

PTO Support Hours Opportunities

Please look over these opportunities to help our school out throughout the year. We encourage you to sign up for the volunteer opportunities through the sign up genius link listed below each activity prior to Book day. A printed version of the sign up forms with the remaining slots will also be available during Book day and Back to School Night.

In order to volunteer with anything that involves contact with children you must be Virtus trained and have a background check. No matter what your schedule/availability/talents, there are ways you can help our school. Thank you for your time and contributions!

YEAR-ROUND OPPORTUNITIES

Classroom Representative (1 per class, per grade)

<https://www.signupgenius.com/go/30e0e45ada623a0f94-classroom>

- Attend **ALL** monthly PTO meetings (held the 3rd Thursday of each month)
- Send out PTO meeting notes and classroom information to other parents
- Coordinate class teacher gifts for Christmas and end of year
- Connect with classroom teacher regularly for communicating and coordinating to support Work classroom-specific events
- Act as a resource for parents new to the school or class
- Assist with filling volunteer slots for Feed the Homeless day (one day per month, per class) and Lunch Service (one month per year, per class)

Enrichment Representative (1 per class, per grade)

<https://www.signupgenius.com/go/30E0E45ADA623A0F94-gala2>

- Attend ALL monthly PTO meetings (held the 3rd Thursday of each month)
- Lead class specific Gala activities, including organizing the class art project for Gala
- Identify class volunteers to help create art project with class and art teacher
- Facilitate procuring a minimum of 10 auction items from their class (donations from parents, family members, etc.)
- Encourage participation in fundraising, outside of school events, etc.
- Coordinate directly with Pat Maehr to keep parents updated on Comet Campaign

School Lunch Program

Lunch Servers - Lunchroom volunteers serve delicious catered meals to the students and teachers. (Recommend TWO volunteers) This will be done by grade per month (see below). 11:00-1:00 on Tuesday and Friday during the month

- Open kitchen, make certain lunches have been delivered w/correct order.
- Place cleaning supplies out for students.
- Set-up serving line with napkins, utensils if needed. Drinks and cold food items stocked on ice / Hot foods placed in warmer
- help students who have no lunch
- put away items once lunch periods over
- make certain students are cleaning tables and dining area; wash any utensils used
- wipe down kitchen counters and sink. Close kitchen.

School Lunch Servers (per month, per grade)

September-8th grade <https://www.signupgenius.com/go/30E0E45ADA623A0F94-lunch22>

October -7th grade <https://www.signupgenius.com/go/30E0E45ADA623A0F94-lunch23>

November- 6th grade <https://www.signupgenius.com/go/30E0E45ADA623A0F94-lunch24>

December- 5th grade <https://www.signupgenius.com/go/30E0E45ADA623A0F94-lunch25>

January- 4th grade <https://www.signupgenius.com/go/30E0E45ADA623A0F94-lunch26>

February- 3rd grade <https://www.signupgenius.com/go/30E0E45ADA623A0F94-lunch27>

March- 2nd grade <https://www.signupgenius.com/go/30E0E45ADA623A0F94-lunch28>

April- 1st grade <https://www.signupgenius.com/go/30e0e45ada623a0f94-lunch21>

May- kindergarten <https://www.signupgenius.com/go/30E0E45ADA623A0F94-lunch20>

Front Desk (please register with Pam Autry)

Greet visitors and parents, answer phones

Yearbook Committee – Parent led committee of parents and middle school students to organize, plan, and, create the Yearbook for the 2018-19 school year.

<https://www.signupgenius.com/go/30e0e45ada623a0f94-yearbook2>

- Collect photos and content throughout the year. Proofread and determine graphic placement.
- Layout and submit images to yearbook company
- Collect/coordinate orders and distribute yearbooks at the end of the school year
- Photographers-take pictures at school events.

EVENT-SPECIFIC OPPORTUNITIES

Fall Cleanup (August 18th, 9am-noon) Come help us get the school ready before the first day of school! Bring your work clothes, gloves and tools to help clean up the school grounds.

<https://www.signupgenius.com/go/30E0E45ADA623A0F94-fall7>

- Chair-coordinate all volunteers
- Spruce up the school grounds

Opening Mass (August 19th, 11am) Our Opening of the School Year Mass is Sunday, August 19th at 11am. We are in need of a few volunteers to set up coffee and refreshments on the side porch of the Church.

<https://www.signupgenius.com/go/30E0E45ADA623A0F94-opening2>

- Chair-coordinate all volunteers
- Coordinate food /beverage donations
- Set up/clean up

Book Day (August 20, 8AM-NOON) It's time to get ready to come back to school. Why not knock out some of your volunteer hours early this year by volunteering to help out at book day? Check out this sign up genius for opportunities to help and get all the scoop on what's going on this year at SBCS. See you there!

<https://www.signupgenius.com/go/30E0E45ADA623A0F94-book4>

- Chair-coordinate all volunteers
- greeters
- Assist with uniform swap
- Set up/clean up

Back to School Night (September 11, 6pm) We are in need of your help for everything from food donations, to set up/clean up, to servers.

<https://www.signupgenius.com/go/30E0E45ADA623A0F94-back3>

- *Chair-coordinate all volunteers check in food/beverage donations, direct set-up and clean up, maintain food and beverage
- Coordinate Food/beverage donations
- Setup/cleanup
- Serve

School Picture Day (September 25, 8:30am-noon) It's the start of a new school year and time for annual school portraits. Let's help our photographers capture these wonderful memories.

<https://www.signupgenius.com/go/30E0E45ADA623A0F94-school4>

- *Chair-Help teachers shuttle children from their classrooms to photo room
- Straighten/tidy children up before photos
- Check to make sure families place orders within photographer's deadlines
- Help distribute photos when delivered by the photographer

School Picture Day Makeup Session (October 23, 8am-11am)

<https://www.signupgenius.com/go/30E0E45ADA623A0F94-school5>

- *Chair-Help teachers shuttle children from their classrooms to photo room
- Straighten/tidy children up before photos
- Assist children during photos

Fall Fest Committee(October 27, 5-8pm) Parent led committee of parents and middle school students to organize, plan, and execute Fall Fest activities.

<https://www.signupgenius.com/go/30e0e45ada623a0f94-fall8>

- *Chair-Plan and coordinate event, develop and distribute flyers, procure food/beverage, coordinate parent volunteers, obtain decorations, oversee registration, decorate, direct set-up/clean up, provide event critique
- *Co-chairs-assist Chair in all planning and organizing aspects
- Activities coordinator
- Work with room parents to provide games and activities for kids
- Coordinate food/beverage with vendors
- Setup/cleanup

Grandparents Day (November 16) Our annual celebration of Grandparents is on Friday, November 16th this year. Parent volunteers are needed to make this wonderful event memorable for our students and their grandparents!

<https://www.signupgenius.com/go/30E0E45ADA623A0F94-grandparents2>

- *Chair-developing and distributing flyers, Collect names/addresses and send invitations to students' grandparents, collecting responses, recruiting volunteers, coordinating parent volunteers and schedules, registration of attendees, decorations and all necessary supplies for event, and provide feedback for event critique.
- Food/beverage donations for before mass breakfast
- Setup/Cleanup
- Greet grandparents and oversee registration
- Ambassadors/Photographers to serve as greeters and assist guests in finding classrooms, following schedules, etc. Also needed to take pictures to help capture the day
- Videographer to record the students Veteran's Day tribute

Lessons and Carols (December 11, 2018) We are in need of a few volunteers to set up and serve refreshments on the side porch of the Church after the Lessons and Carols program.

<https://www.signupgenius.com/go/30e0e45ada623a0f94-lessons2>

- *Chair-check in donations, make certain that there are enough cookies for event, manage set-up/cleanup, provide event feedback
- Cookie donations
- setup/cleanup

Catholic Schools Week Open House (January 27, 2019, 12:30pm) At SBCS we have our annual open house on January 27, 2019 to kick off Catholic Schools week. This is a chance for us to show off our awesome school to prospective families. Please use this sign up genius to make your contribution to making this event a success!

<https://www.signupgenius.com/go/30E0E45ADA623A0F94-january2>

- *Chair- coordinate all volunteers, check in food/beverage donations, direct set-up and clean up, maintain food and beverage, provide event feedback
- Set-Up/Break-down
- Food/beverage donations
- Greet prospective families and act as tour guides

Alumni Social (Tuesday March 5)

Help is needed with set-up, registration, clean up and a photographer. All volunteers are welcome to stay and enjoy the event.

<https://m.signupgenius.com/#!/showSignUp/60b0c4cafa62ca2fe3-help1>

Book Fair (TBD)

- *Chairs-set up event, coordinate all volunteers, manage volunteer schedules
- Work with Book fair coordinator and teachers to bring kids through book fair
- Setup/breakdown

Spring Cleanup (Saturday, April 13, 2019) Come help us get the school cleaned up after the long winter! Bring your work clothes, gloves and tools to help clean up the school grounds.

<https://www.signupgenius.com/go/30e0e45ada623a0f94-spring4>

- *Chair-manage volunteers and delegate tasks
Tidy up the school grounds

Spring Gala (TBD)(link sent out early fall)

Come join the fun in executing our biggest, best (and ONLY) PTO fundraiser of the year. We need help before, during, and after the event, in all shapes and forms.

Auction chair – work with a committee of parent volunteers to coordinate prize donations, organize prizes at event, send thank you notes after Gala (starts October 2018)

Sponsorship chair – reach out to past sponsors and cultivate new sponsors within the school and church communities, as well as the Richmond metro area (starts October 2018)

Logistics and ticket sales – work with food, beverage vendors, entertainment, tent/chairs/etc. Track ticket sales; sell/distribute tickets at masses
ALSO – setup/cleanup

Teacher Appreciation Dinners (May 2, 2019) To honor our teachers, we give them a night off from cooking and send them home with a complete dinner for their families! This event is all about donations, and we provide recipes for the entrees so it is easy to participate.

<https://www.signupgenius.com/go/30E0E45ADA623A0F94-teacher2>

*Chair-organize event, coordinate all volunteers and donations, check in food donations, manage distribution of food, provide event feedback
Provide salad/dinner/dessert for teachers to take home

Field Day (Tuesday, June 4, 8:30-12 noon) It's time for the SBCS annual Field Day, so come have some fun with the students by lending a hand with the game stations.

<https://www.signupgenius.com/go/30E0E45ADA623A0F94-field2>

*Chair- assist PE teacher with planning event, coordinate all volunteers, overall management of event(coordinating parent volunteers, collecting food/ beverage donations, all necessary supplies for event and provide event critique).
volunteers - assist with set-up/breakdown and oversee games and activities for K-7th grade

8th Grade Graduation Committee (June 4, 2019) Parent led committee of parents and middle school students to organize, plan, and execute 8th grade graduation activities (link sent out to 6th and 7th grades by Chair & room reps)

- *Chair & co-chairs-plan and manage event
 - Order graduation gifts for 8th graders
 - Collect food/beverage donations
 - Plan post-graduation party in St. Anselm Hall
 - coordinate all volunteers to help set-up, decorate, maintain food and beverage stations, etc.

- **This is typically the responsibility of the 6th and 7th grade parents, but other grades are welcome to help as well!
- All 7th grade students are required to perform at the graduation ceremony.

A chair person's responsibilities are to assist PTO in planning and executing events during the school year. Responsibilities include developing and distributing flyers, collecting responses, coordinate all volunteers and filling open slots, overall management of event (i.e. coordinating parent volunteers and schedules, registration of attendees, decorations and all necessary supplies for event) and provide feedback for event critique.