|  |  |  |  |
| --- | --- | --- | --- |
| Interested in a PTO Committee For 2019-2020… as a Chair or Member? Review the descriptions below and send a your intrest to PTO VP for Membership, ptovpmembership@holyspiritflames.org. Committee chairs will be filled on a first come, first served basis. | | | |
| **Committee/ Opportunity** | **Chairperson Requirement** | **Committee Members** | **Description** |
| Annual Fundraiser | 1 or 2 Co-Chairs Fulfills PSSC requirement | Varies | 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 / Gala | 3 Co-Chairs (1 for budget management) Fulfills PSSC requirement | 20-30 members PSSC hour commitment varies | Chairpersons are responsible for all phases of preparing for the biannual Gala Auction 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. |
| Band Boosters | n/a | 2-3 members 15 PSSC hour commitment | Volunteers assist the band instructor in planning for concerts, Diocesan Band Festival, Lunch On The Lawn, and the annual band trip. |
| Basket Coordinator | 2 Co-Chairs Fulfills PSSC requirement | Varies | Chairpersons are responsible for managing the production and sales of baskets for either the Talent Show or the Auction (one not both) by coordinating with Homeroom Parents regarding timeline for preparation, theme, budget, rules, marketing, and delivery. |
| Bookfair | 2 Co-Chairs Fulfills PSSC requirement | 30-40 members 2-4 PSSC hour commitment | Assist the Librarian in the coordination, set up, and sales during the Book Fair held in the Fall. Will recruit volunteers to help at the Book Fair. |
| Bulletin Board | 1 Chair Fulfills PSSC requirement | n/a | 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 |
| Catholic Youth Organization (CYO) Coach | Varies Each Coach fulfills PSSC requirement | n/a | Volunteers needed to Coach and Commission CYO/Team sporting events, including but not limited to track, soccer, football, basketball and tennis. |
| Christmas Boutique | 1 Chair Fulfills PSSC requirement | 10-15 members 2-4 PSSC hour commitment the day of Boutique | 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 | 1-4 Co-Chairs Fulfills PSSC requirement | 10-20 members for set-up, breakdown, tree unloading  1-6 PSSC hour commitment 3-5 members / selling shift\*  3 PSSC hour commitment | 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.  \*selling shift - minimum of 3 per weekday evenings and a minimum of 5 per weekend days/evenings |
| Crayola Colorcycle | 1 Chair Fulfills PSSC requirement | 10 members 4-8 PSSC hour commitment every 3 months | 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. |
| Development | VP for Development | 3 members PSSC hour commitment varies | Chairpersons will work closely with the VP for Development to generate fundraising ideas then manage all aspects of the events from start to finish to include planning activity, organizing volunteers, overseeing collection of funds, etc. |
| Field Day | 3 Co-Chairs Fulfills PSSC requirement | 75-100 members 6-8 PSSC hour time commitment on Field Day | Chairperson and 2 Co-Chairs (one computer savvy) 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. |
| Field Trip Chaperone | n/a | Varies based on Field Trip \*\* Typically, 6-8 PSSC hour, varies based on Field Trip | Chaperones accompany the students on school sponsored Field Trips. (Siblings of students may not accompany you on the field trip because of insurance regulations.)  \*\*Each teacher is responsible for selecting Field Trip Chaperones\*\* |
| Health Screening Aides | n/a | 15-30 members 15 PSSC hour time commitment | Volunteers assist the School Nurse in various ways, including escorting children to and from the screening areas and some aspects of the vision and hearing testing as needed by the School Nurse. |
| High School Grant | 1 Chair Fulfills PSSC requirement | 3-5 members 10-15 PSSC hour time commitment | 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 | 2 Co-Chairs Fulfills PSSC requirement | \*homeroom parents | 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 detail. Throughout the school year they are called upon to assist School Community, Social, Fundraising and After-School Student Enrichment Programs with helping in areas such as solicitation of more volunteers. |
| Homeroom Parents, PreK through 8th (Each Class) | \*homeroom coordinators | 20 members Fulfills PSSC requirement | Room parents work closely with the teachers to plan and implement various classroom activities throughout the year. Room parents also serve various other functions, including coordinating classroom projects and/or baskets for an auction or raffle, implementing plans for celebrations during Catholic Schools Week, and other functions. Room Parent duties DO NOT pertain to academic issues in the classroom (i.e., Room Parents do not grade papers) Homeroom parent responsibilities will be shared by 2 parents. Indicate your interest in this volunteer opportunity at the beginning of the school year! |
| Hospitality | 2 Co-Chairs Fulfills PSSC requirement | 4-12 members / event 2-5 PSSC hour commitment / event | 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. |
| In School / Classroom Assistance | \*\*Each teacher is responsible for soliciting classroom assistance. \*\* | Varies PSSC hour commitment varies | Volunteer assistance may be needed during: Art, Music, Gym, Library, School Pictures, 1st Reconciliation, 1st Communion, Confirmation, and in the Classroom (includes helping in Class and providing items for Class Events such as snacks, drinks, party activities, etc.). NOTE: Art and Music may require more assistance when it comes to hanging Student artwork, Holiday Events or the Christmas Concert. |
| Membership | PTO VP Membership | 2-3 members 5-8 PSSC hour commitment | This committee will work closely with the VP for Membership to edit the school directory and distribute the directory at the Volunteer Fair. This committee’s workload is intensive during the first two weeks of school in order to have the directory printed in time for the Volunteer Fair. Additionally, one member will be tasked with creating and publishing the weekly PTO Highlights email. |
| New Family Coordinator | 2 Co-Chairs Fulfills PSSC requirement | Varies 2-4 PSSC hour commitment | 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 | 2 Co-Chairs Fulfills PSSC requirement | n/a | 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 hour report to allow families to verify their reported hours. |
| PTO Executive Board Member | 5 Chair Fulfills PSSC requirement | n/a | Executive Board members are elected annually by the PTO General Membership. Duties include attending monthly PTO meetings, the New Family Social, Back to School Night, the Volunteer Fair, and the Parish Picnic. Board members carry out duties specific to the office they hold (President, Vice President for Membership, Vice President for development, Treasurer, and Secretary) as set forth in the PTO bylaws and assist the Principal with various matters as the need arises. Executive Board members also set PTO budget and fundraising goals. |
| Publishing Center | 1 Chair Fulfills PSSC requirement | 3-4 members 3 PSSC hour commitment / week | 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 Coordinator | 1 Chair Fulfills PSSC requirement | n/a | 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.) | 1 Chair Fulfills PSSC requirement | 3-5 members 4-6 PSSC hour commitment | 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. |
| Science Fair | 1 Chair Fulfills PSSC requirement | 3-4 members for general assistance 10-15 members for judging 2-3 PSSC hour commitment | Chairperson is responsible for working with the Middle School Science Teacher to coordinate this event, recruiting volunteers for set-up/break-down, and volunteer judges. |
| Scouting Groups Sponsored/Hosted by Holy Spirit Parish | Leaders for Pack/Den/Troop | Varies | Volunteers coordinate the respective Scout meetings and events throughout the year. They would arrange for registration, meeting locations, agendas, and coordinate activities associated with the Scouting programs at Holy Spirit. |
| SONshine | 1 Chair Fulfills PSSC requirement | Varies based on needs | 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 | 1 Chair Fulfills PSSC requirement | 2-3 members 4-5 PSSC hour commitment / event | 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. |
| Spring Talent Show | 2 Co-Chairs Fulfills PSSC requirement | 15-20 members 3-4 PSSC hour commitment | 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. |
| Teacher Appreciation | 2 Co-Chairs Fulfills PSSC requirement | Varies based on needs | Chairpersons will work closely with the School, Hospitality, and Homeroom Parents to organize volunteers, provide breakfasts, lunches, and gifts for Teacher Appreciation week. |
| Treasurer assistance | PTO Treasurer | 3-4 members PSSC hour commitment varies | Members will work closely with the treasurer and assist with money counting verification process at Holy Spirit for school events. |
| Trunk or Treat | 2 Co-Chairs Fulfills PSSC requirement | 15-20 members 4-5 PSSC hour commitment day of event | Volunteers will work with the VP for Development to plan and execute this social event. Responsibilities include: meeting with Pastor and Principal for approval and timing, arranging food trucks, organizing cars into parking places, using Sign-Up Genius to secure volunteers and participants, work with Student Council to plan games, soliciting prizes from local vendors, set-up/break-down on day of event, and judging contests. |
| Used Uniforms | 1 Chair Fulfills PSSC requirement | 2-3 members 4-6 PSSC hour commitment / event | 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. |