



2024 – 2025

**Families in Service (FIS)
Catalog of Positions**

FAMILIES IN SERVICE (FIS)

The Families-in-Service (FIS) Program was established in a continuing effort to:

1. Offer families opportunities to interact with other children's parents, school staff, and friends.
2. Provide additional services, activities, events and educational enrichment programs to our children and school staff.
3. Ensure all families have the opportunity to participate in school-related events and that there is a shared responsibility to contribute and partner with the school.
4. Support the financial needs of Incarnation Catholic School.

PARTICIPATION

We want to extend a heartfelt invitation for you to become more involved in our school community. Volunteering at your child's school is one of the most impactful ways you can contribute to their educational experience and the overall success of our school. Your involvement, whether through time, talents, or treasures, can make a significant difference.

Why Volunteer?

1. **Nurturing Environment:** Your presence and participation help create a warm and supportive atmosphere where children feel valued and secure. When parents and guardians are engaged, students are more likely to feel a sense of belonging and motivation.
2. **Enrichment Opportunities:** Every family brings unique skills and perspectives. By sharing your talents, whether it's through teaching a special skill, organizing events, or helping in the classroom, you enrich our students' learning experiences. These opportunities foster creativity, critical thinking, and a love for learning.

3. Excellence in Education: A collaborative effort between families and school staff leads to a more dynamic and effective educational environment. Your contributions can support teachers, enhance resources, and improve school programs, all of which drive educational excellence.

Ways to Get Involved

- Volunteering Time: This could be helping out at events, assisting in the classroom, chaperoning field trips, or participating in school committees. Every hour you can give is valuable.
- Sharing Talents: Are you an artist, musician, scientist, or have another special skill? Sharing your expertise can inspire and educate our students in ways that traditional lessons may not.
- Contributing Treasures: Financial contributions, donations of supplies, or sponsorship of school programs also play a crucial role. These contributions can enhance the learning environment and provide opportunities that might otherwise be unavailable.

We understand that every family is different, and everyone has unique circumstances. There are many ways to get involved, and every bit helps. The important thing is that we all share a common goal: providing a nurturing, enriching, and excellent education for our children.

Thank you for your ongoing support and dedication. Together, we can create a vibrant, thriving school community where every child has the opportunity to succeed.

We ask each school year that two-parent household families fulfill a minimum of 25 volunteer hours and a single-parent household fulfills a minimum of 12 volunteer hours.

All school families agree to fulfill these volunteer hours to the best of their abilities and agree to contribute a monetary contribution to the school if they are unable to volunteer.

NOTE: Only parents, legal guardians, or other relatives in the immediate family (other than siblings of the student under 19) may provide services creditable toward the FIS fulfillment.

There are three general categories of volunteer opportunities:

1. Classroom/School Activities
2. FSA Sponsored Fundraising Programs and Events
3. Fundraising and Community Building Programs and Events
4. Athletics

A description of the service/fund-raising activities is outlined below. Look through all the possibilities, decide the areas where you would like to help, and fill out the online form. A google form or Sign Up Genius will be sent out to sign up for positions. We will make every effort to give you the position you prefer.

1. CLASSROOM / SCHOOL ACTIVITIES

All families are encouraged to contribute to excellence in the classroom and throughout the school by offering vital support in and out of the classroom as a room parent and/or part of the committees in charge of special school events.

ROOM PARENTS (Needed all year)

Room Parent: Room Parents foster a strong sense of community among parents, teachers, and students. As a Room Parent, you will support the teacher, facilitate communication, and organize activities that enhance the educational and spiritual experience of our students. Must be comfortable using basic computer skills (i.e., edit existing documents, sending emails, accessing files). You may serve as a room parent once per child unless no other parents apply.

GRADUATION (5/22/25)

Graduation Coordinator: Eighth grade room parents who will coordinate 8th grade graduation celebration, if desired.

Graduation Committee Chair and Co-Chair: 2 seventh grade parents to organize, coordinate, and manage the Graduation Reception (to be

coordinated with middle school faculty). Works closely with the principal.

Graduation Day Decorations, Car Parade, and Pizza Send Off Coordinator: Working with the school administration coordinating hourly FIS parent volunteers to decorate the school blacktop and orchestrate the Pizza Send-Off and Faculty Happy Hour on Graduation Day.

MIDDLE SCHOOL DANCE (4/25/25)

Middle School Dance Coordinator: Middle School parents who will facilitate a MS dance in the Finegan Center including menu (if desired), photos, DJ, etc. Usually held in spring.

Middle School Dance Chaperone: Help set up, break down, and chaperone the 6th, 7th and 8th-grade dances.

LIBRARY (Needed throughout the year)

Library Aide: 6 people to assist primarily in the library during K-8 classes. Primary duties include working the circulation desk, shelving, shelf-checking, helping students locate books, assembling class materials, and assisting with the annual Book Fair.

BOOK FAIR (10/15/24 - 10/17/24)

Book Fair Coordinator: 2 people to assist in planning, marketing and managing daily operations of the Book Fair. Prerequisite: It is helpful if the volunteer has prior experience as a Library Aide or has worked with a book fair before.

Book Fair Cashier: 8 people to perform cashier functions on a cooperative basis at the annual Book Fair. Attention to detail and computer literacy skills are a must. Prerequisite: Mandatory training will be provided.

Book Fair Sales Support Aide: 8 people to assist the Book Fair Coordinators with set-up/take-down, inventory management, marketing, and sales support during the Book Fair, as needed.

LUNCH/PLAYGROUND (Needed throughout the year)

Lunch Aide: Help children through the lunch line and throughout lunch as needed. Clean Tables after lunch.

Playground Aide: Be an active presence during lunch recess by helping students on and off of playground equipment, pushing them on the swings, and ensuring students are making safe decisions when playing.

FALL PARISH AND SCHOOL PICNIC (11/3/24)

Fall Picnic Volunteers: Help in various aspects of Parish-led Fall Picnic to include working the games, delivering snacks and lunch, as well as setting up and cleaning up.

FIELD DAY (TBD)

Field Day Coordinator: Help organize one of the school year's most fun events! Coordinate volunteers for the games, snack, and lunch delivery, set up, and clean up. Will work closely with the P.E. Teacher and Principal to meet the needs of the day and ensure smooth operation.

Field Day Assistant Coordinator: Assist the Coordinator on all Field Day related events and additional support as needed.

Field Day Volunteer: Help in various aspects of Field Day to include working the games, delivering snacks and lunch, as well as setting up and cleaning up.

TALENT SHOW (TBD)

Talent Show Coordinator: Help organize one of the students' favorite events! Will work closely with the appointed staff members and Principal to meet the needs of the day and ensure smooth operation. Will organize the run of show and serve as (or appoint) emcee.

Talent Show Assistant Coordinator: Assist the Coordinator on all Talent Show related events and additional support as needed.

2. FSA SPONSORED FUNDRAISING PROGRAMS AND EVENTS

FSA Sponsored fundraising programs and events offer school families an opportunity to make important contributions to our children's educational experience through the purchase of equipment, the funding of teacher enrichment programs, and more. All families are encouraged to contribute their time to one of our fundraisers to help make each of them a great success!

FSA SPONSORED BREAKFAST WITH SANTA (12/7/24)

Breakfast with Santa Chairperson: One person to coordinate all aspects of Breakfast with Santa to include access to facilities, safety and security, food/beverages, set-up/clean-up, coordinating with the Knights of Columbus, crafts, photos, and, of course, Santa and Mrs. Claus.

Breakfast with Santa Co-Chairperson: One person to assist the chairperson with all duties and to train for the chairperson position the following year. This will be a 2-year commitment.

Breakfast with Santa Volunteers: Duties assigned by chairperson. Maximum 5 shares are allowable.

FSA SPONSORED MOVIE NIGHT ON THE BLACKTOP (1/24/25)

Movie Night Chairperson: One person to coordinate all aspects of Movie Night on the blacktop to include space permit, access to facilities, safety and security, permission to show a movie, food/beverages, set-up/clean-up, etc.

Movie Night Co-Chairperson: One person to assist the chairperson with all duties and to train for the chairperson position the following year. This will be a 2-year commitment.

Movie Night Volunteer: Duties assigned by chairperson.

FSA Dessert Sales (Fridays in Lent)

Fish Fry Dessert Coordinator: One person to manage and coordinate the Knights of Columbus Fish Fry Dessert Sales. Duties include collecting desserts, set up and break down of the dessert table in the Finegan Center on Fridays during Lent. Monthly reporting on activities and results. Will work in coordination with the Treasurer.

FSA Der Dutchman Pie Voucher Sales (11/9-10 & 11/16-17)

Der Dutchman Pie Voucher Coordinator: One person to purchase and manage vouchers for the Der Dutchman Pie Sales.

GALA (2/22/25)

This is the most important fundraising event of the school year which raises thousands of dollars for the critical needs of the school. Be a part of Incarnation's most popular night! This annual social event has a different theme each year and promises to be a great evening. Parents get a night out AND help raise much-needed funds for our school!

*Please note that all funds raised go directly to the needs of the school. Funds do not benefit the FSA or their specific needs.

Gala Chairperson: The Gala Chairperson is an FSA Operating Officer position. This person will plan and coordinate the annual Gala. Duties include (but are not limited to) working closely with subcommittee chairpersons and overseeing the entire event from planning and execution to all financial matters. Activities include:

- Setting Gala date (with FSA/Principal/Pastor approval)
- Securing a location
- Negotiation of contracts for services to include food
- Recruitment of Sponsors/Patrons
- Publicity

- Acquisitions Process
- Advertising
- Database and catalog development
- Invitation and event arrangements
- Decorations
- Financial aspects (budget, money collection, reimbursements)
- Liaison to ICS administrative staff (includes attending FSA meetings).

Gala Co-Chairperson: One person to assist the Chairperson in planning and coordinating the annual Gala and train for chairperson position for the following year. Ideally, this is a 2-year commitment with the co-chairperson assuming the role of the senior chairperson the second year.

Database Coordinators: Two people responsible for technical aspects of all data entry. Must become familiar with the event software and be able to assist other committee members with the software use. Oversee all data entry into the database including mailing list, item descriptions, and values, donors, attendees, sponsors, and patrons. Closeout all receipts and reconcile accounts after the auction takes place. Excellent computer skills are a must!

Technical Coordinator: One person to handle reservations and data entry. Will record money collection and set up a filing system for the event. Responsible for overseeing the check-in and check-out process on the night of the gala. Familiarity with computers and the auction database software is helpful.

Publicity and Marketing Coordinator: One person to create and manage Save-the-Date mailer, Auction Packet (if applicable),

Messenger notices, and Faculty invite. Create and manage event signage.

Live Auction Coordinator: One person to secure items for the Live Auction portion of the event and help organize on the day of the event. Write and manage all descriptions of the items. Create a PowerPoint for the Auction night. Create certificates for items and scripts for the auctioneer. Will work closely with the Chairs.

Event Worker: multiple people to assist with set up and social night activities. Includes working the registration table, checkout cashiers, decorations, runners, setup, and clean-up.

3. FSA SPONSORED COMMUNITY BUILDING PROGRAMS AND EVENTS

Help create bonding moments between generations that will last a lifetime by lending a hand at events throughout the year that build up our families and communities within our school.

FSA Sponsored Father/Daughter (2/7/25) and Mother/Son Dance (TBD)

Father/Daughter and Mother/Son Dance Chairperson: Parents who will facilitate a F/D and M/S dance in the Finegan Center including menu (if desired), photos, DJ, etc. Usually held before Lent, to be alternated every other year.

Grandparents and Extended Family Day (9/12/24)

Grandparent and Extended Family Program Chair: This person will coordinate and help lead grandparents and the extended family members on Grandparents' Day (GP Day). Register participants, coordinate check in, oversee Room Parents have the crafts/activities and snacks for each class.

Grandparent and Extended Family Day Committee Members: Parent volunteers are needed to check in, provide snacks/drinks, assist teachers as directed by Room Parents.

FSA Sponsored Donuts with Dudes (9/18/24)

Donuts with Dudes Chairperson: Parent who will facilitate donuts and drinks in the Church Hall. Ensure marketing materials are given to

FSA Sponsored Muffins with Moms (5/7/25)

Muffins with Moms Chairperson: Parent who will facilitate treats and drinks in the Finegan Center..

FSA Sponsored Thanksgiving and Christmas Prayer Cards (11/22/24 & 12/20/24)

Carline Distributor: Distributes Thanksgiving prayer cards and Christmas Ornaments during carline.

FSA Sponsored Saint Nicholas Day Treats (12/6/24)

St Nicholas Day Coordinator: Organizes

4. ATHLETICS

We encourage parents to volunteer to coach the various sports offered at Incarnation. Parents can also volunteer to support the coach by in an administrative capacity by coordinating registration, uniforms, recording games

Golf, Tennis, Basketball, Soccer, Volleyball

SAFE ENVIRONMENT COMPLIANCE FOR ALL FIS POSITIONS WHICH ENGAGE CHILDREN

The Diocese of Venice requires that all volunteers who are involved in activities with children must complete the “Safe Environment” program which includes a background check, additional paperwork, AND training session. While there are a few positions where the completion of this program is not required, the vast majority of FIS positions do require this program. Therefore, it is highly recommended that all volunteers become fully compliant with this program. Information packets including directions and the required paperwork are available in the school’s main office. A letter from the principal is issued to each participant after the Diocese communicates a temporary waiver or full compliance status to the school.