

Marmion Parents' Club Calendar of Events and Officer Duties

2011-2012 School Year

PARENTS' CLUB GET ACQUAINTED PARTY Aug

All Parents' Club officers, their spouses, and select administrators and faculty are invited. The officers have an opportunity to meet and socialize before the start of the school year. The Parents' Club folders are distributed to those present.

All Parents' Club officers and class representatives

This event is hosted by the Mothers' Club President. She sets a date with the Headmaster. The Headmaster's Secretary provides the invitation list and folders with hand-outs.

HOST FAMILY RECRUITMENT July/ August

The Admissions Coordinator and Admissions personnel recruit current Marmion families to host information nights in their homes for prospective students.

Admission's Coordinator (July/ August)

Begin recruiting families to host home-based information nights in September and October.
(end of August)

Host a meeting with Admission's personnel and the host families to prepare for the information sessions.

Forward a list of dates and locations of scheduled information nights to the Admissions Office. The Admissions personnel will schedule a faculty representative for each session.

PARENTS' PROGRAM August 17 @ 7:30 PM

This event is sponsored by the Administration and Campus Ministry. It takes place in the Abbey Church. All Marmion parents are invited to hear a speaker on a topic of interest to the parents.

Mothers' Club President and other officers as requested

The Mothers' Club President will contact Parents' Club Officers to act as greeters.

REGISTRATION DAYS August 18 @ 8:00 AM – 3:00 PM

August 19 @ 8:00 AM – 12:00PM

All Marmion students will register for school at their assigned times.

Mothers' Club President

Schedule the class representatives and officers.

Sit at the Parents' Club registration table to meet the parents and distribute the volunteer sign-up forms.

Other officers and class representatives, as scheduled

Act as greeters, distribute name tags, field questions as they arise.

Mothers' Club Secretary (approximately two weeks after Registration)

Collect the Volunteer sign-up sheets that were returned to the Headmaster's Secretary.

Type a spreadsheet with the names of volunteers and the event(s) they volunteered for.

Make copies of the spreadsheets and distribute as follows:

- One copy to the Mothers' Club President
- One copy to the Mothers' Club Vice President
- One copy to the Volunteer Coordinator
- One copy to the Chaperone Coordinator (volunteers for soc-hops and Homecoming activities)
- One copy to Academic Dean (volunteers for soc-hops and Homecoming activities)
- A list of substitute teachers and their availability to the Academic Dean's secretary
- Keep a copy for your records

PARENTS' CLUB BOARD MEETING August

The purpose of this meeting is to go over the Parents' Club events and the duties of the officers and class representatives at each event. It takes place in the administration boardroom.

All Parents' Club officers and class representatives

The Mothers' Club President schedules the meeting with the Headmasters' Secretary. All Parents' Club officers, class representatives and the Headmaster attend. Parents' Club folders are distributed to anyone who could not pick one up at the summer get acquainted party.

BACK-TO-SCHOOL NIGHT September 8 @ 6:45 PM

Parents meet in the gymnasium for faculty introductions and to hear a brief overview of the evening. Parents attend a shortened "class day". Each teacher gives a brief overview of his/ her class and expectations. There is time for socializing and refreshments throughout the evening.

Social Chairs (late August)

Meet with the Mothers' Club President to discuss decorations for the refreshment tables.

Let the Mothers' Club President and Treasurer know the estimated costs.
(one week prior)

5:30 PM: decorate the tables (red & blue theme) and arrange the carts for the cookies. Three tables w/white tablecloths were used for display and three tables were used for overflow cookies.
5:30- 6:45 PM: work with your class reps to set out the cookies and beverages.
6:45- 9:00 PM: have class reps available for restocking cookies during their son's break.
9:00 PM: class reps clean up the area: take down decorations, wrap left-over cookies, wash and dry party trays, if used, return trays to storage cage and return carts to the kitchen. Note: if there are a lot of cookies left, wrap them and place them in the kitchen; the kitchen manager will place the cookies out at lunchtime for the students the next day.

A separate table is set up for PJ for the drinks that the President will coordinate.

Volunteer Coordinator (one week prior)

Using the volunteer list, call bakers, ask them to bake 2-3 dozen cookies to be delivered on a disposable plate to Marmion between 6:00 and 6:30 PM on the evening of Back-to-School Night. Contact the class representatives and ask them to make calls to the sophomore parents to ask for two or three dozen baked cookies. Divide the class lists among the eight class representatives. Be sure to cross off anyone that you may have contacted so that they are not called twice.

Class Representatives (one week prior)

The Volunteer Coordinator will call you with your call lists.

Using the class lists, call sophomore parents and ask them to bring two to three dozen cookies, on a disposable plate, to the Hammes Dining Room by 6:00 PM.

All class reps are asked to spot check the refreshment table as you are passing by in between class periods. All overflow cookies will be directly behind refreshment table.

All class reps are asked to stay and help social chairs clean up and break down the refreshment table.

Mothers' Club President (late August)

Contact the kitchen manager to discuss the date, table arrangement, carts and trays for the cookies, beverages and tablecloths if needed.

Contact the custodian to discuss the placement and quantity of trash cans.

Contact the Development Office to ask if they will need space for a video presentation, make adjustments as needed.

Confirm with the Headmaster's Secretary that the directories and the parent lists will be delivered to the Parents' Club table.

Inspect the signage that is used behind the Parents' Club table, create new signs if needed.

Mothers' Club and Fathers' Club Officers (the evening of)

5:30 PM: Mothers' Club president makes sure that the parent lists, pens and Directories are at the table and that the signs are posted.

6:00-6:45 PM: The presidents, vice presidents, and treasurers of both clubs sit at the Parents' Club table in the gym and distribute directories to the parents. The secretaries of both clubs serve as greeters and direct the parents to the Parents' Club table.

9:00 PM: Presidents of both clubs collate the lists. Give the lists and the extra Directories to the Headmaster to bring to his secretary.

INFORMATION SESSIONS FOR PROSPECTIVE STUDENTS (September/ October)

The Admissions Coordinator facilitates approximately 12 information nights that take place throughout our geographic region. The sessions are hosted by current Marmion families.

HOMECOMING BONFIRE AND DANCE Sept. 30 & Oct. 1 @ times TBD

This event is sponsored by the Marmion Student Council. Friday night activities typically include performances by the Marmion/Rosary Band, the Rosary Cheerleaders and Poms, introductions of the Homecoming Court, a Powder-Puff football game, a bonfire and fireworks. The football game and half-time Pass and Review are on Saturday afternoon and the Homecoming dance is at Marmion on Saturday night.

Chaperone Coordinator (two weeks prior)

Contact Academic Dean to ask how many chaperones are needed for Friday and Saturday and what their duties entail.

(one week prior)

Using the volunteer list, call and schedule chaperones for the Friday evening activities.

Using the volunteer list, call and schedule chaperones for the dance Saturday night.

(no later than the Monday prior)

Send a schedule of volunteers and their phone numbers to Academic Dean.

ALUMNI CADET KICK-OFF September 24 @ 5:30 PM

This event is sponsored by the Alumni Association. The Parents' Club assists as requested.

Mothers' Club President

Form a decorations committee consisting of five or six moms.

Attend Cadet Kick-Off planning meetings.

Coordinate activities with the Decorations Chairman.
Purchase decorations.
Recruit volunteers to decorate the area the afternoon of the event.
Recruit volunteers to take down and put away the decorations.

Fathers' Club President

Assist the Alumni Office as requested.
Recruit volunteers to tend bar at the event.
Coordinate activities with the workforce chairman.

FALL OPEN HOUSE November 6 @ 1:00 PM

An open house for prospective 7th and 8th grade students and their parents held at Marmion.

Admission Coordinator (one week prior)

Plot data on a map representing the population distribution of current Marmion students.
Admissions personnel will provide the information.
Recruit six volunteers to work the information table at the Open House.
(the day of)
Assist Admissions personnel with set-up and preparations.
Set up the parent information table.

CHRISTMAS GIFT TO THE ABBEY Mid- November

Each year the Parents' Club gives a gift to the Abbey. For the last couple of years, the Abbot has requested a monetary donation for Mass wine.

Mothers' Club President

Contact the Headmaster regarding a gift to the abbey.
Deliver the Abbey Christmas gift to the Abbot.

CHRISTMAS DECORATING PARTY December 2 @ 6:30 PM – Midnight

The Parents' Club officers and volunteers decorate the Leonard Lux Dining Hall the night before the Parents' Club Christmas party. Decorating includes setting the centerpieces on the tables, decorating the Christmas trees, hanging wreaths and putting up the Nativity Scenes and

other decorations. The Christmas trees and greenery are provided by the Marmion Monks. The Parents' Club owns tree stands and decorations for the trees and room. A coat check is set at the entrance. The hallway is set up for registration and for the raffle basket display. A light dinner is provided afterwards. There is a lot of work to be done; however, this is a really fun night with a lot of socializing.

Mothers' Club Vice President (early November)

Contact the Headmasters' Secretary for a list of people to invite to the decorating party. Combine this list with the list of volunteers that you received from the volunteer sheet.

Send informal invitations to the decorating party, include an RSVP.

If less than 40 people volunteer, solicit the help of other parents.

Make a list of volunteers and note if they are bringing an appetizer or drink to share.

Plan a simple menu for the after-decorating dinner.

Set a schedule of 30- 45 minute shifts for the registration table at the Parents' Club Christmas Party. The Mothers' and Fathers' Club Treasurers and Secretaries will staff the table. Call the officers with their scheduled times.

(night of)

While the Leonard Lux Dining Hall is being decorated:

Decorate the Hammes dining room. Simple decorations are fine.

Prepare the main course. Again, simple is fine.

Set out the appetizers and set up the bar.

Afterwards:

With the help of those present, clean-up the Hammes room and kitchen.

Put decorations in the storage cage.

Mothers' Club President (three weeks prior)

Contact the school-abbey liaison to find out which monk is in charge of the Christmas trees.

Contact the monk in charge of the Christmas trees and order 4 Christmas trees and greenery for the nativity scenes.

Mothers' Club President, Parents' Club officers and volunteers (night of)

6:00 PM: Bring the decorations out of the storage cage and into the Leonard Lux Dining Hall.

6:30 PM: Bring the Christmas trees and greenery in. (The monks will have cut the trees and greenery and placed them outside the Lux dining hall doors).

Provide instruction, as needed, regarding the placement of the trees, nativity sets and other decorations.

9:00 PM: (approximately) Place the storage bins back in the storage cage.

Ensure that the room is ready for the next night's festivities.

Fathers' Club President (night of)

Donors drop off the baskets between 6:30 and 8:00 P.M. (see Christmas Party notes)

Set up the raffle tables and baskets (numbered and named), including the donor list.

Make sure that you have the raffle tickets, collection bags, and signage.

Baskets are locked in the storage cage after being inventoried.

Social Chairs (early November)

Decide on the centerpieces for the dinner dance. Let the Mothers' Club President know if you need greenery. She will order it with the Christmas trees.

Let the Mothers' Club Treasurer and President know if you need to purchase any new supplies.

Social Chairs (night of)

The kitchen staff will set the tables prior to the decorating party.

Place the table centerpieces on the tables and assist with other decorations as needed.

8th GRADE ENTRANCE/ SCHOLARSHIP EXAM December 3 @ 9 AM

8th grade boys sit for the Marmion entrance exam. Scholarships are awarded to select students.

Admissions Coordinator (one week prior)

Recruit 4 volunteers to work registration and check-in.

PARENTS' CLUB CHRISTMAS PARTY December 3 @ 7:00 PM - Midnight

All present and past Marmion parents and their guests are invited to attend. The Leonard Lux Dining Hall is decorated for the evening and some of the decorations are left up for the students to enjoy during their final exams. The evening includes dinner, a raffle, and dancing. This is a beautiful way to begin the Christmas season, and a highlight of the Parents' Club calendar.

This is a labor-intense event. Officer duties are listed by sub-category.

All officers are highly encouraged to attend this event and help with set up the night before and a work a shift the night of the dance selling bar tickets.

- Pre-arrangements

Mothers' Club President (early September)

Schedule the band/DJ and set contract

Ask the Headmaster's Secretary for an estimated number of invitees.

Meet with the caterer to choose the menu.

Reserve the Leonard Lux Dining Hall for the dinner dance. Discuss the room arrangement including bars, tables, and stage area with the Headmaster's Secretary. This includes the entry hall set-up for a coat check, sign in table, and raffle basket set-up.

Order table linens.

Choose the invitations and place the order.

Reserve a date, time and location for the addressing of the invitations.

Notify the Volunteer Coordinator and the Headmaster's secretary of the date, time and location for addressing invitations.

Notify the Mothers' Club Treasurer of the estimated prices for the invitations and the meals.
Contact the Social Chairs about decorations and centerpieces..

Social Chairpersons (mid- September)

Meet with Mothers' Club President about decorations and centerpieces.
Inspect Mothers' Club Christmas decorations and centerpieces; decide if any decorations need to be replaced. Notify the Mothers' Club President.

Volunteer Coordinator (mid-October)

Using the volunteer list, contact those moms who volunteered to address the invitations. Let them know the date, time and location.

Send the confirmed list of volunteers to the Mothers' Club President.

(mid-November)

Using the volunteer list, contact those who volunteered for clean-up.

Send the confirmed list to the Mothers' Club President.

Mothers' Club President (mid-October)

Call the Headmasters' Secretary for a list of invitees.

Notify her of the date of the invitation addressing.

Call the Mothers' Club Treasurer to let her know how many Christmas stamps to buy.

Check the invitation addressing supplies in 'the cage'.

Purchase any supplies that need to be replenished.

(the week of the Christmas party)

Have the program/menu and raffle basket signs made.

Contact the Development office to ask to borrow easels for the night of the Christmas party.

- Invitation addressing (late October)

Volunteers assemble, address and stamp the Parents' Club Christmas Party invitations. There is time for socializing and meeting new people.

Mothers' Club President (three weeks prior)

Notify the Headmasters' secretary of the date, location and time of the addressing party.

(one day prior)

Get a list of invitees from the Headmasters' Secretary. If this is an evening event, ask her to make arrangements to leave have the flag-pole doors unlocked as well as the entry doors to the cafeteria hallway.

(day of)

Bring the invitations and the supplies.

Bring the list of invitees.

Greet the volunteers as they arrive and provide instructions as needed.

Bring the addressed invitations to the mail room.

Place the supplies in the storage cage and note if any supplies need replacing.

Mothers' Club Treasurer

Bring the Christmas stamps.

- Raffle baskets

Raffle baskets are donated and raffled off at the dinner dance to help offset the costs of the evening. The Headmaster will send a letter to Marmion parents in late October asking people to consider making a basket donation. The letter will include the Fathers' Club President's and Vice President's contact information.

Fathers' Club President (early November)

Solicit donations for the raffle baskets. Encourage donations of themed baskets with a value of about \$100.00.

Create a list of baskets and the donor(s) of each basket.

Baskets are to be dropped off in the Headmaster's Office at Marmion the week before the dinner dance. Number and list the theme of each basket as the donation is solicited. (See decorating party notes).

Set a price for the raffle tickets.

Arrange a time with the Mothers' Club President to inspect the raffle basket supplies: tickets, signage, ticket collection bags, etc.

Solicit the help of other dads to sell raffle tickets the night of the dinner dance. Set up a schedule. Ticket sellers (4-5), basket carriers (2-3) and a caller are needed at a minimum.

One week prior to the party, create a Word document listing the name of each basket and the donor(s). Send the list to the Mothers' Club President.

- Decorating Party December 2 @ 6:30 PM

The Parents' Club officers and volunteers decorate the Leonard Lux Dining Hall the night before the Christmas party. Decorating includes setting the centerpieces on the tables, decorating the Christmas trees, hanging wreaths and putting up the nativity scenes and other decorations. The Christmas trees and greenery are provided by the Marmion Monks. The Parents' Club owns tree stands and decorations for the trees and room. A coat check is set at the entrance. The hallway is set up for registration and for the raffle basket display. A light dinner is provided afterwards. There is a lot of work to be done; however, this is a really fun night with a lot of socializing.

Mothers' Club Vice President (early November)

Contact the Headmasters' secretary for a list of people to invite to the decorating party. Combine this list with the list of volunteers that you received from the Mothers' Club Secretary.

Send informal invitations to the decorating party, include an RSVP.

If less than 40 people volunteer, solicit the help of other parents.

Make a list of volunteers who will come and note if they are bringing an appetizer or drink to share.

Plan a simple menu for the after-decorating dinner.

Set a schedule of 30- 45 minute shifts for the registration table at the Parents' Club Christmas Party. The Mothers' and Fathers' Club Treasurers and Secretaries will staff the table. Call the people with their scheduled times.

Mothers' Club Vice President (night of)

While the Leonard Lux Dining Hall is being decorated:

Decorate the Hammes dining room. Simple decorations are fine.

Prepare the main course. Again, simple is fine.

Set out the appetizers and set up the bar.

Afterwards:

With the help of those present, clean up the Hammes room and kitchen.

Put decorations in the storage cage.

Mothers' Club President (three weeks prior)

Contact the school-abbey liaison, Fr. Joel, to find out which monk is in charge of the Christmas trees.

Contact the monk in charge of the Christmas trees and order 4 Christmas trees and greenery for the Nativity scenes.

Mothers' Club President, Parents' Club officers and volunteers (night of)

Bring the decorations out of the storage cage and into the Leonard Lux Dining Hall.

Bring the Christmas trees and greenery in. (The monks will have cut the trees and greenery and placed them outside the Lux dining hall doors).

Provide instruction, as needed, regarding the placement of the trees, Nativity sets and other decorations.

Place the storage bins back in the storage cage.

Ensure that the room is ready for the next night's festivities.

Fathers' Club President (night of)

Donors drop off the baskets between 6:30 and 8:00 P.M.

Set up the raffle tables and baskets (numbered and named), including the donor list.

Make sure that you have the raffle tickets, collection bags, and signage.

Lock the baskets in the storage cage after being inventoried.

Social Chairs (early November)

Decide on the centerpieces for the dinner dance. Let the Mothers' Club President know if you need greenery. She will order it with the Christmas trees.

Let the Mothers' Club Treasurer and President know if you need to purchase any new supplies.

Social Chairs (night of)

The kitchen staff will set the tables prior to the decorating party.

Place the table centerpieces on the tables and assist with other decorations as needed.

- The night of the Parents' Club Christmas Party

By dividing the work, everyone will be able to have a fun evening. Bring your appetite and your dancing shoes!

Mothers' Club Treasurer

Bring \$200 in 5's and 10's for the Fathers' Club President to use as change for the raffle basket ticket purchases.

At the end of registration, 8:00 P.M., collect any money from the registration table.

At the end of the evening, collect the money from the Fathers' Club President. Count it with him to be sure both of you have the correct amount.

At the end of the evening, pay the orchestra with a check from the Parents' Club checking account.

Fathers' Club President

Set up the raffle basket display. This needs to be finished by 6:30 P.M.

Get \$200 in change for the raffle baskets from the Mothers' Club treasurer.

With the help of your volunteers, sell raffle tickets during the cocktail hour and throughout the evening.

At the end of the evening, count the money with the Mothers' Club Treasurer and give it to her for deposit.

Mothers' Club and Fathers' Club Treasurers and Secretaries

Sit at the registration table to greet people as they arrive, give them their dinner tickets, and collect any money due.

Registration is from 6:30 until 8:00 P.M.

Follow the schedule of 30-45 minute shifts so that everyone is able to socialize during the cocktail hour and no one is sitting at the registration table for the entire time.

All Parents' Club officers, class representatives and volunteers (at the conclusion of the evening: typically from 12:00 A.M. until no later than 1:00 A.M.)

Clean-up involves putting away the centerpieces, the hallway nativity scene and the stage decorations.

The rest of the decorations are left for the students to enjoy during the remainder of the school year.

- Post-party items

Mothers' Club Treasurer (within one week of the event)

Deposit the raffle money into the Parents' Club bank account.

Pay the caterer.

Print an income and expense report for the Parents' Club Christmas Party.

Send a copy to the Mothers' Club President.

Volunteer Coordinator (one week prior to the last day of class)

Using the volunteer list, call those who volunteered to take down the Christmas decorations. We can use both moms and dads!

Send a confirmed list to the Mothers' Club president.

FINAL DECORATION TAKE-DOWN TBD

All Parents' Club officers, class representatives

Everyone is needed to take down the remaining Christmas decorations and dispose of the Christmas trees and greens.

PARENTS' CLUB BOARD MEETING January TBD

The Mothers' Club President calls a meeting of the Parents' Club officers and class representatives. The duties of the officers and class representatives for each event are discussed. Emphasis is placed on second semester events. Feedback about the first semester events is collected.

PHONE CALLS TO ADMITTED STUDENTS Mid January

Volunteers make phone calls to newly admitted students and their families to personally welcome them to Marmion. Volunteers answer questions from the families and remind them of acceptance deadlines.

Admissions Coordinator

Admissions will send a list of newly admitted students.

Recruit approximately 16 parent volunteers to call an estimated 170 newly admitted students and their families.

MILITARY NIGHT February 5 @ 6:45 – 9:00 PM

The Military students are featured. The Drill Team performs, there is a military parade and awards are presented. There is also a guest speaker. Approximately 500 attend this event.

Dads' Club President (early September)

Inventory and inspect the military night decorations. If needed, order new decorations.

(early February)

Contact the Volunteer Coordinator for a list of volunteers.

(one week prior)

Purchase the beverages (soda or lemonade and water). Contact the Mothers' Club President for some 'helpful hints' from the Mothers' Club 'bible'.

If you would like to refrigerate the beverages, call the kitchen manager and ask if you could have a space in one of the refrigerators.

Contact all Dads' Club officers and volunteers to help with the decorating and the pouring and serving of the beverages.

(the afternoon of)

Decorate the gym with the bunting and the red, white, and blue roll. (See photos in Military box in the storage cage).

(the evening of)

The server volunteers should leave the gym prior to the Pass- and- Review, go to the cafeteria and pour the drinks.

All Dad's Club officers should stay to assist in the clean up.

Volunteer coordinator (one week prior)

Contact volunteer bakers.

Utilize the class representatives to call the junior parents of JROTC students for cookies. Divide the list among the eight class reps and mark anyone that you called to avoid calling twice.

Ask each to bring four dozen cookies on a disposable plate to the cafeteria by 6:30 P.M. If there are many bakers, the number of cookies can be decreased to two or three dozen.

Ask for one or two volunteers to stay in the cafeteria until the boys march into the gym; otherwise, the boys tend to wander into the cafeteria and help themselves.

Class representatives (one week prior)

The Volunteer Coordinator will call you with your lists.

Call junior parents of JROTC students to ask them to bring four dozen cookies, on a disposable plate, to the Leonard Lux Dining Hall by 6:00 PM.

Class reps whose son's are in military are asked to stay and help clean up.

Social Chairs (one week prior)

Contact the kitchen manager to confirm the table set-up for the evening reception.

Check inventory, purchase napkins, if necessary.

(the night of)

Decorate the refreshment tables with the Military Night decorations from the storage cage.

Help serve the cookies and clean up.

Marmion hosts an information night for admitted 8th graders and their families.

Admissions Coordinator (one week prior)

Recruit 4 parent volunteers to work the information table.

Update the Fall Open House map with the new student information.

Assist the Admissions personnel with preparation and set-up.

GRANDPARENTS' DAY April 27 @ 12:45 - 3:30 PM

The students have an opportunity to spend some time with their grandparents at Marmion. The afternoon begins with a mass. The afternoon includes complimentary photographs of the students with their grandparents, a reception and an ASF. This event continues to grow as students whose Grandparents cannot attend are still part of the festivities.

Mothers' Club President (early January)

Reserve the photographers (call Jack Feltes, we can use 3 photographers).

Reconfirm the date with the kitchen manager.

Reserve the Hammes room for 'cookie central'.

(one week before)

Get a list of volunteers from the Volunteer Coordinator.

Call the custodian to reserve tables. Three are needed for refreshments plus two additional if using stations for picture registration.

Get the number of attendees from the Headmaster's secretary.

Contact the kitchen manager to order beverages and request trays and carts for transporting cookies.

Contact the student counselor to verify that she will take care of the chair set-up.

Ask the counselor if she will buy flowers for the altar or if she would like the Social Chairs to provide them.

Volunteer Coordinator (one week prior)

- Using the volunteer form, contact the volunteers. Make a list of confirmed volunteer.
- Divide freshman parents list and assign to class reps to call and ask them to bake 2-4doz cookies, on a disposable plate, to Hammes dining room by 11:45am.
- Confirm how many class reps are attending and will help plate cookies in the Hammes Room from 11:30 – 1:00
- Photographer helpers: ten to twelve volunteers to help distribute the photographer's mailing forms. The photographer will provide instructions.
- Contact volunteer greeters and ask them to be at school by 12:15pm. Many Grandparents arrive early to this event.
- Contact Mother's Club president if you do not have enough volunteers for serving.

Social Chairs (a few days beforehand)

Purchase napkins for the refreshment tables

If needed, order flowers to decorate the refreshment tables; fresh cut flowers are nice but don't forget to ask someone to borrow vases. The Mothers' Club President will let you know if you need to provide the altar flowers.

(the day of)

Purchase six dozen sugar-free cookies. Plate them and label them as sugar-free. Many Grandparents like the sugar-free cookies.

Arrive by 11:30am to set up the refreshment tables. White tablecloths are used. Place the napkins and flowers on the tables.

Assist with serving the refreshments.

Class Reps (a week prior)

Using the freshman class list call parents and ask them to bring 3-4 dozen cookies, on a disposable plate, to Hammes dining room by 11:45pm.

Reps are asked to assist in set up of cookies (plating), serving refreshments in the gym and clean up. Arrive by 11:45pm to Hammes Dining room.

SALUTE TO YOUTH DINNER DANCE April 28 @ 6:00- Midnight

The Board of Lay Trustees sponsors this fund-raising event for the benefit of the Marmion Development Fund. It is a lovely evening when the seniors and their escorts are honored. It is a formal affair held off- site. The evening includes a cocktail hour, dinner, student speaker, and dancing. All Marmion parents are invited and encouraged to attend.

At the request of the Director of Development:

Mothers' Club President

Serve as Program Chairperson

Fathers' Club President

Serve as Chairperson of the Promotions Committee

Mothers' Club Vice-President

Serve as Vice Chairperson of the Program Committee

LEAD AWARDS CEREMONY May 2 @ 7:30 PM

The LEAD students receive awards earned during the year. The new LEAD Executive Board members are announced.

Mothers' Club President (early April)

Contact the LEAD director to ask if they need any help for their event. We will purchase napkins.

Volunteer Coordinator (early April)

Turn over the list of volunteer bakers to the Lead director and ask if she wants to call the volunteers or should you. Lead will arrange their own volunteers for set up and clean up.

Class Reps are asked to assist where needed if your son participates in the Lead program.

Dad's Club President (early April)

Contact Lead director to coordinate the purchase of drinks and cups like they do for Military Night.

MOTHERS' CLUB LUNCHEON May 11 @ 12:30 PM

All Marmion moms are invited to the luncheon and are welcome to bring guests. The luncheon is held in the Leonard Lux Dining Hall. The Headmaster, the Mothers' Club President and the Mothers' Club Vice President speak. The Military Change of Command follows in the gym.

Mothers' Club President (mid-January)

Choose the invitations. The Headmasters' secretary will provide you with the number.

Meet with the kitchen manager about the menu.

Remind the Social chairs to start thinking about centerpieces.

Set the date for addressing invitations.

Reserve the Hammes Room for the addressing. If planning an evening time, contact the Headmasters' secretary to make sure that the flag-pole entry is unlocked as well as the doors to the cafeteria hallway.

Check on the addressing supplies, purchase more if needed.

(one week prior)

Confirm the number of reservations received by the Headmaster's secretary. She will call the kitchen manager to let him know the number of reservations.

Confirm with the kitchen manager that the tablecloths are ordered based on the number of reservations. Also confirm the check-in table arrangements.

(the day of)

Get the guest list from the Headmaster's Secretary.

Sit at the registration table to greet guests and check them in.

Assists with the Military Change of Command as requested.

Social Chairs (mid-April)

Contact the Headmasters' secretary for the number of flowers to order.

Order corsages for the senior moms, past Mothers' Club Presidents, and the in-coming and outgoing Mothers' Club Officers and Class Representatives. Deb's Designs were used last year. Very reasonable and easy to work with and she delivered them to school by 11am. 847-695-4284

Meet with the Mothers' Club President to discuss the decorations. Develop a color scheme and decide on table decorations.

Let the Headmaster's secretary know your color scheme; she will make the programs and try to coordinate the colors.

Inform the Mothers' Club Treasurer and President of the estimated costs for decorations.

(the morning of)

Place the table decorations.

Mothers' Club Corresponding Secretary and Treasurer (the day of)

Sit at the registration table to greet guests and check them in.

Mothers' Club Vice President and Fathers' Club President (the day of)

Assist with Military Change of Command as requested.

- Invitation addressing TBD @ 9 AM in the Hammes Room

Volunteer Coordinator (one week prior)

Using the volunteer list, call those who volunteered and inform them of the date, time and location.

Send the list of confirmed volunteers to the Mothers' Club President

Mothers' Club Treasurer (one week prior)

Contact the Headmaster's secretary to find out the number of invitations to be sent.

Order postage stamps.

(the day of)

Bring the stamps.

Mothers' Club President (the day of)

Get the address list from the Headmaster's secretary.

Bring the invitations and the addressing supplies.

Greet the volunteers and provide instruction as needed.

Return the supplies to the storage cage.

Bring the addressed, stamped invitations to the mail room.

BACCALAUREATE MASS May 19 @ 7:30 PM

This is a mass in the abbey church for graduating seniors and their families. The incoming and outgoing Mothers' Club Presidents present the senior gifts after mass.

Out-going Mothers' Club President (early March)

Contact the Headmasters' secretary to find out the expected number of graduating seniors.

Call Fr. Michael to confirm that things are in order.

Social Chairs (mid-April)

Contact Fr. Michael and ask him where and at what time the flowers should be delivered.

Order the flowers: Spring Arrangement. Deb's Designs did the floral arrangement last year. Set up the delivery. (You may want to order the flowers for the graduation at the same time, see graduation notes).

If you contact Julie Garafalo she will arrange for the floral arrangement to be moved from the church to the gym for graduation. The same arrangement is used for both days.

COMMENCEMENT May 20 @ 2:15 PM

The formal graduation ceremony is held in the gymnasium.

Social Chairs (mid-April)

The same floral arrangement is used for the Mass and Commencement.

END-OF-THE-YEAR WRAP-UP end of May

Admissions Coordinator

Meet with Admissions personnel to choose possible new host families for the next year.

Review Admissions events and make recommendations for the next year.

Mothers' Club President

Solicit feedback about this year's events from the outgoing officers and class representatives.

Update the Mothers' Club 'bible'.

Meet with the in-coming Mothers' Club President to review the year and answer any questions that she might have.

Pass the Mothers' Club 'bible' to the in-coming Mothers' Club President.

The out-going Mothers' Club President serves as the Club Advisor the next year.