



ST. THOMAS MORE CATHOLIC  
ACADEMY

# STM-HSA COMMITTEES

Lead. Teach. Inspire

**OUR PARENT SUPPORT ALLOWS  
US TO LEAD MORE, GROW MORE,  
& BE MORE**

DESCRIPTIONS OF COMMITTEES



## **HOSPITALITY COMMITTEE**

PURPOSE AND DUTIES: The hospitality team assist in the health and well-being of the school patrons by creating a welcoming atmosphere. The committee supports all school events by coordinating the provisions of meals, snacks, etc. (i.e Parent Nights, Fall Festivals, Holiday Parties, Graduations, Cookouts, etc).

## **SERVICE CREDIT COMMITTEE**

PURPOSE AND DUTIES: The service credit committee supports the administrative assistant with the accounting for service hours for the school year. The committee will be responsible the logs for donations and volunteered hours with the admin assistant. Focus on the collection of donations provided to teachers. and work with main office to collect proof of Fingerprint and Virtus Training. Committee will work to put out notification of service credit hours opportunities monthly for the school year.

---

## **GRADE LEVEL/CLASSROOM MOM and DADS**

PURPOSE AND DUTIES: The role of classroom moms and dads will be to focus on the educator needs for their respective classroom. The representatives will help support educators with the planning of classroom events and celebrations as well as coordinate class fundraisers and field trips.

## **PARKING LOT ATTENDEES**

PURPOSE AND DUTIES: The committee will consist of individuals that will monitor and direct parking lot drop-off and pick-up traffic. The committee will be required to sign up monthly for particular days in which they can volunteer. Morning shift will be from 7am-7:45am and the afternoon shfit from 2:30-3:15pm

## **EXTRACURRICULAR ACTIVITIES COMMITTEE**

**PURPOSE AND DUTIES:** The committee will support the staff with after school activities and athletic events. This will include collaborating with HSA Board with fundraising to research ways to support these events.

The committee will coordinate volunteers to attend sporting/ extracurricular events with registration, refreshments, etc. Work closely with administrative staff to communicate with school community about various events.

## **LUNCH & RECESS COMMITTEE**

**PURPOSE AND DUTIES:** The committee will involve individuals that support the administering of school lunch as well as working with educators to monitor recess duties between the hours of 11:30-1pm.

---

## **LIBRARY COMMITTEE**

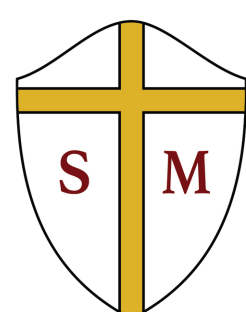
**PURPOSE AND DUTIES:** The committee will work closely with the school librarian to maintain access to the school's variety of reading resources.

The committee will support in the development and maintenance of the school's library and classroom libraries inventory.

## **FUNDRAISER COMMITTEE**

**PURPOSE AND DUTIES:** The committee will work closely with the HSA Board to support the school year fundraising events that will take place in the Fall, Winter, and Spring. The committee will work to meet the financial goals of the board set up at the beginning of the school year.

To sign up for school year committees complete the survey linked [here](#)



**St. Thomas More**  
CATHOLIC ACADEMY