



May 21, 2010

Dear Shelter Rock Parents,

We need your help in the upcoming school year to continue the important contributions of the SCA at Shelter Rock School. The Manhasset SCA (School Community Association) enriches the vibrant classroom experiences of our children through programs and services, and parent volunteers make it happen.

Volunteers have a meaningful, positive impact on the Shelter Rock community. They develop rapport with other parents, as well as teachers and staff, and know firsthand what is going on at the school. We cannot forget to mention all of the fun that volunteers have! Some of our closest friends are those we made through being involved in the SCA.

Volunteer positions are what you want them to be and the amount of time you are able to contribute. We need chairpeople for committees, committee members, and parents who can volunteer a few hours to help make an event a success. ***Please review the attached list of volunteer opportunities and check off the committees that you find interesting.*** This is not a commitment – once you learn more about an opportunity you can see if this works into your schedule.

Please feel free to contact us if you have any questions, comments or suggestions. We appreciate your support!

Sincerely,

Mary Jane Reilly, President, Shelter Rock SCA 2009-2010  
[Mjreilly515@verizon.net](mailto:Mjreilly515@verizon.net)

Sari Kulka, Vice President, Shelter Rock SCA 2009-2010  
[sarikulka@gmail.com](mailto:sarikulka@gmail.com)



**Shelter Rock School SCA**  
**Parent Volunteer Opportunities**  
 2010-2011 School Year  
**GET INVOLVED!!**

*The Shelter Rock SCA invites you to volunteer for one or more of its committees that provide enrichment to your child's education. **Please indicate whether you are volunteering as chairperson or volunteer by checking the appropriate space.** Committee chairpeople will call the volunteers when work for that activity begins. If you have any questions, please contact Mary Jane Reilly (627-5432, [mjreilly515@verizon.net](mailto:mjreilly515@verizon.net)) or Sari Kulka (767-0222, [sarikulka@gmail.com](mailto:sarikulka@gmail.com)). Thank you for your support.*

***Please complete the form and return it to us no later than Friday, June 11.***

Parent/Guardian Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell/work phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Name(s) and grade level(s) of child(ren) for 2010-2011: \_\_\_\_\_

***Please check the boxes of all of the committees and positions you are interested in:***

**BOOKFAIR**

Chairperson

Volunteer

March. Committee members work with the chairs to plan the event, including selecting the theme, decorating, and special programs. Volunteers assist with restocking books, straightening shelves and assisting students.

**BOX TOPS FOR EDUCATION**

Chairperson

Volunteer

Periodic. Chairperson organizes collection and redemption of labels. Volunteers assist in trimming and counting box tops.

**BULLETIN BOARDS**

Chairperson

Volunteer

Monthly. Working with the art teachers, update bulletin boards with eye-catching displays.

**COMMUNITY EDUCATION COMMITTEE**

Volunteer

Periodic. Volunteers plan community forums, speakers, etc. to raise community awareness and provide clarity regarding issues pertinent to the educational mission of the District. (SCA Executive Board Committee)

**COMMUNITY SERVICE**

Chairperson

Volunteer

Periodic. Work with the Student Council (5<sup>th</sup> and 6<sup>th</sup> grade) Faculty Advisors, Mr. Sirof and Mrs. Bacchioni, to provide support for student-based service projects.

**DIRECTORY**

Chairperson

Volunteer

**Grade specific editors (circle grades you are interested in editing):**

K    1<sup>st</sup>    2<sup>nd</sup>    3<sup>rd</sup>    4<sup>th</sup>    5<sup>th</sup>    6<sup>th</sup>

September-October. Help as needed with the preparation, proofing and distribution of the school directory.

**E-HANDBOOK**

Chairperson

Volunteer

Summer, September. Update Shelter Rock handbook information for the website. (New position; formerly Binders)

**ENRICHMENT COMMITTEE**

Chairperson

Volunteer

Periodic. Schedule and evaluate programs and enriching activities for grades K-6. Volunteers are required to attend performances and report back to the committee. (SCA Executive Board Committee)

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**EXTENDED EXTRAS**Chair Volunteer 

Winter months. Assist with the registration of students for the foreign language after-school program; coordinate parent volunteers for each class day of the program.

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**FAMILY THEATRE**Chair Volunteer 

December, January. Volunteers chaperone and collect tickets the day of the events. Saturday afternoons; great volunteer opportunity for working parents. (SCA Executive Board Committee)

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**FIELD DAY BBQ**Chair Volunteer 

Organize and prepare Field Day BBQ for 5th and 6th grades.

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**GRADE LEVEL CHAIRS**Grades needed: K, 2<sup>nd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>

Ongoing. Attend one monthly grade level meeting, attend all parent council meetings, liaison between the SCA leadership and room representatives. Frequent e-mailing. Grades K, 2 and 4 loop for a two year commitment. You must have a child in this grade for 2009/2010 to participate. Please circle the grades you are interested in Chairing.

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

January. Invite community members to K-3<sup>rd</sup> grade classrooms to read and share their professional experiences. Responsibilities include contacting potential readers, working with librarian and setting up a bulletin board.

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**HALLOWEEN PARTY FOR GRADES 5 AND 6.**Chairperson (grade 5) Volunteer 

Chairpeople plan and organize event; volunteers assist in preparation, supervision, and take-down.

Decorating Committee \_\_\_\_\_

Volunteer Coordinator \_\_\_\_\_

Prizes \_\_\_\_\_

Food and Entertainment \_\_\_\_\_

Games Committee \_\_\_\_\_

Photography/Publicity/Advertising Committee \_\_\_\_\_

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**HEROES WEEK**Chairperson Volunteer 

Mid-August, Sept. Coordinate a week celebrating the heroes of our lives. Schedule heroes (firefighters and police officers) to visit school. Create the Chain of Heroes.

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**HEALTH AND WELLNESS**Chairperson Volunteer 

Serve on the district wide SCA Health and Wellness Committee, representing the interests of Shelter Rock School.

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**HOLIDAY LUNCH**Chairperson Volunteer 

December. Coordinate a luncheon for the Shelter Rock support staff.

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**HOSPITALITY**Chairperson Volunteer 

Ongoing. Set up beverage and food table for all SCA supported events, Open Houses, and meetings throughout the school year.

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**LUNCH DUTY VOLUNTEER COORDINATOR**Chairperson Volunteer 

Ongoing. Schedule parent volunteers to supervise children in cafeteria and on the playground. (Grades K-4 only)

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**MEMBERSHIP**Chairperson Volunteer 

September and January. Distribute and collect SCA membership forms, collect and deposit membership dues, coordinate mailings.

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**NATIONAL LIBRARY WEEK**Chairperson Volunteer 

April. Design and implement a week of activities for children to celebrate their love of books. Must be able to commit to being present the week of the event.

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**NEWSLETTER****Volunteer** 

Periodic. Publish electronic newsletter three times per year. Work with committee chairs, faculty and staff to gather school information and to write articles.

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**NEW PARENT AMBASSADOR****Volunteer** 

Ambassadors will be paired to a new family to help in their transition to Shelter Rock.

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**PHOTO DAY****Chairperson** **Volunteer** 

Fall. Coordinate class schedules, distribute flyers and photos. Assist in preparing students.

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**PLANET MANHASSET****Committee Member** 

Ongoing. Planet Manhasset is dedicated to researching and implementing ways to adopt a greener living philosophy in our schools, homes and community. Organize Go Green Week.

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**PROJECT SHARE****School Chairperson** **Volunteer**  **Email-list** 

Ongoing. Project Share is a behind the scenes committee that attempts to fill the basic needs of some of the economically challenged children (and their families) in our schools. All requests are filtered through school personnel and are confidential. The goal is to make a quiet difference in a child's life. Volunteers receive emails with current needs of children and find ways to meet these needs.

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**HOLIDAY GIFT PROGRAM****Chairperson** **Volunteer** 

November, December. A Project Share Program. Coordinate the gift giving program for families from the EOC (Economic Opportunity Commission) in our community.

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**PUBLICITY****Chairperson** **Volunteer** 

Take pictures of Shelter Rock activities for publication in the Manhasset Press and the Shelter Rock Newsletter. Maintain the Publicity bulletin board.

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**RED RIBBON WEEK****Chairperson** **Volunteer** 

October. A nationally sponsored program that helps children make healthy choices. Work with CASA to plan the week of events including a student project and decorating the school.

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**SATURDAY SERIES****Volunteer** 

Periodic. Committee members needed for registration and publicity. Volunteers are needed for security and other responsibilities on Saturday mornings. (SCA Executive Board Committee)

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**SCA FAIR****Chairperson** **Volunteer** 

April, May. Many volunteers are needed for the various committees. (SCA Executive Board Committee)

Attic Treasurers \_\_\_\_\_

Grand Raffle \_\_\_\_\_

Publicity \_\_\_\_\_

Bakery \_\_\_\_\_

Hot Dog Booth \_\_\_\_\_

Sports and Garden \_\_\_\_\_

Books \_\_\_\_\_

Journal \_\_\_\_\_

Ticket Sales \_\_\_\_\_

DVD/Electronic Games \_\_\_\_\_

International Foods \_\_\_\_\_

Toys \_\_\_\_\_

Entertainment \_\_\_\_\_

Plants \_\_\_\_\_

Volunteer Coordinator \_\_\_\_\_

Food \_\_\_\_\_

Petting Zoo \_\_\_\_\_

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**Grade level Fair volunteer coordinators (circle grade you are interested in coordinating):****K**    **1<sup>st</sup>**    **2<sup>nd</sup>**    **3<sup>rd</sup>**    **4<sup>th</sup>**    **5<sup>th</sup>**    **6<sup>th</sup>**

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**SCA LUNCHEON****Volunteer** 

October, November. Volunteers are needed to serve on the different committees for this fundraising event. (SCA Executive Board Committee)

Silent Auction \_\_\_\_\_

Calendar Raffle \_\_\_\_\_

Raffle Baskets \_\_\_\_\_

Centerpieces \_\_\_\_\_

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**SPIRITWEAR FUNDRAISER**Chairperson Volunteer 

Fall/spring activity. Chairperson organizes the sale of Shelter Rock school apparel. Volunteers assist as needed.

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**STAFF APPRECIATION LUNCHEON**Chairperson Volunteer 

April, May. Show appreciation for the staff and faculty at Shelter Rock School. Work with parent volunteers, collect donations, serve and clean-up.

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**WELCOME BACK DECORATING COMMITTEE**Chair Volunteer 

Arrange for balloons for the first day of school; decorate glass cases before school begins in a "welcome back to school/school spirit" theme.

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**For parents of current 5<sup>th</sup> graders only:****6<sup>th</sup> Grade Activities**Chair Volunteer 

Work with the 6<sup>th</sup> Grade Level Chair to coordinate and hold 6th grade parties/events throughout the school year.

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**6<sup>th</sup> Grade Splish Splash Trip**Chair Volunteer 

Plan, coordinate and execute trip to Splish Splash in June. Need 2 co-chairs to work together with 6<sup>th</sup> Grade Level Chair.

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**6<sup>th</sup> Grade Promotional Party**Chair Volunteer 

Plan and execute Promotional Party the night of the 6<sup>th</sup> Grade promotion.

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**6<sup>th</sup> Grade Yearbook**Chair Volunteer 

Create, publish, sell and distribute a "memory book" commemorating the grades' K-6<sup>th</sup> SR experience in pictures.

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**6<sup>th</sup> Grade T-Shirts**Chair Volunteer 

Design, order and distribute T-shirts for the class in June.

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**OTHER WAYS TO HELP:**

\_\_\_ I can do something at home (mailing, sorting, ...)

\_\_\_ Contact me if you need help with any additional programs.

\_\_\_ Other. My specific talent/ability/language/computer skills/experience

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*\*\* A separate mailing will go out in August for Room Representatives.*

**Please mail this completed form to Sari Kulka, 9 Luquer Road, Manhasset, New York 11030  
no later than Friday, June 11.**