

# Saint Michael Parent Advisory

**Chair** - Recruit and slate annual committee. Lead monthly meetings.

**Chair Elect** - Make arrangements for monthly meetings: guest speakers, refreshments sign-ups and reminder

**Treasurer** - Responsible for any and all budget items for the advisory

**Secretary** - Attend all meetings to record minutes & keep attendance

## **Barnyard Bash Chair**

- Work with committee and Barnyard Bash subcommittee to organize church/school-wide fellowship event in the late spring
- Ensure that the event is planned within budget

## **Barnyard Bash Event Planning/Chair-Elect (2 year commitment) .**

Research, negotiate and book events throughout the year for Barnyard Bash in the late spring • Chair the event the following year

**Barnyard Bash Promotions** • Prepare and post event posters/signs decorate bulletin boards • Manage t-shirt design and printing • Submit announcements to SMAA Communications for event dates and ticket information

**Barnyard Bash Reservations** • Distribute reservations flyers through Sunday School classes and MDO/Preschool bags • Work with Saint Michael Technology team to set up online reservations • Maintain database of reservations and collect money for prepaid reservations • Organize volunteers to help with reservations tables on weekdays and Sundays for the weeks leading up to event

**Barnyard Bash Underwriting** • Solicit underwriting for Barnyard Bash event expenses by drafting and mailing underwriting letters • Maintain a list of all underwriters and send thank you notes to donors • Create event signage to recognize underwriters

**Barnyard Bash Volunteers** • Coordinate all volunteer slots for day of event • Communicate assignments to volunteers

**Auction Chairs** • In the first year, assist with any fund raising as directed by the SMES Director and School Board. Slate a committee to help with the Event. The committee will plan and implement the auction to raise money for a specific purpose as identified by the SMES School Board and Director. Solicit school parents, church members and community for auction items. Organize items and help create auction materials. Help volunteers execute auction during event. Ensure that the event budget is adhered to

#### AUCTION AT LARGE POSITIONS

**Auction Chair(s) Elect** • Assist chairs in all areas where needed • Shadow throughout process and make necessary changes/keeps for next year auction

#### **Auction Underwriting**

#### **Auction Reservations**

**Garden Chair (2 positions)** • Plan and plant the Saint Michael Preschool Garden • Engage parent volunteers to help maintain the garden • Work with teacher to develop classroom curriculum using the garden

**Mom s Group Chair (2 positions)** • Plan and implement educational meetings and special events for Preschool and Parish Moms • Provide a fun and informative environment to encourage repeat attendance • Coordinate social activities to encourage fellowship

**Newborn Meals Coordinator** • Organize meals for parishioners with new babies • Maintain spreadsheet of volunteers to provide meals • Organize dinners for ECMC members in the event of births, illnesses, etc. • Assign a host family to call on these parents

**Outreach Ministry** • Organize 4 classroom outreach projects during the year (2x fall /2x spring) in coordination with Children and Family Ministry and Mission/Outreach

#### **Preschool New Family Liasion**

- Assign host families to new, incoming families and within each class, assign current family to a new family
- Assist with Open House and Parents Night in early September
- Assist in any questions new families may have throughout the year

## Head Room Mom

- Update Room Mother Information Packets and distribute to MDO/Preschool room mothers at the Room Mother s Meeting in early September
- Work with Room Moms to execute class room "fundraising" projects
- Coordinate the annual Teacher Appreciation Fund collection purchase and distribute gift certificates to teachers at Christmas and at year s end
- Assist teachers as needed with Christmas and End of Year Preschool Programs
- Assist in ALL communication from each monthly committee meeting to the room moms to distribute when needed

**Scholastic (2 positions)** • Manage 4 to 5 Scholastic book orders for Preschool families throughout school year • Assist Staff in coordinating Book Fair • Organize library quarterly

**Special Events - School (2)** • Assist school staff with Fall Family Picnic, Muffins for Moms and Donuts for Dads

**Uniform Coordinator** • Plan and assist with uniform sales • Coordinate monthly/quarterly uniform trade-in/sales/returns to "shop"

**Teacher Recognition** • Recognize SMP staff birthdays & anniversaries with small signs (ex. half sheet of poster board) on classroom doors/offices • Buy birthday and anniversary cards for all SMP staff to sign • Coordinate monthly SMES staff "Teacher Appreciation Lunch." (Volunteers sign-up at Parents Night send reminder emails to volunteers a week before each lunch) • Buy and deliver small gift to staff members on anniversary • Purchase or make birthday treats once per month for teacher staff meeting. Work with Preschool Coordinator on teacher preferences (ex. cake flavors, food allergies, etc.) and when they should be delivered

## Technology Chair

- Assist SMES staff with the rollout of iPads, Memio Boards and any new technology purchased by the school
- Work with Apple or Saint Michael Technology Team to fix any technology issues on school devices

