

# *Seton School 2022-23*

## *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 all families.

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 per family, assessed by FACTS. Each family must fulfill a minimum 125 PRO point requirement. This obligation can be met with 25 volunteer service hours, with a \$250 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 by FACTS after school starts.
- The value of volunteer hours is 5 points per hour per person with a yearly minimum of 25 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 \$250 for the year.

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 bring quality speakers to support Seton parents in their mission of raising Catholic children. Funds may be used to 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. (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 Board positions and descriptions along with many ideas for earning PRO points. We welcome your talents and prayers for the service of our school. We encourage volunteerism at Seton not only to help the school but also to build community among our parents and teachers.

*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 2022-23**

Four Parent Events with Speakers and Social Events TBD Held Quarterly

### PRO Board Meetings:

Wednesday, August 31, 2022	7:00 pm
Wednesday, October 26, 2022	7:00 pm
Wednesday, February 8, 2023	7:00 pm
Wednesday, April 26, 2023	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, Sarah Kramer.

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

President	Maria Hartung	PROBoard@setonschool.net
Secretary	Sarah Kramer	
Treasurer	Michael Bingham	propoints@setonschool.net
Ad Campaign	Theresa Zahorchak	adcampaign@setonschool.net
Athletic Boosters	Will Waldron	
Beautification 1	Simone Reddington	
Beautification 2	Krista Schroer	
Community Relations		
Faculty & Staff Appreciation	Dana Marm	
Hospitality 1		
Hospitality 2		
PRO Events Coordinator	Becky Irving	
Safety & Security	Jeff Vallimont	
Theater Liaison	Francine Orr	
Volunteer Coordinator	Amy Powers	provolunteers@setonschool.net

## **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 125 PRO point requirement. This obligation can be met with 25 volunteer service hours, a \$250 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. These will be indicated in the respective sign up genius links or on the website links. 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, Maria Hartung at [PROBoard@setonschool.net](mailto:PROBoard@setonschool.net). If you have any questions about your ability to meet the PRO points requirement, please contact the PRO Treasurer, Michael Bingham at [PROpoints@setonschool.net](mailto:PROpoints@setonschool.net).

If you opt to make a total or partial buy-out of your required 125 PRO points, please submit your payment to the Seton Office or it will be added to your FACTS account.

***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 setonschool.net website.

- 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](mailto:propoints@setonschool.net) Please include all necessary information.

Once you have met your 125 point 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 is Friday, April 28, 2023. This allows for those earning points by helping with the spring musical to complete their hours. After April 28, you will be billed for the balance of hours remaining and will need to pay the balance prior to receiving the final report card.

## Volunteer Job Descriptions

This handbook describes many of the volunteer positions available through the Parent Resource Organization but is not all-inclusive. 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**

### **PRO Board Officers (125 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 four PRO events/year such as speakers or social events for parents; communicate ideas with Seton Director 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
- Recruit PRO Board members

#### **Secretary**

**Sarah Kramer**

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 (125 pts)**

#### **Ad Campaign**

**Theresa Zahorchak**

The Seton Ad Campaign Chair oversees the largest annual fundraising event at Seton. The Ad Campaign Chair manages the campaign process and timelines in order to maintain clear communication with the school administration and Seton families throughout the Ad Campaign. She distributes information and forms necessary to solicit donations at the beginning of the campaign, confirms yearly goals and timelines with school administration, manages contracts, ads, and emails.

The chair oversees the entire process and works closely with the Claimed Ads Coordinator, data entry staff and ad book staff.

#### **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**

#### **Simone Reddington and 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 cleans the grounds before the November open house and prior to the spring musical. Volunteers are needed in this area for a variety of jobs including maintaining the gardens and flower pots and weeding the many beds.

### **Community Relations (Open)**

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.

### **Hospitality (Open)**

The Hospitality Committee acts as PRO hostesses in our school. Hospitality volunteers organize events including requesting donations, buying food or decorations, and setting up and cleaning up events with other volunteer help.

The events hosted by the Hospitality Committee include four PRO Meetings/year. These consist of one per quarter and include a new parent/old parent social in the fall, an evening Lenten retreat for parents in the spring and two other speaker events with socials.

Hospitality may also help with both Back to School Nights each September.

### **PRO Events Coordinator**

#### **Becky Irving**

The PRO Events Coordinator works closely with the President to arrange quality speakers for parent events to include a new parent/old parent social in the fall, an evening Lenten retreat for parents in the spring, and two other speaker events with socials. 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. She will also arrange one PRO sponsored Wednesday assembly for students/year.

## **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 Theater Liason 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. Students fill some of the positions, but adult help is needed as well. The theater liason coordinates the volunteer help. This is a great project in which to involve the entire family!

## **Volunteer Coodinator**

### **Amy Powers**

The PRO Volunteer Coordinator coordinates volunteer opportunities via SignUpGenius and Jupiter Ed announcements and is available to assist parents with finding their special volunteer niche.

## **Volunteer Opportunities**

This is **NOT** an all-inclusive list because there are so many ways to earn PRO points!

### **Academic**

Points may be earned by substitute teaching, coordinating or proctoring the PSAT/AP or ASVAB tests, driving or chaperoning field trips, assisting the guidance department, the college workshop or the military open house, helping with the science fairs, serving as science fair judge, library volunteer, Seaperch, VEX club, Blue Crab Bowl or any Seton-sponsored club volunteer. Drivers may also claim points for money spent on gasoline (1 point/ \$2 spent).

### **Ad Campaign**

Points may be earned by assisting with graphic layouts, coordinating student reward activities, acting as Ad Sales Coordinator or Claimed Ads Coordinator, doing contract and data entry, assisting with computer technology, writing thank you notes and sending tax receipts.  
(PRO points will **NOT** be earned by selling or submitting your ads.)

### **Administrative**

Points may be earned by coordinating picture day, COVID cleaning or monitoring, managing the lost and found articles, maintaining the uniform closet, coordinating teacher Christmas gifts, coordinating approved outerwear orders, serving as a lunch volunteer, office volunteer, photographer, refilling vending machines, coordinating or volunteering for St. Nicholas carnival, volunteering at Seton Open House in November, volunteering for student retreats by coordinating confessions, setting up and cleaning up refreshments.

### **Athletics**

Points may be earned by coaching or assistant coaching any sport, serving as swim judge or timer, basketball book-keeper, announcer, serving as team parent or driving team members to **games** (PRO points will **NOT** be earned for driving students to practice), coordinating sports awards ceremonies, donating refreshments, maintaining Seton vans, volunteering at golf tournament (but **NOT** playing in it). Drivers may also claim points for money spent on gasoline (1 point/ \$2 spent).

### **Beautification**

Points may be earned by planting, mulching, weeding, watering any time and by participating in clean up days usually scheduled twice a year, helping with landscape and hardscape maintenance, picking up trash.

### **Hospitality**

Points may always be earned by donating food: both time spent preparing (1 hour = 5 points) and money spent (\$2 = 1 point).

Points are earned by coordinating refreshments for opening Mass, Back to School nights, Open House, science fair judges' breakfast, or retreat master refreshments, by providing and serving food for monthly teachers' luncheons and weekly priest's lunch & Mrs. Carroll/Mr. Westhoff dinner (**see website for links to both**). Points earned by assisting with set up/clean up of quarterly PRO events, funeral receptions, meals for accreditation teams, by helping with Good Neighbor basket assembly and delivery in December.

### **Performing Arts**

Points may be earned by producing, or directing plays, acting as voice coach, choreographer, or set designer, by volunteering in set construction, painting, costuming, or props procural, acting as dressing room chaperone or parking lot attendant, coordinating refreshments, ticket sales, seating and theater grams, helping with music, lights or sound. Seton typically hosts a fall play/movie, senior play, improv nights and spring musical. All performing arts volunteering is eligible for PRO points.

## **PRO Board Policy for Student Projects at Seton School**

**Please note that parent volunteering for scouts or other groups permitted to meet at Seton is NOT eligible for PRO points.**

Any 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 the fourth quarter so please plan accordingly, as the Board does not meet and cannot approve funding during the summer months.