

CAMPUS HELP

- Cafeteria** - service with a smile to 630 hungry children
- Coach's Helpers** - help Coach Franco with various administrative duties (uniforms, schedules, etc.)
- Welcoming Committee** - be a part of the team of parents who will call and welcome new families as they arrive at STA. **BE A MENTOR**
- Library** - help students find books, check out, check in, reshelv books
- Mustang Round Up** - help copy an 8 - 12 page school newsletter, usually the first Tuesday of the month
- Picture Days** - organize orderly lines, assist filling out of forms
- Alum Newsletter** - Be part of developing the first Alum News for STA (published twice a year). Help is needed to design the logo and layout collect data & alum input, write articles, take photos
- Environmental Awareness** - Assist in development of a plan for recycling program & educate children about recycling, water conservation, etc
- Stewardship - Community Outreach** - help the committee chairs of the community outreach program and research possible activities
- Stewardship - Prayer Line** - members will be notified by email when a STA family requests special prayer intentions
- Stewardship - Family Support Team** - when a STA family experiences a crisis this committee sees how we as a community can help and then implements a plan of support (delivering meals, helping with transportation, babysitting, or other assistance to family)
- Used Uniforms** - receive donations, clean/mend used uniforms, assist with the sale
- Wednesday Envelopes** - stuff the Wednesday envelopes every Wednesday at 8:00 for about 1 1/2 hours
- Yearbook Committee** - work with the Yearbook Editor make sure every child in the class has their picture taken. Attend STA event and take great candid shots!
- Sports Reporter** - prepare articles for the Mustang Round-up. Post teams schedule on bulletin board. Let the STA community know about our great kids and their wonderful sportsmanship!
- Playground** - supervise the Secret Garden, Inner Court or Outer Field during the noon hour (**weekly or monthly**)

EVENTS

- Book Fair** - help children select books, receive payments during the week of **(Nov. 17-21, 2008)**
- CTODP Campaign** - encourage participation in the Catholic Tuition Organization of the Diocese of Phoenix
- Grandparents' Day** - help organize a day to honor the STA grandparents **(Nov. 21, 2008)**
- Homeroom Moms** - help oversee classroom events, parties and attend monthly PTO meetings
- Moms' Day** - help prepare a day honoring the mothers of STA **(May 1, 2009)**
- Newcomers' Reception** - help prepare food and tables for serving to the newest members of our community (need date)
- St. Nick's Workshop** - be a Santa's helper when the children do their Christmas shopping, purchase inventory, wrap gifts **(Dec. 3-5)**
- Variety Show/Art Show** - set up art projects, help with Variety Show auditions and production
- Teacher Lunches** - help prepare a luncheon for the teachers during their monthly staff meeting, first Friday of each month

PTO Helper

- Publicity** - work closely with Principal to publicize STA community events and outreach programs. Submit articles to Catholic Sun neighborhood newspapers, etc.
- Staff Appreciation** - Make sure our specialist staff member's Birthdays are special with a card and a gift (funds provided)

AUCTION October 11, 2008

- Acquisitions** - prepare mailings and make phone calls to obtain Auction items from past donors
- Baskets** - take all of the smaller items and design beautiful gift basket assortments, prepare paperwork
- Beverages & Tickets** - help sell tickets and serve beverages
- Bid Paddles** - prepare the paddle design, assign labels and names, place on tables
- Cashier** - process payments the night of Auction
- Centerpieces** - prepare 65 themed centerpieces to adorn Dinner Tent tables
- Checkout** - process bid sheets into the computer and invoices the night of Auctions
- Classroom Projects** - coordinate each homeroom's project with the homeroom parent
- Clean Up** - help clean up the campus the next morning
- Computer Input** - input the donation information into the database
- Decorations** - help decorate Auction Tent, Dinner Tent
- Dinner Tent Set Up** - help set the tables for the big night
- Distribution of Items** - after the auction is over, make sure all winning bidders have picked up items
- Graphic Design** - design the logo, programs, flyers, invitations, etc.
- Hospitality** - make sure volunteers are fed and happy
- Invitations** - print and prepare the invitations for mailing
- Item Intake** - process the initial donations
- Item Retrieval** - help winning bidders find their items
- Item Set Up** - help display all 600 items for Silent Auction
- Publicity** - prepare and copy the weekly communications to be distributed in the Wednesday packets
- Reservations** - input all attendees, assign seating, and bid numbers; work the night of Auction in registrar
- Signage** - prepare all signs directing Auction night attendees to where they need to be
- Spirit Shirts** - organize the children's T-shirt contest, take orders, interact with the company and distribute the T-shirts when they arrive
- Table Closing** - help pull bid sheets off the table at the appointed times

CARNIVAL February 21, 2009

- Campus Set Up** - help set up the individual booths for the Inner Court
- Classroom Crosses** - Collect and display classroom crosses the Monday prior to Carniva
- Clean Up** - help tear down the booths and games
- Country Store** - help assist in the set up and selling of country store items
- Food Prep** - assist with making food served at Carnival as well as take-home dishes
- Food Booth Set Up** - help set up the food booths and bbq area along with the tables and chairs for the carniva
- Football Room** - set up, clean up, and serving of beverages and munchies
- Raffles** - sell raffle tickets for Carnival 2 weeks prior to event
- Tickets** - help sell wristbands the week(s) before Carnival
- Decorations** - help decorate the campus for our fun filled family event
- Voting Cans** - put out cans and count money each day to determine winner of the Cross contest.