

## 2011-2012 PTG & Teacher Endowment Fund Volunteer Sign-Up

**\*Please return forms to school - Attn: Susan Cernugel**

NAME \_\_\_\_\_

TELEPHONE \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

### **PTG BOARD**

The PTG Board meets once a month between August and May. The meetings occur in the evening on the first Monday of the month, and are conducted at the School. The Board also gets together in advance of its scheduled monthly meeting, to prepare for future events and review any pertinent issues.

The President presides at all general and board meetings and coordinates the work of the officers and each committee. The President oversees the overall coordination of PTG business. The President works closely with the school principal to ensure that all activities are congruous with school policy and objectives.

The Vice President assists the President and helps staff volunteer positions. The Vice President is also in charge of the Room Parents and coordinating their activities. The Vice President then serves as President for the following school year.

The Treasurer is responsible for managing the financial areas of all PTG activities. In addition, the treasurer coordinates the Christmas Teacher Gift. The Treasurer also prepares the budget, with the PTG Board, and provides financial reports at each PTG meeting. Knowledge of accounting procedures is very helpful. The Treasurer serves on the Board for two (2) years.

The Secretary is responsible for recording all PTG minutes, mailing mass/sympathy cards to bereaved school families and distributing any correspondence related to PTG business. The Secretary serves on the Board for a one (1) year commitment.

### **FUNDRAISING COMMITTEES**

#### **BOOK FAIR**

This event occurs in the Fall. Responsibilities for the Chairs include book vendor coordination, publicity, scheduling volunteers, set-up, overseeing the fair, bookkeeping and packing/closing up. Many volunteers are needed to unpack and display the books, help children and parents with book selections, and write up and process orders.

Committee Chair \_\_\_\_\_

Committee Co-Chair \_\_\_\_\_

Committee Member \_\_\_\_\_

**SPRING EVENT**

What should the event be in 2012 — A fashion show? A variety show? Or, a new idea? Whatever it is, it will occur in the Spring and include a dinner, raffles and an auction.

Committee Chair \_\_\_\_\_ Committee Co-Chair \_\_\_\_\_ Committee Member \_\_\_\_\_

What event are you interested in chairing? (Fashion Show/Variety Show/Other)

\_\_\_\_\_

**GENERAL MILLS BOX TOPS FOR EDUCATION**

The Chairs encourage students, families and other members of the community to collect qualifying box tops. They also are responsible for bundling and mailing the box tops to meet the two designated General Mills deadlines. A comprehensive Coordinator’s Kit is available and makes the job easy. The Chairs’ involvement continues throughout the school year.

Committee Chair \_\_\_\_\_ Committee Co-Chair \_\_\_\_\_ Committee Member \_\_\_\_\_

**GIFT WRAP**

This event occurs over a two to three week period at the beginning of the school year. Chairs distribute color catalogs and order forms to school families, set up prizes for the top sellers and send out weekly reminders/promotions during the sale. Volunteers are needed for delivery day to sort the boxes and make sure everything is picked up.

Committee Chair \_\_\_\_\_ Committee Co-Chair \_\_\_\_\_ Committee Member \_\_\_\_\_

**ITALIAN DINNER**

This event kicks off Catholic Schools’ Week in January. The Chairs’ responsibilities include promotion within the school and parish, decorations, purchase and preparation of food/drink items, and coordination of adult and school children volunteers. Chairs work closely with the principal in coordinating this Catholic Schools’ Week activity.

Committee Chair \_\_\_\_\_ Committee Co-Chair \_\_\_\_\_ Committee Member \_\_\_\_\_

**MARKET DAY**

Market Day occurs once a month on a Saturday, from 7:00 a.m. to 9:00 a.m. The Chairs are responsible for collating Market Day flyers for school families and stuffing the bulletin with the flyer. The Chairs input orders each month via computer.

Committee Chair \_\_\_\_\_ Committee Co-Chair \_\_\_\_\_ Committee Member \_\_\_\_\_

## **NON-FUNDRAISING COMMITTEES**

### **BAND PROGRAM**

Chairs are responsible for setting up concert dates, and coordinating lesson and registration dates/times. In addition, they are responsible for reserving rooms and communicating with parents. They also act as a liaison to the principal and “Band for Today”, the “conductors” of this after-school program.

Committee Chair \_\_\_\_\_ Committee Co-Chair \_\_\_\_\_ Committee Member \_\_\_\_\_

### **PARENTS' NIGHT OUT**

The Chairs are responsible for planning an event for the parents of Notre Dame School students to get to know one another.

Committee Chair \_\_\_\_\_ Committee Co-Chair \_\_\_\_\_ Committee Member \_\_\_\_\_

### **CHESS CLUB**

Chairs are responsible for reserving meeting rooms, program advertisement, fee collection, overseeing weekly meetings and monitoring two chess tournaments sponsored by the “Illinois Chess Teachers”.

Committee Chair \_\_\_\_\_ Committee Co-Chair \_\_\_\_\_ Committee Member \_\_\_\_\_

### **CROSS-STITCH**

The Chairs are responsible for stitching a lovely memento plaque for families whose last child is graduating from Notre Dame School.

Committee Chair \_\_\_\_\_ Committee Co-Chair \_\_\_\_\_ Committee Member \_\_\_\_\_

### **COSTUMES FOR LIVING STATIONS OF THE CROSS**

The Chairs are responsible for sewing costumes to be used by the 8th. grade class for the Living Stations of the Cross. Material will be provided by the school.

Committee Chair \_\_\_\_\_ Committee Co-Chair \_\_\_\_\_ Committee Member \_\_\_\_\_

### **SCHOOL DIRECTORY**

Chairs compile the list of school families, addresses and telephone numbers for the school’s annual directory. They are responsible for the printing of the directory. A form is sent out before the end of the year requesting changes. The Chairs work with Mrs. Wich to review the directory for accuracy. Familiarity with Microsoft Word is a must.

Committee Chair \_\_\_\_\_ Committee Co-Chair \_\_\_\_\_ Committee Member \_\_\_\_\_

### **FAMILY FUN NIGHT**

This event occurs in September and is an event which welcomes families back to school. How the families will be welcomed back is determined by the Chairs.

Committee Chair \_\_\_\_\_ Committee Co-Chair \_\_\_\_\_ Committee Member \_\_\_\_\_

**SOCK HOP**

The Chairs are responsible for coordinating a dance for students in grades 5 through 8, on the Friday night of Catholic Schools’ Week. Responsibilities include securing a DJ, providing snacks and beverages, coordinating volunteers and sending out invitations in the school envelope.

Committee Chair \_\_\_\_\_ Committee Co-Chair \_\_\_\_\_ Committee Member \_\_\_\_\_

**FINE ARTS PROGRAM**

Chairs are responsible for organizing educational, informative and entertaining presentations. These programs are coordinated with the approval of the school principal. There are 5-6 programs throughout the school year. Talent and show information is obtained from various published sources or by attending a regional fair to gather additional information.

Committee Chair \_\_\_\_\_ Committee Co-Chair \_\_\_\_\_ Committee Member \_\_\_\_\_

**UNIFORM EXCHANGE**

The Chairs are responsible for collecting and distributing gently used school and gym uniforms.

Committee Chair \_\_\_\_\_ Committee Co-Chair \_\_\_\_\_ Committee Member \_\_\_\_\_

**FLUORIDE**

The Chairs are responsible for providing a fluoride mouth rinse to the students. This event requires volunteers to spend approximately one hour each Tuesday morning, beginning at 7:45 a.m., and dispensing fluoride to students in grades K-8.

Committee Chair \_\_\_\_\_ Committee Co-Chair \_\_\_\_\_ Committee Member \_\_\_\_\_

**WEAR YOUR PRIDE**

Chairs work with the Marketing and Enrollment Committee to promote Notre Dame School spirit. They will assist in promoting the items, processing orders and overseeing delivery.

Committee Chair \_\_\_\_\_ Committee Co-Chair \_\_\_\_\_ Committee Member \_\_\_\_\_

**MENTOR PROGRAM / NEW FAMILY WELCOME RECEPTION**

The Chairs are responsible for securing mentors for new school families. They will coordinate a reception that welcomes new families, prior to the start of school. Folders are created for each new family, which contains pertinent information related to Notre Dame School.

Committee Chair \_\_\_\_\_ Committee Co-Chair \_\_\_\_\_ Committee Member \_\_\_\_\_

**MOM & TOT SOCIAL**

Chairs are responsible for planning a social gathering for all Pre-K and Kindergarten students, and their parents, prior to the start of the school year.

Committee Chair \_\_\_\_\_ Committee Co-Chair \_\_\_\_\_ Committee Member \_\_\_\_\_

**SCHOOL PLAY (Grades 5-8)**

The Chairs are responsible for coordinating with the Music Teacher to organize snacks for play practice, help chaperone practices and assist with props and costumes.

Committee Chair \_\_\_\_\_ Committee Co-Chair \_\_\_\_\_ Committee Member \_\_\_\_\_

**WEBSITE**

The Chairs are responsible for updating the content on the Notre Dame School Website. They receive newsletters and documents from the teachers and administration to update grade and general pages with current information. Computer skills are a must.

Committee Chair \_\_\_\_\_ Committee Co-Chair \_\_\_\_\_ Committee Member \_\_\_\_\_

**YEARBOOK**

Chairs are responsible for taking pictures throughout the year at all events where students are involved. (Chairs are not expected to be at every event.) In March, the book is laid out through the use of a program. Chairs are also responsible for taking orders and handling the finances related to the yearbook orders.

Committee Chair \_\_\_\_\_ Committee Co-Chair \_\_\_\_\_ Committee Member \_\_\_\_\_

Are you interested in taking Pictures or in putting the layout of the book together (or both)?

\_\_\_\_\_

**ARE YOU INTERESTED IN VOLUNTEERING FOR ANY OF THESE IN-SCHOOL EVENTS?**

**(No small children are allowed to attend please)**

Picture Day (in September) \_\_\_\_\_

Vision/Hearing Screening \_\_\_\_\_  
(date determined by the DuPage County Health Department)

Teacher/Staff Christmas Luncheon  
Assistance \_\_\_\_\_  
(Volunteers monitor the students while the teachers attend the luncheon)

Pool Party (in June) \_\_\_\_\_  
(Held at the Clarendon Hills pool at the end of the school year for grades 1-7. Volunteers walk with the classes to and from school to the pool and help supervise the children at the pool. Certified life guards are on-duty at the pool)

**ARE YOU INTERESTED IN BEING A ROOM PARENT?**

Room Parents are a vital part of the success of PTG. They are an important link in communication between staff, teachers, parents and children. The primary responsibilities include welcoming new families in your classroom; coordinating classroom parties for Grades PK-4; coordinating teacher luncheons; coordinating Spring Event raffle items; and coordinating emergency services to families in need.

Please indicate the grade you wish to serve and list a second and third choice, if applicable. A comprehensive Room Parents Guide Book is presented to each volunteer during a special gathering held at the beginning of the school year. (Please remember that siblings are not allowed at class parties).

First Choice \_\_\_\_\_

Second Choice \_\_\_\_\_

Third Choice \_\_\_\_\_

## **TEACHER'S ENDOWMENT FUND FUNDRAISERS**

### **TEACHER ENDOWMENT COMMITTEE**

The Notre Dame Teacher Endowment fund was started in 2001 to provide supplemental pay to our Catholic school teachers at Notre Dame. The salary for our teachers is set by the diocese and is significantly less than teachers in the surrounding public schools. By providing supplemental pay, we will be able to keep and attract the highest quality teachers at Notre Dame for years to come!

100% of the donations to the Teacher Endowment Fund go to our wonderful teachers at Notre Dame!

This team meets monthly (usually via a conference call in the evenings) to discuss current and ongoing fundraisers as well as the longer term goals of raising money for the Teacher's Endowment Fund.

Are you interested in providing General Assistance to the Teacher Endowment Committee? \_\_\_\_\_

### **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 needed to distribute the order form, tabulate the orders and collect payment, call in the order and sort and distribute the order.

Committee Chair \_\_\_\_\_ Committee Co-Chair \_\_\_\_\_ Committee Member \_\_\_\_\_

### **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 through the Church Bulletin, Parish sales and through school mail.

Committee Chair \_\_\_\_\_ Committee Co-Chair \_\_\_\_\_ Committee Member \_\_\_\_\_

### **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.

Committee Chair \_\_\_\_\_ Committee Co-Chair \_\_\_\_\_ Committee Member \_\_\_\_\_

**WIN IT AND SPEND IT RAFFLE**

A certain number of raffle tickets are sold with the grand prize winner receiving 40% of the total proceeds. The Seller of the ticket also wins a percentage of the total proceeds. Winner is not expected or permitted to return the winnings to the Notre Dame Teacher Endowment Fund. We need a few volunteers to help with raffle promotion and sales.

Committee Chair \_\_\_\_\_      Committee Co-Chair \_\_\_\_\_      Committee Member \_\_\_\_\_

**ALUMNI NEWSLETTER**

It is critical to the ongoing success of the Fund that we tap into school alumni. For most endowment funds, this is the primary source of income. We have been discussing ways to reach out to this large group at Notre Dame. We would like to start an Alumni Newsletter that keeps readers up-to-date on the current activities of the school, while also sharing the ongoing news and successes of the many ND alumni.

Committee Chair \_\_\_\_\_      Committee Co-Chair \_\_\_\_\_      Committee Member \_\_\_\_\_