

PARENT VOLUNTEER LEADERSHIP GUIDE

2024 - 2025



VOLUNTEERISM AT ST. MARY'S



St. Mary's Episcopal School is incredibly fortunate to have an active, caring, and energetic Parent Organization (PO) that goes above and beyond to support our teachers and students.

We need your help! SMES and the PO sponsor many events throughout the year that would not be possible without a committed parent volunteer base.

Are you looking to get involved? Visit smesedmond.org/parents/ to learn more.

PARENT VOLUNTEER OPPORTUNITIES

There are a wide variety of ways parents can get involved at St. Mary's. Whether it's through a year-round volunteer leadership role, like PO President or Beau Geste Chair, or a one-time lunchroom volunteer shift in Taylor Hall, we deeply appreciate your support.

Check your weekly EBLAST emails for volunteer sign up opportunities throughout the year, including:

- Daily Lunchroom Volunteers
- Book Fair Volunteers
- Special Event Volunteers
- Service Learning Initiatives

PARENT VOLUNTEER GUIDE



PARENT VOLUNTEER OPPORTUNITIES BY MONTH



AUG

HOMEROOM PARENTS*
GUEST READERS*

SEP

GOLF TOURNAMENT
FALL BOOK FAIR

OCT

FALL FESTIVAL

*Year-round opportunities

NOV

DUDES & DONUTS

DEC

CHRISTMAS
DECORATIONS
CHRISTMAS
STORE

JAN

MOVIE NIGHT

FEB

DADDY/
DAUGHTER
DANCE

MAR

BEAU GESTE

APR

FUN RUN
MOMS & MUFFINS
MOM/SON GAME NIGHT

MAY

TEACHER
APPRECIATION
WEEK

PARENT VOLUNTEER LEADERSHIP ROLES



PO President

PO Vice President

PO Secretary

Beau Geste Chair

Beau Geste Vice Chair

Golf Tournament Chair

Golf Tournament Vice Chair

Fall Festival Chair

Homeroom Parent Chair

Homeroom Parent

Christmas Decorations Chair

Christmas Store Chair

Moms & Muffins Chair

Mom/Son Game Night Chair

Dudes & Donuts Chair

Daddy/Daughter Dance Chair

Teacher Appreciation Week Chair

Fun Run Chair



PARENT VOLUNTEER LEADERSHIP DESCRIPTIONS



PO President

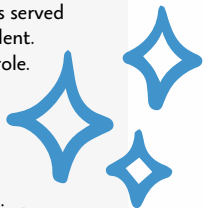
This one-year leadership role is responsible for presiding over monthly PO meetings, managing PO budget, serving as the primary liaison between parents and school leadership, and overseeing all PO-sponsored events and committees. Also responsible for developing PO Vice President to successfully serve as President the following year.

Estimated Time Commitment: 5-20 hours per month

PO Vice President

This two-year commitment is responsible for working with the PO President to support Parent Organization initiatives. The first year of this role is served as PO Vice President, learning from and supporting the current President. The second year, the PO Vice President steps into the PO President role.

Estimated Time Commitment: 2-5 hours per month during 1st year



PO Secretary

This one-year support role is responsible for taking monthly PO meeting minutes and submitting those minutes for school-wide distribution, as well as other duties as needed. This is a great role for someone who has strong recordkeeping skills, attention to detail, and experience with Microsoft Word and Microsoft Excel.

Estimated Time Commitment: 1-3 hours per month

Beau Geste Chair

This one-year leadership role is responsible for working with the Director of Advancement to coordinate Beau Geste, the school's annual fundraising gala in March. Duties include selecting gala theme, securing event sponsors, leading volunteer sub-committees, maintaining event budget, gathering and sorting donated auction and raffle items, and more. This is a great role for someone who excels at multitasking, delegating, and planning large events.

Estimated Time Commitment: 5-20 hours per month, more during Jan-Mar

PARENT VOLUNTEER LEADERSHIP DESCRIPTIONS



Beau Geste Vice Chair

This two-year commitment is responsible for working with the Beau Geste (BG) Chair to coordinate the school's annual fundraising gala in March. The first year of this role is served as BG Vice Chair, learning from and supporting the current BG Chair. The second year, the BG Vice Chair steps into the BG Chair role.

Estimated Time Commitment: 5-10 hours per month during 1st year

Golf Tournament Chair

This one-year leadership role is responsible for working with the Director of Advancement to coordinate the school's annual golf tournament in the fall. Duties include securing event sponsors, leading volunteer sub-committees, maintaining event budget, and more. This is the perfect role for a golfer who is great at multitasking, delegating, and planning fun and engaging events.

Estimated Time Commitment: 5-10 hours per month in the summer and fall

Golf Tournament Vice Chair

This two-year commitment is responsible for working with the Golf Tournament Chair to coordinate the school's annual golf tournament in the fall. The first year of this year is served as Golf Tournament Vice Chair, learning from and supporting the current Golf Tournament Chair. The second year, the Golf Tournament Vice Chair steps into the Chair role.

Estimated Time Commitment: 5-10 hours per month in the summer and fall

Fall Festival Chair

This one-year role is responsible to working with the PO President to organize the annual Fall Festival. Duties include booking event vendors, managing event budget, creating school-wide communications, and event support.

Estimated Time Commitment: 5-10 hours per month in the fall

PARENT VOLUNTEER LEADERSHIP DESCRIPTIONS



Homeroom Parent Chair

This one-year role works closely with the PO President and Vice President to communicate key initiatives to Homeroom Parents. This includes teacher birthday reminders and gift giving guidelines, door decoration information, and other key initiatives as needed. Must have strong written communication skills.

Estimated Time Commitment: 1 - 2 hours per month

Homeroom Parent

This one-year role is perfect for a parent with flexibility during the daytime to assist you child's teacher with events during school hours. Duties include gathering donations from other class parents for teacher gifts for Christmas, birthday/half birthday, and Teacher Appreciation Week, assisting teacher with creating Sign Up Genius links for class party supplies, coordinating seasonal door decorations, and other duties as needed.

Estimated Time Commitment: 1 - 2 hours per month

Christmas Decorations Chair

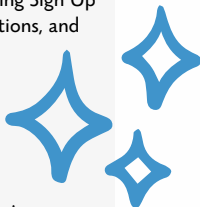
This one-year role is perfect for someone who loves making holiday magic come to life through creative decorations. Duties include working with PO leadership to determine school Christmas decoration theme, brainstorming ideas, and coordinating volunteers to make those ideas a reality in the school halls in early December.

Estimated Time Commitment: 10-20 hours per month in November - December

Christmas Store Chair

This one-year role is responsible for hosting a tradition beloved by our students, shopping for Christmas presents at the St. Mary's Christmas store. Duties include managing store logistics, including ordering supplies, scheduling volunteer shifts, working with teachers to schedule class shopping times, and more.

Estimated Time Commitment: 10-15 hours per month in November - December



PARENT VOLUNTEER LEADERSHIP DESCRIPTIONS



Moms & Muffins Chair

This one-year role is responsible for organizing Moms & Muffins, a spring event that makes special memories for students and their moms. Duties include working with PO leadership to select event theme, scheduling vendors, communicating event sign up, coordinating volunteer support, and more.

Estimated Time Commitment: 5-10 hours per month in February - March

Mom/Son Game Night Chair

This one-year role is responsible for organizing the Mom/Son Game Night, a spring event that makes fun memories for moms and their sons. Duties include working with PO leadership to select event theme, scheduling location and vendors, communicating event sign up, coordinating volunteer support, and more.

Estimated Time Commitment: 5-10 hours per month in March - April

Dudes & Donuts Chair

This one-year role is responsible for organizing Dudes & Donuts, a November event that makes special memories for students and the dudes in their lives. Duties include working with PO leadership to select event theme, scheduling vendors, communicating event sign up, coordinating volunteer support, and more.

Estimated Time Commitment: 5-10 hours per month in October - November

Daddy/Daughter Dance Chair

This one-year role is responsible for organizing the Daddy/Daughter Dance, a February event that makes special memories for dads and their daughters. Duties include working with PO leadership to select event theme, scheduling vendors, communicating event sign up, coordinating volunteer support, and more.

Estimated Time Commitment: 5-10 hours per month in January - February

PARENT VOLUNTEER LEADERSHIP DESCRIPTIONS



Teacher Appreciation Week Chair

This one-year role is responsible for celebrating our amazing teachers during Teacher Appreciation Week at the beginning of May. Duties include working with PO leadership to pick theme, scheduling vendors, determining teacher gifts, decorating the school, organizing teacher awards (SMESies), and more.

Estimated Time Commitment: 5-10 hours per month in April - May

Fun Run Chair

This one-year role is responsible for working with the Director of Advancement to organize the annual Fun Run fundraiser in April. Duties include selecting fundraiser theme, scheduling vendors, and coordinating volunteers.

Estimated Time Commitment: 2-5 hours per month in March - April



Questions?

If you are looking for more information on ways to get involved at SMES, email smesoffice@smesedmond.org.



ST. MARY'S
EPISCOPAL SCHOOL