

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 Carnival

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 carnival

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.