

## Ladies Guild Committee Descriptions

### **Audit Books**

Auditing books consists of auditing the Guild Treasurer's books. This is done once a year, double checking all entries and making sure there are no discrepancies with the bank statements and reports throughout the year.

### **Basketball Tournament**

#### **Basketball Tournament Food**

The committee is responsible for planning, buying, and asking for work and food donations for the tournament concession stand. The concessions include breakfast, lunch, and snack food items for the entire time of the tournament. The committee is also to be on-site for the concessions and responsible for cleaning up the kitchen after the tournament has finished.

### **Casey's General Store Pizza Punch Cards**

#### **Cookbooks and Cutlery**

**Cookbook:** The committee is working to sell the cookbooks. We keep the cookbook for sale in the school kitchen, Something Special in Rock Valley, and the Reformed Book Outlet book store in Michigan. The committee decides when to advertise the cookbooks and when to have special promotions. We have done 2 for \$40 at Stop-n-Shop and at the Harvest Sale in the past.

**RADA Cutlery:** Each year the committee extends the internet sales website & advertises that RADA can be ordered via the link on the school website. Currently the RADA internet account is valid until 9-7-2018. Also we decide if we'd like to have a catalog sale. The past two years we have done the catalog sale just prior to the Stop-n-Shop. The committee also decides whether or not to have a booth at the Stop-N-Shop, or any other ways to promote RADA.

#### **Father/Son Social**

Basically, this is a Father vs. Son basketball game held every other year. It is for the 5th - 8th grade boys. We make it as close to a real basketball game as possible. The committee is responsible for lining up refs, coaches, and someone to run a time clock. While one grade is playing their dads, the others are eating pizza that is ordered from the Pizza Ranch and later there are ice cream sundaes for dessert. We also invite the grandparents to watch.

This isn't a money maker, it's more of a break-even fun event for the kids. This is something that the boys and dads look forward to! (Side note: if a Dad cannot make it for some reason, an uncle or other relative has filled in.)

#### **Fun Night Games**

The committee prepares the activities for the evening of Fun Night. There are several committee meetings beforehand to discuss: games and prizes, assigning people to help with the games, discussing what is all needed to make the night a success. The committee has to order all the prizes, put announcements in the bulletins and make sure people who were assigned to be in charge of the game know how it is run.

On the actual day of Fun Night, each committee member will help set everything up. It usually takes the whole day. At the end of the evening, each member and the volunteers should plan to take it all down.

#### **Fun Night Supper Committee**

Fun Night is held every other year. The committee sets a date together with the Fun Night activities committee, usually early fall. Then we come up with a supper menu for Fun Night, prepare and serve supper in the evening of Fun Night. Also, you will need to prepare a list if you are asking for food / money donations and help with serving the meal. It can be a combination of donated / purchased food.

#### **Grandparents / Visitors Day**

The day usually takes place on a morning in April from 9:30 to 12:00 AM. Maps of the school and a list of each grade student's names are made. Invitations for the grandparents and visitors are usually made and handed to the teachers to give the students. Bars / cookies are also made by mothers (ask hot lunch and cookie committee for a list of ladies).

**Grandparents Day:** The committee serves cookies/bars, coffee and juice out of the kitchen window in the morning. The committee also prepares a noon meal for the grandparents (the Guild reimburses the committee for the meal). They eat with K and 1st grade students in the gym. Students still take a sack lunch for themselves. The committee is expected to be present the day of the event.

**Visitors Day:** The committee serves cookies/bars, coffee and juice out of the kitchen window in the morning. There is no noon meal. The committee is expected to be present the day of the event.

### **Harvest Sale Auction**

The Harvest Sale is usually held toward the beginning of November. Set a date for the sale in conjunction with the supper committee and check the availability of auctioneers on that date. Reserve the gym for that date with the janitor. Decide if you will have a bake sale in conjunction with the sale. Put announcements in the school memo and church bulletins. Most of the work for this committee is done the week of the sale and the day of the sale. Duties involve: setting up for the auction, numbering and displaying sale items, typing up a sale bill for the auction night, handing auctioneers items in order of the bill, clerking - tracking the sales to bid numbers, taking money for purchased items.

### **Harvest Sale Supper**

The committee is responsible for planning the meal and snacks to be served. They decide which food the committee will prepare and what will be assigned as donations, then create the donation and work assignment list. The day of the sale they set up tables and chairs for the meal, help serve food, and monitor the snacks and pop supply during the auction.

### **Hot Lunch and Cookies**

During the summer, the committee is responsible for obtaining a copy of the school calendar and a current list of students for the coming year. From this information the committee will put together the hot lunch schedule for the year. This schedule needs to be in the hands of the principal by the middle of July so that it can be included with the school registration packet handed out to parents. One member needs to be available at registration to collect money for hot lunch.

During the school year, committee is responsible for keeping the kitchen stocked with hot lunch plates, napkins, coffee, and lemonade for chapel. They also make sure the kitchen has misc. supplies like forks, spoons, and serving utensils. This committee arranges refreshments after every chapel, and there is a list that is used to assign mothers to bring cookies. The committee works at each chapel by arriving at 8:15 AM to make coffee, juice, set up cookie trays and organize the juice and cookies for the K, 1st and 2nd grade rooms. After chapel they serve coffee and clean up. This committee is also responsible for ordering pizza for the Christmas party.

### **Hull Rally**

As a rally committee, we do all the preparation for the day of the rally. It is a 5k Run and Walk along with a 1 mile Fun Run and Walk. We plan the date, get registration forms out, order t-shirts and prizes for the First and Second place. It takes a lot of preparing, usually starting in February with the race day on the first Saturday in May unless there is a conflicting schedule. Then we get to enjoy the busy morning with lots of fun and people!

### **Hull Rally Fun Run Food**

This committee is in charge of the food for the Annual HPRCS Rally. We make donation calls for sponsors for the event and line up the food and drink to be served. The past years we served pizza from the Pizza Ranch, ice cream and drinks with the leftover food from the race.

### **Interscholastic Preview Program**

The Interscholastic Preview Program committee is in charge of two programs per school year. These programs coincide with the local Christian Schools Interscholastic events held in October and April. The speech interscholastic is held in October and the vocal/instrumental is held in April. Duties of the committee include: setting a date for the program, finding judges for the program, setting up chairs and tables the night of the program, making a program schedule, serving refreshments and cleaning up after the program. Cookies / bars are normally served and assignments for bringing these are given by the hot lunch / cookies guild committee.

### **Labels / Cartridges**

This committee is in charge of taking care of all the labels, Box Tops, Pizza Ranch wagon wheels, etc. collected and turned in to school. There are two Rubbermaid totes in the school kitchen. The blue tote stays at school at all times and this is where people drop off what they have collected. The green tote is the one committee members take turns taking home. The labels in these are separated, cut down, counted and packaged. Then the green tote is returned to school. (Each committee member takes a turn with this, usually 2 times per year.)

The head of the committee takes care making sure this gets done and sends them off. There is a sheet inside the tote that explains how they are separated, counted and packaged. We also collect ink cartridges and send them in to "Cartridges for Kids." This is done whenever there are a significant number of cartridges.

### **Landscaping**

The purpose of the landscaping committee is to keep up the appearance of the school. This committee takes responsibility for taking care of the landscaping, doing things such as but not limited to: trimming bushes as needed, pulling/spraying weeds, cutting down dead perennials in the fall or spring and replacing them as needed, adding rocks or mulch to the landscaping as needed, watering trees and bushes as needed. This committee has also kept the cement in front of the school swept once the snow is gone - especially if there is an event at the school where supporters will be coming. Sweeping once a week or two during the school year and probably once a month during summer vacation has been sufficient. This committee should keep an eye out for things that need attention and try to improve the appearance of our school.

### **Mother / Daughter Social**

The Mother Daughter Social runs every other year. People on this committee will be responsible for putting together an event for mother and daughter fellowship. Some ideas for the committee include a dessert social with a program; a mother / daughter volleyball game with refreshments; or whatever the committee may decide to do. This event is usually scheduled for a date in April, however, the committee is free to determine the date.

### **Room Mother / Directory**

There are two parts to this committee;

**Room Mothers** - you need to find two mothers for each grade who are willing to be the room mother for the school year. The committee puts an announcement in the memo at the beginning of the school year until all the grades have two room mothers. (A room mother assists the teacher in different events that happen during the year, like class trips, Christmas part, etc.)

**Directory** - The committee is in charge of getting the school directory printed as soon as possible once the school year has started. The directory will have school, teacher, parents, and Guild information in it.

### **School Calendar**

This committee takes care of contacting each business that has ads in the calendar. We thank them for their ad and ask if they are willing to put one in again this year. We also collect the ad money and give it to the treasurer. If they say no, we come up with a different business to fill that spot. We also take care of the names on the calendar. Adding new babies, new members, and anniversaries and deleting any who have left or died. We work with Missy Van Egdome who prints the calendar - giving her any changes that have to be made and proofing the calendar before it is printed.

### **School Cleaning**

The school cleaning committee meets with Deb Hoksbergen sometime in May after the announcement has been in the memo to sign up for school cleaning. We type the schedule for when everyone has to clean. We also are in charge of lunch making sure there is always something provided when there is someone cleaning. We also need to bring lunch in December when Deb usually has young people help her clean.

### **Stop-N-Shop**

The Stop-N-Shop is held on a Saturday in the middle of November at Trinity High. The committee is responsible for reserving Trinity, contacting vendors (mostly by email or Facebook), sending out registration forms, receiving booth fees, assigning vendors their allotted spaces in the gym, making and hanging flyers, preparing ads for newspapers and radio

and putting announcements in the memo and bulletins. Members must be available for setup on Friday evening as well as Saturday, the day of the Stop-N-Shop through cleanup.

### **Stop-N-Shop Food Committee**

The committee decides the menu and prices of the food in the concession stand. They purchase the food. A signup sheet is made for volunteers to make other food and to work in the kitchen. The committee works in the kitchen the day of the Stop-N-Shop.

### **Teacher Appreciation**

This committee is in charge of making our teachers feel appreciated. It is a committee that replaced the teacher's welcome. You can pretty much do what you want and how often you want. In the past we have tried to do a little something for the teachers and support staff every month. It may be as little as a candy bar or so with a saying just reminding them that we are thinking of them and pray for them and we do appreciate what they do for our covenant children. Another popular one is bringing in a meal for them to eat together or take home when they are really busy with conferences. The folder on Teacher Appreciation has the details on what we did in years past.

### **Uniforms**

This committee will be responsible for purchasing uniforms for the school's sports teams.

### **Waffle Supper**

The Waffle Supper is held every year in the last week of February. The chair of the group will receive a confirmation letter from Dad's Belgian Waffles in December / January. This date must be checked for conflicts and the letter signed and returned. The committee meets once, about a month in advance to assign donations and work shifts. The night of the waffle supper, the committee is expected to be at school around 4:00 to help set up and work until 8 PM when cleanup is finished.

### **Ways and Means / Catering**

The Ways and Means Committee is in charge of evaluating the current committees and projects of the Guild. Decisions are made to determine if new projects are needed or if current projects should be continued. This committee proposes suggestions to the Guild at the March meeting and the Guild votes whether to continue the current committees, to add new fund raisers or to discontinue current committees. All decisions of the Guild must then meet the approval of the School Board. We then make the sign-up sheet to be handed out and filled at the May meeting. It is the responsibility of this committee to make sure that all positions are filled. The sign-up sheets are usually hung up during school cleaning if not filled at the meeting. In August, the final copy is typed and given to the Directory Committee.

If the Guild's catering services are requested, the committee is responsible to get a work group assembled.