

Saint James Parent Teacher Organization

Volunteer Opportunities 2017-2018

FALL FESTIVAL - The largest and most fun PTO fundraiser! Games, rides, concessions, decorations, baked goods, music, and entertainment - we've got it all!!! So big, it requires its own set of sign-up sheets! Many adult volunteers are needed so look for more info to come at Back to School Night. Planning begins in August and the actual event is in October.

Chair: Alissa Cantrell

USED UNIFORM SALE - This is a one-time event in the summer. It's a large fundraiser that needs several volunteers. Duties include organizing, setting up, cashiers, take down, etc. ****PLUS**** Volunteers get to buy their uniforms first! Planning begins now and the actual sale is set for July 13, 2017. **Volunteers needed!**

Chair: Kristen McClendon and Kerry Bleiberg

ROOM PARENT COORDINATOR - Planning begins two weeks before school starts. In August, coordinator will provide sign-up sheets and instruction guides for the room parents to give out at Back to School Night. Coordinator has a year round responsibility to check with the room parents to make sure everything is running smoothly!

Elementary Chair: Kerry Henry

Middle School Chair: Andrea Grigsby

ROOM PARENT - Planning begins in August. You will work directly with the teacher, other room moms in your grade, and the parents who sign up for the various parties and activities planned during the year. GREAT way to get to know other parents and teachers! Requires organization and communication with your class throughout the school year. **ALL GRADES NEEDED!**

SPECIAL EVENTS - Throughout the year, volunteers are needed to help prepare food, or help decorate, organize, and serve....just general help when needed for various events held throughout the school year. **MANY VOLUNTEERS AND CHAIR NEEDED!!!** The chair will just make sure the volunteers are available and organized for any events in which they are needed.

Chair: Needed

DAD'S CLUB - NEW!! There are many times when we need Dad's help!!! Rather it's for setting up or taking down events, building something, or just doing the heavy lifting...we need help! This will be a fun group and there may even be a golf game thrown in there somewhere. **VOLUNTEERS NEEDED!!**

Chair: Martin Harris

GIFT WRAP SALE - Fundraiser in which volunteers distribute sales packets to elementary and middle school classes. Also includes distribution of the product to the students upon delivery. Requires organization skills and a small amount of time. Sale begins in September and runs into October. Chairs will be in charge of the distribution of packets, collection of orders and distribution of packages once they arrive.

Elementary Chair: **NEEDED**

Middle School Chair: **NEEDED**

BOX TOPS/CAPRI SUN POUCHES -Year long fundraiser! Pick up the box tops and Capri Sun pouches from the offices each month or so, count them, enter them in online, and mail them to the appropriate companies in order to redeem the points for the school.

Chair: Kristi Stewart

TEACHER APPRECIATION - Monthly meal catered by the parents! You will get an email when it's your turn to help provide the meal for that month! Elementary chair needed to help the first Wednesday of most months with working the lunch.

Elementary Chair: Amanda Hagen, Kristi Stewart and **One Additional Needed**

Middle School Chairs: Katie Branham & Monica Barna

High School Chair: Beth Cunningham

SUNSET ON THE QUAD - This event was started in 2015 and is set to be an annual school-wide fundraiser to benefit many groups in the school. It will take place in April and we will need volunteers for various positions such as soliciting items for the Silent Auction and assisting in various duties the day of the event. Chairs: Alecia Brightwell and Hobbie Dees

Do you have fresh ideas? Want to get involved? Want to get to know other parents & make new friends? Get to know the faculty and staff better? Then make the decision to donate your time and participate in the school community! Not only will you be setting a good example for your child, but you will be having a positive impact on the school. Please sign up to help organize and implement the various activities and fundraisers that are carried out to build community and provide additional supplies in the classroom.

Sign Me UP!

Name _____

Daytime phone _____ Evening phone _____

Email _____

Indicate the area(s) in which you'd like to participate as well as whether you would like to be a **Chairperson** or a **Volunteer**

Fall Festival - Sign up to come later

Used Uniform Sale (need volunteers) _____

Room Parent (specify which grade for 2017-2018 school year) _____

Special Events (need chair and volunteers) _____

Dad's Club (need volunteers) _____

Gift Wrap Sale (need chairs and volunteers) _____

Teacher Appreciation (need elementary chair) _____

Sunset on the Quad (need volunteers) _____

Please direct any questions or requests to
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PTO Chair

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