

## SCA Committee Volunteer Form



Please review the attached committee descriptions and choose which committees interest you by marking the appropriate boxes.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_ Children's Grades: \_\_\_\_\_

Please return the form by June 21<sup>st</sup> to:  
 Tricia Cash  
 170 Nassau Avenue  
 Manhasset, NY 11030

Committees	X	Committees	X
Allergy Team		Membership	
Book Fair		National Day of Service	
Character Education/Anti-Bullying		National Library Week	
Community Education		Newsletter	
Community Service		Photo Day	
Directory		Planet Manhasset	
Enrichment		Project Share	
Extended Extras (EX)2		Publicity	
Family Theater		Red Ribbon Week	
Grade Level Chair, Specify Grade		Safety	
Guess Who's Coming to Read?		Saturday Series	
Halloween Party * See below		SCA Fair * See below	
Health and Wellness		SCA Luncheon * See below	
Holiday Gift Giving Program		Spiritwear	
Holiday Luncheon		6 <sup>th</sup> Grade Promotional Party	
Hospitality		6 <sup>th</sup> Grade Trip to Splish Splash	
Ice Cream Social		6 <sup>th</sup> Grade Yearbook	
International/Diversity Awareness		Staff Appreciation Luncheon	
Lunch Recess		Technology	
<b><u>SCA Fair Committees:</u></b>		<b><u>SCA Luncheon Committees:</u></b>	
Attic Treasures		Calendar Raffle	
Books		Silent Auction	
DVD/Electronic Games		Centerpieces	
Entertainment		Raffle Baskets	
Food			
Grand Raffle			
Hot Dog Booth		<b><u>Halloween Party Committees:</u></b>	
Journal		Decorating	
International Foods		Volunteer Coordinator	
Plants		Prizes	
Petting Zoo		Food	
Publicity		Entertainment	
Sports and Garden		Games	
Ticket Sales		Publicity	
Toys		5 <sup>th</sup> Grade Chair	
Volunteer Coordinator			



Munsey Park Committee  
Descriptions

<p><b>Allergy Team</b> Works with school nurses and principals to create a safe environment for the children with allergies.</p>	<p>Ongoing Occasional meetings Allergy Awareness Week</p>	<p>4 hours</p>
<p><b>Book Fair</b> Committee chairs coordinate suppliers, select theme, work with librarian for scheduling and oversee event, including re-orders, decorating and special events. Volunteers assist in check out, restocking books, and decorating. <b>Treasurer needed. New chairs to shadow current chairs needed for 2011-2012.</b></p>	<p>Chairs begin in the fall. Volunteers needed throughout the week of the Fair in March.</p>	<p>Chairs' hours vary. Volunteer shifts are 2 hours during the week, but extending shifts is much appreciated. Set up and break down shifts are longer.</p>
<p><b>Character Education/Anti-Bullying Committee</b> Work with guidance counselors, social workers, the Enrichment Committee, the International/Diversity Committee and the Red Ribbon Week Committee to plan programming and themes for the year to develop positive character building and combat bullying. <b>Chair needed.</b></p>	<p>September - June</p>	<p>Hours vary</p>
<p><b>Community Education Committee</b> (SCA Executive Committee) Committee plans and arranges community forums, speakers, and discussions in keeping with the goal of raising awareness, providing clarity regarding issues pertinent to the budget and mission of the District. Hangs balloons in town on day of vote. <b>MP rep needed.</b></p>	<p>On-going community meetings and planning throughout the spring March, April and May</p>	<p>Varies More time is spent during the weeks prior to the budget (May)</p>
<p><b>Community Service</b> Responsible for generating and implementing projects and events that teach our children compassion and the importance of giving back to our community.</p>	<p>Projects take place throughout the year (about 4 times)</p>	<p>Flexible Depends upon the project</p>
<p><b>Directory</b> Prepare, proof and distribute school directory after compiling all info from class reps.</p>	<p>September and early October</p>	<p>Varies Computer/Data Entry time Most work is done during the final days of the printing</p>
<p><b>Enrichment Committee</b> (SCA Executive Committee) Parents, the elementary assistant principals and librarians, and the district coordinator for the arts make up this committee. Members schedule and evaluate programs for grades K-6. Parents are required to attend performances and report back to the committee.</p>	<p>September through June</p>	<p>Monthly meetings Programs vary per month: 1-3.</p>

<p><b>Extended Extras (EX)2</b> An after school program designed to offer extras after the school day. Currently only world languages are offered to 5<sup>th</sup> and 6<sup>th</sup> graders. Can offer more courses in the future.</p>	<p>Winter Trimester ( November – March)</p>	<p>Help with attendance and dismissal in 1 hour increments for a 10 week session</p>
<p><b>Family Theater</b> (SCA Executive Committee) Volunteers chaperone and collect tickets the day of the event(s), send out info to community and supply tickets through the mail. <b>Chair needed.</b></p>	<p>January and February</p>	<p>3 hours per production</p>
<p><b>Grade Level Chairs</b> Chairs act as liaisons between the SCA leadership and the room parents. Responsible for attending monthly meetings, reporting about issues in their grades, and contacting room parents via email regarding all school and SCA news. Must attend all SCA meetings.</p>	<p>September - June</p>	<p>5 hours a month  2 year commitment, except 4<sup>th</sup> grade  Positions needed: <b>Kindergarten</b> <b>Second Grade</b> <b>Fourth Grade</b> <b>Fifth Grade</b> <b>Co-Teaching Classes (1)</b></p>
<p><b>Guess Who’s Coming to Read?</b> Invites community members to K-3<sup>rd</sup> grade classrooms to read and share info about their professions. Contacts potential readers, sets up schedule with office staff and librarian. Coordinates volunteers. <b>New Chair needed.</b></p>	<p>November - January</p>	<p>Prep time in November – December 4 hours 1 morning in January</p>
<p><b>Halloween Party (5<sup>th</sup> and 6<sup>th</sup> grade)</b> Plan, organize sub-committees, decorate, assign volunteers, and take down party. <b>5<sup>th</sup> grade chair needed</b> to work directly with 6<sup>th</sup> grade chair and then continue as chair next year.</p>	<p>Halloween night  Planning September - October</p>	<p>Varies depending upon committee:  <b>Decorating</b> <b>Volunteer Coordinator</b> <b>Prizes</b> <b>Food</b> <b>Entertainment</b> <b>Games</b> <b>Publicity</b></p>
<p><b>Health and Wellness</b> (SCA District Wide Committee) Serve as MP rep on committee. Organize Health and Wellness week, continue to monitor the food service and encourage healthy habits in our schools.</p>	<p>September – June  Occasional meetings  Health and Wellness Week: May</p>	<p>5-7 hours in all</p>
<p><b>Holiday Gift Giving Program</b> Work with school social workers and psychologists to organize gifts during the holidays for families in need in our community. Includes collection of items.</p>	<p>October - December</p>	<p>Varies  Planning: 2 hours  Organizing Gifts: 4 hours</p>

<p><b>Holiday Luncheon</b> Organize luncheon to thank the MP support staff. <b>Chair needed.</b></p>	December	3 hours
<p><b>Hospitality</b> Purchase supplies for meetings, pick up food, set up and clean up. Responsible for Joint SCA meetings in MP, special events, and Open Houses. Needs to replenish supplies as the year goes on. <b>Chair needed.</b></p>	September - June	1 hour per each event Approx. 1 event per month
<p><b>Ice Cream Social</b> Social event designed to welcome new students in grades 1-6 to MP. Need to purchase ice cream and beverages for the event. Volunteers give tours of the school and introduce buddies. <b>Chair needed.</b></p>	August- September (phone and computer work)	2 hours the day of the event
<p><b>International/Diversity Awareness Committee</b> Creates greater awareness among our students of the diverse backgrounds, cultures, and abilities represented in MP and our town. Events and presentations are planned to enrich this awareness and can be coupled with Enrichment programs and Red Ribbon Week.</p>	October – April	Varies depending upon event
<p><b>Lunch Recess Committee</b> Parent volunteers sign up to supervise children in dining room. <b>Chair needed</b> for scheduling and organizing supplies and activities.</p>	September - June	Lunch Periods (50 minutes) Chair: extra time at the beginning of each semester
<p><b>Membership</b> Distribute SCA membership forms and collect dues at Open Houses and through the mail.</p>	September - October	6 hours
<p><b>National Day of Service</b> Organize and plan service project along with Community Service Committee to honor those lost on 9/11. Distribute collection to organization. <b>Chair needed.</b></p>	Late August-September	3 hours
<p><b>National Library Week</b> Designs and implements a week of activities for children to celebrate the love of books. Works closely with librarian.</p>	October – April Monthly planning meetings NLW is in April.	Varies
<p><b>Newsletter</b> Published 2-3 times a year. Requires organizing articles acquired by committee chairs via email, editing and creating template with pictures and graphics. <b>Chairs needed.</b></p>	October, January, May	Varies Computer and at home time.

<p><b>Photo Day</b> Parent volunteers help coordinate schedules and distribute fliers and photos. Day of event, assist in preparing students. <b>New chair needed</b> to shadow current chairs and then assume roll in 2011.</p>	<p>September - October</p>	<p>2-3 hours on one or both days  Chair: 6 hours</p>
<p><b>Planet Manhasset</b> (SCA Executive Committee) Dedicated to implementing ways to “go green” all around our school and homes. Organize “Go Green Week.”</p>	<p>Ongoing</p>	<p>Varies</p>
<p><b>Project Share</b> A district wide effort to attempt to fill the basic needs of some of the economically challenged families in our schools. Works with Holiday Gift Program and Community Service Committee to make a quiet difference in others’ lives. Strictly confidential. <b>MP Chair needed.</b></p>	<p>Ongoing</p>	<p>Varies</p>
<p><b>Publicity</b> Responsible for submitting articles and pictures to the newspapers and publications in the District which promote the involvement of the SCA in events and activities. <b>Chair needed.</b></p>	<p>Ongoing</p>	<p>Varies depending upon the time of year and the events  10 hours for the year  Computer time</p>
<p><b>Red Ribbon Week</b> A nationally sponsored program during October that deals with drug and alcohol awareness. Assist in week’s events and work with CASA to provide programs for children and adults.</p>	<p>September - October</p>	<p>5-7 hours</p>
<p><b>Safety Committee</b> Works with the principals, SCA president and vice president, school nurses, head custodian and allergy team member to make sure that the facilities and procedures are safe for the children. Creates emergency backpacks for each room.</p>	<p>Short monthly meetings throughout the year</p>	<p>8-10 hours</p>
<p><b>Saturday Series</b> (SCA Executive Committee) Committee members needed for registration, publicity, security and other responsibilities on Saturday mornings. <b>Chair needed.</b></p>	<p>Periodic</p>	<p>Varies  Occasional Saturday mornings in the Fall and Winter</p>

<p><b>SCA Fair</b> Volunteers needed to help with day of games, food, rides and vendors.</p> <p><b>Chairs needed.</b></p>	<p>2-3 planning meetings for chairs January – May (planning)</p>	<p>Day of Fair and Pre-Set-Up Days: 2 – 5 hours Positions: <b>Attic Treasures; Petting Zoo Books; Publicity; Food; Toys DVD/Electronic Games; Ticket Sales Entertainment; Sports and Garden Grand Raffle; Volunteer Coordinator Hot Dog Booth,; Plants Journal; International Foods</b></p>
<p><b>SCA Luncheon</b> (SCA Executive Committee) Organize the fall fundraising event for the membership. Many volunteers are needed to help with silent auction, raffles, vendors and helping work that day.</p>	<p>September - November</p>	<p>Varies depending upon responsibilities</p> <p><b>Silent Auction Calendar Raffle Raffle Basket Centerpieces</b></p>
<p><b>Spiritwear</b> Order and sell Munsey Park merchandise such as t-shirts, shorts and sweats at Open House and around the holidays. Fundraiser. <b>Chairs needed.</b></p>	<p>September, November, December</p> <p>Possible other time if an event presents itself (i.e. T-shirt contest)</p>	<p>8-10 hours</p>
<p><b>Sixth Grade Promotional Party</b> Plan a themed party with a DJ and photographer, organize parent volunteers for security, artwork, and food. <b>Need chairs.</b></p>	<p>March – June</p> <p>The dance is the night of the 6<sup>th</sup> grade promotional ceremony.</p>	<p>Hours vary depending upon responsibility.</p>
<p><b>Sixth Grade Trip to Splish Splash</b> Chairs meet to plan event, organize chaperones and students and order tickets for day. <b>Chairs needed.</b></p>	<p>Meet in the early spring to plan.</p> <p>Organize groups in June. Trip is in June.</p>	<p>All day event in June.</p> <p>Planning hours vary.</p>
<p><b>Sixth Grade Yearbook</b> Gather photos from parents, layout pages with deadlines for publisher, develop student pages and writing, collect money, and distribute books in June with small “yearbook party.” <b>Chairs needed.</b></p>	<p>September - June</p>	<p>Deadlines and lay-out time vary</p> <p>Time consuming gathering pictures and checking to see if all students are accounted for.</p>
<p><b>Staff Appreciation Luncheon</b> Organize a luncheon honoring the teachers and staff of MP. Sponsored by the SCA. Collect donations and desserts for event usually housed in the multi-purpose room during the lunch periods. Responsible for invitations, decorations, food, set-up and take-down, and serving. <b>Chairs needed.</b></p>	<p>April and May</p> <p>Luncheon is in May.</p>	<p>10 hours.</p>
<p><b>Technology Committee</b> Photographs events and organizes pictures on CD’s for viewing by all MP families. Films presentations and works with District Technology Coordinator on media policies and filming “live feeds” through the District’s web site.</p>	<p>September - June</p>	<p>Varies depending upon the program and responsibility</p>

\*\*A separate form for room representative volunteers will be mailed in August with the class placement letters.\*\*