

Role Descriptions & Responsibilities

Co-Presidents: The Co-Presidents oversee all committees, events, and fundraisers for the Scott Home & School Association and also act as liaison between the General Home & School and the Scott School parent community. Duties include: Presiding at all Scott H&S Meetings and the Executive Board Meetings, attend monthly General H&S meeting, review financial transactions on monthly basis, meet monthly with school Principal, assist committee chairs with their events/fundraisers if needed, create/maintain budget with Treasurer, approve all flyers + the Eagle Extra, and present new event/fundraiser ideas to the H&S board.

Vice President: The Vice President shall assume all duties of the President in the event of the President's absence. It is also the responsibility of the VP to create nomination forms and determine a slate of H&S officers and present it to the H&S Board at the March Board meeting (voting completed in April). The VP will also help promote and fill open H&S positions, including being present at Curriculum Night, Open House, and Kindergarten Preview to answer questions and talk about H&S opportunities. The VP will also review all necessary paperwork from the Treasurer on a monthly basis. The VP will manage all kindergarten related items such as kindergarten preview day assistance as well as popsicles on the playground. In addition to the kindergarten popsicles on the playground there should be one additional family event at the beginning of the school year to promote socialization in the community.

Secretary: The Secretary shall keep the minutes of the Board Meetings and report the same at appropriate meetings, as well as distribute unapproved meeting notes to the front office to post for the community. He or she will work closely with the co-presidents and committee chairs to create all necessary correspondences for the H&S Association.

Treasurer: The Treasurer shall receive, disperse, and keep an accurate account of all Association funds. The treasurer shall present financial reports to the Board at each meeting and yearly reports and Quickbooks file to the General Home & School to be reviewed for the annual audit. The Treasurer will help in the preparation of the budget and manage all bank deposits, check requests, reconciliations of bank accounts, review Profit & Loss and Transaction reports for accuracy. The Treasurer works closely with the Executive Board and Committee Chairs to establish and manage fundraising and expense

budgets. Organizational skills, knowledge of Microsoft Excel and comfort with numbers and financial concepts are important for this role. The Treasurer's duties are more time intensive at the start of the month when reconciling bank accounts and running reports. There is also a mandatory General H&S Treasurer meeting at the beginning of each school year.

Assemblies: Chairperson(s) shall be responsible for working with the Principal and 2-3 staff members to set up assemblies or other special events for the student body. This also includes working with the performers and the Principal to line up dates and finalize contracts for 2-3 assemblies per year. This person will work with the needed people to ensure that there is community awareness and volunteers, if needed.

Time commitment: Low; up to 2 hours per semester; planning can be done fully from home.

Communications (Eagle Extra): Chairperson shall be responsible for the Eagle Extra Email Newsletter. They will send the EE draft document to the H&S co-presidents Sunday night for approval, and then to the Principal every Monday to be sent to Scott School parents.

Time commitment: High/weekly; can be done fully from home.

Curriculum Connections: Chairperson(s) shall be responsible for coordinating with teachers and staff in grades EC-5 to bring parent-assisted hands-on projects that directly relate to student curriculum. Examples of this have included the Science Fair, Kindness Week, and the 100th Day Celebration for Kindergarten in the past. Chairperson(s) will also work with others for volunteers & marketing when needed.

Time commitment: Medium for certain events, low overall; planning can be done fully from home but there may be some necessary in-school time.

Eagle Events: Chairperson(s) shall be responsible for planning, organizing, and coordinating free events throughout the school year. These have included things such as Family Game Nights, Bingo Nights, Movie Nights, and other fun school-wide events. For Game Nights, chairperson(s) will create/modify/fix needed games and will create a SignUp Genius for

concession donations and volunteers (utilize high school students). For Movie Nights, chairperson(s) will secure the necessary movie license, work with the Principal to help reduce rowdiness for the night of, as well as collecting concession donations and setting up a pizza delivery if wanted. Chairperson(s) will also work with whoever necessary to create posts and announcements for the Eagle Extra and social media.

Time commitment: medium/high leading up to events and day/night of events; planning can be done fully from home but must be in-person for events.

Field Day: Chairperson(s) shall be responsible for communicating and working with Scott's P.E. teacher to create Field Day games and activities, determine any materials or supplies needed, and securing Outshine popsicles for all students K-5. Field Day is to happen the last week of the school year, typically the Tuesday before the last day of school.

Time commitment: medium leading up to Field Day; planning can be done fully from home but must be in-person on the day of the event.

Book Fair: Committee member(s) shall be responsible for the planning and implementation of the fall and spring Book Fairs. This includes meeting and communicating with school administration, the LC, and the vendor, and keeping track of sales and the financials. The committee member(s) shall also establish necessary volunteers and advertisements for social media. Previous companies used include Scholastic, Anderson's Bookshop, and Literati.

Time commitment: Medium during the actual Book Fair, low otherwise; planning can be done fully from home but must be in person for both events.

Community Outreach: Chairperson shall be responsible for outreach to the local business community to secure donations and/or sponsorship for school & community events. The coordinator will be contacted by each event chairperson/ coordinator and will work closely with them to determine donation/ sponsorship needs. This person will also keep a running list of all donations/ sponsorship secured and businesses contacted for future use and records.

Dinner Night Out: Chairperson(s) shall be responsible for contacting and working alongside various local restaurants or food trucks to schedule approximately one fundraiser per month during the school year. For each event, the Chairperson(s) shall create an announcement for social media & the Eagle Extra (we will not be using flyers for the 2023-2024 school year-instead, we will include it on the monthly calendars that will be sent home). We would also like to have DNO work with other committees, such as helping the Block Party get food trucks, or Eagle Events for pizza for Movie Night, etc. and to possibly create a "Back to School Dessert Food Truck Night" (we can discuss once a committee is formed). Follow up with the partnering restaurants to ensure collection of payment is also required.

Time commitment: low overall but ongoing; planning can be done fully from home.

Fall Family Event: Chairperson(s) shall be responsible for coordinating the free family fall event, typically held in the beginning of September. Responsibilities include securing any necessary sponsors for the event, securing teacher experiences for auction, working with the DNO committee to secure food and dessert trucks, securing entertainment and activities such as a dunk tank/pie in the face for staff/Bach to Rock DJ/Kindness Rocks/etc, obtaining necessary permits, and other items. Chairperson(s) will work with necessary people to secure volunteers and promote the event to the community via social media and the Eagle Extra.

Time commitment: medium- in July/ August; planning can be done fully from home but in-person at the event.

Fall/Winter Fundraiser (-athon): Committee members shall be responsible for working with the designated company to plan and execute a fundraiser in the form of a Read-athon, Fun Run, Dance-athon, Glo Run, etc. Chairperson will coordinate with co-presidents and school administration, and will secure any needed volunteers to help with creating ideas for the fundraiser (themes, games, etc. to do throughout the school day). Committee members will be responsible for keeping track of progress, creating initiatives, and working to promote to the community. This is our second big fundraiser of the year, and our goal is to raise \$10,000+ for school improvements.

Time commitment: medium during; planning can be done fully from home but need to be in school on occasion.

Spring Family Event: Chairperson(s) shall be responsible for coordinating the free family spring event, typically held in May. Responsibilities include securing entertainment/activities and volunteers, and to promote the event to the community via social media and the Eagle Extra. Past events have included Matt Wilhelm and Tim Hannig.

Time commitment: low to medium/high leading up to the event; planning can be done fully from home but in-person at the event.

Winter Fundraiser (Adult Social): Chairperson(s) shall be responsible for planning a night of fun while also fundraising for Scott H&S! This is one of two of our biggest fundraisers. Chairpersons are responsible for securing the venue, DJ/emcee, food & drink distribution, creating a theme or decor, contacting local businesses and families for auction and raffle prizes, and working with others to secure donations and volunteers, as well as marketing the event to our community. Next year, we are looking to have our Adult Social between January-March and to hold it at a local brewery (Hopvine, Ike + Oak, 2Fools) to increase interest. Goal is to have at least 80+ raffle/auction items and to raise \$10,000+ for school improvements.

Time commitment: medium to high leading up to the event; planning can be done fully from home but must be in-person for the day of the event.

Poinsettia Sales: Chairperson(s) shall coordinate and promote the poinsettia sale to our Scott School families and collect orders during October, while the plants are distributed at the end of November/early December. Funds raised by the Poinsettia Sales will go directly to the Scott Student Scholarship Fund.

Time commitment: low; planning can be done fully from home but must be in-person for plant pickup.

Grade Level Captain Chair: this role is responsible for the coordination and organization of all the grade level captains as well as any necessary planning between the grade level captains.

Grade Level Captain: Grade Level Captains will act as a liaison between teacher, parents, and our Scott Home & School. Chairperson(s) will plan for the three Room Parties throughout the year (Fall Party, Winter Party, Valentine's

Day Party). Chairperson(s) will also help other committees with their needs, such as organizing the teacher experience auction items or classwide art project auction items for H&S fundraisers. Grade Level Captains are encouraged to create opportunities for parents and/or students to get better acquainted with one another, such as organizing back to school meet ups or outings during the school year. This is not mandatory and does not need to be extensive, but it will help in creating a sense of community in the grade levels. To be fair across grade levels, Grade Level Captains will NOT solicit for individual class or grade-wide gifts for holidays, baby showers or at other times to show appreciation for the teachers, assistants, advisors, or the school-instead we will follow what we have done with the Staff Gift Card program and then families doing things individually if they so choose. *There can be more than one Grade Level Captain per grade level*

Time commitment: low but ongoing with some periods of medium/ high this role can be done fully from home but most likely will need to come in for the Room Parties.

SFCP: Chairperson(s) will coordinate Kindergarten Popsicles on the Playground (August), National Walk to School Day (October), Veterans Day (November), and be the point of contact for a "welcoming committee" where you will be present for Curriculum Night/Open House/Kindergarten Preview to promote H&S.

Time commitment: low; planning can be done fully from home but must be in-person for events.

Breakfast Buddies Coordinator(two-three times yearly): Committee members shall coordinate two to three events throughout the year for students to come to school and have donuts/ juice/coffee with their parents/grandparents/important persons. Committee members shall secure any needed volunteers and promote the event to the larger community. An RSVP signup sheet will be required to ensure all students have an opportunity to attend, where it's one student with one adult only.

Time commitment: low; planning can be done fully from home but must be in-person for events.

Veterans Day Coordinator: Chairperson(s) shall work with the front office to create an event the morning of Veterans Day.

Social Media: The social media coordinator shall work with the committee chairs to create social media posts (becoming familiar with Canva, Facebook, Instagram, and X (Twitter) is helpful).

One Book, One School (every other year): Chairperson shall be responsible for working with the Principal and LC on selecting the book for the program and coordinating the outreach and events for the month. Once the book is chosen, chairperson(s) will explore and pursue the book as a community. Chairperson(s) will send a letter home explaining the OBOS program; hold a school-wide assembly to introduce the program and the book; hold a Family Reading Night to build enthusiasm and deliver some hands-on advice and encouragement on reading aloud; send home a reading schedule with the books; and ask a daily trivia question each morning, to reward attentive reading and encourage and stimulate attentive listening. Chairperson(s) can also work with Eagle Events to create a Movie Night that goes with the chosen book.

Time commitment: high; planning can be done fully from home but must be in-person to set up OBOS.

School Supplies: Chairperson(s) shall be responsible for coordinating school supply lists with the Principal, working with the supply company to create packets for students, manage packet sales at the end of the school year, and organize packet distribution to classrooms at the beginning of the school year. Current company we work with: School Tool Box.

Time commitment: low; planning can be done fully from home.

Scott Directory Spot: Chairperson shall be responsible for data input and maintenance of the DirectorySpot App. for the Scott School Directory. Chairperson shall work with whoever's necessary to disseminate information to the community around the directory and promote via social media and Eagle Extra.

Time commitment: low overall; planning can be done fully from home and at the beginning of the year.

Scott Family Connections: Chairperson(s) shall work with Scott's social worker to identify and communicate any needs our community may have (such as food needs, Halloween costume needs, etc.). Chairperson(s) may also be contacted throughout the school year for emergency donation collections

for Scott students. Requests are made about 4-10 times per year and must be addressed quickly.

Time commitment: low; planning can be done fully from home but there may be some in-school needs.

Spiritwear: Chairperson(s) shall be responsible for the selection of suppliers, distribution of order forms, ordering and delivering of Spirit Wear and Band/Orchestra shirts in the fall.

Staff Appreciation: Chairperson(s) shall provide recognition to all Scott staff members in the form of cards and gifts on special recognition days (provided in the beginning of the year), in addition to pre-conference luncheons in October and February, Teacher Appreciation Week in May, and retirement celebrations in May. In the past, chairperson(s) have also secured needed donations for monthly appreciation happenings (such as a coffee bar, popcorn bar, etc.), as well as a "Welcome Back Breakfast" for staff in August.

Time commitment: medium and ongoing; planning can be done fully from home but must be in-person on occasion and able to go to stores for certain needs.

Staff Gift Cards: Chairperson(s) shall be responsible for coordinating orders, payment, and distribution of staff and teacher gift cards in November-December and April-May. Family contributions and staff orders are logged into an Excel spreadsheet and individual Thank You documents are typed up in Word per staff member. Payments are now accepted through check/cash or CheddarUp.

Time commitment: medium during; planning can be done fully from home but distribution happens in school.

Yearbook: Chairpersons shall oversee/coordinate all aspects of creating the annual yearbook for production by a professional publishing company. Chairperson(s) shall also coordinate sales and a cover creation contest, and distribution of yearbooks during the last week of school. This person will work with the marketing coordinator to promote and inform the Scott community.

Time commitment: medium/heavy, depending on the time of year; ongoing; planning can be done fully from home.