



## Elmwood Home & School Association

Home and School is a parent volunteer driven association that works in conjunction with the staff at Elmwood to enhance every student's experience.

Our fundraising efforts allow Home and School to offer enhancements to Elmwood's students and families by providing/sponsoring field trips, parties, social events, movie nights, extra books and games for classrooms, teacher grants and improvements to classrooms, the library, the gym, halls and playgrounds.

All Elmwood families are automatically members of Home and School and we encourage you to take the opportunity to be an active participant in an organization that touches your child's educational experience every day. Research shows that when parents are actively involved in their child's education, the results include improved student achievement, reduced absenteeism, improved behavior, and restored confidence among parents in their children's schooling. We all lead very busy lives, but if every family donated two hours of their time to Elmwood each school year, we can achieve amazing results to benefit our children!

As of print, the following committees need chair people: Decorating the School Lobby

If you are interested in volunteering as a chair person or a committee member, now or at any point throughout the school year, please sign up by emailing Jenny Shultz, H&S Vice President, as [elmwoodeaglesvp@gmail.com](mailto:elmwoodeaglesvp@gmail.com).

Sign up for Room Parent and Party Helpers will be online only, this year. We will provide a DIFFERENT link to sign up, once the school year begins. Sign-ups will be open to everyone, for a limited time. Shortly after closing this sign-up, lists for selected Room Parents and Party Helpers will be posted. Our Vice-President selects Room Parents & Party Helpers based on past history. They do their best to allow all parents an opportunity to be in the classroom at some point during their child/children's years at Elmwood School.

**If you are not able to sign up online, please feel free to leave a note in the Home & School mailbox located in the front office and include how you would like to volunteer.** If you have any questions about volunteering or any other feedback, please contact [elmwoodeagles@gmail.com](mailto:elmwoodeagles@gmail.com).

Sincerely,

Elmwood Home & School

## **Elmwood Home and School Association Committee/Chairperson Descriptions**

### **Adult Social Fundraiser:**

**Silent Auction Chair-**This Chairperson is in charge of all aspects of the Silent Auction which includes gathering volunteers to help get donations from local, as well as national businesses. Many donations require online requests, which need to be filled out several months in advance. Some Silent Auction donations include internal school/teacher experiences. The Chair will coordinate the correct paperwork and obtaining the actual donations with the help of their committee. The Chair also organizes and sets up the actual silent auction the night of the event. During the event, the chair will handle any issues with the Silent Auction process, collect final bid sheets & payment, distribute winning items and following up after the event to ensure all donations were paid. Final steps include sending thank you notes for all donations.

**Adult Social Chair-** This position handles all other aspects of the Adult Social event including the venue, music, food, ticket sales & decoration/rental. They will work with the Silent Auction Chair to coordinate all of the planning so that the event comes together. Requests for all vendor payment will be arranged by the Adult Social Chair, as well as follow-up after the event is complete. This also includes setting up a Sign-Up Genius for any volunteer opportunities with games, silent auction, tickets...etc.

Both Chairs can work with their own committee, as there are a lot of areas to cover with such a big event.

### **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.

### **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, and our newest committee Watch DOGS, etc.

### **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 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:**

The Chairperson of this committee coordinates all aspects of the Garden including purchasing supplies, getting bids (if needed), repairs and organizing early Spring volunteers. The Chair will also coordinate volunteers and with Principal/Faculty for class planting. Also, coordinate Sign Up Genius for the whole summer to maintain & harvest the Garden. Clean-up and prep of the Garden for winter.

### **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.

### **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.

### **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 late Winter. The Chairperson of this event is responsible for creating 12-15 kid focused carnival games with Carnie Reps. Carnie Reps coordinate and fully execute a game including volunteers during the entire night with the direction of the Spirit Bash Chair. The Chairperson is also responsible for coordinating volunteers for this event. Prior project management experience is helpful.

### **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 5<sup>th</sup> grade class a last day of school they will always remember. The 5<sup>th</sup> 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 recognizes 5<sup>th</sup> graders for their participation/accomplishments with a special memento.

**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.

**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.

**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.