsible for scheduling volunteers to set-up, serve food and beverages and clean-up. There are two performances per weekend (Friday and Saturday nights) and you serve approximately 150 people a night. As the chair, you should have experience in food and beverage service; as a volunteer it's a fun night and you get to watch a show. You do not have to be VIRTUS trained to sign up for this.

Alumni Outreach

Commitment: The commitment for this is year round, you work closely with the school office to maintain a database of Alumni. You keep them informed of upcoming events and fundraisers happening at the school. You do not have to be VIRTUS trained to sign up for this.

Box Tops for Education and Incentive Programs

Commitment: This is an ongoing project throughout the course of the year which requires the chair to coordinate the collection, counting and submitting of Box Tops for Education and other incentive programs for the School. Currently, the school participates in BTFE. However, there are more programs that could be beneficial to participate in. The chair would plan and execute rewards for the class that participates the most.

Bull & Oyster Roast

Commitment: This event is scheduled in the fall. You coordinate with Vera's Restaurant to host the event as they have done in years past and ensure volunteers are on site before and during the event to collect tickets, pass out wristbands and sell 50/50 raffles. You must also coordinate volunteers to sell tickets to the event after Masses the weeks prior to the event. You do not have to be VIRTUS trained for this event.

Career Day

Commitment: This person will need to plan this event and coordinate parents to come in and speak about their careers with the students. Volunteers will be needed to share their careers with our students. You must be VIRTUS trained to participate in this event.

Catholic Schools Week Open House

Dates: January 28-February 3, 2018.

Commitment: A chair is needed to recruit volunteers to give tours, answer questions and act as a liaison between the school and potential new families during school tours. Volunteers are needed to interact with the potential new families and students and answer questions they may have. This is during Catholic Schools week which is the last week in January. You must be VIRTUS trained to sign up for this.

Christmas Bazaar

Commitment: This is approximately a 4-6 month obligation as the committee chair. You are responsible for recruiting vendors, table set-up, refreshment sales, raffle, Grandma's Attic (white elephant sale), Santa pictures and clean-up of the event. You must also be able to coordinate volunteers to help the day of, before and after the event. Volunteers are needed to support this event financially and through the donation of baked goods. Volunteers are also needed to work the event by helping to set-up, take pictures, work in the kitchen, man the refreshment table and help in Grandma's Attic. You do not have to be VIRTUS trained to sign-up for this. **This event is scheduled for November 18, 2017.**

Christmas Walk & Live Nativity

Dates: December 2 & 3, 2016

Commitment: The chair is responsible for recruiting volunteers to send in baked goods for sale outside of the church during the Solomons Christmas Walk, **December 4-5, 2015**. They also work with Jean Moyer to arrange for the living nativity and the carolers. This is a two night commitment with 1-2 weeks of planning beforehand. You do not have to be VIRTUS trained to sign-up for this.

Father Alexander Gala

Date: April 2018

Commitment: this is the school's largest fundraiser and has a lot of different elements involved to make it successful. The Gala honors a recipient from the Solomons Island Community that exemplifies the character shown by Father Alexander during his time here. Throughout the year there are several ways to help. Volunteers are needed to solicit donations, set-up, clean-up and serve the event, sell tickets and various other functions to ensure the night goes off without a hitch. Members on this committee work with members of the Parish due to the sheer size and time it takes to plan such an event. You do not need to be VIRTUS trained to sign-up for this.

Field Day

Dates: May 19, 2017

Commitment: Held every spring, this event is a fun filled day with activities, a picnic and the annual 8th Grade vs. Teachers & Staff Volleyball Game. You will be responsible to plan and coordinate the activities (based around a theme) for Pre-K through 5th grade, securing a location, coordinating lunch and dessert for all students, families and staff and cleaning up. This is approximately a 2-4 month commitment with planning. Volunteers are needed the day of to set-up, assist with stations, serve lunch and clean-up the facility. You must be VIRTUS trained to sign up to volunteer—you do not have to be VIRTUS trained to attend.

Gift Card Program

Commitment: This is a year round commitment and is the biggest ongoing fundraiser for our school. You work to fulfill orders year round and coordinate volunteers to sell gift cards after each Mass on the weekends. During the holiday season, you are the busiest with the large script orders. Volunteers are needed after the 4pm Mass on Saturday and after the 8am and 10:45 Masses on Sunday to sell gift cards and record transactions (this is approximately a 30 minute commitment each week).

Golf Tournament

Commitment: Each spring the Seahawk Scramble takes place at the Chesapeake Hills Golf Course. The chair will recruit volunteers, schedule the event, advertise, collect donations and register teams. They will work closely with the Golf Course to ensure this event is a success. Volunteers are needed the day of for registration and various events and tasks. You do not have to be VIRTUS trained to sign up for this.

Grandparents & Special Friends Day

Date: Monday, October 13, 2018

Commitment: This is a one-time event that takes approximately 4-6 weeks of planning ahead of the date. This event usually happens in October to coincide with Confirmation. This event requires you to select a theme, design invitations and send out, solicit volunteers to assist with set-up, serving, helping out the day of and cleaning up, cooking and sending in brunch items. You work with the school's art and music teacher to coordinate gifts for the guests and a show or song to be done during the brunch. You must complete shopping before the event. The event normally runs from 8:00 (Mass) until 11:00 am, with set-up beginning at approximately 6:30 and clean-up finishing at noon. You do not have to be VIRTUS trained to sign up for this.

Anne Marie Gardens Halloween in the Garden

Date: Saturday, October 28, 2017

Commitment: This is a one-time event at Anne Marie Gardens in Dowell and takes about 2-4 weeks of planning ahead of time. You are responsible for registering for the event, recruiting event volunteers, and designing and decorating the booth at the event. You are also responsible for shopping for the candy for the event and ensuring

you have literature about the school to hand out during it. You are required to dress up per the rules of Anne Marie Gardens. You do not have to be VIRTUS trained to sign up for this event.

Hot Lunch

Commitment: Help shop, order supplies, plan menus, set-up, serve and clean-up from lunch every day. This is year round program but volunteers can help when they are available. Donations of BJ's Coupon Books are also needed for this program. You must be VIRTUS trained to sign up for this.

Fall Claire's Gourmet Sale

Commitment: This is a fundraiser for the school and happens during the month of October, with product delivery expected prior to Thanksgiving Break. The chairperson of this event would need to coordinate sending in orders and working with the school and HSA Treasurer to ensure monies are collected, counted and turned over. They would also be responsible for sorting and sending home or arranging for pick-up of products prior to Thanksgiving Break. You do not have to be Virtus trained to sign up for this.

May Crowning & Ice Cream Social

Commitment: This is a one-time event which happens after May Crowning in May. You are responsible for shopping for, setting up and cleaning up the ice cream social which is held for all students, staff and parents. You may also recruit volunteers to assist and send in donations for the event. There is about a 1-2 week commitment to coordinate before the event. You must be VIRTUS trained to sign up for this event.

Open Houses

Commitment: Those signed up for this committee are available during the school day to give tours to potential new families. They answer questions, give a brief overview of the school and walk the parents/guardians and children around to show them the different areas and assets the school offers. You must be VIRTUS trained to sign up for this committee.

Palm Sunday Basket Auction and Bake Sale

Commitment: The chair of this event is responsible for soliciting donations of baskets from the school community. They must process baskets as they arrive to prepare them for auction. The chairperson will need to recruit volunteers to help organize baskets and donate for the bake sale table in addition to setting up, manning the auction and determining the winners and making notifications. You must then arrange for pick-up and payment of winnings. It requires the chair and volunteers to be there the Saturday before Palm Sunday from approximately 4:45pm-5:30pm and then Palm Sunday morning from approximately 8:45am to 12:00pm. It requires approximately 1-2 months of lead time to coordinate this event. You do not need to be VIRTUS trained to sign up for this.

Pastries for Parents

Commitment: The chair will organize food, set-up and clean up for the event which will be held the Monday of Catholic Schools Week. You must also publicize the event to parents. You may also recruit volunteers to assist before, during and after the event. There is about a 4-6 week commitment beforehand to coordinate. You must be VIRTUS trained to sign up for this event.

Patuxent River Appreciation Day (PRAD)

Dates: Saturday, October 7 and Sunday, October 8, 2017

Commitment: this is a once a year commitment and requires you to register, organize, set-up, man and clean-up the School Booth at the PRAD Festival. You must also be able to answer questions about the school. This event lasts approximately 8 hours. You do not need to be VIRTUS trained to sign up for this event.

Polar Bear Plunge

Commitment: work with management at Vera's White Sands to set up the Polar Bear Plunge, usually to finish out Catholic Schools Week. Seek donors, staff members and older students to raise money for their plunge. Father Mike "takes the plunge" and donations come in from parishioners; have students or parents with collection buckets

outside of Masses the weekend prior to the event. Arrange for local politicians and media to be on hand for the event. You do not need to be VIRTUS trained for this event.

Principal's Luncheon

Commitment: The chair will work closely with the Principal to plan, execute and clean up from the Annual event which brings Catholic School principals from all of the area during a May meeting and lunch. You do not need to be VIRTUS trained to sign up for this.

Public Relations

Commitment: This person will work closely with school and fundraising chairpersons to publicize events via signage at local retailers and the landfill. They will also work closely with the local media outlets to ensure events are being covered and advertised. This person should have good public relations skills and be familiar with a camera; they will also work closely with the school secretaries to update the website with upcoming events and photos from past events. The commitment is year round. You do not need to be VIRTUS trained for this event.

Homeroom Parent

Commitment: 4-5 times a year. Requires e-mailing, setting up festivities for the classroom to include classroom celebrations (All Saints Day, Christmas, Valentine's Day and the teacher's birthday), assisting the teacher in coordinating as asked and help with the Teacher Appreciation day/week celebration. This requires you to be in the classroom and interacting with children. You must be VIRTUS trained to sign up for this.

Sand Art

Commitment: This is used as a fundraiser various times of the year. We can also "rent" the party out for birthday parties, gatherings, etc. This person ensures all supplies are on hand, registers for and sets up events at various locations throughout the tri-county region (such as PRAD and the Sotterly Wine Festival). This is a great opportunity to show school pride at events as well. You do not need to be VIRTUS trained to work with this program.

Santa Shop

Commitment: The Chairperson coordinates the gifts and uses funds to purchase inventory as needed. They recruit volunteers to help with wrapping beforehand, selling and helping students the day of, serving hot cocoa and cookies and taking pictures with Santa. This is a two day event with some coordinating events beforehand. Volunteers are also needed to provide lunches for volunteers and cookies for students. You must be VIRTUS trained to interact with the students during the event.

Science Fair

Commitment: Chair will coordinate display set-up and take down. They will also recruit and oversee judging and provide certificates and ribbons for winners in each category. Recruit volunteers to help man the fair during open viewing. You will need to be VIRTUS trained to sign up for this.

Spelling Bee

Commitment: The chairperson will help coordinate volunteers to work with students in preparing for the annual Spelling Bee held in the spring. All volunteers for this must be VIRTUS trained.

Spirit Night

Commitment: the chairperson is responsible to reach out to local venues to host Spirit Nights for the School. They will need to advertise and promote the event through coordinating school outreach, flyers, and ensuring it's on the school monthly calendar. Chairperson will also have to coordinate and recruit volunteers to act as liaisons during the event. You do not need to be VIRTUS trained to sign up for this.

Staff Appreciation

Commitment: to plan, coordinate and execute a brunch or lunch for the teachers and staff to recognize them for their hard work throughout the school year. In years' past this event may also involve working with room parents the

week of Staff Appreciation to create someone or decorate the doors of the teachers. You do not need to be VIRTUS trained to sign up for this event.

Turkey Trot

Date: Tuesday, November 21, 2017

Commitment: Students participate in this annual event around Thanksgiving. Volunteers will help chaperone children as they walk/run the Solomons Riverwalk and will pass out water along the way. Volunteers will also act as cheerleaders and help make signs to encourage the kids. Assistance is needed to help collect and calculate all the sponsor sheets to turn over to the HSA treasurer. All volunteers for this must be VIRTUS trained.

Yard Sale

Commitment: This event is held annually in June. The chairperson will coordinate donations, set-up, sell, clean up and organize SMILE for pick-up of unsold items in addition to promoting and advertising the event. Additionally, they will coordinate a refreshment table for sales. This will require soliciting volunteers to help in all aspects. Volunteers are needed the week prior to help tag items and arrange the sale. Volunteers are needed the day of to collect monies, assist shoppers and work the refreshment table, they are also needed to help load the unsold goods up into the trucks for SMILE. You do not need to be VIRTUS trained to sign up for this event.

Yearbook

Commitment: This project is year round and involves a lot of time to collect pictures, create and execute the production of the yearbook. This includes selling advertisements and ensuring all proofreading is done before publication. Sales of yearbooks are at the end of the school year with a summer delivery date; they are then mailed to the students who ordered them.