



# PTU ROOM PARENT & COMMITTEE VOLUNTEER SIGN UP

## 2022-2023 SCHOOL YEAR

Please return completed form to the school office by **SEPTEMBER 9<sup>th</sup>, 2022**  
**YES**, I would like to help with the following committee(s)/become a Room Parent

NAME: \_\_\_\_\_ CONTACT #: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

### 2022-2023 ROOM PARENT REQUIREMENTS:

- Consider attending PTU General Meetings throughout the 2022-2023 school year
- Meet with your teacher to discuss his or her needs for the school year
- Volunteer or assist with planning of the Halloween Carnival (grades KDG-5<sup>th</sup>)
- Organize end of year graduation parties (grades KDG, 7<sup>th</sup> – 8<sup>th</sup> grade)
- Find parent volunteers to help with classroom parties
- Cover your class (or find coverage) during the annual Teacher Appreciation luncheon held the first week in May
- Organize Christmas and end of year gift
- Handle teacher requests as they arise throughout the year
- Responsible for submitting all reimbursements for all activities throughout the school year
- Working with the PTU to get information to your class parents

If you have any questions, please contact the PTU Executive Board.

---

### 1<sup>st</sup> Choice:

Child's Name/Grade & Homeroom \_\_\_\_\_

### 2<sup>nd</sup> Choice:

Child's Name/Grade & Homeroom \_\_\_\_\_

### 3<sup>rd</sup> Choice:

Child's Name/Grade & Homeroom \_\_\_\_\_

Have you been a Room Parent before? \_\_\_\_\_

Virtus Trained: YES/NO

Fingerprints/Background Check complete: YES/NO

**\*\*Note:** ALL Room Parents must be Virtus trained (or beginning the process) and current with all Virtus reporting requirements AND have a volunteer application on file with fingerprints & background check. Please contact the school office for details.



## PTU COMMITTEE VOLUNTEER SIGN UP

Please consider joining our various Committees. This is a great way to meet parents and get involved at St. Bernadette. A PTU Committee Chairperson will reach out and welcome you to the committee.

### **ADOPT A FAMILY** (December)

- “Adopt A Family” is a special service project that is a tradition at St. Bernadette. Each classroom “adopts” a family in need to help them celebrate Christmas.

### **BACK TO SCHOOL NIGHT** (August)

- PTU hosts a Back to School Night. Events include Uniform Resale, Spirit Wear Sale, Kona Ice truck & various activities

### **BOOK FAIR** (October/April)

- The Book Fair proceeds benefit our School’s Library. Volunteers will help with set-up and take down of the sale & help with the Fair during school hours.

### **BIRTHDAY BOOK CLUB** (Every month)

- The Birthday Book Club will celebrate birthdays on a monthly basis. Volunteers will coordinate to meet in the morning to assist with checking out books & taking pictures. We also decorate the bulletin board & send thank you notes to parents with their child’s picture.

### **CHRISTMAS SHOPPE** (December)

- Students in grades KDG – 8<sup>th</sup> grade may purchase small items to give as gifts at Christmas. Volunteers will coordinate the sales, create a fun holiday shopping experience and help student with their purchases.

### **FAMILY EVENTS** (November, February, May)

- Donuts with Dads, Mornings with Moms and Grandparents Day. Volunteers will help coordinate the events, order food, decorations and set up/clean up.

### **FIELD DAY** (May)

- Volunteers will coordinate volunteers for Field Day and the Field Day lunch for students.

### **FUNDRAISING** (All school year)

- This committee helps create and plan fundraising events throughout the school year that help fund the PTU efforts. Examples include: Mitchell’s Ice Cream

### **HALLOWEEN CARNIVAL** (October)

- Volunteers will help plan and organize the Halloween Carnival for grades KDG – 5<sup>th</sup> grade. Volunteers will coordinate activities, snacks, etc.

### **HOLIDAY MART** (November)

- The Holiday Mart is an annual event held on the first Saturday in November. It features local artisans & boutiques. All proceeds from this event will directly supports the PTU. Volunteers are needed to help facilitate the following: social media/marketing, raffle, food, music, artists and help set up and help the day of the event.

### **HOSPITALITY** (All school year)

- Five times a year, this committee will create themes and host luncheons for our St. Bernadette faculty and staff to show our appreciation for their dedication to our students. Volunteers will assist in baking

or providing items for these luncheons along with set up/clean up. The committee also creates treats for Catholic Schools Week & Teacher Appreciation Week.

**HOST FAMILY** (All year long)

- Host families provide helpful tips, a friendly voice of experience and a more personalized welcome to newly enrolled families to St. Bernadette School. Volunteers will make phone calls to new families and answer any question the new family may have.

**KINDERGARTEN EVENTS** (June)

- St. Bernadette School know that starting KDG can be stressful for children, so we try to ease the transition to KDG with play dates in the Summer. Volunteers in this committee with also help with Kindergarten Olympics & Kindergarten Graduation.

**OPEN HOUSE** (January)

- Open House is a great opportunity for current families & prospective families to see all that St. Bernadette has to offer. Volunteers will help to organize our annual Open House (last Sunday in January) to showcase our students and school.

**SOCIAL EVENTS** (All year long)

- This committee helps create and plan 4-5 social events per year that brings the school community together. Past events include: Trunk or Treat, Ice Skating, Father/Daughter Dance, Mother/Son Bowling, Kids Movie Nights, Middle School Luau.

**SUNSHINE/APPRECIATION** (All year long)

- This committee will spread joy throughout the school year! They will focus on National School Appreciation Days, Catholic Schools Week (January/February) and Teacher Appreciation Week (May).

**UNIFORM RESALE** (July, August, February)

- We collect gently worn school uniforms and give someone else the opportunity to purchase them at a discounted price. Volunteers will organize and sell the items three times throughout the school year. This committee will also work with the Spirit Wear chairperson to coordinate Spirit Wear sales.

---

NAME: \_\_\_\_\_ CONTACT #: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

I am interested in volunteering for the following committees: **PLEASE CIRCLE**

**ADOPT A FAMILIY**

**BACK TO SCHOOL NIGHT**

**BOOK FAIR**

**BIRTHDAY BOOK CLUB**

**CHRISTMAS SHOPPE**

**FAMILY EVENTS**

**FIELD DAY**

**FUNDRAISING**

**HOLIDAY MART**

**HALLOWEEN CARNIVAL**

**HOSPITALITY**

**HOST FAMILY**

**KDG EVENTS**

**OPEN HOUSE**

**SOCIAL EVENTS**

**SUNSHINE/APPRECIATION**

**UNIFORM RESALE**