



PAC Board & Chairperson Position Overview

Parent Activity Committee Board Positions:

Most officer positions shared by two people

Board members should attend PAC meetings held approximately once per month

PAC President:

- Plan and run PAC meetings, Oversee PAC projects and events
- Communicate with school administration, advisory board, and parents

First Vice-President:

- Oversee Fall Fundraiser, Organize/recruit Committee Chairs for following year
- Assist Presidents
- Moves to PAC President the following year (2-3 year commitment)

Second Vice-President:

- Administrate teacher wish-list program in fall: Facilitate teacher request forms and approval; record funds spent; order & arrange payment for supplies
- Administrate PAC scholarship program in spring: Coordinate student forms and judging process with administration and teachers

PAC Treasurer:

- Oversee the PAC budget.
- Maintain financial accounts
- Present financial summaries at PAC meetings
- Process reimbursements & deposits
- *Must have financial experience*

PAC Secretary:

- Record minutes at meetings
- Provide notes to publish in Quill

PAC Vice-President Communications/Events Chairperson:

- Collect and manage communication regarding PAC through school email, website, parish bulletin

Parliamentarian

- Attend PAC meetings to provide information regarding previous year

PAC Committee Chairperson Positions:

FUNDRAISING:

PAC FALL FUNDRAISER/ WALK-A-THON:

Fall Fundraiser/Walk-a-thon Chairpersons:

Lead committee to plan and run major fundraiser in fall. Work with PAC board, school administration and committee to organize Fall Walk-a-thon Fundraiser. After approval, confirm dates, coordinate forms, sponsors, volunteer needs, and parent information

CHRISTMAS BAZAAR (November)

Bazaar Co-Chairperson:

Coordinate committee to plan, set-up and run Bazaar-oversee event. Work with co-chairs and assistants for vendor letters, reservations, Kitchen, Advertising, and Volunteers

Vendor Coordinator - Bazaar:

Communicate with vendors, process requests for tables and payments, assign table locations, oversee table rental and set-up day before event, vendor setup Bazaar day

Kitchen Coordinator – Bazaar:

Coordinate Food/Supply donations, purchase / order items needed, set-up food area, oversee volunteers and operation of kitchen, food sales, clean-up

Advertising - Bazaar:

Arrange advertising in newspapers, Church bulletin, flyers; Update and place signs

Volunteer Coordinator – Bazaar:

Assist with communicating to and scheduling Volunteers for Set-up and Bazaar

Treasurer – Bazaar: *Records receipts in all areas on day of event*

Bazaar Assistants:

Bake Sale Coordinator - Bazaar: *Run Bake Sale on day of bazaar*

Raffle Coordinator - Bazaar: *Run raffle table with vendor items at Bazaar*

SECRET SANTA: (November)

Secret Santa Chairperson:

Order items from vendor for Secret Santa, set up shopping area, schedule volunteer help for set-up and sale during school shopping days and bazaar

Craft Coordinator - Secret Santa:

Organize committee to make homemade items throughout the year to sell at bazaar

SPAGHETTI DINNER: (February)

Spaghetti Dinner Chairperson:

Coordinate scheduling with St. Paul, PAC and caterer, order food and supplies, oversee flyers/advertising, advance ticket sales, set-up, operation, clean-up

Volunteer Coordinator – Spaghetti Dinner:

Assist with contacting and scheduling volunteers for set-up and dinner

Treasurer Assistant – Spaghetti Dinner:

Assist with ticket sales; organize cash counting at end of day

FLOWER SALE: (Spring)

Flower Sale Chairperson:

Coordinates dates with vendor and school, distribute flyers, organize order processing, schedules volunteers for pickup day

Treasurer Assistant – Flower Sale:

Works with chairperson and PAC treasurer to record payments

OTHER FUNDRAISERS (Throughout the year):

Market Day Chairperson: *Organize Flyers, monthly orders and coordinate pickup day with vendor, school and volunteers throughout school year*

Box Tops: *Coordinate collection with teachers, count, prepare, and send in BoxTops for credit, track and request classroom rewards, and total for year*

Campbell's Soup Labels:

Coordinate collection with teachers, prepare, count and send in labels, track totals, communicate with PAC and administration regarding awards

Giant Eagle: *Encourage parent sign-up, communicate with administration and PAC regarding program and awards*

STUDENT ENRICHMENT:

COSI DAY Chairperson: (grades 1-4)

Organize parent volunteers and set up for COSI visit arranged by school

Recess Chairperson: (all grades)

Acts as contact person for grade level coordinators and acquire indoor recess equipment lists from teachers to purchase supplies

Grade 1 & 2 Recess Coordinator; Grade 3 & 4 Recess Coordinator; Grade 5 & 6 Recess Coordinator; Grade 7 & 8 Recess Coordinator

Help schedule volunteers at PAD and beginning of year, communicate monthly calendars to volunteers (coordinator needed for different grade groups)

SOCIAL EVENTS/HOSPITALITY:

Social/Events Chairperson: *Coordinate receptions and social events information and supply storage.*

Teacher/Staff Appreciation Lunch Coordinator:

*Organize appreciation lunches during the year hosted by different grades
Coordinate parent sign up for committee at PAD*

Authors Luncheon Coordinator:

Plans lunch for teachers and author during visit arranged by administration

Bakers Chairperson:

Coordinates volunteer sign up at PAD and communicates with volunteers to

Arrange baked goods provided for events throughout the year.

Christmas Cookie Plates: (Dec.)

Put together gift plates of homemade baked goods for teachers and staff

Kindergarten Welcome Party/Picnic: (Aug.)

Organize get together for Kindergarteners/Parents before first school day

Breakfast with the Principal: (Sept. & Oct.)

Organize refreshments for parents and principal for 2 morning events in fall

Catholic Schools Week Open House:

Organize refreshments for school open house

Family Fun Night: (Jan.)

Coordinate flyers, reservations, volunteers and snack sales

Skating Parties: (Nov. & Feb.)

Put together flyers and coordinate with PAC, St. Paul, and Chiller

Dare Reception: (Winter/Spring)

Coordinate reception refreshments after 5th grade DARE graduation

7th and 8th grade dances: (Fall & Spring)

Coordinate music DJ, chaperones, and refreshments for 2 dances

8th Grade Special Events: (7th grade parents organize)

8th Grade Confirmation Reception: (Spring) 7th grade parents needed

Coordinate volunteers for reception set up, serving, and clean up (parish provides food)

8th Grade Talent Show Reception: (May) 7th grade parents needed

Organize refreshments and volunteers for reception after evening show

8th Grade Graduation Breakfast: (Last day of school) 7th grade parents needed

Coordinate set up, serving, and clean up. Cafeteria provides food.

SUPPORTING AND ADMINISTRATION POSITIONS:

Newcomers / Welcoming:

Work with PAC, school office, and committee to welcome and assist new families on PAD

Put together information for families new to St. Paul regarding school and PAC,

Friends in Need:

Offer assistance to St. Paul families as needed, coordinate committee volunteers to provide meals, etc.

Used Uniforms:

Coordinate collection of donated uniforms and sale to parents twice per year

School Supply Sale: *Organize lists with school office; organize flyers, orders and payment in spring, and delivery of supplies at PAD.*

Homeroom Parent Coordinator:

Help with homeroom parent sign-up and communicate with homeroom parents

7/8th grade service coordinator:

Communicate with teachers to help schedule student help when needed for PAC events

PAD day coordinator:

Coordinate PAC committee table organization, volunteers and folder preparations

NOTE:

- *Most positions have information from previous chairperson.*
- *Contact PAC president, 1st Vice-president, or current chairperson listed in front of directory for more information or to volunteer.*
- *Other areas such as cafeteria, library, and classroom volunteers, Discipleship, Fastscript, and Silent Auction are not coordinated by PAC.*

Thank You !