

# Scott Home & School Volunteer Descriptions

## Executive Board

**President:** The President shall preside at all meetings of the Scott Home & School Association, and the Executive Board. The President is automatically a member of the Board of Managers of the District 203 General Home & School Association. The President shall help prepare the budget and shall pay out money on order of the Executive Board should the Treasurer be unable.

**Vice President:** The Vice President shall assume all duties of the President in the event of the President's absence and helps to prepare the budget.

**Secretary:** The Secretary shall keep the minutes of the Board Meetings and report the same at appropriate meetings. He or she shall be responsible for all correspondence for the Association.

**Treasurer:** Manages all bank deposits and check requests. Reconciles monthly bank statements, and reviews accuracy of automated Profit & Loss and Transaction reports. Works with Executive Board and Committee Chairs to establish and manage fundraising and expense budgets. Organization skills, a basic understanding of Microsoft Excel, comfort with numbers and a desire to understand the financial concepts of Home & School are important for this role.

## Home & School Committees

**Book Fair:** Chairperson shall be responsible for the planning and running of all Book Fairs held during the year. This includes working with our vendors, organizing volunteers, set up/clean up, and selling.

**Communications/Marketing:** Chairperson of this committee is responsible for helping other Home & School committees communicate their needs to the public in a consistent manner. This consistency includes the Home & School logo, contact person, follow up date, and how a fundraising event helps Home & School. The marketing chair encourages committees to use the district Document Services center for copies and instructs committees on how to prepare a document for it. Also the chair is responsible for working along with the Principal to ensure Home & School communications on the Scott School website are up to date with appropriate information and links. This person will also work on collecting information for the Eagle Extra that is emailed weekly to the student population.

**Curriculum Connections:** Chairperson will be responsible for coordinating with teachers at each grade level to bring parent assisted hands-on-projects into the classroom that directly relate to student curriculum.

**Directory:** Chairperson shall be responsible for printing and distribution of the Scott School Directory in the fall.

**Fine Arts:** Chairperson shall be responsible for working with the Assistant Principal setting up assemblies or other special events for the student body. Chairperson(s) to attend assembly showcase performance show in September. This also includes working with the performers and the Assistant Principal to line up dates and finalize contracts for 3-4 assemblies per year.

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**Gift Wrap:** Chairperson shall be responsible for the gift wrap fundraising activities held at the beginning of the school year. This includes selecting our vendor, organizing dates & ordering process as well as distribution.

**Great Books:** Chairperson shall organize the voluntary Great Books Literature for students, including securing volunteer leaders, arranging for volunteer training, ordering books, and setting up student groups.

**Great Scott Times:** Chairperson shall be responsible editing the articles, writing of some text and doing the layout, as well as, printing and distribution of the H&S monthly newsletter, Great Scott Times.

**Health & Safety:** Chairperson shall encourage and assist in programs to promote safety and health. They shall be responsible for the Helping Hand Program, Vision and Hearing Screening Program volunteers, serve as the H&S liaison for ""Red Ribbon Week"" and ""Just Say No"" programs.

**Historian:** Chairperson shall keep a scrapbook of newspaper articles and pictures of school activities. Throughout the year, the Historian will be responsible for the picture gallery.

**Ice Cream Social:** Chairperson(s) shall plan and organize the annual event for the Scott School Community. The Ice Cream Social is typically held in May. Need to be available after Spring Break and work through until the evening of the Social. Hours vary.

**Market Day:** Chairperson(s) of this committee will, with the input of the Principal, set up dates for Market Day's monthly distribution and handle all aspects of the Market Day Program. This includes marketing each month's sales specials and organizing volunteers to help on distribution day. Market Day is a fundraiser that benefits Scott School and occurs each month of the school year.

**PE Coordinator:** Chairperson shall work with our P.E. teacher coordinating volunteers for activities such as Climbing Wall, Roller Skating & Field Days.

**Publishing Center:** Chairperson shall work with the LRC Director and be responsible for all aspects of the Publishing Center, including establishing Center dates, ordering supplies and coordinating volunteers.

**Room Parties:** Chairperson shall be responsible for selecting and contacting all room parent volunteers as well as conducting an information meeting with all room parents and classroom staff in regards to class parties.

**School Store:** Chairperson is responsible for managing the inventory of the School Store, organizing volunteers, and coordinating sales of inventory. Chairperson also communicates with the teaching staff each year regarding items for the next year's school supply packets and coordinates sale of packets.

**Scott Family Connections:** The committee serves the immediate needs of our own Scott families during emergencies and difficult circumstances. Chairperson will work through Mr. Micensky and Mrs. Gamez, to work with volunteers who are on a list of individuals to contact for a donation if such a need arises.

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**Scott Student Scholarship Fund – Bread Sale:** Chairperson shall be responsible for communicating with Great Harvest Bread Company the date for the bread sale, the distribution of the flyers needed for the sale, and coordinating the bread delivery/pickup.

**Scott S'cool Scoot:** Chairperson shall be responsible for all aspects of organizing, registration, volunteers and security of the Annual 5K Fun Run/Walk that is held the first Saturday after school starts.

**School/Family Community Partnership:** Chairperson helps develop programs to assist with our School Improvement Plan while providing opportunities for parents to become active partners in educating our students.

**Scrip:** Chairperson shall be responsible for the sale and distribution of gift cards/certificates.

**Spirit Wear:** Chairperson shall be responsible for the selection of suppliers, distribution of order forms, ordering and delivering of Spirit Wear, Band shirts & 5th Grade t-shirts.

**Staff Appreciation:** Chairperson provides recognition to all staff members in the form of cards, gifts, and luncheons. They are also responsible for our Staff Welcome Back Luncheon, Staff Appreciation Week and conference treats for the staff.

**Volunteers/Nominations:** Chairperson will compile and distribute to chairperson lists of volunteers willing to help that committee's projects. Volunteer interest sheets are sent to parents in the fall and spring. It is also the responsibility of the Chairperson to help determine a slate of H&S officers and present it to the H&S Board at the March Board meeting.

**Ways & Means:** Chairperson will be responsible for various fundraising activities held throughout the school year. Chairperson(s) will decide which fundraising activities will be held and will work with volunteers on each activity. This includes Adult Social, Box Top collections, Take Out nights and others.

- **Adult Social** – Chairperson(s) will be responsible for all aspects of planning the event, including working with the committee to obtain donations for the live and silent auctions and creating “one of a kind” classroom art projects.
- **Box Top Collections** – Chairperson is responsible for coordinating the three box tops contests throughout the school year. This includes distributing the marketing materials and buying prizes for the winners.
- **Take Out Nights** – Chairperson(s) will contact restaurants that the committee has selected to schedule about one fundraiser per month in the school year. Chairperson will also organize Airtastic outings and coordinate ice-cream outings with the band and orchestra. For each event, we prepare and distribute flyers and make announcements on the Great Scott Times and Eagle Extras. Most importantly, we make sure we get the checks from our partner restaurants.
- **Poinsettia Sale** – Chairperson will work with the Riverwoods Committee coordinating and promoting the sale to our Scott School families and collecting orders during October. The plants are distributed in early December.

**Yearbook:** Chairperson(s) will learn the ropes of how our Scott School Yearbook is compiled & published and then will develop an annual Scott School Yearbook that will be available for sale to the students.