

HFA Committee Descriptions

updated January 2026

Grade Level Activities – one committee for each grade level.

of Events: 1

Time Commitment: 3-4 hours the evening of the event (whatever date/time the committee chooses), and XXX amount of prep time.

- The Grade Level Committees plan, organize, and run the Gym Jam at Centre Club in Libertyville (8th graders have their event at either Centre Club, or alternative such as Canlan, Scavenger Hunt, etc. Up to committee and welcome to try new things/places)
- Coordinate with 1st VP to launch volunteer sign-up as well as donations needed for snacks, gift cards for raffle, etc.

School Dance Support

of Events: 2

Committee Members: 1-2

Time Commitment: 3 hours for each dance, a total of 6 hours. Also, may need to grab items with cash that was donated - takes no more than an hour per dance.

- Works with 1st VP to launch volunteer and donation sign ups for the 2 All School dances (one in November, and one in February)
- Work with liaison at Highland to confirm dates/times or dances
- Attend the 2 all school dances to organize volunteers

Treat Days

of Events: 4

Time Commitment: 3 hours per Treat Day (on Friday's of your choosing). Prep time takes XXX hours.

- 4/year - exact dates identified in Sept; generally Oct, Dec, Feb and Apr
- Committee usually comprised of one (or more) person
- Coordinate with school nurse on dietary / allergy considerations to guide treat selection
- Choose a snack for each treat day, with an allergen friendly option as well
- Coordinate with 1st VP to launch volunteer sign-up for each grade level lunch period – suggest 3-5 volunteers per each grade level lunch

Dine & Donate

Events: Up to committee, between 4-6/year

Time Commitment: FLEXIBLE, roughly 3-4 hours per year

- Work with local merchants to set up events where we rally some customers and receive a portion of the profits in return. Chipotle, Culvers, Panera, DQ, Dos Amigos (big profit), Sugarville, and many more are possible.
- Pick up check from merchant at end of event (or they may deliver to Highland)
- The goal is 4-6 fundraising events per year.

Family Events

of Events: 2-3

Time Commitment: Total of 15-20 hours

- Family Movie Night: 5 hours the day of the event (a Friday in September picked by NJHS/Highland). 1 hour prep time.
 - Orders and supplies popcorn and requests volunteers for the family movie night in September (that is put on by NJHS)
- Family Events: 2-4 hours per event that the committee chooses, 1-2 hours prep time.
 - Organize one or more events to get Highland families together, social and/or charity oriented. Some prior examples include:
 - Chicago Wolves games
 - Feed My Starving Children
 - Milwaukee Bucks game
 - Northern IL Food Bank (Lake Bluff location)
 - Bernie's Book Bank (Lake Bluff location)

Graduation (8th and 7th grade parents)

of Events: 1

Time Commitment: Varies by sub-committee

- One overall chair who supports sub-committees and works as "Project Manager". Attends all meetings and prep/event.
- Multiple sub-chairs – HMS Decorations, LHS Decorations, Entertainment, Food, Invitations, Treasurer.
- Frequently there are co-chairs for many of these, particularly 7th grade parents who are shadowing for the following year.

Home of a Hornet Yard Signs

- Maintain inventory and sales of HMS Yard signs - the best way is to have a get-together with 3-4 parents who can vinyl and seal many signs at once.
 - Sell signs at the Orientation (August) and the Incoming 6th grade family night (late April)

- o Coordinate storage of the available inventory (roughly 10-15 signs at your home and the rest can be stored in Highland basement)
 - o Deliver signs when online orders come in
- Work with Katrina Kleemann (katrina.kleemann@hotmail.com) to order new blank signs as inventory needs arise from the sign vendor - she owns this relationship; annual purchase for D70. There is another vendor who is local and makes the signs for Oak Grove. Coordinate to get pricing when we get close to low inventory.
- Work with Signarama vendor to get new vinyl stencils as supplies are needed

New Family Welcome Signs

- Coordinate with the HMS office to identify when new students move into the district during the school year.
- Place a welcome sign in their yard for a couple weeks.

Rocky Mountain Apples

- Work with Rocky Mountain Chocolate Factory to organize and promote a caramel apple sale in October.
- Leveraging marketing materials from past years, update sale information for social media postings.
- Collaborate with HFA web and social media teams, and HMS personnel, to advertise the sale
- Collaborate with HFA Treasurer to:
 - o track sale trends and determine if/when additional marketing is needed
 - o true-up sale revenues and manage cost reimbursements to Rocky Mountain Chocolate Factory, and others as needed

Spirit Wear

- Work with spiritwear vendor to organize and promote various sales throughout the year, as well as maintain a web-based store open year-long
 - o Fall Sale
 - o 6th grade Outdoor Ed. Sale (launch effort in Aug; delivery late Sept)
 - o Spring Sale (include rising 6th graders)
 - o 7th grade Spring Trip shirts (launch effort in Jan; delivery April / May)
 - o 8th grade DC shirts
 - o Adler rising 5th grade shirts
 - o Potential for others
- Post on social media and send in newsletter, add to website

- Collaborate with HFA web and social media teams, and HMS personnel, to advertise the sale
- Vendors commonly used are SNFLR studio (great for online store with cute items) and American Outfitters (great for bulk ordering of the same design such as Outdoor Ed, DC trip shirts, etc)

Staff Appreciation

- Organize meals for teachers and staff during conferences (Oct and Feb) and staff appreciation week (May)
- Help arrange volunteers to cover roles during the staff holiday breakfast (last week before Dec holiday break)

Student Directory

- Manage production, sale, and distribution of the student directory in early August with a late September/early October delivery.
- Work with the treasurer to create an online form for ordering.

Donations

- Write thank you cards for financial donations that come in, include a sticker in the card and deliver to Studio One mailboxes