



St. Thomas More Catholic School Party Planning Committee

Halloween Party – Thursday, October 31st

Christmas Party – Friday, December 19th

Valentines' Day Party – Friday, February 13th

Sign-up links will be emailed to all families prior to the party dates.

Mandatory Party Planning Committee Requirements:

ALL PPC parents who serve as Party Coordinators and/or Party Helpers must complete the Diocese of Rockford's Safe Environment requirements. If you have not completed these requirements, please contact Mrs. Goto in the school office ASAP at kgoto@stmelgin.org or 847-742-3959

Party Planning Committee Roles

Party Coordinator (PC)

- Complete the Diocese of Rockford's Safe Environment Program.
- Coordinate and communicate with Party Helpers, Bakers, your Teachers, and PTO leadership.
Please plan and implement age appropriate activities, games, snacks, and treats that fit within the allotted time scheduled for each party. Having 3-4 planned activities or a movie works very well. *The following are things that are NOT allowed to be included in party plans: slime, glass, eggs, raw food for games, pop/soda, balloons, chocolate fountains.*
- Ensure your classroom has enough Party Helpers to set up, oversee party events, and clean up.
All parents volunteering in the classroom must be verified and on the Assignment Sheet prior to the party day. If your, or a substitute's name, is not listed on the Assignment Sheet, you will not be allowed in the classroom. PC must contact PTO leadership or the school office to update the assignment sheet should a substitute be necessary. This ensures all volunteers are compliant with Diocesan guidelines.
- Work within the party budget of \$4 per student and ensure that all Party Helpers/Bakers understand STM's Reimbursement policies and procedures.
Party expenses that exceed the per student budget will be considered donations and will NOT BE REIMBURSED.
- Note any class allergies when deciding on treats.
Contact the student's parent/s and advise them of the snacks that will be served so they can provide their child with an allergy appropriate alternative on the day of the party.

Party Helpers

- COMPLETE the Diocese of Rockford's Safe Environment Program.
- Work with the Party Coordinator to plan party activities and food.
- Assist with purchasing party supplies, prizes, food, etc.
Party budget is \$4 per student. **Important:** Party expenses that exceed the per student budget will be considered donations and will not be reimbursed.
- Assist with party set up, activities, and clean up.

Bakers

- Baker does not attend the party, unless also signed up as a Party Helper
- Work with the PC to plan treats / snacks / drinks. PC notifies Bakers of any class allergies.
- Store bought treats / snacks / drinks are completely acceptable! **Note:** no glass, pop/soda, chocolate fountains.
- Package and arrange for delivery to the school prior to the party date and time.

Party Coordinator TO-DO

1. **It is important to contact your teacher!** Teachers love to hear what is being planned and offer suggestions that can ensure a successful party. You should contact them, preferably by email, *at least 1 week in advance of the party* to discuss:
 - Time of holiday party
 - Number of students
 - Confirm any/all allergies
 - Activities/games/material suggestions
 2. Contact Party Helpers & Baker to confirm and assign tasks.
 3. Order/purchase supplies/games for the party with the budget of \$4/student in mind.
 4. Contact the PTO leadership team if you have any questions or concerns.
 5. Clean up after the party.
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Day of the Party

- ALL PPC parents must sign-in at the office when entering the building.
The office will have a list of the volunteers expected for each party. If you are not pre-approved and on the list, you will not be allowed in the classroom.
 - Have fun!
The best way to ensure the students enjoy their party is to enjoy it with them.
 - Clean up.
Ensure that the classroom/party space is cleaned up and left in the same condition it was prior to the party. Use garbage barrels & recycle as much as possible. Wipe down tables (kids can help with this!)
 - Check with your teacher for any final requests or instructions.
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Party Planning Committee Tips: Oriental Trading, Dollar Store, Party City are good sources for obtaining reasonably priced party favors. Search Pinterest, PTO Today, Reasontoparty.com and other sites for great party ideas. Remember: It doesn't have to be complicated!