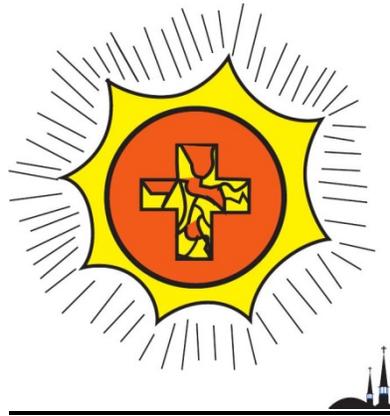


**2018 - 2019
St. Mary of the Knobs
Catholic School
PTO Guide**

Preschool – 8th Grade

Burn Bright with His Light



*Check out www.smkcaholicschool.com
for up to date school information and PTO news*

PTO Executive Committee 2018-2019

President	Stefany Bragg	812-267-1580	sbragg@yoursmk.com
Treasurer	Karen Shaw	502-939-4658	kpshaw22@yahoo.com
Secretary	Natalie Oster	812-406-8013	natalie.oster@yahoo.com
Principal	Mrs. Tracy Jansen	812-923-1630	tjansen@yoursmk.org
Teacher Representative	Mrs. Katie Shoffner	812-923-1630	kshoffner@yoursmk.org
Pastor	Father Mike Hilderbrand	812-923-3011	

Welcome

Dear Family,

2018-2019 School Year

St. Mary of the Knobs PTO looks forward to another great year!

The Parent Teacher Organization is committed to making the St. Mary of the Knobs Catholic School environment suitable to the ever-changing educational needs of the student body. This organization takes pride in facilitating positive, open communication between parents, teachers and staff with the best interests of our children always being the number one priority. We strive to provide social events and family time through various school and community activities. We also do our best to keep financial commitments to a minimum, while maximizing the importance of the Catholic education through our fundraisers.

As always, we encourage parents and family members of all students to be involved in PTO. We believe that you will be rewarded in many ways by volunteering at PTO sponsored events. Participation is a great way to become more fully involved in the lives of your children, have an opportunity to be with other adults, and have FUN! We send our children to SMKCS for the same reason-a good, Catholic Education. If you haven't been to a meeting or event before, you DON'T know what you're missing!

This PTO guide can be found online at <http://smkcatholicsschool.com> or click on the link provided in the title page above. Once on SMKCS's homepage, click on the tab for PTO to review current PTO materials. We will work to improve and update information to this site on an ongoing basis. Let this guide serve as a reference to help familiarize you with the PTO organization, mission, and opportunities for engagement.

We cannot thank you enough for your willingness to serve as an active PTO member and or in a leadership role to organize a PTO Committee and or function. We hope that you find volunteering for an event rewarding. If you need help, have questions, or have ideas where we can improve this organization, please reach out to any of the PTO Executive Committee members and share your thoughts. Again, thank you so much for all you do for your school and for the PTO! We welcome your suggestions and comments all year long. We want to make your PTO the best that it can be!

Blessings,

The PTO Executive Committee

SMKCS PTO Calendar of Events

Knobsfest	August 18 (Adults) 19 (mass and Family Event)
Fall Mums Sales	September, date TBD
PTO Meeting	September 20
Trunk or Treat	October 28
PTO Meeting	November 15
Parish Night Out	November 17
Mrs. Claus' Ornament Shop	December 5 (set up), December 6 & 7 (shopping days)
PTO Meeting	January 17
Family Fun Night	January 28
Catholic Schools Week	January 27 – February 1 (Luncheon- Tues, 1/29)
Father/Daughter-Mother/Son Dance	February, date TBD
Trivia Night	February, date TBD
PTO Meeting	April 18
Spring Flower Sales	April, date TBD
Teacher Appreciation Day	May 7
Field Day	May 24
Proud Parent Parade (Awards)	May 24
Golf Scramble	June 21

PTO Committees – Summary

Committee	Chair	Description/Volunteer needs
Mum Sale	Jeff Beach	Fundraiser – unload delivery truck and sort orders the morning of delivery, distribute flower orders in the afternoon of delivery date
Trunk or Treat	Michelle Frossard	Family Event – organize parking area, prepare food to sell, host trunk decorating contest, clean up afterwards
Parish Night Out	Melanie Hartlage and Carrie Senn	Fundraiser- procuring items for auction, putting together baskets, setting up for the event the Friday before
Mrs. Claus’ Ornament Sale	Christina Weber and Rebecca Didelot	Fundraiser- setup the afternoon and evening prior to sale days, help children with selections and facilitate check out procedure, help dismantle the room
Family Fun Night	Scott Moubray-Carrico and Angie Kaiser	Family Event – need help planning, setting up, decorating and clean up
Catholic Schools Week	Carrie Senn, Jenny Kraft Kuchle and Jeanne Landrum	Catholic-Centered Event Week – coordinate teacher’s luncheon, coverage for recess and lunchroom during luncheon, send notice about teacher letters, collect and sort letters
Father/Daughter – Mother/Son Dance	Tina Raes	Family Event for 2 nd – 4 th graders – organize snacks/meal, decorations, DJ and other tasks that are necessary to make this a special evening for all who attend
Trivia Night	Stefany Bragg	Coordinate and plan evening, set up and tear down, organize refreshments and prizes.
Spring Flower Sales	Jeff Beach	Fundraiser – unload delivery truck and sort orders the morning of delivery, distribute flower orders in the afternoon of delivery date
Teacher Appreciation Days	Carrie Senn and Jenny Kraft Kuchle	School Event – coordinate teacher luncheon and other activities to show appreciation to our teachers
Field Day	Lisa Zwissler and Trudy Betourne	Children’s Game Day- Organize volunteers and team leads, game planning, orchestrate set up and tear down
Proud Parent Parade	Brittany Pennington and Molly Headley	Organize refreshments and decorations for event. Help school staff with organization and planning of event.
Golf Scramble	Michelle Huber	Fundraiser- help obtain holes sponsors, recruit teams, procure prizes and assist the day of the scramble

Year Round Committees – Summary

Event	Chair	Description/How you can help
Box Tops	Rebecca Didelot	Fundraiser - <i>Box Tops for Education</i> is an EASY way to contribute. Look for <i>Box Tops</i> on participating food items, cut them out, and send 10 in a baggie to school and earn a prize. For a complete list of participating items and for printable coupons on items you already use, visit www.boxtops4education.com .
Spirit Wear and Used Uniforms	Molly Headley and Brittany Pennington	This program not only makes money for PTO but it also provides parents with <u>huge</u> savings. The following gently used items are accepted: jumpers, pants, shorts, skirts, shirts, sweaters, P.E. uniforms, belts, and hair accessories. The pieces average \$5 each and are kept at the school. The Used Uniform Sale is available at Parent Night and various other times during the school year. Spirit Wear is available, please visit office for options and information.
Yearbook	Jeanne Landrum	If scrapbooking and photographs is your thing, then this is the committee for you! We could use your help in taking photos, organizing, and preparing our annual school yearbook. Contact Jeanne Landrum if you'd like to assist with this event. If you have pictures you would like to submit after class parties, school functions and events, please contact Jeanne to find out how she can get your pictures.
Building and Grounds	Jeff Hegedus	Assist with various indoor/outdoor facilities needs around campus. Example: weeding flowerbeds, trimming shrubs, painting, etc.
Spirit Days	Brooke Banet	Spirit Days are a great way to give back to the PTO while taking a break from cooking or getting a treat. Opportunities include reaching out to local businesses, helping with recaps, making copies/preparing flyers and placing the yard signs.
Snack Cart	Michelle Frossard	This fun opportunity offers you the chance to treat the faculty & staff (and peak in and say hi to your kiddos!) through pushing around our cart full of snacks, treats and drinks!

****If any of these committees or events sound like something you'd like to organize or chair for this year or next year, please contact the Executive Committee to reserve your leadership role! If you have other fundraisers or event ideas, be sure to attend the PTO meetings or contact the Executive Committee to discuss in more detail.**

PTO Committee Chair Information

1. A list of your committee members will be provided to you. If you need more members, let the PTO Committee know. To plan your event meeting outside the PTO scheduled meeting, contact the school office to seek assistance for reservation of a room. Please contact ALL persons listed on your committee to let them know your plans and how they may help or if they are not needed.
2. Please plan to attend the PTO meeting(s) held prior to your event. See the attached calendar of meetings pertaining to your event. Critical planning will occur at the PTO meetings. Your committee members may find it helpful to attend this meeting as well.
3. Your committee or event will have a budget. Contact the Treasurer, **Karen Shaw**, for all questions pertaining to funding and budget. Please note how monies were spent to prepare for future budgets and planning. Be sure to keep all receipts.
4. A PTO Newsletter will be sent out quarterly (August, October, January and March). Information for the PTO Newsletter or Flyers for your event must be submitted on the 1st of these months in order to be published in the newsletter released that quarter. All information must be reviewed by a PTO officer and principal prior to printing and distributing. The PTO Committee and/or principal will reserve the right to make any changes necessary. Email typically works best; however, you may also fax the school office and mark it "PTO Mail". PTO does have a mailbox in the office, but is not checked on a regular basis. Please send newsletter information to the Secretary, **Natalie Oster**, at Natalie.oster@yahoo.com.

PTO Event VOLUNTEER Information

Your service to the school is extremely appreciated and much needed. Most committees require volunteers to help the chair person(s) run the event. Each family is asked to volunteer for at least one committee or event. Sign-ups will be available via Sign Up Genius following Parent Night. You can also volunteer for an event by contacting the committee chair or any PTO Officer. Here are a few helpful hints and tips you should know:

1. Volunteers should feel free to contact the chair/co-chair at any time to discuss how your time and talents may be used for the event or committee, to communicate your ideas, and to address any questions that you may have. Be sure the event coordinator has current information and knows the best way to contact you- phone, day, night, or e-mail.
2. PTO and/or the Event Coordinator will provide you with information- based upon prior experiences- specific to your committee or event. However, fresh faces and fresh ideas are critical to the success of your committee or event. Use your knowledge of your current committee, veteran parents and parents new to the school to make your event the best it can be.
3. Please mark your calendar for the event date(s) as well as the PTO meeting that precedes your event. You will find it most helpful to attend the PTO meeting that precedes your event as critical planning for your event will occur at the meeting. Attending meetings prior to your event will help provide details and answer questions.

PTO FUND FACTS

Funds raised by PTO- **through the hard work of parents, grandparents, students, teachers, staff, and others**- have provided the means to purchase tools for the educational, physical, and mental components of the school and student body. Each year, PTO continues fundraisers that have been successful and attempts new ones to keep things interesting. In the past, monies raised have gone to help purchase Computers, Smart Boards, and other technological items. The physical aspect of education included the purchase of playground and P.E. equipment. PTO pays a portion of field trips, supports the spring musical, and sponsors community events for your child to have the mental recess and sense of community that will facilitate a well-balanced education. These funds have been significant in supporting school needs. PTO strives to balance these school needs without overburdening families. Funds are generated through the many fundraisers described within this Guide, as well as yearly payment of dues.

During the 2017-2018 School Year, PTO provided, in addition to the items above, the teacher allotment (\$250 per teacher), IXL Online Program, covered field trip cost (including on site preschool and Pre K “Field Trips”), roller skating in PE, equipment for teachers, lunches for teachers and financial assistance with the Chicago and Washington Field Trips!

PTO not only cares about your child’s Catholic Education, but tries to provide the best educational tools available to enrich your child’s learning experience. PTO also hosts fun, family-oriented entertainment such as Trunk-or-Treat, Parish Night Out, Family Fun Night and F/D-M/S dance.

If you are interested in getting involved in the social aspect of your child’s education, give PTO a try! We welcome everyone to our meetings, we love new ideas, and we enjoy providing a time for the adults to meet and discuss the future of our Organization. Thanks in advance!