

2019-2020

St. John's Home & School Committees

ALL COMMITTEE DESCRIPTIONS ARE AVAILABLE ON THE

ST. JOHN'S WEBSITE: www.stjohnshanover.com

Username: faith Password: blue45

ROOM PARENTS:

Responsibilities

1. Assist teacher throughout the year when needed.
2. Remind each chairperson of upcoming holiday parties.
3. Organize and line up drivers for end of year field trip **at least two months in advance** and let teacher know about field trip plans. The field trip needs to be educational. Communicate with teachers to see what correlates with their lessons. An assigned destination is given below.
4. **Contact teacher by January 15th** regarding the theme for the St. John's Benefit Auction basket. Organize the basket and deliver it to the auction committee 1 week prior to the auction.

*You no longer need to purchase the Christmas presents, Home & School Treasurer will provide them.

Two parents are drawn for each grade. You will work together on all the above responsibilities.

FIRST GRADE: Amy Wiltse LeAnn Martin

Washington

SECOND GRADE: Kylie Fritschi Rita Becker

Marysville

THIRD GRADE: Janine Doebele Mandy Cook

Beatrice

FOURTH GRADE: Karla White Tiffany Jueneman

Even numbered years – Topeka (include tour of Capital); Odd numbered years – Abilene

FIFTH GRADE: Cheryl Bruna Krista Sedlacek

Even numbered years – Topeka (include tour of Capital); Odd numbered years – Abilene

SIXTH GRADE: Danielle Sinn Meredith Schlabach

Omaha (Henry Doorly Zoo)

SEVENTH GRADE: Ginger Schwartz Kyla Schlabach

Manhattan

The room parents of the 7th grade class will be co-chairs for organizing the 8th grade graduation meal. The Altar Society pays for the meat, potato, vegetable, and bread. Contact them to find out the amount they are willing to spend. Decoration expenses are the responsibility of the 7th grade parents. The Home & School will pay for the graduates' yearbooks, as their gifts. No other gifts will be reimbursed by the Home & School. Since boutonniers and corsages are purchased by the 8th grade parents, Home & School is not involved with this decision.

The room parents of the 7th grade class are also in charge of the concession stand during the Youth Basketball League, on Saturdays, January-mid-Feb. The proceeds of this stand will go toward any St. John's 8th grader who decides to attend the March for Life in Washington, DC the following year. If there is any money left, it will remain in the fund and be passed down to the next class for the same purpose.

EIGHTH GRADE: Nikki Luppen Stephanie Sedlacek

Lincoln (Champions)

SPORTS CONCESSION STAND

- Responsibilities
1. Ordering & preparing concession stand food for each home game (junior high football, volleyball, and basketball).
 2. Make schedule & ensure workers are there each evening (make reminder calls).
 3. Leave detailed list of what co-chairs need to do for each game.
 4. Pack coolers and take everything (candy, food, utensils, etc.) to the gym and/or football field for each game. Haul back after the game.
- *It would be nice not to schedule 8th grade parents for the parents night game or the last home game.
- **EVERYTHING must be removed from the kitchen the night before a funeral.
- Chairperson must give their name and phone numbers to the Altar Society so they can contact you when there is a funeral.
- *This committee can consist of any parents of children in grades 1-8. All parents will be assigned to work AT LEAST ONE game. If you are UNABLE to work the game you are assigned, it is YOUR responsibility to find a replacement or switch with another family.
- *A co-chair per game will be assigned for this committee.

CHAIRPERSON: Jen Jueneman Jodie Bruna

CO-CHAIRPERSONS: (2 adults required to attend) You will have to head 2 games.

Rachel & Nick Bruna Gene & Julie Doebele

Chris & Mauri Garber Emily Jueneman

Brett & Becky Bruna Therese Jueneman

Matt & Amy Heuer

CLEANING COMMITTEE

- Responsibilities
1. Overall Chairperson's responsibility to make a work list in which includes every family and send it home before the end of school. Consult with principal on times that work best.
 2. Chairpersons need to meet to schedule activities and communicate plan with school.
 3. Check inventory of cleaning supplies and have them ready for each night of cleaning.
 4. Explain to parents how shampooer and stripping machine works.

*This committee can consist of any parents with children in grades 1-8. All families will be assigned to work at least one time.

CHAIRPERSON: Jim & Kathy Zarybnicky

CHAIR FOR SHAMPOOING CARPETS: Greg & Kathy Jueneman

Must be completed 1st or 2nd week in June

CHAIR FOR STRIPPING FLOOR: Jacob Hynek

Must be completed by the 2nd or 3rd week in June

CHAIR FOR WAXING THE FLOORS: Kami Cohorst

Must be completed by the 3rd or 4th week in June

CHAIR FOR GENERAL CLEANING: Jenny Hynek

Usually completed the 1st or 4th week in June, timeline varies, depending on need

CATHOLIC SCHOOLS WEEK (CSW)/TEACHER APPRECIATION

- Responsibilities
1. Help set up CSW Sunday liturgy, consult with Janet Fritschi about music.
 2. Make CSW banner (which will be put up during CSW Mass Sunday)
 3. Provide pop and popcorn for CSW fun day.
 4. Help as needed during CSW week.
 5. Schedule parents to provide teachers a meal during CSW.
 6. Schedule parents to provide meals during evening Parent/Teacher Conferences.

CHAIRPERSON: Cindy Lawrence

Cami Bruna

Mary Schroller

PARADE COMMITTEE (Summer 2019)

- Responsibilities
1. Send home note before school is out asking for float riders.
 2. Develop theme, transportation (hayrack or trailer) and decorations for float.
 3. Secure drivers for both nights.
 4. Purchase candy for each night (approximately 4 bags).
 5. Purchase a snack to give the kids who are riding. Turn in receipt to the Home and School treasurer.

Chandra Heiman

Barb Bruna

BOOK FAIR COMMITTEE

- Responsibilities
1. Verify the date and time for the fair in the fall.
 2. Sign the contract with Scholastic in December.
 3. Coordinate delivery of books, unpack and arrange books.
 4. Coordinate with teachers to create wish lists for classroom and library.
 5. Be present day(s) of book fair to check out books.
 6. Reorder books if necessary.
 7. Clean up after book fair, pack up books to return to Scholastic.

Melissa Minge

Emily Dragastin

April Bruna

Erin Hynek

BAZAAR COMMITTEE (FALL 2020)

- Responsibilities
1. Order all game prizes for next year's bazaar. Check with Parish Council on monetary amount that can be spent.
 2. Organize games for bazaar.
 3. Make sure the games are set up the day of the Bazaar.
 4. Make sure games are stocked with prizes throughout the evening.
 5. Make sure games are put away at end of night.

CHAIRPERSON:

Roger & Liane Jueneman (1yr. commitment)

Renee & Chris Meyn (2yr. commitment)

Jim & Misty Rupprecht (2yr. commitment)

Mark & Heather Stallbaumer (3yr. Commitment)- youngest child must be in 5th grade or younger

CHRISTMAS WREATH & SALE COMMITTEE

Responsibilities

1. Serve as contact person with wreath company.
2. Send home order forms and letters to parents.
3. Compile orders, collect money, and order wreaths from company.
4. Receive and organize wreaths for pick up.

Sale Responsibilities (For entire school year)

1. Purchase food and ask for food donations.
2. Organize works schedule and call families to work.
3. Make sure someone is present for set up and clean up.

CHAIRPERSON: Angel Lohse

Diane Gugenhan

Lori Beikmann

ST. JOHN'S AUCTION WORK LIST FOR 2020
If your family is not on this list, please sign up for a job.
(only one parent from each family needs to be on this list)

IMPORTANT! Parents who work the night of the auction need to buy a bid number (\$30 single/\$50 married couple – ticket price subject to change)

Committee:	Kim & Angel Lohse	Mark & Jodie Bruna	Jim & Misty Rupprecht
Solicitors	Russ & April Bruna	Dan & Jen Jueneman	Toby & Barb Bruna
	Brian & Ginger Schwartz	Mel & Lori Beikmann	Shawn & Melissa Minge
	Jim & Kathy Zarybnicky	Ben & Cheryl Bruna	Mark & Heather Stallbaumer
	Gene & Julie Doebele		

Computer setup: Amanda Cook

Address database (Computer): Ginger Schwartz

Proofread and print silent bid sheets: Heather Stallbaumer

Proofread and print display cards: Heather Stallbaumer

Organize certificates: Colleen Bruna

Proofread catalog, addendum & clerk sheets: Tiffany Jueneman, Colleen Bruna, Angel Lohse

Cash Page: Amanda Cook

Addresses – at least one parent must be an alumni of St. John's

(Update alumni and parish addresses. This job is completed by September 15th).

Emily Jueneman

Danielle Sinn

Chandra Heiman

Stephanie Sedlacek

Krista Sedlacek

Emily Dragastin

Bulk mailing:

This committee will be responsible for bulk mailings. This includes the pre-auction mailing that will go out November 2019- stuffing & labeling envelopes, taking envelopes to the post office, and doing paperwork for the mailing. The first week of March – stuffing envelopes with completed catalogs, labeling envelopes, mailing them and doing paperwork for the mailing OR putting them in back of church. Week after the auction – mailing and doing paperwork for thank you envelopes. This is a committee that requires people willing to be on it for several years to make it run as smoothly as possible. Angel Lohse will be helping with this committee this year. She has been doing it for several years and will explain it in detail and make it as easy as possible. #1 & #2- 1yr commitment; #3 & #4 – 2yr commitment; #5 & #6- 3yr commitment

Consider the age of your youngest child when signing up for 2 or 3 year commitment

1. Meredith Schlabach

4. Niki Luppen

2. Renee Meyn

5. Cindy Lawrence

3. Jenny Hynek

6. Mauri Garber

Host & Hostess: Jeremy & LeAnn Martin Jacob & Kylie Fritschi
Jeff & Kyla Schlabach Matt Jandera & Amy Wiltse

Assisting with miscellaneous jobs:

(This may include painting, cleaning certain areas of the school, etc. prior to the auction.
Parents will be contacted by the chairman when help is needed.)

2020 project: painting Long Room, former label room, & restrooms by gym

<u>Greg & Kathy Jueneman</u>	<u>Rita Becker</u>
<u>Cami Bruna</u>	<u>Kami Cohorst</u>

Working in the computer area on the night of the auction:

6:30-7:30

1. Erin Hynek
2. Karla White
3. Jacob Hynek

7:30-8:30

1. Racehel & Nick Bruna
2. Janine Doebele
3. Mary Schroller
4. Becky & Brett Bruna

8:30-end of oral auction

1. Amy Heuer
2. Roger & Liane Jueneman
3. Theresa Jueneman
4. Diane Gugenhan

FIRST GRADE
MRS. COLE
20 STUDENTS

HALLOWEEN

April Bruna

Erin Hynek

Chandra Heiman

Renee Meyn

Cindy Lawrence

Danielle Sinn

LeAnn Martin

Ginger Schwartz

CHRISTMAS

Liane Jueneman

Jenny Hynek

Raechel Bruna

Emily Jueneman

Tiffany Jueneman

Emily Jueneman

VALENTINE'S DAY

Mauri Garber

Cami Bruna

Janine Doebele

Becky Bruna

Meredith Schlabach

Steph Sedlacek

**THIRD GRADE
MRS. JUENEMAN
10 STUDENTS**

HALLOWEEN

Krista Sedlacek

Emily Dragastin

Meredith Schlabach

CHRISTMAS

Janine Doebele

Melissa Minge

Rachel Bruna

Mandy Cook

VALENTINE'S DAY

Heather Stallbaumer

Liane Jueneman

Colleen Bruna

**FOURTH GRADE
MRS. BRUNA
14 STUDENTS**

HALLOWEEN

Amy Heuer

Becky Bruna

Niki Luppen

Tiffany Jueneman

Renee Meyn

CHRISTMAS

Jen Jueneman

Chandra Heiman

Stephanie Sedlacek

Barb Bruna

Emily Jueneman

VALENTINE'S DAY

Karla White

April Bruna

LeAnn Martin

Cheryl Bruna

**FIFTH GRADE
MRS. COOK
9 STUDENTS**

HALLOWEEN

Cheryl Bruna

Kami Cohorst

Colleen Bruna

CHRISTMAS

Kami Cohorst

Jacob Hynek

Mauri Garber

VALENTINE'S DAY

Krista Sedlacek

Emily Dragastin

Heather Stallbaumer

SIXTH GRADE
MRS. PRALLE
10 STUDENTS

HALLOWEEN

Meredith Schlabach

Liane Jueneman

Renee Meyn

CHRISTMAS

Barb Bruna

Melissa Minge

Chandra Heiman

Theresa Jueneman

VALENTINE'S DAY

Diane Gugenhan

Danielle Sinn

Jen Jueneman

**SEVENTH GRADE
MR. HEUER
12 STUDENTS**

HALLOWEEN

Kathy Zarybnicky

Kathy Jueneman

Ginger Schwartz

Kyla Schlabach

CHRISTMAS

Mary Schroller

Misty Rupprecht

LeAnn Martin

Diane Gugenhan

VALENTINE'S DAY

Tiffany Jueneman

Lori Beikmann

Heather Stallbaumer

Tiffany Jueneman

**EIGHTH GRADE
MRS. COOK
8 STUDENTS**

HALLOWEEN

Angel Lohse

Stephanie Sedlacek

Jodie Bruna

CHRISTMAS

Mandy Cook

Karla White

VALENTINE'S DAY

Theresa Jueneman

Barb Bruna

Niki Luppen
