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				1	L	1	
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 yolunteer 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) isa 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 <sup>nd</sup> 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	

Eundraiaina							
Fundraising Carnival	The Carnival is an annual	By tradition, two parents of 4th & 5th	Volunteers assist subcommittee chairs	2 Years	Yes	April	OLG
Caninvai	fundraising event held one evening in the spring. The event is open to OLG and the community.	graders act as chairs of Carnival. Chairs recruit volunteers for all the subcommittees (food, decorations, games, etc.) and oversee the work of the subcommittees. Carnival is also a fundraiser, so chairs are responsible for working within a budget and managing the finances of the event.	either before and/or during the evening of the event by helping with decorations, ticket sales, food/beverage, baskets, indoor/outdoor games, setup, cleanup and teardown and other assignments as needed.				
Artsonia	Artsonia is more than fundraiser it provides a timeless venue for parents to store their children's artwork and the opportunity to purchase high-quality, affordable items that feature their child's art.	The Artsonia co-chairs work closely with the OLG art teacher to make sure all relevant art gets scanned. Special attention should be paid to getting art scanned well before holidays (Mother's day, Christmas, etc.) The co-chairs make sure that new parents get added to the roster in a timely matter, answer parent questions, provide timely announcements to the weekender editor, manage parent volunteers (those who help scan.), and work with OLG to manage the use of the OLG iPads set aside for Artsonia.	Volunteers assist the co-chairs with scanning art in a timely manner.	2 Years	Yes	On Going	OLG
Marathon	Marathon is the largest fundraiser of the year, held on the OLG campus the first Saturday in October.	Two or three people lead this event. Co- chairs recruit chairs for each subcommittee (Food, Safety, etc.); select the event theme; and, working within a set budget, plan a school-wide pep rally, procure and distribute incentive prizes, count donations, and follow-up on matching gifts.	Numerous volunteers assist subcommittee chairs throughout the week of Marathon. Opportunities may include pep rally decorations; food and beverages the day of the event; set-up, clean-up and teardown; and other assignments as needed.	1 Year	No	Sept/Oct	OLG Campus
Read-a-thon				2 Years	Yes	Feb/March	OLG Campus
Social Shopping Events	Shopping events are scheduled with local retailers who give back a percentage of the OLG-affiliated sales to the school.	One person leads this committee. The chair schedules shopping events with the stores and advertizes the events in the Weekender as well as on social media.		2 Years	Yes	On Going	Local Retailers
School Support - Coordin	ators						
Art Liaison		The Art Liason assists the Art teacher by hanging artwork in the hallways and doing other tasks as needed.		2 Years	No	On Going	OLG
Library		Two people serve as chairs of the Library committee, each for a two-year term. Staggered terms are preferred. Co-chairs recruit classroom volunteers for K-5 at school Registration, oversee the lottery for oversubscribed classrooms, communicate schedules and other information to volunteers, and help the school librarian as necessary.	Volunteers serve weekly shifts in the library during class library time for one semester. They read aloud to the class, assist students in selecting books to check out, assist the school librarian in reshelving books and with other tasks as necessary.	2 Years	Yes	On Going	School Library
Resource Volunteers	Resource Volunteers help teachers with clerical tasks.	One chairperson communicates with teachers about their needs, and recruits volunteers accordingly.	Volunteers assist in shifts to do photocopying, assembling packets or fulfilling other requests.	2 Years	No	On Going	Resource Room
School Supply Boxes							
Sign-Up Genius							
Spiritwear							
Used Uniforms							

School SuppliesBoxes	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 Familles.		2 Years	Yes	April - August	
Sign-Up Genius Coordinator		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 OLGlogo sweatshirts and other items though 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