

Giving Tree committee

During the holiday season, we come together as a community and collect donated gifts to share with families in need.

Responsibilities of Chair:

- Meet with Denise Kimball for Families in Need List
 - Organize Wish Lists from Families
- Create and Manage SignUp Genius for Wish Lists
 - Collect all donated gifts from Wish Lists
 - Distribute gifts to Families

Time Frame:

Mid October to Winter Break December

Biggest Time Commitments:

- Organizing Wish List/Google Forms
 - Creating SignUp Genius List
 - Collecting Donations
 - Distributing Gifts
- Chair works closely with Operations Team/Denise Kimball, Stephanie Deming, Parent Admin Liaison, .
 - Discretion is of the utmost importance.

Staff Appreciation Week

Help us say thank you to all of the wonderful Sterling Montessori faculty and staff that help our children grow and thrive at school. We also hold a number of appreciation events throughout the year that we welcome parent volunteers to join in.

Responsibilities of Chair/s:

- Decide on Theme for Staff Appreciation Week
 - Organize Week's Events
- Communicate Week's information to school community
 - Organizing Volunteers to help with Week
 - Facilitate Week's Events
 - Work with Budget Outlined by Admin

Time Frame:

Year-long planning;
Staff Appreciation Week: May 6-10, 2024

Biggest Time Commitments:

- Planning out Theme and Events
 - Gathering items for Week
- Organizing Volunteers to help with Week and Behind the scenes tasks
- Being available the week of May 6-10, 2024 and implementing each days' events
- Chair works closely with Operations Team, Claire Humphries/Brittany Long, Parent Admin Liaison

Fundraising

Help support creative new ways for the school to raise funds throughout the year.

Responsibilities of Chair/s:

- Meet with Development Team
- Attend LHU Development Committee Meetings
 - Research and Organize Fundraising Ideas
- Communicate any Fundraising Ideas with school community
 - Implement any Fundraisers

Time Frame:

Giving Tuesday, Planned for November 28th, 2023
Varies depending on Fundraising opportunities

Biggest Time Commitments:

- Researching Fundraising opportunities
 - Meeting with Development team
 - Implementing any chosen Fundraising Opportunities chosen throughout the year
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- Chair works closely with Development team/Stephanie Deming and LHU Development Team

BOOK Fair

Sterling is looking to bring back the yearly Book Fair for our school community. Help research, organize and implement this year's Book Fair.

Responsibilities of Chair/s:

- Research Book Fair opportunities/companies to partner with: Quail Ridge Books, Scholastic, Usborne, etc.
- Choose which company best meets the goals of our school
 - both content wise and fundraising opportunities
 - Organize Book Fair details
- Organize Teacher Wish Lists and how community will shop
 - Oversee Book Fair Week
 - Follow up after Fair

Time Frame:

Past Book Fairs have been held in February

Biggest Time Commitments:

- Researching opportunities
 - Contacting companies
 - Organizing Time Frame for Fair
 - Organizing Volunteers for Fair
 - Overseeing actual Fair
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- Chairs work closely with Operations Team/Claire Humphries; Parent Admin Liaison

Picture Days

Help to facilitate both Fall and Spring Individual and Group/Class photos alongside LifeTouch company.

Responsibilities of Chair/s:

- Work with LifeTouch to decide on Picture Day dates for both Fall and Spring
 - Organize LifeTouch materials and distribute to staff
 - Organize schedule of classes
 - Organize Volunteers to help days of Picture Day
 - Follow Up after Picture Day with LifeTouch
 - Distribute Photo Orders

Time Frame:

Fall Picture Days: October 4-5, 2023; October 19th
Spring: March 13-14, 2024

Biggest Time Commitments:

- Communicating with LifeTouch for Dates and Logistics
 - Organizing and Distributing Picture Day Materials
- Setting up SignUp Genius for Volunteers on Picture Days
 - Being available day of Picture Days
- Chairs work closely with Operations Team/Claire Humphries; Parent Admin Liaison

PFSA communications

Oversee the 2023/24 Sterling's PFSA Community Group Facebook page as an Admin to the page. Work closely with Administration to answer any questions posed, as well as publish any information about upcoming events or past events.

Responsibilities of Chair/s:

- Monitor and serve as Admin of PFSA Facebook page
- Contact Admin for further information to questions
 - Maintain positive attitude of Facebook page
 - Make sure to verify all information for page

Time Frame:

On-going, Year Long

Biggest Time Commitments:

- Daily Monitoring of FaceBook page to keep up to date and pertinent
- Chairs work closely with Operations Team/Brittany Long and Administration.

spiritwear

Help promote Sterling through Spiritwear merchandise sales. Show off your Sterling Montessori pride with car magnets, t-shirts, and more! Proceeds From Sterling goods go toward funding school activities. Spirit Wear is available for sale at community events and online.

Responsibilities of Chair/s:

- Maintain Inventory of available Shirts, Magnets, Etc.
 - Organize sales for Spiritwear
 - Maintain distribution of purchased items
- Maintain Inventory on MySchoolBucks website

Time Frame:

On-going, Year Long

Biggest Time Commitments:

- Prepping for individual sales times during events throughout the year
 - Inventory at times throughout the year
- Chairs work closely with Operations Team/Claire Humphries.

Holiday Treat Exchange

Treat our Staff to holiday treats before the Winter Break with a "potluck" of treats from our families.

Responsibilities of Chair/s:

- Create and Manage a SignUp Genius for Families to sign up to donate and bring in treats for the day
 - Be available day of event to manage and organize

Time Frame:

December

Day of Event: December 8th, 2023

Biggest Time Commitments:

- Creating SignUp Genius
 - Day of Event

- Chairs work closely with Operations Team/Claire Humphries.

MOVIE NIGHTS

Held in the fall and spring, Movie Nights are an opportunity for the school community to get together outside of school hours and have some fun.

Responsibilities of Chair/s:

- Plan choice of Movie
- Work with Movie Rental Company for Contract and Payment
 - Plan and purchase Movie Snacks or Popcorn Rental for events
 - Organize Snacks at the events
 - Clean Up with Volunteers after Event over

Time Frame:

Fall and Spring
September 29, 2023
April 5, 2024

Biggest Time Commitments:

- Working with Movie Rental Company - Initial Approach and Follow Ups
 - Planning Snacks for the events - researching rental companies or purchasing snacks ahead of time
 - Available day of events as point of contact
- Chairs work closely with Operations Team/Denise Kimball, Claire Humphries and Stephanie Deming and Admin

Garden Days

Held in the fall and spring, our Garden Days give students and their parents an opportunity to learn about our gardening program and the ecology of a healthy garden. We bring in guest speakers from Triangle area organizations and you have the chance to purchase plants for your home garden as well!

Responsibilities of Chair/s:

- Purchase plants for individual sales (for homes)
- Research outside groups to donate or work with education
- Manage sales of plants for individual families on day of events - fall: pumpkins, mums, etc; spring - annuals
- Be available day of events to set up and take down
- Work with Middle School specifically to see if they have garden vegetables to sell

Time Frame:

Fall and Spring

October 20th, 2023 and April 12th, 2024

Biggest Time Commitments:

- Purchasing plants, etc. prior to events
- Day of event - setting up and overseeing sales
 - Clean up of sales booth, etc.
- Chairs work closely with Operations Team/Stephanie Deming.

International Festival

Our annual spring festival is the biggest PFSA event of the year! With loads of performances, delicious foods from around the world, and fun activities, the Sterling International Festival connects the Sterling Montessori community with the many countries our families come from.

Responsibilities of Chair/s:

- Organize Outside Performers, Food Trucks, Cultural Organizations to be part of the festival
 - Decide on Theme for the Year
 - Work with Families for Involvement
 - Work within Budget given by Admin
- Organize MANY Volunteers for behind the scenes work and especially for day of event
 - Coordinate schedule of events for event
- Follow Up on Thank You notes for any groups that participate

Time Frame:

- Year Long Planning
- Date: Saturday April 20th, 2024

Biggest Time Commitments:

- Finding outside groups to participate
- Organizing volunteers for planning and day of event
 - Purchasing items needed for festival
 - Days leading up to and Day of event
- This committee needs MANY volunteers and co-chairs to make sure that all aspects are thoroughly planned and executed. In past years, we have had 500-1000 people in attendance and this has become the event that truly embodies what makes Sterling the diverse and wonderful community that it is! The Festival can be constantly updated and grown each year with our school and families and new ideas.