



# Saint Brigid School Parent Teacher Guild

## 2019 – 2020 PTG Overview and Event Calendar

### Contact Information

Please provide the school with any changes to your email address and general contact information as this information is used through the year.

### Communication

- SchoolSpeak (<https://adsf.schoolspeak.com/Public/CommunityMain.aspx?group=All&Community=94109003>)
- Wednesday folder
- School website [www.saintbrigidsf.org](http://www.saintbrigidsf.org)
- PTG Annual Report (details income distribution from the previous school year)

### Monthly PTG Meetings

PTG meetings are held on the third Wednesday of each month in the school cafeteria. All parents and children are welcome to attend and be involved. Childcare and dinner are provided for those who RSVP through SchoolSpeak. The prior month’s financial statement, approved meeting minutes, and the current month’s meeting agenda are sent to all parents through SchoolSpeak.

### PTG Fee

The annual PTG fee of \$300/family is due with the registration fee in the Spring. A \$25 late fee is assessed after the due date.

### Required Parent Participation (PP) Hours

All families are required to fulfill the 30 PP hours/family requirement (1 PP hour=\$10). We recommend that 15 PP hours be completed by **February 15, 2020**. The remaining 15 PP hours must be completed by **May 15, 2020**. A financial charge is incurred at the end of the year if the 30 PP hours commitment is not met.

The 30 PP hour commitment must include at least:

- Traffic – four (4) 30 minute shifts/family through traffic duty. Traffic duty is required for each student attending the school.
- All-School Fundraiser – all families are required to participate in the all-school fundraiser with the equivalent of a minimum \$100 contribution. The contribution can be through (1) volunteering at the event, (2) purchasing tickets, or (3) donating raffle prizes, etc. More details to follow.

### Class Traffic Duty Assignments

Each class is assigned a month for morning and afternoon traffic duty. Four (4) 30 minute shifts is required for each family. Traffic duty is required for **each** student you have attending the school. While we encourage you to volunteer during your class month, you are welcome to sign-up for any open traffic duty slot (<http://bit.ly/sb-traffic>). We need:

- Three (3) parent volunteers for morning traffic duty from 7:30 AM to 8:00 AM
- Two (2) parent volunteers for afternoon traffic duty from 2:45 PM to 3:15 PM

<b>August/September</b> – 8th Grade	<b>December</b> – 5th Grade	<b>March</b> – 2nd Grade
<b>October</b> – 7th Grade	<b>January</b> – 4th Grade	<b>April</b> – 1st Grade
<b>November</b> – 6th Grade	<b>February</b> – 3rd Grade	<b>May/June</b> – TK/Kindergarten

Room parents ensure there are adequate traffic volunteers for their traffic month. **Please be respectful to ALL parents/volunteers who are working traffic. We are there to ensure the safety of our children.** We appreciate parents who **sign up in advance** and are **on time** (7:30 AM or 2:45 PM)! Punctual parents who work the entire 30 minutes **earn 1 PP hour** (rather than 30 minutes). Parents who arrive late earn PP hours based on time volunteered (e.g., sign-in at 7:45 AM=0.25 PP hour earned).

## 2019 – 2020 PTG Overview and Event Calendar, continued

### Lunch Program

Parents are encouraged to volunteer for lunch duty. It is an amazing experience to see our children at lunch. Please contact Tony Le, Lunch Program Coordinator, through SchoolSpeak to volunteer or if you have questions on the Choice Lunch program. Sign-up for lunch duty through the all-school link for lunch duty (<http://bit.ly/sb-lunch>). Lunch duty is 11:15 AM – 1:00 PM. You will earn 2 PP hours.

### How to Earn PP Hours

PP hours can be earned through a variety of ways. Some examples are below but feel free to propose ideas or suggestions if you have special skills or interests.

- Chairing a “major PTG event” (30 PP hours)
- Coaching sports (30 PP hours) or coach liaison to parents (15 PP hours)
- Chaperoning field trips (prior teacher approval is required)
- Volunteering in the classroom (prior teacher approval is required)
- Volunteering for any of the PTG events listed in the event calendar
- Volunteering for traffic duty (time volunteered)
- Volunteering for lunch duty (2 hrs per session)
- Volunteering to market the school (e.g., school tours, prepare marketing folders, preschool outreach)
- Being on the PTG Board (30 PP hours)
- Being a Room Parent (30 PP hours)
- Being the PTG Classroom Liaison (15 PP hours)
- Attending a PTG meeting (2 PP hours/meeting)
- Child sitting during the PTG meetings (third Wednesday/month from 6:00 PM to 8:30 PM)
- Gardening at the school on a regular monthly schedule
- Researching, presenting, and organizing school enhancement ideas, including presenting to the PTG and school administration (e.g., installing a school garden area, improving the school theater lighting & sound systems, researching and implementing afterschool clubs, beautifying the exterior of the school, etc.)

### 2019-2020 PTG Events

Class assignments for the required major school events are below. The room parents will coordinate volunteers with the event chairperson and class parents.

Date	Event	Chairperson	Supporting Class
August 17, 2019	New Saint Brigid Families Social (9:30-11 AM – school yard)	Admissions	PTG Board
August 21, 2019	Welcome Back Coffee (8 AM – auditorium)	8 <sup>th</sup> Grade Room Parents	8 <sup>th</sup> Grade
August 23, 2019	Welcome Back TGIF (5:30–7:30 PM – school yard)	Mamie Lee/PTG Board	PTG Board
September 14, 2019	Parent Community Clean-Up Day	Georgia Ip/PTG Board	All
September 27, 2019	Saint Brigid School Open House & Teacher Appreciation TGIF	Admissions and PTG Board	PTG Board
October 25, 2019	Halloween Festival (school yard)	3 <sup>rd</sup> – 6 <sup>th</sup> Grade Room Parents	3 <sup>rd</sup> , 4 <sup>th</sup> , 5 <sup>th</sup> , 6 <sup>th</sup> Grades
December 2–15, 2019	Faculty Holiday Fundraiser	PTG Board	PTG Board
December 19, 2019	Christmas Pageant Cookie Reception (school)	1 <sup>st</sup> & 2 <sup>nd</sup> Grade Room Parents	1 <sup>st</sup> & 2 <sup>nd</sup> Grades
January 31, 2020	Catholic Schools Week – Special Friends Day	TK & K Grade Room Parents	TK & K Grades
	Science Fair TGIF	PTG Board	PTG Board
February 29, 2020	All-School Fundraiser	Development Office	All
May 4 – 8, 2020	Teacher Appreciation Week	PTG Board	All Room Parents
May 7, 2020	Field Day	PTG Board	7 <sup>th</sup> Grade
May 15, 2020	Ethiopian & Eritrean TGIF (5:30–7:30 PM – school yard)	PTG Board	PTG Board
May 18, 2020	New Saint Brigid Families Orientation & Social (9:30-11 AM – school yard)	Admissions	PTG Board

### Class Party Dates

Each class will celebrate the following special occasions as a class.

Christmas – 12/20/2019	Valentine’s Day – small treat, no class party	Easter – 4/9/2020	End of the year – 6/4/2020
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On behalf of the St. Brigid School PTG, we look forward to collaborating with you for a fantastic year.