



Parent Teacher Guild (P.T.G.)

"Making a difference...together"

Who We Are:

PTG is made up of a group of dedicated parent volunteers. As a parent of an enrolled student, you are a valued member of the PTG! All parents are welcomed to attend our monthly meetings and participate in any subcommittee as a volunteer. There are many ways to be involved in our school and your child's educational career.

What We've Accomplished

- Our 100 Mile Kick-off Event/Trike-a-Thon raises approximately \$2,000 per year in which a portion of the proceeds are donated to Mary's Mercy Center.
- Harvest Hoedown and Saints Gala our two biggest fundraisers of the year collectively raise on average \$52,000. Last year these profits helped complete our S.T.E.A.M lab and library renovation.
- Box Top for Education Program raises approximately \$300-\$400 per year
- Scholastic Book Fair raises \$1,600 on average in scholastic dollars for school to use for equipment, supplies and books.
- We are proud that 10% of all funds raised throughout the year goes into our schools Tuition Assistance Fund.

What We Need

Every year we strive to make the PTG stronger than the year before. As we continue to grow each year, we need to add more equipment, supplies, and supplemental services to enhance your children's learning experience. Everyone's participation is essential!

We are currently looking for several volunteers to chair/co-chair the following sub-committees.

- a. Trike-a-Thon/100 Mile Kickoff Event
- b. Harvest Hoedown
- c. Saints Gala
- d. Box Tops for Education Program
- e. Pizza Fridays
- f. Spirit Days
- g. LLS Pennies for Patients
- h. Catholic Schools Week
- i. Donuts with Dad
- j. Muffins with Mom
- k. End of Year Family Picnic



Please see attached sheets for committee descriptions. Thank you in advance for your willingness to volunteer! The success of our events is only possible by the volunteers who commit to help. Your time is appreciated!

St. Peter & St. Paul Catholic School's PTG Subcommittee Descriptions

100 Mile Kickoff Trike-a-Thon Event (Chair/Co-Chair)

- Plan and manage event (September 28-school parking lot)
- Serve as the main contact between the school, volunteers and PTG
- Promote the event to school, students, and families
- Recruit, motivate, and schedule volunteers (SignUpGenius)
- Organize and plan for food, snacks and beverages
- Direct the set-up of the event and sequence of the day

Harvest Hoedown (Chair/Co-Chair)

- Plan and manage event (November 8-school parking lot)
- Serve as the main contact between the school, vendors, volunteers, and PTG
- Promote the event to school, students, and families
- Recruit and schedule volunteers (SignUpGenius)
- Secure sponsorships
- Organize and plan for games, food, decorations, and entertainment
- Direct the set-up of the event and sequence of activities
- Work with PTG Treasurer to stay within budget

Box of Joy Coordinator (September-October)

- Plan and manage shoe box drive (September-October)
- Serve as main contact between Catholic Outreach Ministry, school, and PTG
- Promote the program to school families
- Collect all shoe boxes and deliver to nearest drop off site by the due date

LLS Pennies for Patients Coordinator

- Plan and manage campaign (January/February)
- Serve as main contact between local LLS Chapter, school, and PTG
- All materials will be mailed out 2-4 weeks prior to start of campaign
- Coordinate with local chapter to plan school kickoff assembly (if requested by administration)
- Or Meet with LLS Chapter representative to strategize how to have successful campaign
- Promote the program to school families
- Collect all profits and return to organization as requested
- Keep records for future use

Catholic Schools Week (Chair/Co-Chair)

- Plan and manage events for each day of the week (January 27-31)
- Coordinate with Book Fair Chair to set up book fair
- Assist with staff appreciation breakfast or luncheon
- Plan & organize family fun night during week (spaghetti dinner and movie)
- Promote weeks events to students, school and families
- Recruit and schedule volunteers (SignUpGenius)
- Direct the setup and operation of various events during the week
- Work with PTG Treasurer to stay within budget
- Keep records for future use

Saints Gala (Chair/Co-Chair)

- Plan and manage event (**March 21, 2020 Ontario DoubleTree**)
- Serve as the main contact between the school, volunteers, vendors and PTG
- Promote the event to school and parish families
- Recruit and schedule volunteers (SignUpGenius)
- Meet with DoubleTree coordinator to plan menus, event set up and sequence of events
- Secure sponsorships
- Solicit donations for both live and silent auctions
- Manage basket making night
- Coordinate with room-parents to create class basket
- Coordinate entertainment (music, casino tables, photo booth, wine pull)
- Coordinate decorations for event (centerpieces, lighting)
- Direct set up and operation of event (registration)
- Coordinate with Principal and PTG President re: timeline of the evening
- Work with PTG Treasurer to stay within budget
- Keep records for future use

Pizza Friday Coordinator (Year round)

- Oversee designated pizza Friday lunches
- Recruit volunteers to assist with counting money, tally up orders, place order, pickup pizzas, set-up, serve, and cleanup. (SignUpGenius)

Spirit Day Coordinator (Monthly)

- Oversee and coordinate Spirit Day lunches
- Collect/count money tally up lunch orders
- Purchase materials & supplies
- Recruit volunteers to assist with food prep, set-up, service, and cleanup (SignUpGenius)

Donuts with Dad (Chair/Co-Chair)

- Plan and manage event (**March 19, 2020**)
- Serve as main contact between school, volunteers and PTG
- Promote the event to school families
- Recruit and schedule volunteers (SignUpGenius)
- Direct the set up for event
- Organize, plan menu and decorations
- Make and manage slideshow to be shown during event

Muffins with Mom (Chair/Co-Chair)

- Plan and manage event (**May 7, 2020**)
- Serve as main contact between school, volunteers and PTG
- Promote the event to school families
- Recruit and schedule volunteers (SignUpGenius)
- Direct the set up for event
- Organize, plan menu and decorations
- Make and manage slideshow to be shown during event

Box Tops for Education Coordinator (Year round)

- Manage the Box Tops for Education Program
- Promote and encourage program participation to students and parents
- Communicate how program works and how much school has earned
- Update Box Top Hero of the Month bulletin board
- Collect, organize and mail in all clipped Box Tops
- Keep records for future use

End of Year School Picnic (Chair/Co-Chair)

- Plan and manage event (**May or June, 2020**)
- Serve as main contact between school, volunteers and PTG
- Promote the event to school families
- Recruit and schedule volunteers (SignUpGenius)
- Direct the set up for event
- Organize, plan menu/secure food vendor
- Plan activities, entertainment, decorations

In addition to these subcommittees, we currently have the PTG Executive Board position available for the **Vice President of Activities**.

The Vice President/Activities will maintain order and keep meetings running in a timely fashion, and will select and read the opening prayer at all PTG meetings. The Vice President will chair meetings in the absence of the President. If a vacancy occurs for the office of the President, the Vice President will assume his/her duties. He/she will be responsible for overseeing the committee chairpersons planning various social events throughout the year and prepare the volunteer signup lists when necessary. Works with Vice President/Fundraising organizing events.

These include:

- Back-to-School Night
- Campus Clean-up Days
- Trike-a-Thon/100 Mile Club Kickoff
- Harvest Hoedown
- Catholic Schools Week
- Donuts with Dad
- Muffins with Mom
- Teacher Appreciation Week
- End-of-the-Year Family Picnic

10 REASONS TO GET INVOLVED AT SCHOOL

1. **Volunteering makes a big difference.** Research consistently shows that kids whose parents are involved in their schools do better.
2. **Volunteering offers tangible ways to be part of things.** Sometimes we might mean well, but our busy lives get in the way of committing. Joining a parent group will provide concrete ways to get involved, whether at events, in the classroom, or on a committee.
3. **It feels great to participate!** Your child spends a lot of time at school, and it's great to share some of her school-related experiences with her.
4. **You'll get to know other parents.** It's powerful to create a circle of adult friends around a school, and having a shared interest is a good place to start. What's more, it can help foster connections between families in your community.
5. **Your help is always needed.** Whether it's helping run the next big event or providing support in the classroom, there are always ways to pitch in.
6. **It's a manageable commitment.** Volunteering can seem daunting, but it does not have to be. Spend an hour helping at an event, and your efforts will be appreciated. And remember, it's always OK to say no when you're busy.
7. **It's fun!** Even simple events like pizza Fridays, Spirit Days and fieldtrips can spice up your week and engage conversations with your child.
8. **You can tailor volunteering to play to your strengths.** Within a parent group or school community there are many ways to contribute, some of which are sure to complement your strengths, interests, or professional skills.
9. **Have a great idea?** Volunteering gives you opportunities to get your ideas out there.
10. **Volunteering provides another way to get to know school and support staff to better understand their needs and ideas.**



I Want to Get Involved!

Let's make a difference...together!



I would like to be a Chair/Co-Chair/Coordinator for:

Committee/Event/Program	Chair/Coordinator	Co-Chair
Box of Joy Campaign Coordinator	<input type="checkbox"/>	<input type="checkbox"/>
Box Tops for Education Coordinator	<input type="checkbox"/>	<input type="checkbox"/>
Catholic Schools Week	<input type="checkbox"/>	<input type="checkbox"/>
Donuts with Dad	<input type="checkbox"/>	<input type="checkbox"/>
End of Year Family Picnic	<input type="checkbox"/>	<input type="checkbox"/>
Harvest Hoedown	<input type="checkbox"/>	<input type="checkbox"/>
LLS Pennies for Patients Campaign	<input type="checkbox"/>	<input type="checkbox"/>
Muffins with Mom	<input type="checkbox"/>	<input type="checkbox"/>
Pizza Friday Coordinator	<input type="checkbox"/>	<input type="checkbox"/>
Saints Gala	<input type="checkbox"/>	<input type="checkbox"/>
Spirit Day Coordinator	<input type="checkbox"/>	<input type="checkbox"/>
Trike-a-Thon/100 Mile Kickoff	<input type="checkbox"/>	<input type="checkbox"/>

I would like to be considered for the **PTG Vice President of Activities**

Name

Email

Child's Name

Rm#/Grade

Please submit the completed form to the school office. Thank you!