

## *Our Lady of Grace School* **Parent – Teacher Organization (PTO)**

We are blessed with a dedicated and active Parent-Teacher Organization at Our Lady of Grace School. The purpose of this group is to promote a parent/teacher association that enhances the principles of the Catholic education process, supports general school activities, and organizes and directs fundraising events for the school.

General parent meetings are held each year. One parent/guardian is expected to attend these meetings. If for some reason neither parent/guardian is able to attend a meeting, we ask that a parent notify the principal in writing. Please consult the school master calendar for meeting dates. PTO board meetings are held monthly. Parents/guardians who would like to attend any of these meetings are asked to contact the PTO board president and the principal at least three days ahead of the scheduled meeting date.

**Volunteer Program:** All parents are required to give thirty-five (35) hours of volunteer service to the school. Parents are responsible for submitting record of this service to the school office on a monthly basis. The amount of \$25 per hour will be charged for insufficient volunteer hours not completed per trimester. A single head of household with no approved spousal support may submit a written request for a waiver of seventeen (17) volunteer service hours to the principal.

**Parish/School Family Fair:** The Our Lady of Grace Family Fair is an annual event sponsored by both the parish and school. It is an opportunity to build community throughout the entire parish and is a major source of income for our parish and school. School parents are required to support this event by working a minimum of nine (9) hours at the fair. If these fair volunteer hours are not completed, a family will be charged \$50 per hour not worked.

**Room Parents:** Room parents volunteer time to their child/children's class and collaborate with the homeroom teacher. The room parents help organize fundraising activities and classroom social events.

**Work Days:** The Our Lady of Grace PTO sponsors work days for the school several times a year. On these days, parent volunteers share their time and talents to help maintain a well-kept and attractive campus. Each individual class supports and sponsors one of these work days each school year. It is expected that when a class is scheduled for work day, at least one parent or guardian of each student in the class attends.

**Parent Prayer Time:** School parents are encouraged to spend some time in prayer during the Adoration of the Blessed Sacrament prayer vigil each first Friday of the month from 11:30 a.m. to 12:30 p.m. Two parents from each individual class will be asked to sit at vigil before the Blessed Sacrament at least once during the school year.

**Major Fundraisers:** Parents can earn fundraising credit toward their \$550 Family Fundraising Obligation by their participation in four fundraisers during the school year. (More details about fundraising may be found in the family fundraising contract.)