

St. James Catholic School Parent Teacher Organization 2008-2009 Volunteer Form

Name(s): _____
 Mother: Last Name First Name

 Father: Last Name First Name

Mother Contact Info: Email: _____
 Home #: _____ Cell #: _____ Work #: _____
 Area(s) of expertise/occupation/hobbies: _____

Father Contact Info: Email: _____
 Home #: _____ Cell #: _____ Work #: _____
 Area(s) of expertise/occupation/hobbies: _____

Name(s) and Grade(s) of Child(ren): _____

The Parent Teacher Organization and St. James relies on each family to volunteer. We look forward to the generosity of our parents contributing their time and talent for our success. Please indicate which of the following committees that you might be interested in working with for the 2008-2009 school year!

<input type="checkbox"/> Alumni Association
<input type="checkbox"/> Auction Committee
<input type="checkbox"/> Bazaar Committee
<input type="checkbox"/> BoxTops4Education
<input type="checkbox"/> Bucks for Books
<input type="checkbox"/> Buddy Program
<input type="checkbox"/> Cafeteria Volunteers
<input type="checkbox"/> Campbell's Soup Labels
<input type="checkbox"/> Catholic Schools Wk Activities
<input type="checkbox"/> Chess Club
<input type="checkbox"/> Classroom Folders
<input type="checkbox"/> CYO Sports
<input type="checkbox"/> Family Fun Night Host
<input type="checkbox"/> Field Day

<input type="checkbox"/> Field Trip Coordinator
<input type="checkbox"/> Golf Outing
<input type="checkbox"/> Great Books
<input type="checkbox"/> Grocery Bonus Card Sign Ups
<input type="checkbox"/> Grocery Certificate Sales
<input type="checkbox"/> Hospitality Committee
<input type="checkbox"/> Legislative Rep
<input type="checkbox"/> Library Volunteers
<input type="checkbox"/> Magazine Drive
<input type="checkbox"/> Marketing/Publicity
<input type="checkbox"/> Merchandise Sales
<input type="checkbox"/> Nominating Committee
<input type="checkbox"/> Parking Lot Monitors
<input type="checkbox"/> Playground Monitors

<input type="checkbox"/> PTO Picnic
<input type="checkbox"/> Santa's Secret Shop
<input type="checkbox"/> School Directory Committee
<input type="checkbox"/> School Store Volunteers
<input type="checkbox"/> Teacher Appreciation Day
<input type="checkbox"/> Student Health, Welfare & Safety
<input type="checkbox"/> Technology Committee
<input type="checkbox"/> Textbook Inventory
<input type="checkbox"/> Uniform Exchange
<input type="checkbox"/> Welcoming Committee
<input type="checkbox"/> Wrapping Paper
<input type="checkbox"/> <i>Call me for anything!</i>

Please return this page to the Main Office with your interests or send us an email at PTO@saintjameschool.org

**St. James Catholic School
Parent Teacher Organization
2008-2009 Volunteer Form**

COORDINATION AND COMMUNICATION CHAIR: MARYBETH KERRIGAN

Primarily responsible for all communications between the PTO and its membership; and the coordination of all parent volunteer efforts. Produces the PTO newsletter, manages the Classroom Folder program, coordinates hospitality for PTO sponsored events, encourages volunteerism, organizes volunteers by areas of interest, produces annually the school directory, assists the school with its public relations initiatives, and distributes correspondence to members.

On-going activities	Estimated time commitment	Description
Alumni Association	Event driven	Coordinates alumni participation for various events
Buddy Program	August and September	Assigns established families to new families; distributes family information
Catholic Schools Week	Winter	Coordinate all activities for CSW including Open House Tours
Classroom Folders	1 hour per week	Distribute PTO and school related materials for the classroom.
Golf Outing	October	Coordinate Annual Golf Outing
Hospitality Committee	Event driven	Coordinates faculty luncheons, teacher appreciation events and refreshments for PTO meetings
Legislative Rep	Issue driven	Serves as liaison for PTO on legislative issues affecting school
Marketing & Publicity Committee	2 hours per month	Provide media related input and work with local newspapers.
Nominating Committee	Spring	Solicit nominations for PTO officers
PTO Classroom & Volunteer Coordinator	2 - 3 hours per month	Distribute information to the classroom POCs and helps to coordinate volunteers for various PTO events
School Directory Committee	Fall	Coordinate and assemble the school directory
Teacher Appreciation Luncheon	January	Coordinate luncheon
Welcoming/Orientation	Fall / Winter	Coordinates and distributes information to new families; coordinates Open House during Catholic Schools Week

ENRICHMENT CHAIR:

Primarily responsible for providing educational, cultural, and recreational resources and experiences for the students and their families. On an annual basis, this Committee shall confer with the Executive Board to determine appropriate activities to be sponsored by the PTO. Plans and coordinates activities which may include but are not limited to, Great Books, foreign language supplementary programs, speakers for General Membership meetings, and family nights.

On-going activities	Estimated time commitment	Description
Chess Club Moderator(s)	1 hour each week during the session	Coordinate the announcement and monitor weekly chess club sessions
CYO Sports Reps	Activity driven	Coordinate with the various coaches for the CYO sports program
Family Fun Night Host(s)	1 to 2 hours quarterly	Set up and run family fun night (movies, bingo) activities
Field Day	May - 4 hours	Assist with field day activities
Field Trip Coordinator	Event driven	Solicit information from parents on field trip ideas and present to teachers.
Great Books Committee	1 to 2 hours per month	Assist in the classroom with the Great Books Program
PTO Picnic Committee	Fall – 4-6 hours	Work on the PTO family picnic committee

FUNDRAISING CHAIR: MAUREEN QUATTROCKI

Primarily responsible as approved by the Executive Board for coordinating the raising of funds to be expended by the PTO. Plans and coordinates the operations of the PTO fundraising activities for the school year which may include but are not limited to, an annual Bazaar, auction, book sale, collection of store and product receipts, gift certificate programs, and magazine sales.

On-going activities	Estimated time commitment	Description
Auction Planning Committee	January-March	Work with auction chairs for the event
Bazaar Planning Committee	October	Work with bazaar chairs for the event
BoxTops4 Education Committee	1 to 2 hours quarterly	Committee to sort and send in box tops
Bucks for Books	January	Work with the librarian for the library fundraiser
Campbell’s Labels Committee	1 to 2 hours quarterly	Committee to sort and send in labels
Grant Writing	As needed	Work with fundraising chair on obtaining grants
Grocery Bonus Card Sign Ups	As needed	Track and encourage school families to register their VIP / BONUS cards
Grocery Certificates	1 to 2 hours per month	Sell and track grocery certificates
Magazine Drive	October	Sort and count magazine orders
Merchandise Sales	As needed	Sell St. James Merchandise
Santa’s Secret Shop	December	Work the sale after masses for 1 Sunday
Wrapping Paper	September	Sort and distribute wrapping paper

OPERATIONS CHAIR:

Primarily responsible for supporting the administration in its efforts to improve school operations. This Committee coordinates activities which may include but are not limited to, health, safety, security, technology, recreation, and uniform exchange. The budget of this Committee may be used to fund the physical education program, playground and recreation program, health clinic, and other programs as appropriate.

On-going activities	Estimated time commitment	Description
Cafeteria Volunteers	Volunteer's discretion	Monitor lunchroom activities
Library Volunteers	Volunteer's discretion	Sort & shelve books in the library
Parking Lot Monitors	AM (7:40 – 8:00 am) PM (2:30 – 3 pm)	Parents needed to assist with parking lot safety for AM/PM drop off and pick up
Playground Monitors	As scheduled by grade	Monitor playground activities for safety
School Supply Store Volunteers	M-W-F (7:45 – 8:30 am)	Sell school supplies to students
Student Health, Welfare & Safety	As needed	Support Safety Patrol and other activities
Technology Committee	As needed	Work to create and implement a technology plan for the school.
Textbook Inventory	Spring	Assist with the textbook inventory.
Uniform Exchange	As scheduled	Sort and sell used uniforms