

PARENT ORGANIZATION (PO) LEADERSHIP TEAM ROLES FOR 2021-22

SCHOOL YEAR

updated 05/10/2021

BOARD	
Chair Automatic 50 volunteer hours	Plan and lead monthly PO meetings. Point of contact with Principal, meet monthly with Principle and OLG Office Staff. Develop annual budget in conjunction with Vice-Chair, Treasurer, Fundraising Chairs and Principal. Develop an annual PO event calendar with OLG staff, Parish Staff and PO Event Chairs.
PO Vice / Co- Chair Automatic 50 volunteer hours	Assist Chair with setting the calendar of events & planning PO events for the school year. In conjunction with the Chair, plan workload for the year between Chair and Vice Chair roles. Develop Annual Budget in conjunction with Chair, Treasurer, Fundraising Chairs & Principal. Substitute for Chair when not available. Assume Chair role the following school year.
Treasurer Automatic 50 volunteer hours	Develop Annual Budget in conjunction with Chair, Vice-Chair, Fundraising Chairs & Principal. Manage Parent Org. budget and finances. Picks up checks bi-weekly at the school to deposit in the bank account. Works with the Parish staff to get Greater Giving reports monthly from Michelle Scheving at the Parish to organize, record and reconcile the budget. Create & present monthly budget reports at the PO meetings.
Secretary Automatic 50 volunteer hours	Attend Monthly Meetings (second Tuesday of the Month) Take Monthly Meeting Minutes, send to PO Chair & Principal for approval, then work with OLG staff to post to the school website.
School Commission Liaison Track volunteer hours	The School Commission works with the Pastor and Principal, in accordance with Archdiocesan policy, in long-range planning and policy development for the school. As a consultative advisory group, the Commission assists the school leadership in its areas of responsibility, ensuring that the school maintains a focus on its mission. A member of the school commission acts as liaison with parent org. in order to add dimension to both groups work. This position is filled by a current parent serving on the School Commission, prior to this arrangement the PO Chair attended the School Commission Meetings and reported back to the PO at the PO meetings.
ADMINISTRATIVE CHAIRS	
Hospitality Chair	Work with OLG parents to coordinate refreshments at PO sponsored events and activities throughout the school year. Full list of events and schedule available.
Commitment Hours Chair	Pull data from the software to create a volunteer commitment hours monthly report and send/emails to families reported hours. Send a monthly hours report to the Principal.
Newsletter & Website Content Manager	Work with the PO Chair and OLG Staff to create newsletter and website content.
Greater Giving Administrator	Approximately 20 hours per school year to grant access, train others on the system, ensure that fundraisers are properly set up in the system and funds are released, etc. Hilary is the only System Admin. Clare, Dan & Robyn also have access and are trained in Greater Giving and can train anyone who needs to know how to manage an event in Greater Giving. Money flows from Greater Giving - goes to Michelle Scheving at the Parish then report and transfer of funds to the school, this is where Rachelle gets involved. Need to set up Pizza Friday's in Greater Giving with Kelsey Fish, buy a registration for 1 piece and 2 pieces - can test with Middle School on Fridays
Social media (Instagram/FB) manager(s)(50 hours)	Lead and post content across all platforms and perform site admin duties like granting & removing access. Help OLG School Development Director post content to the social media sites. Current Social Media Platforms are; the OLG Facebook Current Parent Site, OLG Public Facebook Site (includes Alumni) and Class Facebook Sites (managed by parents in the

	classes not OLG staff)
FB Parent group moderator/administrator (30 hours)	<p>Facebook Current Parent Group - adding & removing families, Families currently not enrolled and graduating 8th grade families will need to be removed after graduation, Approximately 60 parents currently in the group and 5 parents in cue to be granted access once they answer the 3 questions:</p> <ol style="list-style-type: none"> 1. Are you the parent or guardian of a student? 2. What's the student's last name? 3. What grade is the student in? <p>These questions are required for safety reasons, we need to verify that the participant is a parent or guardian of a current student!</p> <p>Goal is to expand parent usage of this site.</p>
CLASS REPRESENTATIVES	
Preschool Class Rep. Automatic 50 volunteer hours	<p>Attend Monthly Meetings, second Tuesday of the Month, (if you cannot attend, please send a class rep in your absence; must not miss more than 2 meetings per year) E-mail communication of PO information to all class families monthly after the meetings and when needed. Assist in recruiting volunteers for various events through emailing and contacting your class families. Recruit volunteers for class volunteer roles and various events through emailing and contacting your class families. Check in with the Teacher monthly to see if there are any class needs and convey needs to parents. Attend and help with at least 3 PO events a year including; New Family Night, Catholic Schools Week Open House and at least one other PO sponsored activity (ex. Game Night, Halloween Carnival, Auction, Parent Ed Night, School Receptions, etc.) Plan with PreK, K, and 1st grade reps for refreshments and help with New Parent Night (typically third Thursday. in May)</p>
Pre-K Class Rep. Automatic 50 volunteer hours	<p>Attend Monthly Meetings, second Tuesday of the Month, (if you cannot attend, please send a class rep in your absence; must not miss more than 2 meetings per year) E-mail communication of PO information to all class families monthly after the meetings and when needed. Assist in recruiting volunteers for various events through emailing and contacting your class families. Recruit volunteers for class volunteer roles and various events through emailing and contacting your class families. Check in with the Teacher monthly to see if there are any class needs and convey needs to parents. Attend and help with at least 3 PO events a year including; New Family Night, Catholic Schools Week Open House and at least one other PO sponsored activity (ex. Game Night, Halloween Carnival, Auction, Parent Ed Night, School Receptions, etc.) Plan with Preschool, K, and 1st grade reps for refreshments and help with New Parent Night (typically third Thursday. in May)</p>
Kindergarten Automatic 50 volunteer hours	<p>Attend Monthly Meetings, second Tuesday of the Month, (if you cannot attend, please send a class rep in your absence; must not miss more than 2 meetings per year) E-mail communication of PO information to all class families monthly after the meetings and when needed. Assist in recruiting volunteers for various events through emailing and contacting your class families. Recruit volunteers for class volunteer roles and various events through emailing and contacting your class families. Check in with the Teacher monthly to see if there are any class needs and convey needs to parents. Attend and help with at least 3 PO events a year including; New Family Night, Catholic Schools Week Open House and at least one other PO sponsored activity (ex. Game Night, Halloween Carnival, Auction, Parent Ed Night, School Receptions, etc.) Plan with Preschool, K, and 1st grade reps for refreshments and help with New Parent Night (typically third Thursday. in May)</p>
1st Grade Representative Automatic 50 volunteer hours	<p>Attend Monthly Meetings, second Tuesday of the Month, (if you cannot attend, please send a class rep in your absence; must not miss more than 2 meetings per year) E-mail communication of PO information to all class families monthly after the meetings and when needed. Assist in recruiting volunteers for various events through emailing and contacting your class families. Recruit volunteers for class volunteer roles and various events through emailing and contacting your class families. Check in with the Teacher monthly to see if there are any class needs and convey needs to parents. Attend and help with at least 3 PO events a year including; New Family Night, Catholic Schools Week Open House and at least one other PO sponsored activity (ex. Game</p>

	Night, Halloween Carnival, Auction, Parent Ed Night, School Receptions, etc.) Plan with Preschool, K, and 1st grade reps for refreshments and help with New Parent Night (<i>typically third Thursday in May</i>)
2nd Grade Representative Automatic 50 volunteer hours	Attend Monthly Meetings, second Tuesday of the Month, (if you cannot attend, please send a class rep in your absence; must not miss more than 2 meetings per year) E-mail communication of PO information to all class families monthly after the meetings and when needed. Assist in recruiting volunteers for various events through emailing and contacting your class families. Recruit volunteers for class volunteer roles and various events through emailing and contacting your class families. Check in with the Teacher monthly to see if there are any class needs and convey needs to parents. Attend and help with at least 3 PO events a year including; New Family Night, Catholic Schools Week Open House and at least one other PO sponsored activity (ex. Game Night, Halloween Carnival, Auction, Parent Ed Night, School Receptions, etc.) Plan with the Principal and Hospitality Chair a Teacher Appreciation Lunch in early December, prior to winter break.
3rd Grade Representative Automatic 50 volunteer hours	Attend Monthly Meetings, second Tuesday of the Month, (if you cannot attend, please send a class rep in your absence; must not miss more than 2 meetings per year) E-mail communication of PO information to all class families monthly after the meetings and when needed. Assist in recruiting volunteers for various events through emailing and contacting your class families. Recruit volunteers for class volunteer roles and various events through emailing and contacting your class families. Check in with the Teacher monthly to see if there are any class needs and convey needs to parents. Attend and help with at least 3 PO events a year including; New Family Night, Catholic Schools Week Open House and at least one other PO sponsored activity (ex. Game Night, Halloween Carnival, Auction, Parent Ed Night, School Receptions, etc.) Order/Organize Lunch for Teachers during Catholic Schools Week (January or February)
4th Grade Representative Automatic 50 volunteer hours	Attend Monthly PO Meetings, second Tuesday of the Month, (if you cannot attend, please send a class rep in your absence; must not miss more than 2 meetings per school year) E-mail communication of PO information to all class families monthly after the meetings and when needed. Recruit volunteers for class volunteer roles and various events through emailing and contacting your class families. Check in with the Teacher monthly to see if there are any class needs and convey needs to parents. Attend and help with at least 3 PO events a year including; New Family Night, Catholic Schools Week Open House and at least one other PO sponsored activity (ex. Game Night, Halloween Carnival, Auction, Parent Ed Night, School Receptions, etc.) Plan with 5th & 6th grade Class Reps the School Picnic for Field Day in May.
5th Grade Representative Automatic 50 volunteer hours	Attend Monthly PO Meetings, second Tuesday of the Month, (if you cannot attend, please send a class rep in your absence; must not miss more than 2 meetings per school year) E-mail communication of PO information to all class families monthly after the meetings and when needed. Recruit volunteers for class volunteer roles and various events through emailing and contacting your class families. Check in with the Teacher monthly to see if there are any class needs and convey needs to parents. Attend and help with at least 3 PO events a year including; New Family Night, Catholic Schools Week Open House and at least one other PO sponsored activity (ex. Game Night, Halloween Carnival, Auction, Parent Ed Night, School Receptions, etc.) Plan with 4th & 6th grade Class Reps the School Picnic for Field Day in May.
6th Grade Representative Automatic 50 volunteer hours	Attend Monthly PO Meetings, second Tuesday of the Month, (if you cannot attend, please send a class rep in your absence; must not miss more than 2 meetings per school year) E-mail communication of PO information to all class families monthly after the meetings and when needed. Recruit volunteers for class volunteer roles and various events through emailing and contacting your class families. Check in with the Teacher monthly to see if there are any class needs and convey needs to parents. Attend and help with at least 3 PO events a year including; New Family Night, Catholic Schools Week Open House and at least one other PO sponsored activity (ex. Game Night, Halloween Carnival, Auction, Parent Ed Night, School Receptions, etc.) Plan with 4th & 5th grade Class Reps the School Picnic for Field Day in May.

7th Grade Representative Automatic 50 volunteer hours	Attend Monthly PO Meetings, second Tuesday of the Month, (if you cannot attend, please send a class rep in your absence; must not miss more than 2 meetings per school year) E-mail communication of PO information to all class families monthly after the meetings and when needed. Recruit volunteers for class volunteer roles and various events through emailing and contacting your class families. Check in with the Teacher monthly to see if there are any class needs and convey needs to parents. Attend and help with at least 3 PO events a year including; New Family Night, Catholic Schools Week Open House and at least one other PO sponsored activity (ex. Game Night, Halloween Carnival, Auction, Parent Ed Night, School Receptions, etc.) Provide and host refreshments with 8th Grade for Catholic Schools Week (CSW) Open House (late Jan. or early Feb.)
8th Grade Representative Automatic 50 volunteer hours	Attend Monthly Meetings, second Tuesday of the Month, (if you cannot attend, please send a class rep in your absence; must not miss more than 2 meetings per year) E-mail communication of PO information to all class families monthly after the meetings and when needed. Assist in recruiting volunteers for various events through emailing and contacting your class families. Coordinate with 7th grade rep. in providing refreshments for the Catholic Schools Open House
FUNDRAISING CHAIRS	
Spirit Wear & Uniforms Store Manager Fundraiser	Go online monthly to the website and release funds to OLG, Shelley Bradley in the school office has the login information for the website. Make changes to selection as needed, all changes are made on line. There is no contact person at the company we use, just a link, everything is done on line to keep costs down. Busy at the start of each semester. Attend monthly PO meetings or provide information to the PO Chair monthly to report on progress and changes.
Charleston Wrap Fundraiser	50 automatic hours, Coordinate with Charleston Wrap to set the fall fundraiser dates, ensure packets are distributed to parents and fundraiser communications are posted on the school website and communicated in the school newsletter. Coordinate with OLG staff the fundraiser kick-off event and prize distribution.
Jog A Thon Chair & Co-Chair	50 automatic hours, Plan and organize all aspects of the annual jog-a-thon. The Jog-a-Thon is our 2 nd most important annual fundraiser bringing in the largest amount of income next to the Auction!
Auction Chair	50 automatic hours, Oversees all aspects of Auction planning, our biggest fundraiser of the year. Coordinates with auction committee chairs to ensure tasks and timelines are met. Assists PO Chair with tracking budget and income for the auction. Fills auction committee positions as needed and performs other auction related duties that may be delegated to him/her. Detailed job description available.
Pizza Friday Coordinator	50 automatic hours, Coordinates dates with the school (usually every Friday with full day of school). Gets order information set up in Greater Giving with Greater Giving Coordinator. Orders scrip cardReviews weekly lunch orders. Organizes proper number of volunteers for each lunch to help serve pizza.
Scrip Coordinator	Coordinate and maintain our Scrip program; search for innovative ways to earn more income for the PO with Scrip.
SOCIAL EVENT CHAIRS	
Beers & Brats Chair & Co-Chair Social Event	50 automatic hours
Halloween Carnival Chair & Co-Chair Social Event Automatic 50 volunteer hours	50 automatic hours, Plan and organize all aspects of the annual Halloween Carnival community building event. The chair of the OLG Halloween Carnival begins work during the summer months, coordinating the creation of the Carnival's marketing materials and booking vendors. As the school year opens, the Chair is responsible for promoting the Carnival to students and families, planning Carnival logistics, recruiting and managing volunteers, overseeing ticket sales, event set-up/decor, on-site problem-solving during

	the event, and post-event cleanup. The carnival is a budget-neutral event, it's important that ticket sales cover the cost of the carnival.
Light up the Night Chairs	50 automatic hours
Game/Trivia Night Chair Social Event	Plan and organize our annual game / trivia night community building event. Game night is a budget-neutral event, it's important that ticket sales cover the cost of the event.
CLASS ROLES	
Room Parent	<p>Provide Class Parties: Halloween, Christma, Valentine's day, End of the year Work with your teacher to see what their wishes are for the parties and what will work best for each class. Current Party Guidelines during the Pandemic:</p> <ul style="list-style-type: none"> ● It's okay to make up goodie bags with individually wrapped snacks & treats for the students and drop them off at the school ● Zoom Party - Example: Heather Owens did a Smore's Zoom for the 6th Grade last spring ● Only students, teachers and OLG staff are currently allowed in the classrooms and in the school. ● Currently no homemade treats or potluck style food are allowed. ● We need to be extra creative this year because we may not be able to do what we have always done <p>Provide Teacher Appreciation: Teacher's Birthday, Christmas Gift, End of Year Appreciation During National Teacher Appreciation Day, May 7th, 2021 . The room parent often leads a thoughtful class activity that is done for the teacher such as:</p> <ul style="list-style-type: none"> ● A vase is delivered to the teacher and every student brings in a flower for the teacher to form a bouquet. ● Paper or card stock is provided to the students and they each make a card for the teacher ● A poster is made out of candy bars by the parents, ● A small gift ● Or other ideas <p>The Parent Org (PO) does 2 teacher appreciation events each year: A lunch in December - Coordinated by the 2nd grade Class Rep, Order/Organize Lunch for Teachers during Catholic Schools Week - Coordinated by the 3rd Grade Class Rep</p> <p>Assist with Teacher/Classroom Needs: Check in with the Teachers periodically to see if they need anything, examples are; supplies for the classroom, a communication to the parents or creation of a Frequently Asked Questions (FAQ) document for the class, etc. Please check with the Teacher to see what they need.</p> <p>Commitment Hours: 30 hours automatically granted & track additional hours</p>
Service Project	<p>(automatic 30 commitment hours) Lead your grade in a service project Historical Projects have been. Pre-k K - Westside Baby Drives or (automatic 30 commitment hours) - Service Project – Cleaning the grounds of the school and parish and collecting teddy bears/stuffed animals for Southwest Youth and Family Services. Parent duties include: calling Southwest Youth and Family Services to ask if they still want stuffed bears/animals, communicate with the rest of the class the information of what we are doing and when the due date is. Buy ribbon and decorate the stuffed bears/animals and deliver them to the Services.</p>

Once a month, during school hours, take groups of students to clean up the church and school grounds.

1st - the teacher requests card supplies and materials. Students make cards for residents at Mt. St. Vincent's, 8th graders deliver the cards. Parent help may not be applicable for our project; we simply make cards during class.

2nd - 2nd graders clean the church once a week in small groups
Parent help needed to chaperone students each week to clean the church (once a week for about 1/2 hour)

3rd

4th Grade Veteran's Support

- We still have a fairly new relationship with this need, so there are many places we could take this, given a parent who wants to go further.
- Work with Mrs. Wilson and fourth graders to help OLG celebrate Veteran's Day. This is done as an assembly but can also go further with a school and parish education and support.
- Research needs of active military, reserve and veterans in the OLG community and see how fourth graders can show support.
- Work with local VFW hall to support their work. This year fourth graders wrote thank you notes for them to pass out at their veteran's dinner and made ornaments for their Christmas tree that were then given as gifts for Veterans.
- Work with Mrs. Wilson and VFW and Ladies Auxiliary to have fourth graders participate in the VFW essay contest.
- Work with local, state or national agencies to contribute items for care packages to be sent overseas. This year fourth graders worked with OLG's Day of Service to support Veteran's by sponsoring a Beanie Baby drive, a bandana drive and a used cell phone drive. Beanie Babies are included in Operation Gratitude care packages, sent to the troops. Bandanas are turned into bandana cool-ties, used to keep soldiers comfortable. Cell phones are recycled with proceeds then converted toward phone cards for service men and women to use.
- Check out <http://www.operationgratitude.com> for details.

5th Grade - Over 65 Luncheon - 5th Grade students & their families set up for, prepare & serve food & clean up for two lunches per year.

- 2 parents needed - Communicates/coordinates with the teacher; service parent is responsible for generating sign up sheets & e-mails to the 5th grade families in support of the two dinners. Sign ups are for Saturday evening set up, serving tables and prepare food for student serving on the day of the dinner, and after dinner clean up.
- Responsible to coordinate the advertisement posters, (i.e distributing posters made by fifth graders) to various low income and retirement facilities in West Seattle, as well as church, parish hall, and school.
 - Distribution of posters is done by the 5th grade parents
- Communication regarding the Over 65 Luncheon, reminders, door prizes
- Help with the shopping for the food

6th Grade - Salmon Tank and Fautleroy Creek

Parent coordinates chaperones for the visits to Fautleroy Creek and organizes other watershed related field trips.

7th Grade - Matt Talbot Center, Birthday Dreams and Sack lunches for Angeline's Day Center for Women

Since our service project has many parts to it, the 7th grade usually has a team of parents who help make our trips to Angeline's happen. It helps if one parent is the designated shopper, who keeps tabs on our supplies and makes our Costco runs before each trip. We also have parents who volunteer to supervise during project dates and drive out to the shelter with the kids.

	8th Grade - visit/work with Mt St Vincent residents on the third Wednesday of each month beginning in October; organize other parent volunteers to come and join. Parent gives reminder calls to parents who are scheduled; attends many of the service dates (if available), helps to get back up parents if someone cancels.
Auction Project / Basket	Pick a class basket theme then procure and assemble a class basket to be auctioned off at the school auction.
Funding Auction Project / Basket	Designating your \$200.00 auction donation to be spent on the class basket/project.
Book Orders	Sort & staple book orders, place the individual student book orders with book clubs, sorts orders for distribution when they come back.
1st Grade Reading Group Copy Parent (Check with Teacher to see if this role is needed)	Copy and sort reading group homework assignments each week. This job will require 1-2 hours per week on site and an initial training of how to do it.
6th Grade Overnight Camp Chaperones	(automatic 50 commitment hours) Chaperones stay in cabin with students during 4 days of camp and assists with hiking and other activities.
<i>Variety of individual classroom roles</i>	<i>Many opportunities for volunteering abound within the classroom structure... as you meet and get to know your class representatives, they'll invite you in to help with things like service projects, class auction ideas, field trips, etc...</i>

**** All Representative** positions are expected to help with at least 3 events: Catholic Schools Week/Open House, New Family Night, and at least one other Parent Org sponsored activity (ex: Auction, Parent Ed Night, School receptions, etc.)