

# St. Louis School Parent Teacher Organization (PTO)



## 2019-2020 Volunteer Opportunity Guide



Help Build our Community through Service!!

## St. Louis School

Dear St. Louis School Parents:

**The St. Louis School Parent Teacher Organization (PTO)** is about families with active volunteerism, service to the school, community spirit & generous fundraising. We reinforce the school mission, “Rooted in Faith, Growing in Christ,” and the virtues program to support an atmosphere where teachers and administrators can do their best work - and so can our children. Our goal is to emphasize ownership and pride in the school community and investment back into our school through service.

Each family is required to contribute a minimum number of volunteer service hours (20 hours for dual parent families and 10 hours for single parent families) to the school. These service hours are ways for parents to directly volunteer their time and talents into the school and assist with building our school community. St. Louis School teaches our children the importance of service and acts of mercy. Parents model spiritual and corporal works of mercy every time they engage in some type of service for the good of the school and community

The PTO raises funds throughout the year the bake sales, spirit dinners and used uniform sales. We also hold two major community building & fundraising events providing opportunities for the 350 families, teachers and administration to interact and build school community. Other than Silent Auction grand prize raffle sales, the PTO does not send home sales requests. We **will not** ask you or your child to sell giftwrap, cookies or chocolate bars.

- **Hawks 5K & Hawks Day Celebration (October)**  
Hawks Day & Hawks 5K in October provide families an opportunity to celebrate our school community while promoting fitness, fun & fellowship.
- **Silent Auction & Dinner (February)**  
Fun filled adult-only fundraiser and “friend raiser” at a themed dinner party. Admission tickets include dinner, beverages, entertainment & participation in our Silent & Live Auctions.

This year, the volunteer program has been transitioned from paper forms to an online Volunteer Opportunity Guide. This change allows us to share additional information in greater detail with our parent community about the programs we offer, reduce paper cost & distribution, reinforce the school mission of service and streamline communication between parents and activity chairpersons.

As a Board, we worked with past committee chairs, the school administration and volunteer coordinators to evaluate the relevancy of current volunteer positions and make changes to positions to meet the needs of the school. Some volunteer positions will be assigned a pre-determined set of hours congruent with the work required. While the role may take more time than allotted, we feel that giving hours to jobs will make

record keeping easier for you and the volunteer coordinators. Most of the volunteer roles will continue to be "hourly" positions where families are required to log their actual hours worked or their number of hours earned through donations.

Donated items worth \$25 equal 1 hour of service. For clarification, \$25 worth of purchased items to the bake sale, catholic schools week donation or silent auction class basket items equals 1 hour of service. A batch of homemade cookies, brownies etc. = 1 hour because of the time and ingredients.

The focus of PTO volunteer opportunities will be on school-related activities. We recognize the importance of parish sponsored events such as CYO and scouts, but we ask our families to donate at least half of their required volunteer hours to school events. The CYO & scout positions included in PTO volunteer hours are included in the volunteer opportunities guide.

There are many great opportunities to be involved this year. Please review this volunteer opportunity guide and indicate the areas that you would be interested in helping. Parents are asked to complete this service opportunity form NLT 9/15/19.

The PTO Board meets regularly with Mrs. Dyke and holds three general PTO meetings throughout the year that are open to all parents. We invite you to attend the PTO meetings! It is a great way to understand what PTO does to support our school and community and to know where help is needed and how we can "pitch in" as parents. In addition, PTO meeting attendance counts as an hour of Volunteer service.

The PTO Board and I look forward to seeing you throughout another excellent school year!

Peace,

Kieran Mitchell  
PTO President

*"Every time you smile at someone, it is an action of love, a gift to that person, a beautiful thing." ~ Mother Teresa*

**Program Goals:**

The St Louis School PTO Volunteer Program was established in a continuing effort to support the purpose of the PTO:

1. To unify St. Louis School community for the enrichment of the students' education and spiritual growth.
2. To stimulate support and cooperation among parents, faculty and parishioners
3. To promote the ideals of St. Louis School and Catholic education.

**CHOOSE A PARTICIPATION OPTION**

The Volunteer Program offers school families two options for participation each year:

1. Perform creditable service in a wide range of school activities or fundraisers (20 hours for two-parent families, 10 hours for single parent families)
- OR**
2. Make a monetary payment in the amount set by the Parent Teacher Organization (PTO). \$25.00 per Volunteer hour (\$500/\$250)

**THINGS YOU NEED TO KNOW**

If you select the option to participate through activities/fundraising that benefit St. Louis School, your contribution will be measured by the number of service hours performed. Each family selecting this type of participation contributes by fulfilling a minimum of 20 hours per school year. Single- parent families will participate at a minimum level of 10 hours.

**If a family fails to meet the volunteer hour requirement by the end of the school year, that family will be required to pay the school a penalty fee of \$525 for two parent families and \$275 for single parent families. If a family completes some, but not all hours, the fee will be prorated based on the hours completed**

The Volunteer Opportunity Guide, includes a description of PTO Volunteer opportunities, including the number of hours that will be credited for participating in each opportunity. It is available online at [www.stlouisschool.org](http://www.stlouisschool.org). Look through all the possibilities, decide the areas in which you would like to serve, and complete the online volunteer opportunity form.

If you choose the monetary payment option in lieu of service, the payment should be sent to the office with a signed copy of the service opt-out form NLT Monday September 9, 2019. The opt-out fee is \$500 for 2- parent families and \$250 for single-parent families.

Don't be shy! If you would like to participate in a wide range of service opportunities, beyond the minimum hours required, please sign up for as many positions as you'd like.

All positions designated as “hourly” require you to track your hours each time you Volunteer at school by entering the hours here:

(<https://docs.google.com/forms/d/e/1FAIpQLSfCxFoOqV6IAZFvnY3bts4N-jwXcJrrCCbTQ2-oHjllrc6Nog/viewform>)

Only the service opportunities found in the Volunteer Opportunity Guide will be credited hours. Any other service hours in question need to be approved by the Volunteer Coordinator and PTO Executive Board.

## **EXCEPTIONS/LIMITATIONS**

You may serve up to 2 consecutive school years in a single position. You may continue in that position in subsequent years if no other person applies and at PTO’s discretion. If you choose to share position responsibilities with a co-chair, you must split the Volunteer hours.

You may serve as Room Parent only one year per child (unless no other parents apply) to allow as many different parents as possible the opportunity to serve in that position. Parents or guardians in the same family will be treated as one parent for these purposes.

## **POSITION DESCRIPTIONS ACADEMIC YEAR 2019-2020**

The Arlington Diocese Office of Child Protection and Safety requires that all Volunteers who are involved in activities with children must complete the “Protecting God’s Children” program which includes a background check, additional paperwork, AND a VIRTUS training session. The Volunteer Opportunity Guide identifies which positions require this verification.

VIRTUS compliance is **required** to Volunteer in the school! Information packets including directions and the required paperwork are available in the school’s main office. Mrs. Fiesel, Assistant to the Principal maintains a list of compliant parents and will notify each participant after the Diocese communicates a temporary waiver or full compliance status to the school.

## **PTO EXECUTIVE BOARD**

**Each elected officer of the Parent Teacher Organization Executive Board will receive 20 hours credit.** The position requirements include duties as set forth by the St. Louis PTO Constitution and Bylaws as well as participation & attendance at Back to School Coffee, New Parent and Principal Coffees, Hawks Day, Silent Auction, and duties as prescribed by the administration or as assigned by the President.

The **President** shall preside at all meetings of the Parent-Teacher Organization and of the Executive Board; appoint chairpersons for the various committees; coordinate the work of the officers and committee chairpersons; and perform such duties as are

incumbent on this office. The President, ex officio, is a member of all committees and is the Parent-Teacher Organization's official representative to the Diocesan PTO Council of Arlington, unless otherwise delegated.

The **Vice-President** shall act as assistant to the President, and, in the absence of the President, shall perform all the duties of the President. The Vice-President will assist with the Nominating process. The Vice-President shall also perform such other duties as may be assigned by the President.

The **Secretary**, in the absence of the President and the Vice-President, shall perform all the duties of the President. The Secretary shall record the minutes of all Parent-Teacher Organization meetings and meeting of the Executive Board and discharge such other duties as may be assigned to this office.

The **Treasurer**, in the absence of the President, Vice-President, and the Secretary, shall perform all the duties of the President. The Treasurer will maintain financial records, develop a yearly budget, and manage financial operations (writing checks, etc.).

The **Past President** shall act as an advisor to the Executive Board. The Past President shall also perform such other duties as may be assigned by the President. The Past President will chair the Nominating process for the Officers each spring.

The **Teacher Representative** shall represent the teachers on the Executive Board of the PTO and shall report back to the teachers at a faculty meeting following the Board meeting. The Teacher Representative shall serve no more than two (2) consecutive terms. The elected alternate shall also possess voting rights.

## **PTO BOARD**

**Each appointed Committee Chairperson/Coordinator of the PTO will receive 20 hours credit. Indicated committees require two Chairs that each receive 20 hours credit. If other Chair positions are shared, each co-chair receives 10 hours credit.**

## **SCHOOL & CLASSROOM SUPPORT COMMITTEE CHAIRS** **Virtus required for all positions in this category**

**Catholic Schools Week (CSW) Chairperson:** Work with Principal, Faculty CSW POC and PTO to plan a week of fun activities, spiritual & service-oriented events celebrating our school's catholic identity & faith.

Current Chairperson: Matt Spierenburg

Current Email Address: matthew.spierenburg@gmail.com

**Hospitality Chairperson:** Work with PTO President & Principal to prepare and distribute notes of encouragement, thanks, birthday wishes and tokens of appreciation to the faculty & staff throughout year. Meet with Principal and obtain dates lunches &/or

breakfasts are requested. Coordinate catering and meals, assist with set-up when required.

Current Chairperson: Liz Schwieterman

Current Email Address: ewizit@aol.com

**Cultural Arts Assembly Chairpersons (2):** Work with Principal to plan grade-appropriate cultural arts assemblies that provide and interesting supplementation to curriculum. Research & propose possible speakers with Principal, facilitate communication and contracts with speakers, meet speakers, set up McClunn Hall and introduce speaker/topic to audience as needed.

Current Chairpersons: Meghan Roberts & Nicki Scully

Current Email Address: meghans.roberts@gmail.com nicoleyoung7@gmail.com

**Room Parent Coordinator K-4:** Work with Principal & the PTO to distribute information to the room parents about upcoming school & PTO events. Attend Room Parent Meeting in September. Communicate questions from room parents to PTO and Administration

Current Chairpersons: Erin Elhihi, Tina James

Current Email Address: eringrove@yahoo.com ; tinaluis@cox.net

**Room Parent Coordinator 5-8:** Work with Principal & the PTO to distribute information to the room parents about upcoming school & PTO events. Attend Room Parent Meeting in September. Communicate questions from room parents to PTO and Administration

Current Chairperson: Michelle Buffaloe

Current Email Address: thebuffaloes@verizon.net

**Library Volunteer Coordinator:** Assist librarian with soliciting, training and scheduling Volunteers with library classes. Position includes working at circulation desk, shelving, assisting students with library catalog requests, assembling classroom/teacher materials, and reading to students, if desired. Various other library tasks are assigned according to need / preference. Position is also responsible for working at the semi-annual Book Fairs - setting up and/or assisting with sales.

Current Chairperson: Jill Hixson

Current Email Address: jill.hixson@gmail.com

## **PTO FUNDRAISING CHAIRS**

**Virtus NOT required for positions in this category**

**Hawks Day Celebration Co-Chairs (2):** Celebration chairs work with the PTO executive board to plan, promote and execute a festival celebration immediately following the Hawks 5K & Fun Run. While a fundraiser, this event is also a community building event promoting fitness, faith, fellowship & fun.

Current Chairpersons: Grace Cross & Cathy Rastovski **Seeking Enthusiastic Volunteers**

Current Email Address: grace.reidy\_cross@yahoo.com, rastovski@icloud.com

**Hawks 5K Race & Fun Run Chair:** The Hawks 5K chair works with the Principal and PTO executive board to plan, promote and execute an USTF accredited 5K Race and a Fun Run that begins and ends at the school. Chair recruits sponsors & participants through marketing materials, solicitation letters and online race registrations. The race & fun run are open to school families, parishioners and the public. This event was founded in 2014 by the then PE Teacher, School Nurse & CYO Cross-country coach in order to promote fitness in a family friendly event.

Current Chairperson: Tania Jones **Seeking Enthusiastic Volunteer**

Current Email Address: stlouishawks5K@gmail.com

**Hawks 5K Course Coordinator:** Works closely with Hawks 5K Chair in obtaining race permits, working with race timing company, marking course on race day, recruiting and coordinating Volunteer FCPD officers, course marshalls, distributing race maps, facilitate safety briefing and communications during race.

Current Chairperson: Chris Richey **Seeking Enthusiastic Volunteer**

Current Email Address: cwr20868@yahoo.com

**Silent Auction Chairpersons (2):** Work closely with the Principal, PTO board & a team of Volunteers to plan & coordinate this adult-only community building event. Develop theme, schedule dates, facilitate contracts, plan, coordinate event while working with the following sub-committees: Marketing, Solicitations, Decorations, Food & Beverage, Data Entry, Class Baskets

Current Chairpersons: Meredith Jors & **Seeking Enthusiastic Volunteer**

Current Email Address: hawktion.chair@gmail.com

**Silent Auction Solicitations Chairperson:** Work closely with the Principal, PTO board & a team of Volunteers to plan & coordinate the solicitations of donations for our largest annual fundraiser.

Current Chairpersons: **Seeking Enthusiastic Volunteer**

Current Email Address: hawktion.solicitations@gmail.com

**Rewards Program Coordinator:** Coordinate grocery receipt rewards, Box Tops for Education program, Amazon Smile program and any other reward programs. Communicate programs and distribute sign-up forms to all families via school e-newsletter throughout the year. Publicize and generate enthusiasm for the programs, work with office to collect & submit Box Tops for the school to receive earnings checks. Will work to achieve predetermined revenue goal with assistance of Room Parents and Board.

Current Chairperson: Laura Fannon

Current Email Address: finnegan10108@gmail.com

**Spirit Dinners Coordinator:** Develop, propose, schedule and advertise events. Spirit dinners are events partnering with local restaurants who donate a percentage of sales back to the school. Spirit dinners are held about every 4-6 weeks. In addition to fundraising these dinners offer a designated place/time for St Louis community



fellowship and fun!

Current Chairpersons: Jenn DeLorenzo

Current Email Address: delo2950@yahoo.com

**Bake Sale Chairperson:** Plan, coordinate and implement 4-5 bake sales throughout the year. Organize donations and staffing in order to offer bake sale after all Masses on designated weekends.

Current Chairperson: Carolyn Fortes

Current Email Address: pastryred@hotmail.com

**Boosters / School Store Chairperson:** Plan, coordinate and implement 4-5 booster sales throughout the year. Sell current stock and work with PTO Board / Development Director on new potential items.

Current Chairperson: Kellie Sansone & Monica Simental

Current Email Address: kelliesansone@gmail.com & monigsimental@yahoo.com

**Used Uniform Sales Chairperson:** Responsible for sorting donated uniforms, organizing & cleaning closet regularly. Communicate upcoming uniform sale dates to the school community via e-newsletter and encourage parents to contribute gently used outgrown items. Recruit Volunteers to assist at sales via sign up genius. Maintain nap-mat inventory, placing orders when necessary. Set-up, supervise and sell items at four (4) used uniform sales per year (Welcome Back Coffee in August, Hawks Day, Catholic Schools Week Mass & Spring Uniform Sale weekend), collect funds, & turn counted money into school accountant with deposit form.

Current Chairperson: Sharon Moss

Current Email Address: srjones@hotmail.com

## **EXTRA CURRICULAR & COMMUNITY EVENT CHAIRS**

**Virtus required for all positions in this category**

**Additional Training may be required from CYO/Scouts/ODM**

**Guardian Angel Coordinator:** Coordinate Guardian Angel Program. Recruit Volunteers facilitate family assignments and provide guidance to those serving as Guardian Angels. Attend Kindergarten Lunch Bunch in June, Welcome Back Coffee in August, and First Day of School Family Coffee to assist in answering questions & welcoming families to our community.

Current Chairperson: Julie Hodgkins

Current Email Address: juliethodgkins@gmail.com

**Odyssey of the Mind (ODM) Coordinator:** Distribute sign up, registration, training, and "Long Term Problem" information to participants and coaches; manage collection of team registration funds; liaison with regional ODM organization, including team paperwork and school registration; coordinate teams' participation in regional ODM competition(s).

Current Chairperson: Lauren McCarthy

Current Email Address: lauren317@hotmail.com

**CYO Sports Liaison:** Attend all PTO Board meetings and CYO meetings of all CYO sports activities. Recruit coaches for all teams. Providing coaches with the Parish CYO-approved sports participation policies and ensuring that the policies are followed. Notify parents and students of available CYO sports activities and their requirements. Provide oversight and guidance regarding uniforms; collection & deposit of CYO fees, assist in scheduling usage of parish facilities for sports practices and games. Provide this information to the School's main office

Current Chairperson: Judy, Conti CYO Parish Asst Rep

Current Email Address: judyconti14@gmail.com

## **PTO FUNDRAISING VOLUNTEER OPPORTUNITIES**

**Virtus NOT required for positions in this category**

Hawks 5K & Hawks Day Celebration (Sat 10/19/19)

Hawks Day is the PTO fall fundraising & community building event.  
Enjoy fellowship with St Louis families & friends.

Our fantastic Hawks 5K & Hawks Day Celebration Chairs have run this event for many years & they are seeking energetic Volunteer(s) interested in shadowing current committee chairs & coordinating next year's event.

1. **Position:** Hawks Day Celebration Co-Chairs (2 @ 20 hours each)  
Description: Celebration chairs work with PTO board to present a fun filled day for the whole family!  
Current Chairpersons: Grace Cross & Cathy Rastovski  
Current Email Address: grace.reidy\_cross@yahoo.com, rastovski@icloud.com
2. **Position:** Hawks Day Craft & Vendor Fair Coordinator (1 @ 10 hours)  
Description: Work with committee chairs to market craft fair, solicit vendors & oversee craft fair on Hawks Day  
Current Chairperson: Michelle Crabtree  
Current Email Address: stlouishawkvendorfair@gmail.com
3. **Position:** Hawks Day Volunteer Coordinator (1 @ 5 hours)  
Description: Works with Celebration & Race Committee chairs to prepare a master volunteer sign up genius, recruit volunteers and set up volunteer check-in station
4. **Position:** Hawks Day Celebration Volunteer (multiple @ hourly)  
Description: Many hands make light work. Sign up for a shift and stay to enjoy the day of fellowship and fun
5. **Position:** Hawks 5K Chair (1 @ 20 hours)  
Description: 5K chairs work with PTO board to present a fun filled day that

promotes wellness, family & community

Please consider sharing your talents in one of these areas: Race Promotion, Marketing, Registration Data Entry, Race Coordinator

Current Chairperson: Tania Jones

Current Email Address: stlouishawks5k@gmail.com

6. **Position:** Hawks 5K Race Sponsorship & Marketing Co-Chair (1 @ 10 hours)  
Description: Works closely with Hawks 5K Chair in developing and implementing a marketing plan for soliciting sponsors and race registrations  
Current Chairperson: Patty Richey, Tania Jones  
Current Email Address: richeyp44@gmail.com stlouishawks5k@gmail.com
7. **Position:** Hawks 5K Race Course Coordinator (1 @ 20 hours)  
Description: Works closely with Hawks 5K Chair in obtaining race permits, working with race timing company, marking course on race day, coordinating course marshalls, distributing race maps and safety briefing.  
Current Chairperson: Chris Richey  
Current Email Address: cwr20878@yahoo.com
8. **Position:** Hawks Day Same Day Registration Volunteer (multiple @ hourly)  
Description: Work with 5K Chair at same day registration & input same day race registrations into race management system.
9. **Position:** Hawks 5K Race Course Marshall (multiple @ hourly)  
Description: Assist in maintaining race participant safety at a designated location on race route, direct runners and communicate with Race Director in case of injury or incident.  
Current Chairperson: Chris Richey  
Current Email Address: cwr20878@yahoo.com
10. **Position:** Hawks 5K Race Registration Data Entry (1 @ 8 hours)  
Description: Input paper race registrations into race management system.  
Complete deposits and submit them to the PTO treasurer. This position is ideal for a parent who can't Volunteer at school during the day.  
approx 2 hours per week in late sept-october
11. **Position:** Hawks 5K Race Day Parking lot (multiple @ hourly)  
Description: Work with race director to direct vehicles out of parking lot to ensure runner safety, approx 3 hours on race day
12. **Position:** Hawks 5K Race Day Volunteer (multiple @ hourly)  
Description: various duties such as filling up coolers, setting up water stops, purchasing ice, handing out medals

### **Silent Auction & Dinner Sat., February 22, 2020**

The St. Louis School Auction is the PTO's largest fundraising event of the year. It's a

dinner event with beer & wine, featuring both a silent & live auction. This annual social has a different theme each year and promises to be great evening. Parents get a night out AND help raise much needed funds for our school while allowing us to enjoy a great evening with the St Louis parents, faculty & staff.

**13. Position:** Silent Auction Chairpersons (2 @ 20 hours)

Description: The Chairs work closely with the PTO board & a team of Volunteers to plan & coordinate this adult-only community building event.

Planning, coordination & day of staffing offers a multitude of Volunteer opportunities in these areas: Marketing, Solicitations, Decorations, Food & Beverage, Data Entry, Class Baskets

Current Chairperson: Meredith Jors

Current Email Address: hawktion.chair@gmail.com

**14. Position:** Silent Auction Website Manager (1 @ 10 hours)

Description: Create, update & manage Auction website within the Greater Giving software

Current Chairperson: Rachel Mueh

Current Email Address: engmueh@gmail.com

**15. Position:** Silent Auction Marketing Chair (1 @ 10 hours)

Description: Work with Auction Chairs to create, obtain approval & sort Internal & External Communications including Kidmail Flyer, Newsletter Correspondence, Special Printing, Physical mailings, Bulletin Correspondence One person to design, duplicate and arrange distribution of a promotional flyers, place sales notices in church and school bulletins, create and display promotional banners and signs, design donor receipts, table sales notices and provide to chairperson for duplicating.

Current Chairperson: **Seeking Enthusiastic Volunteer**

Current Email Address: hawktion.marketing@gmail.com

**16. Position:** Silent Auction Raffle Committee Chair (1 @ 15 hours)

Description: Work with auction chairs to solicit donations & sponsorships, work with chairs to design, create & order raffle tickets, Track sales, Mail tickets purchased online, Outreach & Sales Coordination Parish, School Community, Hawks Day, Marketing, Contests, Local Community Events [BI/JP football, farmers market, winter markets]

Current Chairperson: **Seeking Enthusiastic Volunteer**

Current Email Address: hawktion.raffle@gmail.com

**17. Position:** Silent Auction Solicitations Chair (1 @ 20 hours)

Work closely with the Principal, PTO board & a team of Volunteers to plan & coordinate the solicitations of donations for our largest annual fundraiser. Assign donor f/u to committee members, track solicitations, send donors written thank you letter/receipt, track receipt of promised items

Current Chairpersons: **Seeking Enthusiastic Volunteer**

Current Email Address: hawkktion.solicitations@gmail.com

18. **Position:** Silent Auction Solicitations Committee Member (multiple @ hourly)  
Description: Solicit corporate sponsorship, donations for sports & entertainment, experiences, sign up parties & teacher events
19. **Position:** Silent Auction Decorations Committee Co-Chairs (2 @ 10 hours)  
Description: Plan theme décor, create or buy event decorations, Gym Set Up [night before event & day of event], Cafeteria Set Up [night before event & day of event], Coordination of Event Breakdown [day of event]  
Current Chairperson: **Seeking Enthusiastic Volunteer**  
Current Email Address:
20. **Position:** Silent Auction Food & Beverage Committee Chairs (2 @ 10 hours)  
Description: Plan menu, obtain quotes & contracts from vendors, coordinate servers/bartenders, Solicit donations for beverages & Auction set-up, Obtain liquor license, bars, silverware, plates cups and napkins, Kitchen Coordination & Logistics, Coffee & Dessert Station Management [day of event], Oversight of servers/bartenders  
Current Chairperson: Lynn Michaels, Carlos Orellana  
Current Email Address: lynn.michaels@ncis.navy.mil, srsandalorena15@gmail.com
21. **Position:** Silent Auction Admission Sales & Input (multiple @ hourly)  
Description: Sell tickets at September's Back to School Night, manage online admission sales, table assignments, floorplan, ticket distribution
22. **Position:** Silent Auction Donation Data Entry (multiple @ hourly)  
Description: Work with Solicitations Chair to input donations into Greater Giving software
23. **Position:** Silent Auction Accounting (1 @ 10 hours)  
Description: Coordinate Creation and Printing of certificates for donations without physical items, sign up parties, receipts, tax forms & bid sheets (either online or physical sheets)
24. **Position:** Silent Auction Class Basket Chair (1 @ 10 hours)  
Description: Description: Monitor grade sign up genius lists, coordinate with room parents to have items delivered to Knights Hall on MLK Monday 1/20/20. Coordinate basket assembly, bring supplies, Arrange for class basket transport & storage, photograph baskets for donation data entry. Silent Auction Class Basket  
Current Chairperson: **Seeking Enthusiastic Volunteer**  
Current Email Address:
25. **Position:** Silent Auction Class Basket Committee Member (multiple @ hourly)  
Description: Assemble Baskets for Silent Auction, write up basket description and

take photograph for Auction database  
Aprox 4-5 hours on 1/20/2020 at Knights of Columbus Hall

**26. Position:** Bake Sale Chairperson (1 @ 20 hours)

Description: Plan, coordinate and implement 4-5 bake sales throughout the year. Organize staffing in order to offer bake sale after all Masses on designated weekend.

Current Chairperson: Carolyn Fortes

Current Email Address: pastryred@yahoo.com

**27. Position:** Bake Sale Baker (multiple @ hourly)

Description: Donate home baked goods to bake sale.

1 batch of homemade baked goods = 1 VOLUNTEER Hour

If donating purchased items, \$25 of donated goods = 1 VOLUNTEER Hour

4-5 bake sales per year, held after each weekend Mass on designated weekends. (Welcome Back Coffee in August, Hawks Day, Catholic Schools Week Mass & Spring Uniform Sale weekend)

**28. Position:** Bake Sale Volunteer (multiple @ hourly)

Description: Staff the table during sales, collect funds, assist w/ setup & break down

**29. Position:** Boosters / School Stores Sales Chairperson (1 @ 20 hours)

Description: Communicate upcoming booster sale dates to the school community via e-newsletter. Recruit Volunteers to assist at sales via sign up genius.

Maintain spirit wear inventory, placing orders when necessary. Set-up, supervise and sell items at four (4) Boosters / School Stores sales per year (Welcome Back Coffee in August, Hawks Day, Catholic Schools Week Mass & Spring Uniform Sale weekend), collect funds, turn counted money into school accountant with deposit form.

Current Chairpersons: Kellie Sansone & Monica Simental

Current Email Address:

**30. Position:** Used Uniform Sales Chairperson (1 @ 20 hours)

Description: Responsible for sorting donated uniforms, organizing and cleaning closet regularly. Communicate upcoming uniform sale dates to the school community via e-newsletter and encourage parents to contribute gently used outgrown items. Recruit Volunteers to assist at sales via sign up genius.

Maintain nap-mat inventory, placing orders when necessary. Set-up, supervise and sell items at four (4) used uniform sales per year (Welcome Back Coffee in August, Hawks Day, Catholic Schools Week Mass & Spring Uniform Sale weekend), collect funds, turn counted money into school accountant with deposit form.

Current Chairperson: Sharon Moss

Current Email Address:

31. **Position:** Used Uniform Sales Volunteer (multiple @ hourly)  
Description: Many hands needed for this hourly opportunity. Assist chair with staffing the table during sales, collect funds, assist w/ setup, break down & storage of donated items. Volunteers who sign up for a work shift may shop early but you **MUST** help staff the sale and/or clean up in order to get your items. A Sign up genius link will communicate Volunteer shifts.
32. **Position:** Rewards Program Coordinator (1 @ 20 hours)  
Description: Coordinate grocery receipt rewards. Distribute sign-up forms to all families. Communicate programs via school newsletter throughout the year. For the Box Tops for Education program, responsible for informing faculty, parents and students of the program. Publicizing and generating enthusiasm and collecting and submitting Box Tops for the school to receive earnings checks. Will work to achieve predetermined revenue goal and develop student incentive/reward programs that will be implemented with assistance of Room Parents.  
Current Chairperson: Laura Fannon  
Current Email Address:
33. **Position:** Boosters/ School Store Volunteer (multiple @ hourly)  
Description: Work with Development Director to fill on-line orders as received, sell items at PTO events (Welcome Back Coffee in August, Hawks Day, Catholic Schools Week Mass & Spring Uniform Sale weekend), collect funds, turn counted money into school accountant with deposit form.  
Current School Contact: Mrs. Kristin Matheis, Development Director  
Current Email Address: development@stlouisschool.org

**SCHOOL EVENT SUPPORT**  
**VIRTUS REQUIRED FOR ALL POSITIONS IN THIS CATEGORY**

34. **Position:** Catholic Schools Week Chairperson (1 @ 20 hours)  
Description: Work with Principal, Faculty CSW POC and PTO to plan a week of fun activities, spiritual & service-oriented events celebrating our school's catholic identity & faith.  
Current Chairperson: Matt Spierenburg  
Current Email Address: matthew.spierenburg@gmail.com
35. **Position:** Catholic Schools Week Volunteer (multiple @ hourly)  
Description: CSW is a week of fun activities, spiritual & service-oriented events celebrating our school's catholic identity & faith.  
Shifts vary throughout the last week of January
36. **Position:** Catholic Schools Week Friday Staff Luncheon (multiple @ hourly)  
Description: Friday of CSW requires approximately 60 Volunteers as the PTO staffs all faculty/staff positions for approx 2.5 hours while the faculty & staff enjoy a catered luncheon together on January 31, 2020. Room Parents work with

CSW Chair to find classroom Volunteers and the CSW committee recruits Volunteers to cover non-classroom staff positions.

37. Position: CSW Friday Staff Luncheon, Planning Committee (multiple @ hourly)

Description: Identify and meet with potential caterers, get price quotes and obtain contract for CSW Chair & Principal approval, develop menu with caterer, decorate and plan the Faculty & Staff luncheon Friday of CSW on January 31, 2020. Room Parents work with CSW Planning Committee to find classroom Volunteers and the CSW luncheon committee recruits Volunteers to cover non-classroom staff positions.

38. Position: Hospitality Chairperson (1 @ 20 hours)

Description: Work with PTO President & Principal to prepare and distribute notes of encouragement, thanks, birthday wishes and tokens of appreciation to the faculty & staff throughout year. Meet with Principal and obtain dates lunches &/or breakfasts are requested. Coordinate catering and meals, assist with set-up when required.

Current Chairperson: Liz Schwieterman

Current Email Address: ewizit@aol.com

39. Position: Hospitality Volunteer (hourly)

Description: Assist Coordinator distribute notes of encouragement, thanks, birthday wishes and tokens of appreciation to the faculty & staff throughout year.

Current Chairperson: Liz Schwieterman

Current Email Address: ewizit@aol.com

40. Position: Open House Volunteer (multiple @ hourly)

Description: Assist Development Director & Principal with set up of coffee & refreshments at open houses

Open Houses on Sunday & Tuesday 4 times per year

Current Chairperson: Mrs. Kristen Matheis, Development Director

Current Email Address: development@stlouisschool.org

41. Position: New family Coffee Volunteer (multiple @ hourly)

Description: Assist Development Director & Principal with set up of coffee & refreshments at new family coffees

Current Chairperson: Mrs. Kristen Matheis, Development Director

Current Email Address: development@stlouisschool.org

42. Position: Cultural Events Chairpersons (2 @ 20 hours)

Description: Work with Principal to plan grade-appropriate cultural event assemblies that provide and interesting supplementation to curriculum.

Current Chairperson: Meghan Roberts & Nicki Scully

Current Email Address: megans.roberts@gmail.com nicoleyoung7@gmail.com

43. Position: Cafeteria Volunteer (multiple @ hourly)



Description: Assist Mrs. Thomas with distribution of hot lunch & ice cream/snack sales. Mrs. Thomas will contact interested families.

44. Position: Office Volunteer (1 @ 20 hours)

Description: Work with Mrs. Fiesel to make copies for Friday Mass, folders & teachers/staff weekly on Thursdays generally for 1-2 hours.

School Contact: Mrs. Para Feisel, Assistant to the Principal

Current Email Address: pfiesel@stlouisschool.org

45. Position: Hearing & Vision Screening Volunteer (multiple @ hourly)

Description: Assist school nurses supervise children during Lion's Club Hearing & Vision Screening held one or two mornings in March.

School Contact: Mrs. Christa Doherty, School Nurse

Current Email Address: nurse@stlouisschool.org

46. Position: Field Day Volunteer (multiple @ hourly)

Description: Assist running a field day activity station  
1-2 mornings in June

School Contact: Mrs. Lisa Blaha, Physical Education Teacher

Current Email Address: lblaha@stlouisschool.org

**CLASSROOM SUPPORT**  
**VIRTUS REQUIRED FOR ALL POSITIONS IN THIS CATEGORY**

47. Position: Room Parent Coordinator K-4 (1 @ 20 hours)

Description: Work with Principal & the PTO to distribute information to the room parents about upcoming school & PTO events. Communicate questions from room parents to PTO and Administration

Current Chairpersons: Erin Elhihi, Tina James

Current Email Address: eringrove@yahoo.com ; tinaluis@cox.net

48. Position: Room Parent Coordinator 5-8 (1 @ 20 hours)

Description: Work with Principal & the PTO to distribute information to the room parents about upcoming school & PTO events. Attend Room Parent Meeting in September. Communicate questions from room parents to PTO and Administration

Current Chairperson: Michelle Buffaloe

Current Email Address: thebuffaloes@verizon.net

49. Position: Room Parent (multiple @ 20 hours)

Description: Works as a team with grade-level teachers & other parents to plan special events as teacher requests. Will also support PTO board members & committee chairs with information dissemination & collection of donations.

Parents are responsible for assisting teachers with parties, Catholic Schools Week, service projects and other activities. Room Parents will communicate with class parents primarily through email and sign up genius requests. Must be

comfortable using basic computer skills (i.e. edit existing documents, sending email).

50. Position: Field Trip Chaperone (multiple @ hourly)

Description: Chaperone a group of children on class field trips at teacher's request. Sign up through your child's teacher to chaperone for field trips throughout the year. Time commitment varies per grade & trip

51. Position: Classroom Special Event Donations (multiple @ hourly)

Description: Room parents & PTO committee chairs will periodically request donated items. 1 hour granted for each donation valued at \$25

\$25 worth of donation = 1 hour

Requested items vary per grade and event

52. Position: Classroom Volunteer (multiple @ hourly)

Description: Teachers, Room parents & PTO committee chairs will periodically request parents assist during special classroom events (class parties, picnics, special events). Supports classroom activities as instructed by teachers.

Teachers will provide room parents with details of number of volunteers needed and dates/times with enough notice to communicate with classroom parents.

53. Position: Library Volunteer Coordinator (1 @ 20 hours)

Description: Assist School Librarian, Mrs. Emilie Krut with library classes.

Position includes working at circulation desk, shelving, assisting students with library catalog requests, assembling classroom/teacher materials, and reading to students, if desired. Various other library tasks are assigned according to need / preference. Position is also responsible for working at the semi-annual Book Fairs - setting up and/or assisting with sales.

Current Chairperson: Jill Hixson

Current Email Address: [jill.hixson@gmail.com](mailto:jill.hixson@gmail.com)

54. Position: Library Volunteer (multiple @ hourly)

Description: Assist School Librarian, Mrs. Emilie Krut with library classes.

Position includes working at circulation desk, shelving, assisting students with library catalog requests, assembling classroom/teacher materials, and reading to students, if desired. Various other library tasks are assigned according to need / preference. Position is also responsible for working at the semi-annual Book Fairs - setting up and/or assisting with sales.

Current Chairperson: Jill Hixson

Current Email Address: [jill.hixson@gmail.com](mailto:jill.hixson@gmail.com)

55. Position: Art Volunteer (multiple @ hourly)

Description: Assist art teacher with set-up, clean-up & implementation of art lessons as needed.

School Contact: Ms. Sarah Balough, Art Teacher

Current Email Address: [sbalough@stlouisschool.org](mailto:sbalough@stlouisschool.org)

56. Position: Middle School Luncheon Speakers Program (multiple @ hourly)  
Description: Work with faculty to coordinate & moderate speakers during middle school lunches. Past topics have included career presentations, educational topics & author presentations. Do you have an interesting career or hobby that you'd like to share with our Middle School students? Past speakers have included First Responders, Large Animal Zoo Vet, Doctors, Nurses, Pilots, Engineers, Journalists, Authors.  
School Contact: Mrs. Jennifer Cotnoir, School Counselor [jcotnoir@stlouisschool.org](mailto:jcotnoir@stlouisschool.org) & Mrs. Beth Cucinotta, Middle School Resource Teacher [bcucinotta@stlouisschool.org](mailto:bcucinotta@stlouisschool.org)
57. Position: Middle School Dance Chaperone (multiple @ hourly)  
Description: Help set-up, breakdown and chaperone the 7th and 8th dances.  
School Contact Student Council Faculty Advisor
58. Position: Middle School Musical Volunteer (multiple @ hourly)  
Description: The Middle School alternates musical & Shakespearean performances annually in the spring. Assistance with costumes, props, supervision, choreography  
School Contacts: Ms. Sarah Noone, Music Director  
Current Email Address: [snoone@stlouisschool.org](mailto:snoone@stlouisschool.org)
59. Position: Middle School Shakespeare Volunteer (multiple @ hourly)  
Description: The Middle School alternates musical & Shakespearean performances annually in the spring. Assistance with costumes, props, supervision, choreography  
School Contacts: Mrs. Bridget Czapiewski, Shakespeare Faculty Sponsor  
Current Email Address: [bczapiewski@stlouisschool.org](mailto:bczapiewski@stlouisschool.org)
60. Position: Middle School Science Fair Judge (multiple @ hourly)  
Description: Judge St Louis 7th & 8th grade Science Fair, one evening in February. Judging criteria will be provided.  
School Contact: Middle School Science Fair Faculty Sponsor

**Extra-Curricular POCs & Community Events**  
**Volunteer Opportunities**  
**Virtus required for all positions in this category**  
**Additional Training may be required from CYO/Scouts/ODM**

61. Position: Guardian Angel Coordinator (1 @ 20 hours)  
Description: Recruit families to reach out to an incoming St. Louis family, answer questions & welcome family to our community, facilitate family assignments, attend Kindergarten Lunch Bunch in June, Welcome Back Coffee in August, and First Day of School Family Coffee  
Current Chairperson: Julie Hodgkins  
Current Email Address: [juliethodgkins@gmail.com](mailto:juliethodgkins@gmail.com)

62. Position: Guardian Angel Sponsor (multiple @ hourly)

Description: Support Guardian Angel Coordinator's efforts to reach out and welcome new families to the school. Each Guardian Angel will be assigned a family for the school year and will make themselves available to answer questions and aid the new parents and students for the school year. Guardian Angels are also considered "host families" and will be available during the summer between school years to answer any questions of their new families.

Odyssey of the Mind (ODM) is an after-school enrichment program where students explore their creativity through team problem solving. Teams meet on a regular basis working toward a solution to a long-term problem and practicing short term problem solving. The teams compete in a regional competition and may advance to state and world competitions against other school groups. Students in kindergarten through 8<sup>th</sup> grade are welcome to participate.

63. Odyssey of the Mind Coordinator (1 @ 20 hours)

Description: Distribute sign up, registration, training, and "Long Term Problem" information to participants and coaches; manage collection of team registration funds; liaison with regional ODM organization, including team paperwork and school registration; coordinate teams' participation in regional ODM competition(s).

Current Chairperson: Lauren McCarthy

Current Email Address: lauren317@hotmail.com

64. Odyssey of the Mind Team Coach (multiple @ 10 hours)

Description: 2 parents per team to organize and lead a group of 5-7 students in their long term and short-term problem solving. Teams will meet at least once a week for about an hour from November until the regional competition in early March.

65. Odyssey of the Mind Regional Competition Judge (multiple @ hourly)

Description: Each ODM team needs to provide one judge Volunteer. This parent Volunteer will need to be available on a Saturday one month before the competition for training (usually 8:30am – 1pm) and on the Saturday of the competition, from 8:30 – 5pm.

66. Odyssey of the Mind Regional Competition Volunteer (1 @ hourly)

Description: One Volunteer for every three ODM teams registered is needed to help the day of the regional competition from 8:30am – 4:30pm.

Band at St. Louis School is part of the Garwood Whaley Music Program & is available to student in grades 4-8. Students receive half-hour lessons during the school day once a week. Band is scheduled at a different time each week so that students can keep track academically. For advanced band students, there is after-school band practice.

Students perform in 2-3 concerts per year and may elect to participate in the Spring Band Competition trip to Bush Gardens or Hershey Park.

67. Position: Band Parent Committee Chairperson (1 @ 20 hours)

Description: Assist the band director with fundraising for Spring Competition trip, setting up concerts, coordinating and planning band trip.

Current Point of Contact: Peggy Florenzo & Cathy Rastovski

Current Email Address: peggyflorenzo@earthlink.net, rastovski@icloud.com

68. Position: Band Practice Monitor (multiple @ hourly)

Description: Chaperone band students during weekly after practice, before & during concerts (to include the Winter Concert, the Diocesan Band Concert at Bishop Ireton and the Spring Concert).

Monday practices afterschool 2:15-3:15

Current Point of Contact: Peggy Florenzo & Cathy Rastovski

Current Email Address: peggyflorenzo@earthlink.net, rastovski@icloud.com

69. Position: Band Competition Trip Chaperone (multiple @ hourly)

Description: Chaperone band students on Band Trip to Bush Gardens or Hershey Park in May. Historically this trip has been scheduled on the Friday of Memorial Day weekend.

70. Position: CYO Liasion (1 @ 20 hours)

Description: Works closely with Pastor, Principal, CYO Parish Rep & Coaches. Member of PTO Board in order to maintain open communication & strong CYO relationship between the Diocese, Parish, School & Parent Community. For more information regarding St. Louis CYO, <https://saintlouisparish.org/cyo-sports>

Current Chairperson: Judy, Conti, CYO Parish Asst Rep

Current Email Address: judyconti14@gmail.com

71. Position: CYO Track Coach (5 @ 10 hours)

Description: Coaches & Assistant Coaches for Track

Fall & Spring Sport open to boys & girls in Grades 3-8

Current Point of Contact: Brian Nienaber & Chris Richey

Current Email Address: bnienaber31@gmail.com & cwr20878@yahoo.com

72. Position: CYO Track Meet Volunteer (multiple @ hourly)

Description: Assist staffing at CYO Track Meet at Bishop O'Connell High School 1 day in Fall & Spring

73. Position: CYO Cross-Country Coach (3 @ 10 hours)

Description: Coaches & Assistant Coaches

Fall Sport open to boys & girls in Grades 3-8

Current Point of Contact: Chris Richey & Brian Nienaber

Current Email Address: cwr20878@yahoo.com bnienaber31@gmail.com

74. Position: CYO Tennis Coach (2 @ 10 hours)  
Description: Coaches & Assistant Coaches  
Fall sport open to boys & girls in Grades 3-8  
Current Point of Contact: Marcy Grzadzinski  
Current Email Address: [gatorlady10@yahoo.com](mailto:gatorlady10@yahoo.com)
75. Position: CYO Cheerleading Coach (multiple @ 10 hours)  
Description: Coaches & Assistant Coaches  
Winter Sport open to boys & girls in Grades 3-8  
Current Point of Contact: Judy Conti, CYO Parish Asst Rep  
Current Email Address: judyconti14@gmail.com
76. Position: CYO Basketball Coach (multiple @ 10 hours)  
Description: Coaches & Assistant Coaches two coaches per team, 2-4 teams per grade Winter sport open to boys & girls in Grades 3-8  
Current Point of Contact: John Bednarek, CYO Parish Rep  
Current Email Address: bednarek1@cox.net
77. Position: CYO Volleyball Coach (multiple @ 10 hours)  
Description: Coaches & Assistant Coaches 2 coaches per team  
Spring sport open to girls in Grades 3-8  
Current Point of Contact: John Bednarek, CYO Parish Rep  
Current Email Address: bednarek1@cox.net
78. Position: CYO Awards Brunch Chair (1 @ 4 hours)  
Description: Coordinate with CYO Director & Liaison in planning awards brunch, coordinate Volunteers to set up, clean up & facilitate event.  
Sunday morning in May after 8:45 Mass  
Current Point of Contact: Judy Conti, CYO Parish Asst Rep  
Current Email Address: judyconti14@gmail.com
79. Position: CYO Awards Brunch Volunteer (multiple @ hourly)  
Description: Assist in set up, clean up & serving refreshments during CYO Brunch Sunday morning in May after 8:45 Mass

### Girl Scouts, Boy Scouts & Cub Scouts

"The Diocese of Arlington's Catholic Committee on Scouting helps to ensure that the religious lives of Catholic young people receive adequate attention in scouting activities conducted through the many scouting and scout-like organizations operating within our parishes and throughout the Diocese. Many are available; our goal is to ensure each one helps to meet the faith needs of our youth." [https://www.arlingtondiocese.org/Youth-Ministry/Catholic-Scouting/#accordion-href\\_4](https://www.arlingtondiocese.org/Youth-Ministry/Catholic-Scouting/#accordion-href_4) In accordance with Diocesan oversight, the Scouting program at St. Louis is part of the St Louis Parish Youth Formation for more information visit <https://saintlouisparish.org/scouts>. Scouting meetings must be held at St. Louis to qualify for PTO volunteer hours. In addition to Organization requirements, in order to receive PTO credit, Girl & Boy Scout Adult Leaders &

Volunteers must be compliant with Diocesan & Parish Requirements including:

- Complete the Diocesan Memorandum of Understanding
- Participate in a substantial majority of respective unit / troop meetings, and
- Compliant with the Diocesan of Arlington's policies regarding the protection of youth

To learn more about Scouting Organization Requirements & individual roles, please contact Scout POCs.

80. Girl Scout School Organizer (1 @ 5 hours):

81. Girl Scout Troop Leaders (2 per troop @ 10 hours)

**Grades K- 1**

Daisy Troop Leaders: 2 per 10 girls & 1 for each additional 5 girls

**Grades 2-3**

Brownie Troop Leaders: 2 per 20 girls and 1 for each additional 8 girls

**Grades 4-5**

Junior Troop Leaders: 2 per 20 girls and 1 for each additional 10 girls

**Grades 6-8**

Cadette Troop Leaders: 2 per 25 girls and 1 each additional 15 girls

82. Troop Cookie Managers (1 per troop @ 5 hours)

83. Girl Scout Money Manager (1 per troop @ 5 hours)

84. Cub Scouts (Grades K-5) Pack Committee Chairman (1 @ 10 hours)

85. Pack Treasurer (1 @ 10 hours)

86. Cub Scout Den Leaders (1 per Den @ 10 hours)

87. Cub Scout Assistant Den Leaders (1-2 per Den @ 5 hours)

88. Popcorn Colonel (2 @ 5 hours)

89. Boy Scouts (Grades 6-8) Boy Scout Troop Committee Chair (1 @ 10 hours)

90. Boy Scout Scoutmaster (1 @ 10 hours)

91. Boy Scout Assistant Scoutmaster (1 @ 10 hours)

92. Boy Scout Treasurer and Committee Member (1 @ 10 hours)

Additional positions will be added as needs are identified. Please contact the Volunteer Coordinator with any questions or concerns.

**Miscellaneous Talents and/or Equipment our family would love to share!**

Please call us for the following:

Sewing Needs

Professional Event Speakers/Presentations

Hawks Day Carnival booth setup

Playground maintenance

Health/fitness classes

Science, engineering, technology

Musical/Theatrical Talent

Perform at school assembly  
Participate in/coordinate talent show  
Build Sets for School play &/or PTO events  
Stage design  
Truck/trailer  
Tent/canopy  
Cooking classes for parents  
Is there another way you'd like to help?