

Notre Dame Academy



Parent Teacher Organization (PTO)

Informational & Volunteer Booklet

PTO ELECTED OFFICIALS

PRESIDENT

Catherine Mattingly cath20073@insightbb.com

VICE PRESIDENT

Janine Harmon jharmon@hilliard.com

TREASURER

Shannon Meiman smeiman@insightbb.com

RECORDING SECRETARY

Dana Braun d.braun@ndasaints.org

COMMITTEE CHAIRPERSONS

Apparel

Kim Hurt khurt@ndasaints.org
Stefanie Williams brystefw@insightbb.com

Fundraising

Peggy Whitehouse peggy.whitehouse@louisvilleky.gov
Beth Bolus bbolus.home@gmail.com

Health

Libby McKinney libbymc@insightbb.com

PTO Welcoming Committee

Catherine Mattingly cath20073@insightbb.com

Skating Parties

Dana Braun d.braun@ndasaints.org

Student Events/Hospitality

Terri DeWees tdewees@bellsouth.net

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WELCOME TO THE NOTRE DAME ACADEMY PTO!

We are pleased to have you join us! With an enrolled student in Notre Dame Academy, you are a member of the NDA PTO (Parent Teacher Organization). The \$10.00 PTO fees are included in the amount that you paid at registration. The purpose of the NDA PTO is to raise funds for items that will enhance our children's education and to establish an opportunity for coordinated activities on the part of the total school community.

The NDA PTO consists of four (4) elected officials (President, Vice President, Treasurer, and Recording Secretary), an NDA faculty/staff representative, the chairperson (and/or co-chairperson) for each of the standing committees, and any and all parents, guardians and/or grandparents of the Notre Dame Academy students. The PTO meets to discuss, plan, organize, and make decisions on purchases and events that directly affect NDA students and their families.

The PTO meetings are held on the second Wednesday of each month at 7:00 PM (the location of the meeting and any time or date changes will be posted in the NDA News Blast).

ELECTED OFFICIALS

PRESIDENT (Two-Year Term)

The duties of the President include preparing an agenda for the PTO meetings; presiding over and conducting PTO meetings; appointing the chairperson of each of the Standing Committees with the approval of the Board; working with the NDA Principal and Assistant Principal on scheduling dates for all events; assisting in the planning and coordination of all PTO sponsored events; and completing various duties as needed to ensure success.



VICE PRESIDENT (Two-Year Term)

The duties of the Vice President include performing the responsibilities of the President in their absence; assuming the duties of the office of the President if the position has become vacant; organizing room parents for each classroom (to assist the teacher with holiday parties, attend field trips as chaperones if asked, sit with the students so that the teachers can attend the Staff Appreciation Luncheon held in February); and assisting in the planning and coordination of all PTO sponsored events.

TREASURER (Two-Year Term)

The duties of the Treasurer include informing the President and PTO Board of all expenditures; keeping an accurate and well-organized account of all money received, deposited, and issued; paying bills upon the order of the qualified officer; and assisting in the planning and coordination of all PTO sponsored events.



RECORDING SECRETARY (Two-Year Term)

The duties of the Recording Secretary include keeping the minutes of the PTO meetings; keeping the PTO’s records relative to plans, programs and activities; providing a copy of the minutes to all members of the Board, as well as all school families (via the NDA website); making minor revisions and collaborating with the coordinator of the NDA website for major changes; and assisting in the planning and coordination of all PTO sponsored events.

It is the desire of the NDA administration that all parents and/or guardians be involved in their children’s education. The PTO provides an excellent opportunity to extend your ideas, creativity, and skills in the effort to enhance the education experience for our children.

With the fundraising efforts of our NDA students and staff, some of the items the PTO has purchased or provided in recent years are:

- scholarships for graduating NDA students
- smart boards for the classrooms
- student desks
- supplemental educational materials for the classrooms
- books for the Library
- snacks for Catholic Schools Week and Field Day
- safety locks for the classroom doors
- supplemental funds for KUNA
- graduation announcement printed in The Record
- AR rewards
- End-of-the-Year Awards Program

This Informational and Volunteer Booklet is an overview of the programs and events that are sponsored by the NDA PTO. Please review the committees listed as well as the related activities and responsibilities and sign up to be an **active** member for your child. NDA students benefit from the success of the PTO which relies solely on the efforts of volunteers who are willing to share their time and talents. Your creative ideas will be an asset to the PTO.

The first word of the PTO is PARENT -- this is YOUR organization – It Is What You Make It!

APPAREL

The chairperson for this committee is responsible for ordering NDA apparel, storing and keeping an inventory of all apparel, receiving orders and distributing items to parents, conducting apparel sales on an as-needed basis, collecting money, preparing deposits, and organizing volunteers to assist in those sales. ***(Volunteers need to be available for the apparel sales which are usually held in the evenings--other apparel sales are on an as-needed basis.)***

FUNDRAISING

The chairperson (and co-chairperson) for this committee is responsible for planning and coordinating a Fall Fundraiser which includes sending out parent notification letters, counting money, preparing deposits, and compiling report of total sales and top sellers regardless of the type of fundraiser chosen. For catalog sales: receiving, checking and submitting orders to the vendor and then sorting & distributing items to students in classrooms upon delivery. For other fundraiser events: scheduling date and time of event with the NDA administration and/or gym managers, if necessary; preparing and sending out letters to participating businesses; and organizing volunteers to assist in the fundraising responsibilities. ***(Volunteers need to be available during school hours.)***

The PTO sponsors various fundraising events on a regular basis and conducts other events when there is a need for large items that can only be purchased with additional funds:

- Fall Fundraiser *(usually in August/September)*
- Spring Fundraiser *(on an as-needed basis)*
- Other PTO-sponsored fundraising activities include:
 - Apparel
 - GFS Purchases
 - Main Event/Trivia Night

HEALTH

The chairperson for this committee is responsible for maintaining and updating student health records which includes immunizations, physicals, eye exams; completing annual survey for Louisville Metro Public Health & Wellness; planning, organizing, and conducting annual vision, hearing, and scoliosis screenings for students; organizing volunteers to assist with the screenings. ***(Volunteers need to be available during school hours and must maintain strict confidentiality for health-related screenings.)***

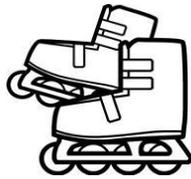


PTO WELCOMING COMMITTEE

The chairperson (and co-chairperson) for this newly-formed committee is responsible for welcoming new families to the NDA Parent Teacher Organization; attending parent orientations and various meetings in an effort to collect home addresses, e-mail addresses, telephone numbers and necessary contact information to create a list-serve to develop communication between new families and the PTO concerning upcoming events and activities. ***(Volunteers need to be available during evening hours.)***

SKATING PARTIES

The chairperson for this committee is responsible for scheduling dates with the skating rink; monitoring the door on the night of the skating party; receiving pay for entry; ensuring that payment is issued to the skating rink; and organizing volunteers to assist with the responsibilities of the skating parties. ***(Volunteers need to be available during evening hours.)***



STUDENT EVENTS/HOSPITALITY

The chairperson (and co-chairperson) for this committee is responsible for planning and coordinating all student events/hospitality; scheduling dates with NDA administration and/or managers of parish hall/gymnasiums; ordering and purchasing all necessary items; requesting volunteers to bring dishes for the Staff Appreciation Luncheon; and organizing volunteers to assist with set-up, decorating, serving, or working at the sponsored events. ***(Volunteers need to be available in the evenings for some of the events and during school hours for other events.)***

The PTO sponsored events provide an opportunity for students and staff to share time together in an effort to build a strong school community. These events include:

- Pumpkin Glow (*October-evening or weekend*)
- Santa Workshop (*December-evening set-up, workshop school hours*)
- Staff Appreciation Week (*February-school hours*)
- Eighth Grade Graduation Reception (*May-evening*)



VOLUNTEER REQUIREMENTS

All volunteers that are associated with students in any manner are required by the Archdiocese of Louisville to attend the Safe Environment Training Program and have a criminal background check on file with the school. This paperwork must be completed before working with students in the classroom, on field trips, as room parents, on field day, etc.

For information on the Safe Environment Training Program, log on to www.archlou.org. On the right, click Protecting God’s Children and scroll down to Safe Environment Training, click on “Training Schedule” for a list with dates and locations. When you have completed the training, forward a copy of the signed “Church Personnel Acknowledgement Card” from the back of the booklet to the school office.

For a copy of the Employee/Volunteer Criminal Background Check Authorization form and related fees, contact the NDA school bookkeeper at 447-3155.



God, please help me to do all the good I can, in every way I can, everywhere I can, for all the people I can, for as long as I possibly can. I know with your help I can make a difference.

To view additional information of the NDA PTO, log on to www.ndasaints.org and click on the PTO tab or contact the NDA PTO directly and log on to ndapto@gmail.com. See the PTO Volunteer Intention Form for a checklist of all of the areas that you can volunteer using your time and talents to benefit the students of Notre Dame Academy.



Notre Dame Academy

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(Respectfully prepared and submitted by
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