



# PTO VOLUNTEER FORM

2025-26 School Year

"An education is most successful when parents and schools work together!"

For many years, St. James PTO has played an integral role in the success and vitality of St. James School. This has only been possible because of the dedication of our countless volunteers. From helping in the spirit shop to serving as a board member, there are many ways to become involved at school. As a volunteer, you will not only see first-hand what makes this school so great, but it also provides a unique opportunity to better know the staff as well as meet other parents.

Please take a few minutes to complete this form and return it to school OR scan the QR code and fill it out online. (Only fill out one form, either paper or online.) We look forward to working with you, but also understand if volunteering at this time is simply out of reach for you!



**Below, listed by committee, are just some of the PTO events and tasks we do throughout the year!**

## DAYTIME

- Grandparent Breakfasts
- Room Parent Program
- Olympic Day Planning
- Coordinate teacher lunch & recess coverage (2x/yr)

## EVENING

- Breakfast with Santa
- Ladies Wine Tasting
- Organize Teacher Conference Dinners (2x/yr)
- Coordinate Family Nights (ex. Cyclones game)

## FUNDRAISING

- Winter & Spring Fundraisers
- Box Top\$
- Coordinate Kroger Rewards
- Organize monthly Dine to Donate

## SPIRIT SHOP

- Open hours – routine & special
- Promotions
- Uniform Sweatshirt Ordering
- Maintain Uniform Exchange

## ADDITIONAL

- Boo-hoo/Woo-hoo Breakfast
- Kick-off
- Distribute Welcome Signs
- Assist at School Picture Days

**I am available to help:** (Please check all that apply!)

During school hours

Evenings/Weekends

**I am interested in:** (Please check all that apply!)

<input type="radio"/> PTO Board Member	<input type="radio"/> Fundraising	<input type="radio"/> Dine to Donate	<input type="radio"/> Staff/Student Appreciation
<input type="radio"/> Daytime	<input type="radio"/> Spirit Shop	<input type="radio"/> Welcome Signs	<input type="radio"/> Catholic Schools Week
<input type="radio"/> Evening	<input type="radio"/> Parent/Family Nights	<input type="radio"/> Graduation Signs	<input type="radio"/> Olympic Day <u>Planning</u>
<input type="radio"/> "Volunteers on-call" –This is an opportunity to put your name on a list of possible volunteers for any event or task throughout the year where various forms of help is needed; i.e. picture day helper, baking cookies, setting up for events, etc. You'll be contacted as needed and can agree to share your time and talents if the timing works out for you!!			

Parent Name: \_\_\_\_\_ E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_  
(First & Last)

Student Name(s): \_\_\_\_\_ Grade(s): \_\_\_\_\_

**\*IMPORTANT INFORMATION & SIGNATURE REQUIREMENT ON THE BACK OF THIS FORM\***

**IMPORTANT:** ANYONE who volunteers or who has contact in any capacity with the children of St. James, must first complete the Archdiocese of Cincinnati's SafeParish Child Protection Workshop, complete the background check through their online process, and be approved before volunteering.

We also ask that all volunteers follow the same CODE of CONDUCT expectations that our students are expected to follow. That is:

- St. James PTO volunteers are expected to honor God through their words and actions.
- They will show respect for our faith, for themselves, for others, and for the school environment.
- They will refrain from taking any frustrations to social media.
- PTO volunteers must follow the policy of St. James School in that any forms of harassment, intimidation, or bullying towards students or other parents, regardless of where, how, or when it takes place is expressly forbidden.
- Any actions that are not in agreement with this CODE of CONDUCT should be brought to the attention of the PTO President who will contact and discuss with the school administration to determine the needed course of action.

If you have any questions, please reach out to [stjpto1844@gmail.com](mailto:stjpto1844@gmail.com).

Sign below to agree to the St. James School / PTO volunteer CODE of CONDUCT:

Signature\_\_\_\_\_ Date\_\_\_\_\_