

PTO VOLUNTEER OPPORTUNITIES 2009-2010



Please consider sharing your talents in any of the following areas. It is a great way to meet people and get to know others.

PTO Events fit into three categories:

- Fundraising Programs and Events
- Hospitality and Service
- School Programs and Support

FUNDRAISING PROGRAMS AND EVENTS:

Market Day: *One Friday per month (generally the first Friday)*

Chairperson: point person who is responsible to manage event, coordinate volunteers, and communicate with PTO.

Assistants: Assist chairpersons in sorting product and orders beginning around 1:15pm.

Retailer Incentive Programs: *Ongoing throughout the year*

Current Retailer Incentive Programs:

ACME, Giant Eagle, Heinen's
Target
Shopforschool.com
Box Tops
Lands' End
Printer Cartridge Recycling
Sherwin Williams
DIY Dinners
French Toast
OneCause.com

Chairperson: Review Retailer Incentive Programs for effectiveness and look for new programs possibilities.

Assistants: Assist chairpersons with specific programs.

Entertainment Books: *August 11 – August 28, 2009*

Chairperson: Organize this fundraiser, coordinate with the sales representative

Magazine Drive: *September 10 - 25, 2009*

Chairperson: point person who is responsible to manage event, coordinate volunteers, and communicate with PTO

Assistants: Assist chairpersons in tallying orders.

Welcome Bingo: *September 17, 2009*

Chairperson: point person who is responsible to manage event, coordinate volunteers, and communicate with PTO

Assistants: Assist Bingo committee on Bingo Night by signing up to work on the evening's activities including: advance ticket sales, set-up and clean up.

Mother/Son Event: *Saturday, January 30, 2010*

Chairperson: Organize the details for this event

Assistants: Assist chairperson with planning the event.

St. Nicholas Shop: *December 8-10, 2009*

Chairperson: point person who is responsible to manage event, coordinate volunteers, and communicate with PTO

Assistants: Assist chairpersons in set-up, teardown and working hour shifts during sale.

Student Art Christmas Card Sale: *December 2009*

Chairperson: make arrangements with the art teacher to make Christmas cards from the children's art work, and make arrangements with the card company.

Assistants: Assist the chairperson as needed.

Father / Daughter Dance: *Saturday, April 24, 2010*

Chairperson: Organize the details for the dance

Assistants: Assist chairperson with planning the dance.

HOSPITALITY AND SERVICE:

Seton Serves

Chairperson is responsible to:

- Invite Service Groups to do a collection service project at General PTO Meetings
- Support and Promote Student Council Service Projects
- Initiate PTO sponsored Service Projects

Assistants: Assist the chairperson with service projects.

Hospitality: *As needed throughout the year*

Chairperson: manages and organizes events such as: Staff Breakfast during First Staff meeting of the year, Dinner for Teachers during conferences, Fall Open House, and Winter Open House, and may be called upon for Teacher Retreats or Staff Meetings.

Also coordinate volunteers for weekly teacher appreciation treats and reminds them when their week approaches.

Assistants: Assist chairperson with aforementioned events.

Sunshine Committee: *As needed throughout the year*

Chairperson: Send our greeting cards as requested by the Seton Community and help organize volunteers to send meals to families in need

Assistants: Assist the chairperson to make and deliver meals

Pastries for Parents: *January 12-14, 2010*

Chairperson: point person who is responsible to manage event, coordinate volunteers, and communicate with PTO

Assistants: Assist chairpersons in set-up, serving and cleanup.

SCHOOL PROGRAMS AND SUPPORT:

Catholic Schools Week: *January 31 – February 5, 2010*

Chairperson: Point person who is responsible to manage all events during this week, coordinate event organizers, and communicate with PTO and administration.

Assistants: Assist chairpersons with the planning and execution of Catholic Schools Week. Each day is designed to honor the efforts of those who support Catholic Education. Each event day requires a separate chairperson.

- Opening Day Celebration Mass
- Parent Appreciation Day
- Staff Appreciation Day
- Faith Appreciation Day
- Community Appreciation Day
- Student Appreciation Day
- Basket Raffle

Grandparents Day: *April 19, 2010*

Chairperson: point person who is responsible to manage event, coordinate volunteers, and communicate with PTO.

Assistants: Assist chairperson in set-up, serving and cleanup.

Field Day: *June 4, 2010*

Chairperson: point person who is responsible to manage event, coordinate volunteers, and communicate with PTO.

Assistants: Assist chairperson in executing event.

School Directory

Chairperson: Collect changes and new additions for the directory, make changes, and arrange for printing of new directory.

Blue School Communication Notepads

Update and order more notepads as needed.

Room Parent Committee

Chairperson:

- Be contact person for all room parents
- Coordinate Christmas and End-of-Year Teacher Gifts
- Organize St. Nicholas Feast Day Treat
- Organize St. Elizabeth Ann Seton Feast Day Treat

Room Parents: Assists teacher as directed, communicates with all classroom parents, organizes classroom events, coordinates classroom parent volunteers, coordinates Night to Remember Classroom Auction Item and CSW Classroom Raffle Basket, and attends PTO Parent/Teacher Meetings.

Used Uniforms

Chairperson: Inventory and arrange donated items for periodic used uniform sales