

Seton School

Parent Resource Organization Handbook 2017-18

Welcome to the Seton School Parent Resource Organization (“PRO”). The PRO aims to improve the educational, spiritual, athletic, and social life of the Seton community through parental volunteerism and financial support. The Seton community is blessed with dedicated Catholic families who make great sacrifices for their children’s education. The PRO offers ample opportunities to volunteer in highly visible or low profile ways, thus recognizing the realities of balancing the needs of multiple children and commuting from long distances.

During the school year, general PRO meetings are held quarterly, usually one week after the end of each quarter. Membership is required for all parents and guardians of students, and annual dues cost \$10.00. Each family must sign-up via the SignUpGenius link found under the Parents section on the school website and indicate how they will fulfill the 100 PRO point requirement. This obligation can be met with 20 volunteer service hours, a \$200 payment, or any combination of service hours and money.

To summarize the PRO obligations:

- PRO Dues cost \$10/family and are included in school fees.
- The value of volunteer hours is 5 points per hour with a yearly commitment of 20 volunteer hours.
- The cost to “buy out” unearned PRO Points is \$2/point. For example, a total buy out results in a one-time payment of \$200 for the year.
- In the winter months, primarily during the third quarter, families are **required** to buy and/or sell ads for the Ad/Spirit Campaign for the annual Spring Musical program.

The PRO Board manages all PRO funds, and allocates available monies via PRO Board vote as requests are made to the PRO Board. PRO funds support classroom and extracurricular activities which support student formation and education, and also target projects which enhance the school property. In the past, PRO funds have purchased the following: a sound system for the choir; white boards; trash cans; gym balls; picnic tables and outdoor benches; new stage curtains; a baby grand piano for the Music Department, new tables for various events, and a wireless microphone for the priest for Friday masses. PRO funds have also contributed to numerous Eagle Scout projects completed at Seton to upgrade various aspects of the property, and have enabled many Seton students to obtain service hours and merit while advancing through Scouts. (Please see page 23 in the handbook for additional information about Scout projects at Seton School.)

Inside this handbook you will find a list of PRO volunteer positions and opportunities for the 2016-2017 school year. We welcome your talents and prayers for the service of our school. Your involvement will foster friendships with other Seton families and afford wonderful opportunities to meet your children’s friends.

In accordance with Diocesan policy, Seton requires VIRTUS training for all teachers, staff, coaches, and parent volunteers who work directly with students.

Meeting Schedule for 2017-2018

Thursday, November 2, 2017
Monday, November 6, 2017

PRO Board Meeting
PRO Meeting/ 1st Qtr Speaker Series Meeting

Thursday, January 25, 2018
Monday, January 29, 2018

PRO Board Meeting
PRO Meeting/ 2nd Qtr Speaker Series Meeting (Science Fair)

Thursday, March 22, 2018
Monday, March 26, 2018

PRO Board Meeting
PRO Meeting/ 3rd Qtr Speaker Series Meeting

Thursday, June 7, 2018
Monday, June 11, 2018

PRO Board Meeting
PRO Meeting/4th Qtr Speaker Series Meeting

***** All Meetings begin at 7:30 pm, and are often preceded with a 30 minutes “social” for parents to mingle.**

Parents are welcome at the PRO Board Meetings and may request copies of the minutes from the PRO Board Secretary, Beth Caron, at beth.caron@gmail.com.

Introduction to PRO Points

Seton School uses **PRO Points** as a means of tracking and recording volunteer activities. Parental volunteerism allows Seton to provide an excellent Catholic education while keeping the financial burden to families as low as possible. The years from junior high to college pass quickly. Contributing your time and talent to the school community will not only benefit Seton, but also create lasting memories with your students before they leave for college and beyond.

The service requirement can be met with a combination of volunteer time and money. For example, if a family donates a main dish for a Seton function, both the time preparing the food and the costs of the ingredients are applied. The PRO point system credits 5 points for every volunteer hour and 1 point for each \$2 spent. In the above example, 1 hour of cooking (5 points) and \$16 of ingredients (8 points) equals 13 earned PRO points.

Point System: 5 points per hour **or**
 1 point per \$2 spent

Many opportunities exist for you to become involved at Seton. Please read them over in this handbook and decide how you will volunteer. Please use the SignUpGenius links on the PRO page of the Seton website to confirm how and where you would like to volunteer.

To facilitate ease of reporting, many positions have pre-assigned points. If you volunteer for a position that does not have pre-assigned points, or if you volunteer more hours or spend more money than the pre-assigned number indicates, please use the point system to calculate your points. If you have any questions regarding PRO Points, please contact the PRO President, Tim Cook (proboard@setonschool.net). If you have any questions about your ability to meet the PRO points requirement, please contact Mrs. Cooper.

If you opt to make a total or partial buy-out of your required 100 PRO points, please submit your payment to the front office.

Thank you for your help and support. *In the words of St. Paul, “Let us not grow tired of doing good, for in due time we shall reap our harvest, if we do not give up. So then, while we have the opportunity, let us do good to all, especially to those who belong to the family of the faith.” (Gal. 6:9-10)*

Submitting Your PRO Points

The easiest and most accurate way of submitting your points is to go online to the Seton Web site. On the Seton homepage, click on the “Support” link listed along the top menu on the home page. Then click on the “Parent Resource Organization” sub-link. The next page is the PRO Page, on which you will see a button to “Submit PRO Points”. If you record your points online, a confirmation email will be sent to you.

The deadline for submitting PRO points *online* is April 15th. After April 15th, PRO points must be submitted by email to Debbie Cooper (office@setonschool.net) in order for them to be properly recorded.

The last day to earn PRO points for the current school year will be high school graduation day. All PRO points need to be turned in for recording not later than one week after graduation. Any balance of unearned PRO points will be converted to dollars in lieu of service and will need to be paid prior to receiving the final report card.

Once you have met your 100 points obligation and submitted the points, there is no need to report any subsequent points. You may, however, want to keep track of your donations to the school and vehicle mileage for tax records.

Volunteer Job Descriptions

This handbook describes many of the volunteer positions available through the Parent Resource Organization and includes assigned point values wherever possible. A list of volunteers will be generated via the SignUpGenius site and distributed to the chair or coordinator of each committee. Coordinators will contact parents in a timely manner to confirm their availability to volunteer.

Many committee chairs set up volunteer sign up sheets at Back to School Night and PRO meetings. These sign ups are a convenient opportunity to obtain details about a particular project and inquire about upcoming activities. Please also feel free to contact the coordinator of the activities for which you are interested in volunteering. Each family must take responsibility to initiate involvement!

A complete, and continually updated, list of specific needs and opportunities are available on the “PRO” page of the Seton website. You must use the *SignUp Genius* buttons and links in order to sign up for an available volunteer position.

To find the volunteer SignUp Genius opportunities, please use the following links:

From the Seton website homepage,

- 1) Click on the “Support” Menu option on the top of the home page.
- 2) Click on the “Parent Resource Organization” drop-down link.
- 3) Scroll down on that page to see buttons listing the specific opportunities for each category

PRO Board

PRO OFFICERS (100 pts)

President

Tim Cook - (703) 361-8147 (h); (703) 798-7550 (c); tcook@level1propertysolutions.com

The President presides at quarterly meetings of the general membership, monthly meetings of the PRO Board, and oversees the operations of the PRO organization and its committees.

Secretary

Beth Caron - (703) 455-4147 (h); beth.caron@gmail.com

The Secretary records and distributes the minutes of the PRO Board Meetings and notifies the PRO Board members of pending votes, upcoming meetings, and other pertinent information.

Treasurer/Membership

Mary Merrill – (703) 220-3708; vamerrills@hotmail.com

The Treasurer is responsible for all PRO Board and membership finances and financial record keeping, including PRO Membership dues and buyouts, PRO Board expenses/disbursements, and the PRO Membership Balance Sheet. Records and maintains member PRO Points throughout the school year.

PRO Volunteer Coordinator

Maria Hartung - 571-393-3040; wifeofpaulhartung@gmail.com

The PRO Volunteer Coordinator coordinates volunteer opportunities via “SignUpGenius” on the Seton website.

PRO COMMITTEE CHAIRS (100 pts)

PRO Faculty and Student Activities Liaison

Kimberly Dalrymple - (703) 244-4988; kimberly@dalrymple5.com

The PRO Liaison supports the faculty by helping assess, prioritize, and support various needs throughout the school year, and works closely with the SGSC Advisor and various student committees to help initiate positive development and formation opportunities for students.

Community Relations/Publicity

Barb Remington - (703) 815-4790; barbplus6@cox.net

This position is Seton's liaison to the neighborhood surrounding the school and within the local community. This committee maintains friendly, professional contact with the neighbors, and addresses any Seton related comments or concerns they might have.

Programs Coordinator

VACANT – *Please contact Tim Cook if you are interested in applying for this position.*

The Programs Chair helps facilitate the quarterly PRO Parent meetings to encourage and record attendance. Solicits donations from area businesses in order to provide door prizes for attendees at the Quarterly PRO Parent meetings throughout the school year. Available to help recruit and coordinate speakers as needed for each PRO Parent Meeting

Safety/Security

Erin Valliere – (703) 389-2064; ewvallier@yahoo.com

The Safety/Security Chair advises the school on safety and security issues for the students and building, and serves as a liaison to local law enforcement and city officials. This chair is also responsible for safety awareness training and communication for Seton students and faculty.

Ad/Spirit Campaign Chair (100 points)

Charlotte Guyant - (540) 347-1943; guyantfamily@yahoo.com

The Ad/Spirit campaign is our biggest and most successful fundraising program of the year. Each year, Seton families are required to participate in the annual campaign for the Spring Musical's program book by either selling ads or paying the required amount. The proceeds from this fundraiser make a significant contribution to the upkeep and development of the school's facilities and operations. The Ad/Spirit campaign runs for about six weeks and is a fun competition between the classes. Many incentives exist to generate enthusiasm for the campaign among the students and the parents. The information and forms necessary to solicit donations will be distributed at the beginning of the campaign. Each family is expected to raise a minimum designated amount during the course of the Ad/Spirit campaign. Those families who do not meet their family goal will be required to pay a fee equal to the leftover amount before they receive their fourth quarter report card or any transcripts. Any extenuating circumstances preventing participation in the Ad/Spirit Campaign should be explained to the school's director.

Beautification Chair (100 pts)

VACANT – *Please contact Tim Cook if you are interested in applying for this position.*

This committee is responsible for the beautification and upkeep of the grounds and landscaping on Seton property. The Beautification Committee also works with the SGSC on the Adopt-a-Street clean-up twice a year. The committee typically cleans up the front of the school prior to the Spring Musical.

Volunteers are needed in this area for a variety of jobs including a Garden Club, which will maintain the gardens and flower pots. Additional opportunities also exist. Such endeavors must occur with prior approval and specific instructions (use of Seton approved colors, etc...).

Boosters Committee Chairman (100 points)

Jorge Rangel - (703) 802-3949; joyjorge@verizon.net

The Boosters Chairman assists the Athletic Director in promoting and raising funds for the Athletic Department. The Annual Colonel P Golf Tournament is the largest fundraising event for the Athletic Department, and is coordinated by the PRO Boosters Chair.

PRO Board Alumni Liaison Chair (100 Points)

Michaela Grinder – (703) 927-3751; michaela.grinder@gmail.com

Alumni Liaison will serve as a contact between the PRO Board and the Alumni Association in order to disseminate information about the school, coordinate special events, and lead fundraising outreach to Alumni.

Hospitality Co-Chairs (100 pts each)

1) **Kritsin Forman** – (703) 330-8794; formantutor@yahoo.com

2) **Jenny Luetkemeyer** - (540) 364-4364; jennyluetkemeyer@msn.com

3) **VACANT** – *Please contact Tim Cook if you are interested in applying for this position.*

The Hospitality Committee acts as ambassadors and hostesses in our school and community. Hospitality has wonderful volunteers, who make each event a pleasure to host. To organize our events, we will request specific food or drink donations as well as assistance with set-up and clean-up.

The annual events that are hosted by the Hospitality Committee include:

Quarterly PRO Speaker Series Meetings
Opening Mass
Back to School Night
11th Grade College Workshop Breakfast

Military Appreciation Luncheon
Christmas Staff Luncheon
8th Grade Graduation
High School Awards Night

Theater PRO Liaison (100 pts)

Pat Mooney – (301) 956-4984; ptmooney1@gmail.com

The Performing Arts Committee aids in the production of the Fall Play, the Senior Play and the Spring Musical. The Spring Musical relies heavily on volunteer help from the Seton community. Many creative and detail oriented hands are needed to produce a quality product each year. Students fill some of the positions, but adult help is needed as well. This is a great project in which to involve the entire family!

Seton Science Fair

Seton students have been very successful at the Prince William-Manassas Regional Science Fair receiving First Place Category Awards each year. In addition, Seton students have been awarded the Grand Prize in 2001, 2002, 2004, and 2009 at the high school level, and the Grand Prize at the junior high school level in 2010 and 2013. If you are interested in helping with the science fair, or you have any questions, please contact Coordinator Matt Lewandowski.

Science Fair Coordinator (100 points)

Matt Lewandowski; res19qf7@verizon.net

Oversees all aspects of the science fair, addressing any questions or concerns that arise before, during, and after the science fair. Provides the needed coordination with the school staff and among committees. Addresses parents at Back to School nights. Acts as a liaison for Seton parents who might consider volunteering as judges for the fair. Present the day before the fair for set-up questions, and the entire day of the science fair to address any and all questions as they arise. Provides a forum to exchange thoughts and ideas from this years' science fair to help make changes and improvements for the next year's science fair.

PRO Board Policy for Student/Club Projects at Seton School

Any Boy Scout, American Heritage Girl, or other similar club member who is a Seton student and wishes to do an project at Seton must have his/her project approved by Mrs. Cooper and/or Mr. Scheetz before coming to the PRO Board. The student must turn in a draft proposal which will describe the project in detail, including the anticipated costs.

If a student plans to make a funding request to the PRO Board, he/she must, in uniform, present their pre-approved project proposal to the Board. If approved, he/she will, upon completion of the project, return to the Board to in order to make a final report about his/her project. The Board's last meeting of the school year is in June so Scouts must plan accordingly, as the Board cannot approve funding during the summer months.