



Saint Brigid School Parent Teacher Guild

2018 – 2019 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 at www.saintbrigidssf.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 \$275/family is due by **October 15, 2018**. The PTG fee can be paid in two installments of \$137.50 (1st payment due by October 1 and 2nd payment due by **January 15, 2019**). A \$25 late fee is assessed after January 15, 2019.
- The PTG fee can be paid through Square, SquareCash or a check, made payable to Saint Brigid PTG. Please include your oldest child's name, grade, and "PTG fee." Your payment will be recorded in your SchoolSpeak account.

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, 2019**. The remaining 15 PP hours must be completed by **May 15, 2019**. 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 by either (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. At least two PP hours (four – 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/saintbrigidtraffic>). We need:

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

August/September – 8th Grade	December – 5th Grade	March – 2nd Grade
October – 7th Grade	January – 4th Grade	April – 1st Grade
November – 6th Grade	February – 3rd Grade	May/June – 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).

2018 – 2019 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 Marissa and Jason Henry, 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/saintbrigidlunch>). 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.)

2018-2019 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 20, 2018	Welcome Back Coffee (8 AM – auditorium)	8 th Grade Room Parents	8 th Grade
August 24, 2018	TGIF (5:30 – 8:00 PM – school yard)	Helen Prusiner & PTG Board	PTG Board
October 5, 2018	Teacher Appreciation TGIF (5:30 – 7:30 PM – school yard)	Kara Piantidosi & PTG Board	PTG Board
October 26, 2018	Halloween Festival (school yard)	Helen Prusiner	5 th & 6 th Grades
November 30, 2018	Crustacean Nation	John Quintos & Joel Pratt	
December 7, 2018	Christmas Program Cookie Reception	Fay Ali and Nazy Severaid	TK & 1 st Grade
Dec. 20, 2018	Family & Special Friends Day	Kindergarten & 2 nd Grade Room Parents	Kindergarten & 2 nd Grade
March 2 nd , 2019	2nd Grade First Reconciliation	Kara Piantidosi & 2nd Grade Room Parents	2 nd Grade
Mar 15 & 16, 2019	Seventh Grade Play	7th Grade Room Parents	7 th Grade
March 22, 2019	Book Fair & TGIF (5:30 – 7:30 PM)	Jenny Wong	PTG Board
April 6th, 2019	All-School Fundraiser	Helen Prusiner & Committee	All
May 5 th , 2019	2nd Grade First Holy Communion	Kara Piantidosi & 2nd Grade Room Parents	2 nd Grade
May 9, 2019	Field Day	3 rd & 4 th Grade Room Parents	3 rd & 4 th Grades
May 11, 2019	New SB Families Playdate	Second VP & PTG Board	PTG Board
May 17, 2019	TGIF (5:30 PM – 7:30 PM – school yard)	Georgia Ip & PTG Board	PTG Board

Class Party Dates

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

Christmas – 12/20/2018	Easter – 4/18/2019	End of the year – 6/6/2019
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On behalf of the St. Brigid School PTG, we look forward to collaborating with you for a fantastic year.