



Committee Descriptions

Studies show that students do better in school when their parents/guardians are involved. **You can help out as much as your level of commitment will allow.** Please take a look at the committee descriptions below and volunteer according to your schedule!

5th Grade Special Projects

To celebrate the 5th graders' last year at Prairie Elementary, this committee coordinates and organizes the 5th grade panoramic picture, distribution of Prairie signs, 5th grade Fine Arts Program, a 5th grade party, class T-shirts, and other "special projects" deemed unique to 5th grade. This is a full-year committee, often broken into subcommittees.

Commitment: Medium throughout the year

Art Awareness

The Prairie Art Awareness program is a parent-led program where you help teach three art lessons in your child's classroom. Each classroom needs volunteers to ensure your child's classroom gets to enjoy this program. The children love listening and learning from you! It is educational, fun, and puts smiles on their faces! Volunteers are responsible for coordinating the day and time of the lesson with their child's classroom teacher and other classroom volunteers. A list of classroom volunteers will be provided via the Art Awareness chairperson, as well as all of the art supplies necessary to complete the craft. Lesson materials about each artist will also be provided to help aid in teaching the students about the artist prior to starting the craft (available online at www.naperville203.org/Page/7420).

Commitment: Low, 3 times/year

Art From the Heart

This committee creates an art project with each grade level or each Prairie classroom that is raffled off as a fundraiser or made available for purchase as prints, cards or novelty items to the Prairie community either online when deemed necessary, or at Open House in January/February. Online sales in April/May coincide with Mother's Day. Original works made available for auction at the Adult or Family Social or donated to Prairie to be displayed when appropriate. The chairperson(s) are responsible for choosing a theme, coordinating volunteers to work in each classroom or working directly with the art teacher, conducting raffle ticket sales and drawings.

Commitment: High in the fall/winter until items are created. Medium until fundraiser is completed in either February or May.

Assemblies

This committee coordinates 3 assemblies offered to the student body during the school year. The committee selects and manages these programs with the Assistant Principal's help and approval.
Commitment: Low to medium, with most assemblies booked by October/November.

Author Visits

This committee acts as the intermediary between the LC director and Anderson's Book Fair Company to select authors to host at Prairie. Duties include preparing a welcoming environment for each author, including bulletin boards, marquee, and thank-you gifts. The committee coordinates the logistics for the author talk and assists with book signings; before each visit pre-orders are collected for the author's book(s) and after the event they are distributed.

Commitment: Varies throughout the year as visits can occur at any time. Expect 5-6 visits yearly.

Birthday Books

In celebration of student birthdays each student is invited to make a selection from the books purchased by H&S. The committee will purchase and maintain the selection of available Birthday Book choices.

Commitment: Low

Book Fair

There are two Book Fairs offered during the school year: one during parent/teacher conferences in October and the other during spring conferences in March. The chairperson(s) are responsible for managing volunteers and activities associated with operating these events, and for working with the vendor(s). Volunteers are responsible for: 1) Helping the chairperson(s) coordinate materials in preparation for the book fair. 2) Setting up the LC before the book fair. 3) Helping children fill out their wish lists and find books the week of the fair. 4) Packing up the books on the last day of the fair.

Commitment: High for a short period of time, twice/year.

Community Coventures

This committee coordinates monthly fundraising partnerships with various community businesses throughout the school year. Fundraisers can include Shop-n-Share at local businesses and designated "Eat Out" days at local restaurants with proceeds benefiting Prairie H&S.

Commitment: Medium, monthly throughout the year

Directory Spot

This committee is responsible for managing the online Prairie School directory through the Directory Spot app. The committee receives all family contact information directly from District 203.

Commitment: Medium beginning of the school year, low throughout the rest of the school year.

Family Connections

This committee offers/coordinates support to families in need within the Prairie community by working with the school social worker, nurse and principal and manages the Lost and Found.

Commitment: Medium, sporadic throughout the year

Garden Committee (Prairie Edible Garden/Garden Club)

This committee is responsible for the annual maintenance, planting, watering, and harvesting of the Prairie Edible Garden via the Garden Club. (This includes the summer months.) The Garden Club is open to 3rd-, 4th- and 5th-grade students in the spring and to 4th- and 5th-grade students in the fall. Meetings take place on Tuesdays after school. Students and teachers are encouraged to access the garden to support the Science Curriculum.

Commitment: Varies with growing season: low in winter months, low/medium in the summer and medium/high in spring and fall.

Health and Safety

This committee is responsible for organizing volunteers to help with Vision & Hearing Screenings (fall), organizing Walk/Bike to School Day (fall), and setting up and maintaining the Hat and Mitten Tree (December). Volunteers can assist with one or more aspects of this committee depending upon their availability.

Commitment: Low, occasionally throughout the year.

Jingle Bell Junction

This committee is responsible for organizing and promoting the annual winter event at which students are given the opportunity to shop for inexpensive holiday gifts.

Commitment: Medium for co-chairs in November and early December; low for committee members.

Marquee

This committee is responsible for maintaining the messages on the outdoor marquee year-round. The committee organizes information for H&S and school events received from staff and H&S chairpersons.

Commitment: Medium, all year.

Prairie Adult Social & Fundraiser

Committee members organize and promote this annual H&S adult social. This event can take place at a time of the committee and Exec Board's choosing, however usually it occurs in the late winter or early spring. The event can include raffles and silent auctions but does not need to incorporate the same ideas year to year.

Commitment: Medium during the school year, high for the month or two leading up to the fundraiser.

Prairie Day

This committee organizes and manages this non-competitive, fun-filled day for all Prairie students during the last week of school. Note: This is the school "field day."

Commitment: High leading up to the event.

Prairie Fest

This is an annual, free, Prairie community social event. It is held in early fall with food trucks, inflatables, and other fun activities for the whole family.

Commitment: Medium for the weeks leading up to the event.

Prairie Partners

This committee welcomes and mentors new families who join the Prairie community. Prairie partner committee members reach out to new families and make themselves available to guide them throughout their first year at Prairie. This committee, along with the H&S Executive Board, is responsible for Coffees with the Principal throughout the year.

Commitment: Low, mostly at the beginning of the school year.

Room Parents

This committee hosts three classroom parties per school year. Each party has a Head Room Parent who organizes the parent volunteers, games, and activities for a classroom's party. There is a maximum of five room parents per party, per classroom. This committee coordinates with the Staff Appreciation: Gifts committee to organize the Teacher Appreciation Week activities in May.

Commitment: Low/medium leading up to each party and medium leading up to Teacher Appreciation week.

School Enhancements

This committee works to make the grounds and lobby of Prairie beautiful.

Commitment: Low throughout the year.

School Supply Kits

This committee helps collect school supply requests for each grade level via designated teacher leads. The committee works with a school supply vendor to source supply kits which are then made available for online purchase. This committee works with the supply vendor on the supply kits purchase order and online order system, as well as the supply kits distribution and returns. Preliminary work begins in January, with the final work completing the week before the beginning of the new school year.

Commitment: Medium, January-May, and in August when school starts.

SFCP (School, Family, Community Partnership)

This committee serves as a liaison between the District SFCP committee and Prairie Elementary. The committee is responsible for planning and orchestrating special events that promote school improvement goals and involve families and the community. The Principal appoints this committee chairperson, as well as committee members (this is the only committee that functions this way). Events can include a STEM Fair and Community Reads Program among others.

Commitment: Medium in the 2-4 weeks leading up to planned events (usually 2-3/year).

Social Media

This chairperson is responsible for maintaining the H&S social media pages by highlighting important school events and information. This includes creating Facebook events for events at school, and working with the school IT professionals to keep the Home & School page updated.

Commitment: Low throughout the year.

Special Projects

This is a unique committee that oversees several miscellaneous projects/programs. It is ideal for those who want to volunteer but cannot make a regular time commitment. Committee members may be called occasionally to help with special events like Picture Day. This committee also facilitates the Kane County Cougars Reading Program in the spring. Volunteers may also be called to help other committees who need help with a specific project.

Commitment: Low, flexible, occasional.

Spirit Wear

This committee is responsible for managing and selling Prairie Spirit Wear through online sales and at various school functions.

Commitment: Medium at the beginning of the school year, low rest of the year.

Staff Appreciation: Food

The Food sub-committee of the Staff Appreciation Committee is responsible for working with volunteers to provide meals and treats periodically throughout the school year for Prairie staff (usually 4-6 times).

Commitment: Low, at various times throughout the year.

Staff Appreciation: Gifts

The Staff Appreciation: Gifts Committee is responsible for providing tokens of appreciation, acknowledgments of sympathy, and congratulations for the staff as needed throughout the year. This committee also coordinates Teacher Appreciation Week activities with the Room Parent Committee.

Commitment: High during the lead up to Teacher Appreciation Week in May. Low/Medium for the rest of the school year.

Staff Gift Cards

This committee is responsible for organizing, advertising, acquiring and distributing staff gift cards ordered by Prairie families prior to winter break and at the end of the school year.

Commitment: Medium, twice a year.

Yearbook & Yearbook Sales

This committee is responsible for creating, marketing, selling and distributing the annual *Prairie Pawprints* yearbook. Volunteer photographers are assigned to take pictures for classroom montage pages (this includes designing and laying out the pictures for the classroom's yearbook page). Volunteer photographers are also assigned to take pictures at various Prairie school events throughout the year. The chairperson(s) are responsible for project management, creating the overall layout, organization,

final editing/proofing, and selling/promoting the sales of the yearbooks. Other special projects include: managing the cover art contest, kindergarten self-portraits, 5th grade memories, 5th grade congrats, staff welcomes/retirements, and more.

Commitment: Year-long, Medium for volunteer photographers; High for chairperson(s).

The following Prairie Committees are in need of a Chair or Co-Chair position for the 2023-2024 school year.

- 1. Adult Social**
- 2. Assemblies**

If you are interested in volunteering for any of the open positions next year, or simply want more information about the committees, please contact Stuart S. Hong, H&S Vice President, at prairieschoolvp@gmail.com and he will assist you.