



# Munsey Park Committee Descriptions

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| <b>Birthday Card Program</b><br>Ongoing. Work with school secretary to ensure that students selecting a non-food birthday celebration receive a birthday card. Distribute request form.   |
| <b>Book Fair</b><br>March. Committee chairs create sub-committees and work with librarian for scheduling. Chairs and sub-committees assist with inventory, finances, restocking, and decorating. Work begins in the Fall. The Book Fair runs for a week in March.   |
| <b>Box Tops for Education</b><br>Periodic. Committee chair(s) organize collection and redemption of Box Top labels. Organize school contest Jan-March and ensure winning grade receives prize. Minimal time commitment.   |
| <b>Bulletin Boards</b><br>Monthly. Working with the art teachers to update bulletin boards with eye-catching displays.  |
| <b>Children's Book Week</b><br>May. Organizes a week of activities for students to celebrate books. Works closely with librarian. Periodic planning meetings.   |
| <b>Directory</b><br>September/October. Prepare, proof and distribute school directory. Compile and/or update info.  |
| <b>Extended Extras (EX)2</b><br>Program designed to offer classes before and after the school day. Winter Trimester (November – March); Spring Trimester (May-June). Assist with registration and implementation of program.  |
| <b>GRADE LEVEL CHAIRS (GLC)</b><br>Ongoing. Act as liaison between SCA leadership, school administration and Room Representatives. Must attend monthly GLC meetings, SCA parent council meetings and some Board of Education meetings. Responsible for frequent email communications with room representatives. 2-year commitment except in 4 <sup>th</sup> grade (one year). |
| <b>Guess Who's Coming to Read?</b><br>November-January. For grades K-3. Invite community members to classrooms to read and share info about their professions. Chairs select readers, work with librarian, create schedule and coordinates volunteers. Event is one morning in January.   |
| <b>Halloween Party (5th and 6th grade)</b><br>Halloween night. Planning September – October. Plans, organizes sub-committees, decorates, assign volunteers. Fifth grade chairs work directly with 6th grade chairs and then continue as chairs the following year.  |
| <b>Holiday Gift Giving Program</b><br>November/December. Work with school social workers to organize and collect gifts during the holidays for families in need in our community. Works in conjunction with Project Share.  |
| <b>Holiday Support Staff Lunch</b><br>December. Organize luncheon to thank the Munsey Park support staff.   |
| <b>Ice Cream Social</b><br>August. Social event designed to welcome new students in grades 1-6 to MP. Organize the purchase of ice cream and beverages and solicit volunteers to give tours of the school.  |
| <b>Jump for the Cure</b><br>January-March. Chairs work with Physical Education teachers to organize an annual event for Juvenile Diabetes. The event is one day.  |



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| <b>Lunch Duty</b><br>Ongoing. Chairs implement Lunch Duty volunteer sign-up. Also manage supplies for indoor recess.  |
| <b>Photo Day</b><br>September-October. Coordinate schedules and distribute fliers and photos. Day of event: 2-3 hours on one or both days.  |
| <b>Munsey Park Publicity</b><br>Ongoing. Responsible for submitting articles and pictures to the newspapers and publications in the District that promote the involvement of the SCA in events and activities. Work with SCA Executive Publicity Chair.   |
| <b>Red Ribbon Week</b><br>October. Work with CASA to plan a week of events including a student project and decorating the school to promote awareness about drug and alcohol use.   |
| <b>Safety &amp; Preparedness</b><br>Ongoing. Work with MP President and Administration to implement measures to keep Munsey Park students, staff and facilities safe. Various meetings.   |
| <b>School Spirit Wear</b><br>Ongoing. Order and sell Munsey Park merchandise such as t-shirts, shorts and sweats at Open House, around the holidays and throughout the year when appropriate.   |
| <b>School Supplies</b><br>June-August. Coordinate and publicize school supply fund-raiser. Create and collect order forms.  |
| <b>Staff Appreciation Luncheon</b><br>April-May. Organize a luncheon honoring the teachers and staff of MP. Collect donations for the event. Responsible for invitations, decorations, food, set-up and takedown, and serving.  |
| <b>Website Editor</b><br>Ongoing, weekly commitment. Produce a draft of MP SCA webpage to reflect upcoming happenings at the school and SCA-sponsored events.   |
| <b>SCA EXECUTIVE COMMITTEES (reports directly to SCA Executive President)</b>   |
| <b>CASA Liaison</b><br>Periodic. Serve as school representative at CASA meetings. Share information with MP President and Dr. Kendall to be disseminated school-wide.   |
| <b>Community Education Committee (CEC)</b><br>Monthly. Plans forums, speakers and discussions to raise awareness and provide clarity about issues pertinent to the school budget and the District. Coordinate volunteers for hanging balloons in town on the day of vote. On-going community meetings and planning throughout the spring. |
| <b>Enrichment Committee</b><br>Periodic. Members schedule and evaluate programs for grades K-6 (authors, special programs). Volunteers must attend programs and report back to the committee.   |



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| <b>Family Theater</b><br>Periodic. Chairs coordinate two performances a year, manage tickets and advertising. Volunteers chaperone and collect tickets day of the event(s) on Saturday afternoons.   |
| <b>Health and Wellness</b><br>Ongoing. Serve as MP rep on the district-wide SCA Health and Wellness committee. Organize Health & Wellness week at MP (working with SR Chair).  |
| <b>Membership</b><br>September/January. Distribute SCA membership forms and collect dues at Open Houses and through the mail. September – October 6 hours.   |
| <b>Planet Manhasset</b><br>Ongoing. Dedicated to implementing ways to “go green” all around our school and homes. Organize “Go Green Week” and/or an Earth Day celebration.  |
| <b>Project Share</b><br>Ongoing. 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>Saturday Series</b><br>Periodic. Committee members needed for registration, security and other responsibilities on Saturday mornings.   |
| <b>SCA Fair</b><br>May. Many volunteers are needed for the various committees. Chairs from each school work together.  |
| <b>SCA Luncheon</b><br>November. Organize the fall fundraising event. Volunteers are needed to help with silent auction, raffles, vendors, as well as helping out the day of the event.  |
| <b>FOR PARENTS OF INCOMING 6<sup>TH</sup> GRADERS ONLY:</b>  |
| <b>6<sup>th</sup> Grade Promotional Party</b><br>(May-June) Plan a themed promotional party with a DJ; organize parent volunteers for security, decorations and food. Party is the Wednesday of the last week of school.   |
| <b>6<sup>th</sup> Grade Trip to Splish Splash</b><br>(Periodic) Chairs book date, organize chaperones, order tickets for the day. Work with 6 <sup>th</sup> Grade GLC.   |
| <b>6<sup>th</sup> Grade Yearbook</b><br>Create, publish, sell and distribute a yearbook commemorating the 6 <sup>th</sup> grades’ Munsey Park experience in pictures.  |

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