

PAIS

Handbook

2025-2026



PALS Positions—matches each category in ptoffice

Page	Position	Page	Position
1	Letter from the PALS Board		Fundraising—Auction continued
2	Confidentiality Statement	18	Basket Bundler
3-4	Frequently Asked Questions (FAQs)	19	Classroom Art Project Coordinators
		19	Decorations Chairperson
	BOARDS	20	Decorations Committee
5	Advisory School Board—appointed	20	Database & Technology Chairperson
5-9	PALS Board—appointed	21	Graphic Design, Print & Presentation Materials Chairperson
		22	Social Media Chairperson
	CLASSROOM	22	Support Staff
10	Classroom PALS		
11	Science PALS		FUNDRAISING—Block Party
		23	Chairpersons
	DEPARTMENT POSITIONS	24	Coordinator—Bartender
11	Adv Int 6th Grade Trip Fundraising Coord.	24	Coordinator—Cake Walk
12	At-Home PALS by Department	25	Coordinator—Carnival Games
12	Bulletin Board Creators	25	Coordinator—Field Equipment
12	Department Coordinators	26	Coordinator—Food
13	JH 8th Gr Trip Fundraising Coordinators	26	Coordinator—Talent Show
13	JH Graduation Dance Chairpersons	27	Coordinator—Set Up
13	JH Graduation Reception Chairpersons	27	Coordinator—Clean Up
13	JH Project PAL	27	Coordinator—Marketing
14	JH Show PALS	28	Coordinator—Sugar Shack
14	Set Up/Close Down Classroom PALS	28	Coordinator—Solicitation of Sponsorships
		29	The CREW—Bartenders
	FUNDRAISING—Auction	29	The CREW—Carnival Game Workers
15	Chairpersons	29	The CREW—Food Prep Assistants
16	Past Chairperson	29	The CREW—Food Stand—Grill Persons
16	Silent & Live Auction Item Coordinator	29	The CREW—Food Stand—Vendors
17	Solicitation for Sponsorship & Underwriting	30	The CREW—Food Stand—Kitchen Clean Up
17	Beverage & Food Service	30	The CREW—Sugar Shack Assistants
18	Classroom Basket Coordinator	30	The CREW—Saturday Deep Cleaning Crew

PALS Positions—matches each category in ptoffice

Page	Position	Page	Position
	Fundraising—Block Party continued		PARISH POSITIONS
30	The CREW—Saturday Deep Cleaning	35	Altar Server Coordinator for Weekend Masses
30	The CREW—Set Up	36	Catechist Assistants
30	The CREW—Tear Down	36	Collection Counters
31	The CREW—General	36	Collection Counters II
		36	Vacation Bible School Director
	FUNDRAISING—Fun Run	37	Vacation Bible School Coaches
31	Chairpersons	37	St. Vincent de Paul Food Drive Team
32	Entertainment/Marketing Coordinator		
32	Fundraising Coordinators		MISCELLANEOUS
32	Event Helpers	37	Art Show Coordinator
		38	Artsonia Coordinator
	LUNCH	38	Athletics—Track and Field PAL
33	Lunch PALS—Kindergarten only	38	Book Fair PALS
33	Lunch PALS	38	Break Room PAL
		39	Catholic School Week PALS
	OFFICE / HEALTH ROOM	39	Choir PAL
34	Health Room PALS	39	Christmas Concert/Las Posadas PAL
34	Marketing PALS	39	D ads on D uty
34	Office PALS	40	Ice Cream Social Events PALS
35	Uniform Swap / Sale Coordinator	40	Maintenance Saturday PALS
35	Uniform Swap / Sale Assistant	40	Maintenance Summer PALS
		41	Mass PALS (School and Special Masses)
		41	New Family Ambassador Committee
		41	Yearbook PAL

Dear Families,

As partners in the education of our children, we all work together to fulfill the above mission statement. Through the PALS organization, we all have an opportunity to provide enrichment to the school and its curriculum. In doing so, we contribute to the strong sense of community that makes St. Cyril of Alexandria School the special place that it is.

In addition to strengthening our school community, the fulfillment of PALS commitments benefits the school financially. PALS provide direct support to educational programs by assisting faculty and staff. PALS volunteers also play an important role in all of our school's fundraising efforts.

Not all PALS commitments are equal in time, but they are equal in importance to the school. We encourage each family to find the position that best aligns with what is most important to you and your family. When we can share the gifts we have – our time, our talents, our resources, and our prayers – we are following our Lord and being good stewards of our gifts.

The following changes have been made to the PALS program and positions for next year:

- **All PALing positions require Diocese of Tucson compliance BEFORE sign-up days.**
- **We can not stress enough the value of classroom/on campus PALS– to keep the program efficient, we need to adhere to the 8:00 AM—11:30 AM and 11:30 AM—3:00 PM shifts.**
- **Due to the PALS PTO office software, only board positions will be appointed. Beginning on Sign-Up Day, all other positions will be on a first come, first served basis and then reviewed for compatibility.**
- **Review the FAQs on pages 3 and 4.**

This is a wonderful community of extraordinary **Persons Active in Learning Situations**. Thank you for every hour and every act of kindness.

Warmest regards,
The PALS Board

Mission Statement

St. Cyril of Alexandria K-8 School, (a ministry of St. Cyril of Alexandria Parish), with the support of parents, prepares students spiritually, academically, and socially to take personal responsibility for a lifetime of faith, learning, and service.

Ours is a community which believes in:

- Following Our Lord, Jesus Christ
- The uniqueness of every child
 - Strong academics
 - Parental involvement
 - Service to one another




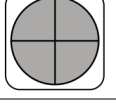
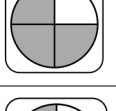
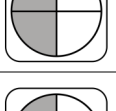

CONFIDENTIALITY STATEMENT

Parent involvement carries with it a responsibility to our children and community to ensure confidentiality. When we are working in a classroom, on school grounds, in the health office, or in any PALS capacity, we no longer function as a parent, but as a school volunteer.

It is a privilege to be invited into our children’s classrooms. While we are at school, we often see examples of a child’s work or behavior. **What we see and hear, whether negative or positive, is confidential information and must not be shared, even anonymously with others.** It is not the PALS, volunteer or parents’ place to discuss what is seen in the classroom or office with other parents, students, or individuals.


Children are accorded the same rights to privacy and confidentiality as are adults. If you observe a behavior or problem with a child, please report it to a teacher or staff member. It is the staff member or teacher’s responsibility to report information concerning a student to the parent.


Please refer to the following symbols throughout the handbook to help you determine the position requirements and PALS fulfillment levels:

	Credit Check This position requires a criminal and credit history report clearance to be completed by the Diocese.
	School Hours This position requires volunteer time entirely or near entirely during normal school hours.
	Some School Hours This position requires some, but not all, volunteer time during normal school hours.
	Full Commitment This position fulfills 100% of your PALS commitment.
	Three-Quarters Commitment This position fulfills 75% (3/4) of your PALS commitment.
	One-Half Commitment This position fulfills 50% (1/2) of your PALS commitment.
	One-Quarter Commitment This position fulfills 25% (1/4) of your PALS commitment.


PALS Sign-up FAQs


What is PALS?


 **What is PALS anyway?** **YOU ARE PALS!** - (P)ersons (A)ctive in (L)earning (S)ituations help facilitate the mission of St. Cyril School and are invaluable members of our school community. PALS help inside and outside of the classroom, with faculty and staff, collectively saving our school tens of thousands of dollars in payroll annually. The best part is that it gives parents and other family members the opportunity and privilege to be directly involved in your child's/children's educational environment.

 **What does the PALS Board do?** The Board is made up of parents like you. Board meetings, which all parents are welcome to attend, occur monthly during the school year to plan and maintain annual fundraising events, social events, manage PALS accounts and budgets, and coordinate well over 100 PALS positions and commitments school-wide.


Sign-up Process


 **How are PALS positions assigned to families?** All non-appointed PALS positions (all positions except for School Board and PALS Board) are filled on a first come, first served basis through PTOFFICE software. If you want to sign up for a very specific position, you should sign-up as soon as the portal opens to better your chances for your ideal selection(s).

 **Where/when do I sign up?** Dates for online sign-up will be announced in the weekly school newsletter, *Cougar Tracks*, and also through communications from Admissions.

 **Can I sign up for two positions on PALS registration day?** No, you may sign up for the positions you need up to a full commitment. While we are most grateful and delighted that you may want to do so, we must give all families the opportunity to find positions before allowing double commitments. If you are interested in additional opportunities, let one of the PALS Coordinators know that you wish to take on another position. Second commitments will be available in July.


PALS Positions


 **What is "compliance" ?** Anyone volunteering, in ANY capacity with the school, must obtain **compliance** through the Diocese of Tucson. This requires fingerprinting and a background check. It is obtained prior to PALS registration—**you may NOT sign up for a position before this is done.** The Diocese of Tucson compliance may take up to 4-6 weeks to complete.

 **Why are some positions appointed?** Many positions on both the School Board and the PALS Board have specific qualifications and may require special skills or capabilities.


PALS Sign-up FAQs


PALS Positions (continued)


 **Can I apply for an appointed position during the PALS online sign-up?** No - Assignments on sign-up day are only for non-appointed positions.


 **Who makes the decision for the appointed positions?** Selection is based on an applicant's qualifications and previous PALing history. Decisions are made by the appropriate board, principal and/or principal designee.


PALS Fulfillment


 **Can I change my mind after registration?** Sometimes a family's selection does not end up being ideal as employment or circumstances change. If this happens, please contact one of the PALS Coordinators (pals@stcyril.com) as soon as possible, and they will assist you in finding a better match. Open PALS positions can be reviewed starting in August on the PTOffice website.

 **What happens if I can't make it sometimes?** Emergencies happen. We depend on you keeping your commitment for your selected duty, time and date. If you can't make your commitment you must do your best to find or trade with an appropriate substitute. You should inform the PALS Coordinator (pals@stcyril.com) and also inform the person you are working with of your absence.

 **What happens with excessive absences for PALS?** Part of the PALS Coordinator's job is to oversee PALS compliance. Failure to perform your duty or having excessive absences can result in being invoiced for the Service Substitution Fee. If a family does not choose a PALing commitment, they will be billed the Service Substitution Fee.

 **Can I share or split the commitment with a friend or spouse?** Generally not. In an effort to provide efficient and consistent PALS, this is not ideal as you will be trained to do your specific duty.

 **Can my spouse and I do separate commitments to reach a full commitment?** Of course...on the condition that BOTH you and your spouse attend and work as two separate entities and as separate "sets of hands."

 **Can a grandparent or other friend/family member sign up to work my PALS commitment?** Of course! All of the above applies to anyone working on your family's behalf.

BOARDS

Appointed Advisory School Board Positions

School Board Members (up to 2 Positions)



Position Description: The Board's main purpose is to serve in an advisory capacity to the Pastor and Principal regarding policies and the school budget. Members attend the majority of school functions and advocate for and represent St. Cyril of Alexandria School within the community. Interested persons should complete an *Application for Appointed Board Positions* and contact the current School Board President after completing the application. Appointments will be made in February/March. With the approval of the pastor, members commit to a three-year term that may require parishioner or school parent status.

Hours Required: This commitment requires attendance at monthly School Board meetings. Members are assigned a specific Board responsibility, which requires extra hours of service between Board Meetings.

Appointed PALS Board Positions

Appointed PALS Board members serve for two or three years on the Board. **Not all positions are available every year.** Persons interested in a PALS Board position for the 2025 - 2026 school year should complete an *Application for Appointed Board Positions* and contact the PALS Board Vice President /President after completing the application

President



Position Description: This is the second year of a three-year commitment. In addition to representing the board at various school and parent events, the PALS Board President:

- Meet with the principal/designee prior to the monthly meeting to set the agenda
- Attends, prepares the monthly PALS Board agenda and conducts meetings, which are once/ month at 3:30 PM
- Attend PALS sponsored events. Provide support of fellow board members when needed
- Communicates with PALS Board members and monitors the progress on assignments/responsibilities
- Is available for public relations and troubleshooting
- Reviews/approves the PALS Board budget for the following year with Board approval and oversees all PALS Board business
- Meets with PALS Board Chairpersons and sets up the following year's calendar and dates which must be confirmed and registered with the School office

Hours Required: Varies

Vice President



Position Description: This is the first year of a three-year commitment. The PALS Board Vice President:

- Attends monthly PALS Board meetings, which are at 3:30 PM, and conducts meetings in the absence of the President
- Attends School Board Meetings as the PALS Board liaison
- Attends PALS sponsored events. Provide support of fellow board members when needed
- Coordinates various short term board/school projects; Oversees all fundraising
- Develops the PALS Board budget with the President and Treasurer for the following year
- Receives/reviews submitted applications for the following year's open board positions
- Acts as the liaison to fundraising committees (fall Auction, and spring Fun Run and Block Party)

Hours Required: Varies

Immediate Past President



Position Description: This is the third and final year of a three-year commitment. In addition to representing the board at various school and parent events, the PALS Board Immediate Past President:

- Attends monthly PALS Board meetings which are at 3:30 PM
- Shares historical knowledge with the board members

Hours Required: Varies

Secretary



Position Description: This is a two-year commitment. In addition to representing the board at various school and parent events, the PALS Board Secretary:

- Attends monthly PALS Board Meetings which are once per month at 3:30 pm.
- Attend PALS sponsored events. Provide support of fellow board members when needed.
- Coordinates Board Meeting updates from Board members, records all PALS Board meetings, prepares minutes, submits them to Board members and archives them in the school office
- Handles all PALS Board correspondence
- Maintain binder that includes PALS bylaws, policies, history, monthly meeting minutes and calendar from the current academic year to provide to the PALS president and board for the ensuing academic year.
- Works with the PALS Board President to create and publish updates to the School Express
- Coordinates with PALS Board and provides content for Cougar Tracks

Hours Required: Varies

Treasurer



MUST COMPLETE THE ONLINE CREDIT HISTORY CHECK THROUGH THE DIOCESE OF TUCSON

Position Description: This is a two-year commitment, with bookkeeping and computer skills required. In addition to representing the board at various school and parent events, the PALS Board Treasurer is responsible for all financial matters related to the PALS Board, including:

- Attending monthly PALS Board Meetings which are once per month at 3:30 pm.
- Attend PALS sponsored events. Provide support of fellow board members when needed.
- Preparation of the annual budget
- Collection of all monies received by the PALS Board and dispersing of all PALS funds
- Providing monthly report to the PALS Board
- Being the PALS Board liaison to the Parish Financial Officer
- Providing the school office with copies of all financial records and year-end report

Hours Required: Varies

Assistant Treasurer/Event Treasurer



MUST COMPLETE THE ONLINE CREDIT HISTORY CHECK THROUGH THE DIOCESE OF TUCSON

Position Description: Description: This is the first year of a two-year commitment, with bookkeeping and computer skills required, the Assistant Treasurer is responsible for assisting the Treasurer in all financial matters related to the PALS Board, as well as the following:

- Attending monthly PALS Board Meetings which are once per month at 3:30 pm.
- Attend PALS sponsored events. Provide support of fellow board members when needed.
- Acts as the liaison for fundraising events (Spring and Fall) and initiatives
- Attends spring and fall events to handle all cash-related needs

Hours Required: Varies

PALS Coordinators (3 Positions)



Position Description: This is a two-year commitment with computer skills required. Bilingual preferred. In addition to representing the board at various school and parent events, the PALS Position Coordinators:

- Attend monthly PALS Board meetings which are once per month at 3:30 pm.
- Attend PALS sponsored events. Provide support of fellow board members when needed.
- Work together to help manage and track family PALS commitments
- Determine PALS commitment through placement assistance or offering a service substitution fee option
- Meet with teachers concerning any issues with PALing positions.
- Lead PALS Board in update and preparation of PALS Handbook for distribution before registration
- Answer questions about commitments and help parents with commitment choices when necessary
- Gather, sort, and prepare lists of PALS to be given to appropriate teachers, chairpersons and coordinators before the end of the school year to assist in planning for the following year
- Assists with training using the PALS Training Manual to new and returning PALS.
- Supports the School Compliance Officer in education and advocacy for required Diocesan compliance
- Attend Department Teacher/PAL meetings at the beginning of the year
- Check PALS sign-in book monthly and keep a log of PALS that were absent, make phone calls and related information to Department Coordinators and/or PALS Board for follow up
- One of the three coordinators will take the lead and have voting responsibility

Hours Required: Varies throughout the year with busier times at the beginning of the school year and PALS registration. Position begins July 1 and concludes May 31.

New Family Ambassador Coordinator (1 position)



Position Description: Focused on ensuring that all new families feel they are part of the St. Cyril School community, the New Family Ambassador program is set to begin with the start of the school year. It is preferred for the New Family Coordinator to be bilingual (English/Spanish), and they will be responsible for the success of the overall program with specific duties to include:

- Attends monthly PALS Board meetings which are once per month at 3:30 pm.
- Attends PALS sponsored events. Provides support of fellow board members when needed.
- Brainstorms event ideas for new families to integrate into the school community throughout the year, e.g. department potlucks, coffees, etc.
- Plans new family event in August, to include all new families, New Family Ambassadors, School Board members, PALS Board members and School Faculty/Staff
- Coordinates with School Registrar to identify new families and assign them to the appropriate New Family Ambassador
- Ensures New Family Ambassador committee is contacting and meeting with families throughout the school year
- Coordinates with Department Coordinators when needed
- Follows up with each new family twice a year to ensure they are assimilating into the Cougar community and answering any remaining questions
- Promotes school events and activities to new families

Hours Required: Varies. The position begins on July 1 and concludes May 31.

Hospitality Committee (3 Positions)



Position Description: This is a two-year commitment. In addition to representing the board at various school and parent events, the PALS Members At Large:

- Attends monthly PALS Board Meetings which are once per month at 3:30 pm.
- Attends PALS sponsored events. Provide support of fellow board members when needed.
- Organizes several community building activities at the school throughout the year including the Welcome Back Coffee, Ice Cream Socials, Staff Luncheons, Teacher/Staff Christmas Bonus Box, Movie Nights, etc.
- Coordinates the "Tasty Treats" dates on behalf of parents/students
- Communicates with office staff and stocks kitchen supplies for the school office throughout the year
- Coordinates teacher/staff lunches
- One person will take the lead and have voting responsibility

Hours Required: Varies

CLASSROOM

Classroom PALS (40 – 60 Positions)



Important Note—All classroom PALS must sign-in and sign-out at the school office each day of PALing commitment.

In this position, **PALS work directly with the teacher in a classroom setting.** Tasks vary according to the teacher’s plans for the day. You may choose to work in any department, not just your own child’s department. Enrichment positions include Music, Spanish, STEM, PE, Art, Study Skills, Service, and Media Center classes.

Only with this large core of individuals working with the staff are we able to maintain our high academic excellence.

Parents and teachers must be able to work together professionally and maintain confidentiality. If either the teacher or the parent needs to discuss a change in position because of these issues, please contact the PALS Coordinator.

It is imperative that PALS with more than one commitment consider each as equally important and devote the time and attention required to all positions.

Individual classroom needs are varied. Duties include but are not limited to:

- Walking students to and from activities
- Grading papers and clean up
- Monitoring recess or lunch
- Putting up and taking down bulletin boards
- Performing clerical work
- Supervising when needed
- Assisting in other academic and enrichment classes as needed
- Working with small groups of students

Hours Required: Up to 3.5 hours per week (8:00 a.m.—11:30 a.m. and 11:30 a.m.—3:00 p.m.)

Science PALS (2 positions) (1 for K-4, 1 for 5-8)



Position Description:

Grades K-4 - The Science PAL helps the Science teacher during class by working with the students or helping with experiments. If the department is participating in the Science Fair or Engineering Fair, the Science PAL will be highly involved with these events, as directed by the science teacher. The Science Fair is scheduled for the 2026-2027 school year.

Grades 5-8 - The Science PAL will work with Advanced Intermediate and Junior High science teachers in order to perform the following duties;

- Assist with laboratory preparation, execution, and clean-up
- Inventory materials and prepare orders for new materials
- Organize materials in storage
- Grade assignments
- If the department is participating in the Science Fair or Engineering Fair, the Science PAL will be highly involved with these events, as directed by the science teacher

The Science Fair is scheduled for the 2026-2027 school year.

Hours Required: The days and times are as needed and can be scheduled weekly with the teacher. Additional time is needed during the Science Fair

DEPARTMENT POSITIONS

Advanced Intermediate Sixth Grade Trip Fundraising Coordinators (2 positions)



MUST COMPLETE THE ONLINE CREDIT HISTORY CHECK THROUGH THE DIOCESE OF TUCSON

Position Description: These people will meet with the Assistant Principal/designee to choose fundraising events and help organize volunteers. The funds raised would help defray costs for the sixth-grade trip. Meetings with the Assistant Principal/designee will begin in October, and the fundraising efforts will be completed by the end of December.

Hours Required: Varies

At-Home PALS by Department



Position Description: This commitment is only offered by some departments. Duties include but are not limited to; clerical work; creating needed posters; stapling; cutting; collating; or other jobs as needed. Must log hours as determined by the PALS coordinator.

Hours Required: Varies, but should be approximately 2 - 2.5 hours per week. Specific hours determined by the teacher's needs.

Bulletin Board Creators (5 positions)



Position Description: These positions (**one for each department that desires a bulletin board creator**) are responsible for creating/designing the bulletin board materials and displaying them on the department bulletin boards every month. The PALS should be self-motivated and able to meet with the teachers after school to decide the theme for the board. Work time could be between home and campus. Creative ability is essential. Must sign-in at school office when completing bulletin board tasks.

Hours Required: Varies

Department Coordinators (2 / department)



Position Description: There are two department coordinator(s) for each of the five school departments (Kinder, Primary, Intermediate, Adv Intermediate and Junior High). Each coordinator must:

- **Meet with teachers before the beginning of school year** to review the PALS schedules for the department
- Contact department teacher liaison to schedule and attend department meeting during the first week of school
- Coordinate parties and special events as needed by department such as, but not limited to: Camp Cooper, Open House, Halloween, Valentine's Day, Christmas/ Las Posadas, Department Field trips, etc.
- Support the New Family Ambassador when asked by the ambassador for assistance

Hours Required: Varies

Junior High 8th Grade Trip Fundraising Coordinators (2 positions)



MUST COMPLETE THE ONLINE CREDIT HISTORY CHECK THROUGH THE DIOCESE OF TUCSON

Position Description: These people will meet with the Assistant Principal/designee to choose fundraising events and help organize volunteers. The funds raised would help defray costs for the eighth-grade trip. Meetings with the Assistant Principal/designee will begin in October, and the fundraising efforts will be completed by the end of March.

Hours Required: Varies

Junior High Graduation Dance Chairpersons (2 positions)



Position Description: This position is open to **7th grade parents** and begins in March. The Chairpersons will work together to plan, organize and conduct the graduation dance, working closely with the Junior High teachers and the school principal. Theme, decorations and financial decisions are subject to approval by the school principal.

Hours Required: Varies, begins in March

Junior High Graduation Reception Chairpersons (2 positions)



Position Description: This position is open to **7th grade parents** and begins in March. The Chairperson will work together to plan, organize and conduct the graduation reception, working closely with the Junior High teachers and the school principal. Theme, decorations and financial decisions are subject to approval by the school principal.

Hours Required: Varies, early spring

Junior High Project PAL (1 position)



Position Description: The Project PAL will edit the Junior High Buddy Book pages for grammar, mechanics, and content. This job will also include wrapping and finalizing the project. The PAL will help coordinate the Junior High Letter Project and any other project they may need some additional support. Under the direction of the Language Arts teacher, a schedule of times and days will be created.

Hours Required: With the input of the Language Arts teacher, all hours will be completed during November and December, once or twice per week as needed.

Junior High Show PALS (2 positions—JH parents only)



Position Description: These two high-energy positions require PALS who would be very dependable and consistently available one day a week for a minimum of 4 hours. They would attend the back-to-back practices for the show during the school day and also work from home to make phone calls to parents, update documents that are being used, help with prop creation, help paint backdrops attend both nights of the show, etc.

Hours Required: Wednesday or Thursday, 4 hours per week at school during the months of November—middle of March. In order for this to be a full commitment, work at home and after school would also need to be completed during the months of November—middle of March.

Set-up/Close-down PAL - 2 Kindergarten classes (1 position)



Set-up/Close-down—PALS Grades 1-8 (2 per dept.)



Position Description: The PAL will assist teachers in setting up and tearing down classrooms before and after the school year. The schedule will be set up between the PALS and teacher(s).

Hours Required: Working two 5-hour days prior to the start of school and then two additional 5 –hour days after school ends.

FUNDRAISING—AUCTION October 4, 2025

Auction - Chairpersons (2 positions)



Position Description: The Chairpersons will work together to organize the St. Cyril School Event, specific responsibilities include:

- Oversee and coordinate event committee activity including Silent & Live Auction, Food & Beverage, Decorations, Graphic Design, Sponsorship, Database/Technology and Social Media & Communications.
- Oversee event budget, including all income and expenses. Work with PALS Board to approve budget
- Pre-approve all vendor contracts prior to submitting to administration for approval and payment
- Conduct monthly organizational meetings during the year to prepare for the event, beginning 9 months prior to event date
- Provide report to PALS Board prior to the monthly PALS Board meeting, starting approximately 6 months before the event through the event with updates.
- Report to the PALS Board Vice President on action status and prepare reports for the Principal
- Market and promote the event to St. Cyril School families
- Maintain contact with faculty and staff regarding status and timeline for the event
- Coordinate timing of event, including set up, logistics during the event, take down, etc.
- Recruit and communicate with volunteers
- Provide post-event report for the PALS Board
- Ensure other event administrative items are completed (Event invitations, sponsor banners, guest registration packets, etc.)

Hours Required: Varies but realistically 5-20 hours per week—fewer at the start and more leading up to the event. Includes attending all organizational meetings starting 6-8 months before the event through the weekend of the event and post wrap-up.

Auction - Past Chairperson (1 position)



Position Description: The Past Chairperson serves in a mentorship and consulting position to the current Chairperson and the Co-Chairperson.

Hours Required: Varies but as requested by the Chairperson.

Auction - Silent and Live Auction Item Coordinators (2 positions)



MUST COMPLETE THE ONLINE CREDIT HISTORY CHECK THROUGH THE DIOCESE OF TUCSON

Position Description:

- Solicit for silent and live auction items, working from previous solicitation list and adding new community donors.
- Arrange for pick up of items from donors and/or school office if mailed to school
- Arrange for storage of items (secure temporary storage container/pod) and tracking of items
- Assess the amount of items, put them into different categories and figure out what to use donated funds to purchase and round out the packages or create new packages
- Work with main chairs to determine live auction packages
- Oversee bundling and packaging of the items, keeping a spreadsheet for listing of all items, their value, naming packages, etc.
- Work with database chair to take photos for the website, to group items on tables and coordinate closing times
- Work with graphic design chair to provide information to create all item display cards
- Coordinate transport of all items to venue location
- Oversee Silent Auction Set Up at Event
- Post event: send out thank you notes (with tax recognition)
- Oversee item pick up during and post-event

Hours Required: Position begins 6-8 months before the event. Varies, but includes attending all organizational meetings leading up to and through the weekend of the event, set up and take down for the event, plus any event wrap up.

Auction - Solicitation for Sponsorships & Underwriting (1 position)



Position Description: Specific responsibilities include:

- Solicit for event sponsorship and underwriting.
- Make sure that all sponsors send their logos. Plan sponsor reception—manage invitations/RSVPs
- Order and hang sponsor banners
- Post event: Send out thank you notes with tax information
- Post event: send out thank you notes

Hours Required: Position begins 6-8 months before the event. Varies, but includes attending all organizational meetings through the weekend of the event. May include post-event wrap up.

Auction - Beverage and Food Service—(1 position)



Position Description: Responsible for beverage needs for the St. Cyril School Event, specific responsibilities include:

- Secure caterer and coordinate with caterer to determine food and dessert menu
- Track number of guests plus any dietary restrictions and communicate needs to caterer prior to event
- Work with main chairs and administration to approve catering budget
- Solicit beer/wine/soda/water/coffee donations
- Come up with signature cocktail based on event theme, buy extra if necessary
- Coordinate with Sponsorship Chair on Sponsor reception needs
- Work with administration to apply for and obtain liquor license (must apply at least 12 weeks prior to event)

Hours Required: Varies but includes attending all organizational meetings before the event through the weekend of the event.

Auction - Classroom Basket Coordinator (1 position)



Position Description: This position will help with various tasks, including but not limited to:

- Work with teachers to set classroom themes
- Create template with donation ideas for each classroom to send home
- Place collection basket in each classroom
- Coordinate gathering of donated items
- Gather and purchase supplies to put together baskets
- Work with administration to display baskets for school community to see the week prior to the event
- Work with Silent Auction Chairs for transport and display of items.
- Assist with set up and breakdown of event.

Hours Required: Varies, but it is necessary to be available to work during the day with the students at times designated by teachers. Position begins 3-4 months before the event.

Auction - Basket Bundler (5 positions)



Position Description: Basket Bundler duties include:

- Attending first All-Committee Auction Meeting, plus other meetings if needed
- Helping Classroom Basket Coordinator to gather donated items from each classroom
- Working with Silent/Live Auction and Classroom Basket Coordinator to package all donated items into baskets/bundles, wrapped and ready to present at the event
- Assisting with Turn-In Day
- Assisting to transport auction items if needed, as well as setting up Silent Auction tables at the venue
- Assisting with Check-Out and breaking down the event

Hours Required: Varies, but must be available 1—2 days to work with committee on gathering and packaging items, assisting with turn in of items from families, helping set up prior to event and breakdown after event.

Auction - Classroom Art Project Coordinators (5 positions)



Position Description: The Classroom Art Project Coordinator will work with Event Chairs to decide on meaningful and valuable art projects for the silent auction in which all students within the department are represented in the art work. The Coordinators will work on scheduling time to work on art projects with teachers within each department. Please note that there needs to be one art project per homeroom, clearly labeled with students' names and the homeroom teacher on the back of each project, and be sure to have each student's artwork visibly represented within the project. Once the student work is completed, compile into complete class projects and submit by deadline (typically 2-3 weeks PRIOR to the auction date) to Event Chairs.

Hours Required: Varies, but must attend auction planning meetings and work on art projects at school with students and teachers. Plan on completing/compiling art projects at home after students have completed their portions of the project.. It is necessary to be available to work during the day with the students at times designated by teachers.

Auction - Decorations Chairperson (1 position)



Position Description: This individual will work with Event Chairs and Graphic Design Chair to select event theme and create vision for the event by

- Designing decoration plans that will work with selected theme, attend meetings with venue, create floorplan and logistics for placement of tables, chairs, stage, dance floor, buffet tables, etc.
- Booking any and all décor related vendors (including event equipment rentals, linens, décor rentals, photo booth, if applicable)
- Holding separate meetings with decorations committee to communicate vision, enlist assistance from committee as needed
- Planning décor event set up and breakdown
- Involving the Decoration Committee in setup and breakdown of the event with assistance from the entire auction committee.

Hours Required: Varies, but includes event meetings with event vendors and venue, auction committee meetings and decorations committee meeting and logistical planning time.

Auction - Decorations Committee (4 positions)



Position Description: This position is for creative individuals who will assist the Decorations Chairs in the design and construction of a themed environment. The position requires committee members to attend all meetings, help with prop construction, implementation of the final decorations, set-up and clean-up on the day of the event. Artistic ability and creativity are helpful.

Hours Required: Varies. Must attend monthly or other meetings as designated by Decorations Chairs, attendance before and after event for set up and clean up, various hours to create or modify decorations. Must be available the entire day of and also attend the entire Event.

Auction - Database and Technology Chairperson (1 position)



MUST COMPLETE THE ONLINE CREDIT HISTORY CHECK THROUGH THE DIOCESE OF TUCSON

Position Description: This position requires a computer-experienced individual to complete the tasks for the auction portion of the event.

- Work with St. Cyril staff member who manages auction database software to:
 - ◇ Set up and manage the auction software program
 - ◇ Sync computer system
 - ◇ Upload sponsor logos to the website
 - ◇ Enter silent auction items into the website and Text 2Bid platform
 - ◇ Assign bidder numbers to attendees and work with the silent auction chairs as need to ensure all auction items are properly tracked and displayed in the system and physically at the auction event.
- Before the auction event:
 - ◇ Prep website for upcoming auction (theme, colors, graphics, sponsor levels, ticket levels and prices, item categories, etc.)
 - ◇ Gather family contact information for current school year
 - ◇ Help auction committee bundle and sort silent auction items for the event and then ensure they are photographed and added to the website/Text2Bid platform
 - ◇ Ensure all auction items have display cards with item numbers and that they are evenly sorted into three evenly distributed groups for the event that will close at different times
- During the auction event:
 - ◇ Input live auction winners, fund-a-cause bids, and any event purchases (“merchandise” like drink tickets, free dress passes, etc.) into the database system for proper close out at the end of the night
 - ◇ Organize silent auction winners’ completed invoices and ensure they are sent to winners via email text
 - ◇ Oversee auction checkout at the end of the evening to confirm payments have been made by all winners before they collect their auction items
- After the auction event:
 - ◇ Reconcile auction payments and pull reports to understand total amount of money raised, total number of attendees, etc.

Hours Required: Position begins 4-6 months before the event, but includes completing all tasks listed in the description. Will need to attend organizational meetings when required.

Auction - Graphic Design, Print & Presentation Materials Chairperson (1 position)



Position Description: Must work closely with Event and Decorations Chairs to create vision for theme implementation. Responsible for creating event logo and all printed and online materials for event, based on annual theme. Items include but are not limited to:

- Event logo and save the date
- Template for school communications (general event info, sponsorships, turn in/donations, etc.) to be completed by Event Chairs
- Template for Silent Auction Display Cards
- Food and Beverage Menus
- Work with the sponsorship chair to design Sponsor Banners if needed (i.e. for Family sponsors, design banners based on theme)
- Event Program
- Presentation slides for Event, including Live Auction, Teacher Honorees, Special guests, Fund-a-Cause, etc.
- Event Signage (design and have printed) including wayfinding signage (check-in, auction check-out, etc.), table numbers, step and repeat and/or photo backdrop.

Hours Required: Varies, but starts several months prior to event and gets busiest the month leading up to the event.

Auction - Social Media Chairperson (1 position)



Position Description: Must work closely with school Communications Coordinator, Event & Graphic Design Chairs and possibly work with the Yearbook committee to get student videos/photos. Responsible for all social media posts and stories related to the Event. Social Media chair will receive access to St. Cyril School social sites.

** Chair should be familiar with managing social sites and their features. Be creative and able to create a variety of engaging post/stories. Use proper grammar, spelling, etc. in all posts.

Posts should include at least the following, but could have more:

- Event Announcement/Save the Date
- Posts regarding dates/ deadlines & details for RSVP, Auction item/monetary donations, Classroom Basket donations, Sponsorships, etc.
- Sponsor Recognition
- Event Details—What to Wear, Location, What to Expect, etc.
- Post-event photos & Thank yous
- Respond to comments and any event-related messages

Hours Required: Varies but will start when Event logo and save-the-date details are ready for release. Posts will be sporadic at first, but will really ramp up as the event draws near. Posts should be at a minimum of once a day during the month of the event.

Auction - Support Staff (6 positions)



Position Description: The event support staff will assist the Event Chairpersons with various tasks, including but not limited to:

- Attending first All-Committee Auction Meeting plus other required meetings if needed
- Prepping attendee packets the week of the event
- Set up at Event site, usually the day before or day of the event
- Assisting with Check-In, merchandise sales, and any area needed during the Event
- Assisting with Auction Check-Out
- Helping with breakdown/clean up after the event
- Close auction tables at the appropriate time

Hours Required: Varies, mostly the week of the event, including all day to set up, working during the event, and cleaning up after the event

FUNDRAISING—BLOCK PARTY April 17, 2026

Block Party - Chairpersons (2 positions)



MUST COMPLETE THE ONLINE CREDIT HISTORY CHECK THROUGH THE DIOCESE OF TUCSON

Position Description: The chairpersons will have the opportunity to help design the event. One chairperson will coordinate with the parish community. Events may include the food, games, Sugar Shack, DJ/Cake Walk and other activities for the school and parish community. The two chairpersons will report to the PALS Board Vice President and work together to complete the following:

- Oversee the food and beverage provisions (The food coordinator arranges for food and beverage.)
- Oversee the planning and organizations of regular meetings with coordinators
- Draft liquor license application
- Inform the PAL Coordinator of PALS who have not completed their commitments.
- Draft food permit applications including for food and bar areas
- Day of event, oversee set up and execution, financial clearance for credit card machine use
- Oversee wristbands, tickets, pre-sale and day of sales
- Meet after coordinator meetings to prep and prepare for meetings and event needs.
- Required to host all planning meetings
- Submit written post-event report to the PALS Board
- Parish Community Chairperson coordinates with a variety of parish groups to participate in the block party. Schedules performances of parish groups, staffing of an activity at the block party, and ensuring that the block party information gets into the parish bulletin.

Hours Required: Daytime availability during the weeks prior to the event is necessary and must be very flexible.

Block Party *Coordinators attend all planning meetings and attend the entire event

Position Description: Coordinators will be under the direction of the Block Party Chairpersons. Attendance is required at all planning meetings and must attend the event.

Block Party—Head Bartender Coordinator*



Position Description:

- Instruct the bartender crew on their duties.
- Take bartender server training three months prior to event
- Come up with special drink that matches event theme
- Order bar area supplies, cups, napkins, ice
- Order the bar and bar furniture
- Solicit bar donations from school families or local companies
- Set bar prices and send information to marketing coordinator for event signage
- Required to attend all planning meetings
- Count tickets at end of night and provide final count to chairpersons

Hours Required: Daytime availability during the weeks prior to the event is necessary and must be very flexible. Must be present for the entire event.

Block Party—Cake Walk Coordinator*



Position Description:

- Instruct any volunteers working with you on their duties.
- Update flyer information with requests for cake donations from specific grade groups
- Create and laminate 1-30 numbers and set up on event day
- Run cake walk on event day and coordinate with DJ
- Place names of winners on cakes to pick up at end of night
- Required to attend all planning meetings
- Count tickets at end of night and provide final count to chairpersons

Hours Required: Daytime availability during the weeks prior to the event is necessary and must be very flexible. Must be present for the entire event.

Block Party—Carnival Games Coordinators (2)*



Position Description:

- Instruct any volunteers working with you on their duties.
- Design, build and run carnival games
- Reserve a clown with face painting skills and balloon creations
- Obtain prizes through donations or purchase
- Set up and clean up from the event
- Required to attend all planning meetings
- Count tickets at end of night and provide final count to chairpersons

Hours Required: Daytime availability during the weeks prior to the event is necessary and must be very flexible. Must be present for the entire event.

Block Party—Field Equipment Coordinator*



The Equipment Coordinator organizes all inflatable rentals and will coordinate the necessary volunteers for rentals. The Coordinator must be available for the entire event, which includes set up and tear down.

Position Description:

- Instruct volunteers on their duties.
- Obtain quotes and confirmation from Jumpmaxx or inflatable company
- Liaison to receive and direct Jumpmaxx of placement of inflatables on field
- Responsible to ensure that field games are taken care of and kept in excellent condition
- Contact Salpointe student volunteer coordinator in January to inform them (or any organization) of upcoming events. Ask event to be posted to their system by a specific date. Work with high school students receiving Service Hours to operate each inflatable and ensure safety and proper use of inflatables.
- Responsible for coordination during and after event for pick-up of inflatables and stay on the field with Jumpmaxx until all inflatables are gone
- Order five to six industrial lights and work with company to set up on field in specific areas. Test lights and turn on during event and turn the lights off after event. Coordinate for pick-up
- Required to attend all planning meetings
- Count tickets at end of night and provide final count to chairpersons

Hours Required: Daytime availability during the weeks prior to the event is necessary and must be very flexible. Must be present for the entire event.

Block Party—Food Coordinator *



Position Description: Is responsible for creating a menu of various food items to sell at the event. Create an estimate and purchase all food items along with other items needed for the sale. Works along side Coordinator Assistants to prepare meals. Is responsible to help keep the food stand stocked and in top shape during the event as well.

- Instruct the Food Prep Assistants and all Food Stand PALS on their duties
- Plan the menu and pricing
- Send information to marketing coordinator for event signage
- Purchase, prep and cook food
- Provide food information to Chairs for food permit
- Coordinate with Food Crew
- Required to attend all planning meetings
- Count tickets at end of night and provide final count to Chairpersons

Hours Required: Daytime availability during the weeks prior to the event is necessary and must be very flexible. Must be present for the entire event.

Block Party—Talent Show Coordinator* (1 position)



Position Description:

- Instruct all volunteers working with you of their duties.
- Create the flyer to solicit talent
- Coordinate and follow up with students for assigned slots and music needs
- Create judge form and secure three judges
- Announce acts and emcee the event and all entertainment acts
- Obtain award prizes and coordinate free dress slips with the principal
- Work with school sound engineer for training and assistance with equipment
- Required to attend all planning meetings
- Count tickets at end of night and provide final count to chairpersons

Hours Required: Daytime availability during the weeks prior to the event is necessary and must be very flexible. Must be present for the entire event.

Block Party—Set Up Coordinator *(1 position)



Position Description:

- Instruct Set Up Crew of their duties.
- Report after student drop off to the event and coordinate with your set up crew to work with all coordinators
- Put up banners and signs
- Set up booths, tables, chairs, bar furniture, signs
- Assist other coordinators as needed
- Required to attend all planning meetings

Hours Required: Daytime availability a few days prior to the event. Remain for the event until excused by the Chairpersons.

Block Party—Clean Up Coordinator* (1 position)



Position Description:

- Instruct any volunteers working with you of their duties.
- Arrive 30 minutes before event starts and ensure bathrooms are cleaned and stocked throughout event
- Empty trash cans placed throughout the school
- Trash bins are emptied during the event
- Clean up and take down tables, chairs, signs
- Clean all areas and restore school furniture back to proper placing.
- Required to attend all planning meetings

Hours Required: Daytime availability a few days prior to the event. Remain for the event until excused by the Chairpersons.

Block Party—Marketing Coordinator* (1 position)



Position Description:

- Work with each coordinator to update their flyer information needs
- Design all marketing materials, flyers, digital and print needed to share with school families and parish community
- Coordinate with printing company to create large Count Down Banner, Sponsor Banners, and signs for each event needs and pricing
- Responsible for changing out numbers daily on count down banners
- Required to attend all planning meetings
- Count tickets at end of night and provide final count to chairpersons

Hours Required: Daytime availability during the weeks prior to the event is necessary and must be very flexible. Must be present for the entire event.

Block Party—Sugar Shack Coordinator* (1 position)



Position Description:

- Inform Sugar Shack Assistants of their duties
- Create fun and attractive booth that sells sweets, treats, and small items
- Solicit sweets and treats from local businesses
- Purchase and make sweets and treats
- Purchase small novelty items
- Plan the menu and pricing and send information to marketing to create poster
- Required to attend all planning meetings
- Count tickets at end of night and provide final count to chairpersons

Hours Required: Daytime availability during the weeks prior to the event is necessary and must be very flexible. Must be present for the entire event.

Block Party - Solicitation of Sponsorships* (1 position)



Position Description:

- Create google form of sponsors to contact
- Create sponsor tiers and benefits letter
- Solicit and track sponsor responses and levels to Marketing Coordinator to print banners with business logos
- Work with Principal on placement of banners at school.
- Required to attend all planning meetings and additional sponsorship meetings that may begin in January

Hours Required: Daytime availability during the weeks prior to the event is necessary and must be very flexible. Must be present for the entire event.

Block Party—THE CREW

CREW—Bartenders (2 positions)



Position Description:

- Communicate with the Bartender Coordinator
- Follow the instructions of your Coordinator

Hours Required: Daytime availability during the day of the event. Must be present for the entire event.

CREW—Carnival Games Workers (4 positions)



Position Description:

- Communicate with the Carnival Games Coordinator
- Follow the instructions of your Coordinator

Hours Required: Daytime availability during the day of the event. Must be present for the entire event.

CREW—Food Prep Assistants *(2 positions)



Position Description: In advance of the event, supports the Food Coordinator as directed. Works along with the Food Coordinator on the day prior to the event to help prepare items to be sold at the Block Party Event. Helps with cleaning and washing of items used in the preparation of the meals. On the day of the event, helps with finalizing prep items and helps set up the food stand area at the event site.

CREW—Food Stand—Grill Persons (2 positions)



Position Description: Follows the Food Coordinator as directed. Heat/Cook food items on site depending on what is on the menu

CREW—Food Stand—Vendors (3 positions)



Position Description: Follows the Food Coordinator as directed. Works the food stand, fulfills the patrons orders as they arrive.

Block Party— THE CREW (Continued)

CREW—Food Stand—Kitchen Clean Up Crew (2)



Position Description: Follows the Food Coordinator as directed. Helps bring in items from the event site to the kitchen. Puts away leftover items, washes any pans, pots and other items used from the kitchen. Helps leave the kitchen clean and in good order. Works after event until completed.

CREW—Sugar Shack Assistants (2 positions)



Position Description:

- Communicate with the Sugar Shack Coordinator
- Follow the instructions of your Coordinator

Hours Required: Daytime availability during the day of the event. Must be present for the entire event.

CREW—Saturday Deep Cleaning Crew (6 positions)



Position Description: Deep cleaning crew members will be assigned by the Chairpersons on specific clean up jobs that must be completed on Saturday after the event to return the facility to pre-event condition. The crew will report to the school facilities manager.

Hours Required: Full day on the Saturday after the Block Party.

CREW—Set Up Crew (4 positions)



Position Description:

- Communicate with the Set Up Coordinator in advance of the event
- Follow the instructions of your Coordinator

Hours Required: Daytime availability during the day of the event. Must be present for the entire event.

CREW—Tear Down Crew (6 positions)



Position Description: Check in and out with the Clean Up Coordinator Your assistance will ensure a clean and organized event site after the event. This will include dismantling of decorations, properly folding and stacking chairs, properly folding and stacking tables, packing supplies, removing trash, sweeping, and spraying down spills. Also, items will need to be packed away and moving equipment to the appropriate places. Additional duties may be required. Wear appropriate attire (closed toe shoes and clothing you don't mind getting dirty).

Hours Required: 3-4 hours after the Block Party closes.

Block Party— THE CREW (Continued)

CREW - General Crew (20 positions)



Position Description: General Crew members check in and out with one of the Chairpersons. Events will include food, games, and activities for St. Cyril community. General crew members will help set up, work with various event centers, and clean up after the event.

Hours Required: Full day on day of event

FUNRAISING—FUN RUN February 20, 2026

Fun Run - Chairpersons (2 positions)



Position Description: The Chairpersons will work together to organize the St. Cyril School Event. They will be responsible for the preparation and execution of the event, direct liaison to the PALS Board, and St. Cyril School administrative leadership. More specific responsibilities include:

- Oversee and coordinate event committee activity including Decorations, Graphic Design, Database/Technology and Social Media & Communications.
- Oversee event budget, including all income and expenses. Work with school finance manager and PALS Board to approve budget
- Pre-approve all vendor contracts prior to submitting to administration for approval and payment
- Conduct monthly organizational meetings during the year to prepare for the event, beginning 3 months prior to event date
- Provide report to PALS Board prior to the monthly PALS Board meeting before the event through the event with updates. Meetings are held at school at 3:30 pm
- Report to the PALS Board Vice President on fun run status
- Market and promote the event to St. Cyril School families
- Maintain contact with faculty and staff regarding status and timeline for the event
- Coordinate timing of event, including set up, logistics during the event, take down, etc.
- Communicate with committee members
- Provide post-event report for the PALS Board
- Ensure other event administrative items are completed
- The second chair will assume the responsibilities of the lead chair if the lead chair is unable to attend a planning meeting.

Hours Required: Attends all organizational meetings starting 3 months before the event through the post wrap-up.

Fun Run—Entertainment/Marketing Coordinator (1 position)



Position Description: The coordinator obtains a DJ and other motivational/hype personnel/programs to get the students excited for the event.

Hours Required: As determined by the chairpersons

Fun Run—Fundraising Coordinators (2 positions)



MUST COMPLETE THE ONLINE CREDIT HISTORY CHECK THROUGH THE DIOCESE OF TUCSON

Position Description: The coordinator manages donations, contributions, and prizes. Updates classes/department on progress, helps to hype up departments, and distributes prizes.

Hours Required: As determined by the chairpersons

Fun Run—Event Helpers (5 positions)



Position Description: The helpers assist the lead with picking up items for the event, help set up, tear down and clean up after the event.

Hours Required: As determined by the chairpersons

Lunch descriptions have been revised for the 2025-2026 school year.
Please read them carefully.

LUNCH

Lunch PALS—Kindergarten (8 positions)



Important Note—All Lunch PALS must sign-in and sign-out at the school office each day of PALing commitment.

Position Description: This position requires successfully completing a lunch orientation. This position is responsible for assisting the Kindergarten aides during the lunch/recess period. PALS will accompany children to the field for recess and check that the Break Room has been tidied. PALS should arrive approximately 1/2 hour before lunch time and remain approximately 1/2 hour after lunch to facilitate clean up and recess.

Hours Required: Once per week for approximately two hours. Lunch times vary slightly Monday-Thursday.

Lunch PALS (16 positions) Please read carefully!



Important Note—All Lunch PALS must sign-in and sign-out at the school office each day of PALing commitment.

Position Description: This position requires successfully completing a lunch orientation. Lunch PALS are responsible for preparing the serving area(s) for lunch on a specified day (Monday – Thursday), serving student lunches and cleaning the serving areas and Ramada after lunch. This would include wiping tables, sweeping and mopping as needed. Lunch PALS would also label unclaimed food with student names. ALL extra food should be taken to the office. Lunch PALS will receive an email/phone number list of Lunch PALS. If a PAL is unable to attend on their specific day, it is the Lunch PAL’S responsibility to find a replacement PAL by switching days with another Lunch PAL from a different day. There will be 4 Lunch PALS per day to complete the list of Lunch PAL responsibilities. All Lunch PALS should arrive at the same time to perform the pre-lunch duties.

Hours Required: Once a week from approximately 10:30 a.m. - 12:35 p.m.

OFFICE/HEALTH ROOM

Health Room PALS (4 positions)



Position Description: The Health Room PALS will work in the health office; dispensing medication as directed, attending to minor injuries and children's needs. PALS could also help with charting, filing and forms. A medical background is not required and training is provided by the health office coordinator at the beginning of the school year. This position requires a proficiency in reading, writing and speaking English.

Hours Required: Up to 3.5 hours per week. Specific hours determined by the health office personnel.

Marketing PALS (2 positions)



Position Description: The candidates for this position should have some marketing background and strong communication skills. PALS should have experience working with a team and completing individual tasks for projects. Duties would include, but are not limited to: capturing moments in photos and text to be used for social media, helping with special events, attending weekly meetings with the Communication Team/office. Schedule must be flexible. Works under the direction of the communications coordinator or school administration.

Hours Required: Flexible, would include a weekly meeting with the Communications Supervisor.

Office PALS (4 positions)



Position Description: This position reports directly to the office staff and will assist the school office by performing various administrative tasks including, but not limited to:

- Running the copy and laminating machines
- Performing needed office/school related jobs
- Preparation of the School Express
- Sorting Lost and Found items
- Organizing the office closet

Hours Required: One day a week: Monday, Tuesday and Thursday 8:00 am—11:30 am, Wednesday from 11:45 am—2:45 pm. Requested days may change due to school needs.

Uniform Swap/Sale Coordinator (1 position)



Requires credit history check yearly through the Diocese of Tucson.

Position Description: Coordinate and plan 3 to 4 swap/sale days throughout the year. (Ideally one at beginning of school year, in January, and one at end of school year.) Manage, fold, wash (if necessary) items to be sold. Handle any money and sales of clothes. Supervised by office staff.

Hours Required: Varies, but must check in with office staff weekly

Uniform Swap/Sale Assistant (1 position)



Requires credit history check yearly through the Diocese of Tucson.

Position Description: Assist the Coordinator -plan 3 to 4 swap/sale days throughout the year. (Ideally one at beginning of school year, in January, and one at end of school year.) Manage, fold, wash (if necessary) items to be sold. Handle any money and sales of clothes. Supervised by office staff.

Hours Required: Varies, but must check in with office staff weekly

PARISH POSITIONS

Altar Server Coordinator for Weekend Masses (1 position)



Position Description: Involves coordinating the schedule for 4 Masses per week which means:

- Emailing all families to get their availability or non-available dates
- Keep an updated Altar Server calendar in the sacristy
- Arranging altar server training once or twice a year (this must be coordinated with the priest)
- Make sure Altar closet is neat and organized

Hours Required: Sundays from 11:00 a.m. to 1:00 p.m., August through April, and special RE.

Catechist Assistants (2 positions)



Position Description: Subject to approval of Parish Religious Education Coordinator, this position assists the classroom catechist. Specific tasks include:

- Assisting catechist at weekly Sunday School classes for 26 weeks
- Assisting with annual registration and special celebrations
- Attending Catechist training session and meetings are mandatory

Hours Required: Sundays from 11:00 a.m. to 1:00 p.m., August through April, and special RE.

Collection Counters (4 positions)



MUST COMPLETE THE ONLINE CREDIT HISTORY CHECK THROUGH THE DIOCESE OF TUCSON

Position Description: Helps sorting and counting the parish Sunday collection and second collections when necessary. The four counters work together with the Parish Business Manager but handle different parts of the collection. The position requires an annual credit check, basic math skills, a sense of detail, and maintaining strict confidentiality.

Hours Required: Every Monday (Tuesday if Monday is a holiday) from 8:00 a.m. to 10:30 a.m.

Collection Counters II (2 positions)



MUST COMPLETE THE ONLINE CREDIT HISTORY CHECK THROUGH THE DIOCESE OF TUCSON

Position Description: Assists the Parish Business Manager with deposits for Parish and School. The position requires an annual credit check, basic math skills, a sense of detail, and maintaining strict confidentiality.

Hours Required: Every Wednesday or Thursday from 8:00 a.m. to 10:30 a.m.

Vacation Bible School Director (1 position)



Position Description: Responsible for planning and overseeing all details to ensure that the Vacation Bible School flows smoothly. Works with the parish staff, crew leader director and station leaders on publicity, registration, training, collecting supplies, set up and decorating, coordinating staff and station leaders. During the course of the program, the Director must be available to ensure everything runs smoothly. At the conclusion of the week, the Director will prepare a summary to be used for the following year.

Hours Required: Varies but includes organizational meetings to ensure success of event; includes attendance during the week of VBS from 12:00 PM until 5:00 PM each day on dates to be determined in June.

Vacation Bible School Coaches (2 positions)



Position Description: A facilitator who ensures that the Station Leaders are fully equipped to make their daily presentations run smoothly. There are four stations in total. Each Coach will be responsible for two stations. Coaching includes the following:

- Working closely with Station Leaders
- Collecting necessary supplies
- Setting-up and decorating stations
- Being available to assist leaders during daily sessions

Hours Required: Varies but includes organizational meetings to ensure success of event; includes attendance during the week of VBS from 12:00 PM until 5:00 PM each day on dates to be determined in June.

St. Vincent de Paul Food Drive Team (2 positions)



Position Description: Plans, publicizes, organizes and implements three food drives (one each trimester) to benefit the St. Cyril Saint Vincent de Paul pantry. Duties of this team will include informing school office, teachers, students and their parents about the food drives, scheduling regular times to collect the donated food, check food expiration dates, discard and dispose of expired food or food with damaged packaging, transport food to the pantry shed and store it in an organized way.

Hours Required: Varies. Team will meet periodically with a representative of Saint Vincent de Paul to discuss their progress and any other issues relevant to the food drives. Must be available during school hours and for meetings with the team usually on Fridays.

MISCELLANEOUS

Art Show Coordinator (1 position)



Position Description: This position works and plans the yearly art show with the art teacher. (Art Show starting date—April 13, 2026) They will coordinate a school wide art show which includes organizing any volunteers, matting and displaying art, marketing and creating banners. Once the show has finished, they will assist with taking all artwork down, removing any mats used on the art, removing any posters used, attending the event, breaking down and cleaning any area setup for the show, and returning all student work back to the art room.

Hours Required: This is a full commitment. Therefore, the Art Show Coordinator will meet with the Art teacher monthly starting in September and throughout the school year for event planning. With the input of the art teacher, a once per week (AM or PM) time period will be assigned during March through April. Extra hours will be needed as the Art Show approaches.

Artsonia Coordinator (1 position)



Position Description: This position will assist in curating the online exhibition of art on Artsonia. The first half of the position will involve taking digital pictures of all student work at the school. The second half requires digital skills for uploading all photographed artwork to the Artsonia website which can be done at home. The coordinator will be cropping all photographed images and adjusting the brightness. The Artsonia program will also need to be marketed to the community.

Hours Required: The Coordinator will be on campus once per week and meet monthly with the art teacher. ** The coordinator must bring his/her own digital camera.

Athletics -Track and Field PAL (1 position)



Position Description: PAL would assist coaches during practices and with track meets. This could include supervision of students at specific track events, attendance at track meetings, organizing students for meets, etc.

Hours Required: Attend all practices and track meets.

Book Fair PALS (4 positions)



MUST COMPLETE THE ONLINE CREDIT HISTORY CHECK THROUGH THE DIOCESE OF TUCSON

Position Description: Book Fair PALS will coordinate with the Media Center Specialist to help set, monitor students, assist with purchases, tear down and close out the event. The position is for **both** Book Fairs (Catholic School Week and at the end of the year)

Hours Required: Weekend availability may be required for set up and tear down. During the week days, the Book Fair may be open 7:30 am—4 pm, or later. Please ensure you have availability during these days and times. The Media Center Specialist will work with Book Fair PALS to coordinate schedules. Catholic Schools Week is the last week of January and the second Book fair is late April or early May.

Break Room PAL (1 position)



Position Description: The PAL will inventory break room supplies, communicate with Hospitality members of the PALS Board on needed items, stock faculty refrigerator, and tidy the break room as needed.

Hours Required: 1 - 3 pm on Tuesday and Thursday

Catholic Schools Week PALS (3 positions)



Position Description: This position will meet with the Communications personnel during the first week of December and assist in the planning, coordinating and executing the week's events. With a full week of celebrations PALS should be available to help coordinate days and events with staff support.

Hours Required: Varies

Choir PAL (Tuesday practice and Wednesday Mass) (1 position)



Position Description: Choir PALS assist with practice after school each week and will escort students from the school to the church. They must remain present for the duration of practice. On Wednesdays the PAL's main function is to monitor students and respond to requests such as needing to go to the nurse or the restroom. Works closely with the Choir Director.

Hours Required: Days of Service would be Tuesday, 2:40—3:25 PM and Wednesday, 7:45 AM—9 AM. Times may vary, to be determined by the choir director.

Christmas Concert/ Las Posadas PALS (2 positions)



Position Description: During November and December, the PAL will help school staff which includes:

- Attending all meetings scheduled by Christmas Concert/Las Posadas coordinator
- Assisting with practices and teaching dances
- Assisting with costume Events Coordinators
- Assisting with organization of students during practices or the event.

Hours Required: Meet with Enrichment teachers in October to create the PALS' schedule

Dads On Duty (4 positions— 1 PAL per day)



Position Description: Available during all scheduled lunch breaks (K-8). The safety of the students is # 1. This position would assist with supervision of students during their lunch playground break. **The dads (or male figures)** would be willing to attend some training for anti-bullying and conflict resolution. Duties would include, but not limited to, supervising students on the court or field, checking out/in equipment for students to use at break, and deal with minor first aid issues and encourage sportsmanship. The candidates would work closely with department liaisons and the athletic director. Duties would also include notifying liaisons or the athletic director of any unresolved break issues or concerns. In a supervisory role, the dad would not engage in playing games with students or using cell phones during their supervision role.

Hours Required: Select day of service - Monday, Tuesday, Wednesday or Thursday during all department lunch breaks. (11:00 am—12:30 PM)

Ice Cream Social Events PALS (5 positions)



Position Description: Crew members will assist the Hospitality members of the PALS Board. This will include:

- Attending meetings called by the Hospitality members
- Arriving at the event when directed until the event is over
- Providing needed materials for the event
- Setting up for the event
- Working during the event
- Cleaning up after the event and dismissed by the Hospitality members
- **Must work both Fall & May events** to receive the full credit

Hours Required: These hours of service and preparation days will be determined by the Hospitality members.

Maintenance SATURDAY PALS (8 positions)



Position Description: This position will perform basic maintenance and custodial tasks directed by the school maintenance personnel, and though it does not require expert maintenance training, it does require individuals to perform some tasks with physical requirements.

Hours Required: The maintenance PALS will work from approximately 7:30 am - 9:30 am, August—May) one Saturday/month that will be determined by the school at the beginning of the year.

Maintenance SUMMER PALS - (4 positions)



Position Description: This position will perform basic maintenance and custodial tasks directed by the school maintenance personnel, and though it does not require expert maintenance training, it does require individuals to perform some tasks with physical requirements.

Hours Required: Each summer PAL will be able to choose their own 4 days during the summer. Times and days will need to be scheduled in advance with the maintenance personnel. Each day will consist of four hours of work.

Mass PALS - School and Special Masses (2 positions)



Position Description: This position requires the candidate(s) to be Catholic, familiar with the Catholic Mass, and attend training on procedures. In addition to Sacristan, the PALS would be in charge of supervising student greeters/helpers and additional tasks that may come up in this role. The PAL would need to be present at the Wednesday and special school Masses. Those in the position would work together to make sure that there is supervision/Sacristan for all designated times. This position would work closely with religion teachers and parish priests to fulfill this commitment.

Hours Required: Meet with the religion teacher in August to create the PALS' schedule

New Family Ambassador Committee (5 positions)



Position Description: Focused on ensuring that all new families feel they are part of the St. Cyril School community, the New Family Ambassador program is set to begin with the start of the school year. Ambassadors are assigned by department and you must have had a child in the assigned department during a prior academic school year. Department assignments include (1) Kindergarten (1) Primary (1) Intermediate (1) Advanced Intermediate and (1) Junior High. Specific duties to include:

- Work with the New Family Ambassador Coordinator
- Work the new family event in August
- Attend periodic PALS Board meetings when coordinator is not available
- Contact new families at the beginning of the school year and arrange one-on-one meetings to welcome them to St. Cyril School
- Help department coordinator with department potluck to further integrate new families
- Meet and greet new families who enter during the school year on their first day of school and help with the every day routine.
- Contact new families throughout the year to promote school events and activities and encourage them to attend to further integrate themselves into the community

Hours Required: Varies

Yearbook PAL (1 position)



Position Description: This PAL works with the school's yearbook advisor and staff members to produce the annual yearbook. Specific duties are to be determined with the advisor. This PAL works with the yearbook class from August—April with some extra time from January to early April. This PAL will work on organizing, proofreading and spearheading sponsorships.

Hours Required: As needed August—April. More time is needed from January through early April. A meeting with the yearbook advisor will set the schedule of meetings for the year.