



Committee Descriptions 2024-2025 School Year

Committee	Time	Chairperson/ Co-Chairperson	Member
Apparel Sale - Fall	Sept-Oct	Work with apparel company to select this year's choices, send out/collect order forms, place and distribute order	Assist chair in bagging and distributing orders
Art Show	Jan-Apr	Create a schedule for members, communicate with Art Teachers	Staple art work to mats in the art room in the weeks leading up to the art show, hang art work in the hallways week of art show
Book Fair	Two days in April, Daytime or nighttime sessions	Create a schedule for members, communicate with Scholastic, set up and pack up event	Assist students in selecting and purchasing books, help set up and pack up event
Bookwormy	All year, nighttime, once per month	Communicate with Mrs. Munro, conduct monthly meetings to discuss next event and provide email recap of meetings to members	Assist Mrs. Munro/chair for event night: set up, during, and clean up. Time needed: one night per month (and daytime monthly meeting and set up (if available))
Book Exchange	All year	Coordinates book exchange schedule for classes with Mrs. Munro	xxxxxxxxxxxxxxxxxxxxxxxx
Little Bites/Box Tops/ Affiliate Programs	All year	Assign members to coordinate the collection of little bites wrappers	Collect Little Bites from assigned classrooms Time needed: once per month.
By-Laws/ Nominating	As Needed/April-May	By-Laws: Assist HSA Board with reviewing and/or revising By-Laws as needed Nominating: Send home Nomination Forms in April, collect forms, inform nominees, report results to the HSA Co-Presidents in time for May election	xxxxxxx
Dine Outs	Throughout the Year	Partner with local businesses to set up dine-out nights	

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School Assembly Committee	Schedules Assemblies (1 in Fall, 1 in Spring)	View showcases and book various educational and entertaining programs, meet entertainers the day of event for set up	Assist chair as needed
Fall Family Event	Oct-November	Organize event, setup vendors,assign members tasks in preparation of and night of event	Assist chair with tasks leading up to event and night of event which may include selling merchandise or assisting guests
Field Day - GAMES	May	Assign members to stations for each grade level, communicate with Mrs. Maier, set up water table	Assist teachers in running relay races, fill cups at water table, Time needed: several hours on Field Day
Field Day - GRILLS/LUNCH SERVERS	May	Order food and supplies, reserve grills from Parks & Rec & Coordinate food servers for lunch	Help set up, cook, and clean up food/grills, Time needed: several hours on Field Day <u>Servers:</u>Organize and serve students lunch,Time needed: 2 hours on Field Day
Fifth Grade PV Park Day	June	(3) Fifth grade parents organize events for the day, create sub-committees	Assist with events, decorations, cooking, serving, etc, Time needed: one day in June
Fifth Grade Recognition	June	(3) Fifth grade parents organize events for the day, create sub-committees	Assist with T-shirts, Sling Bag Memory Book and DVD, silhouettes, luncheon, etc Time needed: May and June
Fifth Grade Bagel Breakfast	June	(3)Fifth grade parents contact 5th grade teachers for date and time, purchase supplies, and serve on the day of the event.	xxxxxxxxxxxxxxxxxxxxxxxxxx
Half Day Snack Committee	½ Days	xxxxxxxxxxxxxxxxxxxx	Assist on ½ days distributing snacks to classrooms
Nutritious Breakfast	March, two mornings	Assign members to purchase or make items, create a schedule for members to serve breakfast, send flyer home, communicate with School Nurse and contact Shoprite for donations	Purchase or make assigned items and serve breakfast Time needed: one or two mornings

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K.I.S.S. Dance Committee	Dec/Jan/February	Spearhead K.I.S.S. Dance - Schedule date, handle facility requests, assign tasks to committee members for entertainment, snacks, security, etc.	Assist in planning, decorating and facilitating the K.I.S.S. Dance which occurs in Early February
Holiday Boutique	December, 2 days	Email flyer home, purchase items to sell, create a schedule for members, set up and pack up items Price Point \$1-\$10	Assist chair with set up and pack up, assist students in making purchases, Time needed: during the school day and after school (1-2 days)
Holiday Giving Tree	December	Email flyers home, set up and pack up tree, purchase craft ornaments, coordinate with a shelter to donate items	Assist chair in maintaining ornaments on tree, help pack up donated items. Time needed: flexible
HSA Membership Committee	Ongoing	Spearhead committee	Work with local businesses to create a welcome packet for HSA members, look for ways to increase membership numbers
Jump Rope For Heart	October	Create schedule for members, communicate with Mrs. Maier about schedule	Supervise and assist students during their assigned class time Time needed: one hour on the day of event
Science Fair Committee	Feb	Contact volunteers, coordinate with Mr. Belardo details for the event	Assist Mr. Belardo with set up and clean up the day of the science fair. Walk around and supervise students.
Teacher/Staff Appreciation	September and May	September: Organize Staff Breakfast during the first week of school. May: Organize Teacher Appreciation Week	Assist chairs in decorating, cooking, baking, shopping, set up and/or clean up of events, one morning in September and one day in May
Welcome Back Event	September	Spearhead Event - Schedule date, handle facility requests, assign tasks to committee members for entertainment, snacks, security, etc.	Assist in planning, decorating and facilitating the Welcome Back Event in September
Thanksgiving Treat	November	HSA EXECUTIVE BOARD	Deliver treats to classroom, Time needed: one morning for one hour

Readathon	TBD	Spearhead Readathon - work alongside Mrs. Munro to establish time frame, set up format, create fundraising goals	Assist Chairs in organizing events throughout readathon
Soiree Committee	Sept-March	Oversee all activities related to tricky tray including all committees listed below	Assist chairs in assigned tasks from gathering prizes, sponsorships, decorating, setting-up, putting prize baskets together, etc. Will have opportunity at 1st Soiree Meeting to say what you would like to help with in regards to Soiree