

# ***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.</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 grades 5-6 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 (EX<sup>2</sup>)</b> (Periodic) Assist with the registration of the after school program.</p>
<p><b>Field Day BBQ for Grades 5 &amp; 6</b> (May, June) Organize and prepare Field Day BBQ.</p>
<p><b>Grade Level Chairs</b> (Ongoing) Act as liaison between the SCA leadership and the Room Representatives. Responsible for attending monthly meetings, reporting about issues in their grades, and contacting room parents via email regarding all school and SCA news. Must attend 3 Executive Level SCA meetings (Open Executive Board meeting in September and two night meetings: SCA Budget Review Meeting in March/April and the General Membership meeting in May). Facilitates communication about budget through the Parent Representatives. This is 2-year commitment, except in 6<sup>th</sup> grade.</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-4 only).</p>
<p><b>New Parent Ambassador</b> Ambassadors will be paired with a new family to help with their transition to Shelter Rock and schedule tours and a breakfast in late August.</p>
<p><b>Photo Day</b> (October) Coordinate class schedules and distribute flyers and photos. Assist in preparing students for photos.</p>
<p><b>Publicity</b> (Ongoing) Responsible for taking and submitting pictures and articles of Shelter Rock activities and events for publication in the Manhasset Press, Manhasset Times and district publications.</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>

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<b>School Supplies</b> (June-August) Work with Raindeew to implement the ordering of school supplies. Distribute and collect order forms.
<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.
<b>SCA EXECUTIVE COMMITTEES</b>
<b>CASA Liaison</b> (Monthly) Serve as school representative at CASA meetings.
<b>Community Education Committee</b> (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.
<b>Enrichment Committee</b> (Periodic) Members schedule and evaluate programs for grades K-6. Volunteers are required to attend performances and report back to the committee.
<b>Family Theater</b> (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.
<b>Health and Wellness</b> (Ongoing) Serve as SR rep on the district-wide SCA Health and Wellness Committee. Organize Health and Wellness week. Play an active role in enhancing the physical and emotional well-being of our students. Committee meets three times a year or on an as-needed basis.
<b>Membership</b> (September/January) Distribute SCA membership forms and collects dues at Open Houses and through the mail.
<b>Planet Manhasset</b> (Ongoing) Dedicated to implementing ways to “go green” all around our school and homes. Organize “Go Green Week.”
<b>Project Share</b> (Ongoing) A district wide effort to attempt to fill the basic needs of some of the economically challenged families in our schools. Works with Holiday Gift Program and Community Service Committee to make a quiet difference in others’ lives. Strictly confidential
<b>Saturday Series</b> (Fall, Winter) Committee members needed for registration, publicity, security and other responsibilities on Saturday mornings. Chair needed for Winter 2015 session.
<b>SCA Fair</b> (April, May) Many volunteers are needed for the various committees. Two Chairs are needed from SR to work with MP and MHS chairs.
<b>SCA Luncheon</b> (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.
<b>FOR PARENTS OF INCOMING 6<sup>TH</sup> GRADERS ONLY:</b>
<b>Sixth Grade Activities</b> Work with 6 <sup>th</sup> Grade Level Chair to coordinate grade events throughout the school year.
<b>Sixth Grade Promotional Party</b> Plan a themed promotional party with a DJ and photographer; organize parent volunteers for security, decorations, and food.
<b>Sixth Grade Trip to Splish Splash</b> 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.
<b>Sixth Grade T-Shirts</b> Design, order and distribute T-shirts for the class in June.
<b>Sixth Grade Yearbook</b> Create, publish, sell and distribute a “memory book” commemorating the grades’ K-6 <sup>th</sup> SR experience in pictures.

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



**SCA Committee Volunteer Form – We’d love your help!**  
 Please review the attached committee descriptions and choose which committees interest you by marking the appropriate boxes.

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Email:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Children’s Grades 2016-2017:** \_\_\_\_\_  
**Please return the form by June 17<sup>th</sup> to:**

**Tara LaSalle**  
**178 Rockwood Road**  
**Manhasset, NY 11030**

Committees	Chair	Volunteer	Committees	Chair	Volunteer
Book Fair			<b><u>SCA EXECUTIVE COMMITTEES</u></b>		
Box Tops			CASA Liaison		
Bulletin Boards			Community Education Comm.		
Children’s Book Week			Enrichment Committee		
Directory			Family Theater		
Extended Extras			Health and Wellness		
Field Day BBQ for Grades 5&6			Historian		
Guess Who’s Coming to Read?			Legal Counsel		
Halloween Party for Grades 5&6			Membership		
Holiday Gift Program			Planet Manhasset		
Holiday Luncheon			Project Share		
Hospitality			Saturday Series		
Lunch Duty Volunteer Coordinators			SCA Fair		
New Parent Ambassador Program			(Sub-Committee Chairs)		
Photo Day			SCA Fair Food/Beverages		
Publicity			SCA Fair Grand Raffles		
Red Ribbon Week			SCA Fair Journal		
School Spirit Wear			SCA Fair Volunteer Coordinator		
School Supplies			SCA Luncheon		
Staff Appreciation Luncheon			Summer Studies		
Grade Level Chair Kindergarten					
Grade Level Chair Second					
Grade Level Chair Fourth					
Grade Level Chair Grade 6					
Grade Level Chair Special Ed.					
<b><u>FOR INCOMING 6<sup>TH</sup> GR. PARENTS</u></b>					
Sixth Grade Activities					
Sixth Grade Promotional Party					
Sixth Grade Trip to Splish Splash					
Sixth Grade T-Shirts					
Sixth Grade Yearbook					