

2010-2011 PTO Committee Descriptions

Autumnfest

Oversees the annual Autumnfest celebration, a daylong, schoolwide carnival held in October. The PTO's largest fundraiser, Autumnfest provides the majority of the PTO's annual budget. This event requires the commitment of many volunteers, some of whom begin work as early as the spring before the event. There are roughly 20 committees, including raffle, underwriting, big games, concessions, plant wheel, cake walk, entertainment, bingo, line games, ticket sales, public relations, t-shirt sales, volunteer coordination, first aid and signs. This event pulls together all facets of the PTO and also closely involves members of the SMS Dad's Club.

Catholic Schools Week

Coordinates the events of National Catholic Schools Week, held in the first week of February. Volunteers are needed to help the PTO serve donuts after masses, organize a teacher's luncheon as well as other teacher treats, and assist the Hospitality Committee in organizing the very popular, annual Family Dinner, attended by school families and held in the cafeteria.

Directory

Organizes and assembles the school directory. Volunteers work during the summer to receive family contact and student class information from the school office, then assemble this information into a school-wide phone directory.

Grandparent's Day

Organizes the annual Grandparent's Day festivities. Usually held in November on the Wednesday before Thanksgiving, volunteers on this committee coordinate invitations to grandparents, RSVP's and all details of a breakfast and Mass.

Hispanic Outreach

New in the 2010-2011 school year, focuses on school families of Hispanic heritage to recognize feast days, holidays and other issues of particular importance in these cultures.

Hospitality

Organizes four events during the school year: the Fall and Spring Open Houses for prospective new families, the Senior Guides Christmas Breakfast, and the Family Dinner held during National Catholic Schools Week. In addition, this committee helps with other events as they arise.

Newcomers

Responsible for welcoming new families and students through the New Student Welcome Party before the start of the school year as well as overseeing the Guardian Angel program. This program assigns existing, knowledgeable school families to newcomers to help them adjust and encourage their attendance and participation in PTO events.

PTO Meetings Coordinator

Provides set-up and take-down services for PTO meetings, working closely with the Parish facilities team to ensure availability of kitchen, if necessary, as well as any decorations. This committee also works closely with the PTO President in following themes of meetings.

Special Programs/Catholic Identity

Brings a broad range of programs that enrich the science and social studies classroom experience in grades PreK-8th. Volunteers work to define programs that are either free or very affordable, working closely with teachers and staff. This committee work throughout the year, bringing multiple programs in the school each month.

School Supplies

Organizes the sale of pre-packaged school supplies from an outside vendor (EPI) to school families. This committee takes orders in the spring before school recesses and coordinates delivery to the school and appropriate classrooms in the summer.

Spirit

Consists of one person who works closely with the president to organize random acts of kindness to the teachers and staff, as well as promote school spirit among the students.

Spirit Store – Lisa Madden (214)357-2835/Caroline Quinlan (214)378-6302

Organizes all elements of running the Spirit Store, located in the school cafeteria. Volunteers are in charge not only of acquiring merchandise for sale, but also setting

prices, keeping an inventory of items and staffing the store when it is open to the parents and students.

Teacher Socials

Assists in the planning and preparation of teacher events throughout the school year. These include the annual Welcome Back Teacher's Luncheon, held just before the start of school and a festive Holiday luncheon. This committee also coordinates birthday lunches for the teachers.

Used Uniform Committee

Coordinates three Used Uniform sales during the school year. These sales allow parents to sell and purchase gently-used school uniforms, as well as some for scout groups, at discount prices. This committee also coordinates storage of items between sales and may sell items to new students as they arrive throughout the school year.

Volunteers

Responsible for coordinating regular, festive volunteer recognition events honoring our PTO's most valuable assets – our parent workers! Also gathers and organizes the Volunteer Dedication forms returned to the school office by families at the start of the school year.