

SP

ST. PAUL'S HIGH SCHOOL  
PARENT GUILD

*Building Community Through Hospitality*

# Parent Guild Handbook

**2024-2025**



# The 5 W's, Answered

## WHOM MAY I CONTACT?

As a volunteer at SPHS, you never have to go it alone. You are provided with clear direction and there is always a team available to help. If you require more information than is provided in this information package or on our website, please do not hesitate to contact the 2023-24 Parent Guild Executive.



ANGIE WIEBE  
President  
wiebehome@shaw.ca  
204.894.2792



MICHELLE QUEAU  
Vice President & Treasurer  
mlbqueau@gmail.com  
204.290.5954



KELLY MORGANTI  
Secretary  
morgantifamily.school@gmail.com



GILLIAN HAUSER  
Volunteer Officer  
gilligig@gmail.com  
204.899.6381



KIM BOUGHTON  
Communications Officer  
kimmyb@mts.net  
204.955.2757



# The 5 W's, Answered

## WHEN SHOULD I START?

Immediately! Many of the extra-value activities and events that occur at St. Paul's are a direct result of the tremendous support received from parent volunteers. They could not take place without the commitment of all our families. In addition, the earlier you get involved, the more bonds you form.

## WHY SHOULD I GET INVOLVED?

St. Paul's High School Parent Guild provides a chance for families to engage in service and to develop school relationships. This parental involvement will enhance the school experience for the boys, as they become Men For Others.



## WHAT WOULD I DO?

The staff and the parent guild organize many events during and after school. The parent volunteers help coordinate food and beverages for these events. Volunteers also help with set up, decorating, selling merchandise in the Cru Shoppe and just being a friendly face.

## WHERE DO I START?

Read through the next few pages to familiarize yourself with some of the volunteer opportunities that are available. Scan the QR Code below or click the "Sign Up" button on the school website under the Parent Tab at the top of the Home Page.

SIGN UP HERE



# Building Community Through Hospitality

## Always Gathering

As members, all parents/guardians are welcome to attend the Guild meetings. Meetings are regularly scheduled throughout the year, typically on the 1st Wednesday of the month at 7:00PM. We endeavour to stay within a one-hour time frame. Specific dates can be found on the school website under the Parent tab on the Home Page.

## Always Communicating

The Guild keeps its members up-to-date with email messages through "Sign Up". We also send updates that are published in the school's weekly newsletters. We strongly encourage you to check out the school's website and the new Parent page.

## Always Helping

Part of the Guild's mandate is to provide ongoing support to those who help promote and run activities and events throughout the year. Each event has a folder of pertinent information on "how-to" organize and run the activity. Guild members are available to answer any questions you may have. Tasha Lagasse, who is at the school, is also a huge help to the Guild program.



# Events & Activities

## At A Glance

2024 - 2025

### ONGOING ACTIVITIES

CONSTITUTION  
CRUSADER SHOPPE  
FASHION SHOW  
GRADE BAKE SALES  
KITCHEN COORDINATOR  
NEARLY NEW CLOTHING RACK

### GRADUATION EVENTS

GRAD LITURGY & RING BLESSING  
GRAD CONVOCATION RECEPTION

### EVENTS

NEW STUDENT BBQ  
NEW PARENT ORIENTATION  
PARENT GUILD AGM  
PARENT SOCIAL EVENING  
GRADE 12 PIZZA LUNCH  
JUNIOR DEBATE TOURNAMENT  
CAREER DAY  
PARENT TEACHER CONFERENCES (2X)  
CHRISTMAS DECORATING  
THE FRESHMAN RETREAT (TFR)  
CHRISTMAS STAFF BRUNCH  
OPEN HOUSE  
CATHOLIC SCHOOLS DAY  
PARENT RETREAT  
ANGUS REID DEBATE TOURNAMENT  
FR CROUCH SJ PANCAKE BREAKFAST  
STAFF APPRECIATION WEEK  
CUSTODIAL APPRECIATION  
BAND CONCERTS (2X)  
MEET & GREET NEW PARENT EVENING  
PARENT GUILD WIND-UP



# Ongoing Activities

These are activities that the Parent Guild undertakes all year long.

## GENERAL VOLUNTEERS

If you are unsure of your availability, then this may be a good place to start. There are day and evening slots throughout the year. You will be notified via “Sign Up”. As time gets closer to an event, you will receive a notification that volunteers are needed. If you can work it into your schedule, then check off your availability. If you're not available, there is no need to reply. It's as simple as that!

## HOSPITALITY BAKING LIST

Each year the Guild compiles a list of parents who love to bake. This is a unique volunteering opportunity that provides much-loved home baking while helping offset the Guild's costs for our Hospitality Events.

Notifications will go out during the year and you can sign up to bake for those events that fit into your schedule.

## CRUSADER SHOPPE VOLUNTEERS

Volunteers are not required to have cash or retail experience. You can sign up for lunchtime shifts, for Homecoming or special hospitality events.

The Crusader Shoppe offers dress code clothing, spirit wear, bibles, miscellaneous school supplies, lunch cards and candy. The Shoppe is open every school day during the lunch hour and during special events. Volunteering with the Shoppe is a great way to meet other parents and see the boys during their lunch period.



# Ongoing Activities

These are activities that the Parent Guild undertakes all year long.

## NEARLY NEW CLOTHING SHOP

During special events and parent teacher interviews, our Nearly New team will need a few additional volunteers to help sell gently used clothing. The Nearly New Rack provides gently used Dress Code clothing items and CRUwear that can be purchased at bargain prices. All monies raised go to the St. Paul's Community Christmas Hampers program.

## GRADE LEVEL BAKE SALES

Three to four volunteers sell baking during the lunch hour to the staff and students. Volunteer tasks include setting up the bake sale table, selling the baking, counting the money and cleaning up. (Another group of parents provides the baking). Grade Bake Sales are held from October through May and provide the students with an opportunity to purchase treats at lunchtime. Profits are donated to the SPHS Christmas Hamper Program



## CHRISTMAS DECORATING COMMITTEE

Set-up occurs in late November, while take-down happens during the first week back from Christmas Break (prior to the School Open House). This volunteer group is responsible for transforming the front foyer of the school for the Advent Season. The group assembles and decorates two large Christmas trees, arranges poinsettia plants and setting up any additional décor. We need four to five parent volunteers to help with both set up and then take down in the new year.



# Ongoing Activities

These are activities that the Parent Guild Undertakes all year

## FASHION SHOW FUNDRAISER

The Fashion Show Committee consists of 15-20 volunteers working on various sub-committees months in advance of the event. The fashion show also showcases our grade 12 students acting as models, wine servers, hosts, and helpers. Proceeds from this event help support the Magis Fund, the endowment helps support students who can't afford to fully participate in school life. Further information about the Fashion Show Fundraiser and the Magis Fund can be found on the school website



## KITCHEN COORDINATOR

The kitchen coordinator is responsible for ensuring the Murray Hall Kitchen has adequate supplies and is properly organized throughout the school year. This role ensures that there are adequate supplies in advance of our Parent Guild Functions. The expected time commitment varies but is approximately 1 hour a month from September to June.





# Hospitality Events

**2024 - 2025**

These are functions for which the Parent Guild provides food and/or refreshments at various times throughout the year



## NEW STUDENT BBQ Early September, 2024

Volunteers are required to help organize, purchase and pick up supplies for the event. Volunteers will also need to be available to serve the grade 9 students on orientation days, Hot dogs, hamburgers, potato chips and drinks are served.

## NEW PARENT ORIENTATION EVENING Early September 2024

Volunteers are needed to help before the event to set up, during the event to serve refreshments and after the event to clean up. This is a great opportunity to meet new parents joining the St Paul's Community.

## PARENT SOCIAL EVENING Timing varies

The Social Evening requires 12 - 14 volunteers to help organize, pick up supplies and help on the day of the event. This is an evening for parents to socialize in a fun and relaxed setting.



# Hospitality Events

**2024- 2025**

These are functions for which the Parent Guild provides food and/or refreshments at various times throughout the year

## GRADE 12 PIZZA LUNCH WITH SPHS'S PRESIDENT October 2024

Approximately 4-6 volunteers are needed on the day of the event. This lunch is sponsored by President Booth '78 to kick off the Class of 2024's graduating year. Volunteers are needed to pick up drinks & desserts and to order the pizza in advance of this day.

## JUNIOR DEBATE NIGHT Late October, 2024

A light snack and refreshments are provided to the competitors, judges and fans during the evening. We need 2-4 volunteers to pick up supplies and help out before, during and after the event.

## CAREER DAY Early November,

A light snack and refreshments are served to the presenters who come to the school and talk about their careers. 2-3 volunteers are needed to pick up supplies and to set up/clean up the day of the event.

## PARENT TEACHER CONFERENCES Mid November 2024

Refreshments are served during both days of Parent Teacher Conferences. It takes 4-6 volunteers to pick up supplies and help out each day of the event

## ADVENT BAND CONCERT Late November 2024

The coordinators require 6-8 volunteers to help pick up supplies, arrange baking on trays and provide set up and clean up on the day of the event. A reception for approximately 500 people is held in the cafeteria following the evening concert.

# Hospitality Events

**2024 - 2025**

These are functions for which the Parent Guild provides food and/or refreshments at various times throughout the year

## THE FRESHMAN RETREAT (TFR) EARLY DECEMBER, 2024

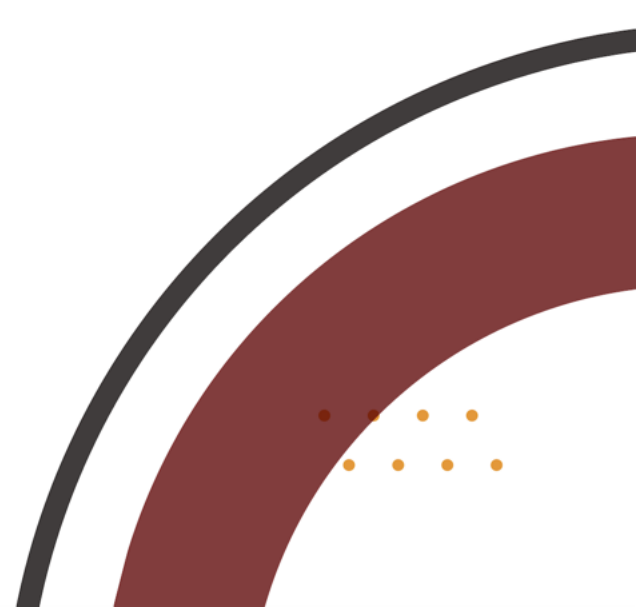
The coordinator needs 6-8 volunteers to help with the set-up of the various meals and snacks that are served throughout the retreat. Volunteers are needed for Thursday evening, Friday during the day, and Saturday morning.

## CHRISTMAS STAFF BRUNCH DECEMBER, 2024

A special brunch is organized by parent volunteers for the St. Paul's High School Faculty & Staff (about 65 people). Volunteer tasks consist of picking up supplies, helping with decorations, delivery of items, and hosting the event.

## OPEN HOUSE JANUARY 2025

10-12 volunteers are required to complete tasks such as picking up supplies, setting up before the event and cleaning up afterwards. This evening event offers interested families an opportunity to come and hear about the school, while enjoying our traditional hospitality.



# Hospitality Events

**2024 - 2025**

These are functions for which the Parent Guild provides food and/or refreshments at various times throughout the year

## CATHOLIC SCHOOLS' DAY MID FEBRUARY - EVERY TWO YEARS

Refreshments and lunch are served to visiting teachers during Catholic Schools Day. Volunteers are needed to preorder food and to then to serve on the day of the visit.

## STAFF APPRECIATION WEEK MID FEBRUARY, 2025

The Coordinator requires 4-6 volunteers to help pick up supplies, assemble a staff treat take home gift and set up a baking/coffee treat day for the staff during appreciation week.

## ANGUS REID DEBATE TOURNAMENT LATE FEBRUARY, 2025

A couple of volunteers are needed before, during and after the event. A light snack and refreshments are served throughout the evening tournament.

## FR PAUL CROUCH SJ PANCAKE BREAKFAST LATE FEBRUARY, 2025

The breakfast team consists of 8-10 volunteers serve and clean up pancakes. Pancakes and sausages are provided by the cafeteria and then served to students and staff from 8:30AM to 10:30AM.

## PARENT/TEACHER CONFERENCES Mid April 2025 SECOND TERM

Refreshments are served during both days of Parent/ Teacher Conferences. It takes 4-6 volunteers to pick up supplies and help out each day of the event.



# Hospitality Events

**2024 - 2025**

These are functions for which the Parent Guild provides food and/or refreshments at various times throughout the year

## PARENT RETREAT

The Parent Guild works in conjunction with the board, school staff, and student groups. Their goal is to continue and further the Ignatian character of St. Paul's High School. The Guild provides food and refreshments for this event. This is an evening event in which 2-3 volunteers are needed to help set-up, serve and clean-up.



## SPRING BAND CONCERT MAY 2025

The coordinator requires 6-8 volunteers to help pick up supplies, arrange baking on trays and provide set-up and clean-up on the day of the event. A reception for approximately 450 people is held in the cafeteria following the evening concert.

## MEET & GREET NEW PARENT EVENING MAY 2025

Approximately 10-15 volunteers are required to pick up supplies, set up, serve and clean up. This event is a Wine & Cheese Reception hosted by our current parents to welcome the new parents of the upcoming school year.

## CUSTODIAL APPRECIATION MAY OR JUNE 2025

Approximately 2-4 volunteers are required to pick up supplies, and help out before, during and after the event. This Luncheon is held to recognize the exceptional commitment the custodial staff have to our boys and the Parent Guild



# Parent Guild Executive Positions



## School President:

- Attend Executive Meetings, Annual General Meeting, and Guild Meetings or appoint a designate.
- Ensure all meetings open with a prayer.
- Advise and consult the Executive on pertinent school needs.

## Guild President:

- Ensure business is transacted in proper order and expedited.
- Ensure members know and follow rules of debate.
- Possess leadership ability.
- Be familiar with meeting procedures and guild operations.
- Observe confidentiality and demonstrate prudence and discretion.
- Serve as a member of the Parent Advisory Board.

## Vice-President:

- Preside at meetings in the absence of the Guild President.
- Assume Guild President duties the following year.
- Present a written report on Parent Guild activities and costs.
- Serve as a member of the Parent Advisory Board.

## Secretary:

- Attend all meetings and keep accurate minutes.
- Prepare and distribute agendas, minutes, and meeting notices.
- Prepare agenda for seek approval from officers before distribution.
- Serve as a member of the Parent Advisory Board

## Communications Officer:

- Responsible for publicity and advertising for Guild events.
- Clear all publicity through the School President's office.
- Utilize various communication channels. (Weekly principal's message, social media, etc.)

## Volunteer Officer:

- Collect data from Online Volunteer Sign-up Forms to create a master list.
- Supply volunteer list to Event Coordinator.
- Offer guidance and support to coordinators.
- Collect suggestions and update event outlines for future use.





# Graduation Events

## RING BLESSING Mid December

4-6 grade 9-11 parent volunteers are required for an 8:00am start. Tasks include picking up supplies ahead of time and setting up refreshments and baking on the day of the event. This reception takes place immediately following the mass and Ring Blessing Ceremony. The event concludes at 11:00am

## GRAD CONVOCATION RECEPTION Late June

We require 8-10 Grade 9-11 parents to pick up supplies, set up and help before, during and after the event. The reception of refreshments and finger foods are served immediately following the mass.



# Thank you!

Thank you in advance for being part of the St. Paul's High School Parent Guild. It will be an experience you will always remember and cherish as you and your son attend SPHS.

