



Committee Descriptions, 2024-25

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

This full-year committee is often broken into subcommittees and includes management of events and traditions that celebrate the 5th graders' last year at Prairie Elementary.

Role and commitment for chairs: *Chairs are responsible for coordinating and organizing 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. Medium throughout the year*

Role and commitment for committee members: *Committee members may lead specific events and/or volunteer to help events run smoothly. Medium leading up to events.*

Art Awareness

The Prairie Art Awareness program allows parents to teach art lessons in your child's classroom. Lesson plans and materials are provided to help teach the students about the featured artist prior to starting the art project (available online at www.naperville203.org/Page/7420).

Role and commitment for chairs: *Chairs are responsible for training and supporting the Art Awareness volunteers, purchasing and organizing materials for the art lessons, and making sure all lessons are completed in the classrooms. Medium at the start of the year and low during the remainder of the year.*

Role and commitment for committee members: *Volunteers are responsible for: coordinating the day and time of the lesson with their child's classroom teacher and other classroom volunteers; ensuring all materials are available; leading the lesson on designated day. Low, one pre-planned lesson per trimester. The number of opportunities is based on the number of volunteers.*

Art From the Heart

This committee creates an art project for each grade level that involves every student. The finished pieces are auctioned off at the Adult Social to benefit Home & School.

Role and commitment for chairs: *The chairs are responsible for choosing a theme/project, coordinating volunteers to work with each grade, and assembling the piece of art. High in the fall/winter until items are created. Medium until the fundraiser is completed in February.*

Role and commitment for committee members: *Help the chairs lead students in completing their individual pieces of the art project. Low, only a few hours per grade level needed.*

Assemblies

There are typically three assemblies offered to the student body during the school year.

Role and commitment for chairs: *The chairs select and manage these programs with the assistant principal's help and approval. Low to medium, with most assemblies booked by October/November.*

Role and commitment for committee members: *N/A*

Author Visits

Author visits take place 2-4 times during the school year.

Role and commitment for chairs: *Chairs act 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 chairs coordinate 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. Low to medium, varies throughout the year as visits can occur at any time.*

Role and commitment for committee members: *N/A*

Birthday Books

In celebration of student birthdays, each student gets to pick a book from the books purchased by H&S.

Role and commitment for chairs: *The chairs purchase and maintain the selection of available Birthday Book choices. Low.*

Role and commitment for committee members: *N/A*

Book Fair

There are two Book Fairs offered during the school year: one during parent/teacher conferences in October and the other during parent/teacher conferences in March.

Role and commitment for chairs: *The chairs are responsible for managing volunteers and activities associated with operating these events, and for working with the vendor(s). High leading up to and during each Book Fair.*

Role and commitment for committee members: *Volunteers may be 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. Medium for a short period of time, twice/year.*

Community Coventures

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.

Role and commitment for chairs: *The chairs connect with community businesses to ensure partnerships are in place. Medium, throughout the year*

Role and commitment for committee members: *N/A*

Directory Spot

Manages the online Prairie School directory through Directory Spot.

Role and commitment for chair: *The chair oversees the directory: importing new data at the beginning of the year and troubleshooting throughout the remainder of the year. Medium beginning of the school year, low throughout the rest of the school year.*

Role and commitment for committee members: *N/A*

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. This committee also coordinates the pumpkin decorating contest.

Role and commitment for chair: *The chair manages the duties above, including regular cleanouts of the Lost and Found. Medium, sporadic through the year.*

Role and commitment for committee members: *N/A*

Fundraising

This committee is responsible for school fundraising and plays a crucial role in choosing and managing fundraising campaigns, which may include the Fun Run, a direct donation campaign, or other.

Role and commitment for chairs: *The chairs are responsible for some/all of the following tasks: generating creative and effective fundraising concepts, determining the budget for the fundraising campaign, overseeing the smooth execution of fundraising events, engaging volunteers to assist with various tasks during the campaign, motivating participants (students, parents, and/or community members) to actively participate in fundraising efforts, and evaluating the outcomes to assess success and identify areas for improvement. Low to medium during most of the school year. High for 1-2 months leading up to the fundraiser.*

Role and commitment for committee members: *Roles change based on the fundraiser chosen. Low to medium 1-2 months leading up to the fundraiser.*

Garden Committee (Prairie Edible Garden/Garden Club)

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.

Role and commitment for chairs: *Chairs are responsible for the administrative duties of the committee (coordination, communications), as well as overseeing the annual maintenance, planting, water, and harvesting of the Prairie Edible Garden via the Garden Club, including during the summer months.*

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

Role and commitment for committee members: *Committee members are responsible for helping with the annual maintenance, planting, water, and harvesting of the Prairie Edible Garden via the Garden Club, including during the summer months. Commitment varies with the season: low in winter months, low/medium in the summer and medium/high in spring and fall.*

Health and Safety

This committee helps with Vision & Hearing Screenings, Walk/Bike to School Day, and the Giving Tree.

Role and commitment for chair: *The chair 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 Giving Tree (December). Low to medium depending on time of year.*

Role and commitment for committee members: *Volunteers may assist with one or more aspects of this committee depending upon availability and need. Low, occasionally throughout the year.*

Jingle Bell Junction

Jingle Bell Junction is a holiday market that takes place either during the school day or on a weekend day in early December, at which students are given the opportunity to shop for inexpensive holiday gifts for friends and family. It may also include a separate market at which adults can shop at booths by local community vendors while students shop.

Role and commitment for chairs: *The chairs are responsible for some/all of the following tasks: organizing the event, including securing the space; promoting the event; arranging for delivery and pickup of items from the vendor; arranging for volunteers (ideally teens) to help students shop, wrap gifts, etc. Commitment is medium for co-chairs in November and high in early December.*

Role and commitment for committee members: *Volunteers may be responsible for: 1) Setting up the space before Jingle Bell Junction. 2) Helping children shop/checking out students/wrapping gifts during the event. 3) Helping to clean up after the event. Commitment is low for committee members.*

Marquee

This committee is responsible for maintaining the messages on Prairie's outdoor marquee year-round.

Role and commitment for chair: *The chair organizes information for H&S and school events received from staff and H&S chairpersons and changes the marquee accordingly. Medium, all year.*

Role and commitment for committee volunteers: *N/A*

Prairie Adult Social & Fundraiser

This annual event can take place at a time of the committee and Exec Board's choosing, however typically in late winter or early spring. The event can include raffles and silent auctions but doesn't need to incorporate the same ideas year to year.

Role and commitment for chairs: *The chairs are responsible for some/all of the following tasks: together with Executive Board set fundraising goals for the event, find a location/date/time for event; generate creative and effective event concepts; oversee the smooth execution of fundraising events; engage committee members to assist with various tasks (publicity, auction items, wine pull); set up clean up of event; and evaluate the outcomes to assess success and identify areas for improvement. Medium during most of the school year. High for 1-2 mos leading up to the event.*

Role and commitment for committee members: *Help the chairs organize and promote the adult social. Low to medium depending on role.*

Prairie Day

This non-competitive, fun-filled day for all Prairie students takes place during the last week of school. Note: This is the school “field day.”

Role & commitment for chairs: Chairs organize all of the events and activities that will take place during Prairie Day. High leading up to the event.

Role & commitment for committee members: Volunteers sign up to lead & work stations during Prairie Day.

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.

Role & commitment for chairs: Chairs coordinate the vendors and activities for Prairie Fest. Medium for the weeks leading up to the event.

Role & commitment for committee members: Volunteers sign up to help at stations during Prairie Fest.

Prairie Partners

This committee welcomes and mentors new families who join the Prairie community. This committee, along with the H&S Executive Board, is responsible for Coffees with the Principal throughout the year.

Role & commitment for chairs: Chairs connect veteran Prairie families with new families & provide direction on communication. They also coordinate Coffees with the Principal. Low, mostly at beginning of school year.

Role and commitment for committee members: Volunteers reach out to new families and make themselves available to guide them throughout their first year at Prairie. 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.

Role and commitment for chairs: Chairs coordinate volunteers for the classroom parties. Low/medium leading up to each party; medium leading up to Teacher Appreciation week.

Role and commitment for committee members: Committee members work with fellow classroom parents to coordinate and run classroom parties. Low.

School Supply Kits

This committee oversees the organization, ordering, and relationship with the school supply vendor.

Role and commitment for chairs: The chairs collect school supply requests for each grade level via designated teacher leads. They work with a school supply vendor to source supply kits which are then made available for online purchase. They work 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. Medium, January-May, and in August when school starts.

Role and commitment for committee members: N/A

SFCP (School, Family, Community Partnership)

This 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.

Role and commitment for chairs: *Chairs with the principal/other staff members meet early in the year to discuss goals and potential events for the year. They create a plan for the year and get approval from the principal. They plan, set up, publicize, and oversee the events. Medium in the 2-4 weeks leading up to planned events (usually 2-3/year).*

Role and commitment for committee members: *Committee members assist as needed, potentially helping plan certain events and/or volunteering during the events.*

Social Media

This committee is responsible for Prairie's H&S social media presence.

Role and commitment for chair: *The chair is responsible for maintaining the H&S social media pages (Facebook and Instagram) by highlighting important school events and information.*

Role and commitment for committee members: *N/A*

Spirit Wear

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

Role and commitment for chairs: *Chairs work with the selected vendor to choose which items to sell, promote sales, and attend events where Spirit Wear will be sold. Medium at the beginning of the school year, low rest of the year.*

Role and commitment for committee members: *N/A*

Staff Appreciation: Food

The Staff Appreciation: Food provides meals and treats periodically throughout the school year for Prairie staff (usually 4-6 times/year).

Role and commitment for chairs: *Chairs are responsible for purchasing food for events, as well as coordinating food donations from volunteers. Medium, throughout the school year.*

Role and commitment for committee members: *Sign up to provide needed items for Prairie staff. Low.*

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.

Role and commitment for chairs: *Chairs ensure staff are being recognized. Commitment: High during the lead up to Teacher Appreciation Week in May. Low/Medium for the rest of the school year.*

Role and commitment for committee members: *Committee members may take the lead on purchasing gifts for specific celebrations. Low.*

Staff Gift Cards

Prairie families contribute to staff gift cards twice per year, and this group is responsible for organizing, advertising, acquiring and distributing these gift cards.

Role and commitment for chairs: *Chairs oversee the entire program ensuring Prairie staff receive their gift cards prior to winter break and at the end of the school year. This includes setting up the campaign, publicizing the campaign, managing family donations, communicating totals to staff members, and processing gift card choices. High, twice a year.*

Role and commitment for committee members: *N/A*

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.

Role and commitment for chairs: *The chairs are responsible for training and overseeing volunteers, 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, staff welcomes/retirements, and more. High year long, but highest in February leading up to the due date.*

Role and commitment for committee members: *Volunteer photographers are needed for a variety of school-wide events and classroom events. Volunteer photographers can use their cell phone and upload pictures to our yearbook app. Page leaders are also needed to ensure pictures are being taken and to lay out the pictures on the page(s). Low to medium depending on the role.*