

## **2016-2017**

### ***Mission Statement***

St. Cyril of Alexandria School,  
with the support of parents and St. Cyril of Alexandria Parish,  
prepares our students spiritually, academically, and socially  
to take personal responsibility for a  
lifetime of faith, learning, leadership and service.

*St. Cyril of Alexandria School is a community which believes:*

- *In following Our Lord, Jesus Christ*
- *In the uniqueness of every child*
  - *In strong academics*
  - *In parental involvement*
- *And in Service to one another*

Dear Families,

As partners in the education of our children, we all work together to fulfill the above mission statement. Through the PALS organization, we all have an opportunity to provide enrichment to the school and its curriculum. In doing so, we contribute to the strong sense of community that makes St. Cyril of Alexandria School the special place that it is.

In addition to strengthening our school community, the fulfillment of PALS commitments benefits the school financially. PALS provide direct support to educational programs by assisting both faculty and staff. PALS volunteers also play an important role in all of our school's fundraising efforts.

Not all PALS commitments are equal in time, but they are equal in importance to the school. When we can share the gifts we have – our time, our talents, our resources, and our prayers – we are following our Lord and being good stewards of our gifts.

In the coming year, may we appreciate not only the commitments that we as individual PALS make to the education of our children at St. Cyril of Alexandria but collectively as a whole, realize the total PALS contribution that often goes on behind the scenes.

This is a wonderful community of extraordinary **Persons Active in Learning Situations**. Thank you for every hour and every kindness.

Warmest regards,

The PALS Board

## PALS REGISTRATION F.A.Q.'s:

**What is PALS anyway?** Persons Active in Learning Situations are invaluable members of our school community. PALS help inside and outside the classroom, with faculty and staff, to facilitate the mission of St. Cyril School. Services the PALS provide collectively save our school tens of thousands of dollars in payroll dollars annually. The best part is that it gives parents and other family members the opportunity and privilege to be directly involved in your child's/children's educational environment.

**What does the PALS Board do?** The Board is made up of parents like you. Board meetings occur monthly during the school year to plan and maintain annual fundraising events, social events, manage PALS accounts and budgets, and coordinate well over 100 PALS positions/commitments school-wide.

**Do I really need to get in line in the early hours of the morning on PALS Registration Day?** All non-appointed PALS commitments are filled on a first come, first served basis. If your time availability is very specific, you will want to get there early to better your chances for your ideal selection(s).

**Where do I line up?** Line begins on the northside of Dougherty Hall. Numbers will be distributed to those in line if needed.

**Why are some positions appointed?** Some PALS commitments require special qualifying talents or capabilities. This may mean accounting experience or simply availability at a specific time slot. Every PALS commitment is important as every position fills a need.

**Can I apply for an appointed position on PAL Registration Day?** No. This ideally should be done before registration. Assignments on registration day are only for *non-appointed* positions. Appointed positions that remain open by registration day can be applied for and assigned after registration.

**Why? Who makes the decision for the appointed positions?** Selection is based on an applicant's qualifications and previous PALing history. Decisions are made by the person requesting an appointed PAL, our principal designee, and the PALS Coordinators.

**What is Category A about?** Anyone having direct contact with students must obtain *Category A* status, per the Diocese guidelines. This requires fingerprinting and a background check. It is obtained prior to registration – you may NOT select a *Category A* position before this is done. *Category A status must be updated regularly per Diocesan guidelines.*

**Can I sign up for two positions on PALS Registration Day?** You may sign up for the positions you need **up to a full commitment**. While we are most grateful and delighted you may want to do this – we must give all families the opportunity to find positions before allowing double commitments. Let one of the PALS Coordinators know your wish to take on another and they will get back with you.

**Can I change my mind after registration?** Sometimes a family’s selection does not end up being ideal as employment or circumstances change. If this happens, please contact one of the PALS Coordinators as soon as possible, and they will assist you to find a better match. Open PALS positions can be reviewed at any time on the St. Cyril website.

**What happens if I can’t make it sometimes?** Emergencies happen. We depend on you keeping your commitment for your selected duty, time and date. If you can’t make your commitment you must do your best to find or trade with an appropriate substitute. The person you are working with should be informed of your absence.

**What happens with excessive absences for PALS?** Part of the PALS Coordinator’s job is to oversee PALS compliance. Failure to perform your duty or having excessive absences can result in being invoiced for the Service Substitution Fee. This fee is waived in good faith on registration day for those choosing a PALS commitment/position.

**Can I share or split the commitment with a friend or spouse?** Generally not. In an effort to provide efficient and consistent PALS this is not ideal as you will be trained to do your specific duty.

**Can my spouse and I do 1/2 commitments to share a full commitment?** Of course...on the condition that BOTH you and your spouse attend and work as two separate entities and “as separate sets of hands.” Taking two seats on a committee for example requires two participating individuals.

**Can a grandparent or other friend/family sign up to work my PALS commitment?** Of course! All the above applies to anyone working on your family’s behalf.

## Table of Contents

NON-APPOINTED PALS POSITIONS .....	6
APPOINTED PALS POSITIONS.....	10
APPOINTED BOARD POSITIONS .....	18
INDEX .....	24

For a complete list of all PALS positions, please refer to the index at the end of the booklet.

## IMPORTANT NOTICE

### CONFIDENTIALITY STATEMENT

Parent involvement carries with it a responsibility to our children and community to provide confidentiality. We must realize that when we are working in a classroom, on school grounds, in the health office, or in any PALS capacity, we no longer function as a parent, but as a school volunteer.

We are privileged to be invited into our children's classrooms and have access to personal information. While we are at school, we often see examples of a child's work or behavior. What we see and hear, whether negative or positive, is confidential information and must not be shared, even anonymously with others. It is not the PALS place to discuss what is seen in the classroom or office with other parents, students, or individuals.

Children are accorded the same rights to privacy and confidentiality as are adults. If you observe a behavior or problem with a child, please report it to a teacher or staff member. It is the staff member or teacher's responsibility to report information concerning a student to the parent.

## NON-APPOINTED PALS POSITIONS

### IMPORTANT NOTE:

According to Diocesan policy, PALS positions requiring Category A will be required to attend an annual MANDATORY Department Training Session, watch the Diocese video and sign all necessary documents before or during the first week of school.

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**JOB POSITION: Classroom PALS (including Enrichment PALS)**

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*In this position, PALS work directly with the teacher in a classroom setting. Tasks vary according to the teacher's plans for the day. Only with this large core of individuals working with the staff are we able to maintain our high academic excellence.*

DESCRIPTION: Individual classroom needs are varied. Duties include but are not limited to: working with students, grading papers and clean up; walking students to and from activities; clerical work; supervision; and assisting in that department or others as needed. Classroom PALS assist in all academic and enrichment classes. You may choose to work in any department, not just your own child's department. **Specific hours to work will be determined by the teachers' needs; between 3-4 hours.**

Enrichment positions include Spanish, Computers, PE, Art, and Library classes.

Parents and teachers must be able to work together professionally and maintain confidentiality. If either the teacher or the parent needs to discuss a change in position because of these issues, please contact the PALS Coordinator.

**It is imperative that PALS with more than one commitment consider each as equally important and devote the time and attention required to each.**

HOURS REQUIRED: Between 3-4 hours per week. Specific hours determined by the teacher.

**Important - Requires CATEGORY "A" CERTIFICATION.**

COMMITMENT: Fulfills a full commitment.

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**JOB POSITION: Classroom PALS (1/2 commitments)**

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**NEW!**

*Some teachers offer ½-time commitments to work with the teacher in a classroom setting. Tasks vary according to the teacher's plans for the day. This commitment is only offered by specific teachers. Please see the sign-up sheets on PAL Registration Day.*

DESCRIPTION: As in the full commitments, individual classroom needs are varied. Duties include but are not limited to: working with students, grading papers and clean up; walking students to and from activities; clerical work; supervision; and assisting in that department or others as needed. You may choose to work in any department, not just your own child's department. **Specific hours to work will be determined by the teachers' needs; between 3-4 hours, every other week.**

HOURS REQUIRED: Between 3-4 hours every other week. Specific hours determined by the teacher.

**Important - Requires CATEGORY "A" CERTIFICATION.**

COMMITMENT: Fulfills a ½ commitment.

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**JOB POSITION: At-home PALS (1/2 commitments)**

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**NEW!**

*Some teachers have ½-time commitments to work at-home. Tasks vary according to the teacher's plans. This commitment is only offered by specific teachers. Please see the sign-up sheets on PAL Registration Day.*

**DESCRIPTION:** Individual teacher needs are varied. Duties include but are not limited to; clerical work; creating needed posters; stapling; collating; or other jobs as needed. You may choose to work in any department, not just your own child's department. **Specific hours to work will be determined by the teachers' needs.**

**HOURS REQUIRED:** Between 3-4 hours every other week. Specific hours determined by the teacher.

**COMMITMENT:** Fulfills a ½ commitment.

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**JOB POSITION: Auction Database Management and Support (1)**

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**DESCRIPTION:** Works closely with Auction Database Chair to create, print and mail letters, envelopes, programs, flyers, bid sheets, and other necessary documents. Typing and computer skills are necessary with required flexible day or evening hours. Must be available the entire day of and also attend entire Auction.

**HOURS REQUIRED:** Approximately 3 to 4 hours per week January through May, including attendance at the event, and meetings as required by the Auction Coordinator.

**COMMITMENT:** Fulfills a full commitment.

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**JOB POSITION: Auction Decoration Committee Member (8)**

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**DESCRIPTION:** Creative individuals that assist Auction Vice Chair of Decorations in the design and construction of themed environment for auction event. Attend all meetings, help with prop construction, final decorations implementation, as well as set-up and clean-up the day of the event. Artistic ability and creativity are helpful.

**HOURS REQUIRED:** Varies. Must attend monthly or other meetings as designated by Auction Vice Chair of Decorations, attendance before and after event for set up and clean up, various hours to create or modify decorations. Must be available the entire day of and also attend entire Auction.

**COMMITMENT:** Fulfills a full commitment.

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**JOB POSITION: Auction Support Staff (TBD)**

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**DESCRIPTION:** Responsible for assisting Auction Chairs with Auction at check-in, check-out, assist as runners and clean-up. Monitor auction item tables during auction. Close tables at appropriate time and distribute gifts after check out. Must attend pre-auction training session and work the day before, the day of, and the day after the auction.

**HOURS REQUIRED:** Availability week of auction, including before, during and after event. May require attendance at meetings in weeks and/or months prior to event. Must be available on day and evening of event.

**COMMITMENT:** Fulfills a 1/2 commitment.

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**JOB POSITION: Campbell Soup Labels and General Mills Cereal Box Tops PALS (2)**

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DESCRIPTION: The two people fulfilling this commitment will work together to complete all aspects of this job. This will include picking up Campbell Soup labels from school office and church beginning August 1, cutting, sorting and counting Campbell Soup labels as directed by Campbell Soup Company so the school may acquire educational materials, and performing all duties concerning the General Mills Cereal Box Tops collection offer. Duties also include initiating, implementing and preparing publicity for the school office, parish bulletin and School Express. The PAL serving the two-year commitment will train the incoming person while completing the 2<sup>nd</sup> year of the commitment.

HOURS REQUIRED: Varies

COMMITMENT: Fulfills a full commitment.

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**JOB POSITION: Eighth Grade Trip Fundraising Coordinator**

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**NEW!**

DESCRIPTION: This person would meet with the JH teachers and eighth grade students to choose a fundraising event(s). The funds from this (these) fundraisers would help defray costs for the eighth grade trip. Meetings with teachers and/or students would begin in October, and the fundraising efforts would be completed by March 1.

HOURS REQUIRED: Varies

COMMITMENT: Fulfills a full commitment.

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**JOB POSITION: Fall Fair Volunteers (10)**

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DESCRIPTION: Volunteers at the Fall Fair will be assigned to volunteer positions by the Volunteer Coordinator. These positions are for those interested in working full days.

HOURS REQUIRED: Varies

COMMITMENT: Each day of the Fall Fair is considered a  $\frac{1}{4}$  commitment.

4 days = full commitment                      3 days =  $\frac{3}{4}$  commitment

2 days =  $\frac{1}{2}$  commitment                      1 day =  $\frac{1}{4}$  commitment

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**JOB POSITION: Health Room PALS (5)**

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DESCRIPTION: Works in health office, dispenses medication, attends to minor injuries and children's needs. Medical background is not required. Training provided by health office coordinator at beginning of school year. Volunteers must be proficient in reading, writing and speaking English.

**Important – Requires CATEGORY “A” CERTIFICATION.**

HOURS REQUIRED: Between 2-4 hours per week. Specific hours determined by the health office personnel.

COMMITMENT: Fulfills a full commitment

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**JOB POSITION: Health Screening PALS (15)**

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DESCRIPTION: Assists Health Office in health screening of students during 2 days in the fall. Medical background is not required. Days to be set by School at the beginning of the school year.

**Important – Requires CATEGORY “A” CERTIFICATION.**

HOURS REQUIRED: During school hours of the Health Screening Days in the fall.

COMMITMENT: One day fulfills a ¼ commitment. Two days fulfill a ½ commitment.

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**JOB POSITION: Historian PAL (1)**

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**NEW!**

DESCRIPTION: Create digital scrapbooks from school pictures that have been saved over the years. Complete needed research to date the pictures. Change slides and photos to digital. Work with office personnel when deemed necessary by the office personnel

HOURS REQUIRED: Between 3-4 hours every other week. Specific hours determined by the office personnel.

COMMITMENT: Fulfills a ½ commitment.

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**JOB POSITION: Kindergarten Lunch PALS (8)**

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DESCRIPTION: Responsible for assisting Kindergarten aides during lunch period. PALS would also accompany children to the field for recess.

**Important - Requires CATEGORY “A” CERTIFICATION.**

HOURS REQUIRED: Once per week for approximately one hour. Lunch times vary slightly Monday-Thursday.

COMMITMENT: Fulfills a full commitment.

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**JOB POSITION: Office PALS (5)**

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DESCRIPTION: Helps with School Express preparation, runs copy and laminating machines. Performs needed office jobs, sorting Lost and Found items, organizing shirt closet, etc. Reports directly to Office Staff.

HOURS REQUIRED: Monday, Tuesday and Thursday from 8:00 – 11:30 AM, Wednesday from 11:30 – 3:00 PM. Requested days may change due to school needs.

COMMITMENT: Fulfills a full commitment.

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**JOB POSITION: St. Vincent de Paul PALS (5)**

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DESCRIPTION: Works with St. Cyril of Alexandria's St. Vincent de Paul Society to provide assistance to poor individuals and families. Specific duties include helping staff of St. Vincent de Paul office with answering phones, making home visit appointments, performing intake interview and distributing food to walk-ins.

**Important – Requires CATEGORY “A” CERTIFICATION.**

HOURS REQUIRED: One weekday morning (9am to Noon) weekly.

COMMITMENT: Fulfills a full commitment.

## APPOINTED PALS POSITIONS

**Appointed positions require specific experience, training, or background knowledge. If you are interested in one of these positions, please fill out an appointed PALS position form and submit it to the office before registration. We hope this will insure the quality programs and events. Appointed PALS will receive their PALS registration form prior to registration and will be able to proceed directly to the sign-out table at registration.**

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**JOB POSITION: Auction Vice-Chair of Reservations/Registration (1)**

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**DESCRIPTION:** Designs, prints and distributes invitations and follow-up promotion, tracks reservations via computer database, plans table seating, designs and distributes pre-registration packets (to include name tags, bid numbers, table numbers, event programs). Must attend organizational meetings and entire event. Recruits volunteers for event check-in. Holds training sessions for volunteers. Reports to Auction Coordinators and must submit written report 1 week prior to each committee meeting and a final closing report 2 weeks after event. **NOTE: AUCTION DATE TO BE DETERMINED IN SPRING OF 2016.**

**HOURS REQUIRED:** Varies but includes attending all organizational meetings from September 2016 to May 2017 and weekend of event.

**COMMITMENT:** Fulfills a full commitment.

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**JOB POSITION: Auction Vice-Chair of Solicitation (1)**

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**DESCRIPTION:** Coordinates committee members to generate and gather auction items through personal requests via phone calls, mailings, in person solicitations and flyers to School parents, local businesses and Parish members. Works closely with all chairs to ensure communication. Solicits and designates raffle prizes. Sets up auction items in coordination with decorations and database chairs. Reports to Auction Coordinators; attends all organizational meetings and event; must submit written report 1 week prior to each committee meeting and a final closing report two weeks after events.

**NOTE: AUCTION DATE TO BE DETERMINED IN SPRING OF 2016.**

**HOURS REQUIRED:** Varies but includes attending all organizational meetings from September 2016 to May 2017 and weekend of event.

**COMMITMENT:** Fulfills a full commitment.

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**JOB POSITION: Auction Vice Chair of Food Service (1)**

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**DESCRIPTION:** Works with Auction Chair to select theme related menu and establish budget. Obtains proposals for all menu items, associated labor from catering company or donations, and if necessary coordinates the purchase of food items and related service items. Coordinates food presentation, set-up, clean-up; and coordinates a volunteer group for setup, service and clean-up duties on auction night. Coordinates with Site Preparation VC for location of food service area, electrical needs tables, setup and prep areas. Coordinates with Beverage Chair for location of drink service. Arranges for City Health Permit and inspection. Attends all organizational meetings. Must submit written report 1 week prior to each committee meeting and a final closing report 2 weeks after event.

**HOURS REQUIRED:** Varies but includes attending all organizational meetings from September 2016 to May 2017 and weekend of event.

**COMMITMENT:** Fulfills a full commitment.

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**JOB POSITION: Auction Treasurer (1)**

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DESCRIPTION: Collects and tracks all funds related to the St. Cyril School Auction. Collects funds received in School office before and after auction. Fund receipts and deposits must occur in School office and remain on campus. Creates spreadsheet to track all funds received. Communicates all ticket order requests, underwriting receipts, and donations with various auction chairpersons. Coordinates with PALS Board Treasurer as needed to ensure correct accounting of all funds. Works closely with all chairs to ensure communication. Reports to Auction Coordinators. Display strong organizational skills and knowledge of Microsoft Excel, Quicken, or QuickBooks necessary. Attends all organizational meetings and event and must submit written report 1 week prior to each committee meeting and a final closing report two weeks after event. NOTE: AUCTION DATE TO BE DETERMINED IN SPRING OF 2016.

**Important: As required by the Diocese of Tucson, must have Criminal and Credit History Report Clearance through the Diocese.**

HOURS REQUIRED: Varies but includes attending all organizational meetings from September 2016 to May 2017 and weekend of event.

COMMITMENT: Fulfills a full commitment.

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**JOB POSITION: Auction Vice-Chair of Underwriting (1)**

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DESCRIPTION: Identifies and contacts families, parish and community friends, and solicits cash underwriting for Auction. Writes and distributes request letters; follows up with phone calls. Works with Auction Coordinators regarding donor acknowledgement and gratitude. Submits written report 1 week prior to each committee meeting and a final closing report 2 weeks after event. NOTE: AUCTION DATE TO BE DETERMINED IN SPRING OF 2016.

HOURS REQUIRED: Varies but includes attending all organizational meetings from September 2016 to May 2017 and weekend of event.

COMMITMENT: Fulfills a full commitment.

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**JOB POSITION: Auction Vice-Chair of Beverage Service (1)**

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DESCRIPTION: Responsible for the acquisition of liquor license if caterer or facility does not possess one sufficient for event. Coordinates purchase, donations and inventory of all beverage items; responsible for beverage presentation, bar set-up, and clean-up. Recruits and supervises all beverage service workers and volunteers for the night of the auction. Attends all organizational meetings and event. Submits written report 1 week prior to each committee meeting and a final closing report 2 weeks after event and reports to Auction Coordinators. NOTE: AUCTION DATE TO BE DETERMINED IN SPRING OF 2016.

HOURS REQUIRED: Varies but includes attending all organizational meetings from September 2016 to May 2017 and weekend of event.

COMMITMENT: Fulfills a full commitment.

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**JOB POSITION: Auction Vice-Chair of Decorations (1)**

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DESCRIPTION: Creative individual plans, coordinates, and implements themed environment for the Auction. Supervises decoration committee and attends all organizational meetings and event. In coordination with Auction Team Coordinators, decides theme and budget in early 2016 school year. Works closely with set-up committee, solicitation committee, and Database Management Vice-Chairs. Arranges for decoration of silent and live auction areas, dinner area and other areas to be used for the event. Arranges for signage that may be needed. Reports to Auction Coordinators. Submits written report 1 week prior to each committee meeting and a final closing report 2 weeks after event. NOTE: AUCTION DATE TO BE DETERMINED IN SPRING OF 2016.

HOURS REQUIRED: Varies but includes attending all organizational meetings from September 2016 to May 2017 and weekend of event.

COMMITMENT: Fulfills a full commitment.

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**JOB POSITION: Auction Vice-Chair of Gift Organization & Database Management (1)**

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DESCRIPTION: Computer-literate individual organizes and catalogs all auction donations; stores gifts prior to auction; transports the gifts to venue on the day of event; and prepares and prints gift donation forms. During the planning process, generates reports to committee members to help track progress; generates thank you letters and IRS acknowledgements; writes brief description of items to be included in the preview list; and prints and distributes preview list in School Express. For the event, generates item numbers, bid sheets, standardized gift certificates, and coordinates the set up of gifts prior to event; and coordinates the event closing with the Auction Treasurer and PALS Board Treasurer. At the event, inputs winning bid numbers, generates a list of winners for distribution and prints all invoices for checkout. Attends all organizational meetings and event. Submits written report 1 week prior to each committee meeting and a final closing report 2 weeks after event. Reports to Auction Coordinators. NOTE: AUCTION DATE TO BE DETERMINED IN SPRING OF 2016.

HOURS REQUIRED: Varies but includes attending all organizational meetings from September 2016 to May 2017 and weekend of event.

COMMITMENT: Fulfills a full commitment.

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**JOB POSITION: Auction- Classroom Art Project Coordinator (5)**

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**\* One individual each for the following departments –  
Kindergarten, Primary, Intermediate, Advanced Intermediate, Junior High.\***

DESCRIPTION: This position requires a creative individual who can work with the students, department teachers and art teachers to create a dynamic art project to be offered at the auction. Reports to and coordinates with Auction Coordinator. NOTE: AUCTION DATE TO BE DETERMINED IN SPRING OF 2016.

**Important - Requires CATEGORY "A" CERTIFICATION.**

HOURS REQUIRED: Varies with availability, necessary to work during the day with the students at times designated by teachers.

COMMITMENT: Fulfills a full commitment.

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**JOB POSITION: Auction - Themed Basket Coordinator (1)**

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DESCRIPTION: Will coordinate and communicate with the Art Project Coordinators and Homeroom teachers, as well as keeping the Auction Chair informed, attend meetings as designated by the Auction Chair. This person will ensure progress of art projects and themed baskets, establish deadline to turn in items, ensure presentation of themed baskets, and properly store items with other silent auction items.

HOURS REQUIRED: Varies with availability. Will possibly need to work during the day with the students at times designated by the teachers.

COMMITMENT: Fulfills a ½ commitment.

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**JOB POSITION: Catechist/Bilingual Spanish Catechist (Parish Pre K-6<sup>th</sup>): (6)**

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DESCRIPTION: Subject to approval of Parish Religious Education Coordinator. Teaches weekly Sunday School classes for 26 weeks. Classes are taught in English; based on enrollment, a Spanish class may be offered. Bilingual skills are helpful for communication with some families in the school population. Assist with annual registration and special celebrations. Catechist training session and mandatory attendance at meetings is required.

**Important - Requires CATEGORY "A" CERTIFICATION.**

HOURS REQUIRED: Sundays from 11:00 a.m. to 1:00 p.m., August 2016 through April of 2017, and special celebrations.

COMMITMENT: Fulfills a full commitment.

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**JOB POSITION: Department PALS Coordinator**

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- Kindergarten
- Primary
- Intermediate
- Advanced Intermediate
- Junior High

DESCRIPTION: Meets with PALS Coordinator and Assistant Coordinator in the summer prior to beginning of school year, prepares PALS schedule for department and makes changes as they occur, contacts department head/teachers to schedule, provide refreshments if desired by teachers, and attend department meeting during the first week of school. Distributes schedules and substitute lists to teachers and PALS; verifies PALS attendance monthly for billing purposes as instructed by Assistant PALS Coordinator. Coordinates parties and special events as needed by department such as, but not limited to: Open House, Valentine's Day, Un-birthday Party, Las Posadas, Christmas, Field trips, Graduation.

**Important - Requires CATEGORY "A" CERTIFICATION.**

HOURS REQUIRED: Varies

COMMITMENT: Fulfills a full commitment.

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**JOB POSITION: Fall Fair Chairpersons (2)**

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DESCRIPTION: Responsible for all aspects of Fall Fair. Conducts organizational meetings; Chairpersons will submit written report to PALS Board after event and reports directly to Principal and PALS Board. Arranges for liquor and food licenses. Contacts and arranges for vendors, attractions, rides, food suppliers, drink suppliers. Contacts and solicits potential underwriters and sponsors. Conducts meetings with the Fall Fair committee members. Daytime availability during the weeks prior to the Fall Fair is necessary and must be very flexible.

**Important: As required by the Diocese of Tucson, must have Criminal and Credit History Report Clearance through the Diocese.**

HOURS REQUIRED: Time frame is early spring before event through the end of Fall Fair in the following school year. Hours vary.

COMMITMENT: Fulfills a full commitment.

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**JOB POSITION: Fall Fair Committee Members (7)**

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DESCRIPTION: Each member coordinates a specific area of the Fall Fair. Attends all organizational meetings beginning in April. Each member will submit a written report to the Fall Fair Chairperson after the event. Must be present for the entire fair for full commitment. Specific assignments will be determined at the first meeting.

Specific positions will include:

- Haunted House (1)
- Volunteer Organizer (1)
- Bar (1)
- Sugar Shack (1)
- Cake Walk/Announcer (1)
- Food (2)

HOURS REQUIRED: Time frame is early spring before event through the end of Fall Fair. Hours vary.

COMMITMENT: Fulfills a full commitment.

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**JOB POSITION: Fine Arts Coordinator (1)**

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DESCRIPTION: Two year commitment. Coordinates field trips, visiting artists, and visiting performers for all departments. Communicates with teachers regarding desired experiences or field trips. Works with teachers to determine interests, scheduling, etc. Coordinates for payment of activities. Works within established PALS Board budget for fine art opportunities. Coordinates with School office for reserving rooms. Reports to PALS Board through attendance at meetings or emails as to status. Reports directly to PALS Board Vice President. Begins in summer before school year to determine schedule.

HOURS REQUIRED: Varies.

COMMITMENT: Fulfills a full commitment.

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**JOB POSITION: Graduation Dance/Reception Chairperson (2) (7<sup>th</sup> grade parents)**

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DESCRIPTION: These 7th grade parents plan, organize and implement the graduation dance and reception and oversee the 7th grade committee. Work closely with designated Junior High teacher and the principal for approval of the theme, decorations and financial decisions. This position begins in early March.

**Important - Requires CATEGORY "A" CERTIFICATION.**

HOURS REQUIRED: Varies, early spring.

COMMITMENT: Fulfills a full commitment.

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**JOB POSITION: Lunch Coordinator (1)**

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DESCRIPTION: Second year of a two-year commitment. Responsible for the lunch program during the school year. Arranges vendors and purchases extra supplies when needed. Prepares monthly lunch order, oversees the distribution of lunches and vendor relations, and oversees all Lunch PALS. Computer skills and web access required. Must be knowledgeable of food handling requirements.

HOURS REQUIRED: Varies. Starts in summer to plan menus, arrange vendors.

COMMITMENT: Fulfills a full commitment.

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**JOB POSITION: Lunch Coordinator Assistant (1)**

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DESCRIPTION: First year of a two-year commitment. Works with Lunch Coordinator to assist in the planning of lunch program. The assistant is responsible for the lunch program during the school year. Assists in arranging vendors and purchases extra supplies when needed. Prepares monthly lunch order forms and oversees the distribution of lunches and vendor relations. Computer skills and web access required. Must be knowledgeable of food handling requirements.

HOURS REQUIRED: Varies. Starts in summer to plan menus, arrange vendors.

COMMITMENT: Fulfills a full commitment.

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**JOB POSITION: Lunch Leads (4)**

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DESCRIPTION: Responsible for managing the serving of lunch on a specified day, including arriving early for set up, verifying the order with the vendor, verifying the quality and quantity of lunches delivered, managing the lunch PALS, preparing the Ramada for lunch, cleaning up the Ramada and serving areas after lunch.

**Important - Requires CATEGORY "A" CERTIFICATION.**

HOURS REQUIRED: Once a week from 10:35 a.m. - 12:35 p.m. **NOTE: No lunch on Fridays.**

COMMITMENT: Fulfills a full commitment.

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**JOB POSITION: Lunch PALS (11)**

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DESCRIPTION: Responsible for preparing the Ramada for lunch (wiping tables and seats), serving student lunches, cleaning up the Ramada and serving areas after lunch (including wiping tables, sweeping and mopping Ramada after lunch)

**Important – Requires CATEGORY “A” CERTIFICATION.**

HOURS REQUIRED: Once a week from 10:45 a.m. to 12:45 p.m. **NOTE: No lunch on Fridays.**

COMMITMENT: Fulfills a full commitment.

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**JOB POSITION: New Family Coordinator (1)**

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DESCRIPTION: Meets with Registrar in the summer prior to beginning of school year and throughout as needed. Assists the School Board with New Family Meeting in August. Contacts new families as they are referred by the Registrar, Principal or PALS Coordinator/PALS Assistant Coordinator. Communicates and coordinates with faculty and/or staff as it relates to assimilating families to the Cougar Community. Follows up with each family in regards to their progress in assimilating to the school, volunteer opportunities, and/or school events quarterly or as often as necessary and communicates this information to the Registrar, Principal, PALS Coordinator and Assistant Coordinator. Attends and assists on PALS Registration Day with incoming new parents. Bilingual preferred.

This position begins June 1 and concludes May 31.

HOURS REQUIRED: Varies

COMMITMENT: Fulfills a full commitment.

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**JOB POSITION: Primary Department Bulletin Board PAL**

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DESCRIPTION: Responsible for creating/designing bulletin board materials and displaying them on the Primary bulletin board every month. PAL is self-motivated and able to meet with the teachers after school to decide the theme for the board. Work time could be split between home and campus. Creative ability is essential.

HOURS REQUIRED: Approximately 2 times per month

COMMITMENT: Fulfills a 1/2 commitment.

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**JOB POSITION: Science Teacher Assistant (Set-up) (1)**

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DESCRIPTION: The Science Teacher Assistant is responsible for assisting the science teachers with preparations for lab experiments conducted in the science room. The facilitator is responsible for setting out supplies in the lab for use during class and returning them to the supply closet when experiments are complete. The facilitator is also responsible for obtaining any supplies not available in the supply closet, and for assisting with the design of classroom experiments when needed. Assistant works with all of the departments and assists with the Science Fair on alternate years.

**Important – Requires CATEGORY “A” CERTIFICATION.**

HOURS REQUIRED: 2 hours per week in School plus preparation of supplies at home.

COMMITMENT: Fulfills a full commitment.

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**JOB POSITION: St. Cyril Parish Collection Counters (4)**

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DESCRIPTION: Helps to sort and count the Parish Sunday collection and second collections when necessary. The four counters work together with the Parish Business Manager but handle different parts of the collection. Skills needed: basic math, sense of detail, and maintaining strict confidentiality.

**Important – Requires CATEGORY “A” CERTIFICATION as well as Criminal and Credit History check and valid AZ driver’s license.**

HOURS REQUIRED: Every other Monday (Tuesday if Monday is a holiday) from 8:00 a.m. to 10:30 a.m.

COMMITMENT: Fulfills a full commitment.

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**JOB POSITION: Vacation Bible School Director (1)**

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DESCRIPTION: Responsible for planning and overseeing all details to ensure VBS flows smoothly. Works with parish staff, crew leader director and station leaders on publicity, registration, training, collecting supplies, set up and decorating, coordinating staff and station leaders. During the course of the program the director must be available to ensure everything runs smoothly. Prepares a summary after the event for next years’ VBS Director.

Vacation Bible School will be held June 20, 2016 through June 24, 2016

**Important – Requires CATEGORY “A” CERTIFICATION**

HOURS REQUIRED: Varies but includes organizational meetings to ensure success of event; includes attendance during the week of VBS from 12:00 PM until 5:00 PM each day.

COMMITMENT: Fulfills a full commitment.

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**JOB POSITION: Vacation Bible School Station Leader Coach (2)**

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DESCRIPTION: Facilitator who ensures that Station Leaders are fully equipped to make their daily presentations run smoothly. There are four stations in total. Each Coach will be responsible for two stations. Coaching includes the following:

- Working closely with Station Leaders
- Collecting necessary supplies
- Setting-up and decorating stations
- Being available to assist leaders during daily sessions

Vacation Bible School will be held June 22, 2015 through June 26, 2015

**Important – Requires CATEGORY “A” CERTIFICATION**

HOURS REQUIRED: Varies but includes organizational meetings to ensure success of event; includes attendance during the week of VBS from 12:00 PM until 5:00 PM each day.

COMMITMENT: Fulfills a full commitment.

# APPOINTED BOARD POSITIONS

## SCHOOL ADVISORY BOARD

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### **JOB POSITION: School Board Member**

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**JOB DESCRIPTION:** The Board's main purpose is to serve in an advisory capacity to the Pastor and Principal regarding policies and the School budget. Interested persons should contact current School Board President for information. Members attend majority of School functions, represent St. Cyril of Alexandria Catholic School within the community, and are an advocate for the School. Nominations are made in February and appointments are held in March. This is a **three-year commitment that requires parishioner or School parent status.**

**HOURS REQUIRED:** This commitment requires attendance at monthly School Board meetings. Members are assigned a specific Board responsibility, which requires extra hours of service between Board Meetings.

**COMMITMENT:** Fulfills full commitment.

## **PALS BOARD**

Appointed PALS Board members serve for two or three years on the Board. Not all positions are available every year. Persons interested in a PALS Board position for 2016 - 2017 school year should fill out an Application for Appointed PALS Positions form and contact the PALS Board Vice President before registration.

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### **JOB POSITION: PALS Board - President**

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**JOB DESCRIPTION:** This is the second year of a three-year commitment. Conducts monthly PALS Board meetings and prepares agenda. May attend School Board meetings monthly and reports PALS activities. In January, helps slate next year's Board. Oversees all PALS Board business. Reviews and approves budget for the following year with Board approval and is available for public relations and troubleshooting. Attends, when possible, parent events. Meets with PALS Board Chairpersons and sets up next year's calendar and dates which must be confirmed and registered with School office. Keeps in touch with PALS Board members and their progress on assignments.

**HOURS REQUIRED:** Varies

**COMMITMENT:** Fulfills a full commitment.

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### **JOB POSITION: PALS Board - Vice President**

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**(Vice president assumes presidency fulfilling second year of three-year commitment.)**

**JOB DESCRIPTION:** Vice President is the first year of a three-year commitment to the Board, first as Vice President, second as President, and third as Past President. Works closely with the President to prepare to take over the Presidency the following year. Attends, when possible, parent events. Work with President and Treasurer to develop the budget for the following year. Responsible for coordinating various short term projects as needed. Receives applications for potential members to the PALS Board for every position being vacated in the spring and is required to attend monthly PALS Board meetings. Overseas fundraising activities. Acts as Board contact to the Fine Arts Coordinator.

**HOURS REQUIRED:** Varies

**COMMITMENT:** Fulfills a full commitment.

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### **JOB POSITION: PALS Board - Past President**

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**JOB DESCRIPTION:** This is the third year of a three-year commitment. The Past President provides continuity and helps ensure a smooth transition with a new Board. Assists the new President as needed, provides orientation for new Board members, and provides a link to the history of actions by prior Boards. Required to attend monthly PALS Board meetings.

**HOURS REQUIRED:** Varies

**COMMITMENT:** Fulfills a full commitment.

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**JOB POSITION: PALS Board - Secretary**

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JOB DESCRIPTION: This is a two-year commitment. Records all PALS Board meetings, prepares minutes and submits them to Board members, sends minutes to parents, handles all PALS Board correspondence, works with the PALS President to create and publish updates to the School Express, and archives minutes in office. Attends all monthly PALS Board meetings.

HOURS REQUIRED: Varies

COMMITMENT: Fulfills a full commitment.

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**JOB POSITION: PALS Board - Treasurer**

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JOB DESCRIPTION: Second year of a two-year commitment. Responsible for all financial matters relating to PALS Board. Prepares annual budget and disperses all PALS funds; oversees and organizes and works Auction check-out and financial set-up; gives monthly report to PALS Board and maintains general record-keeping; is the liaison between the PALS Board and the Parish Financial Officer; provides the office with copies of all financial records and year-end report; and works with the fundraising chairpersons. Bookkeeping and computer skills are required. Collects all monies received by PALS Board in School Office. Experience with QuickBooks required. Attends all monthly PALS Board meetings.

**Important: As required by the Diocese of Tucson, must have Criminal and Credit History Report Clearance through the Diocese.**

HOURS REQUIRED: Varies

COMMITMENT: Fulfills a full commitment.

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**JOB POSITION: PALS Board – Assistant Treasurer**

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JOB DESCRIPTION: First year of a two-year commitment. Responsible for all financial matters relating to PALS Board. The first year is spent in training with the acting Board Treasurer. Assists in preparing annual budget and disperses all PALS funds; oversees and organizes and works Auction check-out and financial set-up; gives monthly report to PALS Board and maintains general record-keeping; is the liaison between the PALS Board and the Parish Financial Officer; provides the office with copies of all financial records and year-end report; and works with the fundraising chairpersons. Bookkeeping and computer skills are required. Experience with QuickBooks required. Attends all monthly PALS Board meetings.

**Important: As required by the Diocese of Tucson, must have Criminal and Credit History Report Clearance through the Diocese.**

HOURS REQUIRED: Varies.

COMMITMENT: Fulfills a full commitment.

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**JOB POSITION: PALS Board - 1st Year Member At Large & 2nd Year Member At Large**

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**JOB DESCRIPTION:** This is a two-year commitment. The position is responsible for organizing several community building activities at St. Cyril of Alexandria School throughout the year. Organizing the Welcome Back Coffee, following up on "Tasty Treats" dates on behalf of parents/students and purchasing kitchen supplies for the School office throughout the year. Responsibilities also include organizing and setting up Fall and Spring Ice Cream Socials, planning Staff luncheons throughout the school year in an effort to help enhance morale. Advertises and promotes the Teacher/Staff Christmas Bonus Box. Duties will vary from month-to-month and hours required will vary. Attendance at monthly PALS Board meetings is required.

**HOURS REQUIRED:** Varies

**COMMITMENT:** Fulfills full commitment.

---

**JOB POSITION: PALS Board – Auction Coordinator (2)**

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**JOB DESCRIPTION:** This is a three-year commitment. Oversees and coordinates vice chairs and committees for the auction. Conducts monthly organizational auction meetings during the year to prepare for the Auction. Reports to the Board on auction status and prepares reports for Principal. Required to attend monthly PALS Board meetings. Maintains contact with faculty and staff regarding status and timeline for the auction.

Third year commitment is in advisory capacity only. Available for advice as needed. There will be no additional responsibilities. Attend Auction meetings if possible and requested. Attend Auction if possible for support and troubleshooting.

**HOURS REQUIRED:** Varies

**COMMITMENT:** Fulfills a full commitment.

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**JOB POSITION: PALS Board - PALS Coordinator (2nd year)**

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**JOB DESCRIPTION:** This is the second year of a two-year commitment. Coordinators will work together to help manage and track family PALS commitments. Required to determine PALS commitment through placement assistance or offering a service substitution fee option. Meets with Department Coordinators to ensure classroom PALS productivity and attendance. Updates and prepares PALS Handbook for distribution before registration. Sets up registration forms and PALS registration area. Is available at registration to answer questions about commitments and helps parents with commitment choices when necessary. After registration, gathers, sorts, and prepares lists of PALS to be given to appropriate teachers, chairpersons and coordinators before the end of the school year to assist in planning for the following year. Attendance of monthly PALS Board meetings required. Computer skills are required.

Weekly: Checks PALS coordinator file in School office and continues to help with placement of new families.

**HOURS REQUIRED:** Varies throughout the year with busier times at the beginning of the school year and Registration.

**COMMITMENT:** Fulfills a full commitment.

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**JOB POSITION: PALS Board - PALS Coordinator (1st year)**

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**JOB DESCRIPTION:** This position is year one of a two-year commitment. Helps with PALS Handbook, set up for registration, and helps confirm PALS placements and family commitments. After registration helps gather, sort and prepare lists of PALS to be given to appropriate coordinators. Throughout the year, the 1st year coordinator helps maintain contact with coordinators to support all departments and school services; i.e., library, hot lunch, Commission of Arts, etc. Attendance to monthly PALS Board meeting required. Computer skills required.

Weekly: Checks PALS Sign In Book weekly and keeps a log of PALS that were absent, makes phone calls and relates information to the Dept. Coordinators, PALS Coordinator 2<sup>nd</sup> Year, and PALS Board for follow up.

**HOURS REQUIRED:** Varies

**COMMITMENT:** Fulfills a full commitment.

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**JOB POSITION: PALS Board - Fall Fundraiser Coordinator (1)**

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Note: Previously called Magazine Drive Coordinator.

**DESCRIPTION:** Responsible for all aspects of Fall Fundraiser. Conducts organizational meetings, prepares publicity, coordinates prizes and delivery of prizes, tracks orders and monies received, and any other additional follow up. Help coordinate any classroom or departmental prizes. Coordinator will submit written report to PALS Board after event and reports directly to PALS Board Vice-President. Daytime availability during the weeks prior to the Fall Fundraiser is necessary and must be very flexible.

**Important: As required by the Diocese of Tucson, must have Criminal and Credit History Report Clearance through the Diocese.**

**HOURS REQUIRED:** Time frame is early spring before event through the end of Fall Fundraiser. Hours vary.

**COMMITMENT:** Fulfills a full commitment.

## INDEX

At-Home PALS (1/2 commitments).....	7
Auction- Classroom Art Project Coordinator .....	13
Auction Database Management and Support .....	7
Auction Decoration Committee Member .....	7
Auction Support Staff .....	7
Auction Themed Basket Coordinator .....	14
Auction Treasurer .....	12
Auction Vice Chair of Beverage Service .....	12
Auction Vice Chair of Decorations .....	13
Auction Vice Chair of Food Service .....	11
Auction Vice Chair of Gift Organization & Database Management .....	13
Auction Vice Chair of Underwriting .....	12
Auction Vice-Chair of Reservations/Registration .....	11
Auction Vice-Chair of Solicitation .....	11
Campbell Soup Labels and General Mills Box Tops PALS .....	8
Catechist/Bilingual Spanish Catechist .....	14
Classroom PALS including Enrichment Positions.....	6
Classroom PALS (1/2 commitments).....	6
Department PALS Coordinator .....	14
Eighth Grade Trip Fundraising Coordinator.....	8
Fall Fair Chairperson .....	15
Fall Fair Committee Members .....	15
Fall Fair Volunteers .....	8
Fine Arts Coordinator .....	15
Graduation Dance/Reception Chairperson .....	16
Health Room PALS .....	8
Health Screening PALS .....	9
Historian PAL .....	9
Kindergarten Lunch PAL.....	9
Lunch Coordinator .....	16
Lunch Coordinator Assistant .....	16
Lunch Leads .....	16
Lunch PALS .....	17
New Family Coordinator .....	17
Office PALS.....	9
PALS Auction Coordinator .....	22
PALS Coordinator (1 <sup>st</sup> Year) .....	23
PALS Coordinator (2 <sup>nd</sup> Year) .....	22
PALS Fall Fundraiser Coordinator .....	23
PALS Member at Large (1 <sup>st</sup> and 2 <sup>nd</sup> Year) .....	22
PALS Past President .....	20
PALS President .....	20
PALS Secretary.....	21
PALS Treasurer .....	21
PALS Assistant Treasurer .....	21
PALS Vice President .....	20
Primary Department Bulletin Board PAL.....	17
School Board Member .....	19
Science Teacher Assistant .....	17
St. Cyril Parish Collection Counters .....	18
St. Vincent de Paul PALS .....	10
Vacation Bible School Coordinator .....	18
Vacation Bible School Station Leader Coach .....	18