

# Saint Patrick School

## Service Credit Program

### Descriptions

2019-2020



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# Saint Patrick School

## Service Credit Program – Descriptions 2019-2020

Please review the description of the service position that you currently hold or are interested in. Several service position descriptions have been changed and/or updated. All programs must run as described in this service credit booklet. Any changes will require approval from the Principal and the Pastor.

**All** volunteers are required to complete a Cori form, complete a one-time "Protecting God's Children" workshop and review and sign the Code of Ministerial Conduct per the Archdiocese of Boston. These certificates must be on file in the school office at the start of the school year. If these certificates are not on file at the time of the event, the person who signed up for that service credit position will receive a billing statement for credits not completed. Also, per instruction from Archdiocese of Boston all volunteers may be required to be finger printed as well.

*All volunteers are required to sign in and sign out in the school office to obtain and return badges. Also, volunteers may not bring other children with them to their service credit assignment.*

Once you sign-up for a service position, the expectation is that you will fulfill your service credit commitment of 35 credits. Please note that as the school year progresses, changes in service position becomes difficult. An appropriate billing statement will be generated if the commitment is not fulfilled.

When deciding which service position to select, please keep in mind that committee members are expected to fulfill the requirements listed; however, we recognize that unforeseen situations may develop resulting in an inability to comply with a requirement. When such situations occur, members should notify the Chairperson as soon as possible in order to make other arrangements. If the Chairperson is unable to resolve a situation in a timely fashion, they should contact the Service Coordinator.

Credit value is based on service credit responsibilities and are designed to not only raise funds to defray tuition but also to provide the opportunity where parents can come together as a school community while keeping our students safe.

Partial Credit option is available for families who wish to sign up for a less than 35 credit position and opt to pay \$15 per credit to make up the balance prior to the beginning of the school year in September. Service Credit Coordinator along with the Principal will determine feasibility and approval of all such requests. If a family decides to forego a commitment to the Service Credit Program a buy-out option is available at **\$500**.

Service positions are assigned based on the criteria noted below and final approval for all positions rests with the Pastor and Principal.

1. Experience
2. Seniority in the school
3. Negotiate with administration
4. Lottery

The Service Credit Program booklet can be accessed through the St. Patrick School website ([www.StPatrickSchoolStoneham.org](http://www.StPatrickSchoolStoneham.org)) and is updated regularly.

As you know, the school depends heavily on everyone's assistance. We thank you in advance for your support and cooperation.

**Important Note: In recognition of the responsibilities of the following service credit jobs:**

- Christmas Fair Chairperson(s)
- Spring Fundraiser Chairperson(s)

*The individuals who perform these functions for two years will receive one-year relief from the Service Credit Program, to be used the next year and have preferred choice status of open jobs when they return to the program. If that person decides to forego their 'relief year', then they will have preferred choice status for that year.*

# School Fundraising Activities

## Christmas Fair

### General Responsibilities:

*All positions are required to attend all mandatory meetings, work all hours that the Christmas Fair is open (with the exception of the parking lot attendants), and are expected to arrive 1/2 hour before start of fair Friday and Saturday, work the day (Thursday) prior to the fair, and help with clean-up at the end of the fair. Shift helpers are only required to work their shift as well as attend all mandatory meetings unless otherwise indicated.*

**All Chairpersons of fundraising activities will meet periodically with the Principal and Service Credit Coordinator to discuss progress and/or success rate of the fundraising at that time.**

All Coordinators and Co-Coordinators are responsible for the presentation of their table including, product display, space allocation, and general festive appearance. Coordinators are also responsible to confirm with the Christmas Fair Chairpersons that co-coordinators and workers have fulfilled their service credit requirements for this event. Coordinators of individual tables must attend all fair meetings, entire fair and cannot send a "fill in" person for the position if they are unable to attend. Position of Coordinator is a key role to the success and smooth running of a table or area at the fair. All table coordinators requesting volunteers for their table **MUST** notify the Christmas Fair Chairpersons for prior approval. **All** volunteers are required to complete a Cori form, complete a one-time "Protecting God's Children" workshop and review and sign the Code of Ministerial Conduct per the Archdiocese of Boston.

**Fair Chairperson** - Responsible for the planning and operation of the Christmas Fair. One or both Chairpersons must be food safety certified. (Certification lasts for five (5) years. This includes generating publicity, bulletin inserts, fair setup, overseeing every table, organizing meetings, certifying completion of all service credit program commitments, etc. Responsible to work with Principal to procure upper school student volunteers for hours at the Fair. Requires permission slips be sent home in advance and attendance and service hours be documented. Chairpersons responsible for arranging custodial services. *Chairperson(s) is responsible for establishing and obtaining budget approval FOR ALL TABLES by the Treasurer of PTO prior to allocation of funds. Prior approval is necessary to guarantee reimbursement.*

<b>Christmas Fair – Chairperson</b>	<b>Credits</b>	<b>Availability</b>
2 Chairpersons	35	<b>1 OPEN</b>

**Treasurer** –Assure the integrity of the financial accounting of the entire event. Be available to make change and provide cash and coins to all tables, collect funds as needed or requested. Make deposits to the bank as funds reasonably accumulate. Coordinate with Christmas Fair Chairperson and PTO Treasurer regarding expenses by and/or for each table. Provide a reconciliation of all financial activity with detail by table. Treasurers must be present the entire fair. Bookkeeping/accounting experience is required. Credentials will be reviewed prior to position being assigned. **Required to attend all mandatory meetings.**

<b>Christmas Fair - Treasurer</b>	<b>Credits</b>	<b>Availability</b>
1 Treasurer	<b>35</b>	<b>filled</b>

**Christmas Kids Corner** – Soliciting required. Must be able to come up with new ideas for toys, prizes, and games for children. Responsible for making jewelry and small gift items that children will buy. Toys must be good quality and may not include toy guns, snaps, disappearing ink, etc. This is a fast paced table that the children enjoy. This table’s other focus will be on Christmas themed items and gifts. Coordinators will be responsible for coming up with ideas and making items to sell. All positions are required to work set-up the day before the fair, all fair hours, and clean up after the fair. *All table coordinators/workers requesting volunteers for their table MUST notify the Christmas Fair Chairpersons for prior approval.* **Required to attend all mandatory meetings.**

<b>Christmas Fair – Toy Table</b>	<b>Credits</b>	<b>Availability</b>
4 Coordinators	<b>35</b>	<b>3 OPEN</b>
3 Co-Coordinators	<b>35</b>	<b>1 OPEN</b>

**Raffle** – Work starts in August, but the majority of the work is done in October and November. Responsible for picking up donations and packaging donations. Both Coordinator and Co-Coordinators are required to solicit outside donations. Must be able to meet deadlines and plan ahead. You must keep accurate records. Must have great organizational skills and be able to work independently. All positions are required to work set-up the day before the fair, all fair hours, and clean up after the fair. *All table coordinators/workers requesting volunteers for their table MUST notify the Christmas Fair Chairpersons for prior approval.* **Required to attend all mandatory meetings.**

*Coordinator is responsible for obtaining budget approval by the Christmas Fair Chairperson prior to allocation of funds. Prior approval is necessary to guarantee reimbursement.*

<b>Christmas Fair – Raffle</b>	<b>Credits</b>	<b>Availability</b>
1 Coordinator	<b>35</b>	<b>filled</b>
2 Co-Coordinators	<b>35</b>	<b>1 OPEN</b>

**“Santa’s Café** – One member of the committee must be food safety certified. (Certification lasts for five (5) years. Coordinators must apply for and get permit from the Town of Stoneham for the two days of the fair. This has to be done in early October to ensure its procurement in time.

Responsibilities include food prepared and served throughout the duration of the fair. Requires workers to go around to many surrounding restaurants and stores to pick up food and supplies that are needed. Extensive soliciting and cooking is required. Must buy and prepare foods to be sold at the Parish Center. Food allergy sign must be prominently displayed at all tables where food is sold. Responsible for the upkeep of the dining room while fair is in operation. All positions are required to work set-up the day before the fair, all fair hours, and clean up after the fair. *All table coordinators/workers requesting volunteers for their table MUST notify the Christmas Fair Chairpersons for prior approval. Required to attend all mandatory meetings.*

<b>Christmas Fair – Kitchen</b>	<b>Credits</b>	<b>Availability</b>
2 Coordinators	<b>35</b>	<b>2 OPEN</b>
5 Assistant Workers	<b>35</b>	<b>1 OPEN</b>

**Bake Table** – Soliciting is required. This position requires extensive baking of cookies, pies, breads, fancy cakes, etc. Food allergy sign must be prominently displayed at all tables where food is sold. All positions are required to work set-up the day before the fair, all fair hours, and clean up after the fair. Responsible for organizing all contributions by classroom. Responsible for designing opportunities for youth participation as in decorating gingerbread people, etc. *All table coordinators/workers requesting volunteers for their table MUST notify the Christmas Fair Chairpersons for prior approval. Required to attend all mandatory meetings.*

Due to the concern for food allergies students will not be able to purchase anything from the bake table during school hours. However, if students purchase items after school it should be done under the supervision of the parents. Please be aware that we cannot guarantee that the items for sale are free of peanuts/tree nuts products or any other allergen.

<b>Christmas Fair – Bake Table</b>	<b>Credits</b>	<b>Availability</b>
2 Coordinators	<b>35</b>	<b>1 OPEN</b>

**Curiosity Shop** – Coordinator will be responsible for adhering to protocol for determining the acceptability of donations. Coordinator is also responsible for collecting donations. Donations CAN NOT be dropped off at the Parish, the Parish rectory or St. Patrick School. Must meet people or drive to their homes to pick up items. Two coordinators should go together for all residential pickups. Must be willing to store all curiosity items at your house beginning the second week of October. The co-coordinators will assist the coordinators with pick-up, storage and transportation of items.

Transportation of the items to the fair on Thursday and cleanup on Saturday is required. All positions are required to work set-up the day before the fair, all fair hours, and clean up after the fair. *All table coordinators/workers requesting volunteers for their table MUST notify the Christmas Fair Chairpersons for prior approval. Required to attend all mandatory meetings.*

<b>Christmas Fair – Curiosity Shop</b>	<b>Credits</b>	<b>Availability</b>
3 Coordinators	<b>35</b>	<b>3 OPEN</b>

**Jewelry Table** –All positions required to help pick up, store and solicit jewelry items beginning in October. Organize, price, and sell items. Provide cleanup at end of event. All positions are required to work set-up the day before the fair, all fair hours, and clean up after the fair. *All table coordinators/workers requesting volunteers for their table MUST notify the Christmas Fair Chairpersons for prior approval. Required to attend all mandatory meetings.*

<b>Christmas Fair– Jewelry Table</b>	<b>Credits</b>	<b>Availability</b>
1 Coordinator	<b>35</b>	<b>filled</b>
3 Co-Coordinators	<b>35</b>	<b>1 OPEN</b>

**Set-up Workers** – Each worker must be at the church hall at 8:00 a.m. on Thursday the day prior to the Fair. *Workers may not bring other children during fair set up or fair clean up.* Must be available on Saturday from 1-4pm to help with the cleanup at fair’s end. **Required to attend all mandatory meetings.**

<b>Christmas Fair – Set Up/Clean Up</b>	<b>Credits</b>	<b>Availability</b>
3 Workers	<b>20</b>	<b>2 OPEN</b>

**Shift Helpers** – Work in various assigned positions at the fair during scheduled time, **must work 2 out of the 3 available shifts to fulfill 35 credits.** Shifts are from Friday 8:00 am to 2:00 pm/ Friday 2:00pm to 8:00pm and Saturday 9:00 am to 2:00 pm. **Required to attend all mandatory meetings.**

<b>Christmas Fair – Shift Helpers</b>	<b>Credits</b>	<b>Availability</b>
5 Workers per shift Friday 8-2pm	<b>35</b>	<b>filled</b>
Friday 2-8pm		<b>1 OPEN</b>
Saturday 9-3pm		<b>1 OPEN</b>

**Parking Lot Attendant** - Parking lot coordinator must be present from the start of the fair until the end of the fair. The coordinator is required to remain in the parking lot at all times and is responsible for monitoring parking lot safety and rules, etc. The coordinator will also facilitate the coordination of funerals, weddings, masses and school dismissal throughout the Christmas Fair event. Attendants are required to oversee the parking lot during fair hours, direct vehicles into parking spaces while keeping fire lanes open and the parking lot safe. Shifts are from Friday 8:30 am to Friday 8:00 pm and Saturday 9:00 am to 3:00 pm. **Does require being outdoors. If it becomes necessary to schedule an informational meeting, attendants may be required to attend.**

<b>Christmas Fair – Parking Lot Att.</b>	<b>Credits</b>	<b>Availability</b>
4 Workers per shift	<b>35</b>	<b>1 OPEN</b>

# Spring Fundraiser

One or all Spring Fundraiser Chairpersons must be food safety certified and be present during the entire event, including set-up and clean up. Must attend a food safety certification class to become certified. (Certification lasts for five (5) years).

**Spring Fundraiser Chairpersons** – All Chairs will work collectively and obtain prior approval from the Principal and Pastor on theme, publicity, flyers, bulletin notices, ticket price, etc. for the Spring Fundraiser. Initial meeting between Chairpersons and entire Spring Fundraising committee should be scheduled in October or November upon receipt of service credit position committee confirmation from the Service Credit Coordinator. Chairpersons will work closely together overseeing progress of all committees. *Chairpersons will consult with Principal for budget information.*

<b>Spring Fundraiser</b>	<b>Credits</b>	<b>Availability</b>
Chairperson #1	<b>35</b>	<b>OPEN</b>
Chairperson #2	<b>35</b>	<b>OPEN</b>

**Spring Fundraiser Committee** – Responsibilities will be assigned by Chairpersons upon Fundraiser determination. **Required to attend Spring Fundraiser mandatory meetings.**

<b>Spring Fundraiser Committee</b>	<b>Credits</b>	<b>Availability</b>
15 committee members	<b>35</b>	<b>10 OPEN</b>

## **Spring Fundraiser Treasurer** –

Responsible for accounting of income and expenses of the Spring Fundraiser prior to, during and after the event. Work with Chairpersons on organization of check out process for the evening of the event. Work with PTO Treasurer to obtain cash boxes, start up cash, etc. Provide a reconciliation of all financial activity in detailed spreadsheet for all sales prior to the event, in addition to sales the night of the event. Treasurer must be present the entire event. Bookkeeping/Accounting experience is required. Credentials will be reviewed prior to positions being assigned. **Required to attend all mandatory meetings.**

<b>Spring Fundraiser Treasurer</b>	<b>Credits</b>	<b>Availability</b>
2 Treasurer	<b>35</b>	<b>filled</b>



## Other Fundraising

**Cash Calendars** – The chairperson’s responsibility for this event will involve ordering calendars and envelopes, working with principal and school secretary to monitor family participation, assembling calendar packets and sort by grade, advertising in the parish bulletin, all communications with school community, weekly notification of cash calendar winners (January), mailing of notices and payments to each winner weekly, as well as, publishing all cash calendar winners in the parish bulletin in February. Duties include picking up envelopes twice a week, sorting, counting, and logging all money, resolving errors, and developing tickets for incentive drawing. Money must be turned in to school office in a timely manner. Must arrange for sale of Cash Calendars after Saturday and Sunday masses during the month of December – Schedule TBD.

<b>Cash Calendars</b>	<b>Credits</b>	<b>Availability</b>
1 Chairperson	<b>35</b>	<b>filled</b>

**Trivia Night** – The Chairperson and Assistant Chairperson are responsible for coordination and organization of all facets of planning and operation of the trivia night event. Workers are responsible for set up, working the entire event and clean up. Date of event is to be determined by Chairperson and Assistant Chairperson in consultation with the Principal. **Workers required to attend all mandatory meetings. Chairperson is responsible for obtaining budget approval by the Principal prior to allocation of funds. Prior approval is necessary to guarantee reimbursement.**

<b>Trivia Night</b>	<b>Credits</b>	<b>Availability</b>
1 Chairperson	<b>35</b>	<b>filled</b>
1 Assistant Chairperson	<b>35</b>	<b>filled</b>
7 workers	<b>35</b>	<b>filled</b>

# School Support/Safety Activities

**School Supervision Coordinator** – This supervisory position requires 1 person to coordinate the responsibilities of all workers assigned to the school during the school day (i.e. Before School door duty, morning recess). Supervisor is also responsible for designing the sign-in/sign-out procedures and submitting bi-monthly attendance records to the service credit coordinator. Supervisor is required to contact all workers prior to the beginning of the school year to discuss responsibilities, policies/procedures, commitment, and coordinate the yearly medical training class.

<b>School Supervision Coordinator</b>	<b>Credits</b>	<b>Availability</b>
1 Chairperson	<b>35</b>	<b>filled</b>

**Student Supervisors** – These positions involve supervision of students during the school day.

- **Before School Door Duty:** Position requires one person per day to be door monitor for 25 minutes per day. Total time commitment is a ½ hour each day (**7:45 a.m. – 8:10a.m.**). The door of the old school building must stay open and the individual must stay at the bottom of the steps to assist small children getting out of cars when necessary. Building assignments may change at any time due to safety concerns. May not bring other children to this service position. If you are unable to fulfill your service assignment on your scheduled day, and do not obtain a substitute from the list provided, an appropriate billing statement will be issued at \$35/per unfulfilled credit. A substitution list will be provided to all before school door duty persons at the beginning of the school year. **Each person is required to sign in/out and obtain/return badges at the school office prior to before school door duty.**

<b>Old School Building</b>	<b>Credits</b>	<b>Availability</b>
Monday	<b>35</b>	<b>filled</b>
Tuesday	<b>35</b>	<b>filled</b>
Wednesday	<b>35</b>	<b>filled</b>
Thursday	<b>35</b>	<b>OPEN</b>
Friday	<b>35</b>	<b>OPEN</b>

<b>New School Building</b>	<b>Credits</b>	<b>Availability</b>
Monday	<b>35</b>	<b>filled</b>
Tuesday	<b>35</b>	<b>OPEN</b>
Wednesday	<b>35</b>	<b>filled</b>
Thursday	<b>35</b>	<b>OPEN</b>
Friday	<b>35</b>	<b>filled</b>



- **Morning Recess:** This requires 4 monitors per day to supervise the children in the schoolyard from **9:55 am – 10:20 a.m.** On rainy days monitors will be assigned to a classroom. This position includes a mandatory medical training class that must be attended each school year. Medical training must be completed within two weeks from the first day of school. If training is not complete you will not be able to complete your service and a billing statement will be issued. May not bring other children to this position. If you are unable to fulfill your service assignment on your scheduled day, and do not obtain a substitute from the list provided, an appropriate billing statement will be issued at \$35/per unfulfilled credit. A substitution list will be provided to all recess duty persons at the beginning of the school year. **Each person is required to sign in/out and obtain/return badges at the school office prior to recess duty.**

<b>Morning Recess</b>	<b>Credits</b>	<b>Availability</b>
Monday – 4 positions	<b>35</b>	<b>2 OPEN</b>
Tuesday – 4 positions	<b>35</b>	<b>3 OPEN</b>
Wednesday – 4 positions	<b>35</b>	<b>3 OPEN</b>
Thursday – 4 positions	<b>35</b>	<b>3 OPEN</b>
Friday – 4 positions	<b>35</b>	<b>3 OPEN</b>

**Lunch Duty** – Responsibilities include supervising and assisting children in the lunchroom and in the schoolyard. Cleaning tables after each lunch period. Lunch Hour is **11:15 am to 12:50 pm** please be in Our Lady of Providence Hall by 11:15am. This position includes a mandatory medical training class that must be attended each school year. Medical training must be completed within two weeks from the first day of school. If training is not complete you will not be able to complete your service and a billing statement will be issued. If you are unable to fulfill your service assignment on your scheduled day, and do not obtain a substitute from the list provided, an appropriate billing statement will be issued at \$35/per unfulfilled credit. A substitution list will be provided to all lunch duty persons at the beginning of the school year. May not bring other children to this position. **Each person is required to sign in/out and obtain/return badges at the school office prior to lunch duty position.**

<b>Lunch Monitor</b>	<b>Credits</b>	<b>Availability</b>
Monday	<b>35</b>	<b>3 OPEN</b>
Tuesday	<b>35</b>	<b>2 OPEN</b>
Wednesday	<b>35</b>	<b>2 OPEN</b>
Thursday	<b>35</b>	<b>1 OPEN</b>
Friday	<b>35</b>	<b>3 OPEN</b>

# General School Community Services

**The Box Tops/Fundraiser**- Is responsible for all fundraising efforts including soliciting and collecting Tag Day money and managing the Box Tops for Education program at or above its current level. This includes creating and distributing all notices, collection/counting of money, and making bank deposits. The Box Tops/Fundraiser will provide the office with a monthly financial report, to include all money collected/deposited as well as a Box Top update.

<b>The Box Tops/Fundraiser</b>	<b>Credits</b>	<b>Availability</b>
1 Box Tops/Fundraiser for Enrichment	<b>35</b>	<b>OPEN</b>

**School Book Sale** – This activity requires the chairperson and co-chairpersons to set up for Book Sale evening prior, supervision of book sale, order taking, collection of money, and assisting of the children as necessary. The Chairperson is responsible for scheduling the event and Book sale financials. Co-Chairpersons are responsible for assembling the newsletter with Scholastic magazine attachment and distribution to all classroom teachers Pre-K through 8. The Book Sale runs during the school day as well as for a short period after school. All three Chairpersons are required to work set-up, entire Book sale, clean up, re-packaging of unsold books, etc.

<b>School Book Sale</b>	<b>Credits</b>	<b>Availability</b>
1 Chairperson	<b>35</b>	<b>filled</b>
3 Co-chairpersons	<b>35</b>	<b>1 OPEN</b>

**Halloween Party** – This activity for all grades requires a Chairperson to work with PTO to establish a party agenda and is directly responsible for all activities of the event. The Chairperson will meet with the Principal to determine number of parties, times and format. **All** volunteers are required to complete a Cori from, complete a one-time “Protecting God’s Children” workshop and review and sign the Code of Ministerial Conduct per the Archdiocese of Boston. The Assistant Chairperson will work with the Chairperson and PTO in the preparation of the Halloween Party. This will involve pre-party prep work, set-up, provisions of food and drink at the afternoon and evening event, decorating, monitoring of the elevators upstairs and downstairs, monitoring of the door to OLPH, monitoring of the boys and girls restrooms and pre-arrangement of custodial services.

**\*\*Monitoring of the elevators upstairs and downstairs, monitoring of the door to OLPH, monitoring of the boys and girls restrooms.**

**The use of fog/smoke machines is strictly prohibited in school/parish buildings. Halloween Party must end by 8:00pm.** Food allergy sign must be prominently displayed.

<b>Halloween Party</b>	<b>Credits</b>	<b>Availability</b>
1 Chairperson	35	<b>OPEN</b>
1 Assistant Chairperson	35	filled

**Pizza Lunch Coordinator** – This position requires independent work that may be completed at home, at your convenience, in addition to attendance for Pizza Lunch once per month (October-June). Several visits to the school are required each month to pick up/drop off orders and to photocopy. Regular communication with school office, parish office, and vendor is required. Each month, responsibilities include:

- Create notices, photocopy, and distribute to teachers
- Pick Up order slips from school office
- Tabulate orders for students by class
- Provide parish office with orders summaries and obtain payment for vendor
- Contact vendor to place order
- Attend each pizza lunch (2 lunch periods)
- Meet delivery driver and provide payment
- Serve pizza to students
- Clean up pizza boxes

**May not bring other children to this service position. Required to sign in/out and obtain/return badges at the school office prior to pizza lunch.**

<b>Pizza Lunch Coordinator</b>	<b>Credits</b>	<b>Availability</b>
1 Coordinator	<b>35</b>	<b>OPEN</b>

**Sports Program** – The Sports Coordinator will organize all aspects of team management for the boys and girls 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade basketball program, and any other ancillary sport related duties negotiated with the Principal. The Sports Coordinator will run registration, maintain basketball equipment, coordinate practices and practice times, secure practice locations, structure of games, tournaments, meets, schedules, fill in for coaches when necessary, etc. Will need to be available on Saturdays to assist if necessary. The Head Coach for each basketball team will be responsible for running practice sessions, tournaments, and games. Principal will approve how teams will be set-up. Head coaches will have one assistant coach subject to Principal approval. Assistant coach must be present at all games and practices, or game/practice needs to be rescheduled. *All volunteers are required to complete a Cori form, finger printed, complete a one-time "Protecting God's Children" workshop and review and sign the Code of Ministerial Conduct per the Archdiocese of Boston. All positions are appointed positions* (Credentials for these positions will be reviewed by the Sports Coordinators, and are subject to administrative approval).

A meeting will be held with the Principal, Sports Coordinator, Head Coaches, Assistant Coaches and Service Credit Coordinator prior to the practices/season beginning to review rules, schedules, etc. The Sports Coordinator will be responsible for coordinating this meeting.

<b>Sports Program</b>	<b>Credits</b>	<b>Availability</b>
1 Sports Coordinator	<b>35</b>	<b>filled</b>
Grade 8 Boys coach & 1 Assistant	<b>35</b>	
Grade 8 Girls coach & 1 Assistant	<b>35</b>	
Grade 7 Boys coach & 1 Assistant	<b>35</b>	
Grade 7 Girls coach & 1 Assistant	<b>35</b>	
Grade 6 Boys coach & 1 Assistant	<b>35</b>	
Grade 6 Girls coach & 1 Assistant	<b>35</b>	
Grade 5 Boys coach & 1 Assistant	<b>35</b>	
Grade 5 Girls coach & 1 Assistant	<b>35</b>	

