

PTO Committee Responsibilities

Responsibility of Committees

Fundraising Committee

- Walkathon – major fundraiser of the year
- Box Tops
- Labels (Campbell's and Tyson)
- Market Day
- Used Uniforms
- Parish Picnic Coke Booth

Welcoming Committee

- Provide refreshments and volunteers for school programs throughout the school year
- Organizes volunteers for Open Houses
- Assists 7th grade parents with 8th grade reception

Communication Committee

- Acts a parish liaison for PTO
- Writes and submits articles for the following:
 - Archangel – writes and submits articles
 - Newsletter
 - Parish bulletin
 - Website/Monday Memo

Student Activities Committee

- Field Day
- Skate Parties
- Elf Day

Student Enrichment Committee

- Catholic Schools Week
- Book Fairs
- Student Enrichment Programs

Staff Appreciation Committee

- Staff Birthdays
- Conference Meals
- Staff Appreciation Week

Yearbook Committee

- School activity photos
- Class pictures
- Yearbook Publication

Health Committee

- Organizes health files and corresponds with parents on keeping immunizations up to date
- Organizes annual health screening and staffs the actual screening
- Organizes first aid booths for Walkathon & Field Day

Cafeteria Committee

- Works with and communicates with cafeteria manager
- Works with monthly schedulers to staff cafeteria volunteers

Community Service

- Coordination of PTO community service project

Room Parent Coordinator

- Coordination of room parents for class parties and classroom telephone tree