

# PWC Outreach Cochairs

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## PWC Bylaws Description

“The Outreach Chair[s] shall initiate and/or assist in school and Parish outreach and social justice activities, and act as a liaison to the Board.”

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## Overview

Develop and provide opportunities for volunteer/outreach activities for school family participation; facilitate school student service activities as needed; communicate upcoming outreach opportunities to the school community.

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## Responsibilities

- Be the main point of contact for charitable partners (St. Joseph’s Center, Westside Thanksgiving, Maryvale, Operation Gratitude, others).
  - Organize and lead the traditional, annual PWC outreach events: Hygiene Drive, Thanksgiving Food Bag Drive and Share the Season. Out partner charities have come to depend on St. Paul’s support for these drives.
  - Facilitate communication and promotion of our other traditional outreach events (e.g., Sandwich Builders and the Turkey Drive), as needed.  
Plan events and communication/promotion efforts well in advance to eliminate overlap. **This is critical throughout the year, but especially during the busy October-December period.**
  - Liaise with the parish and school administrations to cross-promote outreach efforts in both the school and parish.
  - Work closely with Sue BJ to arrange service opportunities for students (e.g., volunteer shifts for Bread & Roses Cafe, Heal the Bay, LA Marathon).
  - Identify, develop, and implement new outreach activities as warranted, consistent with PWC mission and goals. For example, in 2019-20, we introduced a Halloween candy drive and expanded the Share the Season (Adopt a Family) drive to include stockings for needy individuals. In 2020-21, we solicited donations to support the reopening of Ascension School, our sister school, by providing plexiglass desk shields.
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## Important to Know

- This role works closely with a variety of people across the school, parish, and broader community. It is quite rewarding to witness the generosity of our community in action, and the amazing impact we have on our neighbors in need.
- Planning and preparation for this role can be done from home, but you will need to be on campus frequently during drives and events.
- The most challenging aspect of this role is balancing: (1) maintaining enthusiasm for the long-standing events that benefit our traditional charitable partners; (2) incorporating new ideas for events and/or charities; and (3) not overcommitting our resources or overwhelming our community with too many requests.
- The busy season for this role is late September through mid-December, when the core outreach events occur (Hygiene Drive, Thanksgiving Food Bag Drive, Turkey Drive, Share the Season). It’s best to develop your overall plan and strategy for the upcoming year over the summer.