

St. Rose School Parent Guild Officers and C.S.A.C.

12/14/2011

LAST NAME	FIRST NAME	ELECTED POSITIONS	DESCRIPTION - Elected Positions	POINTS
BOYLE	NORA	PRESIDENT	<p>The President position is preceded by serving one year as Vice President. The President provides leadership in fulfilling major Parent Guild responsibilities: build community, provide information, promote good will, fundraisers, and political action. Presides and sets agendas over all general Committee meetings and special meetings of the PG, and its Executive Committee. Shall forward (by email) the Parent Guild's monthly agenda to the Administrative Assistant, to be placed on the school's website. May call a special meeting of the officers of the PG or of the Executive Committee with Principal approval. Appoints the chairmen of special committees such as the nominating committee with the approval of the Executive Committee. Oversees the work of the PG Officers and Support Committees. Writes articles for the PG Newsletter and School Newsletter as necessary regarding the work of the Parent Guild. On or before the first regularly scheduled Parent Guild meeting of the new school year, the President shall prepare a calendar and list all events and dates relevant to the Parent Guild duties. The list shall include but not be limited to Registration, Coffee Klatch, Back to School Night, Auction, Crab Feed, Jog a Thon, Carnival, Catholic Schools Week Luncheon, Uniform Sale, and meetings.</p>	35
GANNON	JENNIFER	VICE PRESIDENT	<p>Assists the President in all his/her duties and performs the duties of the President in his/her absence. Assists the President in evaluating and summarizing the events or activities of the current year, noting any recommended changes or improvements for implementation for the succeeding school year. Shall be the Diocesan Catholic Parent Council representative for the PG and attend any and all meetings and report to the PG on the meetings attended. Shall act as liaison to CSAC and attend monthly meetings as representative from Parent Guild. Works directly with Principal and PG President to develop, market, and execute the "Fund-A-Project". Shall report to the PG at regularly scheduled meetings on the YTD progress of the event. Responsible for solicitation of donations. Works with PG Fundraiser #1 & #2 for publicity and signage, promotions, advertising, and programs to achieve annual Fund-A-Project budget goal. Shall make recommendations to the PG for any enhancements or revisions needed for future years. Shall prepare final report and complete project documentation (binder) at the conclusion of the school year. At the completion of the term, the Vice President shall assume the position of the President of the Parent Guild.</p>	35
FAURIA	SYLVIA	SECRETARY	<p>Shall record the minutes of the PG organization and/or Executive Committee meetings. Shall provide copies of all minutes to the members of the Executive Committee. Shall handle all correspondence pertaining to the Parent Guild delegated by the President, including faculty/staff birthday cards. Shall forward (by email) the Parent's Guild monthly approved minutes to the Administrative Assistant, to be placed on the school's website. Shall have custody of all books and records of the Parent Guild, except those pertaining to the Treasury.</p>	35
JAHN	JILL	TREASURER	<p>Shall oversee and be responsible for all funds collected from all Fundraising events as may be planned by the Parent Guild, belonging to the organization and shall deposit said funds into school's Parent Guild account. Shall request payment of all the obligations of the organization after the Executive Committee has authorized them. Shall keep a record of receipts and expenditures. Shall work with Fundraiser Coordinator to establish and maintain a budget for each fundraiser. Shall present a report on the financial condition of the organization at the scheduled meetings. Shall furnish a statement to the members at the close of the official year. Shall work with the St. Rose School bookkeeper in maintaining all books and records of the Parent Guild pertaining to the Treasury. Fiscal year shall be July 1 to June 30.</p>	35
TREVINO	JULIE	HOSPITALITY/SOCIAL TEAM CHAIR 1	<p>2nd Year of 2 year term. Shall assume the duties of hospitality to include coordinating the Coffee Klatch and the Parent/ Child Social, as well as other special events Shall have charge of all Parent Guild hospitality inventory. Shall be responsible for preparing gifts for the school staff at the beginning of the school year. Shall Represent the Parent Guild at the new parent orientation. Responsible for coordinating the faculty appreciation event during Catholic Schools Week.</p>	35

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KORNAK	JILL	HOSPITALITY/SOCIAL TEAM CHAIR 2	1st year of 2 Year position. Works with Team Chair 1 to fulfill all duties as described under Team Chair 1 position.	35
CHESTER	LISA	FUNDRAISER TEAM CHAIR 1	2nd year of 2 year position. Attend various Fundraiser Meetings (Innisbrook, Jog-A-Thon, Auction, Crab Feed, and Carnival), community events and chamber meetings to market St. Rose Fundraiser events. Shall be the liaison between Parent Guild and all Fundraising Chairs. Will also oversee Fundraiser team, obtaining monthly updates on progress and strategies for future potential opportunities. Shall be committed to establishing a good relationship with each fundraiser Chair, and be the Parent Guild representative. Shall report on progress of all school fundraisers and keep PG apprised of updates. Work with Parent Guild Treasurer to help determine and maintain the budget for each fundraiser. Shall research and present new fundraising ideas at Parent Guild Meetings. Shall work with PG Hospitality Chairs in keeping the active inventory of supplies owned by the organization and maintains the list of items available for the event chair people to check out as needed.	35
EICKMAN	SUZETTE	FUNDRAISER TEAM CHAIR 2	1st year of 2 Year position. Works with Team Chair 1 to fulfill all duties as described for position.	55
WEIR	MARGO	ROOM PARENT CHAIR	Shall communicate to room parents and detail their responsibilities throughout the school year. Shall be the liaison between teachers, Principal, and classroom parents. Shall be an advisor to the room parents for each class. Shall recommend room parents to the Principal and assist the Principal in the selection of class co-room parents. Shall assist with Coffee Klatch on 1 st day of school. Shall distribute Teacher Gift Fund letters and report fund balance to the Parent Guild. Shall assist with artwork display for Catholic Schools Week.	35
TRETTER FONTES-HYDE	TONYA & KELLY	COMMUNICATIONS/ MARKETING CHAIR	Responsible for PG internal/external communication and marketing. Responsible for communication with all fundraising events through Chairs & Coordinators to all committees. Responsible for communication through different media sources and to outside community, including surrounding parishes, and Catholic Herald as directed. Compiles PG Newsletter quarterly. Attends Roseville Chamber and local community events, as directed. Also acts as historian for the school.	35
POGGI	IVY	SERVICE POINT CHAIR	Tracks and posts completion/incompletion of PG Service points after events and during school year and presents the PG point update report twice a year to inform families of their PG Service points status. Inputs all the information from the Spring Registration into the "Status of Points Performed" spreadsheet for tracking of service points for the next school year. Posts changes and revisions and helps keep the database up-to-date with copies of everything to the office for recording and website posting. Writes articles for the PG Newsletter and Messenger regarding Service Points. Provides forms (Time Sheets and Service Points Performed forms) for the office and coordinators as needed and posts the information from these forms to the database. In January, checks with all coordinators for any recommendations in revising the PG Service Point Application (number of helpers, description of duties, event changes, etc). Works with the school office to make changes for new school year. Helps to review and revise the St. Rose Parent Guild Service Points Agreement and St Rose Application (whereby families sign up for their service points for the new year). Trains the PG Officers for registration day so that forms are completed correctly and families are able to sign up for service responsibilities correctly. Helps to reassign families to new service positions over the school year in the event of illness, emergencies, or job changes, which does not allow them to fulfill their positions.	35

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		CATHOLIC SCHOOL ADVISORY COMMISSIONERS (CSAC)	<p>CSAC are elected Positions. The community of St. Rose Parish, under the Diocese of Sacramento, has established the St. Rose Catholic Advisory Commission (CSAC) to promote lay ministry, develop ownership and stability for the future, encourage strategic planning, offer financial advice, develop and defend policy, serve as a public relations source, enable the principal to spend adequate time as an educational leader and provide parents/guardians with a voice in their children's education. The Commission shall be responsible to the principal and pastor for achieving diocesan and parish goals for Catholic education, for review and approval of the budget, for determining sources of funding, and for reporting on the status of Catholic school education in the parish. The Commission collaborates with the Principal for direction regarding diocesan educational policy for the parish school. The function of the Commission is to assist in the formulation of policy that will guide the administration in fulfilling the school's philosophy and to evaluate the effectiveness of Commission policy in achieving Commission goals. The officers of the Commission shall include School Advisory Commissioner - Chairperson, School Advisory Commissioner - Vice-Chair, and School Advisory Commissioner - Secretary. CSAC receives the reports of the progress of the Strategic Planning Committee. Participants in Strategic Planning are intended to feed into the Advisory Commission. Nominees should have at least one year experience on Strategic Planning and/or serve on a committee of CSAC prior to sitting on CSAC as a member.</p>	
WUELFING	JANIS	CHAIR / FINANCE		35
FITZSIMMONS	DEB	COMMUNICATIONS		35
VIGIL	DEBBIE	VICE CHAIR		35
BRUNO	NICKI	DEVELOPMENT / MARKETING		35
GREHM	KAREN	FINANCE		35
WHITEFOOT	CYNDIE	SCHOOL IN THE COMMUNITY		35
SLONE	SUSAN	ENROLLMENT		35
WALL	NANCY	CATHOLIC IDENTITY		35
MARTIN	CHRIS	FACILITIES		35

St. Rose School Parent Guild Support Positions

12/14/2011

LAST NAME	FIRST NAME	SUPPORT POSITIONS	DESCRIPTION	POINTS
BRESNIKER	SARAH	BOOK FAIR CHAIR	Responsible for Book Fair and all coordination and execution of Book Fair. Works with Co Chair and Helpers.	35
GOURAN	MICHELLE	BOOK FAIR CO CHAIR	Works with Chair to fulfill all duties as described for Chair position. Works with Chair to schedule team for the times needed to set up book fair and all preparation associated with Book Fair.	25
DAVIS	CAITLIN	MONDAY - FRIDAY BOOK FAIR HELPER 1	Assist Chair, Co Chair with Book Fair sales during Book Fair. Assistance required as needed before and following Book Fair for set up and break down. The Monday - Friday helpers for shifts between 8:00 am and 4:00 pm. Sunday helpers must be available on Book Fair Sunday (January 29, 2012), from 6:00 am - 2:00 pm.	10
DUTRO	ANTOINETTE	MONDAY - FRIDAY BOOK FAIR HELPER 2		10
DONES	BELINDA	MONDAY - FRIDAY BOOK FAIR HELPER 3		10
KREPS	JANINE	MONDAY - FRIDAY BOOK FAIR HELPER 4		10
KREPS	JAMES	MONDAY - FRIDAY BOOK FAIR HELPER 5		10
HERNANDEZ	SUSAN	SUNDAY BOOK FAIR HELPER 6		10
CARR	KATIE	SUNDAY BOOK FAIR HELPER 7		10
ABAN	WENDELL	SUNDAY BOOK FAIR HELPER 8		10
MILLER	ANGIE	BOX TOP CHAIR	Promote Box Tops program to St. Rose families and parish. Organize Box Top drives & special promotions throughout the year. Secure prize donations as incentives for the student contests and organize class competition drives. Manage Box Top collections monthly. Submit Box Top collections 2 times per year according to General Foods Guidelines (November & March). Submit articles for Newslines and Messenger.	35
		BEVERAGE/BAR FUNDRAISER CHAIR	Responsible for all Fundraiser Events for Beverage/Bar supply. Works with each Fundraiser Chair (Auction & Crab) for all beverage coordination & supports F/B Coordinator for Carnival. Must attend specific meetings for each fundraiser. Analyze bar/beverage needs and inventory per Fundraiser, coordinating purchasing and delivery according to needs. Must maintain cost analysis to be presented to Fundraiser Chairs #1 & #2. Works with PG to establish detailed budget and plan to achieve budget goal. Shall report to the PG at regularly scheduled meetings on the progress of each fundraising event. Shall make recommendations to the PG for any future enhancements or revisions needed for future year and meet for Post Event meeting (Auction, Crab & Carnival). Shall prepare final report and full event binder to be returned to school office at the conclusion of the event. Responsible for solicitation of donations for beverage and other required equipment, rentals, etc.	35

St. Rose School Parent Guild Support Positions

12/14/2011

LAST NAME	FIRST NAME	SUPPORT POSITIONS	DESCRIPTION	POINTS
VIALE	TIFFANY	COMMUNITY SERVICE CHAIR	Responsible for student community service projects during school year, including: monthly can food drive (1st Friday Mass), Kids Can Food Drive (2 week drive in November), Turkey/Ham Fund (December), Class Christmas Adopt-a-Family, and Holy Childhood and Sacramento Life Center-Lenten projects (Spring). Oversees (2) Coordinators and 5 helpers.	35
SUTTER	SALLY	COMMUNITY SERVICE Coordinator 1	Works with Chair to fulfill all duties as described for Chair position.	20
LAIDLAW	MICHELLE	COMMUNITY SERVICE Coordinator 2		20
KRAUSE	ANNIE	COMMUNITY SERVICE HELPER 1	Works under the direction of the Chair and (2) Coordinators for the execution of each community service project.	10
JURISICH	CHRISTINE	COMMUNITY SERVICE HELPER 2		10
JAROSZ	KELLI	COMMUNITY SERVICE HELPER 3		10
JONES	ANNELIESE	COMMUNITY SERVICE HELPER 4		10
WIESER	HEIDI-TOM	COMMUNITY SERVICE HELPER 5		10
COLLIAU	MARCI	CORRESPONDENCE (ALL) FUNDRAISERS CHAIR	Responsible for correspondence for all PG fundraisers and special events. Correspondence includes solicitation letter, follow up correspondence, thank you notes and other general correspondence as requested by Chairs, Co Chairs and Coordinators. Must have good communication and organizational skills, as well as computer literacy with Word, Excel, and merge documents.	35
ALEXANDER	SHARI	CORPORATE BUSINESS SOLICITATION (ALL) FUNDRAISERS TEAM CHAIR	Responsible for planning, coordinating, and overseeing the development of the Corporate Solicitation Plan and Strategy for corporate fundraising. Works with PG to establish detailed budget plan to achieve budget goal. Shall report to the PG at regularly scheduled meetings on the progress of sponsorship opportunities and secured sponsorship throughout the year. Shall make recommendations to the PG for any future enhancements or revisions needed for future years. Shall prepare final report and full progress binder to be returned to school office at the conclusion of the year. Responsible for corporate solicitation and all corporate sponsorships. Responsible for any campaign drives. <u>MUST BE</u> Principal Approved.	35
BAILEY	LAURA	CORPORATE BUSINESS SOLICITATION (ALL) FUNDRAISERS TEAM #1		25
HEINTZ	GINA	CORPORATE BUSINESS SOLICITATION (ALL) FUNDRAISERS TEAM #2		25

St. Rose School Parent Guild Support Positions

12/14/2011

LAST NAME	FIRST NAME	SUPPORT POSITIONS	DESCRIPTION	POINTS
DOLLESIN	NINETTE	GRADUATION COMMITTEE COORDINATOR	Graduation Coordinator and committee CANNOT be filled by 8th grade parents. Coordination of graduation dinner including preparation, décor, set up, and clean up. Assisted by Sixth and Seventh grade room parents. Must work the graduation dinner and coordinate additional volunteers from 6th & 7th grade parents.	20
CECCHI	GINA	GRADUATION HELPER 1	Works under the direction of Graduation Coordinator for the execution of graduation dinner, including preparation, set up, and tear down.	10
MORGAN	STACY	GRADUATION HELPER 2		10
WIESER	DONIELLE	GRADUATION HELPER 3		10
CHOA	DR. PLANTA	HEALTH EDUCATION PROGRAM 8TH GRADE	Position requests M.D. Responsible for coordinating with 8th grade teacher to establish program and presentation to the 8th grade class on topics such as tobacco, alcohol, & drugs, chance, teen dating violence, peer pressure, depression, and many more pertinent topics.	35
KOSTECKI	SUSAN	HEALTH CHAIR	Position requests RN. Individual should be knowledgeable of the required immunizations for entire student body. Individual coordinates with the administration office to keep accurate student immunization records and reports, as required by the State Health Department. Must schedule and organize the following health screenings: audio, visual, and scoliosis.	35
DIAZ	SUSAN	HEALTH COORDINATOR	Position requests RN. Assists the Health Chair to fulfill all duties as described for Chair position. Responsible for helpers and coordination under the direction of the Health Chair.	20
DAVIS	CAITLIN	HEALTH HELPER 1	Works under the direction of the Chair and Co Chair for the execution of each mandatory health screening. Must be available to work during school hours for screenings.	10
COSTA	DENISE	HEALTH HELPER 2		10
LYNCH	KELLIE	INNISBROOK WRAP ONLINE FUNDRAISER CHAIR	Responsible for planning, coordinating, and overseeing the development of the entire fundraiser event. Works with PG to establish detailed budget and plan to achieve budget goal. Works with PG Fundraiser #1 & #2 for publicity and signage for event including promotion in church bulletin, announcements, fliers for school as well as necessary signage for church and other media opportunities. Responsible for inventory and distribution of items to families. Monitors on line program through Innisbrook and according to Innisbrook standards/regulations throughout the year.	35

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LAST NAME	FIRST NAME	SUPPORT POSITIONS	DESCRIPTION	POINTS
WEIGEL / ZEA	ANDREW / MILA	LIBRARY HELPER 1ST GRADE - Tuesday 1-2pm	Reports to and takes directives from Library Support Staff. Works specified hours per week for assigned class. (Times and/or days listed by class may change depending on need of the teachers and curriculum; TBD prior to July 2011).	20
MARTINEZ	TONY	LIBRARY HELPER 2ND GRADE - Wednesday 1-2pm		20
SIGUA	JOHN PAUL	LIBRARY HELPER 3RD GRADE - Thursday 1-2pm		20
CHEW	DAHIL	LIBRARY HELPER 4TH GRADE - Wednesday 1:45-2:45pm		20
PHEA-WOODCOCK	DIANE	LIBRARY HELPER 5TH - 8th GRADES - MONDAY 12:00-1:15pm		20
GOURAN	MICHELE	LIBRARY HELPER 5TH - 8th GRADES - TUESDAY 12:00-1:15pm		20
		LIBRARY HELPER 5TH - 8th GRADES - WEDNESDAY 12:15-1:15pm		20
HOFFMAN	DORISELA	LIBRARY HELPER 5TH - 8th GRADES - THURSDAY 12:15-1:15pm		20
NETO	MICHELE	SCHOOL SUPPLY PACK COORDINATOR	Responsible for student supply list as directed by teachers and office. Acquires bids and quotes from school supply vendors. Places school supply list order, coordinates delivery, organizes packs, and distribution (prior to the 1st day of school).	20
LINDROOS	THERESA	SCHOOL SUPPLY PACK IN TRAINING COORDINATOR	Assists the Supply Pack Coordinator to fulfill all duties as described for Coordinator position. Will fulfill the full responsibilities of the Coordinator position next year.	15
MILLER	SCOTT	SPECIAL PROJECTS COORDINATOR	Works directly with the administration on special projects as needed throughout the entire school year.	20
WYANT	KATIE	USED UNIFORM & LOST & FOUND COORDINATOR	Organizes the Used Uniform Sale prior to beginning of school year and any other additional Used Uniform Sales scheduled by PG. Works with Dennis Uniforms for pricing & inventory. Responsible for any coordination and direction from Office and PG for any changes with uniform requests and efforts to partner with Dennis Uniforms. Also responsible for Lost & Found closet including weekly organization, monthly organization. Also must write updates for Newsletter & Messenger that items will be donated at the end of the month to charity. Responsible for any laundering needed for used uniform resale.	20

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12/14/2011

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St. Rose School Parent Guild Support Positions

12/14/2011

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St. Rose School Parent Guild Room Parents

12/14/2011

LAST NAME	FIRST NAME	ROOM PARENT	DESCRIPTION	POINTS
EDRALIN	MARIA	TK	Works with Parent Guild Room Parent Coordinator. Participates in the St. Rose Adopt-a-family program, Koffee Klatch (first day of school), teacher gifts, and coordinates activities during Catholic Schools Week. Room Parents work with teachers to coordinate the class room festivities, projects, and communication efforts for the class families and students. Also works with teacher in organizing parental involvement in the classroom, field trips and special activities.	20
ZUCKER	NICOLE	K AM		20
HAMLON	JENNIFER	K PM		20
MILLER	ANGIE	FIRST GRADE		20
WEIR	MARGO	FIRST GRADE		20
CARLETON	SERENA	SECOND GRADE		20
KORNAK	JILL	SECOND GRADE		20
NINETTE	DOLLESIN	THIRD GRADE		20
VELASQUEZ	ALEJANDRA	THIRD GRADE		20
WUELFING	JANIS	FOURTH GRADE		20
BRUNELLO	JENNA	FOURTH GRADE		20
KIM	MICHELLE	FIFTH GRADE		20
NEWMAN	LISA	FIFTH GRADE		20
ALTOBELL	SUE	SIXTH GRADE	6th Grade Room Parents responsibilities also include working 8th Grade Graduation dinner and fulfilling duties as outlined by Graduation Committee Coordinator	25
SCHILDMEYER	KRISTEN	SIXTH GRADE		25
BOUDIER	KIM	SEVENTH GRADE	7th Grade Room Parents responsibilities also include working 8th Grade Graduation dinner and fulfilling duties as outlined by Graduation Committee Coordinator	25
MILTON	LORI	SEVENTH GRADE		25
BAILEY	LAURA	EIGHTH GRADE		20
JOANNE	PIRNIK	EIGHTH GRADE		20
BRUNELLO	JENNA	Art/Music/P.E./Science		20

St. Rose School Parent Guild Auction Fundraiser ~ November 5, 2011

12/14/2011

LAST NAME	FIRST NAME	AUCTION POSITION ~ Nov. 5, 2011	DESCRIPTION	POINTS
			<p>Meetings for Chairs and Coordinators will be held on monthly basis May thru November with additional meetings throughout the year. Additional Chair & Coordinator meetings required September through November (immediately prior to the event and as needed). Auction Helpers will have an informational meeting only (Date To Be Determined, but approximately scheduled for October), which is MANDATORY. Solicitation Helpers will have meetings June thru October or as scheduled by Coordinator. Other Coordinators will advise of meetings needed for position.</p>	
PERENA	ROEL AND LYN	AUCTION EVENT CHAIR	<p>Responsible for planning, coordinating, and overseeing the development of the entire fundraiser event. Works with PG to establish detailed budget and business plan to achieve budget goal. Shall report to the PG at regularly scheduled meetings on the progress of the event. Shall make recommendations to the PG for any future enhancements or revisions needed for future years and meet for Post Event meeting. Shall prepare final report and full event binder to be returned to school office at the conclusion of the event. Coordinates with event Coordinators for theme and design for event. Responsible to oversee solicitation of donations for auction items, sponsorships, food and other required equipment, rentals, etc.. Works with PG Fundraiser #1 & #2 for publicity and signage for event including promotion in churches bulletins, announcements, fliers for school as well as necessary signage for church and other media opportunities. Secures necessary vendors (3 bid process) for event. Responsible for finalizing all permits needed and securing all necessary vendors, coordinating rental equipment needed (tables, chairs, etc.) Works with Chairs to coordinate all set up and logistics. Works with Set up-Decorations Chair and is responsible for finalizing all permits needed and securing all necessary vendors, coordinating rental equipment needed (tables, chairs, etc.). Secures necessary vendors (3 bid process) for event. Responsible for Inventory of rental equipment at delivery and at conclusion of event. 2nd year of 3 year commitment.</p>	35
TURNER	BILL	AUCTION CO - CHAIR	<p>Works with Chair to fulfill all duties as described for Chair position. Works with Chair providing meeting minutes, agendas, timelines. Updates job descriptions as modified by Chair for positions for future recommendations. Must attend all meetings, have good writing skills, computer knowledge, and email correspondence. Three year commitment, will serve as Chair 2nd year & Immediate Past Chair for 3rd year.</p>	25
NOE	DIANNA	AUCTION IMMEDIATE PAST CHAIR	<p>Supports Chair & Co Chair. Works with Chair to fulfill all duties as described for Chair position. Works with Chair and Co Chair providing experience and knowledge from previous years. Final year of 3 year commitment.</p>	20
SANBORN	MARLENE / PHILIP	AUCTION MARKETING COORDINATOR	<p>Responsible for all marketing of event, including invitations, flyers, programs, promotions, etc. Responsible for program development and writing. Markets event to St. Rose School, Parish, Alumni, and other surrounding parishes, local community, and other media. Works closely with other Event Chairs (Solicitation, LIVE & SILENT, Classroom Project Creator etc.) in support of all duties and position needs. Must secure printer vendor for all printing, tickets and all other printing needs. 2 year position.</p>	20

St. Rose School Parent Guild Auction Fundraiser ~ November 5, 2011

12/14/2011

LAST NAME	FIRST NAME	AUCTION POSITION ~ Nov. 5, 2011	DESCRIPTION	POINTS
ARAGON	STEPHANIE	AUCTION SOLICITATION CHAIR	Solicits local businesses for donated items valued at \$100 or more. Person should be involved in local chamber and business circles; be comfortable with verbal and telephone skills. Create and continually update a business sponsor list. Works closely with all Chairs.	35
RENDA	JENNENE	AUCTION SOLICITATION CHAIR CO CHAIR	Works with current Solicitation Chair for all duties as described above. Three year commitment, will serve as Chair in 2nd year and Immediate Past Chair in 3rd year.	25
		AUCTION SOLICITATION IMMEDIATE PAST CHAIR	Supports Chair & Co Chair. Works with Chair to fulfill all duties as described for Chair position. Works with Chair and Co Chair providing experience and knowledge from previous years. Final year of 3 year commitment.	20
DONES	BELINDA	AUCTION SOLICITATION HELPER 1	Solicits local vendors for donations in designated areas assigned by Solicitation Chair & Co Chair. Responsible for obtaining a minimum of 10 Auction Items per helper. Must be able to contact local vendors and follow up for donation items. Good solicitation skills with positive outlook. Must be available to fulfill the needs of the team with meetings and solicitation.	10
JAROSZ	KELLI	AUCTION SOLICITATION HELPER 2		10
MATIAS	DALI	AUCTION SOLICITATION HELPER 3		10
PENTRACK	DAVID	AUCTION SOLICITATION HELPER 4		10
RECTOR	JENNIFER	AUCTION SOLICITATION HELPER 5		10
RECTOR	BRENT	AUCTION SOLICITATION HELPER 6		10
SANDOVAL	BERNADETTE	AUCTION SOLICITATION HELPER 7		10
RUMENAPP	TAMARA	AUCTION SOLICITATION HELPER 8		10
HAMLON	JOHN	AUCTION SOLICITATION HELPER 9		10
KREHNKE - PLACER	MARIA	AUCTION SOLICITATION HELPER 10		10
HAYES	JANET	AUCTION SIGNAGE COORDINATOR	Works closely with Event Chair, Co Chair and Marketing Chair to create ALL event signage (sponsors advertising, posters, etc.) Creates silent and live auction gift certificates and signage. Creates bid sheets for event. Works with solicitation coordinator for donation reporting and creates final spreadsheet after event.	20
GONZALEZ	TERESA	AUCTION PURCHASING COORDINATOR	Responsible for purchasing all silent auction items through wholesale vendors. Works closely with Event Chair, Co Chair on silent auction ideas and items to be purchased. Works to put packages together. Wholesale license beneficial for position.	20
O'BRIEN	LAURA	AUCTION COMMUNICATION COORDINATOR	Responsible to take meeting minutes for all auction meetings and providing meeting minutes for Auction Chair and Co Chair. Responsible for communication requests, as needed and requested for all committees including phone, email, and other communication. Works with Chair providing meeting minutes, agendas, timelines. Must attend all meetings, have good writing skills, computer knowledge, and email correspondence.	20

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LAST NAME	FIRST NAME	AUCTION POSITION ~ Nov. 5, 2011	DESCRIPTION	POINTS
SANDOVAL	BERNADETTE	AUCTION COMMUNICATION HELPER	Assists Communication Coordinator (see above duties). Responsible for communication requests, as needed for all committees including phone, email and other communications.	10
HAMILTON	MARLA	AUCTION DECORATION/SET UP COORDINATOR	Responsible for decoration and set up. Coordinates with event chairs for theme and design and necessary rental equipment needed, as well as table settings and lines. Works within set budget by Chair. Solicits donations for décor. Works with team to create and assemble décor prior to the event including centerpieces which will be sold at the event. Works with Logistics Coordinator on floor plan and working to set-up before event, set-up tables, chairs, tablecloths, etc. Coordinates & organizes Set up Helpers.	20
GUIANG	CONRADO	AUCTION SET UP HELPER 1	Assists with event set up on day prior to event and day of event and any preparation work needed for decorations. Decorates tables, stage and live & silent auction items. Works under Decoration/Set up Coordinator.	10
BELTRAN	ROBERTO	AUCTION SET UP HELPER 2		10
HERNANDEZ	GREG	AUCTION SET UP HELPER 3		10
ELIE	GREG	AUCTION SET UP HELPER 4		10
ELIE	MARILYN	AUCTION SET UP HELPER 5		10
CASSULO	TODD	AUCTION SET UP HELPER 6		10
ZABRISKIE	LAURA	AUCTION LOGISTICS/CLEAN UP COORDINATOR	Responsible for drawing floor plan and finalizing all permits needed, working with the event chair to coordinate rental equipment needed (tables, chairs, etc.) and inventory of rental equipment at delivery and at conclusion of event. Responsible for facility clean up. Helps with set-up and preparations the day of the event. Arranges and coordinates clean-up before, during, and after event work with volunteers. Must attend day of event and evening of event until all tear down is complete.	20
GUIANG	CONRADO	AUCTION CLEAN UP HELPER 1	Reports to Clean-Up Coordinator. Takes direction from the Clean-up Coordinator for preparations the night of the event. Must be able to work event and work after the conclusion of the event and be able to lift tables, etc. Cleans up entire event.	10
BELTRAN	ROBERTO	AUCTION CLEAN UP HELPER 2		10
HERNANEZ	GREG	AUCTION CLEAN UP HELPER 3		10
KREPS	JANINE	AUCTION CLEAN UP HELPER 4		10
KREPS	JAMES	AUCTION CLEAN UP HELPER 5		10
O'CONNOR	MARGIE	AUCTION CLEAN UP HELPER 6		10
MONTECILLO	JAY	AUCTION CLEAN UP HELPER 7		10
MONTECILLO	GRACE	AUCTION CLEAN UP HELPER 8		10

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12/14/2011

LAST NAME	FIRST NAME	AUCTION POSITION ~ Nov. 5, 2011	DESCRIPTION	POINTS
CECCHI	GINA	AUCTION BAR SET UP & EVENT HELPER 1	Under the supervision of Beverage/Bar Fundraiser Chair. Helps with bar set up prior to event, bartending during event, and clean up after event. Must attend Auction and assist with set up, event and tear down of station. (#1-4 Set up & Event, #5-8 Event & Clean up)	10
FRANK	JOHN	AUCTION BAR SET UP & EVENT HELPER 2		10
LEMUS	LAWRENCE	AUCTION BAR SET UP & EVENT HELPER 3		10
		AUCTION BAR SET UP & EVENT HELPER 4		10
PENTRACK	DAVID	AUCTION BAR EVENT & CLEAN UP HELPER 5		10
SIMON	TOM	AUCTION BAR EVENT & CLEAN UP HELPER 6		10
STEWART	KRISTI	AUCTION BAR EVENT & CLEAN UP HELPER 7		10
STEWART	LYLE	AUCTION BAR EVENT & CLEAN UP HELPER 8		10
		AUCTION ~ LIVE ITEMS COORDINATOR	Works directly with Solicitation Chair, Co Chair & Immediate Past Chair to package all items donated and determine LIVE Auction packages. Responsible for packaging all items together prior to event. Responsible of creating final list of live auction items and forwarding description to Marketing Chair for promotion and auction program. Works the night of the event coordinating Live & Silent auction helpers. Tag items and transfer to redemption. Coordinates volunteers for Live & Silent Auction.	20
WEIGEL / ZEA	ANDREW / MILA	AUCTION ~ SILENT ITEMS COORDINATOR	Works directly with Solicitation Chair, Co Chair & Immediate Past Chair to package all items donated and determine SILENT Auction packages. Responsible for packaging all items together prior to event. Responsible for creating final list of silent auction items and forwarding description to Marketing Chair for promotion and auction program. Works the night of the event coordinating live auction volunteer workers. Tags items and transfer to redemption when tables close. Coordinates volunteers for Live & Silent Auction.	20
HERNANDEZ	GREG	AUCTION LIVE & SILENT ITEMS HELPER	Reports to Live/Silent Auction Coordinators. Work the entire auction. Work silent auction tables, are runners for Silent Auction to Redemption, Silent Auction Scribes (Post winning bidders' on board), Live Auction - Assist auctioneer, promote items, scribe oral auction items, obtain signature from winning bidders and process paperwork for redemption. Assist with SILENT & LIVE .. ALSO Assists with redemption until close of evening.	10
HERNANDEZ	JOY	AUCTION LIVE & SILENT ITEMS HELPER 1		10
ROSEN	VICTORIA	AUCTION LIVE & SILENT ITEMS HELPER 2		10
RICCI	MARK	AUCTION LIVE & SILENT ITEMS HELPER 3		10
SANDOVAL	BERNADETTE	AUCTION LIVE & SILENT ITEMS HELPER 4		10
HAMLON	JOHN	AUCTION LIVE & SILENT ITEMS HELPER 5		10
PALOMARES	CHRIS	AUCTION LIVE & SILENT ITEMS HELPER 6		10
PALOMARES	DIANA	AUCTION LIVE & SILENT ITEMS HELPER 7		10

St. Rose School Parent Guild Auction Fundraiser ~ November 5, 2011

12/14/2011

LAST NAME	FIRST NAME	AUCTION POSITION ~ Nov. 5, 2011	DESCRIPTION	POINTS
MILTON	LORI-DALE	AUCTION LIVE & SILENT ITEMS HELPER 8		10
BOWMAN	ANDREA	AUCTION LIVE & SILENT ITEMS HELPER 9		10
OBERMAN	GARY	AUCTION LIVE & SILENT ITEMS HELPER 10		10
KUHN	RUSS	AUCTION RAFFLE COORDINATOR	Works closely with Solicitation Chair & Co Chair. Sells raffle ticket sales the night of the event and coordinates raffle helpers for raffle sales. Works with Logistics Coordinator for table set up, raffle boxes and items are displayed for auction. Works with Solicitation Chair and Co Chair for raffle items.	20
O'BRIEN	TRISH	AUCTION RAFFLE HELPER 1	Responsible for raffle ticket sales prior to event and night of event. Works as directed by Raffle Coordinator. May be requested to assist with school raffle promotions and class competitions.	10
SEDENO	DAVE	AUCTION RAFFLE HELPER 2		10
HEINTZ	GINA	AUCTION RAFFLE HELPER 3		10
GUANZON	MICHELLE	AUCTION RAFFLE HELPER 4		10
WHELAN	SANDRA	AUCTION REDEMPTION COORDINATOR	Coordinates all money and receipts on the night of the event with Parent Guild Treasurer. Oversees Redemption Helpers and all redemption at conclusion of auction. Assists with registration for obtaining credit cards from bidders as guests arrive to auction.	20
ABAN	WENDELL	AUCTION REDEMPTION HELPER 1	Assists Registration, auction redemption set up, and redemption at end of event. Must work the entire auction event.	10
DONES	BELINDA	AUCTION REDEMPTION HELPER 2		10
SIINO	KAREN	AUCTION REDEMPTION HELPER 3		10
SICKMAN	EDIE	AUCTION REDEMPTION HELPER 4		10
SWARTZ	SUZANNE	AUCTION REDEMPTION HELPER 5		10

St. Rose School Parent Guild Auction Fundraiser ~ November 5, 2011

12/14/2011

LAST NAME	FIRST NAME	AUCTION POSITION ~ Nov. 5, 2011	DESCRIPTION	POINTS
STEYDING	JODI	AUCTION REGISTRATION & TICKET SALES COORDINATOR	Responsible for ticket sales prior to event, ticket sales tracking, and any seating coordination. Provides attendees with bidder # paddles and auction programs upon check in. Responsible for seating arrangement coordination and ticket registration on the night of the event. Assists with registration and obtaining credit cards from bidders as guests arrive to auction. Responsible for working with Marketing Chair for development of tickets, ticket sales, tracking ticket sales. Responsible for all monies. Works with Chair & Co-Chair for determining opportunities for ticket sales including sales in loop, after designated Masses, at other parishes. Oversees ticket sales greeters and bar ticket sales helpers. Must attend event.	20
LOVE	DELORES	AUCTION REGISTRATION & TICKET SALES HELPERS 1	Assists with ticket sales and ticket promotion prior to auction, as directed by Registration & Ticket Sales Coordinator (see duties above). Reports to Auction Registration & Ticket Sales Coordinator. Assists with ticket sales prior to event including loop, after designated Masses, at other parishes, and as needed. Assists with coordination and help to Coordinator for seating arrangements and other duties. Assists with ticket registration on the night of the event. Must be available prior to event and on day of event for ticket greeter.	10
KREHNKE/PLACER	MARIA	AUCTION REGISTRATION & TICKET SALES HELPERS 2		10
NETO	MICHELLE	AUCTION REGISTRATION & TICKET SALES HELPER 3		10
MATIAS	DALI	AUCTION REGISTRATION & TICKET SALES HELPERS 4		10
STEYDING	JAMES	AUCTION REGISTRATION & TICKET SALES HELPERS 5		10
RUMENAPP	TAMARA	AUCTION REGISTRATION & TICKET SALES HELPERS 6		10
ALTOBELL	CHRIS	AUCTION BAR TICKET SALES HELPERS 1	Reports to ticket sales coordinator, chair and co chair. Sells BEVERAGE tickets the entire event. Assists where needed throughout night of event.	10
CARR	KATIE	AUCTION BAR TICKET SALES HELPERS 2		10
RODRIGUEZ	PHIL-ANGEL	AUCTION CLASSROOM PROJECT COORDINATOR	Works with Chair, Co Chair & Past Chair to develop class project ideas and any budget associated with the projects. Coordinates with each Class Project Creator to secure idea for each class project. Must ensure each student has personalized the project for each class. Responsible for overseeing all projects from conception to completion for each class. Works with Marketing Chair to develop description of each class project & provides description of each class project to Item Signage Coordinator for Auction Program. All projects must be completed by deadline provided by Auction Chair.	20
RODIER	LYNDSEY	AUCTION TK CREATOR	Responsible for creation, development and completion of class auction project. Must have each student personalize and be included in project. Must complete project by specified deadline.	35
HOLCOMB	COLLEEN	AUCTION K AM CREATOR		35
EMERSON	LAURA	AUCTION K PM CREATOR		35
RODRIGUEZ	ANGEL	AUCTION 1ST CREATOR		35
FREITAS	AMY	AUCTION 2ND CREATOR		35
GRIFFIN	LISA	AUCTION 3RD CREATOR		35
BARTON	DECLAN	AUCTION 4TH CREATOR		35
O'REILLY	LAURA	AUCTION 5TH CREATOR		35
HARRISON	ANNA	AUCTION 6TH CREATOR		35
RAYA ESCUTIA	CLAUDIA	AUCTION 7TH CREATOR		35
POCHINI	CYNTHIA	AUCTION 8TH CREATOR		35

St. Rose School Parent Guild Carnival - April 29, 2012

12/14/2011

LAST NAME	FIRST NAME	CARNIVAL POSITION ~ April 29, 2012	DESCRIPTION	POINTS
			Meetings for Chairs and Coordinators will be held on monthly basis December thru May with additional meetings throughout the year. Additional Chair & Coordinator meetings required April & May (immediately prior to the event and as needed). Carnival Helpers will have an informational meeting only (temporarily scheduled for April), which is MANDATORY. Other Coordinators will advise of meetings needed for position.	
BOURRIER	DAVID / CELESTE	CARNIVAL EVENT CHAIR	Responsible for planning, coordinating, and overseeing the development of the entire fundraiser event. Works with PG to establish detailed budget and plan to achieve budget goal. Shall report to the PG at regularly scheduled meetings on the progress of the event. Shall make recommendations to the PG for any future enhancements or revisions needed for future years and meet for Post Event meeting. Shall prepare final report and full event binder to be returned to school office at the conclusion. Responsible to oversee solicitation of donations for food and other required equipment, rentals, etc.. Works with PG Fundraiser #1 & #2 for publicity and signage for event including promotion in churches' bulletin, announcements, fliers for school as well as necessary signage for church and other media opportunities. Secures necessary vendors (3 bid process) for event. Responsible for finalizing all permits needed and securing all necessary vendors, coordinating rental equipment needed (tables, chairs, etc.) Coordinates with event Chairs for theme and design for event. Works with Chairs to coordinate all set up and logistics. Communicates with neighbors prior to the event to ensure the community is aware of the event. Responsible for inventory of rental equipment at delivery and at conclusion of event. 2nd year of 3 year commitment.	35
CHESTER	LISA	CARNIVAL CO EVENT CHAIR	Works with Chair to fulfill all duties as described for Chair position. 1st year of 3 year commitment, will serve as Chair in 2nd year. and Immediate Past Chair in the 3rd year. Works with Chair providing meeting minutes, agendas, timelines. Updates job descriptions as modified by Chair for Carnival positions. Must attend all meetings, have good writing skills, computer knowledge, and email correspondence. 1st year of 3 year commitment, will serve as Chair in 2nd year. and Immediate Past Chair in the 3rd year.	25
		IMMEDIATE <u>PAST</u> CARNIVAL CHAIR	Supports Chair & Co Chair. Works with Chair to fulfill all duties as described for Chair position. Works with Chair and Co Chair providing experience and knowledge from previous years. Final year of 3 year commitment.	35
ULRICH	DOUG	CARNIVAL LOGISTICS/SET UP COORDINATOR	Responsible for drawing floor plan, finalizing all permits needed, coordinating rental equipment needed (tables, chairs, etc.) Responsible for inventory of rental equipment at delivery and at conclusion of event. Coordinates with event chairs for theme and design for event. Works within set budget by Chair. Solicits donations for décor. Works with committee to create and assemble décor and signage prior to the event. Coordinates all set up and logistics. Coordinates Set Up Helpers for day of event.	20
CHIU	CHESTER	CARNIVAL SET UP HELPER 1	Assists where needed and is assigned by Chair & Logistic Coordinator. Available the day of the event for set up and execution of event.	10
GUIANG	CONRADO	CARNIVAL SET UP HELPER 2		10
FLORES	ERIC	CARNIVAL SET UP HELPER 3		10
FRANK	CAROL	CARNIVAL SET UP HELPER 4		10
GILLIS	JIM	CARNIVAL SET UP HELPER 5		10
HAYES	JANET	CARNIVAL SET UP HELPER 6		10
FISHER	CATHI	CARNIVAL SET UP HELPER 7		10

St. Rose School Parent Guild Carnival - April 29, 2012

12/14/2011

LAST NAME	FIRST NAME	CARNIVAL POSITION ~ April 29, 2012	DESCRIPTION	POINTS
FISHER	MICHAEL	CARNIVAL SET UP HELPER 8		10
LOPEZ	JOSE	CARNIVAL SET UP HELPER 9		10
NEWMAN	JIM	CARNIVAL SET UP HELPER 10		10
MCDUFFEE	HERB	CARNIVAL SET UP HELPER 11		10
O'BRIEN	PATRICIA	CARNIVAL SET UP HELPER 12		10
MARTINEZ	HEIDI	CARNIVAL SET UP HELPER 13		10
LAMSON	JENNIFER	CARNIVAL SET UP HELPER 14		10
LAMSON	JUPREE	CARNIVAL SET UP HELPER 15		10
CASSULO	TODD	CARNIVAL SET UP HELPER 16		10
DEL MAR	MAIKA	CARNIVAL SET UP HELPER 17		10
HIRSH	THAD	CARNIVAL CLEAN UP COORDINATOR	Coordinates clean up before, during, and after event Works with volunteers to coordinate all tear down and clean up for event. Assist with equipment tear down, removal, tables, tents. Maintain garbage and cleanliness for restrooms during event and helps with Spaghetti Dinner Clean up. Also assists with parking coordination.	20
GUIANG	CONRADO	CARNIVAL CLEAN UP HELPER 1	Under the supervision Clean Up Coordinator. Responsible for clean up before, during and after event. Must attend Carnival and assist with execution and tear down of event & dinner.	10
CASSULO	TODD	CARNIVAL CLEAN UP HELPER 2		10
MONTALVO	RICHARD	CARNIVAL CLEAN UP HELPER 3		10
MCDUFFEE	HERB	CARNIVAL CLEAN UP HELPER 4		10
MCDUFFEE	COLLEEN	CARNIVAL CLEAN UP HELPER 5		10
LAMSON	JENNIFER	CARNIVAL CLEAN UP HELPER 6		10
LAMSON	JUPREE	CARNIVAL CLEAN UP HELPER 7		10
JURISICH	CHRISTINE	CARNIVAL CLEAN UP HELPER 8		10
IGNA	DAISY	CARNIVAL CLEAN UP HELPER 9		10
IGNA	EDDY	CARNIVAL CLEAN UP HELPER 10		10
BOWMAN	ANDREA	CARNIVAL CLEAN UP HELPER 11		10
HIBBITT-MAGUIRE	GERRY - HEIDI	CARNIVAL MARKETING COORDINATOR	Responsible for all marketing of event, including promotion of entire carnival. Responsible for signage, banners for all booths and Spaghetti Dinner. Markets event to St. Rose School, Parish, Alumni and other surrounding parishes and local community. Works closely with Chair, Co Chair and other Event Chairs. Must attend meetings and event.	20

St. Rose School Parent Guild Carnival - April 29, 2012

12/14/2011

LAST NAME	FIRST NAME	CARNIVAL POSITION ~ April 29, 2012	DESCRIPTION	POINTS
		CARNIVAL RENTAL & PRIZE COORDINATOR	Coordinates with event Chairs for theme and design for event. Responsible for securing all necessary vendors, coordinating rental equipment needed (tables, chairs, etc.). Works with PG to establish detailed budget and plan to achieve budget goal. Orders prizes needed for all booths. Must attend meetings and entire event. Responsible for solicitation of donations for required equipment, rentals, etc. Responsible for Inventory of rental equipment at delivery and at conclusion of event. Works with Chairs to coordinates all set up and logistics. Coordinates with the Game Creator Chair for prizes required for Prize Ticket Redemption Booth. Assists with event set up on day prior to event and day of event.	20
		CARNIVAL SOLICITATION COORDINATOR	Solicits local businesses for donated items. Person should be involved in local chamber and business circles; comfortable verbal and telephone skills. Create and continually update a business sponsor list. Works closely with all Chairs for solicitation efforts.	20
GILBERT	MARINA-MARK	CARNIVAL TICKET SALES COORDINATOR	Responsible for ticket sales prior to event, ticket sales tracking and ticket sales the day of the event. Works with Chair and Parent Guild Treasurer to establish costs/budgets and ticket sale pricing. Prepares pre ticket sales for food/beverage and game booths and Spaghetti dinner pricing. Manages all aspects of ticket sales. Coordinates Ticket Seller Helpers for event and dinner.	20
COSTA	ROBERT	CARNIVAL TICKET SALES HELPERS 1st Shift 1	Assists with ticket sales and ticket promotion prior to carnival, as directed by Registration & Ticket Sales Coordinator. 2 shifts of 4 ppl each working carnival and Spaghetti dinner.	10
COSTA	DENISE	CARNIVAL TICKET SALES HELPERS 1st Shift 2		10
FRANK	CAROL	CARNIVAL TICKET SALES HELPERS 1st Shift 3		10
NUNO	CLAUDIA	CARNIVAL TICKET SALES HELPERS 1st Shift 4		10
FLORES	ERIC	CARNIVAL TICKET SALES HELPERS 2nd Shift 1		10
FLORES	BRITTANY	CARNIVAL TICKET SALES HELPERS 2nd Shift 2		10
BELTRAN	ROBERTO	CARNIVAL TICKET SALES HELPERS 2nd Shift 3		10
LINDROOS	THERESA	CARNIVAL TICKET SALES HELPERS 2nd Shift 4		10

St. Rose School Parent Guild Carnival - April 29, 2012

12/14/2011

LAST NAME	FIRST NAME	CARNIVAL POSITION ~ April 29, 2012	DESCRIPTION	POINTS
O'CONNOR	MARGIE	CARNIVAL CLASS GAME CREATOR COORDINATOR	Coordinates & creates games for each class. Invites Student Council, St. Rose Boy & Girl Scout Troops, and other parish groups to create booths or procures booths available from other schools/parishes. Works with Logistics for diagram and booth placement. Works with Signage Coordinator for all signage and booth signs needs. Works with Prize Coordinator for each booths prizes and quantity of recommendation. Works with AM/PM Shift helpers to get additional helpers to run the booth through the classes or different organizations sponsoring the games.	20
OBERMAN	LOUIE	CARNIVAL CLASS GAME HELPER TK - AM SHIFT	Assists with game set up & tear down. Coordinates and supervises volunteers for shifts during entire Carnival to execute games. Each class to have game booth with AM & PM Shift helpers (Class parents).	10
RICCI	MARK	CARNIVAL CLASS GAME HELPER TK - PM SHIFT		10
SIGUA	JOHN PAUL	CARNIVAL CLASS GAME HELPER K - AM SHIFT		10
ROSEN	VICTORIA	CARNIVAL CLASS GAME HELPER K - PM SHIFT		10
HARVEY	ALLISON	CARNIVAL CLASS GAME HELPER 1ST - AM SHIFT		10
HARVEY	NATHAN	CARNIVAL CLASS GAME HELPER 1ST - PM SHIFT		10
HARVEY	ALLISON	CARNIVAL CLASS GAME HELPER 2ND - AM SHIFT		10
HARVEY	NATHAN	CARNIVAL CLASS GAME HELPER 2ND - PM SHIFT		10
JAROSZ	KELLI	CARNIVAL CLASS GAME HELPER 3RD - AM SHIFT		10
TREMOUREUX	DONA	CARNIVAL CLASS GAME HELPER 3RD - PM SHIFT		10
IGNA	DAISY	CARNIVAL CLASS GAME HELPER 4TH - AM SHIFT		10
IGNA	DAISY	CARNIVAL CLASS GAME HELPER 4TH - PM SHIFT		10
TREMOUREUX	ADAM	CARNIVAL CLASS GAME HELPER 5TH - AM SHIFT		10
RENDA	GINO	CARNIVAL CLASS GAME HELPER 5TH - PM SHIFT		10
PENTRACK	DAVID	CARNIVAL CLASS GAME HELPER 6TH - AM SHIFT		10
SANDOVAL	BERNADETTE	CARNIVAL CLASS GAME HELPER 6TH - PM SHIFT		10
LOPEZ	JOSE	CARNIVAL CLASS GAME HELPER 7TH - AM SHIFT		10
SIAO	EDNA	CARNIVAL CLASS GAME HELPER 7TH - PM SHIFT		10
ROSEN	VICTORIA	CARNIVAL CLASS GAME HELPER 8TH - AM SHIFT		10
SIAO	RUDY	CARNIVAL CLASS GAME HELPER 8TH - PM SHIFT		10

St. Rose School Parent Guild Carnival - April 29, 2012

12/14/2011

LAST NAME	FIRST NAME	CARNIVAL POSITION ~ April 29, 2012	DESCRIPTION	POINTS
ZABRISKIE	LAURA	CARNIVAL FOOD & BEVERAGE COORDINATOR	Responsible for coordination and execution of all Food & Beverage Concessions. Works with PG to establish detailed budget and plan to achieve budget goal. Responsible for solicitation of donations for food & beverage for event. Responsible for finalizing all permits needed and securing all necessary vendors, coordinating rental equipment needed (tables, chairs, EZ ups, coolers, other equipment, etc.) Responsible for Inventory of rental equipment at delivery and at conclusion of event. Coordinates with event Chairs for theme and design for event. Works with Chairs to coordinates all set up and logistics. Works with Beverage/Bar Fundraiser Chair for all coordination of beverage/bar.	20
BANDALA	ROSY	CARNIVAL FOOD & BEVERAGE HELPER -1ST SHIFT 1	Services F&B concession booths at carnival. Works particular shift at Carnival either 1st or 2nd shift. Takes directives from the Beverage Coordinator (times to be determined by coordinator).	10
DIAZ	SUSAN	CARNIVAL FOOD & BEVERAGE HELPER -1ST SHIFT 2		10
GILLIS	STEPHANIE	CARNIVAL FOOD & BEVERAGE HELPER -1ST SHIFT 3		10
ORTIZ	ERNEDO	CARNIVAL FOOD & BEVERAGE HELPER -1ST SHIFT 4		10
MONTALVO	THERESA	CARNIVAL FOOD & BEVERAGE HELPER -1ST SHIFT 5		10
TZINTZUN	RUDY	CARNIVAL FOOD & BEVERAGE HELPER -1ST SHIFT 6		10
O'BRIEN	JIM	CARNIVAL FOOD & BEVERAGE HELPER -2ND SHIFT 1		10
DIAZ	SUSAN	CARNIVAL FOOD & BEVERAGE HELPER -2ND SHIFT 2		10
JONES	ANNELIESE	CARNIVAL FOOD & BEVERAGE HELPER -2ND SHIFT 3		10
LOVE	DOLORES	CARNIVAL FOOD & BEVERAGE HELPER -2ND SHIFT 4		10
MONTALVO	THERESA	CARNIVAL FOOD & BEVERAGE HELPER -2ND SHIFT 5		10
TZINTZUN	GLORIA	CARNIVAL FOOD & BEVERAGE HELPER -2ND SHIFT 5		10

St. Rose School Parent Guild Carnival - April 29, 2012

12/14/2011

LAST NAME	FIRST NAME	CARNIVAL POSITION ~ April 29, 2012	DESCRIPTION	POINTS
VELASQUEZ	ALEJANDRA	CARNIVAL BAKERY COORDINATOR	Responsible for Bakery Carnival Booth. Solicits bakery donation from parents and vendors. Coordinates delivery of donations. Works with Chair and Logistics Coordinator on required signage for item pricing and works closely with Carnival Food & Beverage Coordinator. Must attend event and required meetings. Responsible for coordination of Carnival Bakery Booth Helpers.	20
ARAMBULA	MEGAN	CARNIVAL BAKERY HELPER - 1ST SHIFT 1	Services Bakery concession booths at carnival. Works particular shift at carnival either 1st or 2nd shift (times to be determined by coordinator).	10
HERNANDEZ	SUSAN	CARNIVAL BAKERY HELPER - 1ST SHIFT 2		10
MONTALVO	RICHARD	CARNIVAL BAKERY HELPER - 1ST SHIFT 3		10
HERNANDEZ	SUSAN	CARNIVAL BAKERY HELPER - 2ND SHIFT 1		10
BANDALA	ROSY	CARNIVAL BAKERY HELPER - 2ND SHIFT 2		10
NEWMAN	CATHIE	CARNIVAL BAKERY HELPER - 2ND SHIFT 3		10
CHIURLIA	NICK	CARNIVAL SPAGHETTI DINNER CHAIR	Responsible for planning, coordinating, overseeing and executing the development of the Carnival Spaghetti dinner. Works with PG to establish detailed budget and plan to achieve budget goal, including pricing and ticket sales. Responsible for solicitation of donations for food and other. Responsible for securing all necessary vendors. Works closely with Carnival Chair & Co Chair. Oversees Carnival Spaghetti Dinner Set up helpers and Clean up helpers. Responsible for menu planning, grocery list items needed, and food preparation. Oversees the food helpers on preparations of the food before and during the event. Also work with the clean-up crew on making sure the kitchen is clean after the event. Must be available for meetings, preparation on day prior and all day/night of Carnival (including helpers)	35
CABALLES	ROSALIE	CARNIVAL FOOD (KITCHEN) HELPER & SET UP 1	Reports to Carnival Spaghetti Dinner Chair. Takes directives from the Dinner Chair person. Must be able to work prior to and during dinner.	10
CABALLES	ELMER	CARNIVAL FOOD (KITCHEN) & SET UP HELPER 2		10
CHINN	MICHELLE	CARNIVAL FOOD (KITCHEN) & SET UP HELPER 3		10
ESPARAZA	SARAH	CARNIVAL FOOD (KITCHEN) & SET UP HELPER 4		10
MARTINEZ	HEIDI	CARNIVAL FOOD (KITCHEN) & SET UP HELPER 5		10
MARTINEZ	TONY	CARNIVAL FOOD (KITCHEN) & SET UP HELPER 6		10
PEPITO	JEDY	CARNIVAL FOOD SERVERS & CLEAN UP HELPER 1	Reports to Carnival Spaghetti Dinner Chair. Takes directives from the Dinner Chair person. Must be able to work during dinner and stay for clean up.	10
PEPITO	RICO	CARNIVAL FOOD SERVERS & CLEAN UP HELPER 2		10
PENALOSA	ALMA	CARNIVAL FOOD SERVERS & CLEAN UP HELPER 3		10
PENALOSA	EARL	CARNIVAL FOOD SERVERS & CLEAN UP HELPER 4		10

St. Rose School Parent Guild Carnival - April 29, 2012

12/14/2011

LAST NAME	FIRST NAME	CARNIVAL POSITION ~ April 29, 2012	DESCRIPTION	POINTS
RECTOR	BRENT	CARNIVAL FOOD SERVERS & CLEAN UP HELPER 5		10
SIMON	TOM-LIKKA	CARNIVAL FOOD SERVERS & CLEAN UP HELPER 6		10
SWARTZ	SUZANNE	CARNIVAL FOOD SERVERS & CLEAN UP HELPER 7		10
WIESER	HEIDI - TOM	CARNIVAL FOOD SERVERS & CLEAN UP HELPER 8		10

St. Rose School Parent Guild Crab Feed ~ January 28, 2012

12/14/2011

LAST NAME	FIRST NAME	CRAB FEED ~ January 28, 2012	DESCRIPTION	POINTS
			<p>Meetings for Chairs and Coordinators will be held on monthly basis (September thru February) with additional meetings throughout the year. Additional Chair & Coordinator meetings required in December and January (immediately prior to the event and as needed). Crab Helpers will have an informational meeting only (temporarily scheduled for November), which is MANDATORY. Raffle Helpers and Solicitation Helpers will have meetings September thru January with additional meetings in December and January.</p>	
MARAVIGLIA	MIKE	<p>CRAB FEED TEAM CHAIR</p> 	<p>Responsible for planning, coordinating, and overseeing the development of the entire fundraiser event. Works with PG to establish detailed budget and plan to achieve budget goal. Shall report to the PG at regularly scheduled meetings on the progress of the event. Shall make recommendations to the PG for any future enhancements or revisions needed for future years and meet for Post Event meeting. Shall prepare final report and full event binder to be returned to school office at the conclusion of the event. Responsible to oversee solicitation of donations for food: crab, bread, produce and other. Also works with Crab Feed Marketing/ Support Coord. and PG Fundraiser #1 & #2 for publicity and signage for event including promotion in churches' bulletins, announcements, fliers for school. Responsible for placemats with sponsors, vendors, getting Corporate Sponsorship logos and update from Corporate Sponsorship team. Also responsible to oversee marketing for any publicity and necessary signage for school, church, and other media opportunities. Works with Set up-Decorations Chair and is responsible for finalizing all permits needed and securing all necessary vendors, coordinating rental equipment needed (tables, chairs, etc.). Secures necessary vendors (3 bid process) for event. Responsible for Inventory of rental equipment at delivery and at conclusion of event working with Clean up coordinator. Coordinates with event Coordinators for theme and design for event. Works with Chairs to coordinate all set up and logistics.</p>	35
DEMAKAS	JOHN	CRAB FEED TEAM CHAIR	<p>Works with Chair to fulfill all duties as described for Chair position. Works with Chair providing meeting minutes, agendas, timelines. Updates job descriptions as modified by Chair for positions for future recommendations. Must attend all meetings, have good writing skills, computer knowledge, and email correspondence.</p>	35
SANBORN	MARLENE / PHILIP	MARKETING & SUPPORT COORDINATOR	<p>Responsible for all marketing of event, including invitations, tickets, flyers, programs, promotions, etc. Responsible for program development and writing. Markets event to St. Rose School, Parish, Alumni, and other surrounding parishes, local community, and other media. Works closely with other Event Chairs in support of all duties. Assists Raffle & Solicitation Chair for Raffle tickets. Must secure printer for tickets and all other printing needs, including placemats. 2 Year position.</p>	20

St. Rose School Parent Guild Crab Feed ~ January 28, 2012

12/14/2011

LAST NAME	FIRST NAME	CRAB FEED ~ January 28, 2012	DESCRIPTION	POINTS
SIMS	GINA	CRAB FEED RAFFLE/SOLICITATION CHAIR	Responsible for planning, coordinating, and overseeing the development of the entire Raffle. Works with PG to establish detailed budget and plan to achieve budget goal. Shall report to the PG at regularly scheduled meetings on the progress of the event. Shall make recommendations to the PG for any future enhancements or revisions needed for future years and meet for Post Event meeting. Works with Marketing Chair for marketing of event, tickets, promotions, etc. Responsible for program development and writing. Markets event to St. Rose School, Parish, and Alumni and other surrounding parishes and local community. Works closely with other Chair & Co Chair & Marketing to finalize solicitation letters and solicits local businesses for donated items and packages raffle items. Person should be involved in local chamber and business circles; have great verbal and telephone skills. Create and continually update a business sponsor list. Collect address labels from parish data, alumni. Bring bulk mail to post office. Schedule helpers to collate and stuff envelopes, promote off-site sales and track sales. Oversees team of raffle/solicitation helpers in coordination of efforts to achieve goal of raffle fundraiser. Track class competition. 2nd year of 3rd year position and will serve as Immediate Past Chair the following year.	35
VALDIVIA	JOSE & SUMMER	CRAB FEED RAFFLE/SOLICITATION CO CHAIR	Works with current Raffle Chairperson on the planning, overseeing and development of the entire Raffle and marketing of the event. Three year commitment, will serve as Chair in 2nd year and Immediate Past Chair in 3rd year.	35
		CRAB FEED RAFFLE/SOLICITATION <u>PAST</u> CHAIR	Supports Chair & Co Chair. Works with Chair to fulfill all duties as described for Chair position. Works with Chair and Co Chair providing experience and knowledge from previous years.	20

St. Rose School Parent Guild Crab Feed ~ January 28, 2012

12/14/2011

LAST NAME	FIRST NAME	CRAB FEED ~ January 28, 2012	DESCRIPTION	POINTS
DUTRO	SCOTT	CRAB FEED RAFFLE/SOLICITATION HELPERS 1	Works under the direction of the Crab Feed Raffle/Solicitations Team Chairs. Assists with solicitation of local vendors for donations. Responsible for obtaining a minimum of 8 raffle items per helper. Assists with mailings and solicitation for raffle and raffle ticket sales during the crab feed event.	10
DUTRO	ANTOINETTE	CRAB FEED RAFFLE/SOLICITATION HELPERS 2		10
DONES	BELINDA	CRAB FEED RAFFLE/SOLICITATION HELPERS 3		10
ABAN	WENDELL	CRAB FEED RAFFLE/SOLICITATION HELPERS 4		10
ESPARAZA	SARAH	CRAB FEED RAFFLE/SOLICITATION HELPERS 5		10
JAROSZ	KELLI	CRAB FEED RAFFLE/SOLICITATION HELPERS 6		10
LOVE	DOLORES	CRAB FEED RAFFLE/SOLICITATION HELPERS 7		10
SWARTZ	SUZANNE	CRAB FEED RAFFLE/SOLICITATION HELPERS 8		10
RUMENAPP	TAMARA	CRAB FEED RAFFLE/SOLICITATION HELPERS 9		10
DEL MAR	MAIKA	CRAB FEED RAFFLE/SOLICITATION HELPERS 10		10
JURISICH	CHRISTINE	CRAB FEED SET UP / DECORATIONS COORDINATOR	Design floor plan. Responsible for set-up before event, set-up tables, chairs, tablecloths, etc. Coordinates & organizes Crab Feed Set Up Helpers. Coordinate with event co-chairs on theme, design, and necessary rentals for event. Works within a set budget. Solicits for donations for table decor and table settings for event. Works closely with Team Chairs.	20
ARAMBULA	MEGAN	CRAB FEED SET UP HELPER 1	Reports to Set Up/Decorations Coordinator. Takes direction from the Set-up/Decorations Coordinator for preparations the night of the event. Must be available on Friday for all set up and Saturday, if needed.	10
BANDALA	ROSY	CRAB FEED SET UP HELPER 2		10
HAYES	JANET	CRAB FEED SET UP HELPER 3		10
ELIE	GREG	CRAB FEED SET UP HELPER 4		10
ELIE	MARILYN	CRAB FEED SET UP HELPER 5		10

St. Rose School Parent Guild Crab Feed ~ January 28, 2012

12/14/2011

LAST NAME	FIRST NAME	CRAB FEED ~ January 28, 2012	DESCRIPTION	POINTS
MCDUFFEE	HERB	CRAB FEED SET UP HELPER 6		10
HIRSCH	THAD	CRAB FEED CLEAN UP COORDINATOR	Helps with set-up and preparations the day of the event. Arranges and coordinates clean-up before, during, and after event work with volunteers. Must attend day of event and evening of event until all tear down is complete.	20
BELTRAN	ROBERTO	CRAB FEED CLEAN UP HELPER 1	Reports to Clean-Up Coordinator. Takes direction from the Clean-up Coordinator for preparations the night of the event. Must work after the conclusion of the event and be able to lift tables, etc. Cleans up entire event.	10
CASSULO	TODD	CRAB FEED CLEAN UP HELPER 2		10
O'CONNOR	MARGIE	CRAB FEED CLEAN UP HELPER 3		10
NETO	ROGER	CRAB FEED CLEAN UP HELPER 4		10
JONES	ANNELIESE	CRAB FEED CLEAN UP HELPER 5		10
WHELAN	KEVIN	CRAB FEED CLEAN UP HELPER 6		10
WHELAN	SANDRA	CRAB FEED CLEAN UP HELPER 7		10
SIMON	TOM	CRAB FEED CLEAN UP HELPER 8		10
		CRAB FEED OYSTER BAR COORDINATOR	Works with Team Chairs for Oyster Bar donations, for bar-b-que rental, oysters, and items needed for the oyster bar prior to the event. Monitors oyster bar which is open 1 1/2 hours prior to dinner. Responsible for BBQ on night of event. Coordinates helpers for Oyster station, cooking & serving oysters. Must attend Crab Feed and assist with set up, event and tear down of station.	20
CECCHI	GINA	CRAB FEED OYSTER HELPER 1	Takes direction from the Oyster Bar Coordinator for preparations the night of the event. Must attend the event and be willing to set up Oyster station, prep & cook oysters, and/or help promote their sales, as well assist with the clean-up of the booth.	10
BANDALA	ROSY	CRAB FEED OYSTER HELPER 2		10
VELASQUEZ	RAMIRO	CRAB FEED OYSTER HELPER 3		10
OBERMAN	LOUIE	CRAB FEED OYSTER HELPER 4		10
SIAO	EDNA	CRAB FEED OYSTER HELPER 5		10
SIAO	RUDY	CRAB FEED OYSTER HELPER 6		10

St. Rose School Parent Guild Crab Feed ~ January 28, 2012

12/14/2011

LAST NAME	FIRST NAME	CRAB FEED ~ January 28, 2012	DESCRIPTION	POINTS
SIMON	TOM	CRAB FEED BAR SET UP & EVENT HELPER 1	Under the supervision of Beverage/Bar Fundraiser Chair. Helps with bar set up prior to event, bartending during event, and clean up after event. Must attend Crab Feed and assist with set up, event and tear down of station. (#1-4 Set up & Event, #5-8 Event & Clean up)	10
FLORES	JEFF	CRAB FEED BAR SET UP & EVENT HELPER 2		10
FLORES	ERIC	CRAB FEED BAR SET UP & EVENT HELPER 3		10
BERNARD	WILL	CRAB FEED BAR SET UP & EVENT HELPER 4		10
BOUDIER	PAUL	CRAB FEED BAR EVENT & CLEAN UP HELPER 5		10
CHINN	MICHAEL	CRAB FEED BAR EVENT & CLEAN UP HELPER 6		10
GILLIS	JIM	CRAB FEED BAR EVENT & CLEAN UP HELPER 7		10
OBERMAN	GARY	CRAB FEED BAR EVENT & CLEAN UP HELPER 8		10
ESTRADA	LOURDES & DENNIS	CRAB FEED FOOD (KITCHEN) COORDINATOR	Works directly with Chair and Co-Chair for menu, pricing and securing necessary food items. Responsible for menu planning, grocery list items needed, and food preparation. Oversees the food helpers on preparations of the food before and during the event. Also work with the clean-up crew on making sure the kitchen is clean after the event. Must be available for meetings, preparation on Friday before Crab Feed, and all day/night of Crab Feed (including helpers).	35
REYES	BORIS	CRAB FEED FOOD (KITCHEN) CO - COORDINATOR	Works with Crab Feed Food Chair to fulfill all duties as described for Chair position. Assists with coordination of Kitchen Helpers and duties.	20
SIGUA	JOHN PAUL	CRAB FEED FOOD (KITCHEN) HELPER 1	Reports to Kitchen Coordinator. Must be available on Friday before Crab Feed for meal preparation and Saturday of Crab Feed and actual Crab Feed Dinner and kitchen clean up. Food preparation and some heavy lifting required (need 5 men to be of assistance in the kitchen). HELPER #1-4 (Fri 4pm-7pm & Sat 7-10pm), HELPER #5-12 (Sat 4pm-11pm).	10
GILLIS	STEPHANIE	CRAB FEED FOOD (KITCHEN) HELPER 2		10
STEWART	KRISTI	CRAB FEED FOOD (KITCHEN) HELPER 3		10
STEWART	LYLE	CRAB FEED FOOD (KITCHEN) HELPER 4		10

St. Rose School Parent Guild Crab Feed ~ January 28, 2012

12/14/2011

LAST NAME	FIRST NAME	CRAB FEED ~ January 28, 2012	DESCRIPTION	POINTS
CHIU	CHESTER	CRAB FEED FOOD (KITCHEN) HELPER 5		10
CABALLES	ROSALIE	CRAB FEED FOOD (KITCHEN) HELPER 6		10
TREMOUREAUX	ADAM	CRAB FEED FOOD (KITCHEN) HELPER 7		10
TREMOUREAUX	DONA	CRAB FEED FOOD (KITCHEN) HELPER 8		10
ESPARAZA	SARAH	CRAB FEED FOOD (KITCHEN) HELPER 9		10
ESPARAZA	RYAN	CRAB FEED FOOD (KITCHEN) HELPER 10		10
TURNER	BILL	CRAB FEED FOOD (KITCHEN) HELPER 11		10
GUANZON	FRED/ MICHELLE	CRAB FEED FOOD (KITCHEN) HELPER 12		10
BERNARD	KERRY	CRAB FEED FOOD (KITCHEN) HELPER 13		10
LEMUS	LISA	CRAB FEED DESSERT COORDINATOR	Coordinates Dessert Auction of event. Works with Marketing Chair for solicitation to Solicit bakery/dessert donations from parents. Arrange for donations to be delivered to the school prior to event. Prepares signage and bidding list for donations. Monitors dessert table/bidding night of the event. Coordinates and reports to Crab Feed Chair/Co Chair.	20
LEMUS	LAWRENCE	CRAB FEED DESSERT HELPER #1	Assists Crab Feed Dessert Coordinator at crab feed for dessert auction and handing out desserts. Also assists securing dessert donations. Must be available to work Saturday day and entire Crab Feed.	10
SICKMAN	EDIE	CRAB FEED DESSERT HELPER #2		10
CAMPBELL	JENNIFER	CRAB FEED SERVERS' COORDINATOR	Responsible for coordination of all servers for Crab Feed. Two servers per table of 16 (2 banquet tables together); the same 2 servers are in charge of those tables for the entire evening. Servers will also be responsible to gather clear tables upon completion of meal. Helps with set-up and clean up. Coordinates with 8th grade service commitment for 8th grade servers.	20
CHIU	DEBBIE	CRAB FEED SERVER HELPER 1	Reports to Server Coordinator. Takes direction from the Server Coordinator for preparations the night of the event.	10
CARR	KATIE	CRAB FEED SERVER HELPER 2		10
CARR	JOHN	CRAB FEED SERVER HELPER 3		10
CABALLES	ELMER	CRAB FEED SERVER HELPER 4		10
ORTIZ	NYRISSA	CRAB FEED SERVER HELPER 5		10
ORTIZ	ERNEDO	CRAB FEED SERVER HELPER 6		10
O'BRIEN	PATRICIA	CRAB FEED SERVER HELPER 7		10
LOVE	DOLORES	CRAB FEED SERVER HELPER 8		10


St. Rose School Parent Guild Crab Feed ~ January 28, 2012

12/14/2011

LAST NAME	FIRST NAME	CRAB FEED ~ January 28, 2012	DESCRIPTION	POINTS
MONTECILLO	JAY	CRAB FEED SERVER HELPER 9		10
MONTECILLO	GRACE	CRAB FEED SERVER HELPER 10		10
ULRICH	DOUG	CRAB FEED SERVER HELPER 11		10
ULRICH	TRICIA	CRAB FEED SERVER HELPER 12		10
PEPITO	RICO	CRAB FEED SERVER HELPER 13		10
PENALOSA	ALMA	CRAB FEED SERVER HELPER 14		10
PENALOSA	EARL	CRAB FEED SERVER HELPER 15		10
PEPITO	JEDY	CRAB FEED SERVER HELPER 16		10
ZUCKER	NICOLE	CRAB FEED SERVER HELPER 17		10
ZUCKER	RAY	CRAB FEED SERVER HELPER 18		10
STEYDING	JODI	CRAB FEED SERVER HELPER 19		10
RECTOR	JENNIFER	CRAB FEED SERVER HELPER 20		10
BOWMAN	ANDREA	CRAB FEED DINNER TICKET SALES COORDINATOR	Responsible for working with Marketing Chair for development of tickets, ticket sales, tracking ticket sales. Responsible for all monies. Works with Chair & Co-Chair for determined opportunities for ticket sales including sales in loop, after designated Masses, at other parishes. Responsible for seating arrangement coordination and ticket registration on the night of the event. Oversees ticket sales greeters and bar/oyster bar ticket sales helpers. Must attend event.	20
JONES	ANNELIESE	CRAB FEED DINNER TICKET SALES HELPER 1	Reports to Ticket Sales Coordinator. Assists with ticket sales prior to event including loop, after designated Masses, at other parishes, and as needed. Assists with coordination and help to Coordinator for seating arrangements and other duties. Assists with ticket registration on the night of the event. Must be available prior to event and on day of event for ticket greeter.	10
ROSEN	VICTORIA	CRAB FEED DINNER TICKET SALES HELPER 2		10
RUMENAPP	TAMARA	CRAB FEED DINNER TICKET SALES HELPER 3		10
SWARTZ	SUZANNE	CRAB FEED DINNER TICKET SALES HELPER 4		10
PENTRACK	DAVID	CRAB FEED BAR & OYSTER TICKET SALES HELPER 1	Reports to ticket sales coordinator and Team Chairs. Sells BEVERAGE & OYSTER tickets during the entire event. Assists where needed throughout night of event.	10
SAYABATH	VERONICA	CRAB FEED BAR & OYSTER TICKET SALES HELPER 2		10

St. Rose School Parent Guild Jog-a-Thon ~ April 27, 2012

12/14/2011

LAST NAME	FIRST NAME	JOG A THON ~ April 27, 2012	DESCRIPTION	POINTS
MADDEN	LISA	JOG-A-THON CHAIR 	Responsible for planning, publicizing, coordinating, and overseeing the development of the entire fundraiser. Works with PG to establish detailed budget and plan to achieve budget goal. Shall report to the PG at regularly scheduled meetings on the progress of the event. Shall make recommendations to the PG for any future enhancements or revisions needed for future year and meet for Post Event meeting. Shall prepare final report and full event binder to be returned to school office at the conclusion of the event. Secures necessary vendors (3 bid process) for event. Manages all communications with parents, staff, students, and community about the event. Manage pledge tracking process. Secures any necessary donations needed to execute event. Keeps record of the funds that are generated by this event. Communicates with neighbors prior to the event to ensure the community is aware of the event. 2nd year of 3 year commitment and will serve as Immediate Past Chair next.	35
SAYABATH	VERONICA	JOG-A-THON CO CHAIR	Works with Chair to fulfill all duties as described for Chair position. Three year commitment, will serve as chair in 2nd year and Immediate Past Chair for 3rd year.	25
WHITEFOOT	CYNDIE	JOG-A-THON <u>PAST</u> CHAIR	Assists with all duties for Chair & Co Chair. Advises Chair, Co Chair, Committee Chairs and Coordinators. Final year of 3 year commitment.	20
SIMONIAN	DEBBIE	JOG EQUIPMENT/COURSE/PRIZE COORDINATOR	Solicits donations (water bottles, prizes, etc) for participants. Create sponsorship opportunities for the day of the event (Advertise sponsors at class table and on banners). Serves as point person for sponsors on the day of the event. Manages course set up and tear down on the day of the event. Coordinates equipment and supplies (tables for each class, markers, table cloths, water bottles, etc. Manages water stations during event.	20
SUTTER	SALLY	JOG T SHIRT/PUBLICITY COORDINATOR	Works with Chair and Co Chair to publicize the event. Solicits pricing for T-Shirts (3 bid process). Responsible for ordering T-shirts, managing inventory, and all sales prior to event, as well as day of event. Responsible for distribution of T-shirt sales. Prepares all necessary signage.	20
MORGAN	STACY	JOG HOSPITALITY COORDINATOR	Organizes and purchases required food/beverage supplies prior to the event. Responsible to set up volunteer hospitality area the day of the event and refreshes continually throughout day. Coordinate popsicle donation, storage, and distribution on the day of the event. Coordinates and organizes the winning class party the day of the awards ceremony (approx. 1 month after event).	20
KUHN	JEANNINE	JOG PLEDGE/LAP COORDINATOR	Assists with pledge tracking prior to the event, manages lap tracking process during the event, creates lap cards and provides assistance to the Chair, Co Chair with pledge collection process in the weeks before and after the event.	20
DAVIS	CAITLIN	JOG VOLUNTEER COORDINATOR	Contacts volunteers prior to the event and ensures sufficient coverage for the event. Gives detailed instructions to the volunteers for their responsibilities for the day of the event. Prepares a volunteer assignment chart for the day and serves as key contact for all volunteers.	20
ARAMBULA	MEGAN	JOG EVENT HELPER 1	Attends committee meetings. Assigned as needed for the day of the event. Helps with set up, clean up and running of the event from start to finish. Must be able to attend event.	10
FRANK	CAROL	JOG EVENT HELPER 2		10
CHIU	DEBBIE	JOG EVENT HELPER 3		10
GONZALVES	KELLY	JOG EVENT HELPER 4		10
COSTA	DENISE	JOG EVENT HELPER 5		10
HERNANDEZ	SUSAN	JOG EVENT HELPER 6		10
DUTRO	SCOTT	JOG EVENT HELPER 7		10
ABAN	WENDELL	JOG EVENT HELPER 8		10

St. Rose School Parent Guild ~ Sports Program

12/14/2011

LAST NAME	FIRST NAME	SPORTS POSITION	DESCRIPTION	POINTS
KOUMELIS	DAVE	ATHLETIC DIRECTOR	Provides guidance and direction for the school's sports program. Oversees the assigning of all coaches, team organization, scheduling, budgeting, etc.	35
BRAVO	PAULA	SPORTS COMMITTEE CHAIR	Works with Athletic Director to coordinate PAL sports activities for each season throughout the school year (i.e. sports picture days, award banquets, inventories uniforms and orders new ones when approved, and manages host nights).	35
TBA		SPORTS COMMITTEE CO CHAIR	Assists the Sports Committee in all of the sports activities for each season throughout the school year. Responsible to Sports Committee Chair to fulfill all duties of the chair. Shadows Sports Committee Chair to assume the Chair position next year.	25
MEGOWN - SEDENO	DENISE	SPORTS COMMITTEE ASSISTANT	Assists the Sports Committee in all of the sports activities for each season throughout the school year as the delegated by the Chair. [This position will be phased out in 2012-13.]	25
DOW	KAREN - MIKE	SPORTS SNACK BAR / BANQUET CO CHAIR	Works with Sports Committee Chair to coordinate (3) banquets (Nov, Mar, May) and oversees the Snack Bar during basketball season (Jan-Feb: Tues. host nights 3-8pm). Banquets - Coordinates, directs, and organizes Sport Helpers. Plans menu with Sports Committee President, makes shopping list, shops for needed food items, prepares meal night of banquet with helpers (approx. 3-8 pm), serves dinner, and cleans up kitchen following banquet. Snack Bar: Takes inventory on Mon or Tues AM for snack bar, purchases necessary items for Tuesday night Host Nights 3pm-8pm (Varsity Girls Division Basketball). Coordinates shifts with Sports Helpers for shifts.	25
ZIEGLER	MARISA	SPORTS HELPER 1	Assists with PAL Sports Banquet (3 banquets per year), host sports events, P.A.L. tournament dates (DEC. - FEB.) basketball and Tuesday nights during basketball season 3pm-8pm. Reports to Sports Committee President, Sports Committee Assistant and Sports Snack Bar / Banquet Chair.	15
CAMPBELL	JENNIFER	SPORTS HELPER 2		15
GONZALVES	KELLY	SPORTS HELPER 3		15
MORGAN	STACY	SPORTS HELPER 4		15
O'BRIEN	TONY	SPORTS HELPER 5		15
NUNO	CLAUDIA	SPORTS HELPER 6		15
LOPEZ	JHOVEL	SPORTS HELPER 7		15
MATIAS	DALISAY - LARRY	SPORTS HELPER 8		15
LIDLAW	MICHELLE	SPORTS HELPER 9		15
URMENETA	TISHA	SPORTS HELPER 10		15
WIESER	TOM	SPORTS HELPER 11		15

St. Rose School Parent Guild ~ Sports Program

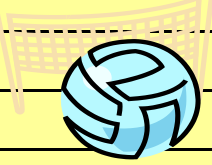

12/14/2011

LAST NAME	FIRST NAME	SPORTS POSITION	DESCRIPTION	POINTS
WITTE	MICHELLE	LITTLE DRIBBLERS CHAIR	Oversees the administrative function of the school's PAL youth basketball program including team organization, equipment and uniform distribution, scheduling of practices, and hosting league play.	35
CANDLER	MICHELE	LITTLE DRIBBLERS HELP 1	Set-up & Clean-up for Little Dribbler Host Days (DEC - FEB) basketball season, picture day and all associated dates for Little Dribblers. Reports to Little Dribblers Chair.	10
GONZALVES	KELLY	LITTLE DRIBBLERS HELP 2		10
KRAUSE	ANNIE	LITTLE DRIBBLERS HELP 3		10
JONES	ANNELIESE	COACH 1ST BOYS 1	Plan, organize and teach the fundamentals of the assigned sport in a positive manner. Includes teaching the rules, strategies, good sportsmanship, and ensures and proper conditioning.	15
TBA		COACH 1ST BOYS 2		15
WYANT	KATIE	COACH 1ST GIRLS 1		15
TBA		COACH 1ST GIRLS 2		15
GILL	STEVE	COACH 2ND BOYS 1	Plan, organize and teach the fundamentals of the assigned sport in a positive manner. Includes teaching the rules, strategies, good sportsmanship and ensures proper conditioning.	15
KRAUSE	PAUL	COACH 2ND BOYS 2		15
WHITE	MARY	COACH 2ND GIRLS 1		15
WEISER	DONIELLE	COACH 2ND GIRLS 2		15
EICKMAN	BRAD	COACH 3RD BOYS 1	Plan, organize and teach the fundamentals of the assigned sport in a positive manner. Includes teaching the rules, strategies, good sportsmanship and ensures proper conditioning.	15
MILLER	SCOTT	COACH 3RD BOYS 2		15
WALL	GREG	COACH 3RD GIRLS 1		15
ALEXANDER	NICK	COACH 3RD GIRLS 2		15
WYANT	BRETT	COACH 4TH BOYS 1	Plan, organize and teach the fundamentals of the assigned sport in a positive manner. Includes teaching the rules, strategies, good sportsmanship and ensures proper conditioning.	15
DUTRO	SCOTT	COACH 4TH BOYS 2		15
FONTES-HYDE	KELLY	COACH 4TH GIRLS 1		15
STUART	CHRIS	COACH 4TH GIRLS 2		15



St. Rose School Parent Guild ~ Sports Program

12/14/2011

LAST NAME	FIRST NAME	SPORTS POSITION	DESCRIPTION	POINTS
		P.A.L. COACHES // FALL SEASON	5TH THRU 8TH GRADE TEAMS - Coaches apply annually for these positions and follow directives from the school's Athletic Director and the guidelines from the Parochial Athletic League - Diocese of Sacramento. Plans and organizes team practices, and ensures proper conditioning. Teaching the rules and strategies of the game. Promotes good sportsmanship amongst the students and other teams. Coaches are required to play every team member in every contest (unless a child is ineligible) and determines the amount of playing time each student participates. It is the responsibility of the coach(as) to use conscientious management of the players in game situations.	
SIINO	GREG	BOYS FLAG FOOTBALL HEAD COACH		20
RICCI	RANDY	BOYS FLAG FOOTBALL ASST. COACH		20
FIDLER		VS GIRLS VOLLEYBALL HEAD COACH		20
N/A		VS GIRLS VOLLEYBALL ASST. COACH		20
SCHILDMEYER	THOM	JV GIRLS VOLLEYBALL HEAD COACH		20
TAEZA	ROLANDO	JV GIRLS VOLLEYBALL ASST. COACH		20
WHITE	MARY	VS REC GIRLS VOLLEYBALL HEAD COACH		20
N/A		VS REC GIRLS VOLLEYBALL ASST. COACH		20
N/A		JV REC GIRLS VOLLEYBALL HEAD COACH 2		20
N/A		JV REC GIRLS VOLLEYBALL ASST. COACH 2		20
CANALAS GAMETTE (ASSIST)	BOB - CARRIE ROCHELLE	CO-ED CROSS COUNTRY BOYS & GIRLS COACH		20

St. Rose School Parent Guild ~ Sports Program

12/14/2011

LAST NAME	FIRST NAME	SPORTS POSITION	DESCRIPTION	POINTS
		P.A.L. COACHES // WINTER SEASON BASKETBALL	5TH THRU 8TH GRADE TEAMS - Coaches apply annually for these positions and follow directives from the school's Athletic Director and the guidelines from the Parochial Athletic League - Diocese of Sacramento. Plans and organizes team practices, and ensures proper conditioning. Teaching the rules and strategies of the game. Promotes good sportsmanship amongst the students and other teams. Coaches are required to play every team member in every contest (unless a child is ineligible) and determines the amount of playing time each student participates. It is the responsibility of the coach(as) to use conscientious management of the players in game situations.	
VIGIL	RALPH	JV REC BOYS (5th Grade) HEAD COACH		20
KIM	JEFF	JV REC BOYS (5th Grade) ASST. COACH		20
DOW	MIKE	JV BOYS (6th Grade) HEAD COACH		20
FLORES	JEFF	JV BOYS (6th Grade) ASST. COACH		20
N/A		VS REC BOYS (7-8) HEAD COACH		20
N/A		VS REC BOYS(7-8) ASST. COACH		20
RICCI	RANDY	VS BOYS (7-8) HEAD COACH		20
SIINO	GREG	VS BOYS (7-8) ASST. COACH		20
URMENETA	GUS	JV REC GIRLS (5th Grade) HEAD COACH		20
N/A		JV REC GIRLS (5th Grade) ASST. COACH		20
SCHILDMEYER	THOM	JV GIRLS (6th Grade) HEAD COACH		20
ZIEGLER	MIKE	JV GIRLS (6th Grade) ASST. COACH		20
N/A		VS REC GIRLS (7-8) HEAD COACH		20
N/A		VS REC GIRLS(7-8) ASST. COACH		20
WHITE	STEVE	VS GIRLS (7-8) HEAD COACH		20
CANDLER	DENNIS	VS GIRLS (7-8) ASST. COACH		20



St. Rose School Parent Guild ~ Sports Program

12/14/2011

LAST NAME	FIRST NAME	SPORTS POSITION	DESCRIPTION	POINTS
		P.A.L. COACHES // SPRING SEASON	5TH THRU 8TH GRADE TEAMS - Coaches apply annually for these positions and follow directives from the school's Athletic Director and the guidelines from the Parochial Athletic League - Diocese of Sacramento. Coaches plans and organizes team practices, and ensures proper conditioning. Teaching the rules and strategies of the game. Promotes good sportsmanship amongst the students and other teams. Coaches are required to play every team member in every contest (unless a child is ineligible) and determines the amount of playing time each student participates. It is the responsibility of the coach(es) to use conscientious management of the players in game situations.	
TBA		BOYS VOLLEYBALL (7-8) COACH		20
TBA		CO-ED TRACK GIRLS & BOYS COACH		20
SICKMAN	CHUCK	CO-ED GOLF GIRLS & BOYS COACH		20
DOLLESIN DEPREZ, Mrs.	NINETTE & RON	CO-ED GOLF GIRLS & BOYS ASST. COACH		20

St. Rose School Parent Guild ~ Yard Duty and Loop

12/14/2011

LAST NAME	FIRST NAME	YARD DUTY	DESCRIPTION	POINTS
CHEW	PATRICK	YARD DUTY - MONDAY (11:40-1:15 PM) 1	Weekly position on specified day for yard duty. Reports to the Staff Yard Duty Coordinator/Supervisor. Supervises students during lunch recesses.	20
BERNARD	WILL	YARD DUTY - MONDAY (11:40-1:15 PM) 2		20
LOPEZ	JOSE	YARD DUTY - FRIDAY (11:40-1:15 PM) 1		20
RAND	CHRIS / MICHELLE	YARD DUTY - FRIDAY (11:40-1:15 PM) 2		20
RICE	STEPHEN	YARD DUTY - TUESDAY (11:40-1:15 PM) 1		35
ROIG	CHARLES	YARD DUTY - TUESDAY (11:40-1:15 PM) 2		35
MCAULIFFE	DEBBIE	YARD DUTY - WEDNESDAY (11:40-1:15 PM) 1		35
FLORES	JEFF	YARD DUTY - WEDNESDAY (11:40-1:15 PM) 2		35
JEDRZYNSKI	KAREN	YARD DUTY - THURSDAY (11:40-1:15 PM) 1		35
		YARD DUTY - THURSDAY (11:40-1:15PM) 2		35
CHINN	MICHAEL	AM LOOP 1ST WEEK OF MONTH 1	Provides assistance and supervision to students for safety and efficiency of AM loop. Safety and efficiency of AM loop. Weekly assignment (Mon. - Fri 7:30 AM - 8:05 AM) ~ three (3) people per day for AM loop.	20
HOFFMAN	DORISEMA	AM LOOP 1ST WEEK OF MONTH 2		20
THURTTLE	STEPHEN	AM LOOP 1ST WEEK OF MONTH 3		20
HIBBITT-MAGUIRE	GERRY - HEIDI	AM LOOP 2ND WEEK OF MONTH 1		20
SIMONIAN	DEBBIE	AM LOOP 2ND WEEK OF MONTH 2		20
THURTTLE	STEPHEN	AM LOOP 2ND WEEK OF MONTH 3		20
PHEA-WOODCOCK	DIANE	AM LOOP 3RD WEEK OF MONTH 1		20
PALOMARES	CHRIS - DIANA	AM LOOP 3RD WEEK OF MONTH 2		20
KREHNKE - PLACER	MARIA	AM LOOP 3RD WEEK OF MONTH 3		20
LOPEZ	JHOVEL	AM LOOP 4TH WEEK OF MONTH 1		20
HAMILTON	MARLA	AM LOOP 4TH WEEK OF MONTH 2		20
		AM LOOP 4TH WEEK OF MONTH 3		20
CABARDO	JEFF - JIJI	AM LOOP EVERY WEDNESDAY		20
CABARDO	JEFF - JIJI	AM LOOP EVERY FRIDAY		20

St. Rose School Parent Guild Saturday Workday

12/14/2011

LAST NAME	FIRST NAME	SATURDAY WORK DAY	DESCRIPTION	POINTS
DAVIS	TONY	SATURDAY WORK DAY CHAIR	Oversees Saturday Workday Projects, special school needs, and coordinates all the pre-materials, equipment needed prior to Saturday Workday. Organizes Saturday Workday helpers to accomplish tasks as outlined by office and administration.	35
CARLETON	STEPHEN	SATURDAY WORKDAY HELPER 1	Reports to Saturday Workday Chair. Works to keep school clean, helps with special tasks for maintenance. Saturday's from 8:30 AM - until approximately 12:30PM (or until projects are completed) for one (1) specified Saturday per month for the following months: Aug. Sept., Oct., Nov., Dec., Jan., Feb., Mar., Apr., May and as needed for special projects or PG events. One (1) team member will be responsible for laundry for one (1) month per school calendar year.	20
LINDROOS	KEVIN	SATURDAY WORKDAY HELPER 2		20
RICCI	MARK	SATURDAY WORKDAY HELPER 3		20
GILBERT	MARK	SATURDAY WORKDAY HELPER 4		20
EDRALIN	RONALD - MARIA	SATURDAY WORKDAY HELPER 5		20
PAULY	KELLY	SATURDAY WORKDAY HELPER 6		20
WILKES	STEPHANIE	SATURDAY WORKDAY HELPER 7		20
GUANZON	MICHELLE / FRED	SATURDAY WORKDAY HELPER 8		20
PAULY	LAYNE	SATURDAY WORKDAY HELPER 9		20
GONZALEZ	TERESA	SATURDAY WORKDAY HELPER 10		20

St. Rose School Parent Guild Scrip

12/14/2011

LAST NAME	FIRST NAME	SCRIP POSITION	DESCRIPTION	POINTS
GREHM	KAREN	SCRIP DATA RECORDER CHAIR	Responsible for recording all family SCRIP purchases from sales sheets, eScrip reports, and club card reports. Report each families quarterly report in the Monthly Messenger. Provide reports to SCRIP Committee, School Administration, and Parent Guild Officers for families' progress and final reporting of families who fail to meet commitment. Work closely with SCRIP Chair Sales & Promotion to promote renewals of eScrip cards (Safeway, etc). Attend bi-annual SCRIP meeting for training, sales information, and collaboration.	35
CANALAS	CARRIE	SCRIP INVENTORY CHAIR	Responsible for maintaining SCRIP inventory by inputting sales sheets, analyzing needs, and ordering SCRIP from vendors weekly. Forward sales sheets to SCRIP Chair Data Recorder. Input orders for special events, holidays, and special orders. Analyze reorder points. Prepare funds for deposit. Perform quarterly physical inventories. Interface with SCRIP Chair Sales & Promotion regarding new items or other promotional opportunities. Attend bi-annual meeting for training, sales information, and collaboration.	35
STUART	CHRIS	SCRIP SALES / PROMOTION CO CHAIR	Responsible for coordinating and overseeing Daily Loop & Sunday SCRIP sales, as well as coordinating helpers for special events (Uniform Sale, Koffee Klatch, Carnival, etc.) Provide substitution list for helpers and oversee coordination for any Loop, Sunday seller changes. Host bi-annual meetings for helpers and other Chairs for training, sales information exchange, exchange of updated information. Promote SCRIP, eScrip, and paperless SCRIP in weekly Newsline, Monthly Messenger, and promoting for SCRIP special promotional opportunities.	25
MARTIN	COLLEEN	Scrip ~ Monday Loop	Daily Loop responsible for SCRIP sales in loop from 2:30-3:30pm. Sunday Scrip responsible for SCRIP sales 9:30-12pm. Responsible for specific day, as well as when needed for special SCRIP promotions. Report to Chair (name).	35
JENSEN	NANCY	Scrip ~ Tuesday Loop		35
GUITIERREZ	ANGELI	Scrip ~ Wednesday Loop		35
GAMETTE	ROCHELLE	Scrip ~ Thursday Loop		35
GILL	MICHELLE	Scrip ~ Friday Loop		35
PIRNIK	JOANNE	Scrip ~ Sunday 1		35
PITTS	STEPHANIE	Scrip ~ Sunday 2		35
PRICE	LEANNE	Scrip ~ Sunday 3		35
HANSEN	KARINA	Scrip ~Sunday 4		35
SICKMAN	EDIE	SUBSTITUTE		0

St. Rose School Parent Guild Parent Child Social

12/14/2011

LAST NAME	FIRST NAME	MOTHER/DAUGHTER SOCIAL - May 4, 2012	DESCRIPTION	POINTS
CANDLER	DENNIS	PARENT / CHILD SOCIAL HELPER 1	Assists Parent Guild Hospitality Chair 1 & Chair 2. Helpers assist with ticket sales, decoration & set up, preparation and service of event, games, photos, and clean up. Must be able to attend event and set up the day of the event.	10
NUNO	CLAUDIA	PARENT / CHILD SOCIAL HELPER 2		10
ARAMBULA	MEGAN - JAVIER	PARENT / CHILD SOCIAL HELPER 3		10
CECCHI	GINA	PARENT / CHILD SOCIAL HELPER 4		10
ORTIZ	ERNEDO	PARENT / CHILD SOCIAL HELPER 5		10
WIESER	MATT	PARENT / CHILD SOCIAL HELPER 6		10