



PSP
Parent Support Plan
Program Information Booklet
2009-2010
Academic Year



80 Independence Avenue, Braintree, MA 02184
781-843-3636 / www.awhs.org

The Parent Support Plan “PSP”

The Parent Support Plan, or the PSP, is a **required** program at Archbishop Williams High School (AWHS). Each family, parent or guardian, must contribute twenty (20) hours per year to activities and events **that are sponsored by the Archbishop Williams Parent Association Board**. (Students who volunteer are eligible for student service hours and should check with the office for details. The hours worked by students do not count towards parent hours.)

Volunteer hours must be served from June 1 through May 31 of the current academic year. We realize that the school year is a very busy time for families so The Parent Board has summer opportunities for families to complete their hours, as well.

There is a two hundred and fifty dollar (\$ 250.00)* PSP fee per family that must be paid prior to the school year beginning. This fee is refundable when a student leaves AWHS provided the family has fulfilled its twenty (20) hour obligation each year the family has a student attending AWHS. This fee will be held in an escrow account and all interest there from shall accrue to the benefit of AWHS.

THERE IS NO PARTIAL CREDIT

If you do not complete the twenty (20) hours in a given academic year, your two hundred and fifty dollar (\$250.00) PSP fee will be retained by AWHS in lieu of your volunteer service and ***you must pay an additional two hundred fifty dollar (\$250.00) PSP fee at the beginning of the next academic year.***

In lieu of the annual service hours, the PSP fee may be contributed to the school at the beginning of each school year by identifying your wishes in writing to the school. You will find the form enclosed in this booklet.

In the event that a student withdraws or is dismissed from the AWHS within the school year, the PSP fee will be refunded as follows:

By November 1st	\$ 250.00 refund
By January 1st	\$ 125.00 refund
After January 1st	no refund

If you have completed your service hours for the year, the entire amount will be rolled over to the following year or refunded to graduating senior families.

Hours are not transferable and may not be rolled over from year to year.

Basic Guidelines

Read ...

Read this program information booklet as you are responsible for its contents. Please feel free to call a Board member with any questions or suggestions.

Select ...

Select activities in which you wish to participate. Some activities require a specific number of hours or specific times, others are more open-ended. Each activity has been described and an estimate of the time required has been given - as accurately as possible. Event Chairpersons will be able to discuss specifics with you. Call the Chairperson for each event that you wish to sign up or if no Chairperson is listed call Kathy Sullivan.

Sign Up ...

Your PSP fee of two hundred and fifty dollars (\$250.00) must be paid by August 15, 2009. If it is your intention to make a donation in lieu of volunteer hours, please indicate that on the enclosed form sent with your check. All donations will be acknowledged in writing by the school. Please, note that those families donating the two hundred and fifty dollars (\$250.00) in lieu of volunteering or those who lose their two hundred and fifty dollars (\$250.00) because of failure to fulfill the twenty (20) hour commitment will be required to pay another two and hundred fifty dollars (\$250.00) the following year. Those who volunteer twenty (20) hours or more will have their two hundred and fifty dollars (\$250.00) rolled over to the following year or refunded if their child is graduating.

Participation ...

When you have chosen the event(s) or activities in which you want to participate, it is your responsibility to contact the Chairperson and make arrangements to fulfill this obligation. Please remember, ***you need to call to be assured you are listed for the events in which you intend to participate.*** In the past, we have mailed out "sign-up" sheets but this year all you need to do is make the phone call. If a Chairperson is not listed call or email Kathy Sullivan for that event. You may also volunteer to Chair or Co-Chair an event.

Sign-in ...

Each Chairperson will have a Sign-in Sheet available for you to record the student/family name, name of the event, and the hours worked. The Sign-in Sheet will be forwarded to the PSP Coordinators for entry into the computer system. If you forget to sign-in, please call the Chairperson of the event as soon as possible to rectify the problem.

Verify ...

During the year, you will receive notification of the hours which have been credited to you. Check this for accuracy and notify the PSP Chairperson for the event(s) in which you participated if you feel there are discrepancies.

When you have accumulated twenty hours ...

Please accept the thanks of the AWHHS Community!

PSP ACTIVITIES

<i>KEY</i>	<i>ACTIVITY</i>
PB	Parents Support Board
TC	Telephone Committee
AC	Athletic Committee
NU	Nursing
LA	Library Aide
HC	Hospitality Committee
BS	Bookstore
PC	Publicity Committee
TR	Tuition Raffle
CF	Craft Fair
CD	Calendar Drive
CT	Christmas Tree Sales and repair of stands
AU**	Auction/Social
GT**	Golf Tournament
MI	Miscellaneous
PO	PSP Operations Program

**** Major fundraiser.
It is most important to support these events.**

PB - Parent Support Board Members

President:

Kathy Sullivan

Home: 617-268-1376
Sullivank@vinfen.org
Sulligolfers@aol.com

Vice President:

Leslie MacDonald

Home 508-224-5803
lesmacd@verizon.net

Board Members

Marie Anastasi	617-479-2160
Kevin Downing	617-471-6807
Cathy Connelly	781-545-1615
Nina Flaherty	781-337-5036
Diane & Ron Gaffney	781-331-6173
Jane Haskins	781-925-5888
Kate Healey	781-837-0132
Dave Mariano	617-799-8138
Betty McCarthy	617-770-4228
Diane Norris	617-471-3441
Michelle O'Sullivan	781-337-7078

Description of Parent Support Board Activities:

The Parent Support Board is comprised of parents and/or guardians of Archbishop Williams' students. Any parent or guardian of a AWHs student can become a member by attending the first open meeting in September 2009. **The objective of the Parent Support Board is to plan and develop new ideas to raise funds to support the school,** coordinate functions and events which are already planned, and serve as a sounding board for new programs.

The Board meets the first Wednesday of each month from September through May, at 7:15 p.m. in room 105 of the school. During the course of the year, event Chairpersons will be required to attend Parent Support Board meetings to report on the progress of their event.

Parent Support Board Activities

PSP Hours Coordinator

Chairperson: Cathy Connelly

781-545-1615

Description: Collects and records all hours completed by each parent at an activity or sporting event.

TC- Telephone Committee

Chairperson: Maria Anastasi

617-479-2160

Description: Volunteers are needed to place calls throughout the year to parents/guardians and alumni for special programs run by the Parent Support Board and the school.

Dates: Various

AC- Athletic Committee

Chairperson: Kathy Sullivan

617-268-1376

Description: Volunteers are needed to work at AWHs sporting events. This includes selling tickets at games, working concession stands. Volunteers are needed for all sporting events throughout the year. **This is a freshman parent commitment, we are asking all freshman parents to work at least one AWHs sporting event.**

Dates: Various – You can check the athletic schedule on the AWHs website; www.awhs.org

****GT-Golf Tournament**

Chairperson: Dave Mariano
Co-Chair: Needed

617-799-8138

Description: Golf Tournament. This promises to be a major fundraising event to include alumni, parents and friends of AWHS. **Register a foursome and get your 20 hours!**

Date: April, 2010

RA-Tuition Raffle

Chairperson: Leslie MacDonald

508-224-5803

Description: Volunteers are needed to make reminder phone calls.

Date: Fall, 2009

CD - Calendar Drive

Chairperson: Tina Cahill, Development Office

781-843-3610
tcahill@awhs.org

Description: Volunteers are needed to help tally daily returns and process additional orders for the calendars.

Dates: Late November to early December; 8:00am to noon, 2 days per week.

BS-Bookstore

Chairperson: Lisa Guarracino

781-821-5756

Description: Volunteers are needed to open the bookstore during lunch time when school is in session and to work the bookstore during the various school events.

Dates: Various

****Auction/Social**

Chairperson: Needed
Co-Chair: Needed

Description: Volunteers are needed to plan and run the Auction/Social. Assistance in tasks ranging from solicitation of donations, coordination of the silent auction table layout, catering planning, and computer tracking of purchases and wrap up is needed. This is a major fundraiser for AWHS and a fun evening for all! **We encourage all parents to attend this fantastic event!**

Date: March 2010

HC- Hospitality Committee

Chairperson: Jane Haskins
Co-Chair: Diane Norris

781-925-5888
617-471-3441

Description: Volunteers are needed to assist at various events hosting and serving refreshments and baked goods. Service may include reminder phone calls, set up and clean up. Expect 2-3 hours per occasion. Service starts the second week in September for Parents Night followed by Parent/Teacher Conferences, open houses, etc. during the year.

Dates: Various

CF- Craft Fair

Chairperson: Betty McCarthy
Co-Chair: Needed

617-770-4228

Description: Volunteers are needed to bake, set up, and decorate for the Fair the night before. Duties will also include working on various AWHS tables, assisting in kitchen preparing lunch, and serving food and drinks in the Café. Volunteer hours are given to people who bake lasagna at home for the Craft Fair and for those who wish to donate Gift Baskets for the AWHS table.

Dates: Sunday November 15, 2009

CT- Christmas Trees and Stands

Chairperson: Kevin Downing
Co-Chair:

617-283-0786

Description: Volunteers are needed to staff the sale each weekday evening and weekend days and evenings. We will need help with clean up after the tree sale is finished. Trees often sell out so it is recommended fill the schedule in the first week. Christmas Trees arrive the Friday after Thanksgiving. We will need help on that day, midweek tree sale is from 5pm to 8pm, and weekend tree sales are from 10am to 8pm. Volunteers can work an entire shift or any part of a shift, students can also earn their “Student” volunteer hours by helping at this event.

Dates: Late November – mid December / until sold out.

NU-Nursing

Chairperson: Deborah Brancato, R.N.

781-843-3636

Description: Volunteers are needed to staff the Health Office at the school for a couple of hours a day. Volunteers who are trained as nurses are urged to select this opportunity as a way to fulfill the twenty-hour requirement.

MI-Miscellaneous/ School Beautification Projects

Chairperson: Dan Dooley

781-843-3636 Ext. 22
DDooley@awhs.org

Description: We are looking for volunteers to help “Beautify” AWHS over the summer vacation. This includes painting, simple carpentry, electrical work, plumbing and technology.

Dates: Summer vacation

PC-Publicity Committee

Chairperson: Nina Flaherty

781-843-3636 Ext. 22

Description: Reporting the many good things AWHS students do throughout the school year to keep Archbishop Williams visible in the community.

As you can see, volunteer hours are available throughout the year beginning over the summer months. There is no reason for anyone who wants hours to miss the opportunity. You need to identify the best times to set aside and call the chairperson before the slots are filled for these events. Some events are very popular so don't wait!

THANK YOU FOR YOUR SUPPORT OF ARCHBISHOP WILLIAMS HIGH SCHOOL

The Parent Support Board looks forward to working together with all the parents during the upcoming school year. If you have a question or a suggestion for our fundraising please don't hesitate to call one of the board members listed in the front of this booklet.
