



2023-2024 Open PTO Committee Chair Duties & Responsibilities
Interested parents should email Crystal Lambert at pto@stjoevanschool.org

ALL PTO advertising and promotional communications should be submitted to Admissions, Marketing & Communications Director, Eileen Sherrill for feedback and approval prior to distribution. The Cardinal Call deadline is Tuesdays at 3:00pm to be included in the Thursday evening newsletter.

PTO Co-Chairs will work with Jessica Allen for all large events to coordinate pre-sales strategy to ensure capacity compliance, security officer scheduling, and site monitor scheduling. Jessica will help co-chairs input requested event set up and specific needs into CalendarWiz for our facilities team at least two weeks in advance of each event. Outside vendors are required to provide a certificate of liability per Archdiocese guidelines. In some cases, a site agreement may also be needed, Jessica will work with Kristy Dunlap in the Parish office on all event related clearance.

- **Sock Hop (10/6) Fundraiser:** Team of Two Co-Chairs needed to plan & execute the entire event including event advertising, ticket pre-sales, food, refreshments, DJ, decorations, managing event day volunteers including decorations, check in, kitchen support, site supervision & clean up. May need a PTO presence at 10/6 2pm Sock Hop Assembly with prizes, as well.
- **PTO Conference Dinner (10/19):** Chair needed to select restaurant with school scrip connection, request/manage card donations from school families in the weeks prior to conferences, order meal, coordinate the pick up of meal, coordinate meal set up in cafeteria including drinks, plastic utensils, napkins, paper plates, bowls etc. for staff. PTO is responsible for meal delivery & set up only, clean up will be handled by Admin Staff.
- **PTO Conference Lunch (10/20):** Chair needed to select restaurant with school scrip connection, request/manage card donations from school families in the weeks prior to conferences, order meal, coordinate the pick up of meal, coordinate meal set up in cafeteria including drinks, plastic utensils, napkins, paper plates, bowls etc. for staff. PTO is responsible for meal delivery & set up only, clean up will be handled by Admin Staff.
- **PTO Wreath Sale (10/12-11/3 sales, 11/27-12/3 pick up, 12/4 clean up) Fundraiser:** Stephanie Washburn Chair, Co-Chair needed to help support Stephanie with updating, printing and distributing wreath sale order forms/packets for sales 10/12-11/3, creating wreath sale promotional pieces to encourage school family & parish community sales, promoting sale in social media, inputting sales & managing payments/deposits at close of sale window, organizing products upon delivery 11/27, managing volunteers during scheduled pick up times 11/27-12/3, following up with folks who haven't picked up their products & breezeway clean up week of 12/4.
- **Staff Secret Santa (11/27-12/15):** Chair needed to line up school families to donate a staff treat per day to our 60+ staff members (15 days of secret santa surprises!)
- **Family Bingo Night (12/1) Fundraiser:** Team of Two Co-Chairs needed to plan & execute entire event including event advertising, admissions, managing pre-sales, ordering additional bingo sheets & daubers as needed, coordinating food pre-sales, refreshments, decorations, prize

procurement, managing event day volunteers including decorations, check in, food/kitchen support, refreshment support, crafts table, bingo callers, onsite bingo sheet sales, site supervision & clean up.

- **Teacher Appreciation Luncheon (5/3) & Staff Appreciation Week Treats (5/6-5/10):** Team of Two Co-Chairs needed to select restaurant, order meal, coordinate the pick up of meal, coordinate meal set up in Marian Hall including drinks (banquet license needed if serving alcohol), provide plastic utensils, napkins, paper plates, bowls etc., manage decorations, manage volunteers in kitchen if needed, conduct door prize drawings if needed, and manage clean up following meal. Also involves managing Staff Appreciation Treat delivery the week of 5/6-5/10 for our 60+ staff members.
- **End of Year Family Luau (6/13 tent.):** Team of Two Co-Chairs needed to plan & execute the entire event including event advertising, admissions or ticket pre-sales if needed, food and/or refreshments, DJ or entertainment, activities, decorations, event day volunteers including decorations, check in, kitchen support if needed, site supervision & clean up.
- **Student Assemblies:** Team of Two Co-Chairs needed to research educational enrichment assemblies for our students. Assembly proposals (including all anticipated expenses) should be presented to the Executive Board for review & approval prior to committing.
- **Spirit Wear Fundraiser:** Angie Thompson Chair, Co-Chair needed to present spirit wear product ideas to Marketing Director, Eileen Sherrill. Eileen will coordinate product design with preferred vendors for review and approval. Eileen & co chairs will collaborate on pricing and determine if purchasing stock to have on hand or opening short pop-up spirit store sales seasonally where product can be ordered and delivered to families to avoid expense of stock on hand. Co-chairs will coordinate Spirit Wear Sales at various school events throughout the year including but not limited to Frozen Treat Social, Back to School Night, Bingo Night, Grandparents Day etc.
- **Uniform Closet Coordinators:** Team of Two Co-Chairs needed to sort clean, gently used uniform donations in the appropriate areas in the uniform closet, donate or dispose of unwanted items, and volunteer to support parents with uniform closet needs at various times throughout the year including but not limited to Frozen Treat Social & Back to School Night.
- **Restaurant Nights Fundraisers:** Amanda Heath & One Co-Chair needed to reach out to local businesses to schedule a handful of fundraising days each year where a percentage of sales are returned to the school. Co-chairs should submit Restaurant Nights proposals (including potential dates, details & promotional materials) to the Executive Board for review & approval prior to committing. Co-chairs should recruit volunteers to promote restaurant nights at drop off or pick up leading up to each event to ensure our community is aware of the date and details!
- **Junior Achievement:** Ronan Eggleston Chair to advise on Co-Chair needs and description of duties...
- **Parent Support Resources & Socials:** Team of Two Co-Chairs wanted to research parent support needs, topics, speakers, and resources to help better support our school families. Parent Support proposals (including all anticipated expenses) should be presented to the Executive Board for review & approval prior to committing. This team can also plan a few parent socials throughout the year including but not limited to Back to School Tears & Cheers 1st day Coffee & Donuts event, Painting Nights etc.
- **Possible Parish Connection Team:** Team of Two Co-Chairs wanted to coordinate PTO hosted Parish events including but not limited to hosting one Lent Soup Supper and one Coffee & Donuts Sunday Hospitality during the school year.