

LIST OF PARENT GUILD COMMITTEE CHAIRPERSONS

(Chairing one of these committees fulfills Parent Contract)

Knight of Columbus Fall Festival (mid-September)

- Prize/Game Coordinator-
Get games out of storage, oversee set up and take down of games Sat and Sun, order prizes and candy for games, maintain quantity of prizes, set up prizes at each game station
- Volunteer Coordinator-
Send home sign up sheets asking for workers for Sat and Sun. Organize volunteers. Post volunteer work schedule. Possible contact with youth group regarding volunteers on Sunday.

St. Mary Family Nights (Oct & March)

- Work with local restaurants to plan event and set dates. Send out notices to families, post at school and publish in bulletin. (i.e. St. Mary's night at Monical's and Monical's donates a percentage of sales to school)

Bookfair Coordinator (Nov & March)

- Arrange for Book Fairs with Scholastic (information provided by office). Set up book fair displays. Advertise book fair to families and in bulletin. Order books that are sold out. Pack up books and displays. Fill out report to Scholastic. Work closely with Schedule Coordinator.

Bookfair Volunteer Coordinator (Nov & March)

- Send home notices requesting help to run book fair. Phone workers to make sure each day of the week is covered- morning and afternoon. Get money box from office. Put a sign up sheet for teachers in the office. Write letter to send home about Book Fair and Book Order Flyer (staple letter and flyer- count for each class and deliver

Holiday Raffle (Spring)

- Have tickets prepared. Send notices and tickets home with students. Maintain extra tickets with secretary to allow parents to pick up additional tickets. Place ads in local paper and in Catholic Times. Collect tickets and keep weekly tally of sales along with Treasurer. Announce winners at specified event.

Spaghetti Fest Committee (January)

- Food Chair (1-2 people): Request and pick up donations for food and decorations. Get workers to prepare food and to decorate for event.
- Silent Auction Chair: Request and pick up donations for Silent Auction. Set up display of items and provide a bid sheet. Identify grade level basket ideas and send home notes to parents requesting items. Put baskets together. Call winners to pick up items after event.

- *Volunteer Coordinator:* Send home a sign-up sheet for workers for Spaghetti Supper, including a list of available times and jobs. Arrange workers for set-up, two serving shifts and clean-up.

Staff Appreciation (May)

- Order flowers/gifts, arrange for snacks each day. Organize Luncheon; get volunteers to replace Cafeteria, playground duty and office, etc.

Market Day (monthly)

- Send home order forms. Stuff Bulletins with order forms. Collect forms. Place orders on-line. Get volunteers to work when product is delivered. Receive products. Pull orders together, collect money and distribute product.

Chili Festival/Art Show Chairperson (Oct/Nov)

- Collaborate with PTG officers, school staff and church office to designate a time and date for the event. Work with teachers to determine types and numbers of projects to be displayed. Seek donations to keep the cost of the event as inexpensive as possible. Coordinate volunteers for set up, serving, and clean up. Have tickets printed and coordinate ticket sales. Advertise to families, in bulletin and at school. Set up art projects ahead of the event. Also, prepare chili one day in advance.

Fiesta Dinner/ Cinco de Mayo (May)

- Collaborate with PTG officers, school staff and church office to designate a time and date for the event. Work with music teacher to determine music for children. Seek donations to keep the cost of the event as inexpensive as possible (mainly food but there was one item for auction). Coordinate volunteers for set up, serving, and clean up. Have tickets printed and coordinate ticket sales. Advertise to families, in bulletin and at school.

Rose Sale (late spring)

- Coordinate purchase of roses. Identify pick up weekend. Have tickets printed and disbursed. Advertise sale to families, school and Parrish. Assist with pick up and delivery of roses

Christmas Program Reception (December)

- Secure parish center date with coordination of principal. Set up the parish center, table cloths, make punch & coffee day of event. Send home notes asking for cookie donations from parents.

Jump Start Read for the Record (October)

- Purchase copies of chosen book and distribute to teachers for designated day. Write a note to teachers with instruction as to what they are to do on that day.

I/We _____, parent(s) of _____
are fully aware of the parental requirements of St. Mary School, i.e.

- A. Practice the Catholic faith by attending Sunday Mass or practice the religion of our choice.
- B. Participate in the sacramental preparation of my child.
- C. Contribute to the financial support of Immaculate Conception Church to the best of our ability.
- D. Attend Parent-Teacher Conferences once a year.
- E. Attend Parent-Teacher Guild meetings and support PTG fundraising projects.
- F. Contribute my services to the school as ☺ Choose THREE of the following, from either column, and indicate your 1st, 2nd, and 3rd choice). PLEASE indicate by asterisk (*) next to your signature if you are willing to fulfill more than one contract.

School Contract Needs

- ___ Art Aide (Grade ___)
- ___ Box Top Organizer
- ___ Calling Committee
- ___ Coach (Boys _____,
Girls _____)
- ___ Student Directory
- ___ Grant Writing Committee
- ___ Label organizer
- ___ Librarian
- ___ Lunchroom helper
- ___ Newsletter Coordinator
- ___ Room Parent (Grade ___)
- ___ Runner
- ___ School Calendar
- ___ Scout Leaders
- ___ Yearbook Candid Picture
Photographer
- ___ Parent Guild Officers
- ___ Board of Education
- ___ Other

Parent Guild Chairman Needs

- Knights of Columbus Fall Fest
- ___ Game/Prize Coordinator
- ___ Volunteer Coordinator

- ___ St. Mary Family Nights
- ___ Book fair Coordinator

- ____ Book Fair Schedule Coord
- ____ Holiday Raffle Coordinator

Spaghetti Fest and Auction

- ____ Food Chair (2)
- ____ Volunteer Chair
- ____ Silent Auction Chair

- ____ Rose Sale
- ____ Market Day
- ____ Fiesta Dinner
- ____ Chili Fest and Art Show
- ____ Christmas Program
Reception
- ____ Jump Start Read for the
Record

We realize that fulfilling this contract is our responsibility and is a serious obligation that we enter into with St. Mary School. If for some reason we are unable to complete the duty assigned, it is our responsibility to make arrangements with the Principal of St. Mary School or the Parent Guild Officers to accept and complete another assignment. We realize that failure to carry out the agreement upon the assignment will result in action by St. Mary School Board.

Parent Signature

Date

Parent Signature

** Each St. Mary student in your family will receive a new St. Mary School t-shirt upon the completion and return of this contract. The t-shirts will be worn on special days to show school spirit. Please indicate student names and sizes below... Thanks for your assistance in the coming year.

Name: _____ Size _____

Name: _____ Size _____

Name: _____ Size _____