



**SETON SCHOOL  
PRO HANDBOOK  
2023-2024**

# Seton School 2023-24

## 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 25 PRO volunteer hours requirement. This obligation can be met with 25 volunteer service hours, with a \$375 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.
- A yearly minimum of 25 volunteer hours per family is required.
- There is an option to buy out PRO hours. For example, a total buy-out is a payment of \$375 for the year.
- Money spent purchasing food for requested donations (or ingredient costs) or on gasoline while transporting a team counts at the rate of \$15=1 hour (\$7.50=1/2 hour, etc.)

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 serving PRO hours. 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 2023-24

Parent Events with Speakers and Social Events Held Quarterly:

Saturday, August 26, 2023, Speaker  
Saturday, October 14, 2023, Trivia Night  
Saturday, December TBD, Advent Reflection  
Saturday, February 10, 2024, Couples Evening Out

PRO Board Meetings:

Wednesday, August 30, 2023           7:00 pm  
Wednesday, October 25, 2023       7:00 pm  
Wednesday, February 7, 2024       7:00 pm  
Wednesday, April 24, 2024         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	prohours@setonschool.net
Ad Campaign	Theresa Zahorchak	adcampaign@setonschool.net
Athletic Boosters	Will Waldron	
Beautification		
Community Relations	Elizabeth Croson	
Faculty & Staff Appreciation	Dana Marm	
Hospitality 1	Jeannette Borneman	
Hospitality 2	Carol Ann Miller	
Hospitality 3	Nicaise Likoy-Bokassa	
PRO Events Coordinator	Becky Irving	
Safety & Security	Michael Croson	
Theater Liaison		
Volunteer Coordinator	Amy Powers	provolunteers@setonschool.net

## **Introduction to PRO Hours**

Seton School uses PRO hours 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/or money. This obligation can be met with 25 volunteer service hours, a \$375 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. For example, 1 hour of cooking and \$15 of ingredients equals 2 PRO hours earned.

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.

Some positions automatically count for the minimum 25 hours. These positions will require at least 25 hours over the course of the job. These will be indicated in the respective SignUpGenius links or on the website links. Please report your volunteer hours using Track It Forward, including those who have a job that fulfills all the hours.

If you have any questions regarding PRO hours, please contact PRO President Maria Hartung at [proboard@setonschool.net](mailto:proboard@setonschool.net). If you have any questions about your ability to meet the PRO hours requirement, please contact the PRO Treasurer at [prohours@setonschool.net](mailto:prohours@setonschool.net).

If you opt to make a total or partial buy-out of your required 25 PRO hours this fee will be added to your FACTS account near the end of the school year and payment is due before final report cards are issued.

*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 Hours

The easiest and most accurate way of submitting your hours is to use the Track It Forward system. **Each family has their own unique login to Track It Forward.** New families will have this emailed to them at the start of the school year. Families must use their own login to report hours. The link is not on the school website.

Once you have met your 25 hour minimum and reported them, there is no need to report any additional hours served. 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 hours is Friday, April 26, 2024. This allows for those helping with the spring musical to complete their hours. After April 26, 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 Nights 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. Please use the SignUpGenius 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 listings of specific opportunities for each category.

## **PRO Board Officers (25 hours)**

### **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:

- Plans and hosts quarterly PRO Board meetings
- Plans four PRO events/year such as speakers or social events for parents; communicates ideas with Seton Director for approval
- Provides announcements for the Sentinel and Jupiter Ed for PRO activities and needs
- Assists Treasurer in preparation of the annual budget for approval by the board
- Assists Volunteer Coordinator with signup needs for projects and events
- Assists in planning of service projects for Seton including school cleanups
- Recruits 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 hours throughout the school year using the Track It Forward system.

## **PRO Committee Chairs (25 hours)**

### **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**

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**

### **Elizabeth Croson**

This position is Seton's liaison to the neighborhood surrounding the school and within the local community. This member 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**

### **Jeannette Borneman, Carol Ann Miller, Nicaise Likoy-Bokassa**

The Hospitality Committee acts as PRO hosts 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 parent social in the fall, an evening Lenten or Advent reflection and two other speaker events.

## **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 reflection 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**

### **Michael Croson**

The Safety & Security Chair advises the school on safety and security issues for the students and in and around the buildings, 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**

The Theater Liaison serves to support the production of theatrical performances at Seton by serving as a liaison between the producers of the various theater productions and the PRO Board. The liaison keeps the PRO Board informed of the status and needs of the fall play/movie, the improv comedy program, the senior play, and the spring musical. The liaison also facilitates discussion between the various theater departments to optimize use of shared resources.

## **Volunteer Coordinator**

### **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 volunteer for PRO hours!

### **Academic**

Hours 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 hours for money spent on gasoline (\$15 counts as 1 hour served).

### **Ad Campaign**

Hours 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 hours will **not** be earned by selling or submitting your ads or buying them out.)

### **Administrative**

Hours may be earned by coordinating picture day, 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**

Hours 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 or practices, coordinating sports awards ceremonies, maintaining Seton vans, volunteering at the golf tournament (but **not** playing in it). Drivers may also claim hours for money spent on gasoline (\$15=1 hour served, please estimate your vehicle's gas usage).



### **Beautification**

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

### **Hospitality**

Hours may be earned by donating food: both time spent preparing and money spent on ingredients or purchased outright (\$15 counts as 1 hour served, or \$7.50=half hour, etc.)

Hours are earned by donating refreshments for 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). Hours may be 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**

Hours 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 may count for PRO hours.

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

Please note that parent volunteering for scouts or other groups permitted to meet at Seton does **not** count for PRO hours.

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.