

PTO Committees - General Information

Committee	Timeframe	Where Accomplished	Requires	Description
Bookfair	Fall	School	2 Co-Chairs	Assist the Librarian in the coordination, set up and sales during the Book Fair held in the Fall. Also will solicit volunteers to help at the Book Fair.
Box Tops, Giant	Year Round	Home / School/ Other	1 Chair	The Chairperson counts and packages box tops from students and submits them to the appropriate organization by the October and March deadlines so the School can receive CASH! The Chairperson often runs several contests throughout the year to see which class turns in the most box tops offering nominal prizes to the winners. The Chairperson encourages or helps families to register their bonus cards to help qualify the school for CASH rewards. Most of the work for this is completed by October.
Bulletin Board - PTO	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. 1-2 hour time commitment per month depending on the number of birthdays.
Christmas Boutique	November through December	School	2 Co-Chairs	This annual event allows students to do holiday shopping for family members. Event typically held in early December. Chairperson 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. 1-6 hour commitment needed for set-up, breakdown and tree unloading. 10-20 volunteers for set-up/breakdown and tree unloading. 3 hours minimum per "selling" shift time.3-5 volunteers per "selling" shift; minimum of 3 per weekday evenings and a minimum of 5 per weekend days/evenings.
Field Day	Beginning around March and ending by late May	Home / School/ Other	2 Co-Chairs	Chairperson(s) and Volunteers work with and assist the PE Teacher in implementing the scheduled Field Day activities in late May. Chairperson organizes and schedules volunteers to work throughout the day on Field Day, arranges for breakfast items for the morning volunteers and lunch items for afternoon volunteers. Chairperson also arranges for snacks and water for use during the entire Field Day event. 4-8 hour time commitment on Field Day. 75-80 volunteers on Field Day.
High School Grant	Given at 8th grade graduation	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/Scholarship Gift. 10-15 hour time commitment and 3-5 volunteers.
Homeroom Parent Coordinators	Year Round	Home / School/ Other	2 Co-Chairs	Chairperson(s) 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	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: Open Houses, Back to School Night, Catholic Schools Week activities and Luncheon, 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. Another great opportunity to get your hours while staying home! 3-5 hour time commitment per event.4-8 volunteers needed per event.
New Family Coordinator	Throughout the School year; emphasis prior to start of school	Home / School/ Other	2 Co-Chairs	Chairperson(s) assists the School in pairing New Families to the School Community with Existing Families from within the School Community. Ensures that all New Families have all pertinent information about being a Family in the Holy Spirit 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 Parent School Service Commitment Handbooks that have been given to them by the School. The Chairperson will get help from the Hospitality and SONshine Committees while planning the Ice Cream Social for New Families; usually held in the week just before School starts. 1-3 volunteers needed depending on number of new families.

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PSSC Coordinators	Throughout the school year	Home/School	2 Co-Chairs	Chairpersons work closely with the PTO Vice President of Membership to help ensure accurate accounting of each family's volunteer service hours. The Chairpersons collate information from each family's submitted Report Form(s); these forms are submitted directly to the Chairperson through the school's website. Submitted Reporting Forms will be reconciled monthly via a Tracking Sheet.
PTO Executive Board Nominating Committee	Spring	Home / School/ Other	1 Chair	The committee assists the School in nominating and contacting nominated people for the next school year PTO Executive Board. This includes but is not limited to the PTO President, Vice Presidents, Secretary and Treasurer. The committee will also help the School with the voting tabulations and announcing the next school year PTO Executive Board. Time commitment varies. 3-5 volunteers needed.
Publishing Center	Throughout the school year	School Office	1 Chair	Volunteers assist with weekly laminating projects and copying for the Teachers and the School. Instruction will be provided as to how to operate the laminating machine. 3+ hours per week. 3-4 volunteers
Recess Duty	Throughout the school year	Home	1 Chair	Works with volunteers to ensure there is adequate daily coverage on the playground/blacktop by parents. Creates playground volunteer/parents schedules monthly and forwards the schedule to the School staff, and playground volunteers. Creates a substitute playground volunteer list to help cover in the case of a parent's absence.
Spring Talent Show	Spring	Home / School/ Other	2 Co- Chairs	Chairpersons organize the date and time, activities, food, etc. for a Family Spring Social/Talent Show to be held at the school. A Basket Raffle may also occur during this event. Chairpersons must organize volunteers to help before and during the event as needed with serving, raffle sales, set up/breakdown, etc. Requires 15-20 volunteers. Pre-event time commitment varies based on type of event planned. 2-3 hour time commitment for the actual event.
SONshine	As needed throughout the school year	Home / School/ Other	2 Co-Chairs	This committee is an "on call" committee that helps provide assistance to school families that are "in need" due to a family circumstance. This includes but is not limited to: providing meals, cleaning services or babysitting as needed. Chairpersons will organize and assign volunteers for each need.2 Chairpersons required. Volunteer number and time commitment varies based on need.
Teacher Appreciation	Spring	Home / School/ Other	1 Chair	Chairperson will work closely with the school and PTO to organize volunteers, Hospitality and Homeroom Parents to provide breakfasts, lunches and gifts for Teacher Appreciation week. Volunteer number and time commitment varies based on need.
Used Uniforms	Year Round	Home/School	1 Chair	Chairperson sorts used uniforms by size and offer them for sale at various times throughout the school year. Typically, these sales occur at the beginning and the end of the school year. The Chairperson is responsible for coordinating with the school for the sale dates and Home/School 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, etc., and assist during the sale. 4-6 hour time commitment. Needs 1-2 volunteers.
Auction	Year Round	Home / School/ Other	2 Co-Chairs	Volunteers would organize the annual Auction/Gala Fundraiser. Responsibilities include but are not limited to such things as coordinating auction donations from school staff and parents, class basket donations, etc., organizing food and decorations, etc. and working as a liaison between the school and the Parish. Time commitment varies based on other committee positions. 20-30+ volunteers; more will be welcomed and appreciated.
Read-A-Thon	Year Round	Home / School/ Other	2 Co-Chairs	The chairperson is responsible with coordinating program, developing communications & marketing, and implementing this fundraiser. Works with PTO finance to ensure donations are collected and recorded. Ensures any prizes are distributed at end of program. Obtains feedback from parents on program.
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 Highlights or school website. Volunteers will assist with set up/breakdown and sales at various school events throughout the year.