

St. Bartholomew Catholic School

Parent Teacher Organization (PTO)

Handbook



PTO Handbook

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St. Bartholomew Catholic School

PTO Mission Statement

Our mission is to enhance the experience of every student at St. Bartholomew Catholic School by providing resources to staff and promoting open communication between parents and school staff.

PTO Goals

St. Bart's PTO Goals:

- raise funds for supplemental educational materials and experiences
- support the school
- facilitate family social interactions, and
- provide an outlet for great ideas to help improve the school.

Each year, the PTO is committed to providing \$40,000 toward the school operating budget. These funds help offset operational expenses not covered by tuition.

PTO sets an annual budget and manages all events in accordance with that budget.

St. Bartholomew Catholic School

PTO Meetings

PTO meetings are conducted each first Monday of the month at 6:30 pm via Zoom. All parents and teachers are invited and encouraged to attend. If there is no school on the first Monday, the meeting will be the following week. Meeting topics include event overviews, future event plans, concerns, comments, and suggestions by members and teachers. Text message reminders will be sent on the day of the meeting. Email zoom invitations will also be sent.

St. Bartholomew Catholic School

PTO Policies

1. PTO funds will be used according to criteria established by the St. Bart's PTO Executive Board and approved by the general membership.
2. A budget established from the collective fundraising efforts will be monitored by PTO Board members and disbursed primarily:
 - a. to supplement the school budget
 - b. for teacher and staff appreciation
 - c. to support Catholic Schools Week activities
 - d. for student recognition and activities
 - e. to fund special requests
3. Budget and Disbursement of funds:
 - a. All events require a proposed budget and event outline that aligns with the PTO mission and budget.
 - b. Event coordinators will be reimbursed upon submission of receipts to the school office.
 - c. Reimbursement will be based on budget formed by St. Bart's PTO

- d. Budget overages must be approved by the PTO Executive Committee before reimbursement is processed.
- 4. Requests for PTO funds submitted by staff will be considered based on:
 - a. Number of students or grade levels impacted
 - b. Alignment with St. Bart's PTO Mission Statement
- 5. St. Bartholomew PTO organizes and coordinates fundraising efforts approved by the St. Bart's Parish Fundraising Committee and or Development Director.

St. Bartholomew Catholic School PTO Committee Role Descriptions

PTO Chair (1 person)

The Chairperson is responsible for leading and coordinating PTO for a two year term. Following this term, the Chair serves as advisor to the Chair for one year. The Chair assembles and distributes meeting agendas, facilitates meetings, and conducts the general business of the PTO. The Chair is a member of the Executive Team, coordinates meetings and events or initiatives with the school administration, assists in planning the *Back to School Night* event, and is a contact for parents regarding PTO events, initiatives, and projects.

PTO Vice Chair (1 person)

The PTO Vice Chair assists the Chair and is a member of the Executive Team. After a two year term, the Vice Chair will serve as PTO Chair. The Vice Chair should be present for general PTO meetings and Executive Meetings.

PTO Communications Chair (1 person)

Responsible for taking notes at PTO meetings, distributing notes to families, and working with other Chairs to draft event communications, as needed. Is present at PTO meetings. Two year term.

PTO Advisor (1 person)

The PTO Advisor position is held by the previous PTO Chair and provides support to the current PTO Chair and PTO team. The Advisor attends PTO meetings. One or two year term.

Volunteer Coordinator (1 person)

Responsible for coordinating all volunteers. The Volunteer Coordinator creates sign-ups for volunteer opportunities and organizes volunteers for PTO events. Work may be done from home. Minimum two year term.

The Gathering Chair(s) (2 people)

Coordinates The Gathering, our carnival fundraiser to kick-off the school year. Responsible for establishing sub-committees to help organize and work at the event. Much of the work may be done from home until the week of event. August-September time frame. Minimum two year term.

Social Chair (1-2 people)

Position works closely with PTO Chair and Vice Chair to coordinate social events for St. Bart's parents and families throughout the year. Some of the work can be done from home, except for social events that require on-site presence. Minimum two year term.

New Families Chair (1 person) Works closely with School Programs Director)

Position connects new families with "New Family Ambassadors". Plans and coordinates new family welcome (sign and welcome treat bag drop-off at homes). Helps new families navigate the new school year. Two year term.

Used Uniforms Chair (1 person)

Position helps School Health Para manage used uniform inventory and display used uniforms at school open house and other events. Work done at school events. One Year term with option to continue.

Project 31 Chair (1-2 people)

Position manages and coordinates PTO's biggest fundraiser during October. Work with a committee to plan and execute all events during P31. Most of the

work can be done from home, except for events that require you to be on site. Minimum two year term.

Liturgy Chair (1-2 people)

Position works closely with school representative and volunteers to coordinate liturgical activities for Catholic Schools Week. Jan/Feb time frame. Also coordinates "Family Stations of the Cross" during Lent. Most work can be done from home. Position currently in development stage. Responsibilities will be more clearly defined. Minimum two year term.

Pancake Breakfast Co-Chairs (2 people)

Positions work with CSW Chair to manage CSW Kick-off Pancake Breakfast after the 8:30 and 10:00 am Masses the weekend prior. Most work can be done from home up until weekend of event. Minimum two year term.

Art Enrichment/Art Fair (1 person)

Position responsible for coordinating the Art Enrichment Program for St Bart's. This position works with the Art Enrichment volunteers for each class. Timing is throughout school year. Minimum two year term.

Teacher Appreciation (1 person)

Position coordinates Teacher Appreciation Week for school staff. April-May time frame. Pre-work can be done from home with set up at school. Minimum two year term.

Hospitality Co-Chairs (2 people)

Chairs provide hospitality for various school events such as; teacher conference dinners, staff Christmas lunch, first day coffee, open houses, curriculum night, Kindergarten Orientation, teacher appreciation lunch, and Grandparents day. Chairs would ideally have flexibility to be able to attend events. Minimum two year term.

Local Fundraising Chair (1 person)

Chair will seek partnerships with local businesses. Work can be done from home. Various times throughout school year. One year term with option to continue.

Box Tops Chair (1 person)

Position collects Box Tops coupons dropped at school and submits for school payment. Work can be done from home. Various time throughout school year. One year term with option to continue.

Christmas Program /Talent Show Chair (1-2 people)

Work with school music teacher to create costumes, props and backdrops for the annual School Christmas Program. Assist with Talent Show (set up, monitor program, help students get on stage, etc). Work can be done from home and at school. Nov/Dec and afternoon of Talent Show. Minimum two year term.

St. Nick's Day Chair (1 person)

Coordinate St. Nick's Day. Find parent to dress up, stuff students' shoes, and take pictures. Nov/Dec. Minimum two year term.

Classroom liaison (1 person per class)

Check with teachers to see if they need anything. Check in with families to see what they need and how they can help. Act as liaison to provide information between teachers/families and PTO. Responsibility will include class projects and 'get togethers' (if desired). One year term.

Library/Specials Chair (1 person)

Assist in the Library, as needed. Liaison to Specials Teachers to assist with special projects or events. Assists with the Art Show and Book Fair. Position in development and responsibilities can be more clearly defined. Minimum two year term.

St. Bartholomew Catholic School

PTO - Why Volunteer?

- **We need you.** St. Bart's would not run without its volunteers
 - Over 3,600 volunteer hours logged annually which averages to about 20 hours per parent
- Top PTO events/duties
 - 400 hours – The Gathering (takes over 75 volunteers)
 - 275 hours– Classroom Help (Liaison's, parties, reading, etc)
 - 250 hours – Playground Duty
 - 240 hours – Lunchroom Duty
 - 200 hours – Art Enrichment
 - 200 hours – Project 31
- It's a great way to get to know the school community and get involved
- Parent support and involvement maintain continued school improvement
- You can help ensure all voices are heard and justly represented

Requirements to Volunteer

School Volunteers are Required to Complete the Essential 3:

1. Background Check, every 3 years
2. VIRTUS Training
 - Initial Live Training
 - Online Re-training Video Every 3 Years
3. Code of Conduct - Signed Annually

An additional background check called a 123b.

For more information go to <https://www.st-bartsschool.org/volunteer>

PTO - Volunteer Opportunities

PTO SPONSORED EVENTS:

THE GATHERING - Mid September - 2nd Friday of School

We like to kick off the school year by transforming St. Bart's parking lot into a carnival for all! Have your face painted, enjoy the music, watch the kids climb the inflatable mountain and play carnival games, while you visit with old and new friends in the beer garden. Don't miss out, there's something for everyone!

PROJECT 31 - Month of October

Every fall, our students learn the value of serving others. Students collect pledges from family & friends to support their efforts and those of our school. This is our school's largest fundraiser of the year and a valuable service project for our students, volunteers and staff.

ST. NICK'S DAY - December

In honor of St. Nicholas, our students learn the importance of generosity through fun festivities. One day each year, the hallways are lined with shoes as far as the eye can see and filled with special treats by a surprise guest! St. Nick even stops by each classroom to discuss the value of giving. We pray they carry these lessons with them as they grow and feel the warmth of the holiday season all year through.

PANCAKE BREAKFAST - January/February

Kick-off Catholic Schools Week with a Pancake Breakfast for the parish and school families. Show how proud we are of our Catholic School and enjoy a delicious breakfast!

TEACHER APPRECIATION WEEK - End of April

For one week in April, our parents, students and volunteers show their appreciation for our school staff. Funny staff photos are taken, bottomless bowls of candy take up residence in the office, and fun is had by all. Teachers and staff are truly honored every year by the generosity and gratitude shown by the entire school community.

GRANDPARENTS/SPECIAL FRIENDS DAY - Mid May

One Mass every school year is designated for our grandparents and special friends. Loved ones join students for Mass as well as a reception with hospitality provided by PTO.

ADDITIONAL PTO VOLUNTEER NEEDS:

BACK TO SCHOOL OPEN HOUSE - August

Support the Back to School Open House - help Hospitality, Used Uniforms, Spirit Wear, or the Volunteer sign ups.

PLAYGROUND DUTY - Every School Day

Sign up to supervise the St. Bart's playground from 11:05am to 12:05pm. We need two people each day during lunch recess (especially on Thursdays). It is a great way to get to know the wonderful kids at St. Barts!

LUNCHROOM DUTY - Every School Day

Sign up to help in the lunchroom from 11:30am to 12:40pm. Help students with hot or cold lunches, put out silverware and napkins, dispense condiments. Be an extra set of eyes for the school staff.

HOSPITALITY - Various events and time

Help to provide hospitality for different school events. Teacher conference dinners, Christmas Luncheon, Grandparents Day and more. You can simply sign up to help provide food or work these events.

FALL BOOK FAIR- Mid October

Help with the Fall Book Fair set up and take down.

PICTURE DAYS - Late October/Early November

Help to escort classrooms to group pictures and individual pictures.

CHRISTMAS PROGRAM - December

Work with Music Teacher to help with costumes and set design.

CATHOLIC SCHOOLS WEEK - Late January

Volunteer at any events needed including the pancake breakfast, the service project, school events or the family fun night to end the week.

HEALTH SCREENING- February

Help to facilitate vision and hearing screening. It's a fun and easy activity and no experience is necessary as training will be provided.

HEALTH FAIR - Late February

Escort classes/group around the School's Annual Health Fair and help to ensure everyone keeps on schedule.

SCIENCE FAIR- Mid March

Help execute the Science Fair for our 4th, 5th & 6th graders. There are a variety of roles to choose from, such as timer, tabulator, judges escort and judge.

ART SHOW/BOOK FAIR - Mid May

Help set up/work and take down the Spring Book Fair during Grandparents/Special Friends Day.

FIELD DAY - Late May

Help our P.E. teacher to execute Field Day for the students. A fun day of physical games and activities at Klapprich Park.

If you're interested in learning more about PTO, please reach out to someone on the PTO to ask questions (our emails can be found on the website under PTO)

<https://www.stbartsbulldogs.com/pto>

We look forward to making this a wonderful year, together.

Thank you!

St. Bart's PTO Committee