

SCHOOL AND FAMILY ORGANIZATION (SFO)

2011-2012

Notre Dame Academy's School and Family Organization (SFO) is comprised of parents, guardians, and other family members who are willing to volunteer their time to enhance the educational environment at the school serving on one or more of the committees listed below. Volunteer scheduling remains flexible. There are opportunities for many levels of participation from weekly time in the classroom to a single Saturday afternoon.

SFO PRESIDENT

Gala—March 24
Room Parent Coordinator
Hospitality
Notre Dads
Teacher Appreciation
Campus Beautification
(Blessed Mother Society/Mary's Garden)
New Family Ambassadors

MARIA BETZ

Jackie Weimer
Cathy Camacho
Catherine Toth
Jay Hoxie
Lisa Zelnick and TBD
Kim Biggs/Noni Gonzalez/Deborah Jones

Susan Pina /Katarina Thomas

SFO VICE-PRESIDENT

Fun Run—Nov. 2
Book Fair
Elementary School Dance
Athletic Committee

ELIZABETH SHORE

Kira DeLancey and Cathy Sigman
Maria Betz and Elizabeth Hale
Audrey Troiano
Megan Thayer

SFO SECRETARY

Lunchroom
Family Picnic
Middle School Dance

JOY HOXIE

Christine Newlin
Linda Sherman
Dana Schlarb and Viki Balthazar

SFO TREASURER

Reimbursements/Box Tops & Cartridges
Used Uniforms
Bingo

ESTHER MCELROY

Kelly Batson
Erica Marino and Evangeline Rodeghiero
Toni Hauck

SPIRITUAL LIFE

Catholic Schools Week
Adoration
Parents' Prayer Group/Prayer Chain
EYC Service Learning Programs

JULIE PERRY

Maureen Finnigan, Debbie Kohne, and Christy Gardner
Jill Mulligan
Julie Perry/Beatriz Maliszewski
Audrey Troiano and Kim Weeks

Volunteer Hours to be tracked by receptionists at both campuses

Description of SFO Committees

Adoration– Help to promote and recruit volunteers to attend Adoration.

Athletics – Assist the Athletic Director with coaching, providing team support, and other responsibilities.

Bingo – Coordinate the annual Family Bingo night in the winter, procure volunteers and prizes, and do set-up and breakdown.

Book Fair – Assist Media Specialist in organizing the Book Fair in December.

Campus Beautification – Help to decorate and beautify our two campuses by decorating the exteriors for Thanksgiving, Christmas, Easter, and year-end. It also includes coordinating with parents to place flowers before the statues of the Blessed Virgin Mary at both campuses, as well as recruiting volunteers to maintain Mary’s Garden year-round at the EYC with the allocated budget.

Catholic Schools Week – Assist the Religious Education Coordinator with planning fun activities at both campuses.

Elementary Student Dance – Plan the February dance for 1st—5th Grade students including promotions, staff volunteers, and other venue assignments.

EYC Service Learning Coordinator -- Help the EYC teachers plan and execute service projects for the children as they partner with Children’s Healthcare of Atlanta.

Family Picnic – Plan the annual October family picnic. Assist in coordinating communications, registration, games, set-up, and breakdown.

Fun Run – The Fun Run is only student fundraiser of the year to raise money based on laps run to support the academic programs. Coordinate advertising, promotions, photography, venue assignments, and set up-and breakdown.

Gala – Organize NDA’s signature volunteer fundraising school event. It includes silent and live auction procurement, advertising, promotions and photography, event set-up and breakdown, and venue assignments.

Hospitality – Order, set-up, serve and clean up refreshments for various school events.

Lunchroom – Help with serving food, opening food and beverage containers for younger children, and doing clean-up during the lunch periods.

Middle School Dance – Plan the spring dance for 6th—8th Grade students including promotions, staff volunteer, and other venue assignments.

New Family Ambassadors – Facilitate new families meeting returning NDA families to become integrated into the school community.

Notre Dads – Recruit dads to participate in community activities, facilities improvements, and fellowship events.

Parents’ Prayer Group/Prayer Chain – Plan and coordinate routine prayer group sessions with mothers. Distribute prayer requests to the NDA Community.

Rebates/Cartridges/Box Tops – It also includes promoting the program with parents, tracking payments, collecting used printer and faxing toner cartridges and box tops, facilitate pick-up or submission to receive cash.

Room Parent Coordinator – Assign room mothers to each homeroom, help Service Learning Coordinator with classroom service projects, and coordinate room parent communications.

Spirit/Duluth Fall Festival Float – Coordinate the creation of a parade float and logistics for transporting the float to the venue and having it appear in the parade.

Teacher Appreciation – Coordinate a luncheon and special recognition for the teachers during Teacher Appreciation Week held during the first week in May.

Used Uniforms – Inventory used uniforms by family, and sell used uniforms in January and early June, and remit sale payments to parents