

PARENT BOOSTER  
ASSOCIATION  
VOLUNTEER BOOKLET

CHRIST CENTERED STUDENTS  
2010-2011

TABLE OF CONTENTS

PRINCIPAL & VICE PRINCIPAL'S LETTER	1
PRESIDENT'S LETTER	2
OFFICERS	3
BOARD COMMITTEES	4-6
PBA EVENTS	7
FALL FUNDRAISER	8
SPRING FUNDRAISER	9-10

**CCS**  
**“CHRIST CENTERED STUDENTS”**

Dear Parents/Guardians,

Welcome to Cathedral-Carmel School and to the Parent Booster Association. On behalf of the students, teachers, and staff, we would like to thank you for your interest in becoming a school volunteer.

This handbook was prepared to provide assistance to you in your role as a Cathedral-Carmel volunteer by supplying you with a list of jobs and responsibilities within the parent organization. A school community that hopes to achieve excellence must have the cooperation and dedication of parents, students, and educators. Your contributions as dedicated parents and advocates of Cathedral-Carmel is greatly valued and appreciated by our entire school community of faith-filled individuals.

Please feel free to contact us to discuss any aspect of the PBA volunteer program. Thank you for your caring and for you support! School volunteers make a huge difference in the overall school program.

Yours in Christ,

Kay B. Aillet  
Principal

Gregory P. Dubois  
Vice-Principal

Dear Parents,

Welcome to Cathedral-Carmel School! As President of the Parent Booster Association for the 2010-2011 school year, I am eagerly anticipating an exciting school year and leading the PBA whose activities and support are vital to our great school. Your child will be blessed to learn in such a Christ-Centered environment; one can feel our Catholic faith throughout the campus, from the buildings to the faculty and staff and the student body.

The primary focus of the PBA is to foster and develop growth of spiritual, moral, academic, civic, cultural and physical activities of CCS. The organization plays an integral role in supporting activities pertaining to the welfare of the students and faculty of Cathedral-Carmel. The PBA is made up of all parents of CCS students so this means that YOU are a member! The organization is led by an Executive Committee and Leadership Team but the membership is all of us as parents. As such, I invite you to jump right in and get involved. There is ample opportunity for each of you to get involved; we have a Dad's Committee, a Working Mom's committee, Spirituality and Hospitality committees, and many more. You can help out for an hour or two or contribute as much as you like at home or at school...we have a place for everyone. Besides being a fun group to work with, PBA involvement provides an opportunity to learn more about how the school works, to build relationships with the faculty and staff and to meet other parents all while improving our school. The lifeblood of the PBA is the parent volunteers who give so generously of their time, talent and treasures so please accept this Volunteer booklet as your invitation to get involved. YOU are the PBA and your child's school needs you to help make it the best school it can be for all of our children. I look forward to working with you.

Sincerely,

Allyson Hebert  
PBA President

## OFFICERS

*President* - The principal officer presiding at all meetings of the organization and member ex-officio of all committees. Presents to the membership an annual report of the organization's activities and performs such duties as required of this office.

Allyson Hebert

235-2547

*Vice-President* - Performs the duties of the President in the event of the President's absence, assists the President in such duties as the President assigns and is program manager for the meetings of the association.

Jeannie DelGreco

356-6303

*Secretary* - Keeps minutes of the organization and of the Advisory Board, issues notices of all meetings and handles all correspondence of the organization.

Stacey Nepveaux

993-3587

*Treasurer* - Responsible for the receipt of all monies, deposit of all monies for the organization and for disbursement of all approved expenses. Also, submits an accurate detailed report of financial status at each monthly meeting.

Jeri Theunissen

984-1608

*Assistant Treasurer* - Assists the treasurer in all aspects of his/her duties; attends all fundraising events as the Treasurer deems necessary.

Nicole Stansbury

988-6893

## BOARD COMMITTEES

*Volunteer Coordinator* - Updates volunteer booklet each year and assists with preparation of parent packet sent out in August. Coordinates volunteers for CCS/PBA events, and assists with the occasional needs of the PBA. ( such as Picture days, hearing tests, etc.)

Chairman:	Trisha Butler	937-9322
Co-Chair:	Sarah Dupont	993-7877

*Parent Pals* - Parent volunteer who acts as a “big brother” to a new Cathedral-Carmel family by answering any questions the new family may have.

Chairman:	Jill Jenkins	988-7525
Co-Chair:	Joanie Howard	989-4491
Co-Chair:	Jeannie DelGreco	406-9133
Co-Chair:	Missy Cormier	504-5609

*Grounds* - Oversees the planting, watering, and maintenance of assigned areas of the Cathedral-Carmel grounds.

Chairman:	Susan Smith	988-1648
Co-Chair:	Jolene Dominique	654-4367
	Catherine Rountree	988-9846
	Annelle Keller	234-0753

*Hospitality* - Organizes and plans all food and decorating for events of the PBA.

Chairman:	Shari Touchet	854-4054
Co-Chair:	Jennifer Trahan	408-3567
	Kelley Gauthreaux	984-8717
	Shalane St. Pe'	269-9694
	Adele Ortego	856-5798
	Jolynn Patin	981-0083

*Spirit Stop* - This is the place to shop for CCS Tiger Trinkets and spirit attire (items ranging from shorts and caps to hair bows, pom poms and stadium seats.) The Spirit Stop also has uniform merchandise. Volunteers are needed to staff the shop on sale days (every Wednesday from 7:30-9:00 a.m. and on Spirit Days) and “special event sales” such as those held during football.

\*\*\*The spirit stop is located in the room adjacent to the main office.

Chairman:	Judy Mahtook	234-3003
Co-Chair:	Susan Smith	988-1648
	Elisabeth Cortez	235-8777

*Text Book Coordinator* - Secures a list of text books used during the year, displays the list on the website, and coordinates the buying and selling of used books among interested parents.

Chairman:	Mary Laurent	993-0319
-----------	--------------	----------

## BOARD COMMITTEES

*Swap Shop* - Oversees all activities associated with the PBA resale shop for school or scout uniforms. Swap Shop is open the 3<sup>rd</sup> Wednesday of every month from 7:45 - 8:45. (Not open in December).

Chairman:	Cecile Mouton	234-0914
Co-Chair:	Jan Lochridge	988-5596
	Michelle Kallam	989-2798

*Grade Level Liaisons* - Function as a conduit between each grade level and the PBA. Coordinate Teacher Gratitude Day and assist as grade level volunteers, on an as needed basis.

Pre-K thru 2 <sup>nd</sup> Grade:	Bridget Lemoine	857-2557
3 <sup>rd</sup> - 5 <sup>th</sup> Grade:	Brenda Poche'	856-1757
6 <sup>th</sup> - 8 <sup>th</sup> Grade:	Charlotte Segura	593-8095

*Room Mother Coordinator* - Organizes and plans duties and dues for the Home Room Mothers (Plans the fall meeting for all room mothers). Responsible for organizing Teacher Appreciation Week.

Chairman:	Jill Jenkins	988-7525
Co-Chair:	Joanie Howard	989-4491
	Laurie Bako	993-0201
	Rachel Hughes	989-7226

*Home Room Mothers* - Plans parties and activities for each homeroom (two volunteers per classroom).

*Father's Club* - Designed to enhance involvement and communication of the fathers with PBA and school functions and also to promote camaraderie between CCS dads.

Chairman:	Mark Comeaux	216-9640
-----------	--------------	----------

*Working Mom's Liaison* - Designed to enhance involvement and communication of working mothers with PBA and school functions.

Chairman:	Michelle Breaux	873-9836
-----------	-----------------	----------

*School Improvement Team* - Works in conjunction with members of the CCS faculty and staff to examine the quality of the school improvement plan. This committee offers guidance and support on ways to enhance the school's continuing improvement efforts. The school improvement plan will be developed based on the recommendations of the SACS team.

Chairman:	Betsy Koke	984-7388
-----------	------------	----------

## BOARD COMMITTEES

*Spirituality Committee* - Extends the mission of the school further to our CCS families.  
(Giving something back to our parents.)

Chairman:	Allyson Hebert	235-2547
	Laurie Bako	993-0201
	Julie Evans	504-5290
	Rachel Hughes	989-7226
	Jeannie DelGreco	356-6303
	Michelle Kallam	989-2798
	Jan Lochridge	988-5596
	Jeri Theunissen	984-1608

*Website Development* - Oversees all online activities associated with PBA

Chairman:	Renae Trahan	406-8013
-----------	--------------	----------

## EVENTS

### *Grandparents' Day* (November 19)

Assembles and coordinates refreshments, volunteers and set-up of the reception for grandparents in conjunction with CCS Grandparents' Day.

Chairman:	Lisa Comeaux	216-9640
Co-Chair:	Pam Mouton	984-8736
	Keri Stone	406-8508
	Courtenay Mendell	984-3253
	Aimee' Trahan	267-4498
	Monica Carpenter	993-9178

### *Diffendoufer Day*

Coordinates with CCS Administration activities and events associated with this end of the year Fun Day.

Chairman:	Shelley Mowell	988-6252
Co-Chair:	Alicia Mouton	288-3256
Co-Chair:	Mollie Ditsious	504-5134
Co-Chair:	Sherry Diazdelvalle	989-8400

### *Fatima Game*

Assembles and coordinates with set-up and volunteers for the CCS-Fatima Football game held in October.

Chairman:	Lisa Berhorst	269-9212
-----------	---------------	----------

### *Book Fair Liaison*

Manages and obtains volunteers for the Library Book Fair held in the spring

Chairman:	Linda Paresi-Jarred	989-2105
-----------	---------------------	----------

## FALL MAJOR FUNDRAISERS

*Agenda/Directory Fundraiser* - plans and coordinates all aspects of the preparation of the CCS calendar of events and directory.

Chairman:	Bethany Broussard	406-9451
Co-Chair:	Nicole Robertson	856-0399

*Holiday Pictures* - coordinates all aspects of the preparation of taking pictures for Christmas and Easter holidays.

Chairman:	Cindy Vincent	232-0505
Co-Chair:	Christina Emling	983-0551
	Lisa Greenwood	504-5209

*Tennis Tournament* - plans and coordinates all activities involved in the tournament.

Chairman:	Lauren Bourgeois	983-2182
Co-Chair:	Cara Toups	873-6633

### *Magazine Drive*

Chairman - oversees magazine sale from start to finish. Contacts volunteers, handles various magazine duties, participates in pre-sale meetings, collection days and post-sale meetings.

Strong computer spreadsheet skills a definite plus.

Chairman:	Sandra Cambre	857-1134
Co-Chair:	Carol Frame	504-5311

*Committee* - 3-5 volunteers who assist chairman and co-chairman.

*Collection Day Volunteers* - 15-20 volunteers who assist magazine committee on collection days with checking order accuracy and verifying and balancing money and orders.

*Prize Patrol* - works closely with magazine committee to contact volunteers; organize, pack, label, and distribute prizes to student.

Alicia Mouton	233-5466
Monica Carpenter	993-9178
Elisabeth Cortez	235-8777
Aimee' Trahan	267-4498

## SPRING MAJOR FUNDRAISER / \$10,000 RAFFLE AND AUCTION

*Chairman* - Oversees the entire raffle and auction committee.

Chairman:	Debbie Greene	886-6999
Co-Chair:	Chrystl Mahfouz	989-2395

*Tickets Chairman* - Responsible for sale and distribution of auction tickets.

*Silent Auction Chairman* - Responsible for obtaining all items for the silent auction (contact and pick-up).

*Live Auction Chairman* - Obtains all items for the live auction (does not include class projects).

*Teacher Treats Chairman* - Coordinates with silent auction chairman and the faculty to create teacher/student activities known as "Teacher Treats".

*Party Boards Chairman* - Plans and coordinates parties for children and adults of all ages.

*Class Projects Chairman* - Works with Project Parents to create grade level projects for live auction.

*Project Parents Chairman* - Parent designs, assembles and with student assistance, creates grade level project for the Auction. 3 project parents per grade requires.

*Car Raffle Chairman* - Secures car display locations prior to raffle, oversees ticket distribution and collections.

*Decorations Chairman* - Responsible for decorating the gym and school. Works closely with the Arrangements Committee to set up the auction site on Friday night and Saturday morning and to coordinate takedown.

*Set-Up/Arrangements Chairman* - Works closely with auctions site to arrange times and request needed items for set-up, event, and takedown. Obtains paper goods, tables, linens, auctioneer, and janitors needed for auction night. Also, responsible for set-up, removal, and return of tables.

*Auction Treasurer Chairman* - Responsible for all financial transactions related to auction and raffle.

Jeri Theunissen	984-1608
-----------------	----------

## SPRING MAJOR FUNDRAISER / \$10,000 RAFFLE AND AUCTION

*Auction Brochures Chairman* - Assists the silent and live auction chairman with preparation and computer input of information for auction brochure and item place cards. Must have good computer skills.

*Sponsorships Chairman* - Solicits individuals, businesses and organizations for auction level sponsorships.

*Food Chairman* - Obtains restaurant participation for auction night food.

*Beverage Chairman* - Obtains all beverages for auction night.

### *Public Relations:*

External PR Chairman - Responsible for external PR including TV appearances, and TV, newspaper and radio ads.

Internal PR Chairman - Responsible for all internal PR. Must have good computer skills.

*Printing Chairman* - Works with printer on the tickets and sponsor invitations.