



Parent Involvement and Volunteer Hours

Dear St. Thomas Families,

Partnership and service are the foundational blocks of Catholic education. St. Thomas School needs the help of all its families to provide education at the lowest possible cost. This 2025-2026 school year, the School Board, Father Bill, and Mrs. Madigan have determined that St. Thomas families are responsible for raising \$50,000. To reach this goal, a tremendous amount of teamwork and volunteers are needed - in conjunction with the PTO Board - to fulfill the Family Participation Program. This program is designed for parents and grandparents to be actively involved with the school and its fundraising efforts.

Service is the heart of our faith community and, therefore, **families are required to donate twenty-five (25) hours per family**, regardless of the number of children attending St. Thomas School. Families who have pre-kindergarten students in the three (3) day program are responsible for fifteen (15) hours. Any family member who is of high school age or older may help fulfill family involvement hours.

- Ten (10) of these total hours must be dedicated to one of our two major fundraisers (5K Mingle Jingle Run or Spring Fever Fair).
- At least five (5) hours need to be dedicated to the Spring Fever Fair.

Family volunteers offer a huge resource and support base for our school community and model the importance of service to the larger community. Through volunteering, you:

- get to know the families of your child's classmates and friends,
- become more familiar with the school,
- become involved in something you believe in,
- create friendships with parents and, most of all, have FUN while doing it!

Hard work, time, and dedication from all families have allowed us to exceed our goal these past few years! **We are asking all St. Thomas families to complete the parent volunteer form (see reverse) and share where your talents and skills will fit best. Please return the form to the main office before September 12, 2025.** If you have any questions about the St. Thomas volunteer policy, please feel free to contact the school's main office.

Thank you!

Parent Volunteer Hours Form

Each St. Thomas family is required to contribute **25** hours of volunteer work for the school.

**TEN (10) OF THESE HOURS MUST BE USED FOR ONE OF OUR
2 MAJOR FUNDRAISERS (5K Mingle Jingle Run or Spring Fever Fair)!**

At least **FIVE (5)** hours need to be dedicated to the Spring Fever Fair.

**Please fill out the form below and return it to the school's main office by Friday, September 12th.
Every family must fill out a form and return it to the office.**

My family would be interested in helping with the following fundraisers and/or school activities (**please check off ones you are interested in**):

_____ St. Thomas 5K Mingle Jingle Run (Saturday, November 1, 2025)

_____ Spring Fever Fair – Set Up (Saturday May 2, 2026) _____ Spring Fever Fair (Sunday, May 3, 2026)

_____ Spring Fever Fair – Yard Sale Drop Off/Sorting (Dates TBD by SFF Yard Sale Chairperson)

_____ RaiseRight (Scrip) Gift Card Program (throughout the school year)

_____ Fundraising Committee (a variety of opportunities throughout the year)

_____ 5K Fundraising Coordinator _____ March Madness Calendar Fundraising Coordinator

_____ Spring Fever Fair Fundraising Coordinator

_____ Dining to Donate Coordinator (throughout the school year) _____ Bean Supper Coordinator (throughout the school year)

_____ Volunteer Coordinator _____ Staff Appreciation Luncheon Coordinator

_____ Black Friday Shopping for Spring Fever Fair Penny Auction Items

_____ Ignatius Book Fair Coordinator _____ Fall Catalog Fundraiser Coordinator

_____ Fall Mum Fundraiser Coordinator _____ 2026 5K Mingle Jingle Run Race Directors

_____ Home projects (stuffing envelopes for mailings, cutting papers, sending out thank you letters, Clynk Bags, labeling remaining Major Raffle tickets with new SFF date, etc. There are a limited number of projects, and **not all of the hours can go toward these projects.** Please be sure to check off other opportunities, as well.)

As fundraisers approach, you will be contacted either by e-mail, by phone, or through a note from school by the fundraiser's coordinator with more details about positions available for that specific fundraiser. You **WILL** be contacted for every fundraiser that you check off. So please keep that in mind when completing this form.

PTO Classroom Representatives

The PTO is seeking volunteers to serve as Classroom Representatives. The classroom representative will serve as a liaison between parents, the classroom teacher, and the PTO board. Meetings are once a month on Wednesday evenings. This is a great opportunity for parents who want to be involved in helping shape St. Thomas's current/future fundraisers and additional activities sponsored by the PTO. _____ I am interested in being a PTO classroom representative.

Are you a strong leader? Have great organizational skills? Love projects?

If you answered yes to any of these questions, then St. Thomas needs **you!** We currently have a few Fundraiser Chairperson positions available for the upcoming year. For more information on becoming a Fundraiser Chairperson, please check off _____ YES _____ NO.

Child's Name(s)/Grade(s): _____ Volunteer Name(s): _____

Phone Number(s): _____ E-mail(s): _____

If you have any questions about volunteer opportunities, please do not hesitate to contact pto.st.thomas@gmail.com.