

Elmwood Home and School Association

Addendum A

Committee/Chairperson Descriptions

Book Fair:

Book Fairs are held twice a year during our parent teacher conferences. Elmwood uses the Scholastic Book Fair turnkey program. The chairperson will attend a Scholastic meeting in which all pertinent details for running a successful book fair will be given to you. The Book Fair chair will also organize volunteers for the Book fair to help with set-up, directing children and check out.

Box Tops & Labels:

The Chairperson of this committee is responsible for coordinating box tops collections from Elmwood families. Duties include counting and sorting box tops and labels, sending in the box tops and labels to receive the credit for the school. Also will organize rewards for the classroom that brought in the most box tops and labels for each month.

Newsletter:

The Chairperson of this committee will be responsible for creating a monthly newsletter to distribute to members of Home and School. Duties include working closely with the Executive Board and Committee Chairpeople to collect information to include in each edition. Ability to create/use newsletter template, attention to detail and managing deadlines is important in this position. Newsletters will be submitted to President and Principal for proof reading before circulating. Circulation may include paper or electronic means. The chairperson may also be requested to publish a bulletin sporadically to highlight important information.

Craft Fair:

The Chairperson(s) (typically four chairpeople) responsibilities include marketing, vendor coordination, volunteers coordination, logistics/set up. The marketing chair is responsible for creating flyer(s) to advertise the show and post them around town and in social media, local newspapers and magazines. Will work very closely with the Publicity Committee. The vendor coordination chair has to contact possible exhibitors and receive and coordinate exhibitor forms and payments, making booth assignments and determining any special needs/requirements of the vendor. The volunteers coordination chair recruits volunteers and organizing the schedule of where/when volunteers should help during set-up and day of the fair. The logistics/set-up chair coordinates all items required for fair such as any food that will be served, dishware required, and set-up and running of food sale during the fair. Besides the Chairpeople, typically four more volunteers are needed to help the day of the event.

Directory:

The Chairperson of this committee is responsible for compiling Elmwood family information to create the Elmwood directory. Most materials and information provided by the school secretary. Work can be done from home (typing).

SFCP:

The chairperson of this committee will ensure that the SFCP competencies are present in the activities held at Elmwood as defined by District 203 General Home and School Association. Will work closely with Executive Board and the Principal to organize such activities such as Rake-N-Run, Coat Drive, Candy Cane Caring, Dads Breakfast, etc.

Ice Cream Social:

The chairperson of this committee will be responsible for organizing a family ice cream at the beginning of the school year. Duties include securing ice cream, non-dairy treats for allergy sufferers and ice cream toppings for the event. The chairperson will also organize fun event/games during the event such as a sucker pull, tattoos etc. Will coordinate volunteers needed to help with set-up, games and ice cream distribution the day of the event.

Field Day:

Chairs of this committee will work closely with Coach Howard in organizing Field Day for our students in May. Chairs will organize and set-up different stations where students perform fun tasks (tattoos, tug o war, water balloons etc.). Chair people's responsibilities include organizing volunteers and rotation schedules.

Fun Run:

The Chairperson of this high-energy committee will organize all aspects of Dave Cleveland Fun Run in early September. The chairperson will work closely with Mr. Cleveland as well as coordinating volunteers needed for planning and running of the day's event.

Garden Project:

The chairperson(s) of this committee is responsible for the future development and maintenance of a garden on the Elmwood school property. This includes, but is not limited to, coordinating volunteers to carry out tasks such as preparing garden spaces, fencing, mulching, water distribution, planting, teacher curriculum support, weeding, harvesting and composting.

Greeter:

The Chairperson of this committee coordinates volunteers needed to fill time slots (every other week, dates and times TBD) to help visitors with the sign-in procedure and to collect forgotten items for students. Helps organize shifts for parent volunteers. Each shift is 90 minutes. Securing volunteers from 8:15am-9:30am is

very helpful to the school. The 11am-12:30 PM shift is often sought after; as parents can enjoy lunch with their child in the lobby!

Health & Safety:

The chairperson of this committee organizes help with the Vision and Hearing Screenings conducted at school. The chairperson will attend an informational meeting held by the Naperville Police Department on the Departments and Naperville Junior Woman's Club's joint safety program for children, Helping Hands. The chairperson will be responsible for disseminating information to Elmwood teachers and parents about the program. Other aspects of Health and Safety can be incorporated into the school year as the chairperson sees fit.

LRC:

The Chairperson of Library Committee will organize volunteers to work one, 2-hour shift per week. Duties includes: collecting books from classrooms, re-shelving materials and interacting with students as you check out their books. Chair people and volunteers may also be able to read or listen to a story read aloud in the bright but peaceful atmosphere of the Elmwood library.

Manna:

The chairperson of this committee will organize the selling, purchasing and distribution of Manna gift cards at least two times during the school year, Nov/Dec and May. Manna gift cards are sold to parents and the school receives a portion of every gift card sold Work can be done from home.

Market Day:

The chairperson of this committee will work with our Market Day Representative to organize monthly sales of food items through a flyer that is sent home with students monthly. The chairperson will submit orders and receive orders on a monthly basis. Responsibilities also include organizing and sorting a pick-up day for deliveries.

Micro Fundraisers:

The chairperson of this committee will actively seek dine and share and shop and share opportunities where businesses "give back" a percentage of sales on the specified Elmwood day. Many restaurants and retailers in Naperville are interested in increasing traffic to their stores. Elmwood offers that increased traffic by setting up special dates and times for Elmwood families to come and support these businesses. In turn, Elmwood Home & School is given a percentage of the sales. Typically, we receive 10-20%. The chairperson will be responsible for promoting the event at Elmwood through a bi-lingual flyer, school newsletter, Talk 203 and

pre-recorded phone call outs. This is a committee that can easily be run by working parents or parents with small children as most of the communications are done within the committee by email.

Movie Night (s):

The chair of this committee will work with the Board and Principal to establish movie nights throughout the school year. Movie nights are free for all Elmwood students and families. The chair of this committee will be responsible for securing appropriate movies, concessions (popcorn donations) and volunteers to help during the event.

Nominations:

This Chairperson is responsible for recruiting positions for the Executive Board and committee chairpersons. Responsibilities also include obtaining a nomination resume for those who wish to be considered for the Executive Board and disseminating the information to the Home and School Board. This person shall reside over the Home and School elections and ensure the elections are carried out according to the bylaws.

Yearbook Photographer:

Photograph or coordinate with room parents to photograph all special events including: class parties, fun run, ice cream social, and any other school planned events for inclusion in the yearbook. Work with the yearbook staff to photograph all clubs to be included in the yearbook. Upload photos into correct folders directly on the yearbook website.

Programs & Assemblies:

The chairperson plans and coordinates four assemblies throughout the school year. Little research needed on past assemblies and new assembly ideas. Email and phone calls to coordinate dates & times, as well as follow up prior to each assembly. Minimal paperwork needed for checks and budget. Availability for all assemblies for last minute coordination and photos.

Publicity:

The Chairperson of this committee is responsible for changing information on school sign, updating information on the lobby television, organizing "call outs" for events and creating press releases for newspapers and online media for Elmwood's public fundraising events.

School Store & Packets:

The chairperson of this committee is responsible for
Setting up and organize School Packet Supplies for the next school year (very important to follow School Packet Supplies Procedures)
Organizing volunteers for drop-off of School Packet Supply bags and distribution to classrooms (following School Packet Supplies Procedures)
Sending in any information to the School Newsletter by due dates when necessary.
Ordering merchandise and update prices accordingly.
Creating schedule for school year and distribute to volunteers and train new
Recruiting volunteers as necessary
Making sure cash box always has the correct change and keep school store cart and storage area organized.

Science Fair:

The Science Fair Committee is responsible for planning and hosting the annual K-5 Science Fair at Elmwood. Planning activities include:
Choosing a theme
Distributing sign up materials and promoting the fair
Gathering sign ups, and confirming registration with each student
Organizing exhibits in a floor plan to meet the needs of the student project
Creating and publishing programs and other documents
Space setup, teardown, and cleanup
Hosting the fair
The Committee needs 3-4 members, and 4 additional event day volunteers to help.

Spirit Bash:

This is our biggest fund-raising event and is typically held in April. The planning and execution for this event spans the entire school year. The Chairperson of this event is responsible for securing the venue, negotiating contracts, securing entertainment, spearheading donations and organizing a silent auction fundraiser. The Chairperson is also responsible for coordinating volunteers for this event. Prior project management experience is helpful.

Spirit Bash Silent Auction:

Work closely with Spirit Bash Chairperson to secure all donations to the Spirit Bash Silent Auction. Determine silent auction prize packs and create corresponding bid sheets with starting bids. Develop a system to organize winning bids per person

and total amount of bids due to use the night of the event. Set-up and oversee silent auction area the night of the event. Collect money due from prize winners (ensuring financial procedures are followed) and distribute prizes. Work with Home and School Executive Board to collect funds and disperse prizes to winners that did not pick up their prize(s) and pay the night of the event. Work with Elmwood front office staff to organize any prizes/experiences/events that involve staff to set an agreeable date and convey that date to prize winners.

Spirit Wear:

The Spirit Wear coordinator is in charge of running sales of Elmwood-themed clothing and other items. This person will choose items to be sold, take orders and send the final order to our vendor, and distribute the items to students in the classrooms. The Spirit Wear coordinator will also work in conjunction with other Committee Chair people to sell Spirit Wear during events and fundraisers.

Social Media/Electronic Communications:

This committee is responsible for keeping the Elmwood Home and School Association Facebook page updated, the Elmwood Home and School website updated, and monitoring Elmwood Home and School email accounts on a periodic basis. The work can be done completely at home. This is an evolving committee who will help shape the usage and direction of Social Media and Technology for Home and School. You do not need to be very tech savvy to be on this committee, but experience with social media is helpful

Student Recognition:

This committee has the fun and rewarding job of providing the 5th grade class a last day of school they will always remember. The 5th grade Pennant Party is held the morning of the last half-day of school. A DVD is compiled and watched and a copy given to each student. An Elmwood Pennant is also presented to each student and they have a great time at the party signing each other's flag. This committee also orders club pins that are awarded to 5th grade band, orchestra and chorus members, club FLARE members, etc. The committee doesn't have any responsibilities until the end of the school year.

Staff Appreciation:

Staff Appreciation Committee supports Elmwood staff on the following occasions: First Day of School, Principal's Day, Custodian Day and Aides Day, Fall/Spring Conferences, Halloween, December Holiday, Valentine's Day, Administrative Assistant's Day, Staff Appreciation Week, and Nurse's Day. This committee works

within in their proposed budget to provide food or activities for the above events. This committee also organizes volunteers for these events

Wrapping Paper/Flower Bulbs:

Wrapping Paper/Flower Bulbs- Elementary Schools in District 203 are contracted with Market Day to sell wrapping paper as a fundraiser. The chair of this committee would work with both the Market Day Representative for setting up the sales through flyer distribution to students and set up a new account with the flower bulb provider. The sales would take place during September.

Yearbook:

The chairperson of this committee is responsible for all aspects of putting together a school yearbook. Ideally working with a team member for each grade. Including loading all class photos and events. Formatting all yearbook pages. Print and distribute order forms/collect orders. Coordinate with kindergarten teachers to have each student draw a self portrait to be included in the yearbook. Coordinate with 5th grade students to organize cover contest for the yearbook drawn by the 5th grade students voted on by the entire school - including purchasing paper and distributing to the classrooms. Coordinate with 5th grade teachers to get each students favorite memory of Elmwood as well as their life goal. Must make sheets to be filled out by students and distribute to classrooms. Get a master list of students and verify each student is included in the final book. Finalize the yearbook for aesthetic and accuracy purposes. Order final product.