

Seton School

Parent Resource Organization Handbook

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. Membership is required for all parents and guardians of students, and annual dues cost \$25.00. Each family must fulfill the **100 PRO point** requirement. This obligation can be met with 20 volunteer service hours, with a **\$200 payment**, or any combination of service hours and money.

To summarize the PRO obligations:

- PRO Dues cost \$25/family and are included in school fees which are billed after school starts.
- The value of volunteer hours is 5 points per hour with a yearly commitment of 20 volunteer hours per family.
- 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 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 the last page of this 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 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.

PRO Schedule for 2021-22

Parent Events with Speakers and Social Events TBD

PRO Board Meetings:

Tuesday, August 31, 2021	7:00 pm
Tuesday, October 19, 2021	7:00 pm
Tuesday, February 15, 2022	7:00 pm
Tuesday, May 17, 2022	7:00 pm

Parents are welcome to attend PRO Board Meetings (usually held in a classroom of the Corpus Christi building) and may request copies of the minutes from the PRO Board Secretary, Linda Byers, see school directory.

Parents who wish to speak at a PRO Board meeting should arrange with the President ahead of time.

President	Maria Hartung
Secretary	Linda Byers
Treasurer	Michael Bingham
Ad Campaign	Theresa Zahorchak
Alumni Liason	Simone Reddington
Athletic Boosters	Will Waldron
Beautification	Krista Schroer
Community Relations	Nora Sprinkle
Faculty & Staff Appreciation	Dana Marm
Hospitality	Amy Powers
PRO Events Coordinator	Becky Irving
Safety & Security	Jeff Vallimont
Theater Liaison	Francine Orr
Volunteer Coordinator	Nicaise Likoy-Bokassa

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 to reach 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.

Example: If a family donates a main dish for a Seton function, both the time preparing the food and the cost 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 over them in this handbook and decide how you will volunteer. Please use the SignUpGenius links on the PRO page of the Seton website or answer e-mailed invitations 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 or Treasurer. If you have any questions about your ability to meet the PRO points requirement, please contact Mrs. Cooper in the Seton Office.

If you opt to make a total or partial buy-out of your required 100 PRO points, please submit your payment to the Seton 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” tab listed along the top menu on the home page.
- Drop down to the “Submit PRO points” tab.
- Fill out and submit the form.
- If you record your points online, a confirmation email will be sent to you.
- You can also submit PRO points earned by emailing propoints@setonschool.net Please include all necessary information.

Once you have met your 100 points obligation and submitted the points, there is no need to report any subsequent points. You will receive an email letting you know your obligation has been met. You may, however, want to keep track of your donations to the school and vehicle mileage for tax records. Volunteering is always welcome to continue, even after the minimum obligation has been met.

The deadline for submitting PRO points *as above* 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.

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 continually updated list of specific needs and opportunities is 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.

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
(See paper directory for contact info)

PRO Board Officers (100 pts)

President

Maria Hartung (757) 963-7435, Home

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

- Plan and host quarterly PRO Board meetings
- Plan approximately three PRO events a year such as speakers or social events for parents; communicate ideas with Seton Directors for approval
- Provide announcements for the Sentinel and Jupiter Ed for PRO activities and needs
- Assist Treasurer in preparation of the annual budget for approval by the board
- Assist Volunteer Coordinator with signup needs for projects and events
- Assist in planning of service projects for Seton including school cleanups
- Coordinate the use of PRO funds for teacher needs as available
- Attend Seton Board meetings as a non-voting participant to relay information about parent volunteer support and share observations about school needs
- Recruit PRO Board members

Secretary

Linda Byers

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

Michael Bingham

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 COMMITTEE CHAIRS (100 pts)

Ad Campaign

Theresa Zahorchak

The Seton Ad Campaign Chair oversees the largest annual fundraising event at Seton. The Ad Campaign Chair is responsible for a large team of volunteers and manages the campaign process and timelines in order to maintain clear communication with the school administration, Spring Musical staff, and Seton families throughout the Ad Campaign.

The proceeds from this fundraiser make a significant contribution to the upkeep and development of the school's facilities and operations. The Ad 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.

Specific Responsibilities of Ad Campaign Chair:

- Confirm yearly goals and timelines with school administration
- Manage and keep track of contracts, ads, and emails
- Oversee the process which includes, but is not limited to, working closely with the following people:
 - School Administration
 - Claimed Ads Coordinator
 - Seton Website Manager and Computer Tech Coordinator
 - Data Entry Staff
 - Ad Book Staff
 - PRO Board Volunteer Coordinator
 - Student Assembly Coordinator
 - Seton Alumni Liaison
 - Poster/Flyer Coordinator

Alumni Liaison

Simone Reddington

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.

Athletic Boosters

Will Waldron

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

Beautification

Krista Schroer

This committee is responsible for the beautification and upkeep of the grounds and landscaping on Seton property. The Beautification Committee also works 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).

Community Relations

Nora Sprinkle

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. Provides "Good Neighbor" baskets at Christmas time.

Faculty & Staff Appreciation

Dana Marm

The Faculty/Staff Appreciation Coordinator implements events to recognize and appreciate faculty and staff throughout the school year. Specific Activities may include: Developing and providing appreciation questionnaire at the summer faculty/staff meeting; providing quarterly appreciation gifts, monthly staff birthday acknowledgement, complimentary drawings, etc; faculty Christmas gifts, organizing end-of-year recognition gifts for faculty and staff at a scheduled student assembly.

The Teacher Liaison assists the PRO President to help assess, prioritize, and support various needs of faculty and staff throughout the school year that may be funded by the PRO Board.

Hospitality

Amy Powers

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:

PRO Speaker Series Meetings

Opening Mass

Back to School Nights

11th Grade College Workshop

Breakfast for Science Fair Judges

Military Appreciation Luncheon

Christmas Staff Luncheon

8th Grade Graduation

High School Awards Night

End of year teacher brunch

PRO Events Coordinator

Becky Irving

The PRO Events Coordinator works closely with the President to arrange quality speakers for parent events. This position will promote events in the community through Jupiter Ed messages and Sentinel notes, extend invitations to speakers and arrange for stipends, be responsible for door prizes as needed and welcome speakers, parents and teachers at PRO events and socials.

Safety & Security

Jeff Valimont

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.

Theater Liaison
Francine Orr

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!

Volunteer Coordinator
Nicaise Likoy-Bokassa

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

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 a 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 in order to make a final report about his/her project. The Board’s last meeting of the school year is in May so Scouts must plan accordingly, as the Board cannot approve funding during the summer months.