



BAKER HOME & SCHOOL ASSOCIATION COMMITTEE CHAIR POSITIONS

Baker H&S Chair – Oversee all H&S events and chairpersons, submits weekly ecoms, attends monthly Chair and Trustee Meetings

Co-Chair – Two year commitment. First Year, serve as co-chair who acts as Treasurer for Baker H&S and helps the chairperson as necessary including collecting event reports from chair people. Second year, serve as Baker H&S chair.

Secretary – Attend Baker H&S meetings and take notes. Email minutes to Baker Chair to be posted online. Prepare copies of minutes for monthly meetings and have minutes approved. Must be able to attend monthly meetings.

Art Goes to School – This position will work closely with our District level Art Goes to School Chair. Coordinates volunteers for each class, hosts info session to review Art goes to School for volunteers, schedules dates/times for all classes with teachers.

Back to School Night Decorations – Coordinate parent volunteers to help decorate the school before Back to School Night. Solicit donations from parents and/or local nurseries for decorations/flowers/plants. (September)

Bingo Family Fun Night – Coordinate donations, arrange set-up of gym, acquire (with H&S funds) give prizes and bingo cards/stampers. Event usually takes place on an evening in early December.

Book Fair Chair (3) – Organize the set-up, running and break-down of the Fall and Spring Scholastic Book Fairs. Must be available to staff the fair with other chairs during the Fair (a flexible work schedule is a must for this job). Planning begins a few weeks before the fair. Work with Book Fair Decorations Chair to decorate the library for the Fair. Chairs create flyers, do simple accounting, and coordinate volunteers to staff the fair. Coordination with Librarian, teachers, Principal, H&S Chair and Family Fun Night Chairs

Book Fair Co-Chair (3) – Work with Book Fair Chairs to help organize the event with the intention of taking over as Book Fair Chair the following year.

Book Fair Decorations – Help Book Fair Team design and decorate the Library for the Fall and Spring Book Fairs.

Book Fair Family Fun Night – Coordinate Family Fun event for the Fall Book Fair night (late September) Work with Principal, Baker Chair, and Book Fair chairs. Event takes place in the gym and often includes a DJ, craft, photo booth and book fair themed activities.

Community Service (Chair and co-chair) – Coordinate monthly “Food for All Fridays”, Thanksgiving Turkey Drive for Baker, and various other community service activities.

Cultural Enrichment – Work with Principal to schedule assemblies and coordinate with Principal and Librarian to select and book yearly visiting author, attend H&S meetings to get funding approval for assemblies/author.



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Directory/Membership – Organize and enter data from membership forms for the school directory. Assist in the collection of membership dues and distribution of school calendars/directories.

Field Day – Kindergarten – Organize and coordinate parent volunteers for Kindergarten Field Day (One Day event)

Field Day – 1st, 2nd, 3rd -- Organize and coordinate parent volunteers for Field Day. (One Day event)

Fingerprinting – Coordinate the fingerprinting of Kindergarteners and new students, find parent volunteers to assist the day of the event. Usually takes place in Jan/Feb. District coordinated. (One day event)

First Day Folders – Coordinate the stuffing of first day folders, obtain photocopies and folders from main office, find parent volunteers to help stuff the folders, return to office in bundles for each grade level. Done the week before school starts. (One day event)

First Day Tea – Coordinate Tea for parents on 1st day of school. Will need to gather donations and volunteers and set up the morning of first day.

Fundraising (Gift Wrap, Otis Spunkmeyer) – Work with District level Fundraising Chair. Gather checks (if necessary) and enter orders, help distribute orders.

Grade Level Chair (K, 1st, 2nd, 3rd) – Coordinate Room parent selection with Baker Chair, serve as grade level point person for communication

Kindergarten Screening (chair and co-chair) – Coordinate volunteers to welcome incoming kindergarten families, give tours of school, organize refreshments, simple craft for incoming kindergarteners. (May 1 day event)

Media – Coordinate Parent volunteers to assist during Media times (shelving books, checking books out), organize parent volunteer training day with librarian, communicate any schedule changes, assist with end-of-year inventory.

Moorestown Apparel – Collect, organize and distribute Baker/Moorestown apparel orders. Coordinate volunteers or staff tables for sales at events such as Back to School Night. District coordinated. (Fall)

Nominations – Solicit and coordinate Baker volunteers to fill the slate of committee chairs for the following year. Coordinates with Chair and co-chair (Spring)

Project Democracy – Coordinate with Principal to determine voting idea, promote to students by creating flyers/ecom. Organize student voting during Project Democracy Day, coordinate volunteers to staff voting booths, tally votes (one Day Fall near election Day)

Picture Day – Find Parent volunteers to help students on picture day (one day beginning of school year) and picture make-up day



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Promotions (Box Tops) – Collect and organize merchandise rewards (Box Tops) All year, no daytime/school hours required.

Recess Runners – Schedule volunteers for recess runners. Update Recess Runners spreadsheet (using Excel) with total laps run per student and report tallies to Baker Principal when necessary. Update hallway displays showing total miles run per student. (all year)

Science Day (Chair/Co-chair) – Organize and coordinate this one-day event where community scientists make presentations to Baker students. Planning begins in Jan and the event typically takes place in Feb or Mar. Planning includes writing flyers, coordinating volunteers for the day of the event, coordinating lunch for presenters and coordinating presenter schedule. Co-Chair will assist and take over as chair the following year.

Spring Dance (2nd/3rd grade) – Work with District level Chairs to plan 2nd/3rd grade Mother/Son and Father/Daughter dances.

Staff Appreciation Cookie Exchange (Dec) – Plan and run annual holiday cookie exchange.

Staff Appreciation Luncheon (First Day/Spring/Conference night) -- Plan and run 3 staff appreciation events: First Day lunch, Conference night pizza and Spring lunch. Manage budget, coordinate donations, solicit volunteers.

Volunteer Coordinator – Collate and provide lists of volunteers for all Baker H&S committee chairs based on volunteer form sent home first day. (Fall)