



# Shelter Rock SCA Committee Descriptions

<p><b>Book Fair</b> (March) Many volunteers are needed. Sub-committee chairs work with the Book Fair Chairs to plan the event. Must be available the week of the Book Fair. Volunteers assist with checkout, restocking books, straightening shelves and assisting teachers and students.</p>
<p><b>Box Tops for Education</b> (Periodic) Chairperson oversees all aspects of collecting and redeeming the Box Tops. Plan a special recognition for the winning grade. Volunteers assist in trimming and counting and displays in the cafeteria and hallway.</p>
<p><b>Bulletin Boards</b> (Monthly) Work with art teachers to update bulletin boards with eye-catching displays.</p>
<p><b>Children's Book Week</b> (May) Chairpersons design and implement activities to celebrate books and a love for reading. Volunteers are asked to read and/or dress in costume for grades K-4. Volunteers for grade 5 assist in games.</p>
<p><b>Directory</b> (September/Early October) Prepare, proof and distribute school directory after compiling all info from classroom reps.</p>
<p><b>Extended Extras</b> (Periodic) Assist with the registration of the SCA sponsored before and after school programs.</p>
<p><b>Field Day Lunch Grades 5 &amp; 6</b> (May, June) Organize and prepare Field Day Lunch.</p>
<p><b>Go Green Week/Earth Day</b> (April) Chairperson is responsible for organizing activities and programming related to Go Green Week/Earth Day. The chairperson is not responsible for maintaining the gardens.</p>
<p><b>Grade Level Chairs</b> (Ongoing) Act as liaison between the SCA leadership and the Room Representatives. Responsible for reporting issues in their grades and contacting room representatives via email regarding school and SCA news. Facilitates communication about budget through the Room Representatives. Required to attend monthly GLC meetings and to serve as a volunteer at the SCA Fair. Expected to attend SCA meetings and at least one Board of Education meeting.</p>
<p><b>Guess Who's Coming to Read?</b> (January) Chairperson invites community members to K-3<sup>rd</sup> grade classrooms to read and share info about their professions. Contacts potential readers, sets up schedule with school personnel and coordinates volunteers. Volunteers escort guest readers on day of the event.</p>
<p><b>Halloween Party, 5th and 6th Grade</b> (September - October) Plan, organize sub-committees, decorate, assign volunteers, and take down party.</p>
<p><b>Holiday Gift Giving Program</b> (November/December) Work with school district personnel to organize gifts during the holidays for EOC (Economic Opportunity Commission) local families in need. Includes collection of items. Works in conjunction with Project Share.</p>
<p><b>Holiday Luncheon</b> (December) Organize luncheon to thank the Shelter Rock support staff.</p>
<p><b>Hospitality</b> (Ongoing) Set up beverages for SCA supported events, Open Houses, and meetings throughout the school year.</p>
<p><b>Lunch/Recess Duty Volunteer Coordinator</b> (Ongoing) Schedule parent volunteers to supervise children in cafeteria and on the playground (Grades K-2 only).</p>
<p><b>New Parent Ambassador</b> Ambassadors will reach out to new families in order to help with their transition to Shelter Rock and organize and facilitate the new student tour in late August.</p>
<p><b>Photo Day</b> (October) Coordinate class schedules and assist in preparing students for photos.</p>
<p><b>Red Ribbon Week</b> (October) Work with CASA to plan the week of events including a student project and decorating the school to promote awareness about drug and alcohol use.</p>
<p><b>School Spirit Wear Fundraiser</b> (Fall, Spring) Chairperson organizes the sale of Shelter Rock school apparel. Volunteers assist in selling spiritwear on Open House nights.</p>
<p><b>School Supplies</b> (June-August) Work with Raindew to implement the ordering of school supplies. Distribute and collect order forms.</p>
<p><b>Staff Appreciation Luncheon</b> (Spring) Organize a luncheon honoring the teachers and staff of SR. Work with parent volunteers, collect donations, serve and clean up.</p>



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## SCA EXECUTIVE COMMITTEES

**CASA Liaison** (Monthly) Serve as school representative at CASA meetings.

**Community Education Committee** (Monthly) Committee plans and arranges community forums, speakers, and discussions in keeping with the goal of raising awareness, providing clarity regarding issues pertinent to the budget and mission of the District. Hangs balloons in town on day of vote. On-going community meetings and planning throughout the spring. March, April and May. More time is spent during the weeks prior to the district budget vote in May.

**Enrichment Committee (Periodic)** Elementary school chairs will work with the President and Executive Board to schedule and evaluate programs for grades K-6. Chair should plan to attend Enrichment in-house presentations.

**Family Theater** (Winter) Volunteers chaperone and collect tickets the day of the event(s), send out info to community and supply tickets through the mail. Shows take place on two Saturday afternoons.

**Health and Wellness** (Ongoing) Chair will serve as SR rep on the district-wide SCA Health and Wellness Committee and work in conjunction with the Safety Chair. Organize Health and Wellness week. Play an active role in enhancing the physical and emotional well-being of our students. Plan to attend monthly Shelter Rock Health and Wellness meetings and other relevant district meetings. Volunteers will provide pertinent feedback to chairs.

**Safety** (Ongoing) Chair will serve as SR rep on the district-wide SCA Safety Committee. Will work with Health and Wellness Chair. Will help to organize Health and Wellness Week. Plan to attend monthly Shelter Rock Safety meetings in addition to Health and Wellness meetings and other relevant district meetings. Volunteers will provide pertinent feedback to chairs.

**Membership** (September/January) Distribute SCA membership forms and collects dues at Open Houses and through the mail.

**Planet Manhasset/Community Gardens** (Ongoing) The chairperson will be the main point person for three gardens located in the district; Munsey Park, Shelter Rock and the High School. The chairperson will coordinate with school administrators, teachers, HS Green Club, Scout Troops and interested members of the community to maintain the edible organic garden at the high school as well as the monarch butterfly waystations at MP and SR. This chairperson will also be responsible for organizing fundraising opportunities for Planet Manhasset throughout the school year.

**Project Share** (Ongoing) A district wide effort to attempt to fill the basic needs of some of the economically challenged families in our schools. Works with Holiday Gift Program and Community Service Committee to make a quiet difference in others' lives. Strictly confidential.

**Saturday Series** (Fall, Winter) Committee members needed for registration, publicity, security and other responsibilities on Saturday mornings.

**SCA Fair** (April, May) Many volunteers are needed for the various committees. Chairs are needed from SR to work with MP and MHS chairs.

**SCA Luncheon** (November) Organize the fall fundraising event for the membership. Volunteers are needed to help with silent auction, raffles, vendors as well as helping out the day of the event.

## FOR PARENTS OF INCOMING 6<sup>TH</sup> GRADERS ONLY:

**Sixth Grade Activities** Work with 6<sup>th</sup> Grade Level Chair to coordinate grade events throughout the school year.

**Sixth Grade Promotional Party** Plan a themed promotional party with a DJ and photographer; organize parent volunteers for security, decorations, and food.

**Sixth Grade Trip to Splish Splash** Chairs plan the event and organize the chaperones and students for the trip. Need 2 co-chairs to work together with 6<sup>th</sup> Grade Level Chair.

**Sixth Grade T-Shirts** Design, order and distribute T-shirts for the class in June.

**Sixth Grade Yearbook** Create, publish, sell and distribute a "memory book" commemorating the grade's K-6<sup>th</sup> SR experience in pictures.

**\*Note:** Most committees are 2-year commitments for a CHAIR position. If volunteering to CHAIR, the SCA President will be in touch if a CHAIR is needed. If VOLUNTEERING, the chair will be in touch as the event date nears. By volunteering you will be among the first to receive the sign-up genius to reserve your volunteer opportunity. Then, if more volunteers are needed, the sign-up genius will go out to the rest of the school community.

**\*Note:** Room Representative forms will go out separately with class placement. 2019-2020



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