



Thank you for your interest in volunteering for South Valley Home & School. Please read the responsibilities of each Committee Chair, and volunteer for the position that best matches your interest, ability and availability in terms of time commitment. You may volunteer for more than one role. If you do, please indicate your preference in priority order. Thank you!

Please contact Jill Macaluso (jillfallows@hotmail.com or 609-610-1299) to volunteer!

Name _____ PHONE _____

Email _____ Grades of children in 2015-16 _____

DESCRIPTIONS OF SOUTH VALLEY HOME & SCHOOL COMMITTEE CHAIR POSITIONS

All Committee Chairs are responsible for communication with H&S Chair and committee volunteers before/during event, submitting ecom blurbs to Chair, organizing, planning and overseeing event within budget, and submitting committee chair report upon completion of event. Costs for any events come from the H&S budget and are not the responsibility of the chair.

_____ **SV H&S Chair** - Oversees all H&S events and chairpersons, submits weekly ecoms, attends monthly Chair and Trustee meetings and bi-monthly district H&S meetings.

_____ **Co-Chair** – Two year commitment. First year, serve as Co-Chair who acts as Treasurer for SV, and helps the chairperson as necessary. Instrumental in planning key dates for following school year with Principal and Chair and establishing budget. In charge of maintaining SV facebook page. Second year, serve as SV H&S Chair (who oversees all H&S events and chairpersons, submits weekly ecoms, attends monthly Chair and Trustee meetings and bi-monthly district H&S meetings).

_____ **Secretary** – Take minutes at monthly SV H&S meetings. E-mail minutes to Webmaster for posting on website. Prepare copies of minutes for monthly meetings, have minutes approved. Must be able to attend monthly meetings. Must be proficient in MS Word; laptop a plus. (Once a month during school year.)

_____ **Apparel Wear** – Collect, organize, and distribute SV apparel and Moorestown apparel orders during 3 sales. Coordinate volunteers or staff tables for sales at events such as Back to School Night. District coordinated. (late summer/fall/winter/)

_____ **Back to School Folder Stuffing** - Manage the stuffing of back-to-school folders with pertinent information for the school year. Collect appropriate forms and materials, recruit volunteers, and stuff folders.

_____ **Back To School Night** – Coordinate parent volunteers to help decorate the school before Back to School Night. Solicit donations from parents and local nurseries for decorations and flowers/plants. Committee Chairs and Room Parents donate mums for decorating classrooms/giving to teachers. Planning takes place 2-3 weeks before event. (September)

_____ **Bingo Night** – coordinate donations, arrange set up of multi-purpose room, solicit volunteers, arrange give-away door prizes and game winner prizes. Invite teachers and families to attend. (winter)

_____ **Birthday Book** – coordinate media center wish list, update birthday book flyer and submit to Chair for duplication (summer), backpack Birthday Book form to all SV students the month of their birthday, prepare ecom throughout year. *NEW:* Birthday Book chair will *also* coordinate efforts for H&S to give a birthday book to every student on his/her birthday. Books ordered by Book Fair Chair and Media Specialist using Scholastic dollars ~ book selection stored in front closet. Birthday Book Chair will re-fill storage containers in front office monthly (or as needed). (year round)

_____ **Book Fair (3 Chairs plus 3 incoming apprentices)** – Organize the set-up, running, and break down of fall and spring Scholastic Books Fairs. Must be able to be at the school for the week of the fair. Planning begins approximately 3 weeks prior to event, and then the event is one week. Preparations include decorating, promoting/advertising and planning special events within budget. There are 2-3 morning meetings in the weeks leading up to the fair and a half day for set up right before the fair. Chairs create flyers, do simple accounting, and coordinate volunteers to staff fair. Apprentices will help organize the event with the intention of taking over as Book Fair Chair the following year. Coordination with Media Specialist, teachers, Principal and H&S Chairperson. Book Fair Chair will work with Media Specialist to use Scholastic dollars to re-order birthday books in the fall, which H&S gives to all students on their birthday (fall/spring)

_____ **Book Fair Decorations** – Coordinate with Book Fair Chairs to decorate the Media center, display case and hallways.

_____ **Book Fair Family Night** – coordinate efforts with Book Fair lead chair to tie in activities for students, solicit donations and volunteers, plan special events including teacher participation and dinner or dessert. Family Night activities take place in the all purpose room and tie into theme of book fair. In 2014, Fall Book Fair Family night included Egyptian themed games, arts/crafts, DJ, and drinks/desserts to tie into Egyptian-themed book fair. Spring Family Fun Night included Fiesta dinner in cafeteria and teacher participation in the evening's fun. Work in conjunction with Book Fair Chair, H&S Chair, Principal and teachers on involvement at evening events. (fall/spring)

_____ **Book Swap** – work with Principal to determine date (winter) for book swap; provide collection containers in front hall, communicate via ecom blurb to students/teachers; arrange parent volunteers to sort/organize books after school in preparation for swap, create sign up sheet for teacher's to plan class visit times to book swap, organize tables in cafeteria for book swap, organize parent volunteers to assist during book swap times; arrange to donate extra books to local charities after book swap. (winter – 1 time event)

_____ **Community Service** – Coordinate monthly "Food for All Fridays," Thanksgiving turkey and pie drive in November, sneaker drive during field day, collection at winter (hat/mitten tree OR warm pj's as determined by need in community) and other community service opportunities throughout the year. District coordinated. (all year)

_____ **Cookie Sale/Otis Spunkmeyer Fundraiser** – Distribute and collect cookie order forms, organize orders, manage distribution of cookies at 1-time event. District coordinated. (Feb/March)

_____ **Coupon Book Fundraiser** – Organize coupon book orders and distribute upon receipt. Be available or arrange volunteers to sell books at SV events before start of school year and Back to School Nights. District coordinated. (fall)

_____ **Cultural Enrichment** – Work with principal to schedule and book student assemblies and coordinate with librarian and principal to select and book visiting author; attend H&S meeting to get funding approval; introduce special assemblies/authors at school events. Coordinate Author Day with librarian. (Planning in spring prior to new school year – ongoing throughout year).

_____ **Directory** – Organize and enter data from membership forms for the school directory. Must have knowledge of Microsoft Excel. District coordinated. (fall) *Can do at home at night – no school hours required.

_____ **District Fund Raiser** - Assist District Chair in planning and running a family friendly district-wide fundraiser. This event is sometimes in the fall or the spring. Chair will be soliciting SV volunteers, assisting during event, and may solicit donations. District coordinated.

_____ **Field Day Kindergarten**– Organize and coordinate parent volunteers for AM and PM Kindergarten field day. (spring)

_____ **Field Day Grades 1-3** Organize and coordinate parent volunteers for field day, purchase drinks/snacks/cups for K-3, work with Mr. Considine and H&S Chair to get special projects funds approved for any special items that need funding. (spring)

_____ **Fingerprinting** - Coordinate the fingerprinting of kindergarteners and new students; find parent volunteers to assist on the day of the event, usually takes place in February, planning begins about 6 weeks ahead of the date. District coordinated. (Jan/Feb).

_____ **First Day Coffee** – Coordinate Coffee for the first day of school. Will need to organize during the summer volunteers and donations of coffee and supplies.

_____ **Gift Wrap Fundraiser** – Stuff and distribute giftwrap catalogs, collect and enter gift wrap orders on chair's website, deposit checks, put orders in front lobby on tables during conferences. District coordinated. (fall)

_____ **Grade Level Chairs** – Coordinate Room Parent selection, serve as grade level point person, distribute sign up sheets for class volunteers/email and phone list at BTSN, maintain grade email list and serve as communication point person for grade. (all year)

_____ **Hospitality** – Coordinate monthly volunteers to provide refreshments for H&S meeting and serve as "host/hostesses" at meetings. Host fall Room Parent/Committee Chair tea, September H&S meeting, arrange volunteer schedule in fall, generate monthly reminders to volunteers. Submit expenses. (fall)

_____ **Kindergarten Playdate / Welcome** – organize Kindergarten Picnic on school playground, get volunteer to be Shades. Send email invitation to all incoming kindergarten students. Solicit high school helpers, volunteers, representatives from H&S to welcome kindergarten families, organize snack, outside activities such as chalk, playground balls, etc. Work with H&S chair in summer to order welcome gift for incoming kindergarteners; make welcome note with list of H&S meeting dates to go home with gift (tied to it) – communicate with kindergarten teachers to send home gift on transition day. (August)

_____ **Kindergarten Screening** – coordinate volunteers to welcome incoming kindergarten families, give tours of the school, provide refreshments, simple craft for incoming kindergarten students on screening day. (spring – 1 day event)

_____ **Media Volunteer** – coordinate parent volunteers to assist (shelving books, checking in and out books) during media times, organize parent volunteer training day with Mrs. Miele, communicate any schedule changes, assist with breakfast for Author Day. Solicit media volunteers to help “read” book shelves at end of school year. (all year)

_____ **Membership** – Assist in the collection of membership dues and distribution of school calendars. Attends all events before school begins (kindergarten picnic, welcome families events) and Back to School Nights. District coordinated. (fall). *Can do at home at night – no school hours required.

_____ **Nominations** – Solicit and coordinate SV volunteers to fill the slate of committee chairs for the following year. This requires coordinating with the current Chair and Incoming Chair as well as hosting a meeting to place calls and email confirmations to fill the slate. (February through May)

_____ **Picture Day** - Find parent volunteers to help students on picture day at beginning of school year, and for make-up picture day later in the year. (2 1-day events, fall)

_____ **Preschool Playdate** – organize Preschool Playdate on school playground. Send email invitation to all Preschool students. Solicit volunteers, representatives from H&S to welcome families, organize snack. (August)

_____ **Project Democracy** - Coordinate with Principal to determine voting idea, promote to students by creating flyers, in ecom. Organize student voting during evening fall book fair event; staff voting booth, tally votes. (fall)
*No daytime/school hours required.

_____ **Promotions** – Collect and organize merchandise rewards (i.e. Box Tops for Education, Campbell's Soup Labels for Education) (all year) *No daytime/school hours required.

_____ **Photographer** – Serve as Photographer and chair overseeing other photographers at grade level activities, field trips and special events and displaying photos on bulletin board and display outside main office. Providing memory card to Main Office for display on monitor. (all year)

_____ **Publicist** – Coordinate with photographer chair and Main office to maintain Home and School Bulletin board and Monitor.

_____ **Rainy Day Cart** – organize and replenish items on rainy day cart; communicate need for donations.

_____ **School Beautification** – Organize the plantings and care of 2 outside pots in front of school; organize spring clean up. (August/spring)

_____ **Staff Appreciation (Chair and Co-Chair)**– Plan and run all 3 staff appreciation events: Welcome Back Staff breakfast in early September, Cookie Trays before winter break, and Staff Appreciation Luncheon in the spring. Pizza Dinner during conferences in November. Manage budget, coordinate donations, solicit volunteers. Coordinate with Grade Level Chairs for student portion of teacher thank you effort during spring Teacher Appreciation week.

_____ **Unity Day Apprentice Chairs (need 3)** – Serve as apprentice to current Unity Day Chairs; shadow next year and become chair the following. Unity Day occurs in May/June. These positions are for parents of a child entering 2nd grade as incumbents will serve as chair the following year (when your child is in 3rd grade).

_____ **Volunteer Coordinator** – Collate and provide lists of volunteers for all SV H&S committees to respective chairpersons. Must be proficient in Excel. (fall) *No daytime/school hours required.

_____ **Welcoming Families** – Organize and attend Welcome Families events in summer. Contact new families to the district to give information regarding H&S and the SV. District coordinated. (mostly summer, but all year)