

Thank you for your interest in volunteering with Highlands! This document outlines all of the Home & School and School Family Community Partnership (SFCP) Committees that execute and/or facilitate many different activities and fundraisers. The purpose of this document is to invite nominations for Committee Chairs for the upcoming school year for:

- Home & School: page 1
- Home & School Executive Board: page 6
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While we are currently seeking **Committee Chairs**, there will be a separate opportunity to sign up for Committees. If you are interested in a Chairperson role, please nominate yourself (this is the most common way to fill positions!). You can find the nomination form here: <https://forms.gle/YYB4wbttHRv9N2WA6>

Many of these events are long standing programs, and volunteers will have resources and materials from previous Chairs. The time commitment varies, which allows for as much or as little contribution as you can make. There is a role for everyone and it takes all of us to help keep the programming going!

Thank you in advance for your help in continuing to support the fantastic assemblies, events, and special programs that make Highlands Elementary a great place for students and families.

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### **Home and School Committees and Chair Positions for 2022-2023**

**If you are interested in learning more about a position, please email [highlandshandsnominations@gmail.com](mailto:highlandshandsnominations@gmail.com).**

#### **2024 Adult Social Fundraiser (2 Chairs)**

Highlands Home & School holds an Adult Social to raise money for specific projects/purchases to benefit the students. Historically the Adult Social has included fundraising opportunities including a silent and live auction and raffle. The Chairpersons are responsible for the recruitment of subcommittee chairs, the primary point of contact for all volunteers and vendors, and coordination and execution of the event. Planning for the 2024 event will begin during the 2022-23 school year.

***Chairperson Commitment:*** *Medium/high, throughout the planning year and high 12-14 weeks leading up to the event*

#### **Adult Gathering (2 Chairs)**

These Chairpersons will plan a casual night out for parents. This gathering is held on the off years of the Adult Social Fundraiser so it will take place during the 2022-23 year. This social evening does not need to be a large-scale fundraiser.

***Chairperson Commitment:*** *Medium, high for the few weeks leading up to the event*

### **Appreciation - Faculty and Staff Recognition (2 Chairs)**

Show our teachers and staff how much we appreciate all they do! These Chairpersons are responsible for birthday treats, tokens of appreciation and acknowledgements of sympathy and congratulations, as needed, throughout the school year. Chairpersons will also plan and host a simple reception in the Highlands gym one afternoon after school in the spring for retiring teachers, if necessary.

**Chairperson Commitment:** *Medium*

### **Appreciation - Teacher Appreciation Week (2 Chairs)**

These Chairpersons will lead the efforts for Teacher Appreciation Week held in May and will work with head room parents and/or other classroom volunteers to ensure that all faculty and staff are equally appreciated and to make the week's schedule uniform across the building. They will also order a meal to be brought in for faculty and staff on one day during Teacher Appreciation Week.

**Chairperson Commitment:** *Medium in the few weeks leading up the event*

### **Appreciation - Treat Tuesdays (1 Chair)**

Organize a sign-up to have treats brought in to the Teachers' Lounge once a month throughout the school year. Treats are donated by Highlands families.

**Chairperson Commitment:** *Low*

### **Art Awareness (2 Chairs)**

The Art Awareness Chairs coordinate volunteers to present curriculum-related art topics in the classrooms four (4) times during the school year. The Chairpersons are responsible for organizing volunteers at the beginning of the school year for each class and also manage the program and art project supplies throughout the year.

**Chairperson Commitment:** *Medium the first few weeks of school, sporadic throughout the year*

### **Book Cart (1 Chair)**

The Book Cart Chair manages the Highlands Book Store that sells books at cost to students. One day a week, the book cart is set up in the main lobby from 8:30 am - 10:30 am for students to shop. In celebration of student birthdays, each student is invited to make a selection of the books purchased by Home and School. Chairpersons will order and maintain the variety of available Birthday Book choices, coordinate volunteer coverage, and manage inventory for the book carts.

**Chairperson Commitment:** *Medium, sporadic throughout the year*

### **Book Fair (2 Chairs)**

The annual Book Fair is offered during the week of Fall Parent Teacher Conferences. The Chairpersons are responsible for managing volunteers and activities associated with operating these events and for working with the Book Fair vendor.

**Chairperson Commitment:** *High 5–6 weeks leading up to Book Fair*

### **Clothing Exchange (2 Chairs)**

The Highlands Clothing Exchange is a one-time, multi-day children's clothing sale fundraiser that takes place during the school year. It provides the school with beneficial funds and supports the community by donating the unsold clothing to Naperville's need-based agencies. The Clothing Exchange Chairs will help assemble a committee of volunteers who will organize, inspect and price the clothing donations to be sold, help with set-up and take-down of the sale and help market the sale to the wider community.

**Chairperson Commitment:** *High, 5-6 weeks before the scheduled resale*

### **Directory (1 Chair)**

Responsible for publishing the annual School Directory through the Directory Spot service. The Chairperson receives all family contact information directly from District 203 and confirms accuracy in Directory Spot.

**Chairperson Commitment:** *High, 2-3 weeks at the beginning of the school year*

### **Family Connections (1 Chair)**

Family Connections is a group of Highlands families working together to lend a hand to other school families who may be going through difficult times. When the school social worker or nurse identifies critical needs, Family Connections is notified of the need, no names are mentioned, and there is strict confidentiality. The Family Connection Chairperson works with the school's social worker and then contacts all volunteers via email to request help for the individual or family.

**Chairperson Commitment:** *Medium, sporadic throughout the year*

### **Fifth Grade Projects (2 Chairs)**

Chairpersons coordinate all events deemed unique to fifth graders. The Chairs organize the ordering of fifth grade yard signs and the year-end celebration. Chairs also coordinate with the art teacher on a fifth grade project. This is a full-year commitment.

**Chairperson Commitment:** *Low/medium, varies with each activity*

### **Gift Card Program - Teacher Appreciation (2 Chairs)**

These chairpersons coordinate the ordering and distribution of gift cards for teachers and staff during Teacher Appreciation Week.

**Chairperson Commitment:** *Medium/high in April/May*

### **Hospitality (2 Chairs)**

The Hospitality Chairs plan events and/or provide refreshments for the Ice Cream Social (held annually before school begins on the playground), Hearing and Vision testing (provide coffee, water and snacks for volunteers) and organize meal delivery to school for faculty and staff 3-4 times a year, including on some Institute days and during Parent/Teacher conferences.

**Chairperson Commitment:** *Medium*

### **Hospitality: End-of-Year Event (2 Chairs)**

Plan and organize an end of the year all-school celebration for Highlands families. Examples of past celebrations include a barbeque/talent show and the Highlands Carnival. With the exception of 2022, this event has not been a large-scale fundraiser.

**Chairperson Commitment:** *High during the few weeks leading up the event*

### **Indoor Recess (1 Chair)**

Each classroom has a bin containing games which the students can use during indoor recess. The Indoor Recess Chairperson is responsible for organizing these games at the beginning of the year, and at a couple of times throughout the year (at the Chairperson's discretion). The Chairperson also purchases games requested by teachers for their classrooms (reimbursed through Home and School).

**Chairperson Commitment:** *High at the beginning of the year, low throughout*

### **Rewards Program: Family Night Out (1 Chair)**

The Family Night Out Chairperson coordinates fundraising partnerships with various local businesses and restaurants for designated "eat-in" or "take-out" days with proceeds benefiting Highlands Elementary.

**Chairperson Commitment:** *Medium*

### **Rewards Program: Community Co-Ventures and Loyalty Ventures (2 Chairs)**

The Chairpersons are responsible for coordinating and scheduling fundraising days and communicating and promoting loyalty venture programs such as Box Tops 4 Education.

**Chairperson Commitment:** *Low/medium*

### **Room Parents (2 Chairs)**

The Room Parent Chairpersons organize the sign up for head room parents for each classroom. The Chairs also coordinate with all head room parents so they are prepared to organize three classroom parties per school year. Chairpersons manage volunteers and head room parents and communicate guidelines and expectations for the parties. The Chairpersons will also serve as liaisons between Home and School and the head room parents at various points throughout the year.

**Chairperson Commitment:** *Medium, with increased responsibility at the beginning of the school year*

### **School Supplies (1 Chair)**

This Chairperson coordinates with teachers to prepare school supply lists for each grade level. He/she then works with a vendor to create the kits and manage the sale. In early spring, school supply kit order forms are sent home with each student entering Kindergarten-Fifth Grades. The Chair organizes and distributes all orders with the help of volunteers. Preliminary work begins in January and all work is completed by the end of the school year. There is also an assignment notebook sale at the beginning of the year for students who did not order kits.

**Chairperson Commitment:** *Low throughout the year and high 2-3 weeks before school*

### **Spirit Wear (2 Chairs)**

The Spirit Wear Chairpersons are responsible for managing and selling Highlands Spirit wear. These items include sweatshirts, t-shirts, hats, water bottles, etc., with the Highlands logo.

**Chairperson Commitment:** *Medium at the beginning of the school year*

### **Volunteer Coordinator - Nominations (1 Chair)**

This Chairperson is responsible for maintaining the Home and School volunteer communications and sending out the Fall and Spring sign-up lists for volunteers. This includes keeping an updated calendar of events, assisting Home and School Chairpersons with the registration and recruitment of volunteers for their events and maintaining a roster of volunteers. The goal of this coordinator is to develop a robust list of volunteers from all grades K-5. The Chair coordinates the nominations process in the spring of each year to recruit the next school year's Chair positions.

**Chairperson Commitment:** *Medium to high in spring and fall*

### **Winter Giving Program (2 Chairs)**

The Winter Giving Program Chairpersons will oversee the school's voluntary winter giving programs, when Highlands families are given the opportunity to support and purchase gifts for families in need within our community. The Chairpersons will also plan and oversee any school-wide assembly that coincides with these giving programs.

**Chairperson Commitment:** *High, 4-5 weeks before the giving programs*

### **Yearbook (2 Chairs)**

The Yearbook Chairpersons are responsible for creating the yearbook that is made available for purchase by Highlands students. The Chairpersons are responsible for creating the overall layout, organizing the final editing/proofing, managing the yearbook cover contest for students, and selling and distributing yearbooks to families.

**Chairperson Commitment:** *Medium/high throughout the year with initial set-up before school and preparing the yearbook for publishing by spring*

## Home and School Executive Board Positions

The Executive Board is made up of Co-President, Co-President (training), Treasurer, and Secretary.

### **Co-President:**

The Co-President oversees Home and School operations. The Co-President's duties include (but are not limited to) overseeing the monthly Executive Board and Home and School meetings, attending the monthly General H&S meetings at the district level, appointing committee heads with the consent of the Executive Board, working on the budget proposal with the Principal and the Treasurer, and performing other duties related to Home and School Fundraising. The President will receive a binder from the General Home and School Association that specifies additional President duties. The President will make normal approved disbursements in the absence of the treasurer and mentor the Co-President while maintaining written and electronic files, and working with the Executive Board in order to meet the goals of the H&S mission statement.

### **Co-President:**

The Co-President is elected by the membership for a two-year commitment. The first year is served as Co-President (training), then the position of Co-President (experienced) is assumed, and acts with the other Co-President to learn the workings of Home & School. The Co-Presidents work closely throughout the year, assisting each other and carrying out the President's duties in his or her absence or inability to serve. Both Co-Presidents attend monthly Home and School meetings, Executive Board meetings and monthly District President meetings.

### **Treasurer:**

The Treasurer, in cooperation with the Officers and Committee Chairpersons, prepares a proposed budget for the fiscal year (July 1 – June 30) and shares it each spring at a board meeting. The budget is voted on by the board either no later than the August meeting. The Treasurer is responsible for regularly depositing funds and paying the expenses of Home and School. The Treasurer ensures these items are budgeted and tracked appropriately. The board must approve non-budgeted disbursements over \$200.00. The Treasurer shares monthly reports with the association of current budget and itemized transactions. The treasurer is also responsible for an annual audit and training their successor.

### **Secretary:**

The Secretary is elected by the H&S membership, serves a two-year term and oversees all correspondence for Home and School. The Secretary takes attendance for each Home and School Executive Board and general membership meeting and sends a copy of the previous meeting's minutes to all Board members with notification of the next meeting one week prior to said meeting. The Secretary brings notes to the subsequent meetings for approval vote and retains records for the preceding seven (7) years and transmitting all records to his/her successor. The Secretary may participate in ad hoc committees as necessary throughout the year and obtain approval from all board members on District Policy and Procedures.

## **School, Family, Community Partnership Committee (SFCP)**

School Family Community Partnership (SFCP) is an organization dedicated to creating fun, family and community-based programs that enhance children's learning and development with the partnership of parent volunteers, Highlands staff and community members.

***If you are interested in learning more about any of the SFCP subcommittees or positions below please contact the 2021-2022 Chairs: Alison Jackson (highlandssfcp1@gmail.com) or Melissa Nordsieck (highlandssfcp2@gmail.com).***

### **SFCP (2 Chairs, various subcommittees and participants)**

The Chairpersons are responsible for planning and orchestrating special events that promote school improvement goals and involve families and the community.

***Chairperson Commitment:*** High, monthly meetings and oversight of various subcommittees and events, Exec Board meetings and district meetings.

### **Parent Pizza Night (1 Chair)**

This event provides a venue for parents to meet the principal and learn/have a discussion about a new district initiative or programming. The topic changes yearly.

***Chairperson Commitment:*** Low, mostly for 3-4 weeks before the event

### **Grandfriends' Day (1 Chair)**

An annual event that includes grandparents and senior friends of Highlands' students. Activities have included professional photographer, Bingo, DJs and crafts.

***Chairperson Commitment:*** Medium, mostly for 8-10 weeks before the event

### **One Book One School Program - (2 Chairs)**

Plan a featured program that focuses on literacy. Lead a committee of volunteers to create interactive ways for the kids to engage with the book (trivia, rewards, bulletin boards, spirit days, etc.).

***Chairperson Commitment:*** Medium, mostly for 8-10 weeks before the event

### **Featured Program (STEAM) - Egg Drop (1 Chair)**

Plan a featured Science, Technology, Engineering and/or Math program for the year (this will be an Egg Drop for the 2022/2023 school year).

***Chairperson Commitment:*** Low, mostly for 3-4 weeks before the event

### **Featured Humanities Program - Cultural Kaleidoscope (2 Chairs)**

Plan a featured evening program that highlights our community (this will be Cultural Kaleidoscope for the 2022-2023 school year).

***Chairperson Commitment:*** Medium, mostly for 8-10 weeks before the event

### **Habitat/Garden – (2 Chairs)**

Work with the school community to maintain and plant in the Highlands garden and habitat.

***Chairperson Commitment:*** Low, mostly weeks prior and during the event