



St. Patrick's School

Home and School Association

Master Event Guide



We are blessed to have such generous families and friends at St. Patrick's. Your continued efforts help support our school and benefit our children by funding playground equipment, technology updates, media center redesigns, and much more.

General Event Guidelines

Every family in the class is **expected** to contribute in some way to their class event. When planning an event, please follow these steps:

- **Volunteer as Chairperson:** Choose a chair early in the school year via sign-up-genius and notify the Room Parent Coordinator.
- **Plan Ahead:** Consider all aspects: decorations, food, entertainment, activities, advertising, set-up, and clean-up.
- **Budgeting:** Contact the HSA Event Coordinator for spending guidelines. Try to reuse inventory and decorations from the HSA closet to save money. All check requests must go through the school office for approval and be submitted 2 weeks prior to the event.
- **Publicize:** Submit flyers or blurbs to Miss Short for Tuesday Notes.
- **Coordination:** Coordinate physical set-up with the Building Manager, and confirm plans with Miss Short to ensure minimal disruption to After Care.
- **Wrap-Up:** Ensure the venue is left as you found it. Trash must be taken to the dumpster, table linens laundered and returned, and decorations neatly put away in the HSA storage room. Submit all check requests and receipts within 14 days of the event.

Class Event Budgets

Below is the estimated budget provided by the HSA for each grade-level event based on the updated expense budget:

- **Kindergarten (day of volunteers):** Secret Santa Shop (\$100)
- **1st Grade:** Fun Night (\$2,000)
- **2nd Grade (with Pre-K support):** Book Fair (\$1,000)
- **3rd Grade:** 5K Run (\$2,500)
- **4th Grade:** Trunk or Treat/Halloween Party (\$1,000)
- **5th Grade:** Field Day (\$3,000)
- **6th Grade:** Breakfast with Santa (\$3,500)
- **7th Grade:** 8th Grade Graduation Dinner (\$3,000)
- **8th Grade:** Junior High Night (\$1,500)

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Year-Round & Monthly Events

Room Parent How-To: Teacher Birthdays

What & Why: The tradition of celebrating teacher birthdays began when the HSA was formed. It is a wonderful way for our classes to show appreciation to our teachers on their special day.

When: On the teacher's actual birthday, or on their half-birthday if their special day falls during the summer months.

1. **Assignments & Questionnaires:** At the beginning of the school year, the HSA will provide room parents with a list of the specific teachers they are responsible for celebrating. The HSA also circulates a "Get to Know Your Teachers" questionnaire to the faculty to give room parents ideas on things their assigned teachers enjoy.
2. **Class Communications & Donations:** Room parents should share the list of teachers with their class. While donations are not required, room parents can collect money from the class one time at the beginning of the year to cover the costs for all the teachers.
3. **Gifts & Execution:** Cards and gifts should be ready for each teacher on or before their birthday! Suggestions for gifts include handmade cards from the students, gift cards, and flowers.

Event How-To: Feast from our Families

What & Why: Formerly known as Teacher Breakfasts, this beloved monthly tradition allows classes to show appreciation for our teachers. It includes breakfast, lunch items, and snacks.

When: Hosted once a month. Dates for 2026-2027: 9/24 (8th), 10/15 (7th), 11/19 (6th), 12/17 (5th - cookie exchange), 1/14 (4th), 2/4 (3rd), 3/11 (2nd), 4/15 (1st), 5/6 (Pre-K Snack Cart), 5/13 (K).

1. **Sign-Ups:** Two volunteer organizers will create a Sign-Up Genius about 3 weeks in advance. Ask parents to bring items like coffee, bagels, hot dishes, fresh fruit, and juices. Include lunch items (wraps, crock-pot soups, salads) and individually wrapped snacks for the lounge (chips, Diet Coke, OliPop soda).
2. **Set-Up:** Setup begins around 7:45 a.m. in the faculty lounge. Use the Oster warmers in the HSA closet for hot dishes and the large green plastic bins for iced drinks. Leave 4 square tables open for teachers to sit and eat.
3. **Clean-Up:** Teachers generally handle cleanup, but organizers should ensure their personal dishes are collected.

Fall Events

Event How-To: Trunk or Treat (Halloween Party)

What & Why: An outdoor Halloween celebration featuring a DJ, pizza, crafts, games, and decorated car trunks for "trick-or-treating". Planned, funded, and staffed by the **4th Grade Families** (100% class participation is expected).

When: A Friday night before Halloween (Scheduled for Friday, October 23, 2026), 6:30 p.m. to 8:30 p.m.. **Note:** Canceled in the event of inclement weather.

Budget & Funding: The HSA provides a \$1,000 budget to cover the DJ, candy, and decor. Pizza is paid via pre-order sales.

1. **Communications & Sign-Ups:** Planners must email the 4th-grade class directly to emphasize participation. Create a SUG for volunteers and Trunk hosts (room for 11 trunks). **Pizza pre-orders are handled through the hot lunch site by Miss Short;** parents only need to advertise and distribute the pizza.
2. **Food & Beverage:** Pizza is pre-order only. Ask Miss Short for \$20 petty cash to tip the driver. **All candy must be NUT-FREE.**
3. **Entertainment:** Check with Miss Short to ensure DJ Josh is booked. He will need electrical access through the cafeteria window. The Rivera family has historically donated generator lights for the front field; contact them directly.
4. **Setup & Clean-up:** Prop the cafeteria door open for bathroom access only. **The Parish Center, Playground, and Field are OFF-LIMITS.** Trunks set up on the Pre-K side of the Parish Center (ask the Parish to move parked cars prior to 3:00 p.m.). Picnic tables go on Kane Lane. Afterward, lock doors, turn off lights, and take trash to the dumpster.

Event How-To: Secret Santa Shop

What & Why: A fun holiday event where students can independently shop for gifts for their family members and friends. Children bring in money from home along with a designated shopping list, and volunteers help them select gifts within their budget.

When: Thursday, December 10 and Friday, December 11 in the Parish Center.

Budget & Funding: The HSA provides a budget of \$100, typically used for decorations. Students purchase items (\$1 to \$10) using money sent in by their parents, and St. Patrick's gets a small percentage of profits back from the vendor sales.

1. **Comms & Sign-Ups:** Planned and set up by event leads, and staffed by the **Kindergarten Families**. Event leads will create a SUG for volunteers to act as "personal shoppers", and clean up.
2. **Activities & Vendors:** The leads work with an outside vendor, to pre-order inventory. Use the HSA budget to purchase festive decorations or check the HSA closet.
3. **Setup & Clean-Up:** Leads are responsible for setup. Kindergarten volunteers may be needed to pack up remaining inventory and clean the Parish Center.

Event How-To: Breakfast with Santa

What & Why: A festive morning featuring a hot breakfast, crafts, games, and photos with Santa. Hosted by the **6th Grade Families**, and all 6th-grade students participate by serving as "Elves".

When: A Saturday morning in December (Scheduled for Dec 12, 2026), from 9:00 a.m. to 11:00 a.m. in the Parish Center Gym.

Budget & Funding: The HSA provides a \$3,500 budget. Costs are offset by OneCause ticket sales (\$14/person or \$70/family) and photo sales donated back by the photographer.

1. **Comms & Sign-ups:** Three Co-Chairs are recommended. Use OneCause for ticketing. Send a SUG to 6th-grade parents for setup, crafts, food service, and Santa volunteers. Coordinate early with photographer George Allan.
2. **The 6th Grade "Elves":** Elves wear festive red/green/white (aprons and hats are in the HSA closet). Divide students into 4 groups with notecards dictating 30-minute rotation blocks (e.g., Greeters, Crafts, Eat/Float break). Take an All-Elves photo with Santa before opening to guests.
3. **Food & Beverage:** IHOP is favored for breakfast catering (pancakes, eggs, bacon). Purchase hot chocolate, juices, and cookies from Costco.
4. **Setup & Running the Event:** Friday afternoon setup takes about 4 hours (coordinated around Parish basketball practice). For the event, you need a Christmas playlist downloaded to a device, as there is no Wi-Fi in the gym. Cleanup includes taking linens home to wash and breaking down all decorations.

Winter Events

Event How-To: Annual Book Fair

What & Why: A multi-day event where students and families can shop for books and trinkets, including a special section dedicated to fulfilling teacher wish lists.

When: Sunday to Tuesday of Catholic Schools Week (January 24-26, 2027) in the School Cafeteria.

Budget & Funding: The HSA provides a \$1,000 budget. Parents use this to purchase coffee and doughnuts for the Sunday after-church shoppers.

1. **Comms & Sign-Ups:** Co-hosted by the **Pre-K and 2nd Grade Families**. The 2nd Grade Families provide volunteers to set up, staff the tables, and pack up. Pre-K families will be asked to staff hours and fill in where needed.
2. **Activities & Vendors:** The HSA leads establish the contract with the vendor, Bookworm. The Spirit Wear committee and Girl Scouts sometimes set up tables to sell items during the Sunday session. Borrow Chromebooks from the school to use as cash registers.
3. **Setup & Clean-Up:** Bookcases go along the walls, round circles display books in the middle, and long tables hold teacher wish list books, trinkets, and cash registers. When packing up, volunteers must pay careful attention to the remaining inventory and packing boxes correctly for the vendor.

Event How-To: Fun Night (Catholic Schools Week Celebration)

What & Why: A community event to celebrate the end of Catholic Schools Week featuring a pizza dinner, a family movie in the cafeteria (pajamas encouraged!), and open play with organized games in the gym.

When: Friday, January 29. The Principal will reserve spaces from 6:00 p.m. to 8:30 p.m.

Budget & Funding: The HSA provides a \$2,000 budget to reimburse volunteers for the pizza order and optional treats (like popcorn or candy).

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1. **Comms & Sign-Ups:** Planned and staffed by the **1st Grade Families**. Create a SUG for: Nut-free baked goods and paper products donations for ~500 people; Setup; Clean-up; Gym Game Leads; and Parish Center Monitors.
 2. **Food & Beverage:** 1st grade orders enough pizza for 300 people through Paisano's. Serve the donated nut-free baked goods.
 3. **Activities:** The movie (approved by the Principal) should start no later than 7:00 p.m. The school provides a projector/Chromebook; **parents must bring an external speaker**. The gym is open for play and games (like knockout) from 6:30 to 8:30 p.m.
 4. **Running the Event:** 1st-grade volunteers must act as monitors in the Parish Center to ensure kids stay in the gym and do not wander. Ensure both spaces are fully cleaned by 9 p.m.
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Spring Events

Event How-To: St. Patrick's 5K and Fun Run

What & Why: An annual community race featuring a 5K course through the Flower Valley neighborhood and a shorter Fun Run on the school grounds.

When: A Saturday in March (Saturday, March 13, 2027).

Budget & Funding: The HSA provides a \$2,500 budget to reimburse volunteers for post-race food/beverages and purchase giveaways.

1. **Comms & Sign-Ups:** Led by the Murphy family. Staffed by **3rd Grade Families**. Create a SUG for: Registration Table (2 volunteers), On-Course Volunteers (8 volunteers to direct runners/manage water), Fun Run Assistants (4 volunteers), and Food & Beverage Donations.
2. **Planning Details:** Planners mark the course with signs (located in the HSA closet), print maps, and purchase nominal giveaways that do not require sizing.
3. **Food & Beverage:** Ask SUG volunteers to bring Hot Chocolate, Coffee boxes, Donuts, and Fruit (apples/bananas). HSA will reimburse them for the donuts, coffee, and fruit.
4. **Setup & Clean-Up:** Ensure the registration table is set up before runners arrive. Have a volunteer clean-up crew break down the tables at the end (takes about 15 minutes).

Event How-To: Junior High Night

What & Why: A fun, social evening of dancing, food, and entertainment for all 6th, 7th, and 8th-grade students. Hosted and staffed by **8th Grade Families**.

When: A Friday evening in the spring (Scheduled for Friday, May 14, 2027), from 7:00 p.m. to 10:00 p.m. in the cafeteria.

Budget & Funding: The HSA provides \$1,500. Offset costs by charging a \$5-\$10 admission fee via Venmo to a parent volunteer.

1. **Communications & Entertainment:** Send an Evite to middle school families. Book a DJ (Miss Short usually handles this). A photo booth or tailgate games are optional popular additions.
2. **Food & Beverage:** Order delivery pizza (e.g., Domino's/Piasanos). Use SUG to ask 8th-grade parents for dessert and snack bag donations (limit snack slots to 3 or 4 to avoid

leftovers). Ask specifically for *mini* sodas (8 packs) and *mini* water bottles (12 cases) to heavily reduce waste.

3. **Setup & Running the Event:** Schedule 4 volunteers for a 3-hour afternoon setup. Check the HSA closet for theme-appropriate decor (e.g., glow tape, lights) or buy new to go with the theme. You will need chaperones to greet, monitor the dance floor, serve food, and monitor the bathrooms. Clean up quickly at 10:00 p.m. with student help.

Event How-To: Field Day

What & Why: A highly anticipated end-of-year celebration featuring outdoor sports stations, grade-level color wars, a pizza lunch, and popsicles. Planned, funded, and staffed by the **5th Grade Families**.

When: A Friday morning in late May (Scheduled for Friday, May 28, 2027) starting at 8:30 a.m..

Budget: The HSA provides a \$3,000 budget.

1. **Attire Planning (Color Wars):** Each class is assigned a color (e.g., Pre-K – Red, Kindergarten – Orange, 1st Grade – Yellow, etc.). Provide each child with a headband/bandana and wristbands to match their team color.
2. **Food & Beverage:** Order roughly 60 to 70 large cheese pizzas to feed about 300 people. **Ask the vendor to double-cut at least half of the pizzas for the younger grades.** 5th grade parents should obtain 300 popsicles (like JonnyPops) for a field day “break” station. Ask parents to donate pre-sliced watermelons. Utilize the school’s 4 large water jugs from the HSA closet; kids use their own water bottles. No need for juice boxes or extra desserts.
3. **Activities & Entertainment:** The PE teacher designs the 9 outdoor stations and coordinates with the 8th graders to run them. Run a station for temporary tattoos and face paint (having 8th graders paint arms is a popular, mess-free option).
4. **Setup & Clean-Up:** Send a SUG to 5th-grade parents only for lunch serving, tattoo/face paint application, and water station monitoring. Ensure the fields are clear of any debris (especially water balloons) and return all borrowed HSA items to the closet.

Event How-To: 8th Grade Graduation Dinner

What & Why: A special evening celebrating the graduating class, their parents, faculty, and clergy. Hosted and staffed by the **7th Grade Families**.

When: A Thursday evening in late May or early June (Scheduled for June 3, 2027), 6:30 p.m. to 8:30 p.m..

Budget & Funding: The budget is \$3,000. Offset costs with \$10 Venmo donations from 7th-grade families.

1. **Comms & Sign-ups:** Send an Evite in early May to graduates, parents (no siblings), and faculty. Send a SUG to 7th-grade families to ask for volunteer setup/serving labor and dessert donations.
2. **Food & Beverage:** Order a hot catered meal (e.g., Gregorio’s Trattoria). *Pro-Tip: Order for slightly fewer people than your headcount, and ask them to arrive at 5:45 p.m..* Serve lemonade, iced tea, and water. Order two Costco half-sheet cakes and ask for donated nut-free cookies.

3. **Decor & Gifts:** Use green HSA tablecloths for display tables and disposable white ones for dining tables. Get a personalized banner printed and arrange Trader Joe's flowers in borrowed HSA vases. The graduate gift should be around \$20 per student (e.g., personalized blankets without the school logo) wrapped in gold gift bags.
4. **Setup & Running the Event:** Have 7th-grade students help wipe chairs and place tablecloths after lunch. Caterers and volunteers arrive at 5:45 p.m.. After dinner, Msgr. gives a blessing, and teachers present awards/slideshows while volunteers cut cake and clear plates. Wrap flower bouquets for the 8th-grade room parents as a thank you.

HSA Board & Committee Roles

Co-Chair(s)

- **Overall Coordination:** Oversees general HSA operations and provides comprehensive structural support to the school administration and all sponsored events.
- **Meeting Leadership:** Plans, sets agendas for, and executes all monthly HSA meetings.

Treasurer

- **Financial Oversight:** Maintains the annual HSA budget and establishes all spending guidelines.
- **Fund Management:** Manages the entire check request and reimbursement pipeline, ensuring all requests are processed within standard timelines.

Secretary

- **Archive Maintenance:** Manages and organizes all physical and digital files via Google Drive.
- **Documentation:** Safely archives post-event questionnaires, planning notes, and official HSA monthly meeting minutes.

Room Parent Coordinator

- **Liaison Management:** Serves as the primary link between the HSA Board and the individual classroom room parents.
- **Digital Setup:** Sets up and coordinates the foundational SignUpGenius (SUG) templates for each individual class.
- **Support:** Serves as the first point of contact to answer operational questions from room parents.

Room Parent

- **Classroom Communication:** Keeps class families informed and engaged regarding upcoming community, social, and class-specific events.
- **Community Building:** Welcomes new families to the class and coordinates seasonal/end-of-year teacher gifts.

Event Coordinator

- **Planning Support:** Directly assists grade-level leads in organizing and executing their specific assigned events.
- **Knowledge Sharing:** Connects current event chairs with previous leads to share historical notes, templates, and guidance.

Technology Coordinator

- **Technical Facilitation:** Manages and troubleshoots all event-related technology, including credit card processing machines, school hardware, and specialized event platforms like One Cause.

Spirit Wear Coordinator

- **Inventory Management:** Designs brand apparel and maintains inventory levels for all school Spirit Wear items.
- **Event Sales:** Coordinates and staff Spirit Wear sales booths at major school milestones, including Back to School Night, the Christmas Sip & Shop, and the Annual Book Fair.

Hospitality Committee

- **Refreshments & Hosting:** Plans, prepares, and serves refreshments at designated HSA-sponsored events, including teacher appreciation lunches, school open houses, and meetings.
- **Budget Tracking:** Submits itemized receipts for expense reimbursement immediately following each function.
- **Community Care:** Coordinates and delivers celebratory gifts to school families welcoming a new baby.

Expectations for All Board Members & Chairs

- **Active Attendance:** Every position is required to attend monthly HSA meetings or submit a comprehensive written update if an absence is unavoidable.
- **All-Hands Support:** All members work collaboratively to provide hands-on assistance at major HSA events as needed.