

# **SMART Board Committees Overview**

## **August 2026-July 2027**

### **For Chair Person**

**Back to School Blast** - 12 - 14 families needed for Sept 2, 2026.

- Will require time during weekdays & daytime.
- Help with set-up and take down.
- Run games/activities during the blast
- Help with cooking and or serving meal.

**Cash Calendars** - 2 families from Aug. 2026 - Jan. 2027.

- Prepare calendars to be printed.
- Create family envelopes and distribute six calendars for each family.
- Collect calendars slips and money.
- Draw cash calendar winners.
- Write and mail all checks.
- Make a year end finalization of the account.

**Room Parent(s) Responsibilities** - 1 family for each grade level for the 2026-2027 School Year (Aug.-June).

- Watching students over lunch hour one day during Catholic Schools Week- Jan 2027 or finding a replacement.
- Buy teacher and support staff's Christmas gifts with money collected from families by the school .
- Bring birthday treats for teacher and assigned support staff birthdays; recommended to collect once at the beginning of the year for all staff
- 3rd grade room parent is also in charge of & organizes First Reconciliation Reception in November for the 2nd Grade class.
- 7th Grade room parent has the responsibility of organizing and decorating for the 8<sup>th</sup> grade graduation.
- Must be trained in Virtus. (See school office).

**Marion Golf Open** - 5-7 families for June 2027

- Golf tournament fundraiser for St. Mary's.
- Find sponsors for tees/holes
- Advertise event and set schedule

**Book Fair** - 4-5 families for Q1 (Nov 17th & 19th) PT conferences.

- Contact Book Fair Sales Representative.
- Get wish lists to and from teachers for classrooms.
- Get flyers out to families.
- Be available to work your turn during the two nights of conferences at the book fair.
- Get book displays set-up on stage in the gym and take down after fair is over to be shipped back

**Welcome Committee** - 1-2 families - 2026-2027 School Year

- Make contact with all new families to St. Mary's
- Support system for new families
- Reaches out monthly to new families via email

**Catholic Schools Week** - 6-8 families with flexible schedules for Jan/Feb 2027. (Daytime hours are needed.)

- Organize staff luncheon, which includes coordinating with caterer, delivering invitations, set up and clean up day of luncheon
- Secure gifts for teachers' drawings held each morning.
- Inform classroom parents the day and time for luncheon to supervise the classroom.
- Assign committee members to bring a light breakfast to the staff break room during CSW week (rolls/donuts/OJ/fruit)

**STREAM Night** - 10- 12 families February 3, 2027.

- Required attendance at either set up and during the event and or during the event and take down of event
- Donate cupcakes for dinner.
- Help serve, set-up and clean-up dinner.
- Set tables in church basement.
- Clean up church basement after the event.

**Catholic United Financial AND Winter Raffles** - 6-8 families needed. (Aug. 2026 to Feb. 2027)

- Organize and collect prizes for the Winter raffle.
- Help promote and track the selling of raffle tickets. FH-Golf Cart Oct.-Dec. 2026, CUF in Jan./Feb. 2027
- Sort/label tickets
- Contact office first part of January for CUF tickets
- Prepare tickets for families
- Sell raffle tickets prior and after Masses in AFC

**Prime Rib Dinner at St. Al's** - 19-22 families early April 2027

- Meet 1-3 times prior to the event.
- Help set up prior to the event.
- Help set-up, serve, & clean up at the dinner.
- Prepare the meal a few days ahead and day of the event.
- Each family sells at least 8 tickets for dinner.
- Each family collects at least three auction items for the event.

**Play Island Fundraisers**

- Organize fudge and popcorn sales
- Communicate with teacher and families about deadlines, needs and expectations
- Arrange pick up fudge, sorting and distribution
- Track sales, profit and buyouts of families
- Advertise, promote, and communicate about sales with Play Island families

# **SMART Board Committees Overview**

## **August 2026-July 2027**

### **For Committee Members**

**Back to School Blast** - 12 - 14 families needed for Sept 2, 2026.

- Will require time during weekday & daytime.
- Help with set-up and take down.
- Run carnival type games.
- Help with cooking and/or serving meals.

**Cash Calendars** - 2 families from Aug. 2026 - Jan. 2027.

- Prepare calendars to be printed.
- Create family envelopes and distribute 10 calendars for each family.
- Collect calendars slips and money.
- Draw cash calendar winners.
- Write and mail all checks.
- Make a year end finalization of the account.

**Room Parent(s) Responsibilities** - 1 family for each grade level for the 2026-2027 School Year (Aug.-June).

- Watching students over lunch hour one day during Catholic Schools Week or find a replacement
- Buy teacher and support staff's Christmas gifts with money collected by the school from families.
- Bring birthday treats for teacher and assigned support staff birthdays, recommended to collect once at the beginning of the year for all staff
- The 3rd grade room parent is also in charge of & organizes First Reconciliation reception in November for the 2nd Grade class.
- The 7th grade room parent has the responsibility of organizing and decorating for the 8<sup>th</sup> grade graduation.
- Must be trained in Virtus. (See Parish office with questions).

**Marion Golf Open** - 5-7 families for June 2027

- Required attendance at golf tournament fundraiser
- Find sponsors for tees/holes

**Book Fair** - 4-5 families for Q1 (Nov 17th & 19th) PT conferences.

- Required to work your turn during the two nights of conferences at the book fair.
- Get book displays set-up in the gym and take down and pack up books to send back to book fair company when fair is over

**Welcome Committee** - 1-2 families - 2026-27 School Year

- Make contact with all new families to St. Mary's
- Support system for new families
- Reaches out monthly to new families via email

**Catholic Schools Week** - 6-8 families with flexible schedules for Jan/Feb 2027. (Daytime hours are needed.)

- Set up, serve or clean up Staff Appreciation Luncheon.
- Secure gifts for teachers' drawings held each morning.
- Committee members to bring a light breakfast to the staff break room during CSW week (rolls/donuts/OJ/fruit)

**STREAM Night** - 10 -12 families January 2027.

- Required attendance at either set up and/or during the event and take down at the end of the event.
- Donate cupcakes for dinner.
- Help serve, set-up and clean-up dinner.
- Help in classrooms with stations during event
- Set up tables in the church basement.
- Clean up the church basement after the event.

**Catholic United Financial AND Winter Raffles** -

6-8 families needed. (Aug. 2026 to Feb. 2027)

- Apply for MN gambling permit for the Winter Raffle.
- Organize cash prizes for the Winter Raffle.
- Organize printing of the Winter Raffle tickets.
- Contact office first part of January for the CUF tickets.
- Label/sort tickets for both raffles.
- Prepare ticket envelopes for families for both raffles.
- Help promote the selling of tickets for both raffles.
- Sell tickets prior and after Masses in AFC for both raffles.
- Help track the return of sold and unsold tickets for both raffles.

**Prime Rib Dinner at St. Al's** - 19-22 families early April 2027

- Meet 1-3 times prior to the event.
- Help set up prior to the event.
- Help set-up, serve, & clean up at the dinner.
- Prepare the meal a few days ahead and day of the event.
- Each family sells at least 8 tickets for dinner.
- Each family collects at least three auction items for the event.

**Play Island Fundraisers** 4 - 6 families, December and April

- Review/edit family letter to communicate with PI families
- Assist in pick up, sorting or distributing fudge
- Promote fundraisers to increase sales