

St. Mary Academy PTA Committee

Descriptions 2019

Hospitality Committee - Members of the Hospitality Committee are responsible for food set up and decorations for various school functions. Members will coordinate with other committees for services needed during events such as Open Houses, Catholic School Week, Auctions, Teacher Appreciation week and more.

Sunshine Committee - Members of the Sunshine Committee perform services to assist in the wellbeing of our students, faculty and families. Such duties range from special requests for celebrations, partnering with other committees when needed for events and to spreading sunshine in times of need, difficulty, or sorrow to the members of the A.S.R.C.S. community.

Teacher Appreciation Week Committee- Members organize events for teachers and staff during Teacher Appreciation week. Members will coordinate with room parents and committee chair.

Lunch/Recess Committee --Members of the Lunch and Recess Committee volunteer their time to help set up / break down lunch tables, help monitor the lunch period and recess in coordination with the staff on duty.

Car Line Committee - Members volunteer for assisting in daily morning drop off line. Assisting students out of vehicles and providing safety during this time.

Open House Committee - Members of the Open House Committee help organize all events for two to three open house events each year. Members work with other committees to coordinate all needs for these important events.

Grounds Committee – Committee members perform annual ground cleanups held in the fall and spring or as needed. Members are encouraged to seek programs that may be available to help fund any ground upgrades needed.

Polar Plunge Committee – Members will collaborate with Fundraising Committee to collect sponsors as well as coordinate with teachers and volunteers before and during the event.

Advancement Committee- Committee members participate in formulation and implementation of an advancement program for the school which includes but not limited to; researching grants and programs to benefit the school.

Gift Auction Committee- The Gift Auction is one of our largest fundraising events. Members will plan and execute the event from start to finish with the help of other committees and volunteers.

Fundraising Committee - A new committee dedicated to developing and executing new fundraising ideas apart from the largescale auction events (ex. Paint Parties, Craft Fairs etc.) Members will also research and maintain other ways to raise funding such as online programs like Amazon Smile, Target Visa program or opportunities available through local business.

Catholic School Week Committee - Members oversee and coordinate all events during this special week such as student/teacher games and events, the annual Parish luncheon, setting up student speaking at Mass and more.

Spiritual Development Committee- Members coordinate with teachers to make sure religious articles are maintained, assist with Mass, help maintain Chapel, participate in events such as reading to Preschool etc.

Uniform and Linen Exchange Volunteer – The Uniform Exchange program is accessible to all ASRCS families and gives the opportunity to exchange gently used uniforms in exchange for new. We are in need of a volunteer to oversee the process including organizing items and attending school events where exchange may be open for sales.

Box Top Collection Volunteer- We are in need of a volunteer to manage our Box Tops for Education program. The volunteer will be in charge of collecting box tops from the front office, mailing them out and managing our online account.

Ugly Sweater Run Volunteer- The Ugly Christmas Sweater run is fun event open to all every late fall. Volunteer is responsible for promoting and implementing all needs for the event with the aid of other volunteers and committees.

Santa's Secret Workshop - Santa's Secret Workshop gives our students the chance to purchase Christmas gifts for their family, friends and teachers. Volunteer will be responsible for working with vendors to supply products, scheduling class visits with teachers, setting up workshop and acquiring volunteers to help before/during/after the event.

Golf Outing Volunteer- Formulate and implement all required responsibilities for a successful Golf outing fundraiser during springtime.

Scholastic Book Fair - The book fair takes place twice a year. Volunteer is responsible for coordinating with staff to effectively set up, manage and work all aspects of the Book Fair. Member will also recruit additional volunteer aid as needed.

Yearbook Committee- Formed of parents and students who are interested in creating a visually appealing yearbook. Roles include Editor in Chief, Assistant Editor in Chief, Photographer(s), Layout Designer(s), Graphic Designer(s), Creative Writer(s), Marketer for selling Ads to parent body. Workshops on software programs and how to design pages are provided to parents of this committee during the spring and fall. Allows the engagement within the St. Mary Academy community and interaction with parents and students.