



Saint Ann Catholic School Parent Teacher Organization (PTO)

2024-2025 Volunteer Form Service to School (STS) 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. Consider signing up with a friend, spouse, parish member or neighbor – the more the merrier!

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, officers and committee chairpersons.

Please review this packet and note in the chart below the position(s) that best suits your schedule and interests. Send this page with your child to give to their teacher by **Friday August 30. Only one cover page is needed per family. ****

NAME	POSITION(S)/COMMITTEE	CONTACT INFORMATION
Mr. School Rocks	1) Assist with Pot Luck Coordination 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 or coordinator's title above

Fall Festival Requirement: To ensure the success of our biggest annual fundraiser, **a minimum of 5 hours of a family's 30 required STS hours** must be dedicated to assist with preparations for, during, and/or after the event. This year's Festival is **Saturday, September 28** and there are several ways to fulfill this obligation even if your availability is limited on the day of the event. The PTO will send a Sign-Up Genius via email in early September with the entire listing of available volunteer positions.

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

Questions about positions or want more details? Don't hesitate to reach out to Jeanne Stith, PTO Vice President of Operations, at (703) 217-5060 or jeannestith@gmail.com.

¹ General questions about STS hours? Please contact the office at stann@stann.org or Kristin Garesche at kgaresche@stann.org.

Volunteer Role Descriptions

Vice President of Fundraising: Edward Gerety dad@edisongerety.com

Recruits and oversees committee activity coordinators

1. **Bake Sale Coordinator and Assistant:** Solicits baked goods for two events and recruits volunteers for sales; attends PTO monthly meetings.
Barbara Sanders & *1 VACANT*
2. **Used Book Sale Coordinator(s)** (20-30hrs, Nov 2024-Spring 2025): Solicits gently used books, coordinates donations and recruits parent volunteers for sorting books, set up, clean up and sales during the event. Schedules book buyer to claim remaining books.
Nancy O'Boyle & Kelly Vlahos
3. **Spring Fling Auction Coordinator(s)** (20-30hrs, April 2025): Manages fundraiser for the Teacher Enrichment Fund with food, drink, entertainment, decorations, live and silent auctions. Establishes a committee to oversee theme, food, drink, entertainment, ticket sales, decorations, live and silent auctions and volunteers for set up and clean up.
*VACANT *
4. **Restaurant Night Coordinator(s)** (5-15 hrs.): Works with local restaurants to host school fundraising nights.
Jillian Gava
5. **Loyalty Program Coordinator(s)** (5-15 hrs.): Manages and promotes existing/continuing loyalty programs (ex. Harris Teeter, Box Tops, Seasonal Roots), and proposes opportunities for new ones.
*VACANT *
6. **Car Raffle Coordinator** (20– 30 hrs, January – April 2025): 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. Past Car Raffle Coordinators are available to assist new Car Raffle Coordinator with transition.
*VACANT *

School Operations Chair: Katherine Devane kate.m.brown@gmail.com

Assists VP of School Operations to recruit and oversee committee activity coordinators

1. **Lunch Duty/Recess Duty Assistants** (Monday – Friday, 2 shifts 11:25a-NOON & NOON - 12:35p): Assists in supervising children during lunch, on playground or blacktop as needed
EARNS DOUBLE HOURS *MULTIPLE VACANT SPOTS FOR EACH SCHOOL DAY*
2. **School Supply Kit Coordinator** (10hrs, 2024-2025 Academic Year): Obtains class supply lists, distributes orders, places orders with vendor, coordinates distribution.
Amber Julian
3. **Hot-Lunch Coordinators** (30+hrs): Distributes and collects student orders, coordinates menu, dates, order and delivery with vendor, supervises lunch distribution as needed.
 - a. Chik-Fil-A: Will Koella

-
- b. Pizza Lunch: *VACANT* - Past pizza coordinator, Karen Geisler, will assist new coordinator with transition.
 - c. Pie-Tanza: Riley Baret
4. **Hot-Lunch Assistants** (Sept-May, 11am-12:30pm): Receives lunch order from vendor, distributes to students during lunch times.
2 VACANT Chik-Fil-A Assistants: Select Tuesdays 1-2x/ month
2 VACANT Pizza Assistants: Select Wednesdays 1-2x/ month
2 VACANT Pie-Tanza Assistants: Select Thursdays 1-2x/month
 5. **Pizza Lunch – Carrot Coordinator** (10 hrs., 1-2 times/month on lunch days Sept-May): Purchases carrots, delivers and distributes carrots (if needed), to Parish Hall on designated Pizza Lunch days.
VACANT
 6. **Uniform Closet/Lost & Found Coordinator(s)** (30-35+ hrs., August-June): Collects and classifies uniform items donated. Takes usable items home to wash/dry/ fold; disposes of all unused items. Maintains and tidies the used uniform closet throughout the school year. Photographs and itemizes lost/found items for collection and newsletter distribution
Johanna Bindseil & *1 VACANT*
 7. **Potluck Coordinator(s)** (Sept, March, June): Purchases supplies, and manages event set up and clean up, solicits food contributions, provides non-alcoholic beverages and paper goods, solicits volunteers
VACANT
 8. **Afternoon Carpool Attendant** (Monday-Friday 2:45p-3:15p): Upon entry to afternoon carpool, attendant directs cars to appropriate lanes and maintains orderly progression of parent traffic
Johanna Bindseil
 9. **Fall Festival Planning Committee September 2024**: 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. Anne Breville is looking to train someone in preparation for the 2025-2026 school year.
MULTIPLE VACANT SPOTS FOR VOLUNTEERS ON COMMITTEE

Service Chair: Kate Perryman perrymankate@gmail.com

Oversees necessary and feasible service projects to enrich the Saint Ann School, Parish and local Arlington community while working within the church liturgical and school calendars.

1. **Clean-up Day Coordinator(s)** (10-15 hrs, September 2024): Manages organization of clean-up day, recruits parent volunteers, creates a schedule of events, coordinates obtaining necessary equipment.
Jacqui Paz
2. **Rosary Garden Coordinator(s)** (15 hrs. August-June): Maintains the rosary garden and school entry landscaping.
Jennifer & Pablo Cortina
3. **Arlington Food Assistance Center Food Drive (AFAC) Coordinator(s)** (5-10hrs): Manages promotion, collection, and delivery of dry goods for AFAC which serves our Arlington neighbors in need.
VACANT

-
4. **Borromeo Housing Walk Coordinator(s)** (5-10 hrs, October): Manages annual fundraising neighborhood walk to support young single mothers, including organizing permission slips and parent volunteers.
VACANT
 5. **Box of Joy Coordinator** (10-15 hrs, Oct-Dec): Manages promotion, distribution and collection of Boxes of Joy gift boxes for children in developing countries like Haiti, Malawi and the Dominican Republic.
Heather Bryant
 6. **Christmas Decorating Coordinators and Assistants** (December 2024): Sets up school Christmas tree and decorations in preparation for the school Christmas performance
4 VACANT
 7. **Operation St. Nick Coordinator(s)** (5-10hrs, December 2024): Manages class assignments, promotion, assembly, and delivery of hygiene items in support of Catholic Charities' annual drive.
VACANT
 8. **School Retreat Pretzel Making Coordinator(s)** (April 2025): Bakes pretzels in Parish Hall on Holy Thursday morning, coordinates parent volunteers as needed.
VACANT
 10. **Lenten Sandwich Making Coordinator** (March/April 2025): Identifies shelter to receive sandwiches, manages schedule, permission forms, set up, clean up and sandwich delivery to shelters.
Lindsey Mann

School Events Chair: Anne Breville brevillea@gmail.com

Recruits and oversees the following committee activity coordinators:

1. **Trunk or Treat Coordinator(s)** (October 2024) Coordinates and manages event, solicits trunk participants, manages set-up, clean-up, decorations, candy distribution, candy bags, solicits parent volunteers
Julia Queenan & *1 VACANT*
2. **Veterans' Day Assembly Coordinator** (November 2024): Arranges assembly with teachers, including flag ceremony, songs, student essays and honoring of school and family servicemen and servicewomen
Nancy Cribb
3. **Prayer Soldier Coordinator for Veterans Day** (5-8 hrs, November 2024): Purchases plastic army prayer soldiers for class distribution prior to school assembly. Print and attach "Prayer Soldier" stickers; display remaining at assembly. Collect remaining soldiers to return to the PTO closet. Submits all receipts to the front office for reimbursement. Oriana MacGregor can assist this year's coordinator with this prayerful tradition.
*VACANT *
4. **Pep Rally Coordinator** (DATE) (5-15hrs): Develops and manages event: music, script, secures Falcon mascot volunteer, organizes a game for teachers & classroom giveaways (tattoos, earplugs, pom poms), and serves as liaison to school office on event details and logistics. Recruits parent volunteers for event and clean up. Oriana MacGregor able to assist the Pep Rally Coordinator to ensure a smooth transition.
*VACANT *

-
5. **Festival of Trees Coordinator** (December 2024) 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, oversees and reconciles tree auction at Christmas Pageant; ensures equipment, supplies, signage and volunteers for event set-up. Anne Breville is looking to train someone in preparation for the 2025-2026 school year.
Anne Breville
 6. **International Night Potluck Coordinator(s)** (DATE): Coordinates and manages event, set-up and clean-up, solicits food contributions, provides non-alcoholic beverages, paper goods, decorations, solicits parent volunteers
*VACANT *
 7. **Sock Hop Coordinator(s)** (DATE): 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
*VACANT *
 8. **Family Dance Party Coordinator(s)** (DATE): 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.
*VACANT *
 9. **Variety Show Coordinator** (Spring 2025): 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. Anne Breville is looking to train someone in preparation for the 2025-2026 school year.
Anne Breville
 10. **Art Show Coordinator** (12hrs, Spring 2025) Assists art teacher with Art Show planning, volunteer coordination, artwork preparation, event set-up & clean up, refreshments, and artwork take-down. Elizabeth McCarthy is looking to train someone in preparation for the 2025-2026 school year.
Elizabeth McCarthy
 11. **Field Day Coordinator(s)** (May 2025): Coordinates with the P.E. teacher to oversee and recruit parent volunteers, food and cooler collection, equipment transportation, games and picnic lunch
Liz Donahue & *1 VACANT*

Hospitality Co-Chair(s): Emily Peterson bruninie@hotmail.com and Nicole Salop nmtrumble@gmail.com Responsible for coordinating staff luncheons and maintaining teacher lounge snacks and beverages throughout the school year.

Communications Chair: Kelly Davis kellymdavis21@gmail.com
Provides public relations for the PTO board and school activities, publicizes school events through the newsletter, parish bulletin, email and flyers as appropriate and utilizes the sandwich board sign as needed for carpool.

School Culture & Spirit Chair: Kelly Giroux kmdolan@gmail.com

Oversees the development, integration, and coordination of culture and spirit events. Recruits and oversees the following activity volunteers:

1. Teacher Coffee Run Assistants (TBD throughout school year) *4 VACANT*
2. Valentine's Day Carpool Party (Feb 2025) *4 VACANT*
3. St. Patrick's Day Carpool Party (March 2025) *4 VACANT*
4. Easter Egg Hunt (April 2025) *4 VACANT*

Room Parent Coordinator(s): Heather Bryant mic_heather@verizon.net **and Jenn Romeo** jromeo13115@gmail.com Recruits and oversees all room parent volunteers (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.

PreK Liaison: Jenn Romeo jromeo13115@gmail.com

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: Renee Trotter

Arranges after school enrichment classes with outside vendors. Renee is looking to train someone in preparation for the 2025-2026 school year.

1 VACANT Trainee

Volunteer Sign Up Coordinator: Nancy Cribb

Coordinates parent volunteers through the school's volunteer app (Sign Up Genius).

Overview of PTO Board Positions

There are four categories of board positions:

1. **Ex Officio:** Ex Officio members include the pastor, principal and past PTO president
2. **Elected Officers (5):** Elected officers include the president, VPs, 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 (4):** Include faculty members and parent volunteers overseeing development and enrollment management. These positions are appointed by the principal.

Elected PTO Officer Descriptions

President: Kristin Hood redlettrd@gmail.com

- 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: Jeanne Stith jeannestith@gmail.com

- 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: Dr. Edward Gerety III dad@edisongerety.com

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

Treasurer: Riley Barrett rkbarrett91@gmail.com

- 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: Barbara Sanders sumrallsanders@gmail.com

- 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