

## ***PARENT TEACHER ORGANIZATION (PTO)***

### **PURPOSE**

The purpose of the St. Brendan Parish School Parent-Teacher Organization (PTO) is to be responsible for fundraising and assisting our school administration when and where needed, maintain good communication between home and school, provide a vehicle through which parents can provide service to the school, offer a mechanism for parent education and serve as a structure for political action when needed. The PTO works within the framework of the parish school and will consult the principal before decisions are made.

### **PTO RESPONSIBILITIES**

1. COMMUNICATION - COMMUNITY BUILDING
  - Keep the parents informed about the school.
  - Provide communication between home and school.
  - Provide opportunities for parents to get to know each other.
2. SERVICE TO THE SCHOOL
  - Provide volunteers for school needs
  - Provide revenue to the school through fund-raising efforts.
3. EDUCATION
  - Provide a mechanism for parent education on current topics of interest to parents.
4. ADVOCACY FOR THE SCHOOL
  - Promote the school to the parish and parents.
  - Promote letter writing, phone calls, visits to legislators when needed for issues that might concern the school.
5. EVALUATION
  - Determine whether the PTO goals and plans are being met.
  - Evaluate the PTO's own effectiveness.

PTO Dues                      \$3.00 per parent per year

Classroom Party Fee \$6.00 per child per year to cover the two PTO sponsored classroom parties (Valentine and one designated by the teacher to flow from the curriculum) and refreshments for PTO General Meetings.

### **Parent Volunteer Hours**

The required volunteer hours for all school parents are a minimum of 45 hours for a two-parent family and a minimum of 30 hours for a single parent family. The PTO Executive Board will monitor each parent's fulfillment of commitment hours. It is the parent's responsibility to document the hours worked by entering the hours on the school's web page in a timely manner. If, near registration for returning families or at the school year's end, a family is perceived to be failing to meet their school commitments, they will be required to meet with school administration.

### PTO Fundraising Plan

Based upon PTO's 2009/2010 financial commitments of approximately \$128,000, each family is responsible for \$750.00 towards fundraising.

Our Fundraising Plan allows families the freedom to choose how to raise the designated funds for the school. Each family may choose from one or more of the options to fulfill their commitment.

The goal of the Fundraising Plan is to ensure fulfillment of the annual PTO financial commitment to the school while equalizing stewardship among all school families. Donations and participation above minimum requirements are always welcome and encouraged.

Here is the breakdown on how the \$750 will be met:

\$750	Family Total
(\$50)	*Craft Fair Credit per family
(\$150)	*Required Auction Donation per family
(\$10)	*Required Auction basket donation - \$10 per child
(\$200)	*Auction Credit per family
<b>\$340</b>	Remaining family commitment for various other fundraising

\*These credits assume that a craft fair and auction will be held. If not, each family assumes the full \$750 financial commitment. The annual school Craft Fair and Auction will not be held without parent volunteers to run the event.

### **Fundraising Plan**

Incorporating the fundraisers listed below, each family is responsible for at least \$340 profit to meet their portion of the PTO commitment. You may do any combination of the following.

#### Ways to raise the \$340 (or more)

1. Buy Scrip – (credit for school profit)
2. Sell Sally Foster/magazine sales (credit for school profit)
3. Sell Entertainment Books (credit for school profit)
4. Sell Sees Candy (credit for school profit)
5. Sell Otis Spunkmeyer cookie dough (credit for school profit)
6. Sell QSP Magazines online (credit for school profit)
7. PACE (credit for school profit)
8. Auction Participation
  - a. Procure above \$150 – Proceeds above \$150 initial sales up to the stated value of item will count.
  - b. Spending – Amount spent on qualified items at auction (see exclusions below)
9. Direct donation – with restrictions and approval from Principal required

\*Auction Exclusions – The following items are not included as auction spending: Fund and Item, Raffle, Giving Tree and Ticket Price and drinks (including staff ticket donations).

Parent Background check

This clearance is required for each parent/guardian whether he/she has or will volunteer in the school. **No parent/guardian may volunteer in any manner without a cleared background check.** Background checks need to be updated every three years.

Please contact the Principal to discuss any circumstances that might not allow fulfilling any of the above commitments. Personal details related to commitment exemptions will be kept confidential. Requests for commitment exemptions must be renewed every school year.

At registration, each school family is required to complete and sign a PTO Fundraising Plan and Parent Commitment Hours Agreement. This agreement is used by the PTO Board to plan for the next school year's activities. The Commitment Hours for school parents is a minimum of 45 hours for a two-parent family and a minimum of 30 hours for a single parent family.

Following are brief descriptions of the volunteer areas listed on the Parent Commitment Hour Agreement.

**PTO FUNDRAISERS**

**AUCTION**

The Auction is the primary PTO fund-raiser during the year and is held on the first Saturday of March. The Auction Executive chair position directs the general coordination and planning of the festivities while numerous committees are responsible for most of the detail work and planning.

***EACH SCHOOL FAMILY IS REQUIRED TO DONATE OR PROCURE \$150 IN NEW ITEMS, SERVICES OR CASH FOR THE AUCTION AND PAY \$10 PER STUDENT TOWARD CLASS BASKET.***

**COMMITTEES:**

**DESCRIPTIONS:**

**CLASSROOM BASKETS:**

Determine theme for basket and oversee collection of items from the students, arrange the baskets for the night of the Auction.

**CLASSROOM PROJECTS:**

Each grade creates a project which results in an item for the Auction. (i.e., classroom quilt). Decide project and help with the participation of the students.

**CLEAN UP:**

Remove decorations and any auction items not purchased.

**DECORATIONS:**

Plan, design and create decorations which coordinate with the Auction theme for the year. Coordinate with the Setup Committee to decorate the Auction site.

**DINNER RESERVATIONS**

Send out invitations, collect money, issue dinner tickets, and assign bidder numbers. Plan and construct bidder number paddles and table numbers. On the night of the Auction act as greeters and distribute bidder packets.

<b>DONATION REGISTRAR:</b>	Enter information and descriptions on all procured items into the PTO Auction software program and generate reports to various Auction committees as directed by the Auction chairs. Activity starts in October and peaks throughout January and early February.
<b>FINANCE:</b>	On the night of the Auction enter winning bidder numbers and amounts into the Auction software for all silent and oral items; file bid sheets by winning bidder number, coordinate with Runners Committee, generate invoices, cash people out on the night of the auction.
<b>GIFT PACKAGES:</b>	Select the themes, purchase items for the baskets with donated money. Combine items into gift packages for live auction item presentations (i.e. a night's stay in a hotel with theater tickets included, or a night on the town complete with chauffeur).
<b>ITEM PICK-UP:</b>	Pick-up and transport donated auction items.
<b>LIVE AUCTION ITEM DISPLAY</b>	Coordinates display on stage and adjacent area of the live auction merchandise.
<b>PROCUREMENT TEAM:</b>	Members of this team write procurement letters to businesses, follow-up on procurement contacts and/or procure items from businesses in the Greater Seattle area.
<b>PROGRAM ADVERTISING:</b>	Solicit advertising for display in the Auction program from previous as well as new advertisers. Previous advertising lists are available. Layout advertising within the Auction catalog.
<b>CATELOG LAYOUT AND DESIGN:</b>	Choose layout and font for catalog in keeping with the auction theme. Design and produce Live and Silent printer ready catalog pages. Produce bid sheets for all items, and gift certificates for display at auction.
<b>RAFFLE/DOOR PRIZE:</b>	Procure/select item(s) for door prize(s). Sell raffle/door prize tickets during the Auction. This committee deals only with raffle/door prize functions for the night of the Auction.
<b>RUNNERS/ SPOTTERS:</b>	Identify and locate the winning bidder. Record all live bid items by amount of purchase and the winning bidder number. Obtain the signature of winning bidder for verification.
<b>SILENT AUCTION:</b>	Organize the silent auction items and display them on the night of the Auction and facilitate the closings. Coordinate with donation registrar to write up the silent auction item descriptions for the Auction catalog.

## **HOLIDAY CRAFT FAIR**

The Holiday Craft Fair is held on a weekend during November. This two-day event (Sat 9 am – 5 pm, Sun 12 pm – 4 pm) has evolved into a community happening. An overall chairperson guides the planning and development by several committees. Activity for the Craft Fair starts in spring/May/June.

***EACH FAMILY IS REQUIRED TO DONATE \$20 OF HOME BAKED GOODS FOR THE PTO TABLE***

### **COMMITTEE**

### **DESCRIPTION:**

#### **CLEAN UP:**

Work with the Vendor, Kitchen, and Decoration Coordinators to put everything away on Sunday after the Craft Fair is over.

#### **DECORATIONS:**

Design and construct decorations for the gym and both the upstairs and downstairs of the school. Put up all decorations the day before the Craft Fair starts.

#### **KIDS CRAFT ROOM:**

Provide planned art activities for children.

#### **KITCHEN/PTO TABLE:**

Work in the kitchen preparing and selling food during the Craft Fair or at the PTO table selling baked goods.

#### **PUBLICITY:**

Approximately one month prior to the Craft Fair, contact newspapers, radio stations, and billboard owners to advertise the bazaar. Create sign to advertise the bazaar locally.

#### **SETUP:**

Work with Vendor Coordinator setting up tables and chairs for the Craft Fair.

#### **VENDORS:**

Send out contracts to vendors in Spring. Collect money and contracts from vendors, Assign vendor booth spaces and tables and send acknowledgments. Work with the setup crew for display of tables and chairs. Work with the cleanup crew to put items away. Greet vendors on the day of the Craft Fair.

#### **VOLUNTEER COORDINATOR:**

Approximately three weeks prior to the Craft Fair coordinate all volunteers for the kitchens, PTO table and Kids Craft Room.

## **SCRIP(Gift Cards)**

Scrip is a wonderful way to raise funds for the school without asking for additional dollars from the parents. Each month, scrip orders are sent home for pre-orders of Scrip from companies such as Safeway, Macy's, and Penney's. If you purchase \$100 worth of Safeway Scrip, you will receive \$100 worth of Safeway Scrip. Safeway will donate 5% of what we purchase to our school.

### **COMMITTEE**

### **DESCRIPTION:**

#### **ACCOUNTING:**

Chairman oversees the order committee. Keep track of the orders and reconciles the checkbook.

- DISTRIBUTION:** Chairman oversees the sorter committee. Organize and facilitate the distribution of the Scrip to the school families.
- MEDIA:** Stuff, label and organize by grade blank orders in envelopes to be sent home.
- ORDER:** Compile and call in orders twice a month. Collect money. Works Tuesday AM only.
- PUBLICITY:** Twice a month prepare a newsletter with any current information and happenings. Coordinate with the Order Committee.
- SORTER:** Sort and organize the incoming Scrip and prepare for distribution (Thursday PM 12:00-2:45 twice a month).

**PTO SERVICE AREAS**

**ART DOCENT:** Volunteers are needed once a month to facilitate discussion of famous paintings and artists in the classroom. Each volunteer is responsible for a single grade. Orientation is provided by the Art Docent Coordinator. ***NO PREVIOUS EXPERIENCE NECESSARY.*** Art Docent Program and Activity books are provided to assist the volunteer. **ART SUPPLY COORDINATOR:** Keeps art supplies stocked.

**CLINIC HEALTH SCREENING:** **CHAIR:** RN preferable due to state's title of school nursing. Verify/make phone calls regarding pre-K & pre-6 immunizations. Coordinate health screenings and equipment acquisition and return. Notify parents in writing as instructed. Record screening results in student's permanent health file. Assist office staff with clinic supplies, medication administration guidelines, as regulated by the state.

**ASSISTANTS:** Duties include coming in once a year for approximately 5 hours to screen the children for vision and hearing.

**EMERGENCY PREPAREDNESS:** Duties include preparing materials for emergency packs for students and staff. This function assures that students and staff have food, general materials and first aid supplies for 300 people for 3 days in the event of a major emergency. Assist with Emergency Earthquake drill.

**LIBRARY:** Duties include learning and implementing library procedures, helping during the Book Fair, and participating in quarterly meetings. Working in the library is a weekly or bimonthly commitment. Two shifts are available (8:30-11:45 AM and 11:55 AM to 3:00 PM). However, we welcome any time you can give. The Book Fair is held

during conference week in October/November.

**MILK:**

**Orders:** Duties include preparing monthly milk order forms and tabulating and distributing the tickets to the school families. Check milk supply and place milk order weekly.  
**Account Manager:** Duties include maintaining the milk account.

**PARENT**

**SAFETY PATROL**

**COORDINATOR:** Duties include liaison with the staff person in charge of student safety patrol and assist with the supervision of the students in the morning and afternoon.  
**ASSISTANTS:** Hours needed are 8:00 to 8:30 AM and 2:45-3:00 PM. And include the daily supervision of the student patrol activities and enforcement of carpool rules governing parents. First weeks of school require two or more parents per shift.

**PLAYGROUND:**

Duties include the supervision of children during lunch recess. Supervisors direct playground traffic and have an opportunity to see their child(ren) and classmates in action. Duties are from 11:45 AM to 1:15 PM.

***PTO SCHOOL ENHANCEMENT  
PROJECTS AND PROGRAMS***

**CALENDAR  
PREPARATION:**

Duties include preparing the school calendar, getting bids for printing the calendar, delivering and picking up the calendar from the printer in time for disbursement in September. Coordinate with the Principal and PTO President(s).

**BOX**

**TOPS**

**FOR EDUCATION**

Duties include advertising and promotion of the program throughout the year. Collect, clip and sort box tops. Mail in to receive benefits from sponsoring company.

**CYO COACH:**

Coach CYO Soccer, Basketball, Volleyball, or Track. You will be contacted by the CYO Athletic Director.

**CYO BOARD**

**CYO PROGRAM**

Participate on the CYO board and/or coordinate activities. Works with the CYO Director.

**COORDINATOR**

**FACILITY  
IMPROVEMENTS**

Improvements and repairs to the school and grounds are made through the PTO with the prior approval of principal or Parish Facilities Committee. Volunteers and donated items are needed to help reduce school operating costs. Duties range from involvement in yearly work parties to managing specific areas of maintenance.

**FAMILY NIGHTS:** Organizes “family nights” which have included “Bite of St. Brendan”, Bingo Nights, and “The Spring Family Dance”. The exact program for the year is determined by the new board.

**HOSPITALITY:** Provide and serve refreshments, coffee setup, and a luncheon during Catholic Schools Week for the parish and school staff. Duties may include a luncheon when St. Brendan Parish School is a host school for visitors. May take place up to 4 times per year. Work with the principal. Coordinate first Friday staff lunches provided by each grade once a year.

**GR. 8 HIGH PLAY** The Grade Eight Play producer is responsible for overall production of the play. These duties include: coordinating all committees required to produce the play (some of the committees vary each year), responsibility for choosing and purchasing scripts, scheduling, working with music director, consulting with Principal and teachers regarding scheduling rehearsals, and responsibility for keeping parents informed of play activity.

**GENERAL PLAY COMMITTEES** Ticket Sales: Responsible for ticket sales (pre-sales, night of and special sale night for 8th grade families)

Publicity: advertising in church and school bulletins, and school Wed. Envelope.

Programs: design and print programs

Make-up: helping cast with make-up on rehearsal and performance nights.

Parent Helpers: backstage help for dress rehearsals performance nights, and general rehearsals.

Set Design: works with producer/director.

Costumes: works with producer/director.

Stage setup and tear-down; Ushers; Cast Party; Props; Gifts/Thank you cards

**MEMBERSHIP:** Duties include collecting PTO and Party Dues, setting up “Buddies” (a buddy is a returning family member who provides encouragement and information to new families) for new families in September. Assist PTO President in organizing new family orientation in April. Reserve shelter (a year in advance) at Blyth Park for new family potluck lunch before school begins. Contact school office for date.

**MEMORY BOOK:** Collect and compile photos for memory book. Turn over paste up to memory book manufacturer in time for published books to be given to students at the end of the year.

- OUTREACH:** Duties include sending out mass cards, cards, flowers etc. to those in need (birth, death, sickness etc.). Coordinating with room parents to provide meals for families in need.
- PTO EXECUTIVE BOARD:** The PTO board is comprised of a President, Treasurer, Secretary and Past President. A new Co-President is elected each year for a 2 year commitment. Secretary and Treasurer are elected for a 1 year term. Their responsibilities are as follows: Co-Presidents – Oversees all PTO activities. Regular coordination with the Principal and committee chairs. Assemble summer mailing, plan monthly board meeting and weekly newsletter. Secretary – Record minutes of PTO Board meetings. At least 1-week prior to board meeting, publish minutes from previous meeting. Email to Principal and PTO Executive Board. Give electronic copy to Mrs. Carlson to publish on the website. Treasurer – Track all PTO accounts, expenditures and income. Pay all PTO bills. Prepare monthly statement for PTO board meeting. With the approval of the PTO Co-Presidents the Treasurer has the option to serve a 2<sup>nd</sup> year without an election. Past President – Advise Co-Presidents as required. Attend School Commission meetings as liaison between the two groups.
- PTO PHOTOGRAPHER:** Duties include organizing and scheduling class photographs for the school calendar. Photograph PTO activities throughout the year as requested by the Principal or PTO President(s). Supply photos to Memory Book editors.
- ROOM PARENT:** There are three or four room parents per class. Room parents are responsible for relaying phone messages from school to 5-10 families in their grade as the need arises. This fun filled job includes working with the teacher in organizing two classroom parties for the students (Valentine’s Day and a party chosen by the teacher around their curriculum). Other responsibilities may include organizing one social function for the parents in the class and providing refreshments at assigned receptions, PTO meetings, or the Book Fair
- SCHOOL BULLETIN:** Work with the principal in creating the weekly school bulletin by Tuesday afternoons.
- SPEECH COACH:** Interested parents spend time from October through February listening to students practice varied categories of speech. (***NO EXPERIENCE REQUIRED***). These speeches are presented by the students at the two to three grade school level Archdiocesan Speech Tournaments.

**UNIFORM  
EXCHANGE:**

Duties include keeping the used uniforms organized in the PTO room and offering them for free several times during the school year.

**VOLUNTEER  
COORDINATOR:**

In the spring, input data and generate lists of volunteers from the Parent Commitment Hours Agreement to distribute to the Executive Board and individual area of responsibility chairs/coordinators. Assist Executive Board and chairs/coordinators throughout the year to recruit volunteers.

**YOUNG AUTHORS**

Duties include organizing materials for Traveling Tales Backpacks (with PTO funds), laminating the completed books and providing planned speakers/visitors for the students.

End of description of PTO 2009-2010