



Maplebrook H&S Committee Descriptions

Birthday Books: Purchase a variety of books at various reading levels for all students. Update and fill the birthday book display as needed.

Book Fair: Responsible for organizing a fall and spring book fair. Attend a fall and spring vendor sponsored seminar; choose a theme for the fall fair; organize volunteers to help set up/take down and work at the fair; each fair runs for 3 days.

Box Tops: Responsible for monthly collection of box tops from classrooms. Count and sort monthly announcing the winning classroom; deliver trophy monthly to the winning classroom; fill out online forms and ship box tops to General Mills; meet the 2 critical dates for Maplebrook to receive payment for box tops.

Directory: Gather up to date student information for the student directory provided through the District & various H&S committees.

Family Connections: A volunteer group of families from Maplebrook that work together to help families in time of need. The services may (but not limited to) include providing food/meals, clothing personal supplies, class materials, financial assistance for school activities. We also assist with the Giving tree Program at the Holidays. The Family Connections coordinator acts as a liaison between the Maplebrook Social Worker and or Principal to reach out to families who have volunteered to be a part of this program.

Field Day: Organize 9-11 outdoor games K-4; create a schedule for each class to follow; set up /tear down supplies on field; procure Andy's cone cards and a giveaway item to students.

5th Grade Field Day: Organize outdoor games for the 5th graders at Winding Creek Park along with a special lunch/dessert day of the event.

Funfest: Oversee activities of Maplebrook's largest fundraiser of the year; put together and work with a team that organizes volunteers, games, cake walk, concessions, and activities.

Greeter Coordinator: Prepare a schedule for a list of volunteers to be in the lobby greeting guests, making sure guests, parents and students sign in and out as appropriate. Maybe asked to help with preparing projects from teachers as needed.

Health and Safety: Contact school nurse to coordinate Hearing and Vision Screening; attend Helping Hands meeting at Naperville Police Station; contact art teacher regarding Safety color contest; facilitate helmet sales; coordinate Plunge into Fitness with gym teacher.

Hospitality: Responsible for planning various activities throughout the school year as well as honoring teachers and various school staff on their appropriate "appreciation" days.

Ice Cream Social: September fundraiser that kicks off the school year. Responsible for securing vendors for ice cream and inflatables; Organizes the volunteers for the social, ice cream orders and raffle.

Landscaping: Maintain landscaped areas by main entrance, sign, and bench areas; prune, plant, water and weed in the spring, fall, and summer. Purchase annuals as needed.

LRC: Meet with Pam Vaughn and Elizabeth Wenzel once school starts to discuss needs of LRC for the year in regards to volunteer staffing; organize LRC training session; set-up volunteer schedule. Serve as a liaison between LRC staff and volunteers.

Manna: Twice a year hold "appreciation" orders for staff. Ordering and picking up Downtown Naperville and Casey's Food gift cards. All other cards delivered to school office.

Maplebrook Mall: In February, work with vendor to get supply lists and prices. In May, get order forms out to parents and place orders. In August one week before school starts, organize volunteers to help with set up and distribution of supplies.

Market Day/Gift Wrap: Distribute fliers in teacher mailboxes each month. Be present for pick-up after school one Monday a month. Hold a gift wrap fundraiser in October.

Reading Program: Organize Six Flags reading club and Ozzie Reading Club for students K-5.

Room Parent Coordinator(s): There are 3 parties: Fall, Winter, and Valentine's. Meet with principal or H&S president to determine flow of parties and/or assembly. Get list of volunteers and determine grade level leader and them host a meeting with their grade level parent volunteers. Serve as a liaison between principal, teachers and room parents.

Sign Maintenance: List school events monthly; clean outside of the sign as needed; maintain the up keep of the sign as needed.

Spirit Wear: Work with Spirit Wear House to choose design, style, color, and sizes of items you will be selling. Coordinate a fall and spring sale. Distribute ordered goods to school for the individuals that have ordered. Run a sale table at other events during the school year.

Traffic Coordinator: Prepare a schedule from the list of volunteers for the traffic drop off zone. Ensure traffic vests are clean, placed in vestibule & ready for use.

Volunteers: Gather the names of all the parents who want to volunteer and for what committee they are interested in helping. Compile the lists via signupgenius and send out to all the appropriate committee chairs.

WAG: Weekly email to committee chairs and school personnel requesting postings. Collect, compile, and edit posts. Submit to tech liaison at school for posting on website and ordering of mass email to families.

Welcoming Committee: Plan and organize Teddy Bear Picnic in August; October host International Walk to School Day; During the school year check in monthly to get names of new students to distribute a Welcome packet; Plan and display a monthly H&S bulletin board.

Yearbook: Meet with Balfour rep to determine price and sale date of yearbook. Send out order forms. Collect orders and payment. Take photos at all school events in and around school. Upload photos to Belfour website and create yearbook online. Distribute finished yearbooks at the end of the year.