



# School of St. Mary

2018-2019

## Parents' Association

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Ali Chekouras

John & Rose Hancir

Eileen Looby Weber & Megan Looby

Tara Janos & Jennifer Lucas

Kristy Busum, Meghann Clark, & Sarah Helfrich

Kelly Bukaty & Carlotta Plotner

President

Vice-Presidents

Communications

Annual Fund Chairs

Mother's Club Chairs

Room Parent Coordinators

## Overview

The SoSM Parents' Association ("PA") supports the School of St. Mary's ("SoSM") vision and mission and serves to enhance the educational and social environment of the school through effective activities and communications designed to support academic and financial goals. Every parent/guardian of a child at SoSM is a member of the PA. The SoSM PA shares the core value beliefs of the School of St. Mary. The SoSM PA does not actively participate in curriculum or school administration, as that is a function of the School Advisory Council (SAC). The organization receives direction from and is ultimately accountable to the Pastor of the Church of St. Mary, the school principal and in his/her absence, the school assistant principals.

## Goals

1. Providing community building opportunities through all activities;
2. Organizing, overseeing, and performing all volunteer needs;
3. Planning and carrying out fundraisers with proceeds lending to the support of the school and programs for continual improvement and enrichment; and
4. Lending to the school's continual advancement through active family support of time, talents, and treasure.

## Community Building

First and foremost, SoSM is a community and we are better together. Mother's Club is the welcoming arm of PA hosting the New Family Ice Cream Social and Mothers' Back to School coffee. There are also a variety of school wide events uniting our school community and offering opportunities for friends and family to come together.

While additional details will follow closer to scheduled events, please mark your calendars and join us for the following community building events:

- Back to School Coffee - August 27, 2018 at Busum Family home
- Fall Family Fest - September 7, 2018 at PGC 4-6pm
- 2nd Annual St. Mary Block Party - September 8, 2018 at UGC following 5pm mass
- Spring Event - March 9, 2018

New for 2018-2019 school year is the return of grade level gatherings. Watch your inbox for invitations for a fun adult-only evening(s) to come together and get to know fellow parents in your child's grade(s).

## Volunteerism

Parent volunteers are an essential part of the success of our school. We strongly encourage you to participate and stay active in the school community whenever possible! All school volunteers must be VIRTUS certified, with no exceptions. VIRTUS training sessions are available throughout the year and more information is available at [www.virtusonline.org](http://www.virtusonline.org). Volunteer names will be provided to the parish office prior to all events to confirm VIRTUS certification. PA coordinates school volunteers via SignUp.com and solicits for the below listed activities:

- Community Building events (set-up, check-in, take-down, etc.);
- Classroom parties;
- Field Trip chaperones;
- Art & Library volunteers; and
- Teacher Appreciation Meals

New for the 2018-2019 school year is expanding our Teacher Appreciation Meals by providing monthly meals to our dedicated teachers. Below are calendar dates for each campus as well as the grade level providing the meal. Each grade has two meals, with the exception of Pre-School and 4th grade families since they are the newbies at their respective campus. Watch your inbox for details from your respective room parent.

### PGC DATES

1. August 30, 2018 - **PGC Back to School Night** - Dinner provided by 3rd grade families
2. October 17, 2018 - Lunch provided by 2nd grade families
3. November 8, 2018 - **Parent Conferences** - Dinner provided by 1st grade families
4. December 12, 2018 - Lunch provided by kindergarten families
5. January 30, 2019 - **Catholic Schools Week** - Lunch provided by pre-school families
6. February 28, 2019 - **Parent Conferences** - Dinner provided by 3rd grade families
7. March 13, 2019 - Lunch provided by 2nd grade families
8. April 17, 2019 - Lunch provided by 1st grade families
9. May 24, 2019 - **Teacher Appreciation Week** - Lunch provided by kindergarten families

### UGC DATES

1. September 5, 2018 - **UGC Back to School Night** - Dinner provided by 8th grade families
2. October 17, 2018 - breakfast or lunch provided by 7th grade families
3. November 8, 2018 - **Parent Conferences** - Dinner provided by 6th grade families
4. December 12, 2018 - breakfast or lunch provided by 5th grade families
5. January 30, 2019 - **Catholic Schools Week** - Lunch provided by 4th grade families
6. February 28, 2019 - **Parent Conferences** - Dinner provided by 8th grade families
7. March 13, 2019 - breakfast or lunch provided by 7th grade families
8. April 17, 2019 - breakfast or lunch provided by 6th grade families
9. May 24, 2019 - **Teacher Appreciation Week** - Lunch provided by 5th grade families

## Fundraising - Annual Fund

2018-2019 marks our third year of the SOSM Annual Fund. PA has set a goal of \$330,000, understanding \$210,000 is reserved for operating expenses, \$40,000 for tuition assistance and \$80,000 for teacher stipends. Any funds raised in excess of \$330,000 remain at the school and reside in the Parents' Association account. In order to meet this goal, we request **100% participation** in the Fund from all St Mary's families. All donations are 100% tax-deductible and may be made directly online via the Parish website or at our new online donation page supported by GiveCentral:

<https://www.givecentral.org/location/248/category/948/event/16085>.

Please feel free to share the GiveCentral site with family and friends you know who would also like to support SoSM and Catholic education. The site is live so all donors have access to the amount of funds raised in real time!

In addition to direct Annual Fund donations, below are additional ways you can help support SoSM:

- **AmazonSmile** - shop [smile.amazon.com](https://www.amazon.com/smile), select School of St. Mary Lake Forest as your charity and .5% of all eligible purchases will be donated back to SOSM
- **Heinen's School Donation Program** - register SoSM every year and Heinen's will donate up to 1% of what you spend between September - April
- **BoxTops for Education** - collect Box Tops from hundreds of products and stay tuned for more information on submission

## Communication Strategy

SOSM relies heavily on our Room Parent Communication Tree. The PA lead team works with school administration to develop specific messages pertaining to all school related events. The PA team then shares the school approved message with the UGC and PGC Room Parent Coordinators who forward the message to their respective Pre-K thru 8th grade room parents. The room parents are then responsible for distributing the message to all classroom parents in a timely manner. The UGC and PGC Room Parent Coordinators host a training session for all room parents in the beginning of the school year. During the training session, each room parent receives a manual detailing grade specific information and important dates. Everything from fundraisers to classroom parties is communicated via the Room Parent tree.

In addition to the Room Parent communication tree, PA employs the below listed communication methodologies for executing our mission based on the necessity and type of event.

## I. Principal's Newsletter - weekly

Provide updates on PA happenings and Annual Fund.

## II. Parish Newsletter - weekly

Provide updates on PA happenings and Annual Fund to parish community.

## III. Backpack Mail - as needed

Flyer, letters, etc. to be sent out on Fridays in the backpacks of "youngest or only" or via email.

## IV. Parents' Association Meetings - 3x per school year

PA meetings are open to everyone and located in the UGC Multi-Purpose Room. Communication Chairs take minutes and post on the school website. Below are the dates for the 2018-2019 school year.

- October 10, 2018 at 6pm
- January 16, 2019 at 6pm
- April 17, 2019 at 6pm

## V. Carpool Lines - as needed

On occasion throughout the school year we hand out flyers, put out the advertising boards, etc. during morning drop-off or afternoon pick-up at each campus.

## 2018-2019 Parents' Association Team

<i>President</i>	Ali Chekouras
<i>Vice Presidents</i>	Rose & John Hancir
<i>Treasurer</i>	Liz Berrill
<i>Communications</i>	Eileen Looby Weber & Megan Looby
<i>Annual Fund Chairs</i>	Jennifer Lucas & Tara Janos
<i>Mothers' Club</i>	Meghann Clark, Kristy Busum & Sarah Helfrich
<i>Room Parent Coordinators</i>	Kelly Bukaty & Carlotta Plotner
<i>Used Uniform Sale</i>	Colleen Vedra & Valerie Vojcanin
<i>CrusaderWear</i>	Carlotta Plotner
<i>LB 4th of July Parade</i>	John Hancir & Carlotta Plotner
<i>Fall Fun Fair Chairs</i>	Ali Chekouras, Rose Hancir & Carlotta Plotner
<i>Block Party Chairs</i>	Jennifer Arch, Ali Chekouras & John Hancir
<i>Spring Social Chairs</i>	To Be Determined