

PTS Volunteer Committees Descriptions

Art to Remember: A program that reproduces your child's original artwork made at school, onto a variety of unique products. These products make great gifts for your family and friends. This committee works with the teachers at school to create art work that is submitted to the company for reproduction, communicates with the company on orders, organizes products to be distributed to each family, collects all monies, works with the Treasurer on payment to company and handles any discrepancies. This is a PTS fundraiser.

Bingo Booth: Each summer Sacred Heart hosts a church festival. SHS PTS sponsors the bingo booth for the festival. The Chairperson works with the festival committee to assist in soliciting volunteers to run the bingo booth.

Book Fair: The spring Book Fair raises money for the school library. The Chairperson for this committee works with the school librarian to organize the set up, sales, balance of monies, volunteers needed, and clean up.

Bowling: The bowling program is offered to students in grades 4 through 8. The students bowl once a week on either Tuesday or Wednesday. The program runs for 8 weeks starting in February. The Chairperson organizes volunteers to chaperone the students at the bowling alley.

Box Tops for Education: General Mills "Box Tops for Schools" labels may be turned in at the Scrip table, the collection basket on Sunday, or sent to school with your student. Box tops are tallied and sent to General Mills in the first quarter every year. The committee of volunteers trim, peel, and count the labels, and bundle them to prepare for shipping. General Mills sends SHS 10 cents for every label sent in. Parents are also encouraged to send in any special offers they may receive from grocery stores, pertaining to "Box Tops for Schools" program.

Butterfly Garden: A small committee maintains the garden area around the picnic tables by the playground. Monies from the PTS operating budget, may be used to purchase mulch, and replace any plants or other items needed to keep the garden looking nice. The committee weeds, waters and plants all items purchased. This committee has a budget set in the PTS operating expenses. All receipts must be kept and sent to the Treasurer, along with a reimbursement form. Treasurer will mail all reimbursement checks (that are within the allotted budget) within 2 weeks of receiving the receipts.

Christmas Letters (1st and 2nd grade): First and second graders will write letters to Santa in the classroom. Committee chairperson(s) will pick up the letters from the students and bring the return letters from Santa to the students. Committee members will "help" the Chairperson(s) return the letters from Santa to the students.

Coke Rewards: Tops from participating coke products containing coke rewards point numbers may be turned in at the scrip table, sent to school with your student or donated from your individual coke rewards account. The Coke reward points can then be redeemed by the committee towards rewards, i.e. sports equipment.

Directory: The PTS Directory Committee publishes a school directory each year. The Directory Committee determines the cost of the directory and sets up payment to collect money for the cost of the school directory. A "Note to School" pad is included in the determined cost. This is a PTS fundraiser. The Chairperson(s) for this committee is responsible for working with School Administration to solicit names and addresses of parents/students, selecting a printing company, collecting payment, and distributing directories and notepads. All receipts must be kept and sent to Treasurer, along with reimbursement form. Treasurer will mail all reimbursement checks within 2 weeks of receiving receipts.

Drama Club: The Drama Club begins meeting in the early fall once a week to learn and rehearse musical theatre productions. The shows are performed on the school stage in the spring. Drama Club is open to a limited number of students who register in person. The Chairperson(s) will request help from parents of the cast, to assist with costumes, ticket sales, etc.

Enrichment: Chairperson(s) arrange for after school learning opportunities/classes. These classes may be held at school or other locations (i.e. Fairfield Community Arts Center).

Family Social (Movie Night): PTS sponsors an annual family social. This family friendly event is not a fundraiser. It is a time for SHS families to come together and socialize. The Chairperson(s) for the social organizes volunteers that are needed to run the event. The committee of volunteers aids the Chairperson(s) with organizing family activities that may be offered, hiring any entertainment, catering, decorating, set up and clean up. All receipts must be kept and sent to the Treasurer, along with a reimbursement form. Treasurer will mail all reimbursement checks within 2 weeks of receiving the receipts. If money is due before the event, Chairperson works with the Treasurer and/or company and makes arrangements for payment.

Father-Daughter Dance: A Chairperson(s) solicits volunteers to assist with the annual dance that takes place each winter. The committee plans and works the annual event, picks a theme, determines the location, food, music and decorations for the event, sets up and cleans up. The Chairperson(s) determines cost of event and collects payments from attendees.

Homeroom Parents: Homeroom parents provide assistance to the homeroom teachers for special activities and parties. PTS provides \$100 to each homeroom Lead parent. This money is used to purchase items needed for a classroom party or activity the teacher approves. All receipts must be kept and sent to the Treasurer, along with a reimbursement form. Treasurer will mail all reimbursement checks within 2 weeks of receiving the receipts.

Homeroom Parent Coordinator: This individual sends out volunteer sheets soliciting parents to step forward to be a Lead homeroom parent or an assistant parent. The Homeroom Parent(s) Coordinator picks who the Lead homeroom parent is for each class, sets up a meeting to train the volunteers, answer questions and offer support to the volunteers.

Hospitality: The Hospitality committee purchases refreshments and decorations for Kindergarten Night, the Welcome Mass, Parent/Teacher Conferences and Open House. The Chairperson(s) solicits volunteers to work these events and serve refreshments, set up and clean up. The Hospitality committee has a budget set in the operating budget. All receipts must be kept and sent to the Treasurer, along with a reimbursement form. Treasurer will mail all reimbursement checks (that are within the allotted budget) within 2 weeks of receiving the receipts.

Kroger Rewards/Amazon Smiles: Every time an individual shops at Kroger (using their Kroger Plus Card) or Amazon Smiles and has chosen Sacred Heart School as their nonprofit organization, points (money) are earned for the school. The Chairperson updates parents on information necessary to link Sacred Heart School to these organizations. The money generated goes towards PTS operating expenses. Chairperson will assist Treasurer in keeping track of earned points acquired through programs. Treasurer will deposit all payments received from these organizations.

Magazine Sales: The income goal for the magazine sale drive is to cover the majority of PTS Operating Expenses. Special projects are funded through other income sources, such as, Scrip and Pizza Lunch. Full participation from all school families in the magazine sale is crucial for maintaining PTS sponsored programs for the school, such as busing for all field trips, Teacher's Luncheon, ½ the cost of the 6th and 8th grade retreats, and Guest Programs. The committee that runs this fundraiser meets with the representative of the magazine company, works with him to set up awards handed out, organizes the volunteers to balance all the income, runs the prize games for the school children, hands out prizes, works with the Treasurer to balance total sales and handles any subscription problems that may occur. This fundraiser occurs early in the school year, with some of the work done over the summer months.

Mission: The Mission Committee will plan service opportunities/events for student and/or Sacred Heart families supporting the mission of the Sacred Heart of Jesus Day School. The Sacred Heart mission is to produce committed citizens capable of applying 21st century skills in order to improve their lives and the lives of others. These opportunities/events may be held at school or other locations.

Mother-Son Event: A Chairperson(s) solicit volunteers to assist with the annual event that takes place each spring. The committee plans and works the annual event, picks a theme, determines the location, food, and decorations for the event, sets up and cleans up. The Chairperson(s) determines cost of event and collects payments from attendees.

New Family Mentors: Volunteers contact new families (Kindergarten – 8th grade) and answers questions/provide support when needed.

Open House: SHS holds a recruitment Open House once a year. The date is picked by the principal. The Chairperson(s) for this committee works within the budget approved by PTS to pay for expenses, recruit volunteers to assist with various activities and work with the Principal. Volunteer jobs include publicity, assisting the Teachers with any help they may need, training tour guides, gathering information for the welcome folder, setting up the art and science room with activities and supervise/host the day of the event. Open House committee must get funds approved by PTS, before buying items needed. This committee has a budget from the PTS operating fund. All receipts must be kept and sent to the Treasurer, along with a reimbursement form. Treasurer will mail all reimbursement checks (that are within the allotted budget) within 2 weeks of receiving the receipts. If money is due before the event, Chairperson works with the treasurer and/or company and makes arrangements for payment.

Pizza Lunch: Throughout the school year PTS offers a pizza lunch for the students. Orders are taken in advance and the students receive pizza, chips, and a drink. The Chairperson(s) for this committee decides what pizza company to use, organizes volunteers needed, purchases all products needed, collects all monies, distributes tickets and assists in the distribution of the pizza on the day of the event. This is a PTS fundraiser. All receipts must be kept and sent to the Treasurer, along with a reimbursement form. Treasurer will mail all reimbursement checks within 2 weeks of receiving the receipts. If money is due before the event, Chairperson works with the treasurer and/or company and makes arrangements for payment.

Playground Committee: The Playground committee maintains the playground area and playground equipment. Monies from the PTS operating budget may be used to purchase mulch yearly, to add to the area around the play set or to replace the mulch in that area as needed. Monies from the PTS operating budget may also be used to purchase additional recess equipment (balls, jump ropes, etc.) and/or donations can be requested for gently used items. All receipts must be kept and sent to the Treasurer, along with a reimbursement form. Treasurer will mail all reimbursement checks within 2 weeks of receiving the receipts. The committee has a budget set in the PTS operating expenses.

Playground Volunteers: Parents of SHS students, volunteer time to help monitor recess activities. There are posted rules the children must follow for our volunteers to read.

Recess Coordinator: The Chairperson (Recess Coordinator) of the playground volunteers, solicits individuals to help monitor recess activities and sets up a weekly calendar. All receipts must be kept and sent to the Treasurer, along with a reimbursement form. Treasurer will mail all reimbursement checks (that are within the allotted budget) within 2 weeks of receiving the receipts. If money is due before the event, chairperson works with the treasurer and/or company and makes arrangements for payment.

School Marketing: The School Marketing Committee plans and implements marketing and public relations efforts to promote the school in our community through our website, direct mailings, distribution of flyers, and other communication methods. The Marketing committee will coordinate efforts with the Open House committee. This committee has a budget from the PTS operating funds. All receipts must be kept and sent to the Treasurer, along with a reimbursement form. Treasurer will mail all reimbursement checks (that are within the allotted budget) within 2 weeks of receiving the receipts.

Scrip: (“Two Ladies & a Table”) Scrip is a term that means “substitute money”. When you purchase Scrip, you are purchasing gift certificates and prepaid cards that are used just like cash. You can use Scrip for everyday expenses like food, clothing, and other essentials. With every purchase of the Scrip cards, you earn revenue for our organization. SHS PTS purchases gift certificates from popular retailers (like Kohl’s and Jungle Jim’s) at a discount. Parents then buy the gift certificate from PTS at face value. The difference in price is kept by SHS PTS. Parents then spend the certificates at the retailer, where it is worth the full face value. The Chairperson(s) for this committee organizes all volunteers, trains volunteers, buys gift certificates, balances orders, and balances remaining gift certificates. The Chairperson(s) works with the Treasurer to have all monies deposited into the PTS checking account.

Spirit Wear/ Educational Outfitters/ Lands End: PTS provides the opportunity for school families to purchase uniforms and SHS sweatshirts (hoodies for Junior High students) which can be worn as part of the school uniform, as well as gym shorts, school jackets and other spirit apparel that can be worn outside of the school. Orders are taken in the fall at Back to School Night, and can be placed online with Educational Outfitters or Lands End year-round.

Teacher Appreciation: Who do we love? Our teachers and staff at Sacred Heart School! We show our love through: gift bags at the start of the school year, monthly goodies, birthday treats, breakfast during Catholic Schools week, and a themed Teacher Appreciation week. Chairperson(s) is responsible for soliciting volunteers, purchasing items, organizing gift bags, choosing menu items, set up and clean up. All receipts must be kept and sent to the Treasurer, along with a reimbursement form. Treasurer will mail all reimbursement checks within 2 weeks of receiving the receipts. The committee has a budget set in the PTS operating expenses.

Teacher Luncheon: Each spring during Catholic Schools week, PTS hosts a luncheon for the teachers and staff of Sacred Heart School in appreciation of their dedicated service to the education of our children. The Chairperson(s) is responsible for recruiting volunteers. The committee picks a theme, solicits donations if necessary, purchases items (committee has a budget set in the operating budget), invites the teachers, determines the menu and decorations, sets up and cleans up. All receipts must be kept and sent to the Treasurer, along with a reimbursement form. Treasurer will mail all reimbursement checks within 2 weeks of receiving the receipts. If money is due before the event, Chairperson works with the treasurer and/or company and makes arrangements for payment.

Uniform Exchange: PTS provides the opportunity for families to “recycle” gently used school uniform apparel. Items no longer needed, may be donated and made available for FREE to families of Sacred Heart School. You do not have to donate to receive these items. These items are stored at the school and are available during school hours. The uniform exchange room is also open during Back to School Night. The Chairperson solicits volunteers needed to keep the items organized.

Valentine Post Office: This event happens annually in February. Chairperson(s) contacts the teachers and informs them of this upcoming event, distributes bags to be decorated and sends out a letter soliciting volunteers and information on how the system works. The committee collects all valentines and donations at the beginning of the day and sorts them into the correct bag. All valentines are required to have students first and last name (who it is going to and who it is from), and room number of where it is going. All valentines need to be of appropriate nature. All monies raised for this event are donated to a charity.

Walk-a-Thon: This annual fundraiser is held in the spring on school grounds. Students spend the afternoon walking, dancing, laughing and eating a sweet treat – all while raising money for Sacred Heart School. The focus is on faith, friends and fitness. 90% of the proceeds are designated by the PTS to a specific need for the school each year, and 10% of the proceeds are donated to a local charity. The committee organizes the event, obtains corporate sponsors, prizes, etc.

Yard Signs-New Students: Chairperson works with School Administration to collect names and addresses of all new incoming students, orders Welcome yard signs for each new student/family, solicits volunteers and maps out routes for delivery. Volunteers deliver yard signs, along with small welcome gifts (ex. cookies, SH magnets) the weekend prior to the first day of school.

Yearbook: PTS publishes and sells an annual yearbook. Orders are taken throughout the year. Yearbooks are sent home with students the following fall, at Back to School Night. Chairperson(s) collects photos needed, picks a publisher, works with the publisher in the production of the yearbook, collects money and distribute all yearbooks.