



## Munsey Park School SCA Committee Volunteer Form

Please review the committee descriptions and mark the appropriate boxes below for those committees that interest you.

**We'd love your help!**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Children's Grades: \_\_\_\_\_

Please return the form by June 30th:

**Noreen LaBenne  
315 Trumbull Rd  
Manhasset, NY 11030**

Committees	Chair	Volunteer	
Birthday Card Program			<b>Grade Level Chairs</b> (2 years unless noted)
Book Fair			Kindergarten
Box Tops for Education			First Grade
Bulletin Boards			Second Grade
Directory			Fourth Grade (1 year)
Halloween Party - 6 <sup>th</sup> Grade (Chairs continue from 5 <sup>th</sup> )			Fifth Grade
			<b>Executive Committees*</b>
Halloween Party - 5 <sup>th</sup> Grade (Chair is a 2-year position)			CASA Liaison
Holiday Gift Giving			Community Education
Holiday Support Staff Lunch			Enrichment
Ice Cream Social			Family Theater
Jump for the Cure			Health & Wellness
Lunch Duty Coordinator			Historian
Children's Book Week			Legal Counsel
Photo Day			Membership
Publicity			Planet Manhasset
Red Ribbon Week			Project Share
Safety & Preparedness			Saturday Series
School Spirit Wear			
School Supplies			<b>Ways &amp; Means Committees*</b>
Staff Appreciation Luncheon			SCA Fair Co-Chair
Website Editor			Fair Sub-Committees
			SCA Fair Food/Beverages
<b>6<sup>th</sup> Grade Activities</b>			SCA Fair Grand Raffles
6 <sup>th</sup> Grade Promotional Party			SCA Fair Journal
6 <sup>th</sup> Grade Splish Splash Trip			SCA Fair Volunteer Coordinator
6 <sup>th</sup> Grade Yearbook			SCA Luncheon
			Ways & Means Treasurer

\*Reports to SCA Executive President



## Munsey Park School Committee Descriptions

Munsey Park Committee Descriptions
<p><b>Birthday Card Program</b> Ongoing. Work with school secretary to ensure that students selecting a non-food birthday celebration receive a birthday card. Distribute request form.</p>
<p><b>Book Fair</b> 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.</p>
<p><b>Box Tops for Education</b> Periodic. Committee chairs organize the collection and redemption of Box Top labels. Organize school contest from Jan-March and ensure winning grade receives a prize. Minimal time commitment.</p>
<p><b>Bulletin Boards</b> Monthly. Work with the art teachers to update the bulletin boards with eye-catching displays.</p>
<p><b>Children's Book Week</b> May. Organize a week of activities for students to celebrate books. Work closely with the librarian. Periodic planning meetings.</p>
<p><b>Directory</b> September. Prepare, proof and distribute school directory. Compile and update information.</p>
<p><b>Extended Extras</b> November- March (Winter Session) May-June (Spring Session). Assist with registration and implementation of program to offer classes to students before and after the school day.</p>
<p><b>Grade Level Chairs (GLC)</b> Ongoing. Act as a liaison between SCA leadership, school administration and room representatives. Must attend monthly GLC meetings, SCA parent council meetings and 2-3 board of education meetings. Responsible for frequent email communications with room representatives. Two year commitment except 4th grade (one year).</p>



## Munsey Park Committee Descriptions

### **Guess Who's Coming to Read?**

November-January. Grades K-3. Invite community members to classrooms to read and share their love of reading with students. Chairs select readers, work with the librarian to create a schedule and coordinate volunteers. Event is one morning in January.

### **Halloween Party (5th and 6th grade)**

Halloween night. Plan event September-October. Plan party, organize sub-committees, decorate and coordinate volunteers. Fifth grade chairs partner with Sixth grade chairs and then continue the following year.

### **Holiday Gift Giving**

November-December. Work with school social workers to organize and collect gifts during the holidays for families in need in our community. Work in conjunction with Project Share.

### **Holiday Support Staff Luncheon**

December. Organize lunch to thank the Munsey Park support staff.

### **Ice Cream Social**

August. Social event designed to welcome new students, grades 1-6, to Munsey Park. Organize the purchase of ice cream and coordinate student volunteers to give tours of the school.

### **Jump for the Cure**

Chairs work with the Physical Ed teachers to organize an annual fundraising event for Juvenile Diabetes. This event is one day.

### **Lunch Duty Coordinator**

Ongoing. Implement lunch duty volunteer sign-up. Manage supplies for indoor recess.

### **Photo Day**

September-October. Coordinate schedules, distribute fliers and photos. Day of event; 2-3 hours on one or both days.

### **Munsey Park Publicity**

Ongoing. Submit articles and pictures to the newspapers and publications to promote SCA events.



### Munsey Park Committee Descriptions

**Red Ribbon Week**

October. Work with CASA to plan a week of events including a student project. Decorate the school to promote awareness about drug and alcohol abuse.

**Safety and Preparedness**

Ongoing. Work with SCA leadership and school administration to implement measures to keep Munsey Park students, staff and facilities safe. Various meetings.

**School Spirit Wear**

Ongoing. Order and sell Munsey Park merchandise at Open Houses, around the holidays and during the year.

**School Supplies**

June-August. Coordinate and publicize school supply fund raiser. Create and collect order forms.

**Staff Appreciation Luncheon**

April-May. Organize a luncheon honoring the teachers and staff at Munsey Park. Collect donations for the event. Responsible for invitations, decorations, set-up, food, serving and clean up.

**Website Editor**

Ongoing. Weekly commitment. Produce a draft of Munsey Park SCA webpage to reflect upcoming happenings at the school and SCA sponsored events.

### SCA Executive Committees (Report to the SCA Executive President)

**CASA Liaison**

Periodic. Serve as the school representative at CASA meetings. Share information with the Munsey Park Principal and SCA President.

**Community Education Committee (CEC)**

Monthly. Plan forums to raise awareness and provide clarity about issues relating to the school budget and district. Coordinate volunteers to hang balloons in town the day of the budget vote. Ongoing community meetings.



<b>SCA Executive Committees (Report to the SCA Executive President)</b>
<b>Enrichment Committee</b> Periodic. Members schedule and evaluate programs for grades K-6 (authors, special programs...)Volunteers must attend programs in the classroom, evaluate and report back to the committee.
<b>Family Theatre</b> Periodic. Chairs coordinate 2 performances a year, manage the sale of tickets and advertising. Volunteers collect tickets the day of the event (Saturday afternoon).
<b>Health and Wellness</b> Ongoing. Serve as Munsey Park representative on the district wide SCA Health and Wellness committee. Organize Health and Wellness week at Munsey Park.
<b>Membership</b> September thru January. Distribute SCA membership forms and collect dues at the Open Houses and through the mail. September-October approximately 6 hours.
<b>Planet Manhasset</b> Ongoing. Dedicated to implement ways to go green around Munsey Park School. Organize "Go Green Week" or an Earth Day celebration.
<b>Project Share</b> Ongoing. A district wide effort to help fill the basic needs of some of the economically challenged families in our schools. Partner with the Holiday Gift Program to make a difference in others' lives. Strictly Confidential.
<b>Saturday Series</b> Periodic. Committee members needed for registration, oversight on Saturday mornings.
<b>SCA Fair</b> May. Volunteers needed for various committees. Chairs from every school work together.
<b>SCA Luncheon</b> November. Organize the fall fundraising event. Volunteers needed to help with the silent auction, raffles, vendors as well as help out the day of the event.

**For Parents of Incoming 6th Graders Only**

**6th Grade Promotional Party**

May-June. Plan a promotional party with a DJ. Organize parent volunteers for security, decorations and food. The party is the Wednesday of the last week of school.

**6th Grade Trip to Splish Splash**

Periodic. Chairs book date, organize chaperones and student groups, order tickets for the day. Partner with the 6th grade GLC.

**6th Grade Yearbook**

Ongoing. Create, publish, sell and distribute a yearbook commemorating the 6th grade Munsey Park class.

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