

Peter, Paul, and Parents - Activity Descriptions

Accelerated Reading

This program exposes students to children's literature. It encourages students to read more and increases their comprehension. After completing a book, students take a computer based, multiple-choice test in the computer lab or their classroom. The teacher sets a goal with each student individually. Incentives are given quarterly and mid-quarterly. Students may achieve point clubs which are posted at school. A list of books is available on the school website for you to reference. The goal of the Accelerated Reading Program is to lead students to be lifelong readers.

- **Volunteer opportunities:** receive reports, organize incentives, coordinate with the teachers, update recognition board at school.
- **Estimated Time Commitment and Availability Requirement for Committee Chair:** 2-6 hours per month and may require availability during school hours unless delegated to a committee member.
- **Estimated Time Commitment and Availability Requirement for Committee Member:** 1-2 hours per month

Art Awareness

This program exposes students to famous works of art using a scripted format and a variety of art prints. Included in each lesson is a simple, hands-on project to be completed after the presentation. Volunteers are responsible for contacting their classroom's teacher to set up lesson times, familiarizing themselves with the lessons and prints, and gathering materials for the projects. There are 5-6 lessons to be scheduled throughout the school year and each presentation lasts approximately 45 minutes.

- **Volunteer opportunities:** class facilitator with a prepared script.
- **Estimated Time Commitment and Availability Requirement for Committee Member:** 1-2 hours of prep any time before lesson and 45 minute lesson during school hours.

Bingo Night

This event takes place on a weekend in January and is a fun opportunity to socialize with the other families at our school. The event takes place in the school cafeteria or another venue of the chairperson's suggestion.

- **Volunteer opportunities:** committee chair, planning committee, setup, cleanup
- **Estimated Time Commitment and Availability Requirement for Committee Chair:** 8-10 hours
- **Estimated Time Commitment and Availability Requirement for Committee Member:** 3-6 hours

Book Fair

This committee plans and runs the school book fair which is held during parent/teacher conferences in November. At this event, families may purchase Scholastic books for their children. A wish list for each class is available should you wish to donate a book to your child's classroom or to the library.

*New in 2018: We held a Follett Book Fair also, in March, on VIP Day and the day after.

- **Volunteer opportunities:** Preview Day: set-up, clean-up, help kids choose books for their wish list. Day of Book Fair: set-up, clean-up, work during conferences as a floater or cashier. After Book Fair: distribute books ordered online
- **Estimated Time Commitment and Availability Requirement for Committee Chairs:** approx. 25 hours
- **Estimated Time Commitment and Availability Requirement for Committee Member:** 2-4 hours

Buddy Family Dinner

Every year SSPP welcomes new families to our school by hosting the Buddy Family Dinner. The goal of the Buddy Family is to ensure that our new families are buddied up with an existing family to not only feel welcome, but also feel less overwhelmed and confused with school policies, activities, uniforms. etc. The hosting Buddy Family attends the dinner, which was recently changed to take place in August, and serves as a SSPP contact for the new Buddy Family. It is an opportunity to reach out to a new family and make them part of the SSPP family while forming a new friendship.

- **Volunteer opportunities:** become a buddy family to a new family, set-up, clean-up, serve the food at the Buddy Dinner, donate food to the Buddy Dinner.
- **Estimated Time Commitment and Availability Requirement for Committee Chair:** 12-15 hours
- **Estimated Time Commitment and Availability Requirement for Committee Member:** a Buddy Family simply needs to attend the dinner and be available to answer questions from the new family as they arrive throughout the year. Serving the food requires you to be available the day of the dinner. Donating food to the buddy dinner is dependent upon the dish you choose to make.

Christmas Bazaar

An SSPP tradition, the Christmas Bazaar takes place in mid-December. It is an opportunity for the students to shop for Christmas gifts for their immediate families and learn the joy of giving. Items are generously donated by parents and are priced from \$1.00-5.00, so that they are affordable for small pocketbooks. The younger grades come with a list and shop with their upper grade buddies.

- **Volunteer opportunities:** Committee heads, pricing before the event, set up the night before, food donations for the luncheon, jobs the day of the bazaar such as wrapping, stocking tables, cashier, and clean up
- **Estimated Time Commitment and Availability Requirement for Committee Chair:** 40 hours
- **Estimated Time Commitment and Availability Requirement for Committee Member:** 2-3 hours of evening setup, 7-8 hours the day of the bazaar during school hours, 1-2 hours of clean-up after school

Classroom Liaisons

- 1) Coordinate Halloween, Christmas, and Valentine Classroom Parties.
 - Liaison does not have to be in the classroom for all parties.
 - Select Volunteers from the list provided and assign responsibilities for craft and/or game(s).
 - 2) Communication of information from teachers, School Commission, Peter, Paul, and Parents to the parents in your classroom.
 - This is occasional and is most often email communication.
 - Primary contact if the teacher expresses a need for some help in the classroom.
- Liaison will be randomly selected and each person will be notified whether they were selected or not.

Classroom Party Helpers

- Helpers for classroom parties will be randomly selected based on your availability
- Choosing a game and/or craft and attending the one hour party.

Daddy/Daughter Event – needed for 2018/2019 school year

This event takes place in the winter/spring, typically around Valentine's Day. Each year alternates between the Daddy/Daughter Dance and Mother/Son Event. The event has typically been a dance in the school gym. But it does not have to be a dance.

- **Volunteer opportunities:** committee heads, set up and decorating for the event, working at the event, clean up
- **Estimated Time Commitment and Availability Requirement for Committee Chair:** 15 hours
- **Estimated Time Commitment and Availability Requirement for Committee Member:** 2-10 hours depending on tasks chosen, i.e. set up, clean up, photos

Library/Study Hall Helper

Library Volunteer

- **Volunteer opportunities:** Parents of PreK-2 students, who help shelve books and assist PreK-2 students while they look for books to check out.
- **Estimated Time Commitment and Availability Requirement:** 30-minute commitment every week for the school year, or as scheduled with the librarian.

Study Hall Monitor

- **Volunteer opportunities:** Parents of middle school students, who monitor study hall students from 11:40 AM – 12 PM.
- **Estimated Time Commitment and Availability Requirement:** 20 minute commitment once a week during the winter months, or as you are able.

Meet the Teacher

(Formerly Back to School Night) This is a new event instituted to help students get excited about the new school year. It is held in August, in the gym, before the first day of school. Food is provided. Students may go to their classrooms to drop off their supplies. Some required supplies such as writing paper, assignment books, rest mats, and Bibles may be purchased on this day, also. Representatives from after-school activities are present to answer questions. Parents verify all necessary forms are completed and turn in medical forms, pre-pay lunch and milk program, check posted bus schedules, and pick up school supply kits and calendars (if previously purchased).

- **Volunteer opportunities:** help with setup, cleanup or working a shift or two
- **Estimated Time Commitment and Availability Requirement for Committee Chair:** committee chair is the President of PPP
- **Estimated Time Commitment and Availability Requirement for Committee Member:** 2-5 hours

Mother/Son Event – not needed for 2018/2019 school year

This event takes place in the winter/spring. Each year alternates between the Daddy/Daughter Dance and Mother/Son Event. This event is typically held at a local bowling establishment.

- **Volunteer opportunities:** committee heads, set up and decorating for the event, working at the event, clean up
- **Estimated Time Commitment and Availability Requirement for Committee Chair:** 10 hours
- **Estimated Time Commitment and Availability Requirement for Committee Member:** 1-2 hours of setup, 3 hours the day of the event, 1-2 hours of clean-up

Movie Night

A fun, free night for SSPP families sponsored by PPP. The event takes place in our school gymnasium. The movie selection is voted on by the students. Most kids come in their pajamas and families bring blankets or lawn chairs to sit on.

- **Volunteer opportunities:** committee chairs to organize the event, coordinate voting on movie choices, obtain movie license, create flyers/posters to publicize the event, work the day of the event making popcorn or cleaning up.
- **Estimated Time Commitment and Availability Requirement for Committee Chair:** 6 hours
- **Estimated Time Commitment and Availability Requirement for Committee Member:** 2-3 hours during the event

Peter, Paul, and Parents Officers

- **President:** The president shall preside over meetings of the organization and serve as primary contact for the principal, represent the organization at meetings outside the organization, serve as ex officio member of all committees, and coordinate the work of all the officers and committees so that the purpose of the organization is served. The President is also the chairperson of the Meet the Teacher event.
- **Vice President.** The vice president shall assist the president and carry out the president's duties in his or her absence or inability to serve. The vice president shall also chair the annual New Student Registration event, Kindergarten Roundup, and coordinate the activities of the classroom liaisons.
- **Treasurer.** The treasurer shall receive all funds of the organization (or copies of transactions processed by the school office), keep an accurate record of receipts and expenditures, and submit requests to the Parish to pay out funds in accordance with the approval of the executive board. He or she will present a financial statement at every meeting and at other times of the year when requested by the executive board, and make a full report at the end of the year. He or she will also be responsible for preparing the annual budget for approval by the executive board and submitting the approved budget to the Parish.
- **Secretary.** The secretary shall keep all records of the organization, take and record minutes, prepare the agenda, handle correspondence, and send notices of meetings to the membership. The secretary also keeps a copy of the minutes, bylaws, rules, and any other necessary references and supplies, and brings them to the meetings.

Saturday Work Party

This committee suggests and organizes projects done in the school that fall outside of the maintenance plans of the school. With the use of volunteer effort and donated supplies, approved projects such as painting, organizing, and improving rooms can be accomplished.

- **Volunteer opportunities:** Physical and skilled work as necessary, providing refreshments for worker, and clean-up
- **Estimated Time Commitment and Availability Requirement for Committee Chair:** 8-10 hours
- **Estimated Time Commitment and Availability Requirement for Committee Member:** 4-6 hour

School Calendar

This committee helps outline the events for the following school year, proofreads drafts of the calendar, and coordinates the ordering and printing of the school calendars.

- **Volunteer opportunities:** Volunteers are asked to gather information from various parish sources to edit the pre-printed school calendar drafts, and pick up and drop off the calendars at the printer. Chairperson is responsible for coordinating volunteers and editing/proofreading the school calendar. Volunteers can also work the school calendar pick-up table at the Meet the Teacher event in August or distribute during the first weeks of school.
- **Estimated Time Commitment and Availability Requirement for Committee Chair:** 8-10 hours
- **Estimated Time Commitment and Availability Requirement for Committee Member:** 2-4 hours

School Supply Kits – need new vendor for 2018/2019 school year

A service offered by Peter, Paul, and Parents that lets you pre-order your child's school supplies. This is done at the end of the current school year for the upcoming year. Please note there are typically a handful of items on the class lists that are not provided in the kits. This is provided as a convenience service to parents and is not a fundraiser for PPP.

- **Volunteer opportunities:** Distribute and collect order forms, organize and distribute the kits at Meet the Teacher
- **Estimated Time Commitment and Availability Requirement for Committee Chair:** 8-10 hours
- **Estimated Time Commitment and Availability Requirement for Committee Member:** 4-6 hour

School Office Helper

School office helpers are needed each day school is in session, one person for AM (between 8:30 – 11 AM) and one person for PM (between 11:30 AM – 2 PM) to run copies for classrooms and also to laminate as needed. Occasionally, there are special office-related projects as well.

- **Volunteer opportunities:** Run copies and laminate for teachers
- **Estimated Time Commitment and Availability Requirement for Helper:** 1-2 hours per week
- **Availability Commitment:** Would prefer you keep the same day/time for the school year if possible. Willing to work with your availability.

School Sweatshirts

This committee is responsible for ordering and distributing school uniform sweatshirts at Christmas and again at Meet the Teacher.

This committee does not require any volunteers - Chair Positions Only.

Student Activity Boards

This committee creates the birthday boards each month and hangs artwork throughout the school as requested.

- **Volunteer opportunities:** coordinate artwork collection with teachers, hang artwork, create and update birthday boards.
- **Estimated Time Commitment and Availability Requirement for Committee Chair:** 1 hour per month and may require availability during school hours unless delegated to a committee member.
- **Estimated Time Commitment and Availability Requirement for Committee Member:** 1-3 hours per month during school hours (prep work can be done at home)

Trash to Treasure

Trash to Treasure: Be a part of SSPP's "Trash to Treasure" Crusade. Our Crusade offers parents and students an opportunity to support SSPP, to keep it strong, and, at the same time, save our environment. SSPP has a total of three (3) opportunities for you to give back without reaching into your pocketbook. We are only asking you to reexamine your trash before disposing of it to look for these wonderful ways that we, as a family group, can benefit our children's school.

Take a look at the opportunities below and join the many SSPP families who shop, collect, and recycle items that then turn "trash" into "treasure" for our students. More details can be found on the school website under the "Peter, Paul, & Parents" tab.

- **Box Tops for Education:** General Mills contributes \$.10 to our school for every Box Top collected. The Box Tops logo can be found on hundreds of food products. Simply clip the logo from each product.
- **My Coke Rewards:** Enter codes yourself online or send in to school to be entered by a volunteer.
- **Funding Factory:** The Funding Factory involves donating your used and empty printer cartridges and used cell phones to SSPP. We, in turn, receive cash for each item that is directly used for all computer lab supplies, software, etc.

Contests are run year round to earn no uniform passes or possibly other incentives. All points accumulated from each program will be combined for one grand total per family.

- **Volunteer opportunities:** Chair one of the subcommittees, count, prepare and submit items collected, coordinate awards for donations.
- **Estimated Time Commitment and Availability Requirement for Committee Chair:** Box Tops and Coke Rewards 3-6 hours per month, Funding Factory approx. 2 hours per month
- **Estimated Time Commitment and Availability Requirement for Committee Member:** 1-2 hours per month to count and record submissions, distribute no uniform passes

Treasured Teachers

This committee is responsible for showing appreciation for the teachers and staff throughout the school year. This committee plans luncheons, teacher gifts, a cookie exchange at Christmas, and other various events throughout the year. Chairs are responsible for coordinating all volunteers for this group.

- **Volunteer opportunities:** Committee chair organizing volunteers and food requirements, committee members help provide food and support for the events
- **Estimated Time Commitment and Availability Requirement for Committee Chair:** 8-12 hours
- **Estimated Time Commitment and Availability Requirement for Committee Member:** 4-6 hours

Uniform Exchange

Uniform exchanges are held three times a year – at Meet the Teacher, at the Open House during Catholic Schools Week, and at Kindergarten Roundup. Volunteers are needed to sort and size the uniforms, as well as set up for the exchange (usually on the day before the exchange). In addition, volunteers are also needed during the exchange to handle any donations that come in that day, as well as to straighten up the tables, and clean up after the exchange. Chairperson is responsible for coordinating all volunteers for these events.

- **Volunteer opportunities:** Committee chair to organize volunteers, work as a committee member at one or all of the uniform exchanges
- **Estimated Time Commitment and Availability Requirement for Committee Chair:** 10-12 hours
- **Estimated Time Commitment and Availability Requirement for Committee Member:** 2-10 hours

VIP Day

Each student may invite special people to attend a small performance, have light refreshments, and tour the school.

- **Volunteer opportunities:** planning the event, setup, cleanup
- **Estimated Time Commitment and Availability Requirement for Committee Chair:** 10-12 hours
- **Estimated Time Commitment and Availability Requirement for Committee Member:** 2-3 hours

Yearbook

This committee is responsible for the overall creation of the student yearbook. If you enjoy taking pictures and would like the opportunity to be part of some of our popular SSPP events like: classroom parties, Christmas Bazaar, sporting events, and much more - then this is the volunteer opportunity for you!

- **Volunteer opportunities: *Committee Members: Responsibilities*** - Taking photos of students, faculty and staff throughout the year at parties and events. Choosing photos to be used. Verifying class composites. Processing messages. Assist with labeling and distributing yearbooks. ***Committee Chairs: Responsibilities*** - Acting as liaison between the school and the Color Portraits yearbook representative, coordinate committee members to take pictures throughout the year, organize and process all photos submitted (could be 1,000 or more photos), assemble yearbook pages using the software provided by Color Portraits, and delivering the yearbook to the students at the end of the school year.
- **Estimated Time Commitment and Availability Requirements for Committee Chair:** 40-50 hours
- **Estimated Time Commitment and Availability Requirement for individual Committee Members:** 3 - 10 hours.