



St. Rita School Family Stewardship Program

Family Stewardship Program - Sharing your time, talent & treasure:

The educational experience at St. Rita School is enhanced by the stewardship commitment of the families who share their time, talents, and treasure with the school community. Taking part in the Family Stewardship Program is not intended to be a hardship! Each family is asked to fulfill Stewardship “Shares” each school year.

Earning Shares

One share can be earned in one of the following ways:

1. Complete one hour of volunteering for the school or PTO (on-site or off-site)
2. Donate an item(s) in the value of \$15. Purchasing and supplying food or supplies for a class party, monthly faculty lunch, or any school event needs to be documented to be counted towards Stewardship Shares. Every \$15 equals one (1) Share.
3. In coordination with the 5K and Silent Auction Chairs, independently solicit monetary or in-kind donations or sponsorships to the school, 5K, Golf Tournament, or Silent Auction & Gala, or other events as approved by the PTO President, you will earn one (1) Share for every \$100 raised**

** The 5K and school regularly solicit and request donations and sponsorships from a select group of local and national organizations.

Volunteering for the PTO Board and certain PTO Coordinator positions will automatically satisfy your family’s Stewardship Commitment via receiving the allotted credit of Stewardship Shares. Additionally, other PTO Volunteer positions are worth a specified number of shares and will allow families to earn more shares at one time.

Commitment per Family - 25 shares per two-parent family ** 12 shares per one-parent family

In being mindful of the very busy lives of the St. Rita School families, the commitment of either 25 or 12 shares, which averages to 2.5 and 1.2 hours/month, respectively, should be manageable and not a hardship. However, in the spirit of mercy and compassion, if your family situation makes fulfilling this commitment a hardship, either of time or of finances, please contact the PTO President for a confidential exemption of part or the whole of your family’s Stewardship Commitment. An exemption is only applicable for the current school year. Additionally, families with a deployed parent will automatically receive an exemption of 50% of their Family Stewardship Commitment, but you must inform the PTO President as soon as you learn about the family member’s deployment.

Balance of Stewardship Commitment - \$15 per unfulfilled share

The PTO works hand-in-hand with the school in providing a number of Stewardship opportunities. For families who are unable to complete their Stewardship commitment in a school year, there will be a \$15 fee for each unfulfilled share. This will be collected via FACTS and those families with a Stewardship Share balance will receive an invoice by June 15. and the fee will be collected with the July FACTS charge.

Should a family experience extenuating circumstances and find they are unable to fulfill their commitment, they may contact the School Principal and/or the PTO President to request a confidential exemption.

Additional Commitments & Expectations Requested

*** Room Parents**

To increase class representation and participation, Room Parents are strongly requested to attend the monthly PTO meeting or send a substitute if unable to attend. Preschool Room Parents are encouraged and welcome to attend, but are not required to do so. An email summarizing the pertinent information discussed at the PTO meeting should be sent to the class parents.

*** Kindergarten Parent(s) - Kindergarten Graduation (PTO funded)**

The Kindergarten graduation is hosted by the Kindergarten Room Parent(s) in coordination with the Kindergarten teacher.

*** 3rd Grade Parents and 1st Grade Parents - First Communion Reception (PTO Funded)**

The First Communion Reception for both the School and CCD children is hosted by the 3rd Grade Parents. The 1st Grade Parents will assist when there are two First Communion Masses in order to accommodate a large number of First Communicants.

*** 6th Grade Parents - Confirmation Reception (PTO funded)**

The Confirmation Reception for both the School and CCD children is hosted by the 6th Grade Parents.

*** 7th Grade Parents - Graduation Reception (PTO funded)**

The 8th Grade Graduation Reception is hosted by the 7th Grade Parents in coordination with the School Principal.

*** 8th Grade Parents**

Host a breakfast for the 8th grade students on the morning of the High School Placement test.

Extended Day

Parents may, while volunteering for legitimate PTO or school business, utilize Extended Day free of charge. To take advantage of this gracious offering from the school, parents will need to complete a voucher request when signing your child(ren) out of EDC. This benefit is only available for K-8 students registered at St. Rita School. Please the PTO President or the EDC teachers for details.

VIRTUS Requirement

The Diocese of Arlington requires that all adult employees and volunteers that have significant contact with children must be VIRTUS compliant. To become VIRTUS compliant, you must complete the two-part certification: a four-hour class and background check with paperwork that is submitted to the Parish Secretary. To register for an upcoming class, please visit www.virtus.org and you may request paperwork from the School Office. If you completed a VIRTUS training in another diocese, please contact the PTO's VIRTUS Coordinator for information and assistance in having your certification transferred. Please note that not all programs are similar and that the Diocese of Arlington may not recognize prior classes and trainings you may have taken.

St. Rita School Family Stewardship Program

Key Volunteer Positions and Stewardship Shares Earned

PTO Administration

PTO Board Member (25)
Room Parent Coordinator (25)
**Preschool Room Parent - Angels (25)
**Preschool Room Parent - Lambs (25)
**Preschool Room Parent - Shepherds (25)
Room Parent, each grade K-5 (25)
House of Gabriel Room Parent (25)
House of Michael Room Parent (25)
House of Raphael Room Parent (25)
Family Service Program Coordinator (25)
VIRTUS Coordinator (25)
Uniform Closet Coordinator (25)

Extracurricular & Student Enhancements

CYO Sports Coordinator (25)
CYO Basketball Coach - Boys (25)
CYO Basketball Coach - Girls (25)
CYO Track Coach (25)
Walk for the Homeless Organizer (10)
School Play - Director(s) (25)
School Play - Producer(s) (25)
Girl Scout Coordinator (25)
Girl Scout Leaders (report hourly)
Cub Scout Cub Master (25)
Cub Scout Leaders (report hourly)
American Heritage Girls Coordinator (25)
American Heritage Girls leaders (report hourly)
Reading Incentives Coordinator (25)
*Yearbook Chair (25)
*Field Day Chair (25)

Hospitality & Events

*Hospitality Chair (25)
Organizer for any single event (12/event)
First Communion Reception Coordinator(s) 1st & 3rd grade parents (25)
Confirmation Reception Coordinator - 6th grade parent (25)
Graduation Reception Coordinator - 7th grade parent (25)

School Assistance

School Lunch Coordinator (25)
School Lunch Helpers (report hourly)
Recess Monitor (report hourly)
Morning Drop-Off Car Line Helper (report hourly)

Fundraising

Silent Auction & Gala Chair(s) (25)
5K Fun Run & Walk Chair(s) (25)
Book Fair Chair (25)
Box Tops for Education Coordinator (25)

Teacher Appreciation

Faculty Epiphany Dinner (25)
Calling all Chefs Chair(s) (25)
Teacher Appreciation Week Organizer (12)

* Denotes chair of a committee of varied size

** Preschool families are not required to participate in the Family Stewardship Program, however those who also have a student in grades K-8 can fulfill their commitment by volunteering as a Preschool Room Parent.

St. Rita School Family Stewardship Program

Ways to Earn Shares

During School Hours

Chaperone field trips
Class parties
Lunch helper
School Open Houses
Recess Monitor
Morning Drop-Off Car Line Helper
Box Tops for Education
Reading Incentives

Events - coordinate, set-up, clean-up, serve

Family Nights
Book Fair
5K Fun Run & Walk
Silent Auction and Gala
Golf Tournament
Field Day
Chili Cook-Off
St. Rita Festival Table - sell basket raffle tickets
First Communion Reception
Confirmation Reception
Graduation Reception
Movie Night

After School Hours

Track team chaperone
Basketball Coach
5K Fun Run & Walk Committee
Silent Auction & Gala Committee
School Yearbook
School Play Practice chaperone
Scouting programs
Monthly PTO Meetings
VIRTUS Training Seminar

At Home

Hospitality Committee
Calling All Chefs
Baking for school events & receptions
Making donation calls for 5K and Auction
Auction & 5K:

- Publicity
- Administrative tasks: edit & create written materials, crafts, posters, etc.
- Graphic Design: create flyers, logos, invitations, etc.
- Errand running
- Shopping
- Online research

Donations to any and all school events
Donations of materials to school