



MERCY HIGH SCHOOL MOTHERS' CLUB PLAYBOOK

2023 - 2024





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OVERVIEW

Welcome to Mercy High School Mothers' Club! Outlined below is our primary mission.

1. To Support Mercy High School Spiritually, Financially and Socially:

- The Mercy Mothers' Club participates in prayer services, and other spiritual events, providing spiritual support to the school community.
- Through fundraising events and campaigns, the club raises funds to support various school projects, and programs and events.
- Social activities organized by the club, such as parent mixers and volunteer opportunities, promote a strong sense of community and social support within the school.

2. To Develop Closer Relationships with Our Daughters:

- The club facilitates mother-daughter bonding activities to strengthen the parent-child relationship.
- It provides a platform for open dialogue between mothers and daughters, fostering understanding, trust, and communication.
- The club encourages mothers to actively engage in their daughters' school experiences, attending events together and supporting their academic and extracurricular pursuits.

3. To Support Fellow Members of the Mercy Mothers' Club and Dads' Club:

- The Mercy Mothers' Club promotes a sense of camaraderie and friendship among its members through regular meetings and social gatherings.
- It offers a support network for parents, where they can share experiences, seek advice, and find encouragement in their roles as parents.
- Collaborative efforts between the Mercy Mothers' Club and Dads' Club strengthen the overall parent community, enhancing mutual support and engagement within the school.

WELCOME FROM THE EXECUTIVE BOARD

Thank you for being part of the Mercy Mothers' Club.

We are here to make this high school experience the best that it can be for our daughters, staff, teachers, and families of Mercy. As members, we strive to make each event our best and expect to make it even better the next time.

This Mercy High School experience is 4 years long and we as mothers and guardians are committed to serve to build a legacy for our daughters.

We are here for you to answer any questions or concerns, pray for you, and most of all have fun!

At your service,

Anne Nemer, President '90

Mother of Samantha Nemer '22 and Natalie Nemer '24

Kristin Bell, Communications and Social Media

Mother of Ava Bell '25

Anjanette Stoltz, Secretary

Mother of Aurene Stoltz-Bango '26

OPEN POSITION, President Elect

OPEN POSITION, Vice President

OPEN POSITION, Treasurer

OPEN POSITION, Member at Large

Any interested candidate in the above executive board roles for the 2023-2024 school year should contact Anne Nemer, President - annenemer22@gmail.com | (m) 248.739.9113

PROTOCOLS AND RESPONSIBILITIES

We wanted to take a moment to express our deepest gratitude for your unwavering commitment to the Mercy High School Mothers' Club.

At Mercy, we cherish a rich history and tradition of volunteerism within the Mercy Mothers' Club, which creates a strong sense of connection to our entire school family and fills our hearts with countless cherished memories.

Your tireless efforts serve as the bedrock of support for our school community throughout the year. However, we understand that life can sometimes get overwhelming, and we want you to know that you're not alone on this journey.

If you ever find yourself facing challenges in meeting your committee responsibilities, please don't hesitate to reach out to one of the members of the Board. They are here to lend a helping hand, provide guidance, and offer unwavering support whenever you need it.

Remember, we are all in this together, and together, we make Mercy High School a special place for our daughters and families. Your dedication is the heartbeat of our Mercy Mothers' Club, and we could not be more grateful for each one of you.

Thank you for being a part of this incredible journey, and here's to many more wonderful years ahead!

- Mercy Mothers' Club Board of Directors

Board Member Requirements and Details

- **Meeting Attendance -**

Mercy Mothers' Club meetings are a key means of communication and idea sharing so members are expected to attend all board meetings and general meetings.

- a) There are three (3) to four (4) Mercy Mothers' Club meetings this school year. Please mark your calendars and plan to attend all meetings in an effort to support the Mercy Mothers' Club.
- b) If you are a Committee Chairwoman and you are unable to attend a meeting, please contact your co-chairwomen in advance of the meeting to ensure a representative of your committee will be present.

- **Committee Participation -**

You will be asked to participate in at least one (1) of the nine (9) Mercy Mothers' Club committees. We also ask and encourage you to help wherever/whenever you are able, particularly at our major fundraisers or where extra volunteers are needed.

Many hands make light work and there are many opportunities throughout the year where other committees need a helping hand. Our Mercy Mothers' Club community is most successful when our members help each other. We all need to work as one team for the good of Mercy.

- **Mercy Mothers' Club Meetings (in-person) -**

Dinner will be served during all Mercy Mothers' Club meetings.

- a) Our meal begins at 7:00pm with our meeting following promptly at 7:20pm. All meetings are either held in the Mercy Cafeteria or Media Center unless otherwise noted.
 - b) Dinner and drinks costs will vary between \$15-\$20 per meeting. Prior registration and dinner/drinks payment are encouraged prior to these meetings or cash is accepted at the door at the time of the meeting.
 - c) Dinner is not mandatory, but it is fun to sit and eat with other moms to get to know each other. If you choose not to partake in dinner, please let the board know in advance at mercymothersclub@mhsmi.org.
- **Playbook, Name Tags and Pins -**
Every mother or guardian that signs-up for a committee and is an active member and will be provided with the following:
 - a) Mercy Mothers' Club Playbook will be provided as a guide and overview to protocols and responsibilities, calendar of events and committees.
 - b) A Mercy Mothers' Club name tag to distinguish you as an active member.
 - c) Mercy Pin - NEW this year, uniquely created Mercy pins will be provided to represent the number of years you have been involved with Mercy Mothers' Club.

Name tags and pins are required to be worn at all Mercy Mothers' Club hosted and supported events. By wearing your name tag and pin, our families and guests know who to reach out to with questions or concerns. Thanks for showing your Mercy pride!

MERCY MOTHERS' CLUB CALENDAR OF EVENTS

Event	Date	Location
2023		
Used Uniform Sale (aka: Marlin Business Day)	Tues. August 22 9am to 4pm	Outside Auditorium/Gym Entrance
Parent Night	Wed, Aug. 30 @ 6:30pm	Mercy - hallway
Mercy Mothers' Club Meeting - Welcome Dinner	Thurs, Sept. 14 @ 7pm	Mercy Cafeteria
Bonfire	Wed, Sept. 20 7:30pm to 11pm	Mercy - outside on softball field
Euchre Tournament	Fri, Oct 6 @ 7pm	Mercy Cafeteria
Fall, Parent/Teacher Conferences	Thurs, Oct. 12	Mercy HS
Fall 2023 Open House	Sun, Oct. 29 1-3pm	Mercy lobby
Mercy Mothers' Club Meeting	Thurs, Nov. 2 @ 7pm	Mercy Cafeteria
Holiday Sip & Shop Night	Thurs. Nov. 30 5pm - 10pm	Mercy HS, halls & media center
Christmas Concert	TBD	Main lobby near auditorium
2024		
Mercy Mothers' Club Meeting	Tues, Jan. 25, 2024 @ 7pm	Mercy Cafeteria
New Parent Information Night	Wed, Feb. 7 @ 6:30pm	Mercy Media Center
Mercy Mothers' Club Bunco Night	Thurs, Feb 15 @ 7:30pm	Mercy Media Center
Spring 2024 Open House	Sun, March 3 1-3pm	Mercy HS, lobby
2024-25 New Student Registration	Tues, March 5 @ 3pm	Auditorium/Gym lobby
Spring, Parent/Teacher Conferences	Thurs, March 7	Mercy HS
Trivia Night	Sat, April 13	Mercy HS, gym
Mercy Mothers' Club Farewell Dinner	Thurs, April 25 @ 6pm	TBD

*Additional meeting and event dates may be added by the Board. Be sure to watch for any email updates from the Mothers' Club for current dates.

**Mothers' Club meetings for all member volunteers are highlighted in yellow above.

COMMITTEE DESCRIPTIONS

Mercy Mothers' Club is proud to support Mercy and our daughters' fundraising efforts through the following eight (8) fabulous committees.

Your support through volunteering is the backbone to the Mercy Mothers' Club and we thank you in advance for your input, creative ideas, hustle, and overall hard work. Please read over the committees outlined below and reach out to the Chairwomen of the committee or committees you are interested in supporting this school year. Yes! You are encouraged to volunteer to support more than one committee if your time permits.

CHRISTMAS TREE DÉCOR

Deck the Halls of Mercy for the Christmas season! This committee will put up six (6) trees in different locations throughout the halls of Mercy. The goal is to add a festive atmosphere to be enjoyed by students, staff, and visitors and above all celebrate the birth of our Lord.

The smiles, ooos and ahhs on the faces of everyone that passes by the trees are heartwarming and priceless!

- **2023-2024 Committee Chairwomen:**

Kristin Bell | kebell522@yahoo.com | (m) 248.798.4608

- **Committee Volunteer Roles and Responsibilities:**

- Shoppers will be needed to shop for lights, tree ribbons and decorations.
- Set-up requirements:
 - unpacking all trees from storage boxes
 - fluffing all the branches
 - installing the lights on the trees
 - installing all the decorations
- Dismantling requirements:
 - dismantling all tree decorations
 - packing up everything in totes and tree boxes
 - transport to storage areas @ Mercy

- **Number of Committee Volunteers Needed:**

Ideally, we need a total of 18 volunteers or more. Approximately three (3) volunteers will be needed for each Christmas tree set-up and take-down after the holidays.

- **Date(s) of Committee Commitment or Specific Event:**

Event	Date	Location
1 st Christmas Tree Décor Committee Meeting	Tues, Sept. 26 Time: TBD	Web Conference
2 nd Christmas Tree Décor Committee Meeting	Tues, Oct. 24 Time: TBD	Web Conference
Christmas Tree Set-up Day 1	Mon, Nov. 6 @ 9 am 9am to 3pm	Mercy Hallways

Christmas Tree Set-up Day 2	Mon, Nov. 7 @ 9 am 9am to 3pm	Mercy Hallways
Christmas Tree Set-up Day 3	Mon, Nov. 8 @ 9 am 9am to 3pm	Mercy Hallways
Christmas Tree Take-down Day 1	Mon, Jan. 8 @ 9am 9am to 3pm	Mercy Hallways
Christmas Tree Take-down Day 2	Mon, Jan. 9 @ 9am 9am to 3pm	Mercy Hallways

*Additional meeting dates may be added by committee chairwomen based on need to support the committee.

HOLIDAY SIP AND SHOP

The Holiday Sip and Shop Committee invites retailers to sell their products and creations for a fun night of shopping at Mercy High School. Friends and family of the Mercy community will enjoy shopping for holiday gifts. This is a big fundraiser for the Mercy Mothers' Club and a really fun event!

- **2023-2024 Committee Chairwomen:**

Christine Pitcole | cpitcole@gmail.com | (m) 248.229.2172

Carrie Guss | cdguss@gmail.com | (m)

- **Committee Volunteer Roles and Responsibilities:**

- Vendor outreach, commitments and fee collection.
- Coordinate decor for the event.
- Coordinate marketing of the event.
- Coordinate ticket sales for the event.
- Coordinate food and beverage for the event.
- Coordinate Volunteers-both students and parents.
- Coordinate the layout of the event.
- Coordinate vendor set-up.
- Coordinate clean up.

- **Number of Committee Volunteers Needed:**

Ideally, we need a total of 20 volunteers for this event to run smoothly and successfully.

- **Date(s) of Committee Commitment or Specific Event:**

Event	Date	Location
Holiday Sip & Shop Planning Meeting	TBD	TBD
Holiday Sip & Shop Night	Thurs. Nov. 30 5pm - 10pm	Mercy HS, halls & media center

*Additional meeting dates may be added by committee chairwomen based on need to support the committee.

HOSPITALITY

The Hospitality Committee coordinates and manages hospitality tables for various school functions, such as, Parent Teacher Conferences, Parent Night and Open Houses. This committee also manages donations of food and beverages for these events. They will create Sign-Up Genius to email the greater school community for donations and volunteers for each of the events.

- **2023-2024 Committee Chairwomen:**

Andrea Rossi | amhackman@sbcglobal.net | (m) 248.910.5928

Angela Dorazio | ajdorazio16@gmail.com | (m) 248.563.2955

- **Committee Volunteer Roles and Responsibilities:**

- Manage tables at scheduled events in one (1) hour increments.
- Coordinates with school cafe (Anne Halberg) for coffee and tea service.
- Manage and collect donations of food and beverage items for all hosted events (done through Sign-up Genius).
- Set-up, maintain and clean up hospitality tables at events.

- **Number of Committee Volunteers Needed:**

Ideally, we need five (5) to ten (10) volunteers or more. The total committee members would total ten (10) - one (1) chairwoman and up to ten (10) volunteers.

Approximately three (3) to six (6) volunteers will be needed for each event depending on the event.

- **Date(s) of Committee Commitment or Specific Event:**

Event	Date	Location
Parent Night	Wed, Aug. 30 @ 6:30pm	Mercy - hallway
Mercy Mothers' Club Meeting - Welcome Dinner	Thurs, Sept. 14 @ 7pm	Mercy Cafeteria
Bonfire	Wed, Sept. 20 7:30pm to 11pm	Mercy - outside on softball field
Fall, Parent/Teacher Conferences	Thurs, Oct. 12	Mercy HS
Fall 2023 Open House	Sun, Oct. 29 1-3pm	Mercy HS, lobby
Mercy Mothers' Club Meeting	Thurs, Nov. 2 @ 7pm	Mercy Cafeteria
Mercy Mothers' Club Meeting	Thurs, Jan. 25 @ 7pm	Mercy Cafeteria
Spring 2024 Open House	Sun, March 3, 2024 1-3pm	Mercy HS, lobby
Spring, Parent/Teacher Conferences	Thurs, March 7, 2024	Mercy HS

*Additional meeting dates may be added by committee chairwomen based on need to support the committee.

MOMS' CLUB MERCH

Our Mercy community has great pride, and this committee is one of our newest key fundraisers and means of promoting the Mercy spirit. As a cherished addition to our vibrant community, we take immense pride in fueling the Mercy spirit through our range of unique, spirited clothing and accessories.

Our committee mission is twofold:

- 1) to deck out our students and their families in the finest Mercy gear
- 2) to support the school's activities and events that create unforgettable memories

From trendy tees to cozy hoodies, we've got something for everyone to flaunt their Mercy pride.

Moms' Club Merch will offer and promote online pop-up shops from time to time throughout the school year making it easy to snag the latest must-haves. Our committee will be represented at Mercy Mothers' Club meetings, athletic home games, school open houses, Holiday Sip n' Shop, and more.

It's not just about style - it's about substance. Every purchase powers the passion of the Mercy Mothers' Club, enabling us to fuel activities that light up our daughters' lives. Join us as we celebrate unity, style, and the Mercy spirit - all wrapped up in fabulous merchandise!

- **2023-2024 Committee Chairwomen:**

Leslie Backus | backus.leslie@gmail.com | (m) 248.219.7721

Becky Terrill | rebecca_terrill@yahoo.com | (m) 734.634.2686

- **Committee Volunteer Roles and Responsibilities:**

- Event Support - in-person event set-up, selling and teardown
- Sign-Up Genius - creating sign-up event calendar and distribution to committee members for event support.
- Inventory - count items and stay on top of low and high inventory totals
- Social Media Liaison - work with the Mercy Mothers' Club Communications and Social Media Board member to communicate timelines and upcoming events to begin promotion.

- **Number of Committee Volunteers Needed:**

Ideally, we need a minimum of six (6) volunteers or more. The total committee members would total eight (8) - two (2) chairwomen and six (6) volunteers.

- **Date(s) of Committee Commitment or Specific Event:**

The sales of Mom's Club Merch run throughout the entire school calendar year. The first main selling event is typically the Used Uniform Sale which takes place the first week of school each year. The last school year's selling event would be the Mercy Mothers' Club Farewell Dinner which takes place in May. Home sporting events will also be added to the selling merch calendar when dates become available.

Event	Date	Location
Used Uniform Sale	Tues, Aug. 22 @ 9am	Mercy lobby
Parent Night	Wed, Aug. 30 @ 6:30pm	Mercy - hallway
Mercy Mothers' Club Meeting - Welcome Dinner	Thurs, Sept. 14 @ 7pm	Mercy Cafeteria
Mercy Dad's Club Meeting	Wed, Oct. 4 @ 6pm	Mercy Cafeteria
Fall 2023 Open House	Sun, Oct. 29 1-3pm	Mercy lobby
Mercy Mothers' Club Meeting	Thurs, Nov. 2 @ 7pm	Mercy Cafeteria
Holiday Sip & Shop Night	Thurs. Nov. 30 5pm - 10pm	Mercy HS, halls & media center
Christmas Concert	TBD	Main lobby near auditorium
Mercy Mothers' Club Meeting	Tues, Jan. 25, 2024 @ 7pm	Mercy Cafeteria
New Parent Information Night	Wed, Feb. 7 @ 6:30pm	Mercy Media Center
Mercy Mothers' Club Bunco Night	Thurs, Feb 15 @ 7:30pm	Mercy Media Center
Spring 2024 Open House	Sun, March 3 1-3pm	Mercy HS, lobby
2024-25 New Student Registration	Tues, March 5 @ 3pm	Auditorium/Gym lobby
Mercy Mothers' Club Farewell Dinner	Thurs, April 25 @ 6pm	TBD

*Additional meeting dates may be added by committee chairwomen based on need to support the committee.

SOCIAL

The social committee is focused on building a sense of community and fun within Mercy families. The committee strives to enhance the Mercy experience for families, parents and students. We organize engaging events, cultivate a strong sense of community and enjoyment among Mercy families.

- 1) **Card Events** - plans 1-2 card events/tournaments for parents, friends and family of Mercy. These events are usually scheduled on a weeknight at Mercy High School. Such events may include: Euchre, Uno or Bunco. Sometimes these events are done in collaboration with the Alumni Office.
- 2) **Mother | Daughter Event(s)** - plans 1-2 special activities that honors the relationship of mothers or guardians and their daughters. These activities may include: an event to include a celebratory meal or activity, bonding activities, and/or exercise activities.
- 3) **Annual Trivia Night** - this is the biggest fundraiser of the year for the Mercy Mothers' Club. Social Co- Chairs plan and execute this adult Trivia Night in the Mercy Gym. Friends, Family and Staff of Mercy are invited to attend via advance ticket sales. Guests arrive in theme and each table brings their own food. Cash Bar only. 50/50 raffles. Many opportunities for both students and adults to volunteer/receive service hours. A fun night for all with amazing chances to win!
- 4) **Meet & Mingle Events** - three (3) events that are at a Mercy Mothers' Club Members house. The host invites club members to meet and mingle. Drinks and appetizers are served on a weekday night. A fun and relaxed atmosphere where Mercy Mom's and guardians can build relationships.

- **2023-2024 Committee Chairwomen:**

Tina Sturgis | mercymothersclub@mhsmi.org

Natalia McLaughlin | mercymothersclub@mhsmi.org

Executive Board Oversight: Anne Nemer

- **Committee Volunteer Roles and Responsibilities:**

- Coordinate event ideas and possible dates with Mercy Mothers' Club President and Social Committee Chairs.
- Define Co-leads for each event.
- Provide Proposed Budget and vendor information for approval to Mercy Mothers' Club Board.
- Seeking committee member volunteers to assist with events.
- Develop Sign-Up Genius for volunteers and Eventbrite for guest tickets/RSVP.
- Ensure the process for reimbursement through the Mercy Mothers' Club Board.
- Submit Marketing Plan to Mercy Mothers' Club Board.
- Submit maintenance request, if needed.
- Submit post event write-up for future committee leads.

- **Number of Committee Volunteers Needed:**

The number of volunteers needed will be dependent on the event. Ideally, we need a minimum of three (3) volunteers or more. The total committee members would total five (5) - two (2) chairwomen and three (3) additional volunteers.

Trivia Night - will require the following volunteers:

- (6) set up and clean up
- (8-10) Adult Table Hostesses
- (14-20) Student Table Hosts
- (2) Scoring Assistants
- (4) Bankers
- (2) Bartenders

- **Date(s) of Committee Commitment or Specific Event:**

Event	Date	Location
Euchre Tournament	Fri, Oct 6 @ 7pm	Mercy Cafeteria
Mother Daughter Planning Meeting	Wed, Oct. 11 @ 7pm (30 minutes)	Web Conference
Card Events Planning Meeting	Tues, Oct. 10 @ 7:30pm (30 minutes)	Web Conference
Bunco Night	Thurs, Feb. 15	Mercy
Trivia Night	Sat, April 13	Mercy HS, gym
Additional Events TBD		

*Additional meeting dates may be added by committee chairwomen based on need to support the committee.

STAFF APPRECIATION

The Staff Appreciation Committee coordinates all the activities around celebrating the amazing work of the Mercy staff during the school year. This includes staff appreciation week; Catholic Schools Week; and Parent Teacher Conferences. This group provides breakfast, treats, gifts and special acknowledgements to the hardworking staff at Mercy High School.

- **2023-2024 Committee Chairwomen:**

Barb Locy | barblochy@sbcglobal.net | (m)

Additional Chairwoman needed!

- **Committee Volunteer Roles and Responsibilities:**

- Chairwoman coordinates schedule with Mary Vallone, Assistant to Principal at Mercy High School
- Committee members volunteer to bring in food, drinks, and paper products via email and/or a Sign-Up Genius.
- Committee members volunteer to help set up and clean up.

- **Number of Committee Volunteers Needed:**

- At each event two (2) volunteers are needed to help with set up and clean up.
- (10-20) volunteers to donate small items like desserts, drinks, snacks, and paper products.

- **Date(s) of Committee Commitment or Specific Event (typically, there will be at least one event per month):**

Event	Date	Note	Location
Welcome Back with Franklin Cider Mill Donuts and Cider	September	Welcome Back with Franklin Cider Mill Donuts and Cider	Staff Room: Mercy High School
Fall Parent/Teacher Conferences	October 12	Submarine sandwiches for teachers who are in the building	Staff Room: Mercy High School
Thanksgiving Week	November	Small individual pies and ice cream	Staff Room: Mercy High School
Christmas Time	December	Cupcakes	Staff Room: Mercy High School
Catholic Schools Week	January 29-February 2	Monday: cookies Tuesday: Polish Cafe Meal Wednesday: Muffins Thursday: Apple Dipping Stations	Staff Room: Mercy High School
Mardi Gras	February	King cakes	Staff Room: Mercy High School
St Patrick's Day	March 15	Treats	Staff Room: Mercy High School
Spring Parent/Teacher Conferences	March 7	Submarine sandwiches for teachers who are in the building	Staff Room: Mercy High School
Easter	April	Chocolate Crosses	Staff Room: Mercy High School
May, Staff Appreciation	May	Monday: Bagels Tuesday: Green Lantern Pizza and Salad Thursday: Candy	Staff Room: Mercy High School

*Additional meeting dates may be added by committee chairwomen based on need to support the committee.

USED UNIFORM SALE

The Used Uniform Sale committee focuses on selling gently used Mercy uniforms that are being recycled and sold to incoming or other students who are seeking skirts, shirts or sweaters. Only school uniform approved items can be donated and sold through these events. This is an important and great fundraiser for the Mothers' Club.

- **2023-2024 Committee Chairwomen:**

Sonya Hakim | sonyahakim@gmail.com | (m)313.550.7813

Thomas | school_totallypink4@comcast.net | (m)313.999.1140

- **Committee Volunteer Roles and Responsibilities:**

- Provide opportunities for girls to donate uniforms and Mercy clothing .
- Ensure clothing donations are cleaned and inventory is taken each quarter.
- Ensure items are tagged with size and cost (clothing tagger supplies are in Mercy Mothers' Club Closet)
- Market sales via Mercy Mothers' Club Board Member: Kristin Bell and MHS Communications : Julie Earle
- Set up for sales and clean up after sales are completed
- Make sure to have cash on hand to make change available for sales. Cash box is in Mercy Mothers' Club storage closet.
- Provide treasurer cash deposits and credit card transaction totals after each event.
- Determine and confirm dates of sales with the Mercy Mothers' Club Board to ensure dates are on the Mercy School Calendar
- Students can donate to reception desk. Articles of clothing are put in Staff Mailroom in cabinet.

Used Uniform Inventory should be kept in bins and stored in Coat Closet behind reception.

- **Number of Committee Volunteers Needed:**

- (10-15) volunteers are needed to successfully run this committee.
- At each event (4-8) volunteers for different shifts throughout the day are needed to help with set up, sell and/or clean up.

- **Date(s) of Committee Commitment or Specific Event:**

Event	Date	Location
Used Uniform Sale (aka: Marlin Business Day)	Tues. August 22 9am to 4pm	Outside Auditorium/Gym Entrance
Mercy Day of Celebration	May 23 12:30pm to 4pm	Outside Auditorium/Gym Entrance
Senior Skirt Drop Off Drive	TBD	Outside Auditorium/Gym Entrance
Mercy Mothers' Club Meetings	September November January	Cafeteria or Media Center
Inventory	October and May	Staff Room

*Additional meeting dates may be added by committee chairwomen based on need to support the committee.

WELCOME & FAREWELL EVENTS

This committee is responsible for coordinating the first and the last Mercy Mothers' Club events of the school year. These are social events that invites all mothers and female guardians to celebrate the plans for the upcoming year and the accomplishments of the past year. The Farewell Event gives a special thanks to the moms and guardians of our graduating seniors.

- **2023-2024 Committee Chairwomen:**

Two (2) OPEN Positions

- **Committee Volunteer Roles and Responsibilities:**

- Coordinate event ideas and possible dates with Mercy Mothers' Club Board.
- Provide Proposed Budget and vendor info for approval to Mercy Mothers' Club Board at mercymothersclub@mhsmi.org.
- Ensure process for reimbursement thru the Mercy Mothers' Club Board - deposits etc.
- Submit information for creative and Marketing Plan to commence to Mercy Mothers' Club Board.
- Submit maintenance request, if needed.
- Decide Location, Menu and Agenda.
- Decide on Senior Mom gifts.
- Provide ongoing event updates to the Mercy Mothers' Club Board up to the event.
- Work with administration to ensure Mercy seniors submit information (see event binder) prior to the event.
- Submit post-event write-up for future committee leads.

- **Number of Committee Volunteers Needed:**

Ideally, we need a minimum of three (3) volunteers or more. The total committee members would total five (5) - two (2) chairwomen and three (3) volunteers.

- **Date(s) of Committee Commitment or Specific Event:**

Event	Date	Location
Mercy Mothers' Club Meeting - Welcome Dinner	Thurs, Sept. 14 @ 7pm	Mercy Cafeteria
1 st - Farewell Planning Meeting	Thurs, Nov. 16 @ 7:30pm (45 minutes)	Web Conference
Mercy Mothers' Club Farewell Party	Thurs, April 25, 2024 6 to 9pm	TBD

*Additional meeting dates may be added by committee chairwomen based on need to support the committee.

EVENT PREP GUIDELINES

The Mercy Mothers' Club wants each event to be organized and successful. Outlined below is a step-by-step guide to ensure all bases are covered for each event. For each committee, one chairwoman should begin this process at least 2-weeks prior to any scheduled event to allow ample time for invited participants to attend scheduled events.

1. **Mercy Mothers' Club Board Notification -**

Once the date is selected, email the Mercy Mothers' Club President, Anne Nemer @ mercymothersclub@mhsmi.org to invite the following Mercy administration individuals to attend and to ensure that the date is added to the school calendar. If you would like any of the administration informed or included in an event, where applicable.

- a) Patricia Sattler, Principal
- b) Eleasha Tarplin, Dean of Student Affairs
- c) Dr. Cheryl Kreger, President

2. **Confirm Committee -**

Confirm all committee member names and contact information who volunteered for your specific committee for the school year. Submit this information to Mercy Mothers' Club Board to have included on Mercy Mothers' Club.

3. **Create a Detailed Budget -**

Review with Committee Mercy Mothers' Club Board and gain approval.

4. **Create invite -**

Using Mercy Mothers' Club Sign-Up Genius: Receive sign-in information from Board.

5. **Marketing -**

Contact Kristen Bell (kebell522@yahoo.com) about the event. Be sure to provide ALL the event details to properly promote the event. Do not assume the Communications Committee knows or understands all the event details.

- a) Mercy Messenger
- b) Possible Mercy Mothers' Club Email
- c) Social Media Facebook and Instagram
- d) Provide link to Sign-Up Genius

6. **Volunteers -**

Are you in need of volunteers? Students or Parents?

- a) Committee Chairperson should first work with the assigned committee members to determine all necessary volunteers for the event.
- b) If not, enough volunteers are available within the Committee, then contact Mercy Mothers' Club President at mercymothersclub@mhsmi.org requesting a broader reach to the entire Mercy Mothers' Club or student body, if applicable.

7. Floor Plan -

- a) Create a floor plan for the event to include location within Mercy HS or other location
- b) Map out where everything will be set-up including IT requests.

8. Agenda -

Set an agenda for the event and be sure to share with all committee members so everyone agrees on the timing, and structure.

9. Request Set-up from Maintenance -

Include floor plan, number of chairs, tables, high top tables, podium, presentation screen and garbage cans. Computers will need to be supplied by a committee member.

Send request emails to and copy Mercy Mother's Club on all requests:

- a) Mary Vallone, Assistant to the Principal - mvallone@mhsmi.org
- b) Dan Duncan, Facilities Manager - dduncan@mhsmi.org
- c) cc: mercymothersclub@mhsmi.org

10. Décor and Supplies -

Please look through the Mercy Mothers' Club storage room prior to making any additional purchases for any items that have already been acquired throughout the years. The storage room is located in E wing, room E23 near Baggot Street Room. Please ask a Mercy Mothers' Club Board Member for the code to the room in advance.

There is a tremendous number of decorations, plates, glasses, cups, service ware, vases, white table clothes (12-90 round; 16-120 rounds and 1 52X 52)

11. Food Vendor -

If your event requires a vendor to cater, please ask your Mercy Mothers' Club Board committee for suggestions.

12. Name Tags -

Make sure you have name tags for your event and sharpies. Please check Mothers' Club storage room in advance of purchasing new name tags.

13. Expense Reimbursement -

Need invoices/deposits paid? Fill out a Reimbursement Request Form (a copy is provided at the end of this Playbook. An electronic version is also available from the committee chairwomen) and include all receipts or invoices. Forward to Mercy Mother's Club President and/or Treasurer - mercymothersclub@mhsmi.org.

14. Feedback Loop -

After the event, please submit a recap to the event to the MERCY MOTHERS' CLUB Board. This information is helpful for future planning and a copy will be made available in the committee binder. Please include the following:

- a) Overview of the event
- a) Attendance
- b) Budget/Balance/Revenue
- c) Future suggestions of what to do and what not to do
- d) Attend the next Mercy Mothers' Club Board meeting to verbally provide this feedback at a high-level to the broad Mercy Mothers' Club and a more detailed summary to the event committee members.

Good Luck with your event and the Mercy Mothers' Club Board is here to support you every step of the way! If you are need of any last minute promotions, contact Kristin Bell, Communications and Social Media - kebell522@yahoo.com

Committee Succession Planning -

Please let the Mercy Mothers' Club Board know if you have an interest in chairing a committee in the next school year or if you have a successor in mind for your committee.

Any interest in joining the Mercy Mothers' Club Board? Let us know!

TREASURER INFORMATION

Outlined below are the procedures for depositing cash and requesting reimbursement for committee events.

Deposits

Following any event, submit deposits to the Treasurer as soon as possible. All deposits must have a completed Mercy Mothers' Club Deposit Form attached. Deposit Form is included in the Maroon Playbook or electronically. Please do not make copies of checks that are submitted. Deposits must be delivered in person to the Treasurer within five (5) days of receipt or completion of event.

Reimbursements

Any expenditure greater than \$200.00 must receive prior approval from the committee's mentor, and/or the Mercy Mothers' Club board at mercymothersclub@mhsmi.org for your committee before proceeding with the expense.

Email approval from the mentor must be included with all check requests for these expenditures. This includes a single item or quantities of items for a given event totaling \$200.00 or more. The only exception is for such expenses where the committee has a per person dollar limit (e.g. meals for large events) or other spending guidelines pre-approved by the President. If you are unsure whether your expenses will be reimbursed, please contact the Treasurer or the President.

Reimbursement requests must be submitted within 30 days of the end of your event. If they are not submitted in a timely manner, those purchases will be considered a donation to the Mercy Mothers' Club.

Mercy Mothers' Club Check Request Form

All check requests must be completed and sent electronically to the Treasurer - (Name - TBD). For the 2023-2024 school year, send all complete reimbursement requests to mercymothersclub@mhsmi.org. If the request is sent by a committee member, please copy the committee chairwomen on the request. Check Request Form is included in the Playbook and available electronically.

- a) Attach all (eligible) supporting receipts or bills. If you order online, please be sure to print a copy of the receipt and submit with request.
- b) Submit to the Treasurer or President after review with committee chairperson.
- c) Checks (yes, checks) will be issued twice per month and mailed to the recipients address listed in the check request. You may also pick up the check in person at Mercy's front desk if you noted on the Check Request Form.
- d) Any exceptions must be requested by the committee chairwomen and approved by the Treasurer and/or President.

COMMUNICATION & SOCIAL MEDIA

Communication is everything with the to provide a thriving community. Stay in the loop, get up to date information about Mercy events, meetings, merchandise pop-up shops, and connect with fellow members on the following communication platforms.

Follow us on social media today!

Facebook - @mercyhighschoolmi | <https://www.facebook.com/MercyHighSchoolMothersClub>

Instagram - @mercyhighschoolmi | <https://www.instagram.com/mercymothersclubmi>

Additional forms on Mercy Mothers' Club information Mercy Mothers' Club -

Mercy HS website - <https://www.mhsmi.org/mercy-life/mercy-mothers-club>

Weekly Mercy Messenger -

Check the weekly (typically, Tuesday's) electronic newsletter that comes from Mercy on up-to-date Mercy Mothers' Club information. If you are not receiving these emails be sure to check your spam folder or contact Julie Earle, Mercy's Director of Communications at jearle@mhsmi.org to be added.

Emails from the President -

To stay in the loop on Mercy Mothers' Club information the President will send out emails directly to the MMC members. Be sure your email information is accurate and up to date. This information can be confirmed with Anjanette Stoltz, Secretary - astoltz@umich.edu

MERCY MOTHERS' CLUB DIRECTORY

Mercy Mothers' Club Directory of all members with corresponding contact information will be distributed electronically to all members following the Welcome Dinner meeting on Thursday, September 14, 2023.