**Interested in Chairing A PTO Committee For 2019-2020?**

Please review the descriptions below and send any correspondence to Laura Laclede, ptovpmembership@holyspiritflames.org by 5/31/19. Committee chairs will be filled on a first come, first served basis. As a Chairperson, you fulfill your volunteer hour requirements for the year.

| **Committee** | **Timeframe** | **Where Accomplished** | **Requires** | **Description** |
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| **Annual Fundraiser** | School Year | Home/ School/ Other | 1 or 2 Co-Chairs | Chairpersons are responsible for all phases of preparing and executing a fundraiser to be determined that raises approximately $10,000-15,000. Past fundraisers have included The Race for Education, Read-a-thon, and World’s Finest Chocolates. Job description includes marketing of event, selecting incentives for student/family participation, pre-/post-activity reports to PTO, and requires at least 3 months to plan and execute effectively. |
| **Auction** | 2 Year Cycle: Planning1st year and Auction 2nd year | Home/ School/ Other | 2 Co-Chairs | Chairpersons are responsible for all phases of preparing for the biannual Auction Gala Fundraiser. Responsibilities include, but are not limited to, such things as recruiting volunteers for planning and auction night, identifying a theme, soliciting donations from the community, school staff, parents, and classroom baskets, securing a location, organizing food and decorations, and working as a liaison between the school and the Parish. |
| **Bookfair** | Fall | School | 2 Co-Chairs | Assist the Librarian in the coordination, set up, and sales during the Book Fair held in the Fall. Will also solicit volunteers to help at the Book Fair. |
| **Bulletin Board**  | Monthly Year Round | Home/ School | 1 Chair | Responsible for creating and decorating the bulletin board that features the Students and Faculty birthdays for each month; some months may be combined especially at the beginning and end of the school year to help feature all birthdays.  |
| **Christmas Boutique** | November through December  | School | 1 Chair | This annual event allows students to do holiday shopping for family members. Event typically held in early December. Chair is responsible for organizing with the company that supplies gift items and organizing volunteers for this event. Volunteers will set up the shopping area, assist students with purchases, help wrap gifts and clean up after the shopping area closes.  |
| **Christmas Trees** | September to mid-late December  | Home/ School via the Tree Stand/ Other | 4-6 Co-Chairs | Chairpersons organize and schedule volunteers to help set-up and breakdown the tree stand, contract to purchase and then unload the trees. Chairpersons must obtain the proper permit(s) from Fairfax County.  |
| **Crayola Colorcycle** | Year Round | Home/ School | 1 Chair | Chairperson is responsible for all aspects of the marker recycling program. This includes gathering volunteers, advertising the program, and organizing the donation, collection, and mailing of used markers to Crayola for recycling. Volunteers will be responsible for collecting markers for one grade level and helping the Chairperson prepare them for shipping.  |
| **Field Day** | January to late May  | Home/ School/ Other | 3 Co-Chairs | Chairperson and 2 Co-Chairs plan, organize, and manage activities for Field Day which takes place in late May. This includes working with the PE teacher to plan the event, adhering to a budget, creating teams of students & parents, ordering t-shirts, providing breaks, water, snacks, and lunch during the event for all participants. |
| **High School Grant** | Spring  | Home/School | 1 Chair | Chairperson and volunteers are responsible for developing a theme and advertising for each year’s essay then collecting the 8th grade papers submitted to this program. They will then review and nominate 2-3 of the submitted papers as recipients of a Grant at graduation.  |
| **Homeroom Parent Coordinators** | Year Round | Home/ School/ Other | 2 Co-Chairs | Chairpersons are responsible for selecting Homeroom Parents for each class at the beginning of the school year. They will hold a meeting for those parents selected to explain the Homeroom Parent responsibilities in better detail. Throughout the school year they may be called upon to assist the other School Community, Social, Fundraising and After-School Student Enrichment Programs with helping in areas such as solicitation of more volunteers. |
| **Hospitality** | Year Round/1-2 events per month | Home/ School/ Other | 2 Co-Chairs | This committee is “on call” to provide home-baked goods, paper products, drinks, etc. for various events throughout the year including but not limited to: monthly teacher luncheons, Open House, Back to School Night, Catholic Schools Week activities, etc. Chairpersons plan and solicit help for listed events as well as be “on call” for others. Teacher Luncheons are usually buffet style and are served in the Teachers’ Lounge. Other duties include the set-up/breakdown, serving and clean-up of events.  |
| **New Family Coordinator** | Throughout the School year; emphasis prior to start of school  | Home/ School/ Other | 2 Co-Chairs | Chairperson assists the School in pairing families new to the School Community with sponsors from within the School Community. Together, the Coordinator and sponsor families ensure that all new families have pertinent information about being a family in the School Community including but not limited to: answering questions, referring families to the necessary people, and helping new families understand School policies that are outlined in both the Parent-Student and PSSC Handbooks available on the School website. The Chairperson will get help from the Hospitality and “SON”shine Committees while planning the Ice Cream Social for New Families usually held the week before school starts. |
| **PSSC Coordinators** | Throughout the school year  | Home/ School  | 2 Co-Chairs | Chairpersons work closely with the PTO Vice President for Membership to help ensure accurate accounting of each family’s volunteer service hours reported through the School’s website. Coordinators will issue to all families at the close of each marking period an accumulated hours report to allow families to verify their reported hours. |
| **Publishing Center** | Throughout the school year  | School Office | 1 Chair | Volunteers assist with weekly laminating projects and book binding for the teachers and the School. Instruction will be provided as to how to operate the laminating machine. |
| **Recess Duty** | Throughout the school year  | Home/ Other -Online | 1 Chair | Chairperson is responsible for updating the Recess Duty Policy document, facilitating parent sign-up for daily coverage of recess, maintains a “Paid Recess Duty Substitute” list for backup coverage, ensures the School staff have up-to-date recess volunteer schedule and paid substitute lists, and assists volunteers with questions regarding policy and/or duties. |
| **Reward Programs (Box Tops, Giant, etc.)** | Year Round | Home/ School/ Other | 1 Chair | Chairperson responsible for planning BoxTop collection drives throughout the school year, organizing volunteers to help count and package Box Tops and submitting by the November and March deadlines. The Chairperson facilitates registering families’ grocery store reward cards and AmazonSmile to allow the School to receive cash rewards. Most of the work for this is completed by November.  |
| **Science Fair** | Spring | School | 1 Chair | Chairperson is responsible for working with the Middle School Science Teacher to coordinate this event, recruiting volunteers for set-up/break-down, and amassing volunteer judges. |
| **Spring Talent Show** | Spring | Home/ School/ Other | 2 Co-Chairs | Chairperson organizes the date, time, auditions, activities, food, etc. for a Family Talent Show to be held at the school. A Basket Raffle may also occur during this event. Chairperson must organize volunteers to help before and during the event as needed with serving, raffle sales, set up/breakdown, etc. |
| **SONshine** | As needed throughout the school year  | Home/ School/ Other | 1 Chair | This committee is an “on call” committee that helps provide assistance to school families that are “in need” due to a family circumstance: new baby, illness, death, etc. This includes but is not limited to: providing meals, cleaning services, or babysitting as needed. Chairperson will organize and assign volunteers for each event. |
| **Spirit Gear** | Year Round | Home/ School/ Other | 1 Chair | Chairperson is responsible for managing the school’s online store with vendor. Chairperson also advertises available products through events, via handouts, PTO e-newsletter, or school website. Volunteers will assist with set up/ breakdown and sales at various school events throughout the year.  |
| **Teacher Appreciation** | Spring | Home/ School/ Other | 2 Co-Chairs | Chairpersons will work closely with the School, Hospitality, and Homeroom Parents to organize volunteers, provide breakfasts, lunches, and gifts for Teacher Appreciation week. |
| **Used Uniforms** | Year Round | Home/ School | 2 Co-Chairs | Chairpersons sorts used uniforms by style/ size and offers them for sale at various times throughout the school year. Typically, these sales occur at the beginning and end of the school year. Chairpersons are responsible for coordinating with the school for the sale dates and times, keeping a log of items on hand for sale, and distribution of the items available via handout or the website. Volunteers also make sure uniforms are clean and without tears, stains, etc., and assist during the sale.  |