



**PTO Events & Volunteer Descriptions
2011-2012**



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The following pages list the various activities and events for the coming school year with a brief description of volunteer duties. Some of the events need a coordinator, some need only one or two volunteers, and other events need many volunteers. To sign up for an event or activity, please click on the Sign Up Genius link under each event to volunteer.

Year-Round Activities

Activity/Event	Coordinator	Coordinator and/or Volunteer Information
Hot Lunch Servers and Lunch Recess 11:20 am–12:30 pm	Open	One coordinator and many volunteers are needed. www.SignUpGenius.com/go/recess16
Room Parent	<i>Patty Campbell</i> <i>Roberta Richards</i>	Two volunteers are needed for each classroom. www.SignUpGenius.com/go/2011201246/904973
PTO Receptions	Open	One coordinator and many volunteers are needed for receptions. Grandparents' Day Reception: www.SignUpGenius.com/go/grandparents90
Website Committee	<i>Lucille Wilson</i>	Volunteers knowledgeable in HTML needed. www.SignUpGenius.com/go/website7
Campbell Soup Labels	<i>Usha Menghani</i>	One volunteer is needed. www.SignUpGenius.com/go/campbell4/734868
Stop & Shop A+ Program	<i>Heather Tashjian</i>	No volunteers are needed.
Box Tops for Education	<i>Paula Rossi</i>	No volunteers are needed.
Hannaford Helps Schools	<i>Patty Campbell</i>	No volunteers are needed.
Target Red Card	<i>Heather Tashjian</i>	No volunteers are needed.
Birthday Book Program	<i>Roberta Richards</i>	No volunteers are needed.
Library Cataloging	Open	One coordinator and many volunteers are needed. www.SignUpGenius.com/go/school117
Marketing Committee	<i>Maria Lopez</i> <i>Tara Sherman</i>	Volunteers needed to set up and place sandwich boards. Volunteers needed to distribute flyers. www.SignUpGenius.com/go/marketing24
Gently Worn Uniforms	<i>Marija DeFabritiis</i>	No volunteers are needed.

OUR LADY COMFORTER OF THE AFFLICTED PARISH



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FALL ACTIVITIES

Activity	Coordinator	Notes
School Directory	<i>Maria Medina Danielle Deluca</i>	<i>No volunteers are needed.</i>
Middle School Dance	<i>Carleen Hart</i>	<i>Many volunteers are needed.</i> www.signupgenius.com/go/middle79
Halloween Party	<i>Danielle DeLuca Susan Chagnon</i>	<i>Many volunteers are needed. Planning begins in September; volunteers are needed immediately to help plan this event.</i> www.SignUpGenius.com/go/ptohalloween
Fall Open House	<i>Linda Cabeca</i>	<i>Many volunteers are needed.</i> www.SignUpGenius.com/go/fall1204

WINTER ACTIVITIES

Activity	Coordinator	Notes
Santa's Secret Workshop	<i>Debra Pandolfi Patricia Carazo</i>	<i>Many volunteers are needed.</i> www.SignUpGenius.com/go/secret18
Breakfast with Santa	Open	<i>Two coordinators and many volunteers are needed. Planning for this event begins in October and volunteers are needed immediately to help plan this event.</i> www.SignUpGenius.com/go/breakfast165
Catholic Schools Week	<i>Patty Campbell</i>	<i>Many volunteers are needed, especially for the ice cream social and other events held during the week. CSW Events: TBD</i> <i>Ice Cream Social: Sign Up Genius will be available when the schedule is finalized.</i>
Winter Open House	<i>Linda Cabeca</i>	<i>Many volunteers are needed.</i> www.SignUpGenius.com/go/fall1204

SPRING ACTIVITIES

Activity	Coordinator	Notes
Scholastic Book Fair	<i>Angela Dooley</i>	<i>Many volunteers are needed.</i> www.SignUpGenius.com/go/scholastic89
Teacher Appreciation Luncheon	<i>Angela Dooley</i>	<i>No volunteers are needed.</i>
Spring Open House	<i>Linda Cabeca</i>	<i>Many volunteers are needed.</i> www.SignUpGenius.com/go/fall1204
Middle School Dance	<i>Carleen Hart</i>	<i>Many volunteers are needed.</i>
PTO Cookout	<i>Roberta Richards</i>	<i>Many volunteers are needed.</i>



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Virtus Training — As required by the Archdiocese of Boston, *all volunteers who work with children need to complete the Virtus Training program before they begin their volunteer work.* If you did not complete this training last year, you can sign up by contacting the Parish Office at 781-894-3481. This year, Virtus Training will be offered at Our Lady's Academy at the beginning of school year. *You do not need to attend this training every year.*

Service Hours — To receive the full \$200 credit for working service hours for the year, a parent must work 25 approved service hours. A minimum of 8 of these hours must be directly related to marketing or fundraising events.

Acceptable Service Hours Categories — Below is a list of acceptable service hours categories. Please see Mrs. Minor for approval if you have an activity, special talent, or skill not mentioned here which you would like service hours applied.

Lunch

Supervise, with a faculty member, the cafeteria, and recess for one or two lunch periods according to an established lunch coverage schedule.

Marketing Committee

Volunteers are needed to help with Open Houses and events throughout the school year.

Fundraising

Work with members of the School Board and PTO to lead/join fundraising activities. Prior approval is needed from the School Board and PTO, and Mrs. Minor.

Classroom Coverage

Provide classroom coverage for professional development and other activities as needed (not for teacher absences, classroom parties, baking, field trips, etc.). *This must be approved by Mrs. Minor.* Any parent volunteering in the classroom must participate in the Virtus Training indicated above.

Office Assistance

Assist in the office as needed for specific projects/mailings. *This must be approved by Mrs. Minor.*

School-wide Activities

Share/utilize special talents/skills as needed to provide assistance with school-wide activities such as the Christmas and Spring Shows and the Science, Social Studies, and Art Fairs, PTO- and School Board-sponsored activities, etc., with prior approval from Mrs. Minor and the appropriate committee head for which the service is being done.

Team Leader/Committee Members

Board members (Finance, School Board, PTO) and Team Leader commitments. These members must submit their names to Mrs. Minor at the beginning of the school year.



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The abbreviations listed next to each event explain: whether the service hours are related to fundraising [F] or marketing [M], and whether some of the work can be done at home [H] or on specific days [D], etc. Volunteers will receive credit for service hours worked for any event on this list, **except for those marked with "NA,"** in which case no service hour credits will be given unless approved by Mrs. Minor first. Y=Younger siblings welcomed; H=Some work done at home/not necessarily during the school day; D=Sign up for specific days or part of the year; F=Fundraising event; M=Marketing event; S=Social Event; NA=Not applicable toward service hours credit unless approved by Mrs. Minor first.

***** YEAR-ROUND ACTIVITIES *****

Recess Helpers/ Hot Lunch Servers (Y, D)

Hours: Monday–Friday, 11:00 am–12:30 pm (can specify day)

Coordinators: **Coordinator Needed**

Volunteers: Many needed

Help supervise children in the lunchroom and monitor recess activities in the schoolyard (or inside on inclement weather days). A faculty member will be present during lunch and recess. Volunteers also needed to serve hot lunch, which is delivered from a local lunch vendor. To ensure the success of the hot lunch program, many volunteers are needed. The coordinator of hot lunch needs to be available Monday through Friday from 11 am to 12:30 pm to oversee the lunch program. The coordinator's position includes a half-tuition scholarship per semester worked. If you are interested, please contact Mrs. Minor.

Room Parent (Y; H; F*)

Hours: Can vary depending on grade level (lower grades require more involvement)

Coordinator: **Patty Campbell/Roberta Richards**

Volunteers: Two needed for each classroom

*Room Parents are responsible for planning and coordinating classroom events with the classroom teacher. Room parents also help in phoning parents in case of early closing of school due to snowstorms. **Volunteers will receive 5 general service hours for being a Room Parent.***

*The PTO requests that Room Parents organize a classroom "basket" to be raffled off at the Breakfast with Santa (this involves coming up with a theme for the basket, collecting money or items, and putting the basket together). ***Time spent putting together the classroom basket will be counted as fundraising service hours.***

Room Parents in the following grades are responsible for organizing/coordinating certain events (and they will receive general service hours credit for helping with these events):

- First Grade Room Parents organize a reception following Kindergarten graduation in June.
- Third Grade Room Parents organize a First Communion reception for 2nd grade following the school Mass in June.
- Sixth Grade Room Parents organize fundraising for Nature's Classroom in May.
- Seventh Grade Room Parents organize 8th grade graduation dinner in June.
- Eighth Grade Room Parents organize fundraising for the 8th Grade New York City Trip in June.



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PTO Reception Coordinator and Volunteers (Y, D)

Hours: 20 to 25 hours throughout the school year

Coordinator: **Many Needed**

Volunteers: 8 to 12 needed for various events throughout the year

The coordinator oversees recruiting volunteers for the numerous receptions hosted by the PTO throughout the year (Parent Welcome Coffee Social, Fall Parent Information Night, and Grandparents' Day Reception, etc.). Volunteers help with shopping, setting up, and cleaning up for these events. It is not necessary for the coordinator to attend all events, as long as s/he designates another person to be in charge of the event.

Website Committee (H, M)

Hours: Varies

Coordinator: **Lucille Wilson**

Volunteers: One or two

One or two volunteers knowledgeable in HTML needed to help keep the school and parish websites updated.

Campbell Soup Labels (H, F)

Hours: Varies

Coordinators: **Usha Menghani**

Volunteers: One needed

This is a PTO-sponsored fundraiser. The coordinator collects soup labels from the bin in the school lobby, tallies them, and sends them in to receive additional funds for school expenses. The coordinator also sends periodic reminders to the school population. A volunteer is needed to help collect and tally the labels. Most of this can be done at your home. For more information, visit www.labelsforeducation.com.

Stop & Shop A+ Rewards (H, F)

Hours: Varies (fundraiser held from October – March)

Coordinators: **Heather Tashjian**

Volunteers: None needed

This is a PTO-sponsored fundraiser. With A+ School Rewards, points accrue with each purchase where the Stop & Shop Card is used. It even works with purchases made online through Peapod by Stop & Shop. At the end of each month, these points determine your school's cash total. The coordinator sends periodic reminders to the school population and provides account updates to the PTO Board. Most of this can be done at your home. For more information visit <http://www.stopandshop.com/aplus>.

Box Tops for Education (H, F)

Hours: Varies

Coordinators: **Paula Rossi**

Volunteers: None needed

This is a PTO-sponsored fundraiser. The coordinator collects box tops from the bin in the school lobby, tallies them, and sends them in to receive additional funds for school expenses. The coordinator also sends periodic reminders to the school population. Most of this can be done at your home. For more information, visit www.boxtops4education.com.



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Hannaford Helps Schools (H, F)

Hours: Varies (fundraiser held from September– December)

*Coordinators: **Patty Campbell***

Volunteers: None needed

This is a PTO-sponsored fundraiser. The Coordinator collects the Hannaford certificates from the bin in school lobby, tallies them, and sends them in to receive additional funds for school expenses. The coordinator also sends periodic reminders to the school population. Most of this can be done at your home. For more information visit the Hannaford Helps Schools in the community section of www.hannaford.com.

Target Red Card (H, F)

Hours: Varies

*Coordinators: **Heather Tashjian***

Volunteers: None needed

This is a PTO-sponsored fundraiser. Target tracks purchases made by participating REDcard holders who have designated Our Lady's as their school of choice. A monthly donation check is sent directly to Our Lady's Academy. The coordinator monitors the donations made by Target and sends periodic reminders to the school population and provides account updates to the PTO Board. Most of this can be done at your home. For more information visit <http://www.target.com> and click on the Take Charge of Education link at the bottom.

PTO Birthday Book Program (Y, H, F)

Hours: Varies

*Coordinators: **Roberta Richards***

Volunteers: None needed

This is a PTO-sponsored program to encourage families to donate books to the school library. The coordinator helps to publicize the program and oversees the donation of books to the school.

School Library Cataloging (D)

Hours: Varies

*Coordinator: **One Coordinator Needed***

Volunteers: Many Needed

A coordinator is needed to schedule and train volunteers to catalog books in the library. The schedule must work around classroom visits to the library. Many volunteers are needed to catalog and shelve books.

Marketing Committee (H, M)

Hours: Varies

*Chairpersons: **Maria Lopez and Tara Sherman***

Volunteers: Needed

Volunteers are needed to set-up and place sandwich boards at specific intersections throughout Waltham two weeks prior to each Open House. Boards need to be taken down and brought back to the school after each Open House; distribute Open House flyers in Waltham and surrounding cities and towns.

Gently Worn Uniforms (Y, H, NA)

Hours: Varies

*Coordinator: **Marija DeFabritiis***

Volunteers: None needed

Organize the gently worn school uniforms located in the cafeteria. Coordinate and sort donations and maintain orderly appearance of clothes. (Please note: These uniforms are free to Our Lady's students!)



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***** **FALL ACTIVITIES** *****

School Directory (H)

Hours: Varies

Coordinator: **Maria Medina and Danielle DeLuca**

Volunteers: None Needed

This is a PTO-sponsored publication. The information for the School Directory is collected at the beginning of the school year and needs to be checked against the existing Excel database. New students and new information needs to be input and updated in the database. The directory needs to be produced, proofread, and distributed to school families.

Middle School Dance — Grades 6, 7, 8 (S)

Hours: Varies; planning begins in September; event is scheduled for October 1, 2011 (a spring dance will also be scheduled).

Coordinator: **Carleen Hart**

Volunteers: Many needed

This is a PTO-sponsored social event. Coordinators plan and organize a dance for students in grades 6 through 8. Volunteers are needed to set up, clean up, and work the event. Middle School parents are strongly encouraged to attend and chaperone the events.

Halloween Party (Y, H, S)

Hours: Varies; planning begins in September; event scheduled for Saturday, October 22, 2011.

Coordinators: **Danielle DeLuca and Susan Chagnon**

Volunteers: Many needed

This is a PTO-sponsored social event. Plan and organize a Halloween party for students, including crafts, games, food, and entertainment. Volunteers needed to set up, clean up, and work the event.

Fall Open House (Y, H, M)

Hours: 2 to 3 hours (Event scheduled for Tuesday, November 15th.)

Coordinator: **Linda Cabeca**

Volunteers: Many needed

Volunteers are needed to organize and set up for the open house. They will also be asked to greet potential students and parents, and provide tours of the school. (Winter and spring open houses are also scheduled.)



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***** **WINTER ACTIVITIES** *****

Santa's Secret Workshop (Y, H, D, S)

Hours: Varies (Event to be held December 14th and 15th.)

Coordinators: **Debra Pandolfi and Patricia Carazo**

Volunteers: Many needed

This is a PTO-sponsored event that allows children to purchase small items for Christmas gifts. Volunteers help children select appropriate gifts and collect money. Clean up and set up of room is also necessary.

Breakfast with Santa (H, F)

Hours: Varies, planning begins in October; event scheduled for Sunday, December 4th.

Coordinator: **Two Coordinators Needed**

Volunteers: Many needed

This is the largest PTO fundraiser of the year. Planning for this popular community activity begins in early October. Volunteers are needed to post advertisements, solicit donations from local businesses, make necessary purchases, sell tickets, set up, clean up, and work the event itself.

Catholic Schools Week (Y, S)

Hours: Varies (Events held during the week of January 30th –February 3rd)

Coordinator: **Patty Campbell**

Volunteers: Many needed

This is a PTO-sponsored social event. Assist in the pre-event efforts, set-up, or the events themselves (many volunteers are needed to help with the ice cream social). Events are to be determined with assistance from the faculty. In years past, events have included an all-school assembly, a movie day, and an ice cream social.

Winter Open House (Y, H, M)

Hours: 2 to 4 hours (Two sessions scheduled at 10 am–noon and 6–8 pm on January 31st, 2012)

Coordinator: **Linda Cabeca**

Volunteers: Many needed

Volunteers are needed to organize and set up for the open house. They will also be asked to greet potential students and parents, and provide tours of the school. (Fall and spring open houses are also scheduled.)



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***** **SPRING ACTIVITIES** *****

Scholastic Book Fair (H, F)

Hours: 8:30–11:30 am on the morning of the event
3 to 4 hours during the evening of April 4th & 5th

Coordinator: **Angela Dooley**

Volunteers: Many needed

This is an annual PTO-sponsored fundraiser to raise money for books for the school and individual classroom libraries. Volunteers are needed to assist young children in creating a wish list of books during the morning session. One volunteer is needed in the late afternoon to help to set up the Book Fair in the Parish Hall. During the evening, volunteers are needed to help write up book orders, assist parents, and help clean up.

Teacher Appreciation Luncheon (S)

Hours: Varies (Event scheduled for May 2nd)

Coordinator: **Angela Dooley**

Volunteers: None needed

This is a PTO-sponsored social event for the teachers and staff of Our Lady's Academy. The coordinator organizes this annual luncheon for the teaching staff.

Spring Open House (Y, H, M)

Hours: 2 to 3 hours (Event scheduled for March 25th and May 8th)

Coordinator: **Linda Cabeca**

Volunteers: Many needed

Volunteers are needed to organize and set up for the open house. They will also be asked to greet potential students and parents, and provide tours of the school. (Fall and winter open houses are also scheduled.)

Middle School Dance — Grades 6, 7, 8 (S)

Hours: Varies; event is scheduled for a Saturday in the Spring TBD.

Coordinator: **Carleen Hart**

Volunteers: Many needed

This is a PTO-sponsored social event. Coordinators plan and organize a dance for students in grades 6 through 8. Volunteers are needed to set up, clean up, and work the event. Middle School parents are strongly encouraged to attend and chaperone the events.

PTO Cookout (Y, S)

Hours: Varies. (Event to be scheduled May.)

Coordinators: **Roberta Richards**

Volunteers: 10 to 15 needed

This PTO-sponsored cookout is held during the school day for the children. One coordinator is needed to organize the event and another one is needed to be "head chef" on the day of the event. Volunteers are needed to purchase food and supplies, cook, set up, serve food, and clean up.

