

# Notre Dame School Parent-Teacher Guild Offices & Committees 2009/2010

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## PTG BOARD POSITIONS

### President

The president presides at all general and board meetings, coordinates the work of officers and committees, appoints standing committees with the approval of the PTG officers and oversees the overall coordination of PTG business. The president works closely with the school principal in making certain that all activities are congruous with school policy and objectives. The president (or representative) also communicates regularly with the Christian Education Commission with budget and planning information.

### Vice President

The Vice President assists the President, coordinates Room Mother activities, and assists in the staffing of volunteer positions. This two-year commitment allows the individual to become familiar with the organizational structure so that a smooth transition into the presidency is ensured.

### Secretary

The Secretary's responsibilities include recording all PTG meetings, distributing communication to school families, the preparation and distribution of invitations for the Teacher/Staff Christmas Luncheon, mailing Mass/sympathy cards to bereaved school families and any correspondence related to PTG business.

### Treasurer

The Treasurer's responsibilities include managing the financial areas of all PTG business functions, coordinating the Christmas Teacher Gift, as well as the year-end Teacher Gift, preparing a budget with the PTG Board, providing a financial report at each PTG meeting, and reconciling PTG financial statements with the parish bookkeeper. Knowledge of accounting procedures and controls is helpful.

## STANDING COMMITTEES (Fundraising)

### Book Fair

There is something of interest for preschoolers to adults at the annual Notre Dame Book Fair. A large variety of hardcover and paperback books fill the O'Keefe Room every November. Coordinators compile teacher "wish lists" so that students and parents may fill these requests. Remaining teacher requests are granted with the profits generated by the fair.



Many volunteers are needed as they unpack and display books, help children and parents with book selections and write up and process orders. Coordinators are involved in the event planning, scheduling of volunteers and general accounting for the fair. In the spring, the coordinators are also responsible for processing orders and distributing books for the annual Summer Reading Program.

### Fashion Show

This is a fabulous social affair for all parish ladies, family and friends. The current format includes a preferred raffle, dinner and the latest fashions which are presented in a show coordinated by Notre Dame volunteers. Children and adults from Notre Dame model, as well. Themed raffle packages are organized by classrooms. Two chairs are needed to oversee the production of this event. When signing up, please indicate your area of preference.

### General Mills Box Tops for Education Program

General Mills is helping schools across the country with a cash program called **Box Tops for Education**. Our school receives **10¢** for each qualifying box top.

The coordinator encourages students, families and other members of the community to collect qualifying box tops and then bundles and mails the box tops periodically. Upon receipt and verification of the qualifying box tops, a check is issued to our school and sent to the principal. A comprehensive Program Coordinator's Kit is available and makes the job easy. This is a no-cost fundraiser!

## Gift Wrap

This simple fundraiser is conducted over a two to three week period in September and offers an extraordinary collection of all-occasion and holiday gift wrap and accessories. Coordinators distribute color catalogs and order forms to school families through the school envelope and promote parish sales via the parish bulletin. Pre-boxed individual orders are delivered to the school in late October. Volunteers are needed for delivery and distribution.

## Italian Dinner

This warm and festive Italian feast kicks off Catholic Schools' Week in January. Responsibilities include promotion within the school and parish, decorations, purchase and preparation of food/drink items, coordination of adult and school children volunteers. Coordinators work closely with the principal and teachers who are designated to oversee Catholic Schools' Week activities. A very successful format has been established and many of volunteers are needed to help!

## Market Day

This fundraiser is a program that allows customers to purchase restaurant-quality food items each month with 10 percent or more of the proceeds benefiting our school. Many volunteers are needed to set up, unload the Market Day truck, sort items and help fill customer orders. Every sale requires 20 volunteers for two hours each. Two volunteers take monthly phone orders, and approximately 10 volunteers make monthly reminder calls. Volunteers are also needed for the substitute list.

Coordinators devote additional time each month for the follow-up of order distribution, and the preparation and processing of promotional materials.

## Stationery

This is an opportunity for the children to create their own personalized note cards. This fundraiser is held in the fall in order to coordinate the delivery of the cards prior to Christmas. Many use the cards as their family Christmas card or as gifts. The coordinator distributes materials, collects orders and arranges for delivery of the cards.

## Vern Goers/Shop-n-Share/Poinsettia Sale

Vern Goers Greenhouse in Hinsdale offers a program where 10% of total purchases will be donated to Notre Dame School. The responsibilities include the promotion of this program through advertising in the Church Bulletin and through the School Mail and providing the needed forms for participants to present at the time of purchase. There is also a poinsettia sale during the month of December for various sized plants for Christmas.

## STANDING COMMITTEES (Non-Fundraising)

### Band Program

This is an after school program, conducted by "Band for Today". The coordinator is responsible for:

- Setting up concert dates, lesson times and registration dates/times. They also act as a liaison with the principal and "Band for Today"
- Reserving rooms for lessons and concerts
- Preparing and sending necessary communications to parents

### Chess Club

This program has been a huge success! Students in 2<sup>nd</sup> – 8<sup>th</sup> grade are eligible to join the Chess Club. "Illinois Chess Teachers" run the weekly meeting and provide instruction to the students. Coordinators are responsible for reserving meetings rooms, program advertisement, the collection of fees, overseeing the weekly meetings and monitoring two chess tournaments sponsored by the "Illinois Chess Teachers".

### Cross Stitch

Share your talent and stitch a lovely memento plaque. These treasures are presented to families when their last child graduates from Notre Dame School.

### Family Fun Night

Scheduled for an evening in September, this event is to welcome families back to school. Final details will be completed by the chair people.

## Fine Arts Program



As a supplement to the curriculum, informative, educational and entertaining presentations are arranged by this committee with the approval of the school principal. Information is gathered year-round and a regional fair is usually attended by the coordinators. Two volunteers are sufficient to manage this program and are asked to make a two-year commitment. Program ideas are most welcome.

## Fluoride Program

In cooperation with the DuPage County Health Department, the school offers a fluoride mouth-rinsing program. Volunteers spend approximately one hour each Tuesday morning (arrive at 7:45 a.m.) in the classrooms dispensing fluoride to students K-8. This program requires a coordinator and two volunteers. No small children please.

## Mentor Program

Become a mentor to one of your school's new families. Begin by meeting them at the Welcome Reception and then assist them throughout the school year by answering questions, joining their family for school functions and making them feel part of our Notre Dame family.

## Mom & Tot Get-Together

A social gathering held in August or September for all moms of Preschoolers and Kindergartners. This event, gives everyone an opportunity to catch up after the summer break and to welcome new moms. It's a great opportunity to establish car pools, play dates, etc.

## New Family Welcome Reception

Held on an evening before school begins, this social occasion provides families new to Notre Dame School an opportunity to meet one another and "senior" school families. The parish pastor, school principal, and Parent-Teacher Guild officers are also in attendance. Refreshments are served.

## Parents' Night Out

Parents are invited to participate in this social activity. For the past few years, the theme has been a Progressive Dinner. It is a great opportunity to meet and get to know other parents from Notre Dame School!

## Publicity

This committee is responsible for communicating with area newspapers and arranging publication of school news. News items include school social and sports events, classroom projects, fund raisers, faculty and student award recognition and other items of interest to the community. For convenience, this task has been and can continue to be divided into areas of interest such as: sports, social, fund raiser, etc. **You do not have to be a journalist!**

Most of the publications provide a packet on how to prepare a write-up. Compile the facts and then fax it, mail it or drop it off to the local publications. You may also arrange for a photographer to come to our school. It is helpful to have assistants who can meet the photographers and submit the previously prepared press release. Let's get the good word out about our wonderful Notre Dame School and students!

## School Directory

The School Directory is a very important part of our communication network. The Directory includes a list of Notre Dame staff, a list of all school families including names, addresses and telephone numbers and the school calendar. One to two people are needed to compile the data and have the book printed.

## Sock Hop

The Sock Hop is a social hosted by the PTG for the enjoyment of students in grades 5 through 8. Generally held on the Friday of Catholic Schools Week, the event includes a deejay, dance contests, snacks and beverages.

## Uniform Exchange

Gently used school and gym uniforms are available, free of charge, by calling the coordinator any time during the school year. Donations are always accepted. "Second Time Around" is held in April in the O'Keefe Center to distribute the collected uniforms. Volunteers are needed to set-up and staff the exchange.

## Wear Your Pride

Show your school spirit! Fashionable Notre Dame t-shirts, sweatshirts and hats for the entire family are available by special order. Items are also sold at various school events during the year. Two or three volunteers promote the items, process orders and oversee delivery.

## Website

The School website is an excellent tool for communicating to school families, the parish and the community. It highlights the exciting activities and outstanding achievements of Notre Dame School. At least two people are needed to receive and input information. Computer skills are a must.

## Yearbook

In tandem with 8<sup>th</sup> grade students, sub-committees are set up to take photos, select artwork and arrange layouts and collages. A coordinator is also needed to take orders and handle these finances.

## SPECIAL IN-SCHOOL AID

### Picture Day

Approximately 3 to 6 volunteers are needed to assist in preparing children to look beautiful or handsome for school portraits. Must be handy with a comb! Commitment is 2 to 4 hours one morning in September. Volunteers will be contacted a few weeks before picture day. Sorry, no siblings allowed.

### Vision/Hearing Screening

The DuPage County Health Department screens Notre Dame Children for vision and hearing. Three volunteers are needed to assist preschool, kindergarten, first, second and third grades, new students and teacher referrals for testing. Time commitment is approximately four hours one morning. Volunteers will be contacted a few weeks before screening. Sorry, no siblings allowed.

### Teacher/Staff Christmas Luncheon Assistants

In December, the 7<sup>th</sup> and 8<sup>th</sup> grade room mothers along with the PTG Board members host a luncheon for school teachers and church staff to express our appreciation. Volunteers are needed for grades 1 through 8 to monitor a 20-minute lunch period and then a 20 minutes recess period. Sorry, no siblings are allowed during this commitment.

## ROOM MOTHERS

Room mothers are a vital part of the success of our Parent-Teacher Guild. They are an important link in the communication between staff, teachers, parents and children. Room mothers' primary responsibilities include:

- welcoming new families in their classroom
- coordinating classroom parties (Gr. PK-4)
- coordinating receptions for various special events
- coordinating emergency services to families in need
- arranging teacher appreciation luncheons
- coordinating Fashion Show raffle baskets

Please indicate the grade you wish to serve and list a second and third choice, if desired. Every effort is made to accommodate all who sign up. In the event there is tremendous interest in a particular grade, we ask that you be flexible in your classroom choice.

In choosing room mothers, we would like to give preference to those moms who have never served in this capacity before. Some feedback from previous room mothers indicates that two per class are adequate; however, due to a desire to serve everyone's interest there may be three or four. Perhaps the duties can be divided, i.e. some moms could be responsible for the luncheon, others for special events and others for parties. Please decide what works best for your group.

A comprehensive Room Mothers' Guide Book is presented to each volunteer during a special gathering held the first week of school.

**P.S. Please remember that siblings are not allowed at class parties.**

## TEACHER'S ENDOWMENT FUND - FUNDRAISERS

### Teacher Endowment Fund Committee

This group meets monthly to discuss current and ongoing fundraisers as well as the longer term goals of raising money for the Teachers fund. In addition, we need people to help with Teacher Endowment Fund fundraisers which include:

### Fannie May

This annual fundraiser is held in the spring and coordinated so that candy is delivered in time for Easter. The responsibilities include the promotion of the program through advertising in the Church Bulletin and through the School Mail. Coordinators will distribute catalogs and collect orders.

### Manna Program

This is an ongoing fundraising program that offers over 80 nationwide and local grocery, retail, restaurant and gas gift cards/certificates for purchase. Participants purchase the gift cards/certificates at face value and the Teachers Endowment Fund receives a percentage of each card/certificate sold. Volunteers are needed to distribute the order form, tabulate the orders and collect payment, call in the order and sort & distribute the order.

### ND3

This fundraiser offers participants a daily chance at monetary winnings throughout the school year. Money is made for the Teachers Endowment Fund based on the number of tickets that are sold and the number of winners throughout the year. Volunteers are needed to help promote and sell tickets in the Fall thru the Church Bulletin, Parish sales and through School Mail.

### Poker Nights

Chicago Charitable Games Company is a unique company that holds poker nights for poker players with the key goal of sharing its profits with various charitable organizations. It is licensed by the state to hold these events solely because it raises funds for charities. The Notre Dame Teacher Endowment Fund was selected as a charity to participate in their program. Chicago Charitable Games provides the players, the venue, all the equipment and they take on all the unnecessary worry. We need a few volunteers to run the "bank" during each of our 4 events that are held throughout the year. This entails distributing chips and collecting money.