

**PSSST! WE ARE  
RECRUITING!  
(SPREAD THE WORD)**

CARE is looking for parents to join the CARE Committee. We have a few positions that are being vacated by 8th grade parents this school year in May. We need one volunteer to be the Finance Assistant, one volunteer to be a Depositor, one or two more volunteers to be Inventory Personnel and we need a Scheduler. If interested in selling cards at Mass we need you too! Selling cards only takes 10-15 minutes and you earn 1 service hour. The more cards we sell, the more we can donate to parish and school needs!

The Finance Assistant reconciles the sales sheets to the weekly inventory report and creates a balance sheet. This is one of two finance positions. The job rotates each month. The time requirement is 1-2 hours a week for your month. If you have any questions please let us know.

The Depositor picks up the checks and sales sheets each week on Sunday nights or Monday. You reconcile checks to the orders, then make a deposit and deliver paperwork to CARE Finance. You also keep track of tuition rewards. The time requirement is about 1 hour a week. There are two depositors so the job rotates each month. If you have any questions please let us know.

Inventory is done every week at Sunday night's 5:00 Mass. You can either do it during Mass if you have gone to a different Mass or before/after Mass. It takes about 30 minutes to count cards and take note of back orders. Once cards are counted, you gather sales sheets and checks for the Depositor. You will input the inventory in an excel file and email to the rest of the CARE committee. Cards are ordered on Sunday nights or Monday morning after inventory is taken.

Scheduling CARE sellers consists of managing the scheduling email account and making the monthly Signup Genius. Right now we send a weekly email reminder to all sellers with the link for the signup. Other information is sent to sellers through this email as necessary, like new vendor or classroom challenge information.

We welcome any questions about the CARE Program or Volunteer Positions. Contact the CARE Committee at [StCCareCards@gmail.com](mailto:StCCareCards@gmail.com). We also have a page of information on the school website under the Resource tab and some volunteer information under the Stewardship tab.