

## Ad hoc Committees, Positions, and Duties of PTG Executive Team

Yellow Box indicates chairperson position needs filled

	Description	Chairperson	Chairperson
Executive Team Leader	prepare meeting agenda, serve as primary contact for principal, represent PTG at SAC meetings	Stephanie Colasante	Kristy Frisco
Finance Officer	receives monies, makes deposits and disbursements, keep accurate records of receipts and expenditures, provide budget reports	Kristen Gualtieri	xxxxxxxxxx
Webmaster/Social Media	maintains and updates PTG page on HCA website, provides updates through social media, add events to Google calendar	Lynn Brown	Amy Tilley
Meeting Notes	keeps record of proceedings from meetings, keeps copy of bylaws & other documents, provide accurate information to PTG webpage	Kristy Frisco	xxxxxxxxxx
Gala/Signature Fundraising Event		Stephanie Colasante	Kristen Dougherty
Purse Bash		Lynn Brown	Tara Robertson/Sharon Moorhead
Homeroom Parent Coordinator	Communicates information to homeroom parents	Stephanie Zotter	xxxxxxxxxx
School Directory	Collect, record, and distribute family information		xxxxxxxxxx
Super Bingo	*Postponed for 2020-21*	Stephanie Colasante	Kristy Frisco/Tara Robertson
Candy Sales	Sarris Candy Sale (late fall); Betsy Ann Candy Sale (early spring)	Kristen Gualtieri	
Hoagie/Zroni Sales	Every other month sale	Kristy Frisco/Carol Reimer	Tara Robertson
Fall Craft Show	October 17, 2020 on site at HCA	HCA Teachers (Colleen Koch, Pat Trettel, et al)	
Santa Shop	December 2-4, 2020 (set up in Burke Room); Students shop 12/3 & 12/4 with class; <del>Open during Breakfast with Santa</del>	Kristy Frisco	
Breakfast with Santa	*Cancelled for 2020-21*		Charity Rechterik/Steve Rechterik
Bunny Bingo/Easter Egg Hunt	Community-building event with Easter Bunny appearance, Easter Bingo, Egg Hunt	Kristen Gualtieri	
Field Day	End-of-the-year	Teachers, Tracey Zech, Shelly Franc	
Beef Raffle	Spring 2021	Shannon Martocci	Erin Fontana/Lindsay Lamb
Lottery Calendar	2021 Yearly Calendar based of PA 3-digit lottery	Lynn Brown	Amy Tilley
Fun Run	Pledge-based Fundraiser for laps walked; contracted through Boosterthon for April 6-15, 2021	Kristy Frisco	
Gift Card Program	Coordinate Scrip program, sell gift cards after parish masses	Kris Nastal	
Merchant Partnerships	Box Tops, Coca-Cola Give, Grocery Store Incentives, Restaurant Family Nights; look into online shopping fundraisers such as SchoolStore.com, Planet Fundraiser, etc.		
Assemblies Research and Scheduling	Find and coordinate assemblies; aim for one per quarter; S.E.E.D. program through Shop n Save *suspended for 2020-21 school year*	Kristy Frisco	Carol Reimer
Catholic Charities/Service Projects	Red Door Society, Catholic Charities Love Walk, Food Drives, etc.	Kristen Dougherty	
Teacher/Staff Appreciation	Luncheons, Mass Intention, Gifts - celebrated the Friday of Catholic Schools Week and the 1st full week of May (*Day* is Tuesday of that week); use signuggenius.com for items	Kristy Frisco	Lindsay Lamb/Stephanie Colasante
Uniform Resale/Consignment		Tisa Giunta	Charity Rechterik
Spirit Shop	Possibly set up an online shop, always available; possibly have items available for sale during sports events or weekly shop	Tisa Giunta	April Wrabley/Amy Tilley
Father/Daughter Dance		Amy Tilley	Kim Street
Mother/Son Event			
Talent Show	Catholic Schools Week production; 3rd through 8th grade?		
Art Show/Original Works	Virtual Art Show planned for November 2020; Products can be ordered of students' art projects through Original Works	Lindsay Lamb	HCA Art Teacher
Outreach	Set up and disseminate materials and information about the PTG		
Buddy Family Program	Existing school families are matched with new families to help ensure a smooth transition at HCA	Kristen Gualtieri	Lindsay Lamb/Erin Fontana

Homeroom/Grade-level Specific Events	Examples: 2nd Grade First Holy Communion Reception, Pre-K Graduation, 8th Grade graduation reception, grade specific fundraisers (e.g., spaghetti dinner, flower sale)	Grade-level teachers and homeroom parents	
Family-friendly Community-building events	all-ages events (e.g., ice cream social, ice skating, bowling, Pirate game, movie night, game night)	Kristy Frisco	
Parent & Adult Community-building events	adult events that bring parents together for socializing (e.g., Paint Nite, Trivia Night, Lumberjaxes, Wigle Whiskey, Dave & Busters)		
Parish Partnership	Schedule events with parishes (Mass intentions, Donut Days, etc.)	Carol Reimer	XXXXXXXXXX
Muffins with Mom			
Doughnuts with Dad		Stephanie Colasante	Kristy Frisco
Grandparents Mass/Reception	Order medallions to have blessed, create & distribute flyer for information & RSVP, schedule Mass intention *Postponed for 2020* Grandparents Day 2021 is Sept. 12	Amy Tilley	Carol Reimer/Erin Fontana