

PARENT TEACHER ORGANIZATION (PTO) ORIENTATION



ST. GILES
SCHOOL

A WINDOW TO EXCELLENCE SINCE 1928

Welcome!

The St. Giles School PTO enhances the teacher and student experience at St. Giles School. We strive to promote solidarity and support within our school community between parents, teachers and staff. The PTO accounts for many of the activities that help develop and sustain our beloved community.

As parents, **we are all members of the PTO** and we all take turns being major and minor parts of the school community. Whether you are participating in one of our events, heading up a committee, or joining the Executive Board...it all adds up and it all matters.

The fundraising we do through PTO benefits our teachers and enhances our children's education. For example, our PTO raises funds to thank our teachers with our **Staff Appreciation Fund**. This is one of our most important goals. Many teachers at Catholic schools view teaching as a vocation, working for less pay and benefits. We strive to offer a significant financial boost to our teachers to show how much we appreciate them. Additionally, we raise money for our school through **Trivia Night** and **Fun Lunch**, among other efforts.

Room Parents help teachers celebrate special occasions and are an extra layer of communication for our school. We feed our libraries with new books through **Book Fair**. These are just examples of the many ways the initiatives we run add value and spirit to our school's community.

Attached you will find helpful information to get you started. Should you wish to do any volunteering in school you will need to complete VIRTUS training. You never know when you may want to chaperone a field trip or participate in a classroom party, so it is best to get this training done now! Lastly, included in this packet are a list of our committees with descriptions and an "at a glance" calendar with PTO events.



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Volunteer Compliance Requirements: Please note that all accounts are inactivated on August 30 every year if compliance is not updated.

1. Register in [Virtus Online](#)
 - Select “Chicago - Archdiocese”
 - Select “St. Giles School” (not Parish) for location.
 - Select “Volunteer” as role
 - Complete the criminal background check online (Updated every 3 years)
 - Sign the Archdiocese Standards of Behavior (Updated every year)
 - Complete the online class "Protecting God's Children" or the online renewal class "Keeping the Promise Alive" (Updated every 3 years)
 - Complete the Mandated Reporter online class (updated every 3 years)
2. Complete the [Cants 689](#) DCFS background check (updated every year) - turn in to Heather Kroll in the front office.
3. Complete the [Cants 22](#) Mandated Reporter Acknowledgement (updated every 3 years) - turn in to Heather Kroll in the front office.
4. For Coaches Only: Complete the [Concussion in Sports](#) Training and turn into Heather Kroll in the office.



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PTO Committees

PTO 2025/2026 Executive Committee

Co-Presidents: Maggie Donnelly and Meghan Gibbs

Communications: Katie Ambrite

Treasurers: Janna Dettmer, Maura Conway

Room Parents

Room Parents work closely with the teachers to plan, run, and solicit volunteers for various classroom parties, year-end field day picnics, and other needs of the classroom. They also arrange gifts for teachers during Teacher Appreciation Week and send out important school communications to families in their class.

Committee Head: Janna Dettmer / **Co-Chair needed!**

Volunteers Needed: 1-2 per classroom in grades PK-7

Fun Lunch

The Fun Lunch committee organizes special student lunches to be delivered from local restaurants. Volunteers for this PTO fundraiser help select meals, purchase food, organize volunteers, and distribute orders during the school lunch period.

Committee Co-Chairs: Adelina Camacho and Bethany O'Brien

Shopping Chair: Val Shaker

Volunteers Needed: 3-5 Volunteers needed on Fun Lunch Fridays to help organize the lunch and distribute on pizza days. You can volunteer every once in a while or for every Fun Lunch!

Book Fair

Volunteers in this committee coordinate with Andersen's Bookfair Company to organize our school book fair. The book fair is held in conjunction with the parent-teacher conferences in October. The Book Fair committee works hard to present new, diverse and educational literature choices to St. Giles students.

Committee Chairs: ZuZu DeJesus and Brigette Nold

Volunteers Needed: Volunteers needed at various times the week of the Book Fair (early October)



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Teacher Hospitality

Teacher Hospitality is an important way St. Giles parents show their support for our teachers and administration. During busy times of the school year, volunteers organize and provide special lunches, snacks and other treats to show appreciation.

Committee Heads: Katie Ambrite and Kelly Finnerty

Volunteers Needed: 3-4 volunteers to help make baked goods and stock the lounges a few times throughout the year.

Preschool Liaison

This new position/committee involves ensuring preschool families have all the information they need as new members of the St. Giles School community! A low lift, this role would primarily entail communication between the larger PTO and preschool families.

2-3 Committee Co-Chairs/Liaisons Needed!

Faith & Family

The Faith and Family committee works to foster participation of students, parents, and teachers in the parish's spiritual services and events and other service opportunities.

Committee Chairs: Becky Mongiat / **Co-Chair Needed!**

Service Buddy Lunch Chairs: Becky Mongiat and Jerome Yaffe

Volunteers Needed: Multiple volunteers needed to help with Buddy Lunches the 1st Wednesday of the month for the homeless at Housing Forward. Meals will then need to be delivered to St. Catherine, St. Lucy Rectory that evening. You can volunteer for a few or all of these lunches.

Wellness

This committee recognizes and fosters the relationship between good nutrition, physical activity, and positive educational outcomes among our students. Volunteers help with the Outdoor Classroom, monthly smoothies, nutritious snacks at Lion's Leap, and the Zero Waste recycling initiative. *Good news:* smoothies have been moved to right after drop off, to give kids an early morning boost and make smoothie creation easier for parents!

Committee Chair: **Chair or Co-Chair needed!**

Smoothies Chair: **Chair or Co-Chair needed!**

School Garden Chair: Monica Cecero



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Plant Sale

This committee coordinates the annual Mother's Day Plant Sale at St. Giles. This team is responsible for online sales and day-of delivery of beautiful plants on Mother's Day weekend. The funds from this committee support student activities throughout the year.

Committee Co-Chairs: Sarah Spelman and Delia Marshall

Volunteers Needed: Help organize and distribute plants in May – one day of work that makes such a difference!

Catholic Schools Week

Volunteers on this committee collaborate with the school to help coordinate a number of activities for students during Catholic Schools week including Buddy Lunches with ice cream sundaes and games and an all-school assembly/event.

Catholic Schools Week Chair: **Chair or Co-Chairs needed!**

Buddy Lunch Chair: Megan Bertuca

Volunteers needed: Many volunteers are needed the week of Catholic Schools Week to assist with Buddy Lunches.

Uniform Resale

This committee gathers donations of used uniforms and spirit wear and arranges opportunities for returning and new St. Giles families to purchase the clothes at a discounted price. Sales are a PTO fundraiser and community outreach.

Committee Head: Tatianna Buonicore

Volunteers Needed: From time to time, help is needed to organize donated uniform items, particularly ahead of a resale.

Miles for Giles

This committee organizes an outdoor walk event for the whole family. This event provides a fun and healthy way for families to get outside and be together.

Committee Head: Kathleen Sweeney

Volunteers Needed: 2-4 volunteers needed to help with some planning (food, route, t-shirts) and coordination with the school, as well as on-site assistance day of!



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Library

Parent volunteers help keep the grade 3-8 library tidy, order new books for the library through funds through the book fair and coordinate with the school's librarian with other needs of the library.

Committee Chair: **Chair or Co-chairs needed!**

Volunteers needed: Multiple volunteers needed to come in on a regular basis to re-shelf books, assist kids with finding books, and any other library needs

Faculty + Staff Appreciation Fund

This committee runs a campaign from Thanksgiving to winter break to solicit and collect donations from St. Giles School families. The fund is then given to staff as an end of the year gift through their payroll.

Committee Chair: Jen Wuest

Volunteers Needed: 2-3 volunteers are needed towards the close of the campaign to walk around campus at drop off and pick up times to act as "elves," reminding families to make their donations.

Trivia Night

A one night, adult only, delightfully fun event for our school community. Hosted in McDonough Hall, St. Giles School families are encouraged to form teams of 8-10 people to compete in a Trivia game. Parents may also sign up as individuals as well. Ticket sales go towards school improvement and enhancement needs. In the past the funds have been used for the outdoor classroom, bleachers, a new mascot costume, and new furniture in the library.

Committee Chair: Caroline Serato / **Co-chair needed!**

Volunteers Needed: 5+ volunteers needed the night of the event to help with set up, sign in, and clean up. This is a great job for couples – it's such a fun night!

March Madness

Volunteers help sell squares and update the March Madness website for a fundraiser that helps support physical fitness activities and needs for students.

Committee Chair: Ted Gibbs

Volunteers Needed: Help to push sales and ensure all squares are sold. This commonly happens at school sporting events, via text or whenever you can!



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Bowling

The bowling committee organizes a bowling league that is run through Circle Lanes in Forest Park. This is a fun opportunity for parents to mingle with each other and improve their bowling skills! No experience necessary.

Committee Chair: Mike Spreng

Rocket Day

Annual event in which the St. Giles school community meets at Lindbergh Park to celebrate a great school year (or in the case of 25-26, to kick it off!). Kids make rockets and launch them from air-pressured powered rockets. Food is available for purchase and is a fundraiser to offset the cost of the community-building, STEM event.

Committee Chair: Brandon Wuest

Volunteers Needed: 4 volunteers needed to help set up rocket launchers, pass out pizza, and help with clean up.



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2025-2026 PTO Meetings

- All meetings will be held on Fridays at 8:30AM in the McDonough Conference Room.*
- Call-in information will be shared prior to each meeting.*
- All are welcome to join in person or by phone!*

September 5, 2025

October 17, 2025

December 5, 2025

January 23, 2026

April 17, 2026

PTO Calendar

September

Back to School Night 9/5

1st PTO Meeting 9/5

Fun Lunch 9/19

October

Lions Leap 10/4

Book Fair 10/7-10/9

PTO Meeting 10/17

Fun Lunch 10/17

Fun Lunch 10/24

Halloween Parade and Parties 10/31

November

Staff Appreciation Fund Begins

PTO Meeting 11/12

Fun Lunch 11/14

Fun Lunch 11/21

December

Staff Appreciation Fund Continues

PTO Meeting 12/5

Fun Lunch 12/5

Fun Lunch 12/12

Trivia Night 12/13

Family Christmas Event TBD



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January

Fun Lunch 1/9
Fun Lunch 1/16
PTO Meeting 1/23
Fun Lunch 1/23
Catholic Schools Week 1/25 - 1/30

February

Valentine's Day Parties 2/13
Fun Lunch 2/20
Fun Lunch 2/27

March

March Madness
Plant Sale Orders Begin
Fun Lunch 3/6
Black + Gold 3/7
Fun Lunch 3/13
Fun Lunch 3/20
Fun Lunch 3/27

April

PTO Meeting 4/17
Fun Lunch 4/17
Fun Lunch 4/24
Mass, Miles and a Meal - TBD

May

Teacher Appreciation Week 5/4 -5/8
Fun Lunch 5/15
Fun Lunch 5/22
Preschool Picnic 5/28
Field Day (K-7) 5/29
PTO Thank You Party - TBD