



2024-2025 PTO Activities & Open Team Descriptions

Interested parents should email Amanda Heath at pto@stjoevanschool.org

- **Sock Hop Fundraiser (10/4):** Team needed to plan & execute the event including event advertising, ticket pre-sales, food, refreshments, DJ, decorations, managing event day volunteers, check in, kitchen support, site supervision & clean up. PTO representatives needed at 10/4 2pm Sock Hop Assembly to assist with assembly & provide prizes.
- **PTO Conference Dinner (10/17):** Team 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 coordinating the meal order, delivery & set up only, clean up will be handled by Admin Staff.*
- **PTO Conference Lunch (10/18):** Team 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 coordinating the meal order, delivery & set up only, clean up will be handled by Admin Staff.*
- **PTO Wreath Sale Fundraiser (October-Early December):** Team needed to update, print and distribute wreath sale order forms/packets for sales, create wreath sale promotional pieces to encourage school family & parish community sales, promote sale in social media, input sales & manage payments/deposits at close of sale window, organize products upon delivery,, manage volunteers during scheduled pick up times, follow up with folks who haven't picked up their products & breezeway clean up. Stephanie Washburn (previous Team leader) to provide hand off notes, binder, advice etc.
- **Staff Secret Santa (12/2-12/20):** Team 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 Fundraiser (12/6):** Team needed to plan & execute event including advertising, admissions, managing pre-sales, ordering additional bingo sheets & daubers, 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 (5/2) & Staff Appreciation Week Treats (5/5-5/9):** Team needed to select restaurant, order meal, coordinate the pick up of meal, coordinate meal set up in Marian Hall including drinks, 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. Has historically also involved managing Staff Appreciation Treat delivery the week of 5/5-5/9 for our 60+ staff members.
- **End of Year PTO Celebration (6/6 tent.):** Team needed to plan & execute this 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. This event, which was last held with a Luau theme, has not been held for a few years.

- **Student Assemblies (Year round):** Team 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 (Year round):** Team needed to present spirit wear ideas to Marketing Director, Eileen. Eileen will coordinate product design with preferred vendors for review and approval. Eileen & team 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. Team will coordinate Spirit Wear Sales during pick up on the blacktop and at various school events throughout the year.
- **Uniform Closet Coordinators (Year round):** Team 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 (Year round):** Team or individual 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. Restaurant Nights proposals (including potential dates, details & promotional materials) should be submitted to the Executive Board for review & approval prior to committing. Team or individual should provide Eileen with details for Cardinal Call newsletter and social media promotions and recruit volunteers to help promote restaurant nights at drop off and pick up leading up to each event to ensure our community is aware of the date and details!
- **Junior Achievement (Late Winter-Spring):** Team or individual needed to coordinate with former St. Joseph parent and current Junior Achievement Board Member, Ronan Eggleston and classroom teachers to recruit volunteers to sponsor cost of curriculum and/or teach Junior Achievement lessons to classrooms with supplied curriculum.
- **Parent Support Resources & Socials (Year round):** Team or individual 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 off campus, etc.
- **Parish-School Connection Team (Year round):** Team or individual wanted to help coordinate Parish-School connections including but not limited to coordinating and promoting Parish Service Hour opportunities, communicating Parish engagement opportunities (Youth Group, Vacation Bible School, Parent Prayer & Worship events), hosting Coffee & Donuts after Mass, collaborating with Parish Family on community based service projects.

*No team support needed for the PTO Book Fair, Margaret Groom & Jeff Mah have agreed to lead this team again in 2024-2025. We do need to get the Book Fair on our calendar, however!