

Hello Parent Volunteers,

Thank you for dedicating your time to help keep our community vibrant and strong! To assist you in this endeavor, St. Catherine's has created this short Event Planning Guide. **Please follow these steps and use the forms and resources provided when organizing a PSO event, meeting, or activity. Remember:** Each PSO committee has a staff point of contact who would be happy to assist with your questions. Additionally, this document and other resources are posted on the PSO page of the parent portal.

GETTING STARTED:

1. **Request and confirm date, time, and location**
Emily Blackman, eblackman@stcathmont.org
2. **Complete and return [Event Request Form](#)**
Sam Hemming, shemming@stcathmont.org
3. **Recruit event volunteers**
Peer-to-peer requests work best! Invite other SCM parents to join you in planning the event
4. **Develop communication plan and request marketing materials**
Renee Smith, rsmith@stcathmont.org
(See Communication section on page 3 for details)

EVENT TASKS:

- **St. Catherine's facilities team** will set up and break down tables, chairs, technology, and other equipment for meetings and events taking place on school grounds.
- **Emily Blackman** can order some supplies (e.g. food; beverages; biodegradable plates, cups, napkins, and utensils) using the school's accounts. *If volunteers purchase items with personal funds, use the school's sales tax exemption form and follow our reimbursement process.*
- **Volunteer** responsibilities may include, but are not limited to, pre-event setup and decorating; post-event cleanup, packing and storing leftover food; washing serving platters and utensils; placing used tablecloths in the laundry room.

GYM RULES

To properly care for our gym floor, we ask that all SCM community members and guests observe the following rules:

- No cleats allowed in the gym
- Refrain from dragging items across the floor. Lift and carry items or place them on a wheeled cart or dolly
- Carpeting must be placed under tables and chairs at all times

To ensure these rules are followed, please be sure to request the assistance of the facilities team via the required Event Request Form referenced and linked in the sections above.

AVAILABLE EVENT ITEMS:

Tablecloths

Blue & white checkered (round)	Laundry Room
Blue & white checkered (rectangle)	Laundry Room
Black special occasion (round)	Workroom
White special occasion (round)	Workroom

Black chair covers	Workroom
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*Biodegradable plates, cups, napkins, utensils	Laundry Room
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Serving platters and utensils	Laundry Room
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Flower Vases	Laundry Room
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Hot beverage dispensers	Laundry Room
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Cold beverage dispensers	<i>In storage. Use Event Request Form to request</i>
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*Contact Emily Blackman to order additional supplies

REIMBURSEMENT PROCESS:

NOTE: Taxes will not be reimbursed, so we ask volunteers to use [SCM's Texas Sales and Use Tax Exemption Certification form](#) when making purchases for the school.

1. Keep your receipts
2. Within the same month of purchase, complete and submit the [PSO Reimbursement Form](#)

If you would like to donate the items purchased and include them in your taxes, complete and submit an [In-Kind Donation Form](#). SCM's Advancement Office will send you an in-kind acknowledgement letter.

COMMUNICATION

To communicate to the St. Catherine's Montessori community regarding any PSO event, meeting, or activity, please follow these steps:

1. **Contact** Renee Smith at rsmith@stcathmont.org to develop with her a communication plan and timeline, and to request graphic design/marketing materials.
2. **Draft** your communications and send them to Renee according to the agreed-upon schedule. *She will assist with editing the final versions.*
3. **Arrange** for a specific person to take photos at the gathering or event and submit the photos to globe@stcathmont.org (or coordinate a time with Renee to AirDrop them to the office Mac) to share in *The Globe*, on Facebook and Instagram, on the school website, in the yearbook; etc. *Staff might be available to take photos, but some gatherings will rely on volunteers.*

School marketing/communication vehicles may include:

- *The Globe*, see reverse for submission and publication schedule
- Online calendar
- Dedicated e-mails
- Signage in school
- Room Parent emails
- Flyers

The very best method of communicating with the parent community is through *peer-to-peer contact*. We ask that parent volunteers personally reach out to their friends and acquaintances within the school to share information about upcoming events and volunteer opportunities. This is how parent community networks grow and thrive; talk to, invite, and encourage each other!

NOTE: The PSO does not use SCM On a Whim as a primary communications tool. Instead, we use the tools listed above because they 1) reach parents more effectively (not every member of our community subscribes to On a Whim), and 2) help maintain the stated purpose and role of SCM On a Whim.

The Globe Schedule

2026-2027

Globe Date (Wednesdays)	Submission Deadline (Fridays at 12 noon w/some exceptions)
August 19, 2026	August 14, 2026
September 2, 2026	August 28, 2026
September 16, 2026	September 11, 2026
September 30, 2026	September 25, 2026
October 14, 2026	Thursday, October 8, 2026
October 28, 2026	October 23, 2026
November 11, 2026	November 6, 2026
December 2, 2026	Thursday, November 19, 2026
December 16, 2026	December 11, 2026
January 6, 2027	Monday, January 4, 2027
January 20, 2027	Thursday, January 14, 2027
February 3, 2027	January 29, 2027
February 17, 2027	Thursday, February 11, 2027
March 3, 2027	February 26, 2027
March 17, 2027	Thursday, March 4, 2027
March 31, 2027	Wednesday, March 24, 2027
April 14, 2027	April 9, 2027
April 28, 2027	April 23, 2027
May 12, 2027	May 7, 2027
May 26, 2027	May 21, 2027