

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