

## **CPTO Committee Descriptions**

### **Volunteer Chair**

Also considered a board member involved in voting issues when needed. This job requires taking the volunteer forms and getting the names to the proper coordinators and financing volunteers for other events that may come up during the year.

### **Donations to Education**

Coordinate box tops, receipts, labels, etc. Grade 5-8 students help cut box tops and sort items for service hours.

### **Marketing/Recruitment**

This committee works with our Marketing and PR Director to help to promote our school and grow enrollment.

### **Catholic Schools Week Co-Chairs**

This position is time-consuming for about three weeks. You will need to attend the three teacher meetings for Catholic Schools Week to offer a parent perspective on activities. You will need to coordinate with Father and the music director to get the kids involved in Sunday Mass. You will also coordinate the three teacher lunches: volunteers will provide food but you need to be the point person for set up and clean up.

### **Cafeteria Volunteer Coordinator**

Schedule the lunchroom volunteers and substitute list when you are given the list of those that signed up to help.

### **Health Screening Coordinator**

Schedule people to help with the vision and hearing screenings in the fall. You will also need a few people to help with picture day.

### **Book Fair Coordinator**

This person is busy for two days coordinating the spring book fair. You will work with our Technology Coordinator/Librarian to set up and tear down in the multipurpose room and make the schedule for those that have volunteered to work.

### **Conference Dinners**

Requires contacting those that signed up to bring food for the teachers at conference time. You will set up the food the two nights of conferences in the spring and fall.

### **Homeroom Parent Coordinator**

You assign homeroom parents to the classrooms from the list of parents that have offered to help. You let the parents and the teachers know the assignments and then send email reminders to the

homeroom parents before the holidays, reminding them to remind their volunteers to bring treats. This is an easy job to do from home!

### **Bulletin Board**

Keep bulletin board current. Change the board at the beginning of each month to reflect things happening at school. Communicate with parents/teachers who have pictures of various events and get sports schedules as well.

### **SIE**

Parents sign up to help with special units and Junior Achievement. This coordinator will work with the SIE teacher coordinator and schedule these units as needed.

### **Art Show**

This committee helps with the annual “Every Child is an Artist” show held in the lobby of First National Bank of Cedar Falls. The committee works with art teachers and college student volunteers to display artwork. Other tasks include invitations, balloons, cheese and crackers and the scheduling of student musicians.

### **Booster Club**

Booster Club supports our student athletic programs. Volunteers help with the annual golf outing and the concession stand.