

PSO Committee	Description of Event	Duties of Chair	Volunteer Positions	Length of Term	Staggered Term (Lead/Shadow)	Date of Event(s)	Location of Event(s)
Classroom Support							
Art Adventure	Art Adventure is a program for grades K-5 offered through the Minneapolis Institute of Arts (MIA). http://new.artsmia.org/discover/art-adventure/	Two people chair Art Adventure, each for a two-year (staggered) term. Chairs recruit classroom volunteers and supervise the lottery for oversubscribed classrooms. Chairs are responsible for rotating the portfolios on scheduled dates each month and sending volunteers information on training and other resources.	A team of two volunteers per classroom present one preselected art piece per month. Each presentation is 30-45 minutes and includes an art activity selected by the volunteers. Volunteers must attend a training session at the MIA in the fall, and are asked to chaperone their classroom for MIA field trips in the spring.	2 Years	Yes	Once a month (October - May)	MIA/Classroom
Room Parents	The Room Parent Coordinator recruits volunteers for each classroom and communicates responsibilities and needs from the school administration.	Two people lead this committee. Co-chairs recruit room parent volunteers, oversee the lottery for oversubscribed classrooms, communicate with room parents as requested by the school administration, and plan the student lunch in Advent.	.	2 Years	Yes	On Going	Classroom
Community Service							
Family Care Network	A program to assist OLG families in times of need.	The Family Care Network chairs work with with OLG families who need extra support during the year due to struggles with illness or other difficult circumstances. The chair recruits volunteers as needed and manages volunteer assignments.	Volunteers assist Chair to provide meals or other support to OLG families that need temporary help.	2 Years	Yes	On Going	N/A
Middle School Service Club	Middle School Service Club (MSSC) is an extracurricular club for middle schoolers who want to serve in the community beyond the three hours of service required of them for Religion.	Two people lead MSSC, each for a two-year term. Staggered terms are preferred. Co-chairs plan and monitor community service events, and keep records of students' attendance.	Parents of MSSC students are often needed to assist with snacks, carpool, and service event supervision.	2 Years	Yes	On Going	Varies
Santa's Secret Shop	Secret Santa Shop (SSS) is a school-wide fundraiser for charity, in the form of a "shop" where students can purchase Christmas gifts for family and friends.	Two people lead this committee. Terms begin in December. Co-chairs purchase inventory and set up the store, publicize the event, recruit volunteers, and collect money.	Volunteers are needed to assist students with their shopping, gift wrap, and cashier at the shop.	2 Years	Yes	November - January	Dining Room
Sponsor-a-Family	OLG School holds a school-wide holiday service events to collect Christmas presents for families in need.	The Chair coordinates with the charity receiving the donations, communicate with classroom volunteers about the wish list for that classroom, and deliver the gifts to the charity.	One or two parents in each classroom communicate collection needs to students and their families, and collect the gifts.	2 Years	Yes	November - December	
Thanksgiving Baskets	OLG School holds a school-wide Thanksgiving service event: Collections to provide complete Thanksgiving meals for families in need.	One person leads this committee. The Chair coordinates with the charity receiving the donations, communicates with teacher, Student Council and helps deliver the gifts to the charity.		2 Years	Yes	November	Classroom/Basilica of St. Mary
Fellowship/Families							
Family Mass and Breakfast	An early-morning Mass and breakfast for students to attend with a parent or other adult. mother/daughter and father/son events in the fall, mother/son and father/daughter in the spring.	Two people chair the Family Mass and Breakfast committee. Chairs are responsible for planning and hosting the events and recruiting volunteers.	Volunteers are needed to help set up, serve, and clean up the event.	2 Years	Yes	October and February	School Gym
Graduation	OLG 8th Grade Graduation is celebrated at after a mass.	By tradition, two parents of 7th graders act as chairs of 8th Grade Graduation. They assist school administration in the preparation of the reception/favors/etc.	Volunteers needed to set up, serve at, and clean up the Graduation reception.	1 Year	No	May	Varies
Grade Hosted Masses	The Chair coordinators with parish and creates SUG for each date.			2 Years	Yes	On Going	OLG
New Families	Experienced OLG School families welcome incoming families in the weeks leading up to school and assist with questions and concerns.	Two people lead the New Family Liason committee. Co-chairs plan new family events beginning in the summer, welcome new families at Registration, and pair them with veteran families who can guide them through their first year at OLG.	Experienced OLG families assist new families by welcoming them and serving as a point of contact and guide in the weeks prior to the start of the new school year. Also attend New Family Registration night to assist new families.	2 Years	Yes	On Going	
Pancake Breakfast	This 2 nd grade parent committee helps organize the pancake breakfast that kicks-off Marathon.	2-3 people lead this committee. The chair is responsible for confirming the date, reserving necessary rooms, ordering food, soliciting volunteers, and coordinating decorating for the event.	Volunteers assist the day of the event with setting up, serving food and cleaning up after.				
Teacher/Staff Appreciation	This committee helps provide snacks for monthly staff meetings and special lunches. Organizes Teacher Appreciation week in May.	2-3 people lead this committee. The chair is responsible for confirming the date, reserving necessary rooms, ordering food, soliciting volunteers, and coordinating decorating for the event.	Volunteers assist the day of the events with setting up, serving food and cleaning up after the events.				
Christmas Lunch	All School Christmas Lunch is a school-wide celebration of faith and community during the Christmas season. Both students and staff attend the event.	1-2 people lead this committee. The chair is responsible for confirming the date, reserving necessary rooms, ordering food, soliciting volunteers, and coordinating decorating for the event.	Volunteers assist the day of the event with setting up the gym and Cassidy Hall, serving food and cleaning up after the event. At least 2 volunteers are needed per classroom to serve as well as additional volunteer for set up and clean up.	2 Years	Yes	December	Gym/Cassidy Hall
Grandparents Day	This Committee provides refreshments and facilitates sign ups.	2-3 people chair this committee and plan, organize and host the reception	Volunteers assist with the event by providing food and refreshments, serving, helping with set-up and/or clean-up, and other tasks as needed.	2 Years	Yes	Late September/ Early October	OLG
Veterans Day	This Committee provides refreshments and facilitates sign ups.	The chair plans, organizes and hosts the reception with the help of MSSC and Music teachers	Volunteers assist with the event by providing food and refreshments, serving, helping with set-up and/or clean-up, and other tasks as needed.			November	

School Supplies--Boxes	OLG families may order complete kits of school supplies in the spring for delivery prior to the beginning of school.	Two people lead this committee, terms beginning in January. Co-chairs work with teachers to identify their needs, coordinate the kits through an outside service, and publicize availability to OLG Families.		2 Years	Yes	April - August	
Sign-Up Genius Coordinator	The Coordinator works with an online system (currently "Sign-up Genius"), to help organize and secure volunteers for classroom teachers and staff as needed, and for PSO-sponsored events.	One chair is needed to assist any committee and/or room parent with questions regarding the use of SUG.		2 Years	No	On Going	
Snowbusters	Snowbusters is a program at Hyland Ski Area that provides students grades 3-8 with the opportunity to ski or snowboard after school during the winter months.	Chairs lead Snowbusters. Co-Chairs manage enrollment and recruit volunteer chaperones.	Volunteers chaperone in the lodge, assist students with ski rentals, and on the hills, and help provide after school transportation.	2 Years	Yes	January - February	Hyland Ski Area
Spirit Wear	Spirit Wear offers OLG logo sweatshirts and other items through an ordering process.	Two people lead this committee. Co-chairs manage Spirit Wear inventory, order fulfillment and finances.	Volunteers assist with set-up, staffing and tear down of the sale(s).	2 Years	Yes	On Going	OLG
Used Uniforms	Used uniforms are offered for sale periodically as a service to the OLG community.	Two people lead this committee. Responsibilities include collecting donated uniforms and offering them for sale at Registration and one additional time during the school year.	Volunteers assist with storing and organizing the donated uniforms as well as help with set-up, staffing and tear down of the sale(s).	2 Years	Yes	On Going	Gym or Cassidy Hall