

# Parent Teacher Organization 2018-19 Informational Booklet

SAINT MARY  
STAR OF THE SEA SCHOOL



FOUNDED 1923

## Mission

*Saint Mary Star of the Sea School provides a Christ-centered Catholic education to PK3 through 8th grade students of all faiths under the leadership of the Dominican Sisters of St. Cecilia. The spiritual, intellectual and social development of all students is provided in a safe and disciplined environment. With a solid foundation in academic and moral excellence, the students are prepared for success in high school and beyond.*

## What is the Parent Teacher Organization (PTO)?

The objective of the PTO is to foster the unity of the parents and the faculty in the common goal of a Catholic education to prepare our children to become good citizens of the world.

Parents, legal guardians, teachers and staff of the school are all members of the PTO and are encouraged to actively participate in meetings, events and fundraisers.

Each year the PTO contributes to the school operating budget a planned amount of funds. Our goal for this year is \$28,000. This helps keep our tuition affordable and provide financial assistance to families in need. To reach our goal, we will fundraise through several events this year.

### **PTO Schedule of Events 2018-19 School Year**

1. All Star Raffle: September 1- October 31st
2. Back to School Night: September 6th
3. Annual Golf Tournament: October 6th
4. Grandparents Day: October 19th
5. Chili Cook Off & Trunk or Treat: October 26th
6. Barnes and Noble Book Fair: December (exact date TBD)
7. Saint Nick Shop: December 13th & 14th
8. Teacher Appreciation Lunch: January 2019 (exact date TBD)
9. Father / Daughter Dance: February 2nd
10. Auction Night: March 2nd

If you would like to participate with the PTO committee and help with the planning and organization of these events, please fill out the committee volunteer sheet or speak with a committee member.



### Follow us on Social Media!



**Follow us on Facebook:**  
[www.facebook.com/  
SaintMaryStarof-  
theSeaSchool](http://www.facebook.com/SaintMaryStaroftheSeaSchool)



**Connect with us on LinkedIn**  
StMaryStaroftheSea School  
(non profitcompany/education)

Also join the SMSSS PTO  
Facebook Group!



**Instagram:**  
SaintMaryStaroftheSea



**Follow us on Twitter:**  
@SaintMaryStar or  
StMaryStarof-  
SeaSchool.



**Saint MaryStarof Sea  
Catholic School**

## VIRTUS TRAINING FOR ALL VOLUNTEERS

*All volunteers who work directly with students in the school must have a background check, be VIRTUS trained (see the Diocese of Richmond website for training dates), use confidentiality when handling delicate or sensitive issues, and uphold the teachings of the Catholic Church. Each year, Saint Mary's also offers a VIRTUS training class.*

**Thank you for volunteering your time and skills to  
Saint Mary Star of the Sea School!**

**Please contact the PTO Coordinator with any questions:**

**[pto.smss@gmail.com](mailto:pto.smss@gmail.com)**



## Service to our School

As parents are an integral part of our school, Saint Mary's provides them with many opportunities to share their time and talent to show their love for their children's school. Many parents volunteer to serve the school in various ways. The time parents give to the school benefits the students, helps to unify the school community, and keeps the cost of tuition down.



Every Saint Mary's family is expected to participate at the minimum level of 20 hours of service per family or 15 hours per single-parent family or PreK-only family. The time frame for hours runs from one week before the start of school (August) and one week after the end of school (June) of each school year.

The PTO sponsors many events throughout the year, allowing all families to participate in the organization and execution of events. We will continue to utilize the Signup Genius for all volunteer shifts. There will be a note in the Weekly Word and an email from the school when a particular event is open for volunteers. We will also post about any upcoming events and volunteer opportunities on the SMSSS PTO Facebook Group so make sure you are a member there as well! Sign Up Genius shifts are a first come first serve basis to make it fair for all volunteers. It



also allows for the school to see how many people have signed up and contact the group quickly.

This year we are also asking each family to track your volunteer hours with the volunteer log sheet available on the school website. This is a quick and easy way to keep track of your hours worked.

At Saint Mary Star of the Sea School, there are many ways of volunteering to fulfill your Service Hours.

The following are examples:

### Academics

- **Study Skills/ Volunteer Tutor:** Tutor students after school in academic areas as well as study skills.
- **Social Studies Fair Judge:** Judge students' projects for about 2 hours in the morning for a day in the fall.
- **Science Fair Judge:** Judge students' projects for about 2 hours in the morning for a day in the spring.
- **Forensics Judge (public speaking):** Assist the coordinator with listening to the children recite readings and/or poems. (No experience necessary)



## Fundraising

### All Star Raffle

Students sell raffle tickets, and a winner is drawn every day during the month of November. This fundraiser has replaced Bingo Nights and the Grand American Fundraiser.



### Low Country Boil

An annual Development event to raise funds for student scholarships. We will need volunteers before and during the event with set up, clean up, serving, etc.

### Box Tops

Each Box Top is worth 10 cents for the school. Just cut the Box Tops for Education logos from the boxes, send them to school in an envelope with your child's name and grade Box Tops have an expiration date so don't wait too long!



### Tyson Project A+

Clip and collect Tyson Project A+ labels from Tysons product packages. For every label you submit, Saint Mary's receives \$.24 cents.



### Other fundraising opportunities:

**SmileAmazon:** Amazon will donate up to .5% of eligible purchases to Saint Mary's. Use <http://smile.amazon.com/ch/54-0842274>.



**Kroger Community Rewards Program:** Sign up at [krogercommunityrewards.com](http://krogercommunityrewards.com) and use Saint Mary's code QS993. Kroger will donate a percentage of eligible sales.



## Other Activities

- **Coaching:** Become a coach or assistance coach for either Baseball, Softball, Basketball, Volleyball, Cross Country or Soccer.
- **Marine Science Club:** Once a month—Working with the children with various activities planned for that month and assisting the coordinator where needed.
- **Forensics Club:** Assist with organization, club activities and working with the children.
- **Uniform closet:** Assist with organization and accountability of donated uniforms.
- **Spanish Club:** Assist with club activities after school.
- **Little Flowers Club:** Assist with organization, club activities, and working with the children.
- **New Family Mentor:** Check in with new families, helping them adapt and answer any questions that may arise.
- **Admissions Open House:** Lead school tours, greet prospective parents, give testimonials.



## Around the School

- **Cafeteria Volunteer:** (2-3 hours a day) - Assist Cafeteria Manager with prep work, setting up plates, distributing food to children, help with selling of snacks, and clean up of kitchen after lunch service.
- **Library Aide:** Assist 2 hours once a week in the library.
- **Classroom Support:** Assist individual teachers with making copies when needed.
- **Morning Drop-off at circle:** Help from 7:45 -8 a.m. each day to get children out of the cars and safely onto school grounds.
- **Volunteer Nurse:** To be on hand for ill or injured students and pass out medication.
- **Fish Tank Care:** Help clean tank and provide regular maintenance.
- **Christmas Program/Spring Musical:** Help with set building, practices, makeup and costumes, flyer design, and distribution of flyers.



## Events

- **Golf Tournament:** October 6th  
Assist with marketing, finding sponsors, set-up, 50/50 raffle, mulligan sales, and other needs during the tournament.
- **Grandparents' Day:** October 19th  
Help serve brunch and stock the buffet line in the cafeteria, take photographs of grandparents and grandchildren, help with the book fair, and help with the children's activities.
- **Chili Night/ Trunk or Treat:** October 26th  
Help with set-up, check-in, sales of raffle tickets at door, clean-up, provide food, participate in Trunk or Treat on the circle.
- **Barnes & Noble Event:** December TBD  
Help coordinator either by being a greeter, a game leader, a scavenger hunt leader, a surveillance monitor, help at the raffle table or craft table.
- **St. Nick Shop :** December 13th & 14th  
Help with setup, assisting the children shop, help with wrapping gifts and/or help with cleanup.
- **Teacher Appreciation Lunch:** January / Catholic Schools Week  
Help with catering, set up, clean up, serve and/or make a dessert.
- **Father / Daughter Dance:** February 2nd  
Help with decorations, take pictures, help DJ, sell flowers, provide food
- **Auction Night:** March 2nd.  
Join the planning committee, help with soliciting donations, assembling baskets, provide items for the silent auction, help the teachers with various art projects, solicit businesses and sports teams for tickets and memorabilia, manage the catering team, work the event and provide assistance with check-in, check-out and clean up the next day.

- **End of Year Field Day:** June TBD  
Assist in the set up and running of game stations and snack stations.

## Spiritual Life

- **Faith Rally:** Help with lunch preparation, help with programs; help in classrooms with crafts or activities; help Faith Rally coordinator with any detail throughout the day: pray during adoration for the students and teachers of Saint Mary's.
- **Parish/School Liaison:** Liaison from the school to the parish community (Langley AFB; St. Rose of Lima; St. Joseph; Immaculate Conception; St. Vincent de Paul; St. Mary Star of the Sea; Our Lady of Vietnam, St. Kateri, Good Shepherd, or any other local parishes); make sure Church is stocked with school brochures or fliers; is the primary contact for Open House events (coordinating announcements either through the bulletin, parish website, or at Mass); helps with information tables 1-2 times per year, especially before Open Houses; speaks with new families about the school and invite them to come.

