

SIJ PSA Leadership Volunteer Form 2018-2020

April 23, 2018. Volunteering for the PSA is a great opportunity to enrich your child's education and contribute to the community at SIJ! Below is a roster of those who have committed to help and open positions where assistance is needed. *Reference pages 4-5 for role descriptions and timing.*



*Please complete and return the tear-off portion on page 3 by **Monday May 7, 2018.**
Consideration will be given to forms in the order they are received.*

	2018-2019	2019-2020
PSA BOARD MEMBERS		
Co-Presidents	Sarah Barclay Elizabeth Dziedzic	Kristine Jeka Michelle Wake
Co-Vice Presidents	Kristine Jeka Michelle Wake	1. 2.
Treasurer	Melissa Chandler	1.
Assistant Treasurer (Treasurer in 2019/20)	1.	1.
Online Sales Manager	Liza Gianares	1.
Assistant Online Sales Manager (Online Sales Mgr in 2019/20)	1.	1.
Secretary	Peggy Salvino	Maureen Bartoli
Assistant Secretary (Secretary in 2019/20)	Maureen Bartoli	1.
MAJOR FUNDRAISERS		
Auction Co-Chairs (Auction Date in February)	1. 2.	1. 2.
Auction Underwriting Co-Chairs	Megan Malloy Meaghan Tait	1. 2.
Silent Auction Co-Chairs	1. 2.	1. 2.
Live Auction Co-Chairs	1. 2.	1. 2.
Parent Parties Co-Chairs	1. 2.	1. 2.
Wine Auction Co-Chairs	1. 2.	1. 2.
Raffle Co-Chairs	Jaclyn Cantore Amity Comiskey Sara Johnson Megan Noell	1. 2. 3.

SPECIAL EVENTS		
Trunk or Treat Co-Chairs	Christine Marzullo	1.
	Jennifer Steinhagen	2.
Secret Santa Workshop Chair	Tammy Pervan	1.
Secret Santa Under \$5 Table Co-Chairs	Amy Allegra	1.
	Jennifer Steinhagen	2.
Trivia Night Co-Chairs	Laura Rogers	Not Applicable (every other year)
	Mary Pat Treadwell	
	Jeannie Stachowiak	
Comedy Night Co-Chairs	Not Applicable (every other year)	Peggy Salvino Kerry Johnson
Track and Field Co-Chairs	Mira Albert	1.
	Nicole Quil	2.
Track and Field 8th Grade Coordinators	1 Peggy Salvino	1.
	2.	2.
Fourth of July Parade	1.	1.
PRODUCT SALES		
Book Fair Co-Chairs (week of Nov. 11)	Jenni Kieninger Megan Malloy Cindy Vayuvegula	
School Supplies Co-Chairs	Holly Kupetis	1.
	2.	2.
Special Lunch Co-Chairs	1.	1.
	2.	2.
SIJ Dine Out Co-Chairs	1.	1.
	2.	2.
Uniform Resale Co-Chairs	Jamie Kurkowski	1.
	2.	2.
Spirit Wear Co-Chairs	1.	1.
	2.	2.
E-Scrip & Benefit App Chair	Erinn Panveno	1.
ENRICHMENT		
Science Fair (K-4th) Co-Chairs	Gina Papadakos	1.
	Elizabeth Matricaria	2.
School Musical Directors: Jackie Martin and Nora Lewis	Volunteers should sign up for positions available on Volunteer Sign Up Night in September.	

SIJ FELLOWSHIP & HOSPITALITY PROJECTS		
Community Service Co-Chairs	Demetra Douvas	1.
	Jenny Froiland	2.
	Deidre Susin	
Hospitality Co-Chairs	Meghan Brennan	1.
	Maureen Wagner	2.
CLASSROOM & FACULTY ASSISTANCE		
Art Awareness Co-chairs	Jen Plumpe	1.
Teacher Appreciation Co-Chairs	Megan Pack	1.
	Michelle Pavalon	2.
	Karin Teglia	3.
Playground Chair	1.	1.
Room Parent* (2 parents per class) *TBD BASED ON ORDER OF SIGN UP & STUDENT CLASS LISTS	Please note grade	Please note grade
Library Helpers		Please contact Mrs. Veselik at aveselik.sij@gmail.com .

Complete and return this portion to the school office by
Monday May 7, 2018
Attn: Sarah Barclay - PSA Volunteer

Name: _____

Email: _____

Phone: _____

Role(s) in order of preference. *Add grade (2018-2019 school year) for Room Parent.

1. _____ 2018/2019 _____ 2019/2020 _____

2. _____ 2018/2019 _____ 2019/2020 _____

3. _____ 2018/2019 _____ 2019/2020 _____

**Consideration will be given to forms in the order they are received*

PSA LEADERSHIP ROLE DESCRIPTIONS and TIMING

PSA BOARD

President - All year, 20 hours per week during peak time Aug/Sept getting volunteers in roles. Lead monthly Board & School Commission meetings. Monitor and provide support for PSA events. Assist with budget setting.

Vice President - All year, 10 hours per week during peak time in Dec planning staff Christmas party and Apr/May staffing volunteer positions for following year.

Treasurer – All year, 20 hours per week during peak time, Apr/May when accounting for \$675 per family suggested contributions. Proficiency in budget management and Excel. Process reimbursements, report budget updates to PSA Board monthly, manage tracking of cash inflows, manage \$675 suggested-minimum letters sent in early May.

Assistant Treasurer – All year, 20 hours per week during peak time Apr/May. Apprentice to Treasurer to learn the role's responsibilities and managing reimbursements. Become Treasurer in following year.

Online Sales Manager – All year, 10 hours per week at peak time Jan/Feb supporting Auction. Proficiency in Greater Giving recordkeeping system, sets up Auction and Raffle websites, tracks online transactions including sponsorships, ticket sales and seating mgt, online raffle tickets and any other web-based money needs.

Online Sales Manager Assistant - Learn role and become Online Sales Manager the following year.

Secretary – All year, 5 hours per week during peak time Aug-Oct. Proficiency in Constant Contact, manager of all PSA email blasts, and records monthly PSA Board meeting minutes.

Assistant Secretary - All year, 5 hours per week during peak time Aug-Oct. Learn role and become Secretary in following year. Help to create/maintain process to streamline comms. Help coordinate Volunteer Night in Sept.

MAJOR FUNDRAISERS

Auction Co-chairs – Raise \$200-300K. May – Feb, 20 hours per week during peak time in Oct and Jan/Feb when coordinating all aspects of the event. Lead a team of 8-10 people overseeing below roles. Manage all aspects of event planning including bidding company, auctioneer, event space and logistics, schedule and content of presentations, communications calendar and content, Raffle items/pricing, program creation/printing, etc.

Auction Underwriting - Raise \$70k. Jun – Mar, 15 hours per week during peak time Sept/Oct. Identify hosts for UW party, create and mail letters/follow-up communications, manage incoming sponsorships, send thank you notes and tax letters, gather ad content and logos for program.

- **Underwriting party** - identify 3-5 families to co-host party in Oct. Approx. \$500 per family (not applicable to suggested \$675).

Silent Auction - Raise \$75K. Aug – Feb, 20 hours per week during peak time in Oct and Jan/Feb. Solicit, package, create descriptions, enter into database, price and set up 50-60 auction items for bidding. Set up tables to display items on day of auction.

Live Auction -- Raise \$60k. Aug - Feb, 10 hours per week during peak time in Oct and Jan/Feb. Solicit, create descriptions, and price 10 packages.

Wine Auction – Raise \$10k. Oct - Feb, 10 hours per week during peak time in Jan/Feb when collecting donations to fund purchase of wine, creating wine packages, communicating about wine auction logistics, purchasing/tagging wine, setting up, finding volunteers to staff the night of auction.

Parent Parties – Raise \$20k. Oct - Feb. 5 hours during peak time in Jan/Feb. Secure 2-3 teams of 5-6 co-hosts to lead full execution of parties to be sold at Auction. Write up descriptions for program. Assist with date setting.

Raffle – Raise \$100k. June – Oct, 20 hours per week during peak time in Aug/Sept creating raffle tickets, garnering top 10 prizes, setting up tracking spreadsheet, creating communications, ordering incentive prizes, finding volunteers to help count tickets and money. Must be able to volunteer at school every morning during the last 2 weeks of September.

ANNUAL EVENTS

Trunk or Treat - Raise \$2k. Aug – Oct, 5 hours per week during peak time in Oct creating communications, ordering food, tracking ticket sales, finding volunteers, managing set up / tear down logistics.

Secret Santa Workshop - Raise \$1k. Oct - Dec, 10 hours per week during peak time in November securing vendors and items to sell, create communications, manage sign up genius to staff volunteers, day of set up, tear down and reconcile cash.

Secret Santa \$5 and Under Table - Oct - Dec, 10 hours during peak time in Dec. Order inventory, set-up, tear down, and reconcile cash.

Trivia Night – Raise \$2k. Jan – April, Every other Spring. 5 hours per week during peak time. Set date, plan logistics, program content, food/bev and communications for night of trivia where teams select themes and compete.

Comedy Night – Raise \$2k. Every other Spring. 5 hours per week during peak time. Set date, plan logistics, program content, food/bev and communications.

Track and Field -- Feb – May, 10 hours per week during peak time leading up to event up to the event. Manage logistics, communications, volunteer sign up, food/beverage, game concepts, etc.

Track and Field 8th Grade Coordinators - May - assist T&F co-chairs with managing logistics on the day of the event.

ENRICHMENT

Science Fair (K-4th) -- Feb - April, 10 hours per week during peak time leading up to event. Plan, oversee, manage science fair, providing logistical support, set-up, communications.

PRODUCT SALES

Book Fair - Raise \$5k. Sept - Nov., 30 hours with peak during book fair event. Liaison to book fair company, set dates, class visit schedule, Librarian coordination, delivery/set up/break down logistics, wish lists, create theme, communications, organize volunteer staffing, Author visits/book signing/sales logistics, \$ reconciliation/sales reports, follow-up book orders.

School Supplies - July - Sept, 5 hours per week during peak time in July - August. Liaison to school supply company and teachers to select content, manage communications, set up logistics for delivery.

Special Lunch - All year, 3-5 hours per week. Find vendors/set up schedule, implement and supply a menu for the full year, create communications, manage registration, manage weekly volunteer staffing ****The chair will be there EVERY Monday from 11-1 to make sure their food is delivered correctly and greet vendor.**** , keep record of registered families, keep record of all payment submitted. submit weekly invoice to church and PSA treasurer, manage correspondence with parents.

SIJ Dine Out - Raise \$1k. All year, 1-3 hours per week. Manage monthly fundraisers at local restaurants.

Uniform Resale – Raise \$2k. All year, 10 hours per week during peak time two weeks leading up to start of school. Collect, edit (due to stains, etc), organize, and store donated uniforms. Maintain storage and periodic check-ins with front desk.

Spirit Wear -- Raise \$2k. All year, 15 hours per week during peak time two weeks leading up to start of school. Lead effort to select, purchase, inventory, find volunteers and create communications for selling spirit wear. Must be available during school-wide events (e.g. ice cream social, open house) to sell spirit wear.

E-Scrip & Benefit App -- Raise \$1k. 1-2 hours per week. Manage relationship with E-Scrip and Benefit companies, create communications to increase number of families using the service, manage oversight of incoming donations.

SIJ FELLOWSHIP & HOSPITALITY PROJECTS

Community Service -- All year, 10 hours per week during peak time in Spring. Organize and manage all-school and specific grade level service projects.

Hospitality -- Feb - Sept, 5 hours per week during peak time in Aug/Sept back to school. Plan May event Kindergarten event. Back to school ice cream social, Fall New Family night and create binders for incoming Kindergarten families.

CLASSROOM & FACULTY ASSISTANCE

Art Awareness -- July-Aug, 5 hours per week during peak time back to school. Manage program to staff volunteers who lead students in art project, providing materials and directing production.

Teacher Appreciation -- Nov and May. 3 hours per week during peak. Oversee parties/activities/collections for teacher donations and gifts.

Playground -- All year, 1-3 hours per week. Create a Sign-Up Genius schedule for 3 months at a time for playground duty, Create the Sign-Up Genius 3 times a year (3 months at a time), Work with Mrs. Sturino and Ms. Sullivan if more volunteers are needed.

Room Parent (2 parents per class) -- All year, 1-2 hours per week. Manage communications with parents, organize class activities/parties/field trips, liaison between teacher and parents.