

# Mendham Township Home & School Association

## 2007/2008 Volunteer Sheet

The strength of our organization depends solely on the activities of our members. Please review the opportunities that are available for volunteerism. You will find each marked with descriptions as well as program timelines. ***If you are interested in a specific project(s), please indicate by checking  the capacity in which you desire.***

Name \_\_\_\_\_

Phone number \_\_\_\_\_

E-mail address \_\_\_\_\_

Age and grades of your children \_\_\_\_\_

### Back to School Luncheon –

The H.S.A. provides lunch for teachers, administrators, bus drivers, custodians and other staff the day before school starts. Organization begins in the summer to prepare for this anticipated event. Cooks, bakers and additional assistance is needed.

- Project timeline – summer planning/coordination
- Event date – the day before the first day of school

- Chair
- Co-chair
- Committee member

### School Buddies –

This program was developed to help new families who move into our school district. We arrange a buddy and ask that a play date is organized. This helps the transition into our community by providing a familiar face to look for on that first day of school. The committee also provides a welcome packet to new families to help them become better acquainted with the H.S.A. and our school system.

- Project timeline – ongoing throughout the year

- Middle School Coordinator
- Elementary School Coordinator
- Interested in being a Buddy
  - Indicate which child and Grade

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### 4<sup>th</sup> Grade Colonial Crafts Day –

This is a very special day for the fourth grade class. Students and volunteers alike dress in period costume and participate in a wide range of activities from the colonial era. This program supports the fourth grade curriculum of American History.

- Project timeline – planning should begin three months in advance.
- Event date – Spring. 2007 date was April 20

- Chair: Lisa Braumann
- Co-chair
- Committee member

#### Room and Grade Parents –

Room parents are randomly selected to elementary classes and grade parents for the middle school. These volunteers are asked to be responsible for a multitude of tasks throughout the year. **Elementary School Room Parents** organize parties, facilitate the emergency phone chain, chaperone, coordinate the classes' Strawberry Festival basket, organize class gifts and assist the teachers with any special needs. **Middle School Grade Parents** plan game days, facilitate the emergency phone chain, chaperone dances, coordinate lunch treats as well as any other special needs coming from the school. Please note that this is a very popular assignment. As to assure fairness, volunteer names are drawn out of a hat for equitability.

- Project timeline – ongoing throughout the school year

1<sup>st</sup> choice – child's name and grade \_\_\_\_\_  
2<sup>nd</sup> choice – child's name and grade \_\_\_\_\_  
3<sup>rd</sup> choice – child's name and grade \_\_\_\_\_

#### Cultural Arts -

This program provides the children with exposure to authors, musicians, plays and a variety of other cultural events. These performances enable the children to experience enjoyable and educational programs.

- Project timeline - ongoing throughout the school year

#### Elementary school

- Co-Chairs: Mara Nydam and Helene O'Neill
- Committee member

#### Middle school

- Co-chairs: Jeff Rich and Leslie Long
- Committee member

Table Top Luncheon –

This spring time event has fast become a favorite. Parents enjoy a delicious meal, the company of friends and maybe win an auction items or two. Co-chairs are needed for solicitation, vendor sales, catering, table decorations, communications and baskets. The proceeds from this huge event go to our Cultural Arts Program.

- Project timeline – three months prior to event
- Event date – early spring. 2007 date, April 27th

- Chair-Mei Mei Newsome
- Co-chair- Tara Skirsenski
- Committee member

Hospitality Coordination –

The H.S.A. provides wonderful refreshments at our meetings and events throughout the year. These items are typically donated by volunteers who have made our meetings special with their delicious snacks.

- Project timeline - ongoing throughout the school year

- Co-chairs- Liz Freeman and Linda Sharland
- Committee member
- Willing to bake/make items/refreshments throughout the year

Book Fair –

The book fairs at both schools are a great way for children to choose from a wide and wonderful variety of books that ultimately help to bring more books into the schools' libraries.

- Project timeline – two months prior to events
- Event date – Spring 2007 date was April

Elementary school

- Chair :Michelle James
- Co-chair
- Committee member

Middle school

- Chair
- Co-chair
- Committee member

### Spring Musical

The Middle School would not be able to put on this spectacular production without the help of many parent volunteers. The efforts of all the parents involved are coordinated through by what is known in show biz as the “Front House Manager”. The parent that takes on the role of the “House Manager” works closely with our very talented student actors, Directors, School Staff and Parents to ensure the best possible show.

- Chair-“Front House Manager”
- Co-chair
- Committee member

### Teacher and Staff Appreciation Week –

Our wonderful volunteers make this a special week for all teachers, administrators and staff. Each day of the week we surprise the teachers and staff with tokens of our appreciation. The highlight of the week is a deliciously prepared and served lunch.

- Project timeline – Two months before the event
- Event date – 1<sup>st</sup> full week in May. 2007 date was May 7-11

- Overall Committee Chair
  
- Elementary School Luncheon co-chair
- Elementary School Gift co-chair
- Committee member
  
- Middle School Luncheon co-chair
- Middle School Gift co-chair
- Committee member

### Beautification Team

This talented group of parents works hard throughout the year providing creative, seasonal and festive touches all around the school. From the planters in front of both our school buildings to the artistic bulletin boards and lobby decorations. The personal and creative touches are noticed and appreciated by all. Especially the kids!

- Middle School Team
- Elementary School Team

### School Toolbox

This program is being launched in the entire Middle School and piloted in the 2<sup>nd</sup> grade of the Elementary School for the 2007-2008 school year. This program provides an attractive alternative to shopping for school supplies during the summer months. School Supply Order forms are distributed prior to the end of the school year. Parents simply return the form with payment and their children's supplies will be waiting for them when they return to school in the Fall. School supply shopping could not get any easier.

- Project timeline – Order Taking start in April -May
- Event date – Distribution of supplies by first week of school.

- Chair
- Co-chair
- Committee member

### Get out the Vote

The H.S.A plays an integral role in keeping our school community informed during School Budget and School Board Elections. Our goal is not to tell parents how to vote but to increase voter awareness and participation. A communication strategy has been developed and creative programs are implemented to rally voters in our school community.

- Chair
- Co-chair
- Committee member

### Publicity –

The children participate in many events throughout the year. These events and the efforts of the H.S.A. should be publicized in the schools as well as our local papers. This committee is for someone who likes to take pictures and can put together quick write-ups on such events.

- Project timeline – ongoing throughout the year

- Elementary School Chair
- Co-chair
- Committee member

- Middle School Chair
- Co-chair
- Committee member

### School Directory –

One of the many benefits of being a member of H.S.A. is the ever coveted school directory. This is a wonderful resource of names and numbers for everyone in our district, as well as those necessary class lists. Volunteers for this committee will help with the packaging and distribute the directories on Back to School Night.

- Project timeline – summer
  - Event date (packaging/distribution) – first weeks of school
- 
- Data Base Specialist -Athena Bertucci
  - Co-chair
  - Committee member

### Parent Network –

This is an essential committee within the H.S.A. They are responsible for organizing and presenting topics that are relevant to parents in areas regarding the school, community and the children.

- Project timeline – on going
  - Event date – many throughout the year
- 
- Co-chairs: Julia Trinkoff and Denise Buckley
  - Committee member

### Strawberry Festival –

The Strawberry Festival is one of the most enjoyable events of the year. It is a fun-filled day for the children and parents alike. Volunteers are responsible for games, crafts, food, basket auction and delicious food. The money raised from this event funds the classroom and school gifts that the H.S.A. provides each year.

- Project timeline – four to five months prior to the event
  - Event date – first Saturday of June – 2007 date, June 2<sup>rd</sup>
- 
- Chair-Judith Kern
  - Co-chair
  - Committee member

### Gift Wrap –

This is an annual fundraiser for the H.S.A. The proceeds from this sale go directly to the Cultural Arts Program. Packets go home with the children. Sales tables are also set up during key parent meetings. The project ends with the distribution of wrapping paper.

- Project timeline – one month before school starts
- Event date – beginning of school

- Chair: Susan Lander and Terri Christmann
- Committee member

### Library Volunteers –

Help volunteer to help shelve, organize and assist in either of the libraries. The children love seeing you there.

- Project timeline – ongoing throughout the year

- Co-Chairs-Joy Lia and Kim Crumine
- Committee member

### Scholarship Committee –

The H.S.A. recognizes outstanding eighth grade students who attend the Middle School. These students are chosen by the teachers and the association presents savings bonds to the recipients. The H.S.A. also provides a scholarship to graduating seniors from Mendham High School who have gone through the Township school system. This committee reviews applications and selects the winners.

- Project timeline – two months prior to the end of school

- Chair
- Co-chair
- Committee member

### Sunshine Committee -

This committee is run by volunteers who help out whenever there is a family in our school system in need of our help, whether the assistance is making meals, baking items or driving people to and from.

- Project timeline – ongoing throughout the year

- Chair
- Co-chair
- Committee member
- Willing to bake/make items/refreshments throughout the year

### Box Tops–

The H.S.A. collects box tops throughout the year. It is another effective way to earn money for our schools. This is an easy committee for someone with small children and who would like to work at home. Just coordinate, clip and submit.

- Project timeline – ongoing throughout the year

Coordinator

### First Week of School Greeters

As your children get off the bus the first week of school a group of parent volunteers are there to help guide them and get them to their new classrooms. This is especially helpful to our new kindergarteners. Not suggested for parents with a kindergartener since it may be too difficult on them if they see you at school.

Greeter

### Campbell's Soup Labels –

Like the Box Top committee above, the H.S.A. also collects soup labels for redemption throughout the year. This is a committee designed for a single coordinator, perhaps someone with small children still at home.

Project timeline – ongoing throughout the year

- Project timeline – ongoing throughout the year

Coordinator

***Please return all completed forms to the school office.  
Thank you for volunteering!!!!***