



## XAVIER MOTHERS' GUILD

### Committee Chair Job Descriptions

*(Updated January, 2023)*

This document describes the Xavier Mothers' Guild working committees with the exception of the Holiday Auction and the Scholarship Fashion Show. The goal is to provide the committee chairs a high level of understanding of the objectives, tasks, timelines, budgets and team size to aid in planning and execution.

#### Advent Reflection

Committee Name	Annual Mother/Advent Reflection
<b>Description</b>	<ul style="list-style-type: none"> <li>● All mothers are invited to participate in a morning of reflection and preparation for the Advent Season.</li> </ul>
<b>Goals</b>	<ul style="list-style-type: none"> <li>● Fellowship, learning, reflecting and spiritual growth while preparing for the Advent Season.</li> <li>● This is NOT a fundraising event.</li> </ul>
<b>Number of Chairs</b>	<ul style="list-style-type: none"> <li>● 1-2 chairs, number of volunteers TBD</li> </ul>
<b>Volunteer opportunities</b>	<ul style="list-style-type: none"> <li>● Food</li> <li>● Registration</li> <li>● Advertising/Marketing</li> </ul>
<b>Budget</b>	<ul style="list-style-type: none"> <li>● Not Budgeted</li> <li>● There is no charge for this event.</li> </ul>
<b>Major Tasks</b>	<ul style="list-style-type: none"> <li>● Select date, time, venue, activity (usually on the first Wednesday of Advent)</li> <li>● Establish costs, process deposit requests with XMG Support Team</li> <li>● Market event to mothers at XCP through the Gazette, E-blasts and the MG website</li> <li>● Sign up mothers and track RSVPs</li> <li>● Communicate details to participants</li> </ul>
<b>Timelines</b>	<ul style="list-style-type: none"> <li>● Planning starts in July</li> </ul>
<b>XCP Liaison</b>	<ul style="list-style-type: none"> <li>● XMG Support Team and XCP Campus Minister</li> </ul>

## Annual Mother/Daughter Adventure

Committee Name	Annual Mother/Daughter Adventure
<b>Description (Annual Mother/Daughter Adventure and Spring Mother/Daughter Adventure combined)</b>	<ul style="list-style-type: none"> <li>● All mothers and daughters are invited to participate in a fun, adventurous activity that takes place generally in the spring for Mothers and Daughters. Past adventures include: painting at the Board &amp; Brush Creative Studio and kayaking at Saguaro Lake Ranch, etc. The adventure does not have to be the same each year, but it should be something that mothers and daughters would like to participate in and is attractive to the majority of mothers and daughters at XCP.</li> </ul>
<b>Goals</b>	<ul style="list-style-type: none"> <li>● To promote mother and daughter bonding, create memories for mothers and daughters. This is NOT a fundraising event.</li> </ul>
<b>Number of Chairs</b>	<ul style="list-style-type: none"> <li>● 1-2 chairs, number of volunteers TBD</li> </ul>
<b>Volunteer opportunities</b>	<ul style="list-style-type: none"> <li>● Transportation</li> <li>● Registration</li> <li>● Food</li> <li>● Advertising/Marketing</li> <li>● Photography Logistics</li> </ul>
<b>Budget</b>	<ul style="list-style-type: none"> <li>● Not Budgeted</li> <li>● Break-even - Participants will pay a fixed amount that will cover the costs of transportation, activity, food, overnight stays, etc. Cost varies per event. Goal is to make it affordable to all families.</li> <li>● Financial hardship scholarships are not available.</li> <li>● Potential for t-shirts, sweatshirts or other merchandise sales should be explored which may lead to a small profit.</li> </ul>
<b>Major Tasks</b>	<ul style="list-style-type: none"> <li>● Select date, time, venue, activity</li> <li>● Select transportation suppliers if necessary, meals, etc.</li> <li>● Coordinate venue/suppliers</li> <li>● Establish costs, process deposit requests with XMG Support Team</li> <li>● Market event to mothers and daughters at XCP through the Gazette, E-blasts and the MG website</li> <li>● Sign up mothers and daughters and track RSVPs</li> <li>● Collect money working with XMG Support Team</li> <li>● Communicate details to participants</li> <li>● Supervise suppliers the day of activity</li> <li>● Obtain feedback from participants after activity</li> <li>● Create recommendations report for next year for Mothers'</li> </ul>
<b>Timelines</b>	<ul style="list-style-type: none"> <li>● Planning starts in December</li> <li>● Activity usually is planned for the spring</li> </ul>
<b>XCP Liaison</b>	<ul style="list-style-type: none"> <li>● XMG Support Team</li> </ul>

## Baccalaureate Reception

Committee Name	Baccalaureate Reception
<b>Description</b>	<ul style="list-style-type: none"> <li>● Reception after Baccalaureate Mass, which takes place in May, on the Monday two weeks before graduation. Mass is scheduled between 7:30 PM and 9:00 PM. Reception takes place immediately after in the St. Francis Church courtyard and lasts for 30 minutes to 1 hour.</li> <li>● Faculty is required to attend</li> <li>● Estimated Attendees: 900 to 1000 persons</li> </ul>
<b>Goals</b>	<ul style="list-style-type: none"> <li>● Fun reception for seniors and their families</li> </ul>
<b>Number of Chairs</b>	<ul style="list-style-type: none"> <li>● 1 to 2, but not a senior mom(s).</li> <li>● Will need to be available the day of the reception between 5:00 PM and 9:30 PM</li> </ul>
<b>Volunteers</b>	<ul style="list-style-type: none"> <li>● 20 student ambassadors to distribute water and cookies and make sure cookie trays are full</li> </ul>
<b>Budget</b>	<ul style="list-style-type: none"> <li>● \$1000 covers cookies and flowers</li> <li>● MG provides ice, trays, napkins, table clothes, vases for flowers and coolers</li> <li>● XMG Support Team secures water</li> <li>● St. Francis provides 4 rounds tables, and use of courtyard at no cost</li> <li>● Advancement provides two plaid tablecloths (no cost)</li> <li>● What to buy:               <ul style="list-style-type: none"> <li>○ 1 cookie per person, approximately 900 to 1000 cookies (Donations of cookies are accepted and welcome. MG will acknowledge donors at reception.)</li> <li>○ Flowers for table decorations</li> </ul> </li> </ul>
<b>Major Tasks</b>	<ul style="list-style-type: none"> <li>● Secure the courtyard with St. Francis</li> <li>● Secure cookies, flowers, corsages</li> <li>● Complete St. Francis work order for tables</li> <li>● XMG Support Team completes work orders for ice chest and ambassadors</li> <li>● Set up tables, cookies the day of event</li> <li>● Attend and supervise event including the Ambassadors</li> <li>● Check in Ambassadors (email with names will come from XMG Support Team)</li> <li>● Take down and clean up</li> </ul>
<b>Timelines</b>	<ul style="list-style-type: none"> <li>● Event takes place on Monday, two weeks before Graduation</li> <li>● Secure St. Francis as early as possible and no later than January</li> <li>● Order cookies a week in advance but begin asking for volunteers in March</li> </ul>
<b>XCP Liaison</b>	<ul style="list-style-type: none"> <li>● XMG Support Team</li> </ul>

## Book Club

Committee Name	Book Club
<b>Description</b>	<ul style="list-style-type: none"> <li>● An appropriate book is chosen each month and discussed at a monthly gathering. The books should have a wide range of topics and themes (i.e. multiple fiction genres, non-fiction, biographies of significant individuals, etc.).</li> <li>● Location and time of the gathering are determined by the chair. Evenings and locations close to XCP are the best.</li> <li>● This is a moms-only activity.</li> </ul>
<b>Goals</b>	<ul style="list-style-type: none"> <li>● To provide opportunities for moms to socialize with other moms, make new friends and read interesting books</li> </ul>
<b>Number of Chairs</b>	<ul style="list-style-type: none"> <li>● 1</li> </ul>
<b>Number of Volunteers</b>	<ul style="list-style-type: none"> <li>● None, but volunteers are welcome to host in their homes</li> </ul>
<b>Budget</b>	<ul style="list-style-type: none"> <li>● Not budgeted</li> <li>● Participants buy their own books and pay for any other expenses they may incur while at the social gatherings</li> </ul>
<b>Major Tasks</b>	<ul style="list-style-type: none"> <li>● Choose books or decide to have participants choose books</li> <li>● Obtain book approval: send email to principal's assistant with title, author, and short description of the book. She will obtain approval from the principal.</li> <li>● After obtaining approval, include announcement in Gazette, working within the established deadlines</li> <li>● Select gathering place and time</li> <li>● Lead the book discussion</li> <li>● Plan for the next book and discussion, come to the meeting with the next book and make sure it is approved</li> </ul>
<b>Timelines</b>	<ul style="list-style-type: none"> <li>● First gathering in August, last gathering in April</li> <li>● Obtain approval in July to be ready for August gathering.</li> <li>● Include announcement in summer mailer and Gazette prior to August gathering</li> </ul>
<b>XCP Liaison</b>	<ul style="list-style-type: none"> <li>● Principal's assistant</li> </ul>

## Box Office

Committee Name	Box Office
<b>Description</b>	<ul style="list-style-type: none"> <li>● Sell tickets for the XCP Fall and Spring plays, and other performances, the week of and the nights/days of the performances in the Jackson Box Office in the PAC</li> </ul>
<b>Goals</b>	<ul style="list-style-type: none"> <li>● Provide help to the XCP Drama and PAC department</li> </ul>
<b>Number of Chairs</b>	<ul style="list-style-type: none"> <li>● 1 (usually a mom whose daughter is a performer)</li> </ul>
<b>Volunteers</b>	<ul style="list-style-type: none"> <li>● 5 people to work in the box office on the nights/days of performances. Shift begins an hour before the performances and ends when performances begin. They also work the week of performances from noon to 1 PM.</li> </ul>
<b>Budget</b>	<ul style="list-style-type: none"> <li>● Not budgeted</li> </ul>
<b>Major Tasks</b>	<ul style="list-style-type: none"> <li>● Collect money (cash and checks only)</li> <li>● Issue tickets</li> <li>● Process will-call tickets and distribute them to customers</li> <li>● Train volunteers</li> </ul>
<b>Timelines</b>	<ul style="list-style-type: none"> <li>● A week before (from noon to 1 PM, Wednesday through Friday) and the nights of performances</li> <li>● Fall play – October for 3 to 4 nights/days</li> <li>● Spring play – March for 3 to 4 nights/days</li> <li>● Check XCP calendars for exact dates of performances</li> </ul>
<b>XCP Liaison</b>	<ul style="list-style-type: none"> <li>● Ben Vanderput, Events Dept. Director and Theater Manager ext. 3025 bvanderput@xcp.org</li> </ul>

## Cookie “Momsters”

Committee Name	Cookie “Momsters”
<b>Description</b>	<ul style="list-style-type: none"> <li>● Assists with hospitality in 4 events throughout the year: Back to School nights in Aug. (evenings), Open House in Oct./Nov. (Sun.), Frosh Registration in Mar. (Sat.).</li> <li>● Provides cookies for first 3 events</li> <li>● MG Executive Board is also present at all of these events</li> </ul>
<b>Goals</b>	<ul style="list-style-type: none"> <li>● MG provides information and creates excitement about MG during the other events</li> </ul>
<b>Number of Chairs</b>	<ul style="list-style-type: none"> <li>● 1</li> </ul>
<b>Number of Volunteers</b>	<ul style="list-style-type: none"> <li>● As many as possible to contribute cookies and leave them in the Mothers’ Guild Office prior to the events</li> </ul>
<b>Budget</b>	<ul style="list-style-type: none"> <li>● None</li> </ul>
<b>Major Tasks</b>	<ul style="list-style-type: none"> <li>● Reach out to the XCP community to request cookies for each of the events through the Gazette and eBlast by coordinating with MG President/Exec. Board Secretary to do this.</li> <li>● Use Sign-up Genius to recruit cookie volunteers.</li> <li>● Ensure that there are enough cookies for each event</li> <li>● Be present during the events</li> </ul>
<b>Timelines</b>	<ul style="list-style-type: none"> <li>● Back to School nights in Aug. (evenings), Open House in Oct./Nov. (Sun.), Frosh Registration in March (Sat.).</li> </ul>
<b>XCP Liaison</b>	<ul style="list-style-type: none"> <li>● XCP MG Support Team to do all work orders related to the events</li> </ul>

## Eighth Grade Informational Meetings

Committee Name	Eighth Grade Informational Parties
<b>Description</b>	<ul style="list-style-type: none"> <li>● Series of presentations to learn more about XCP.</li> <li>● Events are attended by XCP Admissions and the committee works under their direction.</li> </ul>
<b>Goals</b>	<ul style="list-style-type: none"> <li>● Assist the Office of Admissions in planning and running the 8<sup>th</sup> Grade Information Presentations for current 8<sup>th</sup> graders. It is a very important part of XCP's outreach effort into the community.</li> </ul>
<b>Number of Chairs</b>	<ul style="list-style-type: none"> <li>● 1-2 to plan, coordinate socials and get volunteers</li> </ul>
<b>Number of Volunteers</b>	<ul style="list-style-type: none"> <li>● Committee has 4 - 6 members whose Xavier daughters come from a wide variety of schools --- public and charter, Catholic, other private middle schools in all parts of the Valley and can enlist the help of parents still at the schools to publicize the events.</li> </ul>
<b>Budget</b>	<ul style="list-style-type: none"> <li>● No budget available</li> </ul>
<b>Major Tasks</b>	<ul style="list-style-type: none"> <li>● Assist with planning evenings</li> <li>● Determine locations and dates (late September – late October --- 5 or 6 evenings)</li> <li>● Publicize events at middle schools --- deliver flyers, contact 8th grade parents—particularly at public schools, place notices in parish bulletins</li> <li>● Creation of list/schools to receive flyers</li> <li>● Flyer stuffing and mailing (August)</li> <li>● Getting volunteers to help</li> <li>● Information Socials—2 MG Volunteers per evening               <ul style="list-style-type: none"> <li>○ Arrange for snacks if needed</li> <li>○ Greet, answer questions of parents</li> </ul> </li> </ul>
<b>Timelines</b>	<ul style="list-style-type: none"> <li>● Socials begin in September, run through October. Socials all happen before 8<sup>th</sup> Grade Day in late October</li> <li>● Events take place during weekday evenings</li> </ul>
<b>XCP Liaison</b>	<ul style="list-style-type: none"> <li>● XCP Admissions, Jenny James at <a href="mailto:jjames@xcp.org">jjames@xcp.org</a> 602-240-3104</li> <li>● XCP Admissions provides:               <ul style="list-style-type: none"> <li>○ Nametags, brochures, AV equipment</li> <li>○ Letting host know headcount</li> <li>○ All mailing materials—flyers, letters, envelopes, labels</li> <li>○ Electronic RSVP for info socials</li> </ul> </li> </ul>

## Faculty/Staff Appreciation Lunch

Committee Name	Faculty/Staff Appreciation Lunch
<b>Description</b>	<ul style="list-style-type: none"> <li>● Organizes the Faculty/Staff Appreciation Luncheon/Christmas party that takes place in December, on a Friday, right after school for approximately 160.</li> <li>● This committee works in conjunction with the Dads' Club</li> <li>● Karaoke or background Christmas music</li> <li>● Party is held in Founders Hall</li> </ul>
<b>Goals</b>	<ul style="list-style-type: none"> <li>● Show appreciation to the XCP faculty and staff for their work and dedication to the students</li> </ul>
<b>Number of Chairs</b>	<ul style="list-style-type: none"> <li>● 2-3</li> </ul>
<b>Number of Volunteers</b>	<ul style="list-style-type: none"> <li>● 30, for cooking, setting up and serving the day of. This is the only Christmas event the staff has during the holidays.</li> </ul>
<b>Budget</b>	<ul style="list-style-type: none"> <li>● \$1300 for food, drinks, plates and cutlery (XCP community donations of food, paper goods, raffle items shall be procured with a Sign-Up Genius)</li> </ul>
<b>Major Tasks</b>	<ul style="list-style-type: none"> <li>● Establish a theme and procure decorations for the event</li> <li>● Create/send out eBlast invitation to the staff with the help of the XMG support team</li> <li>● Procure prizes (up to 25 items including some gift cards)</li> <li>● Coordinate food and drink donations from volunteers using Sign Up Genius. All food is accepted, home-cooked or bought. Vegetarian and gluten free food are required.</li> <li>● Serve alcoholic/non-alcoholic drinks (MG's storage area)</li> <li>● Manage volunteers and give assignments for the lunch</li> <li>● Serve lunch to the staff</li> <li>● Set up and tear down day of lunch</li> </ul>
<b>Timelines</b>	<ul style="list-style-type: none"> <li>● Start planning in October. Get sign ups at all MG meetings prior to the event.</li> <li>● Events takes place in December prior to Christmas break</li> </ul>
<b>XCP Liaison</b>	<ul style="list-style-type: none"> <li>● XMG Support Team for work orders and POs for faculty bonuses (bonuses are a separate item in the MG's budget)</li> <li>● XMG Support Team: Complete work orders for room, moving of tables, chair configuration, screen/AV equipment, ice chest/ice and complete schematic of room</li> </ul>



## Gator Angels

Committee Name	Gator Angels
<b>Description</b>	<ul style="list-style-type: none"> <li>● Group of XCP moms who help families within the Xavier community when they are in need of assistance during a difficult time (i.e.: meal prep, providing transportation)</li> <li>● Meals are brought to campus and left in the refrigerator located in the Advancement office lunchroom. The family can then pick up the meal anonymously and at their convenience.</li> </ul>
<b>Goals</b>	<ul style="list-style-type: none"> <li>● Charitable group, to be helpful to those who need assistance in the Xavier community</li> </ul>
<b>Number of Chairs</b>	<ul style="list-style-type: none"> <li>● 1</li> </ul>
<b>Number of Volunteers</b>	<ul style="list-style-type: none"> <li>● As many as possible who will sign up on Sign-up Genius to prepare meals for families when a request comes in</li> </ul>
<b>Budget</b>	<ul style="list-style-type: none"> <li>● Not budgeted</li> <li>● Cost of meals donated by the person preparing the meal</li> </ul>
<b>Major Tasks</b>	<ul style="list-style-type: none"> <li>● Publicize the service via the Gazette and MG's website so that the XCP community knows this is available</li> <li>● Recruit volunteers to prepare meals when needed</li> <li>● Administer Sign-up Genius</li> <li>● First point of contact for families needing help via email</li> <li>● Work w/Prayer Chain Chair to coordinate requests/needs</li> </ul>
<b>Timelines</b>	<ul style="list-style-type: none"> <li>● Responsibilities begin in May and run through April of the following year</li> <li>● This is ongoing throughout the year</li> </ul>
<b>XCP Liaison</b>	<ul style="list-style-type: none"> <li>● XMG Support Team</li> <li>● Advancement Office who supports meal deliveries to the kitchen in their office lunchroom</li> </ul>

## Hiking Club

Committee Name	Hiking Club
<b>Description</b>	<ul style="list-style-type: none"> <li>● Group of XCP moms that go on monthly hikes around the Valley and attend an optional breakfast or lunch after the hike.</li> <li>● Hikes are monthly, begin at 8:30AM for about 90 minutes on local trails (easy to moderate), and followed by an optional social at a local cafe.</li> </ul>
<b>Goals</b>	<ul style="list-style-type: none"> <li>● Social, to make friends and exercise.</li> </ul>
<b>Number of Chairs</b>	<ul style="list-style-type: none"> <li>● 1</li> </ul>
<b>Number of Volunteers</b>	<ul style="list-style-type: none"> <li>● 2 to 3 to help plan the hikes</li> <li>● Unlimited attendance – whoever wants to attend the event can do so</li> </ul>
<b>Budget</b>	<ul style="list-style-type: none"> <li>● Not budgeted</li> <li>● Cost of meals are the responsibility of the participants</li> </ul>
<b>Major Tasks</b>	<ul style="list-style-type: none"> <li>● Plan dates, venue for hikes and post-hike socials</li> <li>● Prepare announcements for events</li> <li>● Publicize the hikes via the Gazette, MG’s website and eBlasts</li> <li>● Take pictures during hikes and send to XMG Secretary for website use</li> </ul>
<b>Timelines</b>	<ul style="list-style-type: none"> <li>● Responsibilities begin in August and run through April of the following year</li> <li>● This is ongoing throughout the year</li> </ul>
<b>XCP Liaison</b>	<ul style="list-style-type: none"> <li>● Mothers’ Guild Secretary to publicize event</li> </ul>
<b>Past Suppliers</b>	<ul style="list-style-type: none"> <li>● None</li> </ul>

## Hospitality (Décor)

Committee Name	Hospitality (Décor)
<b>Description</b>	<ul style="list-style-type: none"><li>● Assists with decorating the tables in Post for the monthly Mothers' Guild meetings.</li><li>● Decorate with flowers/candy/tablecloths/runners to help make the room inviting.</li><li>● MG Executive Board is present at all meetings.</li><li>● Cleans up after all monthly Mothers' Guild meetings.</li></ul>
<b>Goals</b>	<ul style="list-style-type: none"><li>● Provide decorations to make Post inviting to moms who are attending monthly MG meetings.</li></ul>
<b>Number of Chairs</b>	<ul style="list-style-type: none"><li>● 1 to 2</li></ul>
<b>Number of Volunteers</b>	<ul style="list-style-type: none"><li>● As many as needed.</li></ul>
<b>Budget</b>	<ul style="list-style-type: none"><li>● TBD</li></ul>
<b>Major Tasks</b>	<ul style="list-style-type: none"><li>● Recruit volunteers if needed for set up and clean up for the MG meetings</li></ul>
<b>Timelines</b>	<ul style="list-style-type: none"><li>● September through May for 8 meetings.</li></ul>
<b>XCP Liaison</b>	<ul style="list-style-type: none"><li>● XCP MG Support Team to help with work orders related to room set up</li></ul>
<b>Past Suppliers</b>	<ul style="list-style-type: none"><li>● Trader Joe's for flowers</li><li>● XCP MG storage room for decorations</li></ul>

## Latino Outreach

Committee Name	Latino Outreach
<b>Description</b>	<ul style="list-style-type: none"> <li>Encourage Spanish-only speaking moms to attend Mothers' Guild meetings and other events in order to include them in their daughters' educational experience.</li> </ul>
<b>Goals</b>	<ul style="list-style-type: none"> <li>Provide a way to include Spanish-only speaking moms in Mothers' Guild events and help them find ways they can participate in MG sponsored activities. Potential ideas include: Gator Angels en Espanol, invitation stuffing, raffle ticket stuffing, Teacher Appreciation Lunch, etc.</li> </ul>
<b>Number of Chairs</b>	<ul style="list-style-type: none"> <li>1-2 – must be bi-lingual (able to speak and write in Spanish)</li> </ul>
<b>Number of Volunteers</b>	<ul style="list-style-type: none"> <li>1 to 3 that are bilingual to assist chairs at events</li> </ul>
<b>Budget</b>	<ul style="list-style-type: none"> <li>Not budgeted</li> </ul>
<b>Major Tasks</b>	<ul style="list-style-type: none"> <li>Reach out to Spanish speaking families and moms to let them know of the Latino Outreach Committee</li> <li>Act as translator, if needed (writing as well as speaking)</li> <li>Communicate in Spanish with Spanish-only speaking moms to let them know of ways they can get involved and where their help is needed</li> <li>Be present at gatherings where there is a significant presence of Spanish-only speakers</li> <li>Be in contact with other committees' chairs to understand if they need volunteers and whether Spanish-only speakers can fulfill those duties</li> </ul>
<b>Timelines</b>	<ul style="list-style-type: none"> <li>Begins in May and is on-going through April of the following year</li> </ul>
<b>XCP Liaison</b>	<ul style="list-style-type: none"> <li>None</li> </ul>
<b>Past Suppliers</b>	<ul style="list-style-type: none"> <li>None</li> </ul>

## Lenten Reflection

Committee Name	Annual Mother
<b>Description</b>	<ul style="list-style-type: none"> <li>All mothers are invited to participate in a morning of reflection and preparation for the Lenten Season.</li> </ul>
<b>Goals</b>	<ul style="list-style-type: none"> <li>Fellowship, learning, reflecting and spiritual growth while preparing for the Lenten Season.</li> <li>This is NOT a fundraising event.</li> </ul>
<b>Number of Chairs</b>	<ul style="list-style-type: none"> <li>1-2 chairs, number of volunteers TBD</li> </ul>
<b>Volunteer opportunities</b>	<ul style="list-style-type: none"> <li>Food</li> <li>Registration</li> <li>Advertising/Marketing</li> </ul>
<b>Budget</b>	<ul style="list-style-type: none"> <li>Not Budgeted</li> <li>There is no charge for this event.</li> </ul>
<b>Major Tasks</b>	<ul style="list-style-type: none"> <li>Select date, time, venue, activity (usually on Ash Wednesday)</li> <li>Establish costs, process deposit requests with XMG Support Team</li> <li>Market event to mothers at XCP through the Gazette, E-blasts and the MG website</li> <li>Sign up mothers and track RSVPs</li> <li>Communicate details to participants</li> </ul>
<b>Timelines</b>	<ul style="list-style-type: none"> <li>Planning starts in July</li> <li>Activity is planned for the spring</li> </ul>
<b>XCP Liaison</b>	<ul style="list-style-type: none"> <li>XMG Support Team and XCP Campus Minister</li> </ul>

## New Family Welcome Committee

Committee Name	New Family Welcome Committee
Description	<ul style="list-style-type: none"> <li>This committee welcomes new families to the Xavier community by making a phone call and sending an email at the beginning of the school year</li> </ul>
Goals	<ul style="list-style-type: none"> <li>To give a warm welcome to new XCP families, making them feel a part of the XCP community</li> <li>Answer questions new families might have about XCP</li> </ul>
Number of Chairs	<ul style="list-style-type: none"> <li>1</li> </ul>
Number of Volunteers	<ul style="list-style-type: none"> <li>30-40 to make 10-15 phone calls each</li> </ul>
Budget	<ul style="list-style-type: none"> <li>Not budgeted</li> </ul>
Major Tasks	<ul style="list-style-type: none"> <li>Put together a plan to secure volunteers</li> <li>Gather volunteers and give them information so they can make calls to new families</li> <li>Make sure each new XCP family has a “welcome family” assigned to them</li> </ul>
Timelines	<ul style="list-style-type: none"> <li>Responsibilities begin in May and go through the school year.</li> </ul>
XCP Liaison	<ul style="list-style-type: none"> <li>XMG Support Team</li> </ul>

## Prayer Chain

Committee Name	Prayer Chain
Description	<ul style="list-style-type: none"> <li>This committee is unique in that it relies on Xavier moms and families to pray for a specific cause or intention for a person(s) in a time of need. The chair of this committee will send prayer intentions when requested to do so.</li> </ul>
Goals	<ul style="list-style-type: none"> <li>Provide spiritual support to Xavier families when most needed</li> </ul>
Number of Chairs	<ul style="list-style-type: none"> <li>1</li> </ul>
Budget	<ul style="list-style-type: none"> <li>Not budgeted</li> </ul>
Major Tasks	<ul style="list-style-type: none"> <li>Be the main point of contact for families needing spiritual support and prayer.</li> <li>Write and forward prayer intentions to XCP administrator responsible for distributing to the entire Xavier community.</li> <li>Work in collaboration with Gator Angels to identify and communicate needs within the Xavier community.</li> </ul>
Timelines	<ul style="list-style-type: none"> <li>Ongoing, throughout the year. Responsibilities start in May and end in April of the following year.</li> </ul>
XCP Liaison	<ul style="list-style-type: none"> <li>None</li> </ul>
Past Suppliers	<ul style="list-style-type: none"> <li>None</li> </ul>

## Senior Mother/Daughter Mass & Breakfast

Committee Name	Senior Mother/Daughter Mass & Breakfast –
<b>Description</b>	<ul style="list-style-type: none"> <li>● Plans and leads (together with Sister Joanie) a spiritual morning consisting of a mass and breakfast specifically for seniors and their moms in the spring.</li> <li>● The morning includes a mass, reflective activities, and an inspirational speaker.</li> </ul>
<b>Goals</b>	<ul style="list-style-type: none"> <li>● To promote mother and senior daughters bonding in a spiritual and uplifting way.</li> </ul>
<b>Number of Chairs</b>	<ul style="list-style-type: none"> <li>● 1- 2, non-senior moms</li> </ul>
<b>Number of Volunteers</b>	<ul style="list-style-type: none"> <li>● As many as needed to put on this event</li> </ul>
<b>Budget</b>	<ul style="list-style-type: none"> <li>● This is a break-even event. Participants pay for the event (ie., \$50 per family). Financial assistance is available.</li> </ul>
<b>Major Tasks</b>	<ul style="list-style-type: none"> <li>● Design agenda and flow of the morning</li> <li>● Design and mail invitations to senior moms and daughters</li> <li>● Secure photographer (usually a mom volunteer) to capture event and photos of moms and daughters</li> <li>● Secure a qualified and inspirational speaker</li> <li>● Manage all communications—the Gazette, eBlasts, website</li> <li>● XMG Support Team: Complete work orders for room, moving of tables, chair configuration, screen/AV equipment, and complete schematic of room</li> <li>● Lead the actual event together with Sister Joanie</li> </ul>
<b>Timelines</b>	<ul style="list-style-type: none"> <li>● Begin planning in April/May of the previous year. The retreat is in the spring of senior year.</li> </ul>
<b>XCP Liaison</b>	<ul style="list-style-type: none"> <li>● XMG Support Team for mailing labels, Sr. Joanie Nuckols, XCP Campus Minister, Dean Macrina</li> </ul>

## Senior Treats

Committee Name	Senior Treats
<b>Description</b>	<ul style="list-style-type: none"> <li>● Provides treats to seniors at least four times during their final year at Xavier</li> <li>● Treats are usually food, candy, goodies (t-shirts, socks, tiaras, cupcakes, cookies, etc.)</li> </ul>
<b>Goals</b>	<ul style="list-style-type: none"> <li>● Make senior year special for the students</li> </ul>
<b>Number of Chairs</b>	<ul style="list-style-type: none"> <li>● 1 - 2</li> </ul>
<b>Number of Volunteers</b>	<ul style="list-style-type: none"> <li>● As many as possible to contribute treats or underwrite the cost of treats</li> </ul>
<b>Budget</b>	<ul style="list-style-type: none"> <li>● None</li> </ul>
<b>Major Tasks</b>	<ul style="list-style-type: none"> <li>● Pick dates and themes for treat distribution days</li> <li>● Obtain approval from XCP, Sister Joan, if necessary</li> <li>● Secure volunteers to donate treats or money –</li> <li>● Communicate with parents via eBlasts, the Gazette and Mothers’ Guild website</li> <li>● Announce treat day to the seniors on the day of distribution</li> <li>● Collect treats and money in a centralized location on campus – Winsor Way – outside of Founders Hall</li> <li>● Distribute treats to senior class on specific days at lunch</li> </ul>
<b>Timelines</b>	<ul style="list-style-type: none"> <li>● Ongoing, throughout the year. Responsibilities start in May and end the following May</li> </ul>
<b>XCP Liaison</b>	<ul style="list-style-type: none"> <li>● XMG Support Team for work orders for tables, music</li> </ul>
<b>Past Suppliers</b>	<ul style="list-style-type: none"> <li>● None – all volunteer donations</li> </ul>



## Socials – Class Specific

Committee Name	Socials – Class Specific (Frosh, Sophomore, Junior, Senior)
<b>Description</b>	<ul style="list-style-type: none"> <li>• A Social Chair from each class plans a monthly or quarterly evening social event for class-specific moms to make new friends and have fun! Chairs choose locales and advertise events.</li> </ul>
<b>Goals</b>	<ul style="list-style-type: none"> <li>• Socialization, make new friends and establish new connections within our Xavier community</li> </ul>
<b>Number of Chairs</b>	<ul style="list-style-type: none"> <li>• 4 (at least one per grade)</li> </ul>
<b>Number of Volunteers</b>	<ul style="list-style-type: none"> <li>• TBD</li> </ul>
<b>Budget</b>	<ul style="list-style-type: none"> <li>• Not Budgeted</li> <li>• Participants are responsible for costs incurred. Cost should be reasonable and affordable for the majority of the Xavier community.</li> </ul>
<b>Major Tasks</b>	<ul style="list-style-type: none"> <li>• Selection of activity, venue and dates</li> <li>• Communications of event to XCP community through the Gazette, E-blast and MG website, working with the MG Exec Board Secretary and Web Site Administrator.</li> </ul>
<b>Timelines</b>	<ul style="list-style-type: none"> <li>• Socials can take place throughout the school year, September through April.</li> </ul>
<b>XCP Liaison</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>

## Zoo Lights

Committee Name	Zoo Lights
<b>Description</b>	<ul style="list-style-type: none"> <li>Plans and organizes a private event at the Phoenix Zoo for the Xavier community. 450-750 Xavier families, faculty and administration have attended the event in past years.</li> </ul>
<b>Goals</b>	<ul style="list-style-type: none"> <li>Community building and socialization within the XCP community</li> </ul>
<b>Number of Chairs</b>	<ul style="list-style-type: none"> <li>1 - 2</li> </ul>
<b>Number of Volunteers</b>	<ul style="list-style-type: none"> <li>5-7 to help set up and clean up event at the zoo</li> </ul>
<b>Budget</b>	<ul style="list-style-type: none"> <li>TBD</li> </ul>
<b>Major Tasks</b>	<ul style="list-style-type: none"> <li>Secure date for event working with the XCP MG Support Staff and the Phoenix Zoo</li> <li>Order beverages and snacks for attendees</li> <li>Email flyers to “feeder” schools such as St. Francis, All Saints, St. Simon &amp; Jude, St. Thomas, St. Theresa</li> <li>Advertise event via social media</li> <li>Organize tickets for attendees</li> <li>Choose décor for event and decorate event area at the zoo</li> <li>Make sure event site is clean and ready for attendees (we are no longer able to decorate)</li> </ul>
<b>Timelines</b>	<ul style="list-style-type: none"> <li>Planning begins in August and the event takes place in November.</li> </ul>
<b>XCP Liaison</b>	<ul style="list-style-type: none"> <li>XMG Support Staff</li> </ul>
<b>Past Suppliers</b>	<ul style="list-style-type: none"> <li>Phoenix Zoo</li> </ul>