



Parent Volunteer Association

Parent Registration Packet



2017 – 2018

- PVA Overview**
- Volunteer Opportunities**
- Order Forms**

Charleston Catholic High School



August 2017

Dear Charleston Catholic Parents,

The Parent Volunteer Association (PVA) is the parent-volunteer service organization at Charleston Catholic. We look forward to working with you, students, faculty, and staff at CCHS during this new school year. Whether you are a “veteran” family with your youngest child finishing up high school, or a new family entering Charleston Catholic for the first time, we warmly welcome you. We applaud your decision to enroll your children at CCHS. Now, why not become involved as a *parent volunteer* at Charleston Catholic?

There are many volunteer opportunities for the parents of CCHS students each school year. This PVA Parent Registration Packet outlines the variety of volunteer opportunities for you. Please take the time to read through the packet. When you see a volunteer opportunity of interest to you, fill out the volunteer form and return it to the school office. You will be contacted by a chairperson or committee member associated with that specific activity. You do not need to volunteer for *everything*! But do please consider volunteering for *something*. Volunteers are the lifeblood for all of our PVA programs!

The PVA Parent Registration Packet also lists the PVA Steering Committee and General Board members for 2017-2018. Do not hesitate to contact them if you have any questions about the various PVA-sponsored activities. Additionally, an overview of the “work” of PVA is detailed in the “Behind – the – Scenes with the PVA” section of this packet. Please read this section for a better understanding of the PVA.

In this packet, you will also find order forms for the various items sold by the PVA. Items sold include white polo uniform shirts, green polo team shirts, logo fleece jackets, CCHS cookbooks and CCHS Christmas tree ornaments. Please note that white polo uniform shirts *must* be purchased through PVA. Students purchasing uniform polos elsewhere will be considered out of uniform.

Our PVA Parent Registration Packet is also located on the CCHS website. If you misplace this packet or decide to volunteer in additional areas as the school year unfolds,

it is easy to go to the PVA section of the CCHS website and download the desired forms.
The web address for the CCHS website is: <http://www.charlestoncatholic-crw.org>.

We look forward to an exciting school year and extend a warm welcome to all of our
volunteers!

Sincerely,

Tasha Agnew, Mary Blaydes, Bill Flanery,
and Cindy Keith
PVA Steering Committee for 2017-18

PVA BOARD 2017–18

Steering	Tasha Agnew, Mary Blaydes, Bill Flanery, & Cindy Keith
Athletics	
- Letters, Ribbons, Pins	Dorothy Pile, Jessica Litton
- Green Polos	Christi Preston
- Team Parent Coordinator	Shannon Elliot
Baccalaureate Reception	Paula Durst & Nichole Custer
Cafeteria	Kim Javins
Correspondence	Melissa Stephens
Catholic Schools Week	Miri Hunter & Jaime Bowman
CCHS White Polos	Marsha Hoyer
CCHS Logo Jackets	Samantha McCarty
Hospitality	Leighann Hamrick, Niki Kurten, Marsha Blakley, Tera McCown, Tracy Zachwieja, Diane Nester, Rosie Kardos, Karrah Pauley, JoAnn Bragg, Pam Delgra, & Traci Strickland
King Cakes	Kathy Atassi
Project Graduation	Ericka Brown
Read Aloud & Library Boosters	Helen Kesari
Scrapbook	<i>Open</i>
Shamrock Sharing Committee	Krista Black
Sports Passes	Lynn Brookshire
Student Directory	Melinda Kiss

Behind - the - Scenes with the Parent Volunteer Association (PVA) 2017-2018

From the first minutes of August Registration 2017 until the closing moments of the Moving Up reception in June 2018, the PVA is hard at work. Each CCHS family pays annual PVA dues of \$75. It makes sense, therefore, to ask these two questions:

- 1) *What exactly is the “work” of PVA?*
- 2) *How is the money from the dues distributed?*

PVA maintains records:

- ✓ The Letters and Pins Co-Chairpersons each communicate with coaches about each athlete’s eligibility for a varsity letter or pin (high school level) or varsity letter and participation ribbon (middle school level). The chairpersons order pins, letters, and ribbons and prepare them for distribution at end of season team celebrations. PVA underwrites the cost of letters, pins, and ribbons.
- ✓ The Student Directory Chairperson compiles all pertinent information and arrange for the printing and distribution of the Student Directory. PVA underwrites the cost of the directory. The directory for last year cost \$505.

PVA spreads hospitality:

- ✓ The Hospitality Committee hosts the reception held on Back to School Night. This busy committee also coordinates and hosts luncheons for the faculty on the first day of school, in November during Teacher’s Conferences, and at Christmas. The Hospitality Committee remembers teachers’ birthdays by providing a special treat around St. Patrick’s Day. PVA underwrites portions of the Hospitality Committee’s costs.
- ✓ The King Cakes Committee bakes delicious, homemade traditional King cakes which are served to students, faculty, and staff on Fat Tuesday.

PVA simplifies:

- ✓ The Team Parent Coordinator works with coaches and the Athletic Director to communicate team lunch schedules and guidelines and inform team parents of their responsibilities.

PVA serves:

- ✓ The Cafeteria Chairperson schedules all volunteers working in the school cafeteria.

PVA celebrates:

- ✓ The Baccalaureate Reception Committee oversees the arrangements and preparations for this reception held at CCHS after the Baccalaureate Mass. All graduates and guests are invited and attendance averages 400 people. The cost of the Baccalaureate Reception for the Class of 2017 was \$3,085. PVA underwrites the cost of this lovely annual event.
- ✓ The Project Graduation Committee plans and hosts an all-night lock-in for the new graduates immediately following commencement. It is an evening of

swimming, karaoke, basketball, memories, and delicious food. The lock-in provides a safe and fun-filled opportunity for the graduating class to be together one last time. The cost for Project Graduation for the Class of 2017 was \$4,269. PVA underwrites the cost of this memorable event.

PVA sells:

- ✓ PVA has different chairpersons in charge of the sales and distribution of white uniform polo shirts, green polo shirts for athletic or academic teams, and logo jackets.
- ✓ PVA also sells and delivers Charleston Catholic Christmas ornaments and Charleston Catholic's cookbook.
- ✓ Sports passes are sold each year by PVA. PVA does not receive any money from the sale of the sports passes. PVA underwrites the cost for production of the passes.
- ✓ All profit is used to further fund PVA-sponsored programs, projects, and activities.

PVA remembers:

- ✓ The Correspondence Chairperson sends a note of congratulations, encouragement, or comfort to others in the CCHS community experiencing moments of success, stress, or sadness.
- ✓ The Scrapbook Chairperson chronicles the year in academics, sports, community involvement and other areas. Newspaper and magazine articles about our students, faculty and staff, administrators, and graduates are compiled and placed into a scrapbook. The prior year's scrapbook is kept in the CCHS office for viewing. Older scrapbooks are kept in the CCHS library. These are also available for your viewing.

PVA enriches:

- ✓ The Read Aloud Chairperson works with the Middle School faculty and parent volunteers to implement a schedule of trained readers to come to the classrooms bi-weekly.
- ✓ The Library Boosters Chairperson works with the CCHS librarian. Books are selected for purchase with funds contributed by library boosters. Nameplates are affixed inside each book with the booster's name and personal message. In addition, PVA previously funded the purchase of a CoLibri book covering system for \$2,049 to preserve the library books.
- ✓ The Catholic Schools Week Co-Chairpersons plan and implement a community service project held during Catholic Schools Week. This project benefits local groups and involves CCHS students, faculty, and parents. In 2017, Manna Meal, Trinity's Table, the Gabriel Project, Sojourner's, Covenant House, and Catholic Charities of West Virginia received generous donations of items such as canned foods, peanut butter, diapers, baby formula, toiletries, and cleaning supplies.
- ✓ PVA purchases banners celebrating the athletic accomplishments of our CCHS students. These banners are prominently displayed at the CCHS athletic facility.

PVA has spent over \$3,000 to fund banner purchases since 2011. We have a LOT of winning teams!

- ✓ From time to time, PVA financially supports special projects at CCHS. Over the past few years, PVA contributed \$4,700 to remodel and upgrade the faculty restroom, \$1,000 on electrical upgrades in the Commons, \$1,000 on a new table for the faculty lounge, \$2,500 for a new ice machine for the school, and \$10,000 for the purchase of a new copier. We also purchased new tablecloths for the cafeteria totaling \$3,768, maintained the upkeep of the AED system at the athletic facility, and added a new one in the main building of the school, and contributed \$1,500 to the scholarship honoring former principal, Debra Sullivan. In 2016, PVA contributed \$20,000 to the Building on Excellence campaign. In 2017, PVA contributed \$9,900 towards the purchase of a video camera security system and \$2,239 in Wish List items for the school. Some of the items purchased in 2017 included chairs for the scorers' table at the athletic facility, practice questions for our winning Quiz Bowl team, art supplies, French books, yearbook supplies, and supplies for our kitchen staff.

As you look around CCHS, you will see the impact of PVA everywhere. The Steering Committee members, General Board members, and committee volunteers work very hard. Why not join us?

6th GRADE PARENT PROJECT (Back to School Night Reception)

The 6th grade parents traditionally provide the baked goods and beverages served in the Commons at the conclusion of Back to School Night. Due to on-going renovations in the Basilica, this year's ***Back to School Night for middle school parents will be held on Thursday, August 24, 2017, at 7:00 p.m. Back to School Night for high school parents will be held on Monday, August 28, 2017, at 7:00 pm.*** The PVA Hospitality Committee will set-up, serve, and clean-up.

We ask the following of our 6th grade families:

If your student's last name begins with a letter from A through K, please send in *two dozen treats* on **Thursday, August 24, 2017**. We ask that you send them in a disposable container. You or your student may leave them on the table outside the school office or bring them down to the cafeteria. Please label the container "Back to School Night" and deliver to school by 1:30 p.m. on **August 24th**.

If your student's last name begins with a letter from L through Z, please send in *one dozen small bottles of water*. You or your student may leave the bottles on the table outside the school office or bring them down to the cafeteria. Please deliver to school by 1:30 p.m. on **August 24th**.

Thank you, 6th grade families. Welcome to Charleston Catholic!

7th GRADE PARENT PROJECT (“Moving Up” Reception)

Parents of the 7th grade students traditionally host the reception for the 8th grade students and their families following the “Moving Up” ceremony. Our 8th Graders will move up to high school and we will say goodbye to them in a special way on *Friday, June 1, 2018*.

This reception is simple with homemade sweets and lemonade or punch as the refreshments. A few decorations and warm hospitality are all that is needed.

Would you like to volunteer to bake, serve, set-up, or clean-up? Just return this form to school and you will be contacted next spring.

1) My name:

My home phone:

My work phone:

My cell phone:

My email:

2) Circle and complete **A** or **B**:

A. ____ I completed VIRTUS training in ____ (month)/ ____ (year)

____ school	Specify _____
____ church	Specify _____
____ pastoral center	Specify _____
____ other	Specify _____

_____ signature

_____ print name

B. ____ I have not yet completed VIRTUS training. I understand that VIRTUS training is mandatory for all adults volunteering at CCHS as well as throughout the Diocese of Wheeling - Charleston. I will complete this training as soon as possible and will notify a member of the PVA Steering Committee when I have done so. I understand that I will not be placed in any volunteer capacity at CCHS until I complete my VIRTUS training.

_____ signature

_____ print name

8th GRADE PARENT PROJECT (Catholic Schools Week)

Chairpersons: Miri Hunter and Jaime Bowman

This year, Catholic Schools Week is *January 28 to February 3, 2018*. During Catholic Schools Week, the PVA reaches out to the community around us and participates in an act of community service. In past years, the PVA has coordinated back pack, lunch box and school supplies drives, collected gently used sports equipment for area after-school centers, and collected items for elderly citizens residing in assisted living facilities in the area. In 2017, CCHS families generously donated items such as canned foods, peanut butter, diapers, baby formula, toiletries, and cleaning supplies to Manna Meal, Trinity's Table, Sojourner's, the Gabriel Project, Covenant House, and Catholic Charities of West Virginia.

If you would like to work with our chairpersons as a member of this committee, please fill out the form below and return the completed form. You will be contacted as Catholic Schools Week draws closer.

Please fill in the information below and return this sheet to the school office.

1) My name:

My home phone:

My work phone:

My cell phone:

My email:

2) Circle and complete **A** or **B**:

A. ____ I completed VIRTUS training in ____ (month)/____ (year)

@ ____ school	Specify _____
____ church	Specify _____
____ pastoral center	Specify _____
____ other	Specify _____

print name

signature

B. ____ I have not yet completed VIRTUS training. I understand that VIRTUS training is mandatory for all adults volunteering at CCHS as well as throughout the Diocese of Wheeling - Charleston. I will complete this training as soon as possible and will notify a member of the PVA Steering Committee when I have done so. I understand that I will not be placed in any volunteer capacity at CCHS until I complete my VIRTUS training.

print name

signature

9th GRADE PARENT PROJECT (Baccalaureate Reception)

Chairperson: Paula Durst and Nichole Custer

The Baccalaureate Reception is traditionally hosted by the 9th grade parents. Lots of preparation is required for a successful Baccalaureate Reception! All the preparation is worth the joy it brings to our seniors, their families, and guests as they enter the Commons after the Baccalaureate Mass. The Baccalaureate Reception will be held in the evening on *Thursday, May 24, 2018*.

Won't you join us in preparing the Baccalaureate Reception for the Class of 2018?

Please fill in the information below and return this sheet to the school office. You will be contacted at the start of the second semester.

1) My name:

My home phone:

My work phone:

My cell phone:

My email:

2) Circle and complete **A** or **B**:

A. ____ I completed VIRTUS training in ____ (month)/____ (year)

____ school	Specify _____
____ church	Specify _____
____ pastoral center	Specify _____
____ other	Specify _____

print name

signature

B. ____ I have not yet completed VIRTUS training. I understand that VIRTUS training is mandatory for all adults volunteering at CCHS as well as throughout the Diocese of Wheeling - Charleston. I will complete this training as soon as possible and will notify a member of the PVA Steering Committee when I have done so. I understand that I will not be placed in any volunteer capacity at CCHS until I complete my VIRTUS training.

print name

signature

10th GRADE PARENT PROJECT (Project Graduation)

Chairpersons: Ericka Brown

The 10th Grade parent project is planning and hosting Project Graduation for the Class of 2018. This is an all-night lock-in which will be held at the Charleston YMCA on **Friday, May 25, 2018**, from 10:00 p.m. until 4:00 a.m. This event is intended to be the final send-off for our new graduates and a fun-filled night where they can safely gather together one last time. The parents working on this event will tell you that they enjoy it as much as the graduates! You will be contacted early in the second semester to work on this project.

Just complete the information below and return this form to the school office.

1) My name:

My home phone:

My work phone:

My cell phone:

My email:

2) Circle and complete **A** or **B**:

A. ____ I completed VIRTUS training in ____ (month)/ ____ (year)

____ school	Specify _____
____ church	Specify _____
____ pastoral center	Specify _____
____ other	Specify _____

print name

signature

B. ____ I have not yet completed VIRTUS training. I understand that VIRTUS training is mandatory for all adults volunteering at CCHS as well as throughout the Diocese of Wheeling - Charleston. I will complete this training as soon as possible and will notify a member of the PVA Steering Committee when I have done so. I understand that I will not be placed in any volunteer capacity at CCHS until I complete my VIRTUS training.

print name

signature

CAFETERIA VOLUNTEERS 2017-18 SCHOOL YEAR

****Please return this form no later than Friday, August 18, 2017****

Chairperson: Kim Javins

- Two volunteers are needed on Monday
- Three volunteers are needed Tuesday – Friday
- Lunch Duty is 10:15 AM – 12:45 PM. The third volunteer works Tuesday-Friday serving from 11:15 AM – 12:45 PM.
- Return this form to the CCHS office

VOLUNTEER’S NAME: _____

COMPLETE ADDRESS: _____
Street city zip

PHONE: Home _____ Work _____ Cell _____

E-MAIL: _____
(*This will be used for 90% of the cafeteria correspondence***)**

Preferred Day(s):

___ MONDAY ___ TUESDAY ___ WEDNESDAY ___ THURSDAY ___ FRIDAY
(If no preferred day is checked, you will be scheduled when needed)

Are there volunteers you wish to work with monthly?

NAME(S): _____ **(Please confirm preferred day with these volunteers)**

Are you willing to serve on the substitute list? ___yes ___no

Complete **A** or **B**:

- A.** _____ I completed VIRTUS training in ___(month)/___(year)
 @ _____ school Specify _____
 _____ church Specify _____
 _____ pastoral center Specify _____
 _____ other Specify _____

_____ **print name** _____ **signature**

- B.** _____ I have not yet completed VIRTUS training. I understand that VIRTUS training is mandatory for all adults volunteering at CCHS as well as throughout the Diocese of Wheeling – Charleston. I will complete this training as soon as possible and will not be placed in any volunteer capacity at CCHS until I complete my VIRTUS training.

_____ **print name** _____ **signature**

HOSPITALITY COMMITTEE VOLUNTEERS 2017-18

Chairpersons: Leighann Hamrick, Niki Kurten, Marsha Blakley, Tera McCown, Tracy Zachwieja, Diane Nester, Rosie Kardos, Karrah Pauley, JoAnn Bragg, Pam Delgra, and Traci Strickland

The Hospitality Committee plans and hosts several activities during the academic year. These are in the form of buffet luncheons held in the Library, Teachers' Lounge or the Commons. The luncheons are usually for the Charleston Catholic Faculty and Staff and are held on pre-determined days such as Parent-Teacher Conference Day. The Hospitality Committee also serves the cookies which are sent in for Back to School Night and provides a birthday cake around St. Patrick's to celebrate faculty and staff birthdays. This is a committee that values the "lost art of hospitality" and seeks to bring it into the lives of those involved with our school.

Those who volunteer to work with the Hospitality Committee may help in the following way:

- sending in a casserole
- preparing a tossed salad
- baking a cake or brownies
- providing paper products for a luncheon
- helping to set-up, serve, or clean-up after a luncheon
- many other ways, too

Volunteers are able to assist as often as they wish - every event, once or twice a year, or for one semester. If you volunteer, a Hospitality Committee member will call you and let you know of upcoming events. You determine when you will volunteer to help.

To volunteer for this Committee, please complete the Hospitality Committee volunteer form on the following page and return it to the school office.

HOSPITALITY COMMITTEE VOLUNTEER FORM 2017-18

Please complete the information below and return this form to the school office:

1) My name:

My home phone:

My work phone:

My cell phone:

My email:

2) I would like to volunteer for:

1-2 events: _____

One semester of events: _____

Let me know what is needed: _____

2) Circle and complete **A** or **B**:

A. ____ I completed VIRTUS training in ____ (month)/ ____ (year)

____ school Specify _____

____ church Specify _____

____ pastoral center Specify _____

____ other Specify _____

print name

signature

B. ____ I have not yet completed VIRTUS training. I understand that VIRTUS training is mandatory for all adults volunteering at CCHS as well as throughout the Diocese of Wheeling - Charleston. I will complete this training as soon as possible and will notify a member of the PVA Steering Committee when I have done so. I understand that I will not be placed in any volunteer capacity at CCHS until I complete my VIRTUS training.

print name

signature

SHAMROCK SHARING COMMITTEE 2017-18

Chairperson: Krista Black

When a CCHS family experiences an unusually challenging or stressful time such as a birth, sudden illness, chronic illness, surgery, or death, the school community often comes together to help out the family. Once cleared with the family, the PVA Steering Committee communicates the necessary information to the Shamrock Sharing Committee. This committee arranges for delivery of a simple, nutritious, home-cooked meal. Depending on the circumstances, these meals are scheduled for the family for a day, a few days, or even a week or two.

If you are interested in preparing part of a meal, such as a salad, dessert, or casserole, for a CCHS family in need, please fill out your information below and return this form to the school office.

Please complete the information below and return this form to the school office:

My name:

My home phone:

My work phone:

My cell phone:

My email:

KING CAKES VOLUNTEER FORM 2017-18

Chairperson: Kathy Atassi

On “Fat Tuesday” of each year, the PVA provides dozens of King Cakes for the students, faculty, and staff. Once again this year, PVA is forming a committee of parents who will bake a King Cake and bring it to school. A recipe will be provided. Fat Tuesday is **February 13, 2018**, so please mark your calendar.

This is a short-term project for those who enjoy baking, fellowship, and camaraderie.

Interested? Come join us...

Please complete the information below and return this form to the school office:

My name:

My home phone:

My work phone:

My cell phone:

My email:

LIBRARY BOOSTER FORM 2017-18

Chairperson: Helen Kesari

Would You Like To Be A Library Booster?

Become a CCHS Library Booster: Join the PVA in an ongoing project to add wonderful new books to our library. Your donation of \$25.00 will sponsor the purchase of a new library book and a book plate honoring the individual you designate. Why not honor...a student...a faculty member...an administrator...a coach...a parent? A new library book will be purchased with your contribution as a library booster, then a personalized book plate will be placed within it.

To become a Library Booster, please fill out the form below, and return it to the CCHS office in an envelope marked “*Library Booster – To: Helen Kesari*”

CCHS Library Booster for 2016-17

Your name: _____

Student's Name: _____

Will sponsor _____ book(s) @\$25.00/book

Total amount enclosed = \$_____.00. Make checks payable to “CCHS”

Please fill in the bookplate information below:

This book was given in honor of _____

By _____

If no information is provided for whom the book is given in honor of, then the name of the family sponsoring the book will appear on the book plate placed in it.

READ ALOUD VOLUNTEER FORM 2017-18

Please return this form no later than Friday, August 18, 2017

Chairperson: Helen Kesari

Charleston Catholic middle school students have the pleasure of listening to age-appropriate reading material come alive. Adults read aloud to them for 30 minutes, 8:00-8:30, every other Friday. This volunteer opportunity is for any adult; you do not need to be the parent of a middle school student. You are required to attend a general Read Aloud WV training session and a middle school training session. Charleston Catholic requires a second session specifically geared toward middle school students. We will be scheduling a middle school training session in September 2017. For additional information, please contact Helen Kesari at 304-741-4977 or HelenKesari@gmail.com.

1) If you are interested, please complete this form and return to the school office. Schedules with specific dates will be sent to you as soon as possible.

My name:

My home phone:

My work phone:

My cell phone:

My email:

2) Student's name and homeroom where you would like to read:

Name _____

Homeroom Teacher's Name _____

Please check the appropriate statements.

I have attended all training sessions

I need to attend an additional session with Read Aloud WV

3) Circle and complete **A** or **B**:

A. I completed VIRTUS training in ___(month)/____(year)

school Specify _____

church Specify _____

pastoral center Specify _____

other Specify _____

 print name

 signature

B. I have not yet completed VIRTUS training. I understand that VIRTUS training is mandatory for all adults volunteering at CCHS as well as throughout the Diocese of Wheeling - Charleston. I will complete this training as soon as possible and will notify a member of the PVA Steering Committee when I have done so. I understand that I will not be placed in any volunteer capacity at CCHS until I complete my VIRTUS training.

 print name

 signature

TEAM PARENT VOLUNTEER FORM 2017-18

Chairperson: Shannon Elliot

Athletics are a big part of student life at CCHS. Once team rosters are finalized, a few parents are needed to assist the coaches in many areas. One, two or three Team Parents work directly with coaches and coordinate the following:

- * Transportation to/from competition and providing directions to venues
- * Team pasta lunches
- * Ticket sales/staffing gates
- * Senior night celebrations
- * End-of-season celebrations
- * Any other special team needs including follow-up distribution of pins and letters

If your child participates in a sport, please be willing to assist the Team Parents, team, and coach as much as you possibly can. Help from every family with a child on a team is critical for cohesiveness.

Please complete this form and return it to the school office.

1) My name: _____

I am volunteering for the following team(s): _____

Phone: home: _____ work: _____

cell: _____ email: _____

My student-athlete's name and grade:

Name _____ Grade _____

2) Circle and complete **A** or **B**:

A. ____ I completed VIRTUS training in ____ (month)/____ (year)

____ school	Specify _____
____ church	Specify _____
____ pastoral center	Specify _____
____ other	Specify _____

_____ signature

B. ____ I have not yet completed VIRTUS training. I understand that VIRTUS training is mandatory for all adults volunteering at CCHS as well as throughout the Diocese of Wheeling - Charleston. I will complete this training as soon as possible and will notify a member of the PVA Steering Committee when I have done so. I understand that I will not be placed in any volunteer capacity at CCHS until I complete my VIRTUS training.

_____ signature

CCHS CHRISTMAS ORNAMENT ORDER FORM 2017-18

For several years the PVA has offered a custom CCHS Christmas ornament for sale. Ornaments are a great gift idea for alumnae, students, faculty and CCHS families. Make sure that one of these ornaments adorns your tree this upcoming holiday season. They are sold for \$5.00 each.

Since these ornaments are fragile, they will NOT be sent home with students. Arrangements will be made for pick-up or delivery of ornaments.

ORDER FORM FOR CCHS CHRISTMAS ORNAMENTS

Please fill in area below, make check payable to "CCHS" and return to school office in an envelope marked "*Ornament order - To: PVA Steering Committee*"

Name:

Student's Name:

Phone:

I would like to order:

_____ ornament(s) at \$5.00 each = _____ Total Cost

_____ Amount Enclosed

SPORTS PASS ORDER FORM 2017-18

Chairperson: Lynn Brookshire

- Passes are for HOME events only
- Passes DO NOT cover tournaments played at home, homecoming games, or any SSAC tournaments.
- Passes cannot be used for entrance to any Track or Cross Country events.
- Passes cannot be used for sectional, regional, or state competition in a sport.

The passes below are for IMMEDIATE FAMILY only (parents & siblings).
Grandparents, aunts, uncles, nieces, nephews, fiancés, and in-laws are not included on these passes.

High School & Middle School events
COST = \$200.00

High School events ONLY
COST = \$175.00

Middle School events ONLY
COST = \$150.00

The passes below are designed for a Senior Citizen or a CCHS student who does not wish to purchase a family pass.

SENIOR CITIZEN PASS *age 55+
High School & Middle School events
COST = \$100.00

CCHS STUDENT PASS
High School & Middle School events
COST = \$100.00 per student

To complete order:
CIRCLE type of pass you are ordering from above options
COMPLETE areas below
MAKE check payable to "CCHS"
RETURN this form with payment to the CCHS office in envelope marked
"Sports Pass Order –Lynn Brookshire"

Name: _____ Phone: _____

Address: _____

Payment Enclosed: \$ _____

Type of Pass ordered: _____

CCHS COOKBOOK ORDER FORM 2017-18

The PVA spent one year compiling recipes from the Charleston Catholic community. Parents, faculty, staff, students, and graduates submitted favorite recipes. The result is a 202-page cookbook, Cooking With Charleston Catholic. This delightful cookbook includes recipes for appetizers, beverages, main dishes, rubs, side dishes, desserts, soups, and salads. There is also a special section of recipes from our graduates who have gone on to successful careers as chefs in top - notch restaurants across the country.

If you would like to purchase a copy of Cooking With Charleston Catholic, please fill in the order form below and return it with payment to the school office in an envelope marked "CCHS Cookbook: Attention Steering Committee." You may pay with cash or checks. Checks should be made payable to "CCHS."

CCHS COOKBOOK ORDER FORM

I would like to order _____ cookbook(s). Cookbooks are \$7.00 each.

The total enclosed is \$_____.

Name _____

Phone number _____

Email address _____

Name and Grade of student with whom cookbook should be sent home:

_____ name

_____ grade

(_____If you would rather pick up your cookbook(s) in the CCHS school office, please place an X on the line. You will be notified via email or phone when your cookbook is in the office and ready for pick up.)

PVA Use only: Order processed on _____
Payment received ____cash ____check
Order sent home with student _____
Order left in office _____

CCHS LOGO JACKET ORDER FORM 2017-18

Chairperson: Samantha McCarty

304-964-2296

samccarty6@gmail.com

Please note that jacket orders will be accepted 4 times per year:

August 7 - August 28, 2017

October 30 – November 9, 2017

January 22 – February 2, 2018

March 23 – April 9, 2018

- Please understand that it may take 4 - 6 weeks from end of ordering period to receive jackets.
- Fleece are delivered to students at school.
- The PVA is offering for sale a Black Light Weight Jacket and a Grey Heavier Weight Jacket both with a green CCHS logo – both jackets are approved to wear with uniform
- Pre-paid orders only. If exchange is needed for SIZE, do not remove tag! Sorry, returns are not possible.

To order, complete the form below--Indicate the quantity wanted for each size and style.

Make checks payable to “CCHS.”

Place this form and your check in an envelope and turn your order into the CCHS office.

Mark envelope “**LOGO JACKET ORDER – TO: SAMANTHA McCARTY**”

STUDENT’S NAME: _____ **DATE** _____

PHONE: _____ **STUDENT’S GRADE:** _____

PRICE: \$40.00

Jacket Style	Ladies Cut Sizes						Adult Men’s Sizes						Adult Unisex Sizes					
	XS	S	M	L	XL	2XL	XS	S	M	L	XL	2XL	XS	S	M	L	XL	2XL
FULL ZIP w/pockets BLACK LIGHT WEIGHT																		
1/4 ZIP Pullover BLACK LIGHT WEIGHT																		
FULL ZIP w/pockets GREY HEAVY WEIGHT																		
1/4 ZIP Pullover GREY HEAVY WEIGHT																		

Amount enclosed \$ _____ Cash \$ _____ Check \$ _____ # _____

PVA use only: Processed by chairperson? yes _____ no _____
 Payment rec'd? yes _____ no _____

GREEN POLO SHIRT ORDER FORM 2017-18

Athletic or Academic

Chairperson: Christi Preston 304-550-0239 christi@wvlawyer.com

Dear Parents and Players on CCHS Athletic and Academic Teams for 2016-17:

High school students who are members of athletic and academic teams are permitted to wear a kelly green, dri-fit polo shirt to school on designated days. These shirts are purchased by PVA through a local supplier and will be ordered by Christi Preston. The shirt will be embroidered in white thread with the CCHS logo.

For those who do not have a shirt from a prior year or would like to purchase the new fabric, kelly green polo shirt, please fill out the form below. Promptly return the order form, with payment, to the CCHS office in an envelope marked Green Polo shirt order – To: **Christi Preston**. Christi will process the orders and return filled orders for distribution. Checks should be made payable to “CCHS.” No order can be processed without payment. Please order size carefully- NO EXCHANGES.

The prices for these shirts are:

Adult Ladies’ Sizes: S M L XL \$25.00

Adult Men’s Sizes: S M L XL \$25.00 (\$27.00 for XXL)

Thank you,

CCHS Parent Volunteer Association

High School Green Polo Shirts

ORDER FORM

Name of Student _____

Ladies’ or Men’s _____ size _____ price \$ _____ Total Submitted \$ _____

*Make checks payable to CCHS

PVA use only: order processed by chairperson: ____yes ____no

Order processed by Steering: ____yes ____no

Check No.: _____ Cash: _____ Amount: _____

WHITE UNIFORM POLO SHIRT ORDER FORM 2017-18

Chairperson: Marsha Hoyer 304-552-8065 sphmmh@gmail.com

Please note that shirt orders will be accepted 4 times per year:

- August 7 - August 28, 2017
- October 30 – November 9, 2017
- January 22 – February 2, 2018
- March 23 – April 9, 2018

Please understand that it may take up to 3 weeks from end of ordering period to receive shirts.

The PVA is offering for sale a white cotton/poly blend polo shirt with a Kelly green embroidered school logo.

These uniform shirts are OPTIONAL.

To order, complete the form below---noting the quantity requested for each size and style.

Make checks payable to “CCHS.”

Place this form and your check in an envelope and turn your order into the CCHS office.

Mark envelope “WHITE POLO ORDER”

STUDENT’S NAME: _____ **DATE** _____

PARENT NAME & PHONE NO.: _____

PRICES: SHORT SLEEVE: \$25.00 LONG SLEEVE: \$30.00

Shirt Style	SHORT SLEEVE Regular Cut	SHORT SLEEVE Ladies Cut (Slimmer cut, shorter length)	LONG SLEEVE Regular Cut	LONG SLEEVE Ladies Cut (Slimmer cut, shorter length)
Adult Small				
Adult Medium				
Adult Large				
Adult XL				
Adult XXL		(not available)		(not available)
Youth Med		(not available)		(not available)
Youth Large		(not available)		(not available)
Youth XL		(not available)		(not available)

Total \$ amount enclosed _____

PVA use only: Check? _____ # _____ Date _____

Processed by: _____