

LIST OF COMMITTEES AND CHAIR PERSONS

Welcoming committee a group in the spring they will work with or consists of the Buddy families to help the new students coming to our school in the fall with what they can expect from the school. They can help with a tour of the school, car rider, uniforms and any other questions they may have. In the fall, they will help with questions as parents arrive at the school to help them and their children feel welcome.

Buddy family a class family that welcomes others in their child’s grade to the school. Buddy family has indirect contact with the teacher and class. They answer questions directly related to the school (ex: where to get lunch tickets, uniforms, etc). Buddy families contact others in person and/or use email and/or phone calls. No clearance needed.

Class parent is directly involved with the teacher. Class parent organizes what the teacher for the class wants or needs. Example: Christmas party signup sheet for the class so everyone does not bring in cupcakes. Teachers may assign a class parent. Clearance is needed for you will be directly helping with the needs of the teacher and following the teacher’s rules. * *Must be approved by school**

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Major fund raiser:

Chair for major fund raiser (Not to be the PTO president)..

Chair for getting sponsors

Chair for collecting items

Class project chair parents to help the teachers with organizing and assisting with the class project for the major fund raiser. Clearance needed since you will be in direct contact with the children.

Class project(per class) *must be approved by the teacher*. Parent to assist the teach with the building and/or creation of the class project. Clearance needed since you will be in direct contact with the children. Time dependant on project.

Class project(per class) \$20 donation counts as 1 hour.

Ticket sales chair parents to assist in the sale of tickets after church for the major fund raiser. No clearance needed.

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Minor fund raiser contact person for the minor fund raiser.

Book fair chair person- plans the dates and sale of the book fair in the fall and spring. Contact person for the event. Clearance needed if working the book fair since you will be in direct contact with the children.

Book fair parents to assist at the book fair. Clearance needed since you will be in direct contact with the children.

Box tops chair collects the box tops from the school and church. Clips the box tops and sends them in. The box tops are sent in once a month. No clearance need.

Box tops parents to clip box tops as directed by the box tops chair. No clearance needed.

Soup labels chair collect the soup labels from the school and church. Clips the box tops and sends them in. The soup labels are sent in once a month. No clearance needed.

Soup label parents to clip soup labels as directed by the soup label chair. No clearance needed.

PTO meeting each parent gets 1 hour for every person and 1 hour for every meeting attended. No clearance needed.

PTO Refreshment s server parents gets 1 hour for every meeting attended. No clearance needed.

PTO sign in parents get 1 hour for each meeting attended. No clearance needed.

Christmas Pageant

Christmas Band/Choir

Halloween party

Halloween candy Donation parents donate candy for Halloween “trick or treating” event for Halloween. Each \$20 donation counts as 1 hour. No clearance needed

Christmas lunch with Santa parents will help Santa by passing out candy or cookies during lunch. Time 2-2 1/2 hours. Clearance is needed since you will be in direct contact with the children.

Santa one parent to be “Santa” . Costume provided. Time 2-2 1/2 hours. Clearance needed since you will be in direct contact with the children.

St. Nick and Shoes parents to place trinkets into the children’s’ shoes while the kids are in class. Time 1-2 hours. Clearance needed since you will be in direct contact with the children.

Dance needed: planning the dance, set up, helping with the dance, clean up. This includes decorations, concessions, picking a theme.

Family Bingo

Family Event night

Family event weekend

Parent/Grandparent Breakfast

Catholic Schools week Bingo parents to help with calling out the BINGO, help with cards, trinkets, etc. time 1-1 ½ hours. Clearance needed since you will be in direct contact with the children.

Catholic Schools week Field day (group of ___) parents to help with field day events, races and refreshments. Clearance needed since you will be in direct contact with the children.

Nominating Committee- Group of 3 volunteers to help with the campaign for new officers for the next school year. It will include meetings, emails, phone calls, and

designing flyers. It will include talking to parents about joining the PTO and helping them with getting on the ballot. No clearance is needed.

8th Grade event

Food items donation each donation of \$20 counts as 1 hour. Food items may be for class event or for the school. Requested by teacher or the school.

Class items donation each donation of \$20 counts as 1 hour. *Items are requested by the teacher or school.* (Examples: crayons, paints, sports gear, paper, books, treasure box, etc.)

Teacher appreciation

Creating Flyers for Events

Presentation to the class

Lunch duty help in the lunch room helping serve food or helping the kids at lunch. Can be done daily or once a week.