

PTO PROGRAM SUMMARY AND VOLUNTEER OPPORTUNITIES

Program	Description	Chair/Contact	Volunteer Duties	Event Time/Date/Duration
Used Uniform Closet	Used uniform closet allows families to purchase donated uniforms at discounted rate throughout the year.	Wendy Mason	Help keep donations labeled and neatly organized in the used uniform closet located in PLC.	Ongoing through year with sales typically in summer, back to school, Catholic Schools Week and as needed by family needs.
Homeroom Moms	Each teacher requests 2 HR parents to assist with coordinating events throughout the school year.	Laura Reynolds and Emily Lee	Events will vary depending on grade level. Biggest task that applies to all HR Moms is the BBF Basket donated by each class (Winter/Spring)	Ongoing throughout school year.
Lost and Found	Our students often forget or misplace everyday items, as we all do! This program helps to reunite the student with those items!	Alyson Hamilton	Organize the lost and found areas. Post on FB CKS page and Newsnotes highlights of things that have been collected. When items are not collected donate to CAC and/or The Nest.	Ongoing throughout school year.
Cafeteria Aide	Assist with duties as assigned by Cafeteria Manager during lunch times.	Vacant	Help kids open lunch items, clean up tables, help give kids guidance on clean up duties, etc.	Ongoing throughout school year.
Minds in Motion	CKS is fortunate to have a supplemental cognitive development program where students use movement to guide and strengthen development.	Ann Roberts and Emily Wehrman	Assist with setup on scheduled days of the minds in motion course.	Ongoing throughout school year.

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Science Lab Volunteer	CKS has an amazing science lab donated by the Lyons family. We would like to introduce experiments and a potential love of science to our students and parents, grandparents or friends with a background in science are encouraged to share with students of all ages!	Kathy Leonard – Science Teacher	Lead experiments and oversee students with guidance from teachers to reinforce the science lessons the children are currently learning!	Ongoing throughout the year with students in all grades.
Yearbook	Help capture another year in your child’s academic career!	Tania Zivkovic	Assist Ms. Z with duties as assigned for the development of the annual yearbook.	Ongoing throughout school year.
Oktoberfest	Be a part of the biggest and best Christ the King Community Event of the Year!	Head Chairs: Mike and Leslie Vincent, Al and Amy Carrillo, Tom and Suzonne Bunch Volunteers: Rebecca Bernotas	Sign up for shifts to assist the school and church in representing Christ the King to the Lexington Community. Opportunities exist in a variety of avenues: Oktoberdash, Food Sales, Beer Sales, Kids Games or Crafts, Inflatables, Casino, etc.	September 2019

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Charleston Wrap	Fall Fundraiser where students sell Charleston Wrap Catalog Goods	2019-Therese Wethington 2020-Lori Tiede	Assist with collecting classroom sales, distributing incentives, delivering goods, etc.	September – November
Picture Day(s)	Annual Picture Day(s)- photographers come into capture the sweet faces of CKS Students and Staff!	Christy Good	Help teachers with “prepping” students for pictures.	September 2019
Fall Conferences	Faculty and Staff stay late for Parent Teacher Conferences – to further foster that relationship that builds our children’s educational foundation.	Hospitality – Brenda Gradek , Michele Chamberland, Liza Betz	Based on Sign-up genius bring a light refreshment for faculty and staff on first fall conference night.	October 2019
Trunk or Treat	Family Friendly Halloween Event where students PK – 5 th dress up and trick or treat out of parents’ car trunks.	Laura Ringenberger	Coordinate times of event and advertise.	October 2019
Open House/Registration	Open house and registration is an opportunity to share the good news about CKS! *Some refreshments involved.	Kim Thompson (Director of Admissions) Hospitality – Brenda Gradek, Liza Betz, Michele Chamberland	Provide light refreshments as assigned by Hospitality Committee. Assist Kim as needed on Open House day and Registration. Also, offer tours and/or answer questions to potential new CKS Families.	November 2019

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Veterans Day Event	Our School honors Veteran's with a special assembly.	Christine Gibson	As directed by Mrs Gibson, assist with decorating and organizing the Veteran's Day Assembly.	November 2019
Science Fair	Annual 5 th and 8 th Grade Science Fair.	Kathy Leonard	Judge student science fair projects as assigned by Science Teacher and staff.	December 2019
Hope Center Dinner	Hope Center Christmas Meal- providing a special meal to residents of the Hope Center.	Kelly Malley and Theresa Roper	Purchasing food with donations from CKS families and serving the food at Hope Center	January 2020
Staff Christmas Fund	CKS Families honor and give thanks to faculty/staff for a generous Christmas Gift.	Alyson Hamilton and Kelly Isaacs	Contact Alyson or Kelly for guidance on how they needs assistance.	December 2019
Father/Daughter Dance	Annual event where moms turn our school gym into an amazing night for CTK/CKS Daddy's and their special ladies.	Jennifer Bennett	Assist with decorating, serving food, selling tickets, etc. as directed by Jennifer Bennett.	January 2020
Catholic Schools Week Activities: Door Décor Book Fair Teacher Appreciation Luncheon	Annual Celebration of our school and all things that make our school great! This week we honor our students, teachers and staff with a fun filled week!	Laura Reynolds, Emily Lee, Brenda Gradek, Michele Chamberland, Kim Thompson	*Assist Hospitality with teacher appreciation lunch * Help Kim set up book fair * Help HR Moms decorate all doors in the school	January– February 2020

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Mother Son Event	Daddy's and Daughters shouldn't have all the fun! Moms and sons enjoy a great event filled with fun games and a little competitive camaraderie	Allison George and Megan Haydon	Duties as assigned by Allison related to set-up, ticket sales and incentives/prizes.	TBD
Big Blue Fling	Our School's BIGGEST Event! Help raise funds for CKS!	Kim Thompson and Kathy Arms	Assist with set up, raffle sales, silent and live auction items, etc. Help make this event even more successful than the year before!	Weeks leading up to event and Event – March 2020
Grandparents Day	An opportunity to showcase CKS to all our beloved Grandparents/Friends.	Kim Thompson and Kelly Taylor	Assist with set-up, refreshments, guiding grandparents and friends to appropriate locations, etc. and other duties as assigned by Kim and Kelly to make this visit magical!	October 2020
KofC Fish Fry/CKS Art Fair	What an event – delicious fish and amazing art supplied by our very own budding artists.	Tania Zivkovic, Dale with KofC and Shana Peterson	Assist with serving and selling fish, pizza, sides, etc. Assist with set up and sales of the Art Fair.	April 2020
Operation Sprout	New Fundraising Event http://operationsprout.com/	Kim Thompson	Duties as assigned by Kim to assist with the event.	TBD

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Princess Tea	Let our littles feel like a princess with their very own princess themed tea party.	Kelly Isaacs	Duties as assigned by Jennifer, Ann and Tracy for set up, ticket sales, etc.	February 2020
Field Days	Wrapping up the end of the school year with a little fun!	Jordan Ellison and/or your Pre-K Teacher	Duties as assigned by Mr. E and or the Pre-K teachers.	May 2020