



**MUNSEY PARK/SHELTER ROCK  
ELEMENTARY SCHOOL**

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**COMMITTEE GUIDELINES**

# BOOK FAIR

## PURPOSE

The Book Fair is the largest fundraising event for the year at each of the elementary schools. Its purpose is to promote a love of reading and to encourage book sales in order to raise money for each school.

## COMPOSITION OF COMMITTEE

### *Chairs*

One - two chairpersons are appointed by the SCA President with input from previous chairs. Preferably, they should have participated as volunteers on the committee prior to being appointed. The term limit is 2 years.

### *Sub-Committee Chairs*

1. Treasurer
2. Publicity
3. Decorations/Artwork
4. Volunteer Coordinator
5. Inventory
6. Wish Lists

Sub-Committee Chairs are responsible for securing volunteers to help with their individual projects. Volunteers can be obtained from the general pool of volunteers or as a separate appeal.

### *Volunteers*

Approximately 50-75 volunteers are needed in total to help with a variety of activities leading up to the Book Fair as well as during the event. Jobs include:

- a. Decorating the Book Fair room and setting up the book displays the Friday before the Book Fair.
- b. Cash register check-out
- c. Walking the floor to replace books and merchandise that are running low.
- d. Breaking down decorations and boxing books/merchandise up for pick up the last day of the Fair.

## TIME AND PLACE

- The Book Fair week is determined at the calendar meeting with input from the elementary school SCA Presidents. It usually falls during the second or third week in March depending upon testing and vacations.
- Monday of the Book Fair week is the opening afternoon/night for the event. Each elementary school is assigned a guest author, by the Enrichment Committee, who

- signs his/her books during the kick-off event. The author usually remains at the Fair for 2-3 hours signing books (ex: 6-9pm).
- From Tuesday through Friday, classes visit the Book Fair during their teachers' scheduled times. Typically, each class shops for one half hour to 45 minutes.
  - Scholastic comes on Friday afternoon or the following week to pick up the leftover books.
  - Additional events may take place throughout the week with the approval of the school principal (i.e. "Grandparents/Seniors Morning" and "Breakfast and Browse").

Each Book Fair is held in its traditional location:

MP: Multi-Purpose Room

SR: Library/Media Center

## **ACTION PLAN**

### **1. Early Fall:**

- (a) Co-Chairs meet to discuss the event, confirm contract dates with Scholastic and set a theme -- either the seasonal Scholastic theme or one decided on by the co-chairs.
  - (b) Artwork preparation and decorations begin and are on-going until the event. March.
2. **December:** Pre-sale of Scholastic gift certificates for the Holidays.
  2. **January:** Co-Chairs communicate with Scholastic representatives to finalize plans for March and Book Fair Committee meets to get plans underway.
  3. **February:**
    - (a) Initiate teacher sign-up's and secure volunteers for the week.
    - (b) Student promotional activity leading up to the Book Fair begins (i.e. book cover designs, theme based events).
    - (c) Clear use of room with librarian or school Principal.
  5. **Early March:** Pre-sale of Scholastic gift certificates.
  6. **One week before the Fair:**
    - (a) Submit an article inviting the community to the Book Fair. Give all details of event and submit to Anton Papers at [p\\_grace@antonnews.com](mailto:p_grace@antonnews.com).
    - (b) Create a flyer to send home via backpack express and to hand out in the nursery school inviting everyone to the Fair.
    - (c) Create Wish List boxes/displays/sheets for each teacher and have ready for Monday night's event.
  7. **Friday before the Fair:** Designated for set-up from 9am to 2pm. (Note: coffee and bagels/donuts are served for volunteers which needs to be pre-arranged.) Invite teachers to preview the Fair after the set up so they can choose their Wish List books.
  8. **During Fair week:** Coffee and bagels/donuts and water are available for the volunteers. This needs to be pre-arranged.
  9. **One week after the Fair:** Submit a second article, with pictures, that re-caps the week and all of its successes (excluding the amount of money that was made).

## **BUDGET**

The Book Fair is self-sustaining and all purchases are paid for from the proceeds of the event. These include:

1. Author books, which are purchased separately through the author's publisher and paid for after the Book Fair
2. Art supplies (receipts must be handed in to Finance Chair along with a completed Reimbursement Form. Amount will be deducted from the final amount given to the school.
3. Certain items, such as helium balloons, decorations, pencils, stickers, bags to hold purchases, etc. may be donated by committee members to insure a successful Fair. However, like the art supplies, they may be purchased and deducted from the proceeds.

## **MISC. FINANCIAL INFORMATION**

- \* Book Fair Treasurer must determine a reasonable amount of "seed money" to start each register and secure that from the school's Finance Chair prior to the event. The advancement will be refunded after the Fair.
- \* Book Fair Treasurer oversees registers and closes them out each night.
- \* Book Fair Treasurer closes out financial books each night and tabulates totals.
- \* Book Fair Treasurer must complete a Cash/Check Tally Form and arrange for delivery of \$\$ to the school's Finance Chair for deposit on a daily basis.
- \* All Gift Certificates must be collected and figured into the daily sales totals.
- \* Sales tax is processed on all purchases.
- \* 10% discount is offered on all purchases on Opening Night ONLY.
- \* Teachers receive 10% off all purchases all week.
- \* At the end of the week, after the Fair closes out, the Treasurer needs to reconcile the week's profit with Scholastic and fill out the Book Fair form.
- \* Scholastic gets 75% of all sales from each elementary school with the remaining 25% going to each elementary school.

# **CHARACTER MATTERS**

*(Munsey Park only)*

## **PURPOSE**

The Character Matters program is a parent taught curriculum which focuses on lessons that pertain to communication, friendship, problem solving/conflict resolution and respect for others and self. Classes are designed for Grades 1-4. Children learn techniques and are given tools they can use to improve their listening skills, manage conflicts, express their feelings, as well as several other important life lessons as they mature. Lessons are interactive with video presentations and role playing dependent upon each lesson's message.

## **COMPOSITION OF COMMITTEE**

### **Chairs:**

Two chairs are necessary and appointed by the SCA President. Their responsibilities include scheduling class sessions with grade level coordinators/teachers, coordinating volunteers for each session within grades 1-4 and training, updating, as necessary, program materials and distributing those materials to each parent volunteer and providing an overview of the importance of the program at the kick off SCA meeting to recruit new parent volunteer presenters.

### **Volunteers:**

Volunteers are provided with a comprehensive lesson plan for each session. New parent volunteers will be paired with more experienced presenters. They are expected to review the lesson plan and all accompanying materials (i.e. videos, books, handouts). It is up to the presenters to schedule a review session prior to the beginning of each lesson. Parent volunteers may have to prepare an appropriate poster board or sentence strip for a particular lesson.

The number of volunteers will vary. Ideally, there should be approximately 50 volunteers; teams of 2 which go into each classroom 3-4 times over a 3-4 week period, depending upon grade curriculum. These lessons are facilitated for grades 1-4. Very often, parent volunteers sign up to facilitate more than one class session where their schedule permits.

***Parent volunteers are not allowed to teach in their own child's class.***

## **TIME AND PLACE**

The Character Matters program is delivered on an ongoing basis throughout the academic year. Based on past experience, the sessions are run one grade at a time for most efficient scheduling and materials maintenance. Classes are held in grade specific classrooms.

## **ACTION PLAN**

Letters are sent by the co-chairs to each of the teachers within each grade requesting available dates and times that work for a 30-40 minute lesson for either a 3 or 4 week time period, depending upon the grade. These lessons run consecutively. After the schedule is submitted; the chairs secure volunteers for each class timeframe.

Materials are reproduced and distributed to the volunteers one to two weeks prior to the start of the lessons. Teachers are notified of start dates and names of the Parent volunteers. The Character Matters closet, which is located on the 1<sup>st</sup> floor in the 3<sup>rd</sup> grade wing, is stocked with materials for each class with black tent cards, posters, videos, books, sentence strips, props and certificates.

## **BUDGET**

The SCA will provide \$200 for the cost of materials which include:

- Tent cards
- Poster board
- Sentence strips
- Character Education posters
- Updated videos
- Character Education Stickers

As this is a state-mandated program, the school district should be responsible for covering any additional costs.

All materials, with the exception of the tent cards, are purchased at Lakeshore Learning. Tent cards are purchased at Staples.

# **COMMUNITY SERVICE**

*(Munsey Park Only)*

## **PURPOSE**

The mission of the Community Service Committee is to provide students and their families with opportunities to participate in projects that will teach our children about “giving back” to our community and other children in need. Projects are primarily “take home” projects. It is not appropriate to ask teachers to participate via the classroom as their schedules are already so demanding.

## **COMPOSITION OF COMMITTEE**

### *Chairs*

Two chairs will be appointed by the SCA President with input from previous CSC Chairs. The chairs report to the SCA President. The chairs are responsible for planning and hosting two committee meetings, one in early October and one in January and communicating with all volunteers. The chairs are also responsible for maintaining two binders, one documenting past projects and one as a resource tool with contact information for various organizations.

### *Project Leaders*

For each project, a project leader is needed who will make contact with the recipient organization and then create the announcement and arrange to have it sent home in backpacks.

Project Leaders also arrange for volunteers who will gather items from the collection site at school each day and bring the items to the designated home.

### *Volunteers*

Parents are offered the opportunity to volunteer via an SCA letter in the summer. There is no limit for number of volunteers. Committee typically consists of 12-15 volunteers who can choose projects in which to participate based on their own availability and desired level of commitment. Many tasks can be completed at home and via email, thus a good opportunity for parents who work or have other commitments that would prevent them from participating during school hours.

## **ACTIVITIES**

The intention is for the projects to be driven by need, rather than choosing a project and then searching for a recipient organization. When possible, organizations chosen are those closest to our community, though on occasion the concept of helping globally is incorporated.

The activities vary from year to year. Examples include Holiday Cards to Seniors through Meals on Wheels; Donating excess Halloween Candy to The INN; Donating

gently-used Halloween Costumes to the Manhasset/Great Neck EOC; Holiday Hope Chests containing small gift items and treats for teenage orphans at the St. Christopher Otille Home; Holiday Hugs Hat and Glove Drive; Letters of Thanks to Soldiers in the Middle East; The Field Day Food Drive to benefit The INN; Gently-used Backpack Drive to benefit the Roosevelt School District; School Supply Drive for schools being rebuilt in Afghanistan.

## **ACTION PLAN**

Two planning meetings take place, one in early October and one in January. At that time, the committee meets and discusses possible recipients and projects for the current semester. A summary email is sent to the entire committee so that volunteers unable to attend can be kept apprised of the volunteer opportunities. In addition, once the tentative schedule is set, it should be sent to the school principal and SCA President for approval.

A typical project begins with a note home from the Project Leader(s) to parents explaining the project and outlining how to participate. Oftentimes it is a collection-type project and collection bins are located in one or two areas at the school -- either at the front desk or outside the new auditorium. Shortly before the deadline a reminder notice is sent home to parents. Twenty-five copies per class should be provided for the announcements. The project leader can provide two reams of paper to the front office along with the document to be copied. Under normal circumstances the announcement can be sent home in the backpacks the following day. It is not advisable to send a notice home on Friday as they often get lost in the shuffle. All announcements that go home must receive prior approval from the school principal and SCA President before being copied and sent home. This can be done via email.

At the conclusion of the collection period, a group should get together to sort and organize the items. One or two parents will be needed to transport the items to the recipient organization. Photos should be taken whenever possible.

Following each project, one volunteer should write a brief article for the Manhasset Press and also provide photos available. The deadline for the Thursday edition is Monday at noon. Articles can be emailed to Pat Grace, the paper's editor, at [pgrace@antonnews.com](mailto:pgrace@antonnews.com).

## **BUDGET**

Expenses are normally limited to the cost of paper. Project leaders can purchase paper for each project and submit the receipt to the SCA for reimbursement or the chair can purchase several reams to cover the entire school year. At four reams per project, a typical annual budget would be \$150.

### **Please note:**

In recent years, Student Council has focused many of their projects on community service. It is extremely important that the chairs of the CSC contact the Student Council



teachers as early in the year as is possible. They should introduce themselves and open the lines of communication so that their projects do not overlap or interfere with each other. Each group should notify the other when they make plans for the upcoming semester. The groups can work together or independently depending on the nature of the project. In the interest of not overwhelming the parents, CSC projects should be limited to no more than one every 6-8 weeks, depending on the frequency of Student Council projects.

# GRADE LEVEL CHAIR

## Purpose

Grade Level Chairs act as liaisons between the SCA leadership and the Room Representatives.

## Composition/Selection

The open Grade Level Chair positions(s) should be listed on the annual Volunteer Form that goes out to all elementary school parents in June. Once the SCA President receives the Volunteer Response Forms back she should make her selection from those who have expressed an interest in serving.

No one should serve as Grade Level Chair for more than one school or grade or for more than one 1-year term unless the position loops.

Those Grade Level Chair positions that loop are: K,2,5

## Responsibilities

- In September, Grade Level Chairs are responsible for calling Room Representatives in their grade to notify them that they have been selected and inform them that they must attend a mandatory meeting (as does the Grade Level Chair) outlining their responsibilities. The date and time of this meeting is indicated on the district calendar.
- Contact Room Representatives prior to and following every grade level meeting for updates.
- Attend monthly Grade Level Chair meetings and present issues and concerns pertinent to their grade.
- Attend all Parent Council meetings.
- Make inclement weather calls. Chain works as follows: The Principal will call the President, President calls Grade Level Chairs and Grade Level Chairs call Room Representatives. Room Representatives are to call parents only for a delayed opening or early dismissal. Bus Parents call for particular bus route delays.
- Must be prepared to make phone calls for all school district votes.
- Assist President and Vice President as needed throughout the school year and act as a main link between the SCA and parents.
- **6<sup>TH</sup> grade Grade Level Chairs** will be responsible for coordinating all 6<sup>th</sup> grade activities with the appointed chairpeople.
- **Kindergarten Grade Level Chairs** will be responsible for assembling and distributing Kindergarten packets to all incoming kindergarten families at the New Kindergarten Parent meeting in April.

# **GUESS WHO'S COMING TO READ**

## **PURPOSE**

The purpose of Guess Who's Coming to Read is to introduce young students in grades K-3 to members of our community who have varied and interesting jobs and to stress how important reading is in all aspects of life.

Each reader engages the class, discussing what their jobs are and then reads a book or two which may connect with their profession, or with a good message for children which can then be further discussed. Some readers bring their own books, some ask for the Chairs to select appropriate books.

## **COMPOSITION OF COMMITTEE**

### *Chairs*

One - two chairpersons are appointed by the SCA President with input from previous chairs. Preferably, they should have participated as volunteers on the committee prior to being appointed.

Responsibilities include contacting readers, coordinating schedules with the classroom teachers and readers (Shelter Rock only), composing reader bios so they can be properly introduced to the class, arranging refreshments with Hospitality, taking care of Publicity and sending "thank you" letters to all readers after the event.

### *Volunteers*

The number varies year to year depending on the number of classes, but there should be enough volunteers to escort each reader to their assigned classroom. At Shelter Rock, reading times are varied. Therefore, fewer volunteers are needed. At Munsey Park, all readers read at the same time so more volunteers are needed.

Two volunteer photographers are needed.

## **TIME AND PLACE**

Munsey Park's Guess Who's Coming to Read day is traditionally held in January while Shelter Rock's is generally held in February. The actual date is decided on by the calendar committee with input from the school Principals.

The readings takes place in individual classrooms.

## **ACTION PLAN**

- Six weeks prior to the event, letters are sent out to community members to request their participation in the program.

- Two weeks prior to the event, letters are sent to the participants to confirm their involvement.
- Two weeks prior to the event, readers are assigned to the classrooms
- One week prior to the event, the designated “Guess Who’s Coming to Read” bulletin board is decorated.
- One week prior to the event, the refreshments are ordered.
- One week prior to the event, a letter is sent to the teachers notifying them of who will be joining them in their classroom and books are selected if the readers are not bringing their own.
- Three days prior to the event, letters are sent to parents via backpack express reminding them about the program.
- Three days prior to the event, escorts (volunteers) are assigned to each reader.
- Three days prior to the event, name tags for all the readers and volunteers are printed.
- On the day of the event, all readers gather in the library where refreshments are served and photos are taken. Readers are then escorted by the volunteers to their assigned classrooms.
- After the event, thank you letters are sent to all readers.

## **BUDGET**

Approximately \$100 is spent on refreshments which include bagels/cream cheese, water, etc. An additional \$25 is allocated for nametags, paper, printing.

**Please Note:** Readers should be encouraged to NOT bring gifts for the children because not everyone does it and it is unfair for those classes that don’t receive a “parting gift.”

# HALLOWEEN PARTY

## PURPOSE

The Halloween Party was initiated to give the 5<sup>th</sup> and 6<sup>th</sup> graders a safe environment in which to celebrate Halloween.

## COMPOSITION OF COMMITTEE

### *Chairs*

One 5<sup>th</sup> grade chair will be appointed by the SCA President who will serve a two-year term. So there will always be one “senior” 6<sup>th</sup> grade chair who will be the unofficial leader and one new “junior” 5<sup>th</sup> grade chair who will be in training.

They are responsible for managing the budget given by the SCA, hosting meetings to coordinate activities between the sub-committee chairs and writing/distributing any flyers via backpack express. They are also responsible for hiring the DJ or any other outside entertainment. In addition, the Co-Chairs are responsible for determining prize categories for the costume contest and determining whether the prizes will be in the form of gift certificates or “1<sup>st</sup> Place” ribbons/trophies.

Finally, they are responsible for securing all Sub-Committee Chairs.

### *Sub-Committee Chairs*

**Volunteer Chairs:** Made up of one parent from each grade who will obtain and assign volunteers for set up, games tables, refreshments and clean up. They will need to make phone calls, network and send reminder emails and flyers one week before the party.

**Decorating Chairs:** Made up of one parent from each grade who will organize and assign volunteers to decorate gym, hallway and cafeteria. Also responsible for clean up and coordinating storage of reusable decorations with the custodial staff.

**Food Chairs:** Made up of one parent from each grade who will organize and assign volunteers to order and coordinate delivery of food and drinks for the party as well as clean up. Refreshment donations will be solicited via a flyer and collected at Open House as follows:

**If your last name begins A-H: 2 liter bottles of soda or juice**

**If your last name begins I-O: Mini water bottles**

**If your last name begins P-Z: Large bags of chips or pretzels**

**Games Chairs:** Made up of one parent from each grade who will organize and assign volunteers to set up games in the gym or cafeteria, depending on the school. Volunteers will also be assigned to run the game tables the night of the event. Winners will receive either candy or Oriental Trading-type prizes.

**Donation Chairs:** Made up of one parent from each grade who are responsible for setting up a table the night of Open House for donation sign-ups. These should be kept generic so that the committee can decide at a later date where there are needs. The families who offered to make a donation can then be given a choice (i.e. game prizes, costume awards, food, etc.)

**Costume Prize Chairs:** Made up of one parent from each grade who are responsible for collecting prizes for the various categories for the costume contest. These prizes are usually in the form of (1) gift certificates in increments of \$5 for pizza, manicures, Dunkin' Donuts, ice cream or (2) "1<sup>st</sup> Place" ribbons/trophies.

**Security Chairs:** Made up of one parent from each grade who will obtain and assign volunteers to set up checkpoints at all entry/exit doors. Responsible for signing kids in and out to ensure maximum security.

**Photography/Publicity Chairs:** Made up of one parent from each grade who will obtain and assign volunteers to take photos and publicize the event in the Manhasset Press a week or two following the Halloween Party. Recommendation is 2 photographers for each grade, 1 boy parent, 1 girl parent.

**Haunted House:** Made up of one parent from each grade who will obtain and assign volunteers to decorate the gym locker room. Also responsible for breakdown and coordinating storage of reusable decorations with the custodial staff.

#### *Volunteers*

A minimum of 30-50 volunteers will be required to cover all the obligations of the sub-committees.

### **TIME AND PLACE**

The Halloween Party is always held on Halloween night for the express purpose of giving the upper class students a safe and fun place to go after trick or treating.

The Halloween Party runs from 6:30pm to 9:00pm and begins with the "parade of costumes" through the auditorium.

### **ACTION PLAN**

Preparation begins in August when the committee chairs from both Munsey Park and Shelter Rock meet jointly to set a timetable for executing all phases of the planning and make their plans to ensure as much consistency between the two parties as possible.

### **BUDGET**

The SCA will provide \$1,750 per school. Be sure to factor in custodial overtime as this is the responsibility of the Halloween Committee.

**Please note:**

1. No monetary donations should be solicited for this event from parents. Donations in the form of goods and services, however, are gratefully accepted.
2. No donations should be solicited from local merchants. (This is the time of year when local merchants are asked to make contributions for such causes as the Breast Cancer Ladies' Night Out and the SCA Fall Luncheon.)

# HARMONY'S WAY

*(Shelter Rock only)*

## PURPOSE

Harmony's Way fulfills the New York State mandate for a character education program. It is a comprehensive approach to implementing school-based activities which promote kindness, enhance character and bolster a sense of school spirit and emotional well-being among our students and staff. Harmony's Way is built on the set of core values stated in the Shelter Rock Behavior Code.

In addition, the staff and the children of Shelter Rock were polled and a touchstone – or Shelter Rock Creed -- was developed to help everyone feel connected to each other and joined by common values. The Shelter Rock Creed is as follows:

At Shelter Rock we embrace the opportunity to learn and discover new things.

We cooperate to bring out the best in each other.

We are responsible for what we say, what we do and who we are.

We show respect for each other through our actions and our words.

We care for one another and value our differences.

We at Shelter Rock live in a world of "Harmony."

## COMPOSITION OF COMMITTEE

Harmony's Ways was initially developed by the 2004-2005 Shared Decision Making Team which was comprised of the Principal and Asst. Principal, two teachers, a teaching assistant and four parents.

### *Chairs*

Currently, there are two chairpeople who are responsible for:

- Organizing and scheduling the Behavior Code assemblies
- Making sure that all the Behavior Code themes are covered and supported by existing school programs throughout the year
- Changing the Harmony's Way bulletin board to represent the celebrated theme
- Monitoring the program's effectiveness through feedback from the students and staff
- Investigating programs that will enhance the continued growth and development of Harmony's Way

*Currently, Harmony's Way does not have other volunteers involved in the process. However, the goal is to expand the committee to include administrators, educators, parents, support staff and students.*



## **TIME AND PLACE**

All of the Shelter Rock school-wide programs fit under the umbrella of Harmony's Way. The behavior code themes are celebrated in two month periods, but may be adjusted, if necessary. Based on the programs currently in place, Harmony's Way has celebrated the character themes as follows:

### General program outline:

September/October – Respect

November/December – Caring

January/February – Cooperative

March/April – Responsible

May/June – Courteous

Activities throughout the year, such as our Chair of Heroes, Random Acts of Kindness, Red Ribbon Week, Coats for Kids (and other community service events), CASA sponsored activities and the Behavior Code assemblies are also used to teach specific ethical values and reinforce the behaviors Harmony's Way encourages from staff and students.

## **ACTION PLAN**

The Principal and Assistant Principal provide the leadership in developing a school-wide approach to discipline, a school-wide sense of community, and respectful and positive adult role models who inspire altruistic and thoughtful behavior. The values of the behavior code are modeled, studied, reflected upon, upheld, celebrated, and are practiced by all on a daily basis throughout the halls of Shelter Rock.

Support material for the program includes:

- Color copies of the Harmony bear logo, with the five behavior code themes, have been laminated and given to every classroom teacher for display. The logo also hangs in various locations throughout the school.
- Harmony stickers and stamps have been provided to the Principal to award the students in their classrooms and the hallway for their random acts of kindness and great behavior.
- 3 Large color Harmony banners hang in the hallways and Library Media Center.
- Two sets of smaller 2'x3' banners with the "I AM CARING," etc., theme are on order, and will be presented by Harmony at an assembly in the fall.

## **HARMONY THE BEAR**

An adult size bear costume was donated to Harmony's Way to serve as a mascot to the program and to provide the Shelter Rock community with a visual reminder of the core ethical values that are expected from Harmony.

Guidelines for the use of the Harmony costume:

The Harmony costume should be utilized for school-based events when it is necessary to reinforce and support the character themes of **Harmony's Way** - Respect, Cooperation, Caring, Courteous, and Responsible. Examples of such events are the first and last day of school, Field Day, Behavior Code assemblies, or a celebrated day at school.

The costume is currently stored in the main office and there is a sign up sheet for his scheduled use. The teacher or Committee Chairperson is responsible for getting a **parent or staff member** to volunteer to wear the costume. At this point in the program Harmony does not speak, but responds by gesturing to whomever he is interacting with. Please do not remove the head of the costume until Harmony is in the office away from the children. It is also important to remember that some of the children are still frightened by large costumed-animals, so Harmony should wait for the children to come to him!

## **BUDGET**

The SCA will provide \$200 for the cost of materials.

As this is a state-mandated program, the school district should be responsible for covering any additional costs.

## **ADDITIONAL SUPPORT PROGRAMS UNDER CONSIDERATION**

- The purchase of a program called PROJECT WISDOM to supplement Harmony's Way. Project Wisdom is a collection of thought-provoking messages designed to be read over the PA system at the start of the day by the Principal, a teacher, counselor, parent, student, custodial staff, community member or celebrity. The messages inspire and teach, and set a positive tone for the day.
- Institute a "Make a Difference Award" program to encourage acts of goodness among students and staff. Often small acts of goodness by a single individual can make a big difference for someone else. We would like to implement a program that promotes good acts, large and small. These good deeds would be recognized by the Harmony's Way team, and a classroom presentation made to the unsuspecting student or staff member.

# **HOSPITALITY**

## **PURPOSE**

The purpose of the Hospitality Committee is to facilitate the catering services for the regularly scheduled SCA Parent Council Meetings held throughout the year as well as other events at the discretion of the SCA President.

## **COMPOSITION OF COMMITTEE**

### *Chairs*

One chair will be appointed by and report to the SCA President.

Responsibilities include ordering food and beverages from either Food Services (internal school district supplier) or Gourmet Bagels; setting up the buffet table prior to the start of each meeting; coordinating the coffee and tea service with the school custodian the day before the meeting; purchasing paper goods and other items necessary for the meeting.

*Currently, Hospitality does not have other volunteers involved in the process. However, it is recommended that the Chair partner with a colleague to assist or function as a back-up in the event the Hospitality Chair is unavailable or needs help.*

## **TIME AND PLACE**

SCA Parent Council meetings take place approximately 8-10 times throughout the school year. All meetings are held in the school auditorium. Meetings begin at 9:15a.m. at Shelter Rock and 9:30a.m. at Munsey Park with an occasional evening meeting as noted in the school calendar. Additional events, where Hospitality may be called into service, include the SCA General Membership meeting, Room Rep meeting, etc.

## **ACTION PLAN**

At the beginning of the school year, the Hospitality Chair meets with the SCA President to discuss general guidelines and expectations, such as the catering service to be used, the estimated budget, estimated headcount for each meeting (historically, the turn out for regular daytime meetings is estimated at 25 people and joint meetings is estimated at 50 people).

Prior to the first Parent Council meeting, the Hospitality chair should evaluate the storage area (SR's storage is located in the Auditorium closet and MP's storage is located in a locked cabinet in the foyer by the Multi-Purpose Room) to determine what supplies are needed, such as paper plates, cups, stirrers, teabags, napkins, sugar, etc.

A few days before the meeting, place food/drink order with the food vendor for delivery.

The day prior to the meeting, the ground coffee is dropped off to the school custodian with a note indicating the event and time for the coffee and hot water to be set up.

The day of the meeting, arrive at the school half hour before the meeting to allow enough set up time.

At the end of the meeting, the school custodian will clean up the table and the Hospitality Chair will put all non-perishable goods back in the storage area. Leftover food can be delivered to the Main Office.

## **BUDGET**

Expenses run approximately \$600 - \$1,200 depending on the number of meetings hosted by the SCA.

### **Please Note:**

The SCA is a tax-exempt organization and in order to avoid being charged tax on Hospitality purchases, the SCA President should provide the Chair with a Tax Exempt Form to be presented at the time of purchase.

If the Hospitality Chair chooses to use the in-house Food Services outfit, the district bills the SCA Treasurer directly. If the Hospitality Chair chooses to use Gourmet Bagels, the vendor invoice must be submitted by the Chair to the SCA Treasurer along with a completed and approved Reimbursement Form.

# **ICE CREAM SOCIAL**

*(Munsey Park only)*

## **PURPOSE**

The purpose of the Ice Cream Social is to introduce new students to Munsey Park itself and other children in their grade (*student ambassadors*) prior to the start of school. Information about the first day of school and procedures are provided and tours of the school are given by grade to help new students feel welcome and acclimated to Munsey Park.

## **COMPOSITION OF COMMITTEE**

### *Chairs*

One chairperson is appointed by the SCA President. Preferably, they should have participated as volunteer on the committee prior to being appointed.

Responsibilities include securing a list of new students from the Main Office; sending out invitations; providing final attendance to school Principal. In addition, chair will make up name tags (different colors for new vs. returning students) and contact custodian to provide tables, garbage can, mic and podium.

### *Volunteers*

Approximately 4 volunteers are needed for the day of the event to help with set up and clean up.

## **TIME AND PLACE**

Munsey Park's Ice Cream Social is traditionally held in late August for one (1) hour in the afternoon outside in front of the Principal's office, weather permitting.

## **ACTION PLAN**

- Prior to the end of the school year, a list of interested and available student ambassadors representing each grade should be assembled.
- Late August contact Principal to get list of new students and provide Principal with a list of student ambassadors. Principal will be responsible for matching up new students with student ambassadors.

- Two weeks before event, send out invitations to new students and ambassadors, the Munsey Park SCA President, the Superintendent and members of the Board of Education.
- Two weeks before event, send out a reminder e-mail to all volunteers to begin assembling supplies and contact Staples to determine goodie bag donation.
- One week before event, confirm attendance; call custodian to arrange for tables, etc; make name tags; buy water, ice cream (ice cream can be stored at the school if freezers are on); make goodie bags (suggest Smarties, MP pencils, Staples donation, orange/blue erasers, etc).
- Day of event, arrive 30 minutes early with volunteers to set up.

## **BUDGET**

Approximately \$60 is spent on refreshments which include water, ice pops, Dixie cups and Smarties. An additional \$40 is allocated for paper, copies, gift bags, erasers and ribbon.

OTHER EXPENSES: (donated)	Balloons	(12)
	Napkins	(100)
	Tablecloths	(2)
	Spoons	(100)
	Name tags	(100)
	Goodie bag items	(50)

# LUNCH/RECESS VOLUNTEER PROGRAM

## PURPOSE

The goal of the Lunch/Recess Volunteer Program is to offer support for the lunchroom staff and recess aides to assist and monitor the children to provide for maximum safety and enjoyment during their lunch/recess period.

Parents are to provide aid during the lunch process and organize activities for the children at recess. Such activities include jump rope, basketball games, etc. During indoor recess, the committee and its participants provide arts and crafts projects for the children.

## COMPOSITION OF COMMITTEE

### *Chairs*

Two committee chairs are designated by and report to the SCA President and Assistant Principal/Principal. Input is also solicited from previous committee chairs. Ideally, the two chairpersons should be made up of one “trainer” who is serving their second year and one “trainee” who is serving their first year but committed to serving the next year as well.

Responsibilities include the organization, management and scheduling of parent volunteer sign-up meetings in October and February inclusive of refreshments, agenda, establishment of guidelines, as agreed upon with school administration, sign-up sheets and list of requests for parent donations of recess equipment/supplies; communication interface between parents and the school administration and staff regarding lunch/recess parent volunteer issues; and purchase of recess equipment/supplies.

All school-related lunch/recess issues must be discussed and resolved with the approval of the school administration.

### *Grade Level Coordinators (Munsey Park Only)*

In addition to the committee chairs, two grade level coordinators manage and maintain the monthly parent volunteer schedule for their assigned grade(s). Maintenance of the monthly calendar includes all changes in volunteer scheduling that occurs *after* the parent sign-up meeting. Grade level coordinators are designated by the committee chairs and SCA President.

### *Volunteers*

Volunteers consist of those parents who sign up at one of the two mandatory meetings per year and are present at the scheduled lunch/recess time period. Parents must commit to participating at least every other week but no more

than once a week. When participating, parents are asked to wear their lunchroom badge and sign a lunchroom book at the front desk. Generally, two to three parents are assigned per lunch period.

## **TIME AND PLACE**

The program takes place during lunch/recess from September through June.

The lunchroom volunteers meet in the cafeteria at their designated time period. Recess volunteers meet on the playground or the indoor recess location during their designated time period. A monthly schedule will be distributed to all parent volunteers and will be available in the Main Office along with a list of substitutes.

## **ACTION PLAN**

Committee chairs meet with school administration (Principal/Assistant Principal) and SCA President prior to the start of the school year (July or August) to determine logistics, needs and organization of the following:

- Yearly schedule of meetings (which may or may not include Grade Level Coordinators and Parent Volunteers)
- Recess Equipment/Supplies
- Structure of Parent Volunteer Participation

In September (and again in January), a flyer is sent home to parents via “backpack express” inviting interested parents to attend a **mandatory** training meeting run by the Assistant Principal and Committee Chairs. At the meeting, the Assistant Principal outlines the commitment and duties involved and parents are asked to submit a form with their pertinent information and time availability.

The Parent Sign-Up Meetings have been divided into two consecutive morning meetings for K through 2<sup>nd</sup> grade and 3<sup>rd</sup> through 6<sup>th</sup> grade.

## **BUDGET**

The SCA allocates approximately \$500 - \$1,000 per year for the purchase of sports equipment, art supplies, etc. Parents are encouraged to donate items to minimize cost to the SCA. The allocation also covers the cost of paper and printing for flyers, calendars, meeting agendas, etc.



# NATIONAL LIBRARY WEEK

## PURPOSE

National Library Week is a week long event that promotes the love of books and celebrates the library and its many features.

## COMPOSITION OF COMMITTEE

### *Chairs*

One to two Chairpeople are appointed by the SCA President with input from previous chairs. They should have served on the committee for at least one year. The term limit is 2 years.

### *Volunteers*

The committee should be made up of 12-15 parent volunteers along with the media specialist/librarian. Parents may sign up through the SCA.

### **Sub-Committees:**

1. Bookmarks
2. Art/Music Connection
3. Readers/Costumes Coordinator
4. Name the Stuffed Animal Contest Coordinator
5. Volunteers
6. Scavenger Hunt
7. Who Am I? Questions/Display

## TIME AND PLACE

Traditionally, National Library Week takes place in April. While an effort is made to coincide with the national event, local spring vacation must be factored into setting the dates.

All classes visit the library/media center this week. In addition, all grades work on literary projects in their art classes and sing book related songs in choral music classes.

## ACTION PLAN

1. **Meet in early fall** to secure sub-committee chairs, complete volunteer sign up, figure out costumes for each grade, art activity, stuffed animal, etc.
2. **During Photo Day** ask principal for copies of each student's 1X2 extra photo for use with the bookmarks.
3. **In the fall**, ask art and music teachers for ideas for the week and get them on board for April and poll K-4 teachers as well as the librarian for character preferences. It helps if there is a curriculum connection.
4. **Prior to Holiday break**, secure costumes and sign contracts.

Costumes Specialists  
211 North Fifth Street  
Columbus, OH 43215  
(614) 464-2145

Lillian Costume Company  
226 Jericho Turnpike  
Mineola, NY 11501  
746-6060

Party City  
Voice Road  
Garden City

5. **In January**, create bookmark template and get best estimate from printers. (The SCA currently has a relationship with Minuteman Press.)
6. **In February:**
  - a) Buy 7 identical stuffed animals for name the animal contest and create 5 sets of *Who Am I?* questions for the week: 3 questions each day for primary grades and 3 for the intermediate grades.
  - b) Purchase art supplies for art teacher to use.
  - c) Create schedule for each class to come to the library for half hour time slots. Try to keep grade levels together since the readers will be in costumes.
  - d) Secure readers who want to dress up. Try to have each reader only read for 2 classes in a row. If they can do more, that is OK, but remind them about wearing a costume with a heavy/hot mask.
  - e) Hand in class schedule so that the teachers can change times if necessary and so that no class trips are planned for their times.
7. **Early in March:**
  - a) All volunteers should sign up to work a session. (1-2 parents are needed for the sessions to help the readers put on their costumes, hold the book for them, hand out bookmarks and help the character move around.)

- b) *Who Am I?* sub-committee creates posters to accompany their questions: one set of 2 for each day. The media specialist reads the clues over the loud speaker each morning of the event.
- c) Create scavenger hunt questions with librarian. At least 4 parents are needed to work each scavenger hunt during the week.
- d) Get bookmarks back from printer and bookmark sub-committee adheres a picture to each one.
- e) Use previously created “Name the Animal” boxes or create new ones, one for each grade level, to be placed in the library during National Library Week.
- f) Be on the look out for the costumes to arrive any time from 3 weeks before the event on or pick up other costumes as per contracts.

**8. Early in April:**

- a) Create and distribute flyers about NLW and the contest. Get principal approval. (One flyer should go out the Thurs. before the event, and contest flyer should go out on that Friday.)
- b) Make sure that you buy/borrow enough copies of each book being read so that each reader has a copy at least a week in advance.

**9. During the week of the event:**

- a) Have waters on hand for the readers.
- b) Check in each day to make sure that the readers have what they need.
- c) Secure a microphone for use by the characters. The librarian can usually do this in the am.
- d) Name the Animal contest committee chooses the winners in each grade on the last day of the event. Those students win the animal for their grade.
- e) Take a lot of pictures!!

**10. At the end of the event:**

- a) Pack up the costumes for shipment to the next organization. Call UPS to pick up your package and fill out all paperwork. Some costumes must be taken back to stores or returned to owners.
- b) Clean up the library.
- c) Write an article for the Manhasset Press and submit it with pictures from the week.

**BUDGET**

The budget is dependent upon where the costumes are rented and what the art project is. Usually, the Costume Specialists charge \$100.00 per costume. Costumes from Lillian’s are usually from \$50.00 to \$90.00. The animals are usually about \$150.00. The bookmark price varies by the amount.

The National Library Week budget ranges from \$400.00 to \$600.00.

# NEWSLETTER

## PURPOSE

The purpose of the newsletter is to provide parents with information about various school and SCA-related activities as well as important procedural updates and district happenings.

## COMPOSITION OF COMMITTEE

### *Chairs*

#### *(Munsey Park Only)*

Two chairpersons are appointed by the SCA President, one with design/layout experience, one with writing expertise.

#### *(Shelter Rock Only)*

Two chairpersons are appointed by the SCA President, one who oversees the first two (2) editions, one who oversees the final edition of the year.

Responsibilities include gathering information from the SCA President, Principal, Committee Chairs to be included in each addition; writing the articles; designing and laying out the newsletter.

### *Volunteers*

Volunteers are contingent on the needs of the Newsletter chairs. Responsibilities may include printing and distribution of the newsletters.

## TIME AND PLACE

Three (3) editions of the newsletter are printed each year and distributed in the Fall, Winter and Spring. Newsletters are distributed to all students via teacher mailboxes. (The number of newsletters averages about 23 per class for K-2, 25 per class for grades 4-6, and 12 per class for Special Education classes.)

**Note: The Fall edition of every school year should include the Parent Council listing.**

## ACTION PLAN

Approximately 4-6 weeks before the newsletter distribution, the Chairs must gather information from Parent Council members and school administration. This will allow enough time to draft, format and edit the piece and get final approvals. SCA President

and, in the case of Shelter Rock, Fran Shackle, should review to provide final edits before going to press. Printing takes approximately 1 week.

Printing options include but are not limited to:

**Stonytown Inc.**

*87 Bayview Avenue*

*Manhasset, NY 11030*

*T: 516 627 3301*

*F: 516 627 4310*

*Email: [info@stonytown.com](mailto:info@stonytown.com)*

*Contact: Doris Murray*

**Minuteman Press**

*507 Plandome Road*

*Manhasset, NY 11030*

*T: 516 627 3221*

*Email: [mike@manhassetminuteman.com](mailto:mike@manhassetminuteman.com)*

*Contact: Mike*

**Kinko's**

*800 Northern Blvd*

*Great Neck, Ny*

*T: 516 829 7390*

**BUDGET**

It costs approximately \$375 for 950 copies of an 8-page B&W newsletter and \$220 for a 4-page B&W newsletter (same quantity). Color would be additional.

# PHOTO DAY

## PURPOSE

The purpose of this even is to record individual student photos as well as class and staff group photos. Photo Day is also a major SCA fundraiser and helps to raise money for each of the elementary schools.

## COMPOSITION OF COMMITTEE

### *Chairs*

One or two chairpeople are appointed by the SCA President and serve for a two-year term. The chair(s) report directly to the SCA President and school Principal.

Responsibilities include:

- \* Contacting the photography studio to set up a schedule and provide them with student information
- \* Obtaining all class schedules including specials
- \* Getting necessary administrative approvals
- \* Making arrangements with the custodial staff
- \* Organizing when classes will be photographed
- \* Notifying parents, teachers and yearbook volunteers about Photo Day
- \* Managing events on Photo Day(s)
- \* Distributing all photo packages
- \* Organizing Re-Take Day

### *Volunteers*

Approximately 45 volunteers are needed for both Photo Days and Re-Take Day. All volunteers are assigned to work one day for a 2 ½ hour shift preferably during the scheduled time when their child is being photographed.

Jobs include:

Computer Cards  
Runner  
Greeter  
Comber  
Board  
Group  
Background  
Escort  
Supervisor

## **TIME AND PLACE**

Photo Days are scheduled between the end of September and the beginning of October. Re-take Day is held approximately 4 weeks later. Dates are chosen 1 year in advance when the contract is signed with the approval and input of the SCA President and school Principal. Contracts have traditionally been negotiated on an individual school basis, although the entire district has been using Lifetouch Photo Studio. (The elementary schools are encouraged to collaborate during the negotiation process in order to get the best agreement.)

## **ACTION PLAN**

The Photo Day committee mobilizes at the start of the school year and work is completed upon distribution of the last re-take photo package and the collection of the commission check in late November. While there are one or two organization meetings to assign jobs, etc. most of the work is done “the day of.”

A folder with all memos will be passed on to the next Photo Day Chair(s). These memos include dates of distribution and therefore provide a time line that is “best” followed. Except for the actual Photo Days, most of the work is done at home.

Upon completion of all Photo Day activities, the school principal receives a c.d. which stores a current photo of each child as well as an album containing every class group photo.

## **BUDGET**

Expenses run approximately \$375 and include:

- Paper
- Copies
- Snacks for Volunteers

The SCA receives a commission check directly from the photography studio.

SCA Student Assistance is offered to families unable to pay for photo packages

**Please Note:** Lifetouch offers a free “Smile Safe” package in connection with The National Center for Missing and Exploited Children. (We have opted not to participate.)

# **PROMOTIONAL CEREMONY BREAKFAST**

## **PURPOSE**

The Promotional Breakfast is a gift given by the 5<sup>th</sup> grade parents to the 6<sup>th</sup> grade parents and their families. It has enabled the families who are attending the ceremony to have refreshments available to them throughout the graduation assembly.

## **COMPOSITION OF COMMITTEE**

### *Chairs*

The 5th grade Grade Level Chair is the chairperson for the Graduation Committee. Duties include:

- Soliciting donations of food, drinks, and paper goods from the fifth grade families.
- Coordinating with the custodial staff for set up and arrangement of tables as well as supplying coffee and hot water.
- The chair will be present throughout the Promotional Ceremony to serve and replenish refreshments.
- The chair is responsible, with volunteers, for cleaning up after the event is over.

### *Volunteers*

The number of volunteers needed is determined by the Chair. Duties include:

- Donating food, drinks and paper goods.
- Helping on the day of the breakfast to set up, break down and distribute refreshments.

## **TIME AND PLACE**

The Promotional Breakfast takes place the morning of the Promotional Ceremony in the lobby outside the auditorium at Munsey Park and the cafeteria at Shelter Rock. The Ceremony is usually held on the Wednesday of the last week of school at 10:00am.

## **ACTION PLAN:**

Planning for the Promotional ceremony should begin at the end of May.



- The Chair should use various avenues to solicit donations including emails, flyers, and letters.
- It is a good idea for the chair to assign specific items for donation. For example, water, munchkins, bagels, etc.
- The chair should keep a record of what items have been donated and by whom.
- When possible it would be best for volunteers to drop off non perishable donations, such as water bottles, to the chairs house a week before the ceremony.
- Calls should be made the evening prior to the Promotional Ceremony to remind volunteers to drop off their donations by 9:00am. The breakfast should be completely set up no later than 9:30am.

## **BUDGET**

The SCA does not provide any money for this event. It is completely paid for by the fifth grade parents.

# **RED RIBBON WEEK**

## **PURPOSE**

The purpose of Red Ribbon Week is to reinforce the importance of making healthy choices for both mind and body. Red Ribbon Week also stresses, through positive reinforcement, good citizenship and sound decision-making for both the individual and peer groups and covers substance abuse prevention in an age-appropriate manner for each grade level.

The goal of the committee during Red Ribbon Week is to offer the tools for interacting with each other in a supportive way and to inform the children about healthy decisions they can make for themselves as well as describing some of the unhealthy choices that are available and how to avoid them.

## **COMPOSITION OF COMMITTEE**

### *Chairs*

Two chairs will be appointed by the SCA President with input by CASA. The chairs report to the SCA President, the school principal and CASA jointly. A large part of the job is coordinating the details of Red Ribbon Week between these three parties. Other responsibilities involve scheduling volunteers to manage preparation and decoration of the school and implementation of the days' events.

### *Volunteers*

25 volunteers are needed to make or hang theme-related decorations and the children's art work projects throughout Red Ribbon Week. They may also be asked to assist in classroom presentations and assemblies which might include greeting and escorting presenters, collecting questionnaires, distributing water/snacks, etc.

## **TIME AND PLACE**

Red Ribbon Week corresponds to the national event observed in schools across the country and falls the 3<sup>rd</sup> or 4<sup>th</sup> week of October. The activities coordinated by the RRW committee and CASA all take place on school property.

## **ACTION PLAN**

Planning begins in August when the committee chairs from both Munsey Park and Shelter Rock meet with the CASA Community Coordinator to choose a take-home art project for the children based on the national annual theme and a timeline for distribution of materials. At this time, the committee chairs jointly decide if/what the children will receive in the way of "goodie bag" items as a reminder to make healthy choices (i.e. pencils, bracelets, etc.). Teachers will receive these items approximately 10 days before RRW.

At the beginning of October, the take-home art projects are distributed via backpack express along with a letter of explanation for parents.

Approximately one week before RRW, red ribbon strips are sent home via backpack express with a letter of explanation about tying them to a tree or lamppost in show of support. The building, classrooms and 1<sup>st</sup> floor hallway are also decorated at this time. Banners are hung by the custodial staff, Red Ribbons are hung on the fence around the school as well as in the auditorium.

During Red Ribbon Week, CASA will provide a guest speaker for parents on issues related to RRW. The week ends with a school-wide assembly (split K-3 & 4-6) with performances for the children in the auditorium. These should also be related to substance abuse/healthy living and be presented in a positive, age appropriate way.

## **BUDGET**

The SCA will provide \$200 for the cost of materials.

CASA will cover the cost of any guest speakers.

As this is a state-mandated program, the school district should be responsible for covering any additional costs.

## **Prevention Speaker Guidelines**

When administrators, parent volunteers or teachers consider a guest speaker for alcohol or other drug prevention programs, they will want to make sure that guests follow all Manhasset School District, state, and federal guidelines. Outside speakers or consultants visiting our schools to address students, must comply with the following checklist:

### **Do not glamorize or glorify the use of alcohol and other drugs.**

Stress that the use of drugs is not necessary for a person to fit in with a group, to have a good time, or to relax. It is important to stress to athletes that strength can be increased without the use of steroids; the potential for an increase of performance ability is not worth the effects of steroids.

### **Do not “blame the victim.”**

Speakers will not use insulting terms to refer to those who use alcohol or other drugs. Addiction is classified as an illness. It is not an appropriate topic for humor.

### **Speakers will not attempt to solve problems of a personal or individual nature during a question and answer period.**

Teachers will be ready to intervene, if necessary, to ensure questions are of general interest. Speakers should be aware that counselors, Community Youth Service Specialists, nurses, and administrators can suggest resources to families and individuals who are seeking assistance in breaking the cycle of addiction and/or coping with the addiction of a family member.

### **Avoid using recovering addicts or alcoholics as speakers or role models for school-age audiences.**

The power of confession may be useful in intervention programs for adults or recovering students. However, children and adolescents may receive a different message from what was intended. Rather than interpreting the intended “Don’t do as I did” message as a reason to avoid similar mistakes, students may conclude that a speaker who used drugs, survived, and possibly has celebrity status occasionally, is an acceptable role model.

### **Avoid the use of scare tactics or sensationalism.**

Scare tactics and sensationalism have been known to stimulate mixed reactions. Some students may be attracted to the excitement and danger linked to alcohol and drug use. For these students, the peril is the lure. Scare tactics challenge some defiant students to try to prove the authority figures are wrong. Students who believe a presentation is exaggerated or untrue may ignore the meaning of the message. Respecting the ability of an audience to make a right decision based on accurate information is better than trying to force a group to behave or believe a certain way.

### **Make every effort to show that illegal drugs are harmful to the health of anyone who uses them.**

Do not imply that there is a “safe” level of illegal drug use. Do not classify a drug such as marijuana as “soft” while calling heroin a “hard” drug. The term drug needs no classification as “hard” or “soft”.

### **Do not include illustrations or dramatizations which may teach people ways to prepare, obtain, or ingest illegal drugs.**

Prevention presentations should not illustrate drug paraphernalia and methods of illegal drug use in such a way as to instruct an individual in ways to use or obtain illegal drugs. A presentation of this variety may teach students ways of using drugs, which they had never considered. (It is important to preview any videos guests may use as a part of a presentation because many of the videos, which are offered as drug prevention, show ways of preparing/using drugs. The makers of many videos do not seem to be concerned about federal guidelines.)

# **SCHOOL DIRECTORY**

## **PURPOSE**

The purpose of the Directory committee is to compile current contact information including student name, telephone number, address, e-mail and parent or guardian name in a directory format for distribution to all families within Shelter Rock or Munsey Park Elementary School. Since directory participation is not mandatory, it includes only those that have chosen to participate.

## **COMPOSITION OF COMMITTEE**

### *Chair*

The committee consists of the directory chairperson appointed by the SCA President. The chairs report to the SCA President. The chairs are responsible for distributing directory permission forms to all elementary school families. In addition, the chairs are in charge of supplying Excel templates to all Grade Level Chairs via e-mail or diskette and compiling and collating all information for the directory. School Directory chairs will arrange for a final meeting prior to printing for all Grade Level chairs to review accuracy of information.

### *Grade Level Chairs*

The grade level chairs are responsible for overseeing that all Room Representatives distribute and collect School Directory permission forms and class list information in the Excel template by a specified date. The grade level chairs will review the class lists and check that the information is accurate and that the appropriate permission has been given. The grade level chairs will return the completed package of permission forms and class lists to the directory chair so that the information can be compiled and collated for the directory. Finally, grade level chairs will help with the distribution of the directories.

## **ACTION PLAN**

Directory permission forms should be distributed at or before the beginning of the school year, and ideally they should be sent home with the letter to each student's family notifying them of the child's teacher in late August. Completed forms would be collected by the room reps in the days preceding Open House night with any missing forms to be completed by the child's parent or guardian the night of Open House.

All permission forms should be collected and returned to the grade level chairs within 3 days of Open House. Grade level should review the lists and forms within 10 days of Open House. This includes checking that there is a permission form (yes or no) for each child in the class and calling Room Representatives to insure completeness of each class in the grade. Completed packages for each grade should be returned to the directory chair no later than 2 weeks after Open House. The directory chair will take 2 weeks to compile and collate the information and conduct a meeting with the Grade Level chairs to

proofread information prior to sending file to the printer. Distribution of the directory should take place no later than mid to late October. Grade level chairs would be asked to be part of the distribution process.

**Best Practices:**

- 1) Mail out permission forms with initial student mailing from school. Final collection of forms takes place Open House night by room reps.
- 2) Directory chairs email Excel templates to grade level chairs who, in turn, forward to their room reps.
- 3) Grade level chairs collect, edit and submit completed grade level information by class to the Directory Chair.
- 4) Directory Chair collects compiles all information on one final file.

Directories should be consistent at both schools. Possible *Table of Contents* may include: letter to parents from school president, directory information change form, important school numbers, SCA elementary school parent council, Board of Education, Administration and Executive SCA committee information.

**BUDGET**

The budget for each school directory is approximately \$1000. That includes \$850-\$900 printing charges, and \$50-\$100 of additional items: labels, diskettes, etc. The directory is approximately 25-35 pages long, and has a front and back cover of heavier stock paper.

**Please Note:** Permission slips will be distributed to all students, since they will include the option to make changes to the students current information. However, 100% response will only be required for Kindergarten. All other grades will only collect directory permission for those families that are new to the school, would like to be included or excluded, or have changes to their information. All previous 6<sup>th</sup> grade entries will be deleted and previous entries will be adjusted up to the next grade.

# SCHOOL SPIRIT

## PURPOSE

The purpose of this committee is to (1) promote school spirit by selling various items with the Shelter Rock or Munsey Park name and/or logo and (2) raise money for programs that will enrich and enhance the educational experience for the students at each of the elementary schools.

## COMPOSITION OF COMMITTEE

### *Chairs*

One-two chairpersons are appointed by the SCA President with input from previous chairs. Preferably, they should have participated as volunteers on the committee prior to being appointed.

Responsibilities include:

- Selection of items to be sold
- Placement of orders with vendor(s)
- Determining pricing based on wholesale cost and profit margin
- Creation of sales flyers and order forms (final approval must be obtained from SCA President and school Principal)
- Maintenance of order records placed with and received from vendor(s), incoming orders, and inventory. (Excel program)
- Interacting with Finance Chair (deposits) and SCA Treasurer (payment of invoices)
- Coordination of volunteers

### *Volunteers*

Approximately 10 volunteers are needed for:

- Copying and distributing flyers
- Selling items at functions such as Open House
- Delivering orders to classrooms

## TIME AND PLACE

Open House is the optimal time for taking orders and selling select merchandise. The School Spirit Committee may opt to take orders or sell merchandise at other times or venues with permission from the SCA President and school Principal.

## ACTION PLAN

- **Mid August:** Merchandise should be selected
- **First week in September:** Orders should be placed with the vendor(s)

- **Early September:** Order Forms (3-part carbonless) should be developed in conjunction with the vendor(s)
- **Mid September:** Order Forms should be sent to Minuteman Press for printing
- **Two weeks prior to Open House:** School Spirit promotion flyers should be developed and approved by SCA President and school Principal
- **One week prior to Open House:** Copy and distribute School Spirit promotion letters/flyers
- **One week prior to Open House:** Create a program to input and track orders (Excel)
- **First week in October:** Orders Forms are placed in the mailbox of each teacher and sent home with the students
- **Beginning of November:** Orders are completed and submitted to vendor(s)
- **Mid December:** Orders are delivered to classrooms

*Best Practices:*

1. Keep in mind that many items have minimum order amounts so it is critical to order wisely so as not to be left with excess inventory.
2. Do not purchase merchandise with dates on it as they become obsolete the following year.
3. Upon delivery of merchandise from vendor(s), cross-check and count all items to confirm that the order is accurate.
4. Have samples of all items for sale at the Open House so parents can check color, quality, size, etc.
5. When teachers receive completed orders they should be placed in the SCA Mailbox in the Main Office of Munsey Park or the "Order Box" in the Main Office of Shelter Rock. Teachers should be asked "Not to Hold Orders" until all students have submitted their requests as it is easier to input orders on a continuous basis.
6. Set up a system with the Finance Chair to make several smaller deposits as money is received rather than one large deposit. This prevents any one person from holding large sums of money for any length of time.
7. Set a deadline for submission of all orders from elementary school families so that all orders can be delivered prior to the holidays.
8. Retain original order form until orders are delivered to refer to in case of a questionable order.
9. In order to prevent "fatigue," School Spirit sales should either be alternated every other year with other fundraising initiatives or popular items should be offered in different colors year to year and/or new merchandise introduced to keep School Spirit sales fresh.

## **BUDGET**

While there is no money allocated for School Spirit sales, Committee Chairs should establish with the SCA President how much money will be advanced in order to purchase items that will be sold at Open House.



# **SIXTH GRADE PROMOTIONAL PARTY**

## **PURPOSE**

The Promotional Party allows all the 6<sup>th</sup> grade students to come together one last time to celebrate their graduation from elementary school before moving on to the Middle School.

## **COMPOSITION OF COMMITTEE**

### *Chairs:*

The Promotional Party consists of 2 chairs chosen by the 6<sup>th</sup> grade Grade Level Chair. Their responsibilities are as follows:

- Decide on a theme for the party
- Hire a DJ
- Send out letters to sixth grade parents for monetary donations
- Purchase party favors, decorations, food and drinks.
- Coordinate with Custodial staff to set up tables/chairs
- Solicit volunteers
- Help with set up and break down of party

### *Volunteers:*

About 16 to 20 volunteers are needed to assist the chairs as follows:

- Set up and decorate (8-10 people)
- Chaperone and clean up (8-10 people)

## **TIME AND PLACE**

The Promotional Party takes place in the Multi-Purpose Room at Munsey Park and the cafeteria/gym at Shelter Rock the night of graduation from 6:30-8:30pm.

## **ACTION PLAN**

- Mid-March: Planning for the Promotional Party begins with the selection of a theme.

- Before the end of March: Secure a DJ for the event. (It is important that a DJ be hired early because it is a very busy time of year and they book up quickly.)
- Beginning of April: Send out a letter to the sixth grade parents asking for donations. (It is at the Chairs discretion to ask for a specific amount or a general donation.)
- End of April: After the donations are collected then decorations, favors (i.e. mouse pads with class picture, t-shirts, chocolate bars wrapped with graduating class' information, etc), food (i.e. hot dogs, trays of sandwiches, cookies/ice cream), and drinks are purchased.

## **BUDGET**

The Promotional Party is primarily paid for by parent donations. The SCA will provide \$500 to help underwrite the cost of the DJ.

# **SIXTH GRADE SPLISH SPLASH TRIP**

## **PURPOSE**

The purpose of the 6<sup>th</sup> grade Splish Splash trip is for students to have fun as a group prior to graduation in a non-school setting.

## **COMPOSITION OF COMMITTEE**

### *Chairs*

The sixth grade Splish Splash trip consists of 2 chairs chosen by the 6<sup>th</sup> grade Grade Level Chair. Chairs from both elementary schools should try and coordinate dates, transportation and group rates with Splish Splash

Their responsibilities are as follows:

- Choose a date and rain date for the trip and book the park.
- Reserve buses with the district transportation department.
- Send letter out to sixth grade parents announcing the trip.
- Coordinate volunteers who will chaperone on the trip.
- Place children in groups of four with input from the teachers.
- Collect money and purchase tickets.
- Discuss with Principal and teachers if there are any children who have special needs or require an aid. Plan accordingly for those needs.
- Purchase snacks and drinks for bus ride.
- Stay in designated spot at the park as the checkpoint for the students and group leaders.
- Distribute lunch tickets at pre-determined time at the checkpoint. (At this point Chairs should remind children and volunteers of departure time.)

### *Volunteers*

- There should be at least 1 adult to supervise each group of 4 children. Depending on grade size, volunteer needs will vary.
- Volunteers will drive their own cars or carpool with other volunteers.
- A volunteer will be asked to bring a cooler for bus ride drinks and snacks.

## **TIME AND PLACE**

The Splish Splash trip takes place on a Friday in mid June. Splish Splash is located in Riverhead, New York. The bus leaves in the morning from school and returns around 4pm.

## **ACTION PLAN**

Planning for the sixth grade Splish Splash trip usually begins in late February/early March when Chairs:

- Choose a date/rain date by checking with sixth grade teachers and Principal to make sure there are no conflicts.
- Book date with the park and find out group rate prices so that they have a price/student.
- Contact the Transportation Department to arrange for buses. The number varies depending on the size of the group.

Late April/early May:

- Send out letters to the parents with the date and the associated cost. Included the letter should be a permission form, a volunteer request form as well as a sheet asking for the names of at least 5 students the child would like to be grouped with.
- Arrange meeting with the teachers to go over groups. (Teachers should have a general idea of what children should not be placed together)
- Coordinate volunteer chaperones with their groups.
- Send out letter to parents with schedule of trip highlighting morning drop off time; afternoon pick up time, and lunch time at park.

## **BUDGET:**

The trip is primarily paid for by the student's parents. Any miscellaneous costs to chair will be reimbursed by SCA. Such costs include:

- Snacks and drinks for bus ride to Splish Splash.
- \$25.00 tip for each bus driver.

The SCA will also provide scholarship funds for any sixth grade child who cannot afford the entrance fee.

# STAFF APPRECIATION LUNCHEON

## PURPOSE

The purpose of the Staff Appreciation Luncheon is to recognize all the ways teachers and school staff contribute to the lives of our children and to thank them for their dedication and hard work.

## COMPOSITION OF COMMITTEE

- *Chairs:* There are two chair people who are appointed and report to the SCA president. Chairs work closely with the Principal's secretary to make the necessary arrangements, including reserving the gym (SR) or multi-purpose room (MP) and proving a head count for the event. Chairs also need to arrange for the set up of chairs and tables with the custodial staff and hanging of the Staff Appreciation banner. Chair people will serve for a term of two years.

Other responsibilities include: securing volunteers, settling on a theme, arranging for the caterer, purchasing raffles prizes, collecting donations of desserts or appetizers and/or money from parents.

- *Volunteers:* A volunteer form is sent out prior to the event asking for volunteers for three shifts -- set up, serving and clean up. In addition, volunteers with artistic ability may be needed to create decorations for the event. Finally, there should be one or two volunteers designated as "runners" who are willing to go for depleted or forgotten items the day of the luncheon.

## TIME AND PLACE

The event takes place the second or third week in May (actual date to be decided on at the annual calendar meeting) and is held in the Shelter Rock gym or the multipurpose room of Munsey Park.

## ACTION PLAN

**Early April**, contact various food suppliers and decide who will provide the bulk of the food for the luncheon. Plan on allowing approximately \$3000 to cover the paper goods, plastic ware, beverages, food and decoration expenses. You can upgrade items later, budget permitting. Raffle prizes may also be purchased at this time but it is

wise to wait to see how the donations come in before buying these. A theme is decided on and decorations are purchased or created.

**Early May**, or right after Spring break, distribute a donation request to all school parents. Donations may be in the form of food or hard goods (i.e. beverages, decorations etc) and/or in the form of monetary donations. If necessary, a second donation request might be needed. At this time, an invitation is sent to ALL staff including teachers, TA's custodians, cafeteria workers, office staff, etc. via school mailboxes.

Raffle description sheets are designed.

Volunteer assignments should be settled so Chairs know that they have coverage at all three stages the day of the event.

**The day of the event**, parents drop off their donated food items in the morning.

**One hour before the event**, the caterer arrives event to set up, volunteers put out all other supplies (i.e. drinks, ice, paper goods, etc.), and raffle items are displayed.

*Note:* Raffle winners are pulled at the end of the last lunch period and announced over the PA system to complete a fun day!

## **BUDGET**

Contributions for the Staff Appreciation Luncheon are solicited from all parents of the elementary schools. They may be in the form of hard goods (i.e. beverages, paper goods, decorations, etc.) and/or in the form of monetary donations.

The total expenses of the luncheon run approximately \$3,000 and **should not exceed \$4,000**. If the sum of the donations goes above actual expenses, the excess money should be donated back to the school in the form of a gift(s) that would benefit staff and children alike. (To be determined by the Staff Appreciation Chairs in conjunction with the school principal and SCA President.)

Prizes or giveaways will be limited to raffle awards, with a maximum of 20-25 prizes to be distributed. The SCA will donate \$250 for raffle prizes and the committee may contribute an additional \$250, **for a total of \$500 in prizes**.

**Please Note:** No signage -- personal or business -- is permitted at the luncheon with the exception of SCA notices.

# YEARBOOK

## PURPOSE

The purpose of the Yearbook Committee is to create, publish, sell and distribute a “memory book” commemorating the graduating class’ K-6<sup>th</sup> grade years in pictures.

## COMPOSITION OF COMMITTEE

### *Chairs*

Two chairs will be appointed by and report to the SCA President. (Although each school produces a unique book, it is very helpful for the Chairs from both schools to meet and share ideas/issues.)

While the Chairpersons have the creative flexibility to design and produce a yearbook with their “fingerprint” on it, the book typically is hardcover and consists of individual portraits of each 6<sup>th</sup> grade student, current faculty members, and candid shots/spreads of the students from past years.

Responsibilities include:

- \* Contracting with a yearbook publisher (usually the same company used by the Photo Day Committee) and working with a representative from the company throughout the project.
- \* Working with 6<sup>th</sup> grade teachers to secure permission to come into classrooms for candid shots and to establish picture-taking dates, field trip dates, end of year distribution party.
- \* Scheduling date for group shot, usually taken outside in early Fall. This is the day the photographer will be available for candid shots and other organized shots as well.
- \* Setting up sub-committees and assigning a Treasurer
- \* Sending letters to parents regarding collection of candid & baby photos
- \* Editing proofs, photo selection, and layout
- \* Attending Photo Day for the 6<sup>th</sup> grade to ensure students are properly dressed
- \* Determining price of book (based on number of pages, style, type of cover, number of complimentary books)
- \* Planning end of year 6<sup>th</sup> Grade Yearbook signing Party
- \* Provide guidance and yearbook archives to future Co-Chairs

### *Sub-Committee Chairs & Responsibilities*

NOTE: These are specific to SR but can be applied to the MP Yearbook process as well.

- \* **Editor:** Responsible for proofreading yearbook

- \* **Custom Cover Designer:** If creating a custom cover, responsible for graphic design.
- \* **Baby “Guess Who” Designer:** Responsible for creating montage pages & list of student names
- \* **Treasurer:** Contact person for yearbook orders; collects all money for yearbook orders.
- \* **Letter Coordinator:** Contacts and collects letters from the Principal, Assistant Principal, 6<sup>th</sup> Grade Teachers & Middle School Principal for yearbook
- \* **Floater:** Responsible for returning photos to families that contributed pictures and helping with miscellaneous jobs.

## **TIME AND PLACE**

Chairs should meet with publisher at the end of 5<sup>th</sup> grade to sign contract and receive materials. They will begin meeting in September. Meetings are based on needs & deadline considerations. There are approximately three yearbook deadlines: end of November, end of January and end of March. Cover art is due in November. First submission of pages is due in January. Final submission of pages is due in March.

Proofs for each submission will be sent a few weeks before each deadline. These need to be reviewed, edited and returned to the publisher within 24 hours. It is important to notify the publisher if you will be away during school vacations, as they often send proofs over the holidays.

Students should order their books in Jan/Feb and payment should be made to the publisher by March. Books are usually completed and ready for distribution in June.

Chairs should establish one home as “yearbook central” where yearbook archives, photo layouts, pictures, letters, etc. are stored for the duration of the project.

## **BEST PRACTICES**

### *Student Portraits*

Portrait size is 2 ½ x 3 ½.

Editor proofreads all captions which include student name and favorite memory.

When submitting student portraits, include copy of template, sample copy page of previous yearbook and words.

### *Photo Day*

Letters should go out reminding parents that white shirts (girls/boys) and ties (boys) should be worn.

Bring extra shirts/ties for boys & girls to portrait day.



Arrange with photographer to take candid photos at recess and lunch and, time permitting, pictures of Principal, Assistant Principal.

The outside panoramic group shot can be taken on Photo Day or another pre-arranged day. The outside photo will consist of one regular photo (center spread of the book) and, if desired, another photo of kids waving goodbye which can be used as the last page of the yearbook and include an appropriate quote. (At Shelter Rock this photo is framed and presented to the Principal by the 6<sup>th</sup> Grade Level Chair to display in the 6<sup>th</sup> grade wing.)

**NOTE:** Take special care of student portraits that were re-taken. Make sure correct picture is used for the yearbook.

### Clubs

Chairs are responsible for organizing time with Photographer and Club Advisors for group pictures. Only 6<sup>th</sup> graders from these groups should be photographed.

### **Club list:**

Orchestra/Band	Kindergarten Helpers	Dance
Drama Club	Zoo Crew	Mathletes
Student Council	Dimensions	After-School Sports

### Faculty & Staff

Chairs are responsible for proofreading the spelling of faculty and staff names. List is available from the Main Office.

Faculty photos arrive with student photos. For teachers not photographed on Photo Day, utilize previous yearbook photos available from yearbook archives.

**NOTE:** “Staff” refers to nurses, receptionists, custodians, lunch aids, kitchen staff & central office assistants.

### Baby Pictures

Montage boards (customized pages) are used. Approximately 15 photos per page.

Letter to parents requesting baby pictures should go out in September. (Committee members may have to follow up with parents who did not submit pictures to ensure that all students are represented.)

### Kindergarten – 5<sup>th</sup> Grade (Shelter Rock Only)

Each grade consists of a 2 page spread (left page/right page) of class photos and individual pictures of current 6<sup>th</sup> graders “back in the day.”

### Candids

Chairs should be available to take candids throughout the year.

### **Candid opportunities:**

Field trips \*  
Decoupage Gift project (SR Only)  
Holiday party  
Halloween party  
Lunch/Recess  
Sixth Grade Photo Day

\* At least 1 chairperson should be on field trips or arrange to have pictures taken.

### Then & Now (Shelter Rock Only)

Then & Now spreads consist of “Then” photos (which, generally, should not go above 2<sup>nd</sup> grade) side by side with “Now” photos of the same children, now in 6<sup>th</sup> grade, posed or positioned as they were pictured in the original photo.

Limit 2-5 children in picture.

### Yearbook Signing Party

Chairs are responsible for distributing the yearbooks and for organizing the party at the end of the school year. In the past there have been outdoor pizza parties, Italian ice parties in the cafeteria, Shelter Rock has even had the ice cream truck make a “special delivery” on the playground.

It is preferable for the food to be served first and cleared before the yearbooks are handed out to prevent accidents.

In addition to the yearbooks, students will receive labels (“This Yearbook belongs to \_\_\_\_\_”), t-shirts, and pens, which the Committee Chairs have ordered in advance of the distribution party.

## **HELPFUL HINTS**

1. Make copies of everything you submit to Lifetouch (photos, text, letters, layouts, etc.)
2. In order to have an equal representation of students, keep a tally of the amount of times each student is featured.
3. Due to yearbook contract limitations and deadlines, new students that arrive after the first deadline (end of December/January) will not have their baby photo or 6<sup>th</sup> grade student portrait included in the yearbook. Every effort should be made to include new children in as many photos as possible. Depending on the number of new students, some yearbooks have included a “New Students/ New Friends” page. Chairs determine if this is the best way to address the situation.
4. The Multi-Media Yearbook should not be confused with the actual yearbook. The Multi-media yearbook is the slide show presentation shown at the Promotional Ceremony. It is created by the computer teacher and a group of students and includes the 6<sup>th</sup> grade portraits. New students can be included in this production.
5. When taking group shots, try to leave extra space on all sides (left, right, top, bottom.). This will help when cropping.
6. Do not accept Polaroid pictures or photos printed on regular paper. Quality paper only.
7. All yearbook photos must be of pictures taken on school premises or field trips. Personal photos (i.e. birthday parties, boy/girl scout events, team photos) are not accepted.

## **BUDGET**

SCA budgets \$1,000 for the yearbook

- \$750 goes to additional yearbook costs
- \$250 pays for yearbook party at end of year

Chairs need to obtain a list of scholarship students and all other recipients of free books (i.e. 6<sup>th</sup> grade teachers, Principals, Library, etc.). The cost of these complimentary books need to be factored into the sale price of the book.

The yearbooks for scholarship students are not paid for out of the yearbook budget. The SCA pays for those out of the Student Assistance fund.