

St. Edward Catholic School

Everything you need to know about

P T O

Booster Club

Fundraising



2019 - 2020

# Everything you need to know about the

# PTO

Purpose: The PTO is formed to support St. Edward Catholic School teachers, students, and staff.

## Objectives:

- To provide assistance to parents in their role as the primary educators of their children;
- To serve as a communication liaison between the home and school regarding organizational activities;
- To build and strengthen the home-school community;
- To assist in fundraising activities that will benefit the educational programs of St. Edward Catholic School.

When are the meetings? Second Tuesday of the month at 6:30pm in the PLC.

Who can attend the meetings? All parents/guardians are encouraged to attend the meetings. One volunteer credit hour is awarded to all attendees. There are no dues or fees to be a member of the PTO. All are welcome.

What happens at the meetings? Each Executive Board member and committee chair gives a report. The highlight of the meeting is the monthly report from Mrs. Makel about school happenings. The meeting generally lasts one hour.

How can I get involved? Attend the monthly meeting or contact the President or a committee chair to find out about volunteer opportunities. The following pages provide details about the committees and a contact list for the Board. Nearly all volunteer opportunities require CMG Safe Environment training. The trainings are only available online in English and Spanish.

Please visit [www.galvestonhouston.cmgconnect.org](http://www.galvestonhouston.cmgconnect.org) to register for a training session.

How can I become a member of the PTO Executive Board or a Committee Chair? Elections for the Executive Board positions (President, Vice President, Secretary, and Treasurer) are held annually at the April PTO meeting. Term is two years. Committee Chairs are appointed by the President at the May PTO meeting. No term limit. Please contact the President (Susie Brito – [britosusie@gmail.com](mailto:britosusie@gmail.com)) if you are interested in taking on a leadership role in the PTO.

How can I stay updated on PTO happenings? Read the weekly school e-newsletter! You can also join the PTO E-mail List to get monthly PTO updates. Members of the PTO E-mail List also get the first chance to sign up for many of the PTO volunteer opportunities. Email the President at [britosusie@gmail.com](mailto:britosusie@gmail.com) to be added to the list!

# More details about the PTO Committees

## Birthday Club

On the 4<sup>th</sup> Wednesday of every month the PTO treats students and teachers having a birthday in that month to a celebratory pizza lunch! Pizza, cupcake, ice cream, and water will be served. Summer birthdays aren't forgotten! June birthdays are celebrated in May and July birthdays are celebrated in August.

## Lunch Duty

Volunteers are needed to help with lunch duty during the elementary lunch period (Sept. – May). Tasks include assisting students with condiments, opening lunch packaging, etc. Volunteer as little or as much as you like – one or two days a week, once or twice a month, or whatever works for your schedule. Must be VIRTUS trained. Contact Verenice Cuevas for more details ([cuevasjv@gmail.com](mailto:cuevasjv@gmail.com)).

## Hospitality

The PTO sponsors social gatherings to build and strengthen our school community. Mark your calendar and contact Marti Broussard if you'd like to volunteer ([marbroussardsted@gmail.com](mailto:marbroussardsted@gmail.com)).

**Aug. 14** – Ice Cream Social  
**Sept. 5** – Parents & Pastries  
**Sept. 6** – Grandparents Day  
**Nov. 8** - Veterans Day

## Spirit Day

Spirit Day occurs monthly (see PTO calendar of events). Students may wear a St. Edward Spirit Shirt and jeans. Please see handbook for guidelines. To order a spirit shirt, please complete the order form in this booklet and return it with your payment to the front office. On Spirit Days, during lunch periods and after school, the PTO sells fun items for the students (scented pencils and spirit sticks) and items for the parents too (St. Edward car decals and key chains). All proceeds benefit PTO programs. If you'd like to volunteer during our Spirit Days, please contact Elisa Wiseman ([elisawiseman@att.net](mailto:elisawiseman@att.net)).

## Monarchs with Merit

The Monarchs with Merit Guidance program (K-8) teaches good character to St. Edward students by introducing a character trait each month (ex. honest, courageous, caring, etc.). Classroom guidance discussions, videos, and activities emphasize the character trait and how God calls us to be Christian leaders by modeling good character. At the end of each month, homeroom teachers choose a student whom they believe best demonstrated the character trait that month. These students are awarded during an all-school Mass in front of their classmates and faculty with a certificate, pin, and picture at the altar. Parents will be notified in advance if your child has been chosen to receive the award, so you can be sure to attend the awards Mass.

## Teacher Appreciation

We love our teachers at St. Edward! To show our appreciation to them, the PTO coordinates several luncheons for the teachers throughout the year. We also plan a week of special surprises for them during Teacher Appreciation Week (May 4-8). Please watch for lists of the teachers' favorite things (which makes gift giving easy) and their wish lists for items that would really make their classrooms outstanding. To learn more please contact Adriana Ruiz ([a.ruiz13@outlook.com](mailto:a.ruiz13@outlook.com)).

## Student Events

The PTO coordinates several events throughout the year to support our students. We coordinate a DVD, and digital download of the annual Christmas program. We provide lunch on Field Day to all students and staff. We also provide popsicle treats to students during Red Ribbon Week and Catholic Schools Week. If you'd like to volunteer for any of these events, please contact Jessica Lange ([jlange64@yahoo.com](mailto:jlange64@yahoo.com)).

# What does a room parent do?

Responsibilities include:

- Coordinate and set up holiday parties (Halloween, Christmas and Valentine's Day)
- Work with other grade levels to coordinate one teacher luncheon
- Relay information from PTO to other parents
- Assist homeroom teacher/art teacher to complete Auction project
- Coordinate special events including PreK-4 promotion, 8th grade graduation (7<sup>th</sup> grade room parents), and 2nd grade First Communion (1<sup>st</sup> grade room parents)

\*Hours earned for this position: 10 hours per room parent if there are two; 20 hours if there is only one.

\*All room parents must complete the CMG Safe Environment training. The trainings are only available online in English and Spanish. Please visit [www.galvestonhouston.cmgconnect.org](http://www.galvestonhouston.cmgconnect.org) to register for a training session.

**\* Please plan to attend an orientation meeting on Friday, September 13<sup>th</sup>**

If you have any questions, don't hesitate to contact me!

Room Parent Coordinator

Shawnica Pollard-Moss: [s.n.pollard@comcast.net](mailto:s.n.pollard@comcast.net) | 504-931-7719



Our annual fundraiser Auction will be held on April 24, 2020 at Northgate Country Club. This is our largest fundraiser of the year and it's sure to be a fun night! There will be dinner, dancing, a variety of silent auction items, and an exciting live auction. All auction items are received on a donation basis, and all funds raised are put toward specific school needs and programs. Last year was a great success – we are expecting this auction to be even better! This is a great way to meet other families while enjoying a night out!

**\*\*Volunteer opportunity\*\***

If you would like to be a part of the planning committee for this important event and earn volunteer hours, please contact:

Sherri Minch (518.588.5520 or [sher.minch@gmail.com](mailto:sher.minch@gmail.com))  
Elisa Wiseman (281.732.7811 or [elisawiseman@att.net](mailto:elisawiseman@att.net)) or  
Jessica Lange (281.773.9198 or [jlange64@yahoo.com](mailto:jlange64@yahoo.com))

~ CMG Safe Environment training not required to volunteer ~

# Support our School while you SHOP!

It's easy to support St. Edward Catholic School while doing your regular shopping and buying things you already need!



Create an online account at [www.kroger.com](http://www.kroger.com) and link your Kroger Card to St. Edward Catholic School. Go to "My Account" then "Community Rewards" and search for St. Edward. Select St. Edward to enroll. Now every time you shop at Kroger, a portion of your purchase is donated to St. Edward Catholic School!



Visit [www.AmazonSmile.com](http://www.AmazonSmile.com) and log into your Amazon account. When you see the space with the option to choose a charitable organization, type in St. Edward Catholic School – Spring and it will populate. When you make purchases through AmazonSmile, a small percentage is then donated to our school!

A promotional banner for Mabel's Labels Fundraising. It features the text "mabel's labels FUNDRAISING" on the left, "Buy Mabel's Labels to support our fundraiser." in the center, and "Labels for clothes, shoes, containers and more." below it. On the right is an image of a pink backpack with a pencil and a paper airplane inside.

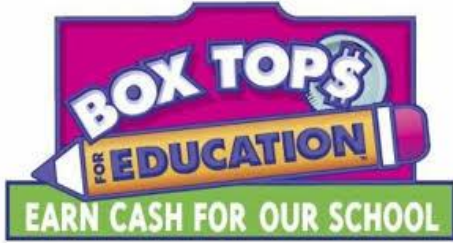
mabel's labels  
**FUNDRAISING**

Buy Mabel's Labels  
to support our fundraiser.

Labels for clothes, shoes, containers and more.

St. Edward Catholic School will get 20% back from your order!

Visit [campaigns.mabelslabels.com](http://campaigns.mabelslabels.com) and click on "Select Your School/Organization". Select St. Edward Catholic School (Spring) and then shop away! Shipping is FREE! These labels are great for avoiding lost uniforms!



Box Tops for Education will donate 10 cents for every valid label sent in to the program. They can be found on many products you already buy on a regular basis. For a complete list of participating products, go to [www.boxtopsforeducation.com](http://www.boxtopsforeducation.com). Box Tops for Education is going digital! Download the All-New Box Tops app, register and select our school, then scan your store receipts to find participating products. The app will automatically add Box Tops to our school's earnings online & you can track our school's progress in real time. (Please note: Clippable Box Tops will remain on some products during the program transition and will be accepted until they expire. During this time, some brands are awarding both receipt scan earning and clipped earnings for a single product purchase. Please make sure to clip the Box Tops and scan your receipts. We will have two big collection drives this year – one in the fall and one in the spring. Watch the weekly e-newsletter for dates.)

The Shoparoo logo is displayed on a green rectangular background. It consists of a white icon of a camera with a checkmark inside, followed by the word 'Shoparoo' in a white, sans-serif font.

Shoparoo is school fundraising made easy! Help us by getting started today by downloading the free Shoparoo app from the Apple App Store or Google Play Store. Select our school from the list and start taking picture of your receipts. For every 25,000 Roo Points earned, Shoparoo will donate \$50 to our school.