

## Committee Chairs

### Adopt-A-Family:

- For holidays? Thanksgiving/Christmas
- Identify a family or families in need
- Organize list of needed donations
- Coordinate volunteers
- Coordinate with teachers on how to collect/handle donations

### Apple-A-Day

- Year round
- Advertise on HSA website, Friday folders, HSA hallway and monthly news letter
- Collect donations
- Post apples and leaves on wall in hallway

### Art Cart (Fine Arts)

- Year round
- Maintain art cart supply cabinet
- Order or request supplies for cabinet
- Coordinate room volunteers for each class
- There are no specific lessons, but there is a folder with ideas, if any volunteers need inspiration

### Assemblies

- Year round
- Organize assemblies
- Coordinate with school staff
- Coordinate volunteers if needed
- Advertise on HSA website, Friday folders, HSA hallway and monthly news letter

### Anti-Bullying and Unity

- Month of October
- Possibility to re-present the message in the spring
- Coordinate assembly or classroom presentation to present meaning
- Organize school wide project
- Organize volunteers if needed
- Acquire needed supplies

### Back to School Bar-be-que

- Held in September, organized in summer by 6<sup>th</sup> grade parents
- Should have new chair person and strong group of volunteers late spring

### Book Fair

- Held in September each year, possibility for a spring fair as well
- Coordinate with scholastic representative
- Coordinate with staff to present the fair to students
- Coordinate teacher wish lists
- Advertise on HSA website, Friday folders, HSA hallway and monthly news letter
- Organize volunteers
- Set up/break down of event

### Box Tops

- Year round
- Coordinate collection and submission of box tops
- Advertise on HSA website, Friday folders, HSA hallway and monthly news letter

### Bulletin Board

- Year round
- Update important events
- Collect information that needs to be presented

### Chess Club (**still open**)

- Year round
- Organize weekly or bi-weekly times when club members can get together and practice
- Organize a trip for the students to compete in a tournament
- Fundraise for any money needed beyond the proposed budget

### Directory

- Fall
- Collect Paradise family information from those families that wish to be listed in the directory
- Input information into directory
- Advertise on HSA website, Friday folders, HSA hallway and monthly news letter
- Collect and process orders

#### Disaster Prep

- Year round, main bulk of work done in Fall
- Coordinate with staff
- Ensure each class has the appropriate disaster prep materials (ie, each student must have a disaster prep kit stored in the class room and each teacher must have a disaster prep backpack)
- Process orders from kits ordered through the HSA

#### Family Dinner Night Out

- Year Round
- Organize events for various restaurants in town
- Advertise on HSA website, Friday folders, HSA hallway and monthly news letter
- Coordinate volunteers if needed

#### Fun Visor

- Year round
- Organize activities for the students during lunch
- Maintain and acquire supplies
- Recruit and organize volunteers as needed

#### Gate Liason

- Year round

#### Garden (**open**)

- Year round
- Maintain garden

#### HSA Website

- Year round (weekly)
- Maintain information on website
- Update event information
- Friday Folders

#### Hospitality

- Year round

#### Marquee

- Year round
- Coordinate with staff/HSA on information that needs to be presented

#### New Letter (Paw Print)

- Year round
- Organize and create the monthly news letter

#### Panther Connection

- Year round

#### Panther Den

- Year round
- Coordinate every other week Panther Den events
- Coordinate volunteers
- Obtain merchandise for the Panther Den
- Coordinate with staff on distribution of Panther Pride tickets

#### Panther Prowl

- Held in October (organized in Summer/Fall)
- Advertise on HSA website, Friday folders, HSA hallway and monthly news letter
- Coordinate Assembly to present to students
- Coordinate with staff on collection of donations
- Organize event
- Organize volunteers

#### Parents' Night Out

- Year round (event held in Spring)
- Advertise on HSA website, Friday folders, HSA hallway and monthly news letter
- Coordinate class art projects
- Coordinate volunteers
- Plan and implement event

#### Playground/Campus Improvement (**open**)

- Year round
- Coordinate with staff on needed playground equipment or campus improvement
- This may also include some ideas about sprucing up the Library

#### Project Cornerstone

- Year round
- Organize and train readers each month on the book to be presented
- Maintain project cornerstone supplies

### Pumpkin Carving

- Month of October
- Organize donation of pumpkins and carving material
- Coordinate with teachers on collection of donated materials
- Coordinate Volunteers

### Room Parent Liason

- Year round
- Coordinate room parents (each class should have one dedicated person who is responsible for communicating with that teacher and the parents in that class)
- This is a new position so we need to more clearly define what role this person should play – any ideas for this position?

### School Pictures

- Fall and Spring
- Organize the schedule
- Organize volunteers

### Scrip

- Year round
- Advertise on HSA website, Friday folders, HSA hallway and monthly news letter
- Collect and process orders

### Sixth Grade

- Year round
- Organize fundraising for various 6<sup>th</sup> grade functions (science camp)

### Spell-a-thon

- Event held in Spring
- Organize event
- Advertise on HSA website, Friday folders, HSA hallway and monthly news letter

### Spirit Wear Liason

- Year round
- Maintain and order spirit wear and school logo merchandise
- Organize events to sell spirit wear
- Take orders

## Talent Show

- Event held in Spring
- Advertise on HSA website, Friday folders, HSA hallway and monthly news letter
- Organize student acts
- Hold rehearsals prior to event
- Coordinate with staff and volunteers

## Teacher's Lounge (**open**)

- Year round
- Maintain/order supplies for staff lounge
- Coordinate with staff

## Teacher Supply Room

- Year round
- Maintain/order supplies for staff lounge
- Coordinate with staff

## Technology

- Year round
- Coordinate with school district on technology implementation
- Research/Purchase technology for school use
- Coordinate with staff on use of implemented technology

## Volunteer Coordinator

- Year round
- Work with committee chairs to help coordinate volunteers for event

## Yearbook

- Year round
- Advertise on HSA website, Friday folders, HSA hallway and monthly news letter
- Obtain and process yearbook orders