



School of St. Mary

Parents' Association 2019 - 2020

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 principal/s.

The purpose of the PA is to:

- Provide community building opportunities through all activities
- Organize, oversee, and perform all volunteer needs
- Plan and carry out fundraisers with proceeds supporting the school and programs for continual improvement and enrichment
- Lend 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. Mothers' Club is the welcoming arm of PA hosting the New Family Ice Cream Social and the 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 - September 6, 2019 Christine Farrell Family home
- Fall Family Fest - October 25, 2019 at PGC 4-6pm
- Spring Event – February 29, 2020 at the Cuneo Mansion

Returning for the 2019-2020 school year are the 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. 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
- Teacher Appreciation Meals

Returning for the 2019-2020 school year is expanding our Teacher Appreciation Meals by providing meals to our dedicated teachers. Watch your inbox for details from your respective room parent.

Fundraising - Annual Fund

The 2019-2020 school year marks our fourth 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. 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/event/18776>

Please 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, 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

Communication Strategy

SOSM relies heavily on our Room Parent Communication Tree. The Parents' Association works with school administration to develop specific messages pertaining to all school related events. The PA 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.

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.

- **Principal's Newsletter - weekly**

Provide updates on PA happenings and Annual Fund

- **Parish Newsletter - weekly**

Provide updates on PA happenings and Annual Fund to parish community

- **Backpack Mail – as needed**

Flyer, letters, etc. to be sent out in backpacks or via email.

- **Parents' Association Meetings - monthly per school year**

PA meetings are open to everyone and located in the UGC Multi-Purpose Room on the following dates:

- September 11, 2019
- October 2, 2019
- November 6, 2019
- January 8, 2020
- February 5, 2020
- March 11, 2020
- April 1, 2020
- May 6, 2020

Communication Chairs take minutes and post on the school website.

- **Carpool Lines – as needed**

On occasion throughout the school year flyers will be handed out and advertising boards will be displayed during morning drop-off or afternoon pick-up at each campus.