

Parent Standing Committee Volunteer Meeting

Kathryn O'Farrell
April 16, 2020

Mission

Our mission as the Parent Standing Committee is to bring solidarity, community and family to our school.

Objectives/Agenda

1. PSC Board Member Positions
2. Committee Chair Positions

Objective #1

PSC Board Member Positions

- President
- Vice President
- Treasurer
- Secretary

PSC President

Responsibilities:

- Preside at general PSC meetings and executive board meetings
- Serve as the primary contact to the Dean of Students, Volunteer & Event Coordinator and parents
- Represent the PSC at meetings of other groups
- Serve as an ex-officio member of most committees
- Retain all official records of the PSC
- Oversee all fundraising efforts
- Work with Dean of Students or designee to coordinate communication
- Prepare agendas for executive board and PSC meetings
- Provide support and encouragement to PSC board members and volunteers
- Approval of purchases up to \$50; seek vote from executive board for all purchases over \$50
- Other duties as needed

PSC Vice President

Responsibilities:

- Assist the President
- Perform the duties of the President if the President is absent or unable to serve
- Participate in executive board meetings and provide input for decisions
- Oversee fundraising selection, planning and evaluation
- Oversee committees, train committee chair people, and act as a liaison between committee chair people and the executive board
- Participate in voting of PSC expenditures over \$50
- Other duties as needed

PSC Secretary

Responsibilities:

- Record and distribute minutes of executive board meetings and general meetings
- Maintain a complete file of all approved minutes, agendas, and materials distributed at any official PSC meeting
- Participate in executive board meetings and provide input for decisions
- Determine with executive board approval, the most appropriate methods and frequency of communication with members and the CPS community
- Participate in voting of PSC expenditures over \$50
- Manage communications and marketing for the PSC, including but not limited to:
 - Weekly school newsletters
 - Website
 - Bulletin boards (provide info to school personnel)
- Regularly check and respond to PSC emails
- Pass along pertinent information to other PSC members
- Other duties as needed

PSC Treasurer

Responsibilities:

- Assist the President
- Perform the duties of the President if the President is absent or unable to serve
- Participate in executive board meetings and provide input for decisions
- Oversee fundraising selection, planning and evaluation
- Oversee committees, train committee chair people, and act as a liaison between committee chair people and the executive board
- Participate in voting of PSC expenditures over \$50
- Other duties as needed

Objective #2

Committee Chair Positions

- Community Partners
- Bingo Night
- Father Daughter Dance
- Mother Son Event
- Teacher/Staff Appreciation
- Holiday Shop
- Box Tops
- Coke Bottle Tops

Objective #2

Community Partners

- Reaching out to local businesses to have them sponsor an event or activity on campus.
- Community Nights
 - Panera Bread
 - Dairy Queen
 - LOCOMO Skate Night

Objective #2

Bingo Nights (Fall & Spring)

- Organize Volunteers for the night
 - Group for set up
 - Pizza delivery
 - Raffle Person
 - Check in
 - Clean up afterwards
- Decorations



Objective #2

Father Daughter Dance (February)

- Organize Volunteer Group
 - Friday & Saturday Set up
 - Check in
 - Food Tables
 - Craft Tables
 - Photobooths
 - Clean up Team

- Theme



Objective #2

Mother Son Event

- Organize Volunteer Group
 - Friday & Saturday Set up
 - Check in
 - Food Tables
 - Activity Tables
 - Photoboosts
 - Clean up Team

- Theme



Objective #2

Holiday Shop (December)

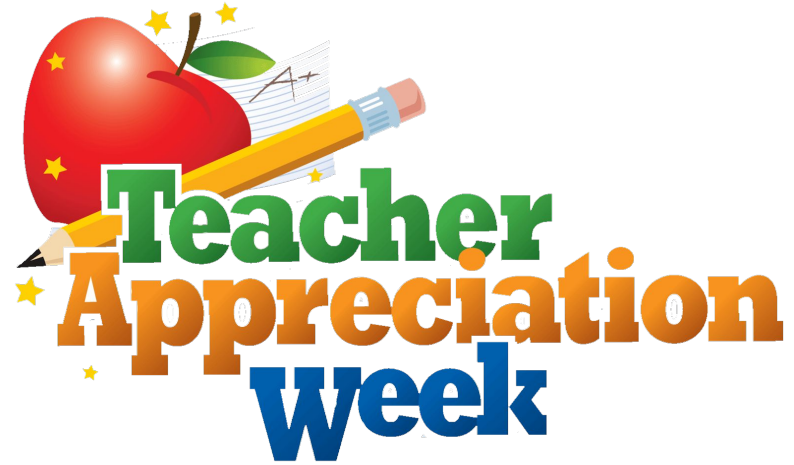
- Organize Volunteer Group
 - Each day having 4-6 volunteers
- Distribute Materials to Teachers
- Confirming stock of merchandise



Objective #2

Teacher/Staff Appreciation

- Organize Volunteer Group
- Theme
- List of needed Donations



Objective #2

Box Tops/ Coke Bottle Tops

- Organize Volunteer Group
- Send Box Tops in the mail
 - Moving to electronic now
- Enter Coke Bottle Tops Codes



Next Steps

If you are interested in serving on the PSC Executive Board:

- Complete an application which will be sent via Parent Square tomorrow and posted on the website under Parents > Parent Standing Committee (PSC).
- Send the completed application to kofarrell@classicalprep.org by May 15th.

If you are interested in chairing on one of the committee positions email kofarrell@classicalprep.org.

Questions

If you have any questions about the information covered in this meeting, please email me at kofarrell@classicalprep.org.