



*Inspiring Tomorrow's*

*Leaders*



St. Louise de Marillac School | 310 McMurray Road, Upper St. Clair, PA 15241 | t: 412.835.0600 f: 412.835.2898 | [www.stlouiseschoolpa.org](http://www.stlouiseschoolpa.org)

### **Brief Description of Committee Chairs with sign-up**

This is a brief description of each chair position to give you a general idea of the event. Former chairpersons are also available for additional information. The sign-up genius link is below:  
<http://www.signupgenius.com/go/20f0445a9ab28a57-committee>

**BOOK FAIR:** coordinates and executes main book fair in January during CSW, the BOGO sale in May and maybe an additional Fall sale

**CAFETERIA VOLUNTEERS:** organizes cafeteria teams

**CAMPBELL SOUP LABELS/BOX TOPS:** collects, counts and tally's totals

**CATHOLIC SCHOOLS WEEK (CSW):** plans and coordinates activities for the week

**DIRECTORY:** create database of current school families

**FAMILY FUN EVENTS:** organize events for families to participate ie. Back to School movie night, Chick-Fil-A

**HOMEROOM CAPTAIN:** oversee homeroom parents and be the liaison to the board

**ICE CREAM SOCIAL:** organize ice cream social during CSW

**LIBRARY:** reshelved returned books

**GUEST/STUDENT LUNCH:** Coordinate and execute luncheon details for each class as well as be available to sign in guests on lunch day

**ST. NICK SHOP:** organize vendors; coordinate, plan, implement all aspects of the event

**SARRIS CANDY:** be a liaison between school and Sarris; coordinate distribution

**TEACHER, SECRETARY, NURSES, PRINCIPAL & PASTOR APPRECIATION:** plans appreciation celebration at the appropriate times of the year

**UNIFORM SALES:** gathers inventory and organizes resales throughout the year

**WEEKLY FOLDERS:** prepares family mailings each week

**(OVER)**



*Inspiring Tomorrow's*

*Leaders*



St. Louise de Marillac School | 310 McMurray Road, Upper St. Clair, PA 15241 | t: 412.835.0600 f: 412.835.2898 | [www.stlouiseschoolpa.org](http://www.stlouiseschoolpa.org)

**YEARBOOK:** gathers pictures, formats and submits the yearbook for publishing

**KINDERGARTEN DESSERT:** (planned by 1st grade parents) plan a 'sweet' evening in September for new kindergarten students

**KINDERGARTEN/NEW FAMILY ORIENTATION:** plans bus ride for Kindergartners and refreshments for all in attendance at orientation in late August

**1ST GRADE COVERED DISH:** (planned by 2nd grade parents) plans a catered dinner in late Fall. Includes invitations, theme, decorations, and student projects.

**2ND GRADE COMMUNION RECEPTION:** (planned by 3rd grade parents) organizes refreshments for 2nd graders and parents after school 1st communion mass.

**3rd GRADE MUFFINS WITH MOM:** provide refreshments for before school event in February

**4th GRADE DONUTS WITH DAD:** provide refreshments for before school event in October

**5th/6th GRADE GAME NIGHT:** (planned by 5th and/or 6th grade parents) provide an evening of games, music and snacks 2x/year

**6th GRADE GRANDPARENTS DAY:** (planned by 6th grade parents) plan a mass, catered sit down dinner and program in the late Fall. Includes invitations, decorations and favors to celebrate the 6th graders and their grandparents.

**7th/8th GRADE TEEN CENTERS:** (planned by 7th and/or 8th grade parents) plan and coordinate several dances a year, including one formal all complete with snacks, music and door prizes

**ANNUAL PTG FUNDRAISER:** work with Lisa Osterhaus to execute the annual fundraiser

**PLAYGROUND:** replace equipment as needed

**ASSEMBLIES:** plan all-school assemblies

**8th GRADE GRADUATION:** (planned by 6th and /or 7th parents) plan catered dinner and dance for 8th graders and their parents. Includes invitations and decorations

Than you,  
Mr. Klase