

St. Edward Catholic School

Parent Volunteer Guide



Approved groups and organizations

- Advisory Board
 - Leadership Positions
 - Committee Opportunities
- PTO
 - Leadership Positions
 - Chair Opportunities
 - Committee Opportunities
- Booster Club
 - Leadership Positions
 - Chair Opportunities
- Homeroom Parents (specific PTO committee)

Advisory Board

- Mission
 - Identify Goals
 - Review Decisions of the administration in respect to achieving goals
 - Evaluate effectiveness of Board Bylaws
 - Determine sources of funding for school budget
 - Maintain 3-5 year projection of school needs
- Officers
 - President: Valerie Byers
 - Vice President: Aurora Hagan
 - Secretary: Alexis Wall
- Membership
 - Spring nominations and discernment
 - Rotating 3-year assignments for 3 officers and 3 to 4 members

Advisory Board Committees

- Finance Committee [closed committee; Board only]
 - School Administration and Advisory Board
- Advancement & Development
 - Our goals are to optimize the processes by which fundraising occurs, improve the perception of our school's academics by advancing spiritual engagement and assisting with school accreditation exercises. All this in support of our Catholic identity.
- Engagement
 - Family engagement and retention
 - Recruitment of students
- How to join?
 - Email Advisory Board Secretary, Alexis Wall
 - alexis.kastner@gmail.com

Booster Club Leadership

- Leadership Positions: President, Vice President, Treasurer, Secretary
- Chairs
 - Athletics (Basketball, Soccer, Track, Volleyball)
 - Fine Arts (Band, Choir, Theatre)
 - Game Club (Chess)
 - Robotics (Coding, Construction)
- How to join?
 - Email Co-Chairs
 - Jennifer Oswald joswald0627@yahoo.com
 - Corey Wall corykwall@gmail.com

PTO Leadership

- Leadership Positions (2021-2022)
 - President – Susie Brito britosusie@gmail.com
 - Vice President – LaToya Warnie
 - Secretary – Rachel Valka
 - Treasurer – Eliana Alonzo
- Application Process

All members of the school community are welcome to attend the monthly PTO meetings. These meetings are usually on the third Tuesday of the month at 6:30.

Search for leadership for the next school year begins in March of the current school year. Leadership is voted on by those in attendance in April of the current year
- Expectations (Responsibilities)
 - Leadership requires attendance at most PTO meetings.
 - President oversees all the committees and runs monthly meetings.
 - Vice President fills in for President as needed and oversees Student Events run by the PTO
 - Secretary sends meeting agenda and takes and sends minutes.
 - Treasurer keeps track of funds raised and spent , communicates with church finance person and report current information.

PTO Chairs

- PTO Committee Examples
 - Homeroom Parents
 - Teacher Appreciation
 - Spirit Sales
 - Birthday Club
 - Monarchs with Merit
 - Lunch Volunteers
 - Fundraising Chair
 - Steps for Students
 - Library Chair
- Application Process
 - Volunteers for Committee Chairs for the next school year are requested in the Spring of the current year.
 - Vacancies will be filled as needed
- Expectations (Responsibilities)
 - Vary depending on the committee
 - Provide reports to PTO President
 - Attend PTO meetings

Homeroom Parents

- Leadership Positions
 - Homeroom Parent Chair
- Application Process
 - Multiple ways to apply:
 - Request to be homeroom parent at "Meet the Teacher" or "Back to School Night"
 - Through email from the Homeroom Parent Chairs
 - A link available in the weekly newsletter email
- Expectations (Responsibilities)
 - Communicate with the Homeroom teachers what their expectations are for parties etc.
 - Communicate with the parents about special information in regards to the class and teacher
 - Plan and set up the three class parties – Halloween, Christmas and St. Valentine's Day
 - Collect money/food items for the teacher luncheons. (There are three during the year. They are sponsored by groups of grades
 - Grades 6-8 – Fall
 - Grades 3-5 – Christmas
 - Grades K-2 – Spring
- Important Note (Communication)
 - The Homeroom Teacher will have 1 person be the point of contact for all communication back and forth
 - The work (expectations) may be done by that 1 person, or by a committee of multiple parents of students in that homeroom