

Brookdale Home & School Association Inc.

2018-2019 Chairperson/Class Parent Volunteer Packet

The Home and School Association (HSA) is an organization of parents whose primary goal is to enhance our children's education and experience at Brookdale School. We raise money and facilitate several fun and educational events throughout the school year.

The activities and events sponsored by the HSA are possible because of many parent volunteers. This packet allows you to read through the committee and event listings and sign up for one or more roles.

A link to the Sign-up Genius page will be sent home via Virtual Backpack and posted on the Brookdale HSA website (brookdalehsa.org)

SIGN UPS MUST BE COMPLETED BY JUNE 15, 2018.

Please note that your sign-up does not guarantee that you will be appointed to a chairperson or class parent role. The HSA board will contact you prior to the beginning of the school year to confirm your selection.

Your effort is truly indispensable. The children love to see their parents in their classroom and involved in their school. Not only is it personally rewarding but it is a terrific way to meet people in the school community. We look forward to having as many people as possible play an important role in the HSA and at Brookdale School next year.

Thank you in advance for volunteering your time. We look forward to another great school year!

If you have any questions at all, please reach out to the Home and School Board:

Samantha Wallace – Co-President
samant1278@yahoo.com

Tina Gallina – Co-President
tinagallinahsa@gmail.com

Lisa Cheplic – Co-Treasurer (Collecting)
lisacheplichsa@gmail.com

Michele Camacho – Co-Treasurer (Disbursing)
michelecamachohsa@gmail.com

Amanda Pinales – Secretary
amandapinaleshsa@gmail.com

SCHOOL-YEAR SERVICES

Class Parent Roles: For grades Kindergarten through third, there are two (2) class parent positions available for each section. ***For grades fourth through sixth, if there are only two sections, there are three (3) class parent positions available for each section.*** Duties include:

- Class parents must be HSA members in good standing with all organization and class party dues paid for the year.
- Attend monthly HSA meetings. It will be the class parent's responsibility to ensure that at least one class parent attends the monthly meetings. Report back to your class (via email) with information gathered from the meeting.
- Collection of funds throughout the year, including HSA membership dues, party dues, and the Annual School Fundraiser contribution. Our Annual School Fundraiser counts on donations from parents. During this time, email communication is vital in getting out information to parents. There will be frequent communication to your class during this time.
- Organize and attend class parties, purchase crafts, paper products and snacks/drinks from our approved snack list, which will be provided to everyone.
- Chaperone field trips
- Create and maintain a class contact list

****Class parents may also have additional responsibilities according to grade level. Please consider these additional responsibilities before committing to a class parent role. ****

- **Kindergarten** – Arrange and serve snacks/beverages at the Kindergarten Orientation Tea for incoming parents. (May)
- **1st Grade** – Serve snacks/beverages at the Kindergarten Promotion Ceremony. (June)
- **2nd & 3rd Grades** – Arrange and serve snacks/beverages at the Bengal Pride Breakfast to honor the students in grade 6 that achieve Bengal Pride. (June)
- **4th Grade** - Serve refreshments at the 6th grade Class Day Graduation Ceremony. (June)
This may be opened to 5th grade class parents if there is not enough availability from 4th grade.
- **5th Grade** – Fifth grade class parents have an expanded role. They are responsible for organizing and running fundraisers for 6th grade activities. ***The 5th grade is permitted to run one fundraiser of their choosing in the fall.*** In the spring, the 5th grade is permitted to hold up to six ice pop sales and one Car Wash. These funds are to be used to support 6th grade activities the following year. 5th grade fundraising chairpersons are needed.
- **6th Grade** – Sixth grade class parents have an expanded role. They are responsible for continuing fundraising from the prior year during the fall, as well as organizing and assisting with events such as Class Day, Hoop-A-Thon, Yearbook Breakfast and other sixth grade events. Because much of the fundraising carries over from the 5th grade year, preference will be given to former 5th grade class parents. 6th grade activities chairpersons are needed.

Class Liaison (K – 3rd grade only): Each K-3rd grade class has one parent liaison who sets up the schedule for parents and family members to read to classes each week.

YEAR LONG ROLES

Beautification Chairperson: This person shall work with school administration in determining ways to improve the appearance of the school grounds (e.g., planting flowers, etc.). They are responsible for coordinating both a spring and a fall planting/cleaning of the gardens in front of the school as well as decorating for holidays/seasonal events. This person will also recruit volunteers to assist.

Birthdays Chairperson: This person is responsible for preparing birthday gift bags. Every child at Brookdale gets a small gift on his/her birthday courtesy of the HSA. This person will purchase small birthday items (online), wrap gifts, include homework passes, and keep the birthday calendar in front hallway of the school up to date.

Hospitality Chairperson: This person is responsible for acknowledgment of special occasions within the school, including teacher weddings, babies, retirements and other special events. This person will also be responsible for various initiatives that welcome parents and visitors to Brookdale School.

Social Media/Website Chairperson: This person is responsible for sending out weekly eNewsletters, keeping the Brookdale HSA website (brookdalehsa.org) updated as well as maintaining the HSA Twitter account. This person needs to be technically savvy and write relevant posts for the site and manage the HSA's social media effort. This person is also responsible for maintaining each family's preference as to receiving email or paper communications and sending the emails to those that signed up for email delivery.

School Directory Chairperson: This person is responsible for creating the school directory at the beginning of the school year and making updates as students arrive/leave Brookdale during the school year. This is done by obtaining the class lists for each class and then distributing the directory to all parents after Back-to-School night. This role requires computer skills and familiarity with Excel.

ACTIVITIES

After-School Program Chairpersons: This person is to create a fall and spring after-school program of enrichment classes. This includes researching class options and teachers, creating enrollment forms, and obtaining parent volunteers to assist. This role requires strong organizational skills. Volunteers are also needed.

Basketball Program Chairperson: This program is open to boys and girls, grades 4-6. This person organizes the teams, establishes practice schedules and recruits coaches. Practices take place during the week (evenings) and games are on Saturdays (Jan-Mar). Coaches run the practices with their teams.

Fun Fair Chairpersons: This is fun afternoon open to all Brookdale families. This is a large event and usually takes place on a Friday after school in June. The chairs, along with several committee members appointed to specific tasks, will be formed. Responsibilities include, but are not limited to; securing a vendor, negotiating a contract, ensuring proper insurance is provided,

ticket sales and distribution, prize purchases for games, ordering food, drinks and snacks, etc. Many volunteers are necessary to ensure a successful event.

Fall Social/Spring Social Chairperson: This person is responsible for organizing a fall social for parents and families to get to know each other. This event will be held an evening in late September or early October and an evening in May or June.

Halloween Dance Chairpersons: This is a fun evening event for Brookdale families. It is usually held on a Friday night and consists of dancing and treats. The chairs will organize this event which includes sending out flyers, distributing tickets, arranging for a DJ, purchasing snacks, and decorating the gym. Many volunteers are needed the day/evening of this event.

Holiday Gift Shop Chairpersons: Brookdale students have an opportunity to purchase small items as gifts for family and friends in early December. This event requires a minimum of four days commitment. Responsibilities include distributing flyers, coordinate sale days/times with teachers, schedule delivery, and take inventory of items received. Set up, price and labels items, assist with purchases, and coordinate gift wrappers. Close out shop by counting inventory, boxing and returning items. Many volunteers are needed during the week to ensure a successful event.

Holiday Giving Chairperson: This person shall research and select a charitable organization in Bloomfield to be the recipients of gifts from the students of Brookdale School. They will coordinate the solicitation and the delivery of any gifts/contributions.

Jump-A-Thon Chairperson: This event is run by Mr. Mayer (our physical education teacher) for the American Heart Association. It is for grades 3-5 and is usually held in late February or early March during the school day. This person, along with volunteers, will purchase and distribute a healthy snack during this event. ***This person will also ensure there are refreshments for the 6th grade hoop-a-thon that occurs the following day or shortly thereafter.***

Movie Night Chairperson: This person coordinates one movie night in the fall and one in the spring and is responsible for the selection of the movie, purchase of the licensing/rights to the movie, purchasing of snacks and publicity for the event.

Performing Arts Enrichment Chairpersons: These chairs, along with volunteers, are responsible for promoting and bringing the arts to Brookdale students. "Brookdale on Broadway" is the highlight of this endeavor. In addition, performances may be scheduled for the student's enjoyment. Many volunteers are needed to ensure the success of this program.

Pumpkin Patch Chairperson: The pumpkin patch is a fun new event that the HSA started in 2017. Pumpkins are purchased, delivered and set up in the front lawn of the school. Chairperson is responsible for flyer distribution, budget, ordering and delivery of pumpkins. Organize volunteers for laying out and distribution of pumpkins to all students. This event will occur prior to the Trunk or Treat.

Sixth Grade Activities Chairpersons: These chairs, along with volunteers, are responsible for all aspects of 6th grade activities, including fundraising, Hoop-A-Thon, DARE day, yearbook, and graduation activities. They also work collaboratively with the 6th grade teachers.

Small World Day Chairpersons: The chairs, along with many volunteers, will organize Small World Day, an event designed to expose students to the diversity of the nations around the world. The event is organized by parents who will arrange presentations (visuals, artifacts, foods) to help students learn about various countries. The goal is to include 4-5 countries for the day. Many volunteers are needed to ensure a fun, educational experience for Brookdale students.

St. Patrick's Day Bagel Chairperson: On St. Patrick's Day, this person coordinates the purchase of bagels, prepares, and distributes to all students and staff. Many volunteers are needed for this to be done prior to lunch.

STEAM Night Chairpersons: The chairs will provide a fun, educational experience for the students of Brookdale. Duties include distributing flyers, plan and organize stations, purchase materials, etc. This event will be held in the Spring. Volunteers are needed to man stations during the event.

Teacher Appreciation Week Chairperson: This person, along with volunteers, coordinates a series of gifts and honors in recognition of May's weeklong celebration to thank our school's teachers. This person will also arrange the breakfast at the start of the week. ***In addition, the person will arrange the luncheon that is served to the teaching staff of Brookdale the last week of school.***

Trunk or Treat Chairpersons: The Trunk or Treat is a fun, new event that the HSA started in 2017. Attendance is open to the public. This is a large event and will take place the Saturday before Halloween. The chairs along with committee members appointed to specific tasks, will be formed. Responsibilities include, but are not limited to, advertising the event publicly (Citizens of Bloomfield, Bloomfield Pulse, etc.), secure BPD, gathering families to decorate their cars, secure school grounds, ticket sales and distribution, check in, preparing and purchasing food, snacks and drinks, set up cars, clean up school property, etc. Many volunteers are needed to ensure a successful event.

Vendor Night Chairperson: This event is held in the gym during the month of December and a second event will be planned in the Spring to coincide with Mother's Day. The chair will be responsible for promoting the event, schedule vendors, collect fees, coordinate set up, provide snacks/drinks for sale.

"Winter" Dance Chairpersons: This is a fun opportunity for children and families to get together and blow off some steam. The chairs organize the event and choose the theme. Responsibilities include sending our flyers, distributing tickets, arranging for a DJ, purchasing snacks and decorating the gym. Several volunteers are needed to ensure a successful event.

FUNDRAISING

Annual Fundraiser Chairpersons: The HSA holds one large annual fundraising event each year though the format may vary from one year to the next. The event is typically held in the spring. The chairs, along with a committee appointed to specific tasks, will be formed. These individuals will coordinate the entire event. Responsibilities include, but are not limited to, reserving an off-site location, applying for gambling license, soliciting local vendors for prizes/donation, ticket sales and distribution, securing a DJ, theme, program preparation, wrapping prizes, obtaining a storage unit one month prior to event. ***This event requires a***

significant time commitment which will begin several months prior to the event date and meetings will be held. Many volunteers are needed to ensure a successful event.

Book Fair Chairperson: Students have an opportunity to browse and purchase books from a major book distributor. The chairperson works closely with Mrs. Luca in coordinating logistics for the event and the volunteer schedule over the course of 5 days. Numerous volunteers are needed to set up the book fair, assist students with their wish lists, and purchases on Book Fair days and on parent night.

Box Tops for Education Chairperson: This person collects, counts and itemizes Box Tops to be sent to General Mills. We receive money from General Mills for these labels. This person reminds the families of Brookdale School throughout the year to encourage collection of Box Tops and distributes a monthly flyer to announce which class collected the most Box Tops for the previous month.

Calendar Raffle Chairperson: This person is responsible for coordinating the calendar raffle, held in February/March each year. Specifically, this person must obtain the state license for the raffle, coordinate the creation and printing of the raffle cards, distribution of the cards to students, collection of money and selecting and notifying the winners each week.

Dine Around Town Chairperson: This person will coordinate dinner nights with local restaurants. The HSA receives a percentage of the evening's proceeds. Responsibilities include identifying the restaurant(s) and solicit each one to participate and distributing informational flyers before each dinner night. Several dine around nights are scheduled throughout the school year.

Gift Card Chairperson: This person will organize our gift card fundraiser. This involves selecting the gift cards to be offered for sale, providing information about the sale and coordinating collection of the money and distribution of the gift cards. This fundraiser takes place in late fall prior to the holidays.

Gift Wrap Chairperson: This person coordinates the holiday gift wrap sale. Responsibilities include distribution of informational flyers and catalogs, collection of all orders and monies, and distribution of merchandise upon arrival. This fundraiser takes place in early fall.

Kid Stuff Coupon Book: This person will organize our Kid Stuff coupon book fundraiser. This involves distributing flyers, processing and distributing orders. This fundraiser takes place in early fall.

Plant Sale Chairpersons: This event occurs in May. The students will have the opportunity to purchase flowers for their families. The chairs are responsible for making arrangements with a garden center to purchase flowers, distribute informational flyers, and schedule delivery. Set up and sale occurs in one day. Volunteers assist the students in their flower purchase.

Spirit Wear Chairperson: This person coordinates the sale of "Brookdale" themed athletic clothing, including taking orders, communicating with vendor, and distribution. Sale(s) may occur in the fall as well as in the spring.