

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 Admin 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
- Discretion is of the utmost importance.
Works closely with Admin and ED

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 Falls in May

Biggest Time Commitments:

- Planning out Theme and Events
 - Gathering items for Week
- Organizing Volunteers to help with Week and Behind the scenes tasks

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 - Look into Restaraunt Spirit Nights, etc
- Communicate any Fundraising Ideas with school community
- Implement any Fundraisers

Time Frame:

Giving Tuesday in the Fall

Varies depending on Fundraising opportunities

Biggest Time Commitments:

- Researching Fundraising opportunities
 - Meeting with Development team
- Implementing any chosen Fundraising Opportunities chosen throughout the year
- Chair works closely with Development

Book Fair

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 with In Person availability needed for the week

Biggest Time Commitments:

- Researching opportunities
 - Contacting companies
- Organizing Time Frame for Fair
- Organizing Volunteers for Fair
 - Overseeing actual Fair
- Chairs work closely with Admin

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 online in partnership with Morrisville based company, Instant Imprints.

Responsibilities of Chair/s:

- Organize sales for SpiritWear through our online “Store” with Instant Imprints website
- Decide on when to have the online Store Open and Closed during the school year
- Help with distribution of purchased items

Time Frame:

On-going, Year Long

Biggest Time Commitments:

- Prepping for individual sales times throughout the year; Store is usually open 3 times a year

Chair works closely with Admin and Markus at Instant Imprints for facilitate sales and distribution

Winter Holiday Treat Exchange for Staff

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 Date Predetermined

Biggest Time Commitments:

- Creating SignUp Genius
- Day of Event - Set up, Staff, and Clean Up
- Chairs work closely with Main Office for Drop off of items and Admin

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 or Plan any Meal Fundraising Opportunities
 - Organize Snacks at the events
- Clean Up with Volunteers after Event over

Time Frame:

One Set Date in Fall and One Set Date in Spring

Biggest Time Commitments:

- Working with Movie Rental Company – Intial 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
- Works closely with Admin and Movie Rental companies

Garden Days

Held in the fall and spring, our Garden Days give students and families an opportunity to help care for and maintain each classroom's patio garden. Each year we sell plants or pumpkins to the school with the help of the State Farmer's Market.

Responsibilities of Chair/s:

- Purchase plants for individual sales (for homes)
- 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 Upper Elementary and/or Middle School specifically to see if they have garden vegetables to sell

Time Frame:

Fall and Spring Dates Predetermined

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 Admin

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

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.

Garden Day Bake Sale

Held in the fall and spring in conjunction with our Garden Days, the Bake Sale has become a very popular event and helps fundraise for our school.

Responsibilities of Chair/s:

- Set Up Sign Up Genius for Donations
- Set up Day of Tables for Sale
- Selling of donated treats
- Clean Up from Day of Event

Time Frame:

Fall and Spring Dates Predetermined

Biggest Time Commitments:

- Creation of SignUp Genius and then Day of event
- Chairs work closely with Admin