



Saint Ann Catholic School Parent Teacher Organization

2023-2024 Volunteer Form Service to School Opportunities

What helps to make Saint Ann Catholic School such a great community? Our **parent volunteers**, of course! Saint Ann takes pride in its tremendous parent volunteer support. You can really make a difference.

This packet lists volunteer opportunities for PTO Activity Chair and Coordinator positions for this school year. There is something for everyone – stay at home and working parents, weekend opportunities, one-time events, and recurring activities each month. Remember, all of these qualify for Service to School (STS) hours (Each family is required to complete 30 hours a year).¹ The last page provides an overview of our PTO Board positions and officers.

Please look this packet over and sign up for a position(s) that best suits your schedule. ****Please enter your name next to your selection(s) by Friday, September 8, 2023****

NAME	POSITION(S)	CONTACT INFORMATION
Mr. School Rocks	1) Curriculum Enrichment Chair 2) Car Raffle Coordinator	Phone: (703)555-1234 E-mail:school.rocks@gmail.com

*****If you are interested in assisting only, please list the committee name above*****

Fall Festival Note: In order to ensure the success of our biggest annual fundraiser, **a minimum of 5 hours of a family's 30 STS hours** must be dedicated to assist with preparations for, during, and/or after the event. Time spent staffing your child's class game in the gym can be counted toward this requirement. There are a number of ways to fulfill this obligation even if your availability is limited on the day of the event. A Sign-Up Genius will be sent out for you to select your preferences and availability and the Fall Festival volunteer coordinator will assign jobs.

¹ Questions about Service to School? Please contact the office at stann@stann.org or Kristin Garesche at kgaresche@stann.org.

Thank you for your contribution to our Saint Ann Catholic School community!

Questions? Don't hesitate to reach out to MaryAnne Sapio, PTO Vice President of Operations, at 202-288-2112 or sapio.maryanne1@gmail.com.

Communications Chair

Name: Kristin Hood

- Provides public relations for the PTO board and school activities
- Publicizes school events through the newsletter, parish bulletin, email and flyers as appropriate
- Utilizes the sandwich board sign as needed for carpool

Room Parent Coordinator(s)

Name(s): Heather Bryant

- Recruits and oversees all room parents (1-2 per grade)
- Creates agenda and facilitates two meetings (September and January)
- Orients and educates room parents on duties and responsibilities
- Provides ongoing guidance/support to room parents
- Acts as intermediary for dissemination of information from the board to the class families
- Manages Family Sponsor Program linking current and incoming families

Volunteer Sign Up Coordinator

Name: Nancy Cribb

- Coordinates parent volunteers through the school's volunteer app

PreK Liaison

Name: Jenn Romeo

- Publicizes school events to PreK families, works with Saint Ann PreK teachers and families to relay PreK concerns to the PTO

After School Enrichment Coordinator

Name: Renee Trotter

- Arranges after school enrichment classes with outside vendors

Vice President of Fundraising

Name: Jeanne Stith

Recruits and oversees committee activity coordinators

- **Fall Festival Planning Committee (Saturday, September 30, 2023)**
 - Manages the largest fundraiser for the school with food, drink, entertainment, live and silent auctions, raffle and teacher wish lists
 - Recruits parent volunteers to manage operations, public relations, solicitations, decorations and ticket sales
- **Bake Sale Coordinator (Sunday, October 22, 2023 & Sunday, February 11, 2024)**

Name: Barbara Sanders

 - Solicits baked goods for two events (October and February) and recruits volunteers for sales

- **Used Book Sale Coordinator (Saturday, February 10 [evening preview], Sunday, February 11, 2024)**
Name: Nancy O'Boyle & Kelly Vlahos
 - Solicits gently used books and recruits parent volunteers for sorting books set up, clean up and sales
- **Spring Fling Coordinator (Saturday, April 20, 2024)**
Name: Jeanne Stith
 - Manages fundraiser for the Teacher Enrichment Fund with food, drink, entertainment, decorations, live and silent auctions
 - Recruits parent volunteers as needed
- **Restaurant Night Coordinator**
Name: Jeanne Stith
 - Works with local restaurants to host school fundraising nights
- **Box Tops & Loyalty Cards Coordinator(s)**
Name(s): Jeanne Stith
 - Manages collection and submission of Box Tops and promotes store loyalty cards and Amazon.com
- **Car Raffle Coordinator**
Name: _____
 - Works with Saint Ann Church to coordinate distribution of car raffle tickets to school families and parishioners, coordinates parent volunteers and publicity for raffle at Mass

Hospitality Chair(s)

Name: Emily Peterson & Nicole Salop

Recruits and oversees committee activity coordinators

- **Pot Luck Coordinator(s) (Friday, September 15, 2023 & Tuesday, February 13, 2024)**
Name: _____
 - Manages event, set up and clean up, solicits food contributions, provides non-alcoholic beverages and paper goods, solicits parent volunteers
- **Pretzel Making Coordinator (Thursday, March 28, 2024)**
Name: Kate Perryman
 - Bakes pretzels in Parish Hall on Holy Thursday morning, coordinates parent volunteers as needed

School Events Chair

Name: Anne Breville

Recruits and oversees committee activity coordinators

- **Clean-up Day Coordinator (Saturday, September 9, 2023)**
Name: Jacque Paz
 - Manages organization of clean-up day, recruits parent volunteers, creates a schedule of events, coordinates obtaining necessary equipment.

- **Trunk or Treat (Saturday, October 28, 2023 – 12-4pm)**
Name(s): _____
 - Coordinates and manages event, solicits trunk participants, manages set-up, clean-up, decorations, candy distribution, candy bags, solicits parent volunteers
- **Monster Bash (Saturday, October 28, 2023 – 6-8pm)**
Name(s): _____
 - Coordinates and manages Monster Bash Dance Party, recruits chaperones, manages set-up, clean up, decorations, music, costumes, provides non-alcoholic beverages, paper goods, light snacks
- **Veterans' Day Assembly Coordinator (Thursday, November 9, 2023)**
Name: Nancy Cribb
 - Arranges assembly with teachers, including flag ceremony, songs, student essays and honoring of school and family servicemen and servicewomen
- **Pep Rally Coordinator (Friday, December 1, 2023, 2pm)**
Name: _____
 - Develops and manages event, coordinates games and teacher/admin participation, manages set-up, decorations, music, clean-up
- **Festival of Trees Coordinator (Friday, December 9-15, 2023)**
Name: Anne Breville
 - Coordinates and manages event, distributes tree themes and instructions to classes and administration, oversees collection, organization, and final decorating and display of trees in Narthex (12/9), oversees and reconciles tree auction at Christmas Pageant (12/15), procures addt'l cords, supplies, signage as necessary, solicits volunteers to assist in set-up
- **International Night Potluck (Friday, January 19, 2024)**
Name(s): _____
 - Coordinates and manages event, set-up and clean-up, solicits food contributions, provides non-alcoholic beverages, paper goods, decorations, solicits parent volunteers
- **Sock Hop Coordinator (Friday, February 2, 2024)**
Name: _____
 - Manages school dance for grades 5-8, creates playlist, coordinates AV, recruits chaperones, obtains food, drink and paper goods, manages set-up, clean-up and donations; delivers sock donations to charity
- **Family Dance Party Coordinator (Friday, February 2, 2024)**
Name: _____
 - Manages school dance for grades 1-5, creates playlist, coordinates AV, recruits chaperones, obtains food, drink and paper goods, manages set-up, clean-up and donations
- **Lenten Sandwich Making Coordinator (February 15-March 21)**
Name: Kate Perryman & Lauren Mann
 - Identifies shelter to receive sandwiches, manages schedule, permission forms, set up, clean up and sandwich delivery to shelters

- **Variety Show Coordinator (Friday, March 15, 2024)**

Name: Anne Breville

- Manages production of annual school performance, recruits parent volunteers to manage music editing, light and sound, video, stage management, master of ceremonies script, programs, house management and snacks.

- **Art Show Coordinator (Thursday, May 16, 2024)**

Name: Elizabeth McCarthy

- Helps art teacher prepare art for display, set up and clean up.

- **Field Day Coordinators (May 2024)**

Name: _____

- Coordinates with the P.E. teacher to oversee and recruit parent volunteers, food and cooler collection, equipment transportation, games and picnic lunch

School Operations Chair

Name: Kelly Davis

Recruits and oversees committee activity coordinators

- **School Supply Kit Coordinator (2023-2024 Academic Year)**

Name: Amber Julian

- Obtains class supply lists, distributes orders, places orders with vendor, coordinates distribution

- **Chick Fil A Lunch Coordinator(s)**

Name(s): Will Koella

- Distributes and collects student orders, coordinates with vendor, supervises serving of food

- **Chick Fil A Lunch Assistants (2 needed; 1-2 times/month from Sept-May)**

Name(s): Will confirmed assistants from last year will continue

- **Pizza Lunch Coordinator(s)**

Name: Karen Geisler

- Distributes and collects student orders, coordinates with vendor, supervises serving of food

- **Pizza Lunch Carrot Coordinator (1 needed; 1-2 times/month; Sept-May)**

Name: _____

- Purchases carrots, delivers and distributes carrots (if needed), to Parish Hall on designated Pizza Lunch days

- **Pizza Lunch Assistants (2 needed; 1-2 times/month from Sept-May)**

Names: _____; _____

- **Pie-tanza Coordinator(s)**

Name: Riley Tigert

- **Pie-tanza Assistants (2 needed; 1-2 times/month from Sept-May)**

Name: _____; _____

● **Lunch Duty Assistant (Monday – Friday, 11:25-12:35)**

Name(s) 1st Shift: _____ 2nd Shift: _____

- Meets Yay Lunch at Parish Hall and sorts lunches, assists with supervision of children

● **Recess Duty Assistants (Monday – Friday, 11:25-12:35)**

Name(s) 1st Shift: _____ 2nd Shift: _____

- Assists with supervision of children on playground or blacktop.

● **Rosary Garden Coordinator (August-June)**

Name: Jennifer & Pablo Cortina

- Maintains the rosary garden ad school entry landscaping

● **Uniform Closet / Lost & Found Coordinator (August-June)**

Name: Johanna Bindseil, Jennifer Morrison

- Maintains and tidies the used uniform closet
- Photographs and itemizes lost/found items for collection and newsletter distribution

● **Afternoon Carpool Attendant (Monday-Friday 2:45-3:15)**

Name: Johanna Bindseil

- Upon entry to afternoon carpool, attendant directs cars to appropriate lanes and maintains orderly progression of parent traffic

● **Christmas Decorating Coordinator(s) (December)**

Name: Jessica Porter, Kate Perryman, Kristin Garesche

- Sets up school Christmas tree and decorations in preparation for the school Christmas performance

School Culture & Spirit Chair

Name: Kelly Giroux

Oversees the development, integration, and coordination of culture and spirit events

Recruits and oversees committee activity volunteers

● **SAS Teacher Coffee Run Assistants (Monday, Dec. 4, Monday, Feb. 5, Monday, May 20)**

● Names: _____, _____, _____, _____

● **Valentine’s Day Carpool Party (Friday, February 15, 2024)**

● Names: _____, _____, _____, _____

● **St. Patrick’s Day Carpool Party (Friday, March 15, 2024)**

● Names: _____, _____, _____, _____

● **Easter Egg Hunt (Wed., March 27, 2024)**

● Names: _____, _____, _____, _____

Overview of PTO Board Positions

There are four categories of board positions:

1. Ex Officio: Ex Officio members include the pastor, principal and past president

2. **Elected Officers:** Elected officers include the president, vice president, treasurer and secretary. Officers are nominated by a nominating committee and are voted into office by the PTO membership at the annual meeting in June. The term of office is one year, not to exceed two consecutive terms.
3. **Committee Chairs:** Committee chairs oversee the communications, room parent, curriculum enrichment, fundraising, hospitality, school events and school operation committees. These are parent volunteer positions appointed by the president.
4. **Representatives:** Include two faculty members and two parent volunteers overseeing development and enrollment management. These positions are appointed by the principal.

Elected PTO Officer Descriptions

President: Jessica Porter

- Manages overall objectives and strategies of the PTO
- Acts as a liaison between parents and the principal and staff
- Ensures all PTO committee chair positions are filled
- Creates agenda for and facilitates monthly PTO board meetings
- Creates agenda for and facilitates a minimum of four PTO general meetings throughout the year
- Creates school calendar with the principal
- Creates budget with principal and treasurer

Vice President of Operations: MaryAnne Sapio

- Fills in for president in his/her absence
- Maintains database of volunteers and provides these to PTO officers and chairs as appropriate
- Coordinates guest speaker for each PTO general meeting as an enrichment opportunity for parents
- Ensures board members follow bylaws
- Presents bylaws for review annually, amends accordingly and posts on school website
- Attends diocesan PTO meetings as Saint Ann Catholic School representative, three per school year

Vice President of Fundraising: Jeanne Stith

- Identifies and manages the implementation of new fundraising initiatives
- Manages existing fundraising programs
- Oversees Fundraising Committee

Treasurer: Desiree Soumoy

- Creates budget with principal and president
- Informs committee chairs of budgeted funds
- Maintains PTO balance sheet and provides updated treasurer's report at each PTO meeting
- Provides quarterly balance statements of classroom funds to room parent chair

Secretary: Shannon Willenbacher

- Takes minutes at all PTO board meetings
- Forwards minutes to president for review
- Provides copies of minutes for upcoming PTO meeting for membership approval
- Submits minutes for inclusion on website following membership approval
- Maintains file of minutes