



Brookdale Home & School Association Inc.

2019-2020 Chairperson/Class Parent Volunteer Packet

The Brookdale Home and School Association (“HSA”) is an organization of parents whose primary goal is to enhance our children’s education and experience at Brookdale School. We raise money and facilitate several fun and educational events throughout the school year.

The activities and events sponsored by the HSA are possible due to the commitment of many parent volunteers. This packet allows you to read through the committee and event listings and sign up for one or more roles. You may sign up for as many chair positions as you like.

The link to the Sign-Up Genius page is as follows:

<https://www.signupgenius.com/go/20F054CABAB23ABFD0-chairpersonvolunt1>

SIGN UPS MUST BE COMPLETED BY FRIDAY, JUNE 14, 2019

Please note that your sign-up *does not* guarantee that you will be appointed to a chairperson or class parent role. The HSA Executive Board will contact you prior to the beginning of the school year to confirm your selection.

Your effort is truly indispensable. The children love to see their parents in their classroom and involved in their school. Not only is it personally rewarding but it is a terrific way to meet people in the school community. We look forward to having as many people as possible play an important role in the HSA and at Brookdale School next year.

Thank you in advance for volunteering your time and talents. We look forward to another great school year!

If you have any questions at all, please reach out to the Brookdale HSA Executive Board at board@brookdalehsa.com.

SCHOOL-YEAR SERVICES

Class Liaison (K – 3rd grade only): Each K-3rd grade class has one parent reading liaison who sets up the schedule and reminders for parents and family members to read to classes each week.

Class Parent Roles: For grades Kindergarten through 3rd, there are two (2) class parent positions available for each section. ***For grades 4th through 6th, if there are only two sections, there are three (3) class parent positions available for each section.*** Duties include:

- Class parents must be HSA members in good standing with all organization and class party dues paid for the current school year.
- Attend monthly HSA meetings. It will be the class parent's responsibility to ensure that at least one class parent attends the monthly meetings. Report back to your class (via email) with information gathered from the meeting.
- Collection of funds throughout the year, including HSA membership dues, party dues, and the Annual School Fundraiser contribution. Our Annual School Fundraiser counts on donations from parents. During this time, email communication is vital in getting out information to parents. There will be frequent communication to your class during this time.
- Organize and attend class parties, purchase crafts, paper products and snacks/drinks from our approved snack list, which will be provided to everyone.
- Chaperone field trips
- Create and maintain a class contact list

****Class parents may also have additional responsibilities according to grade level. Please consider these additional responsibilities before committing to a class parent role. ****

- **Kindergarten** – Arrange and serve snacks/beverages at the Kindergarten Orientation Tea for incoming parents. (May)
- **1st Grade** – Serve snacks/beverages at the Kindergarten Promotion Ceremony. (June)
- **2nd & 3rd Grades** – Arrange and serve snacks/beverages at the Bengal Pride Breakfast to honor the students in grade 6 that achieve Bengal Pride. (June)
- **4th Grade** - Serve refreshments at the 6th grade Class Day Graduation Ceremony. (June) *This may be opened to 5th grade class parents if there is not enough availability from 4th grade.*
- **5th Grade** – Fifth grade class parents have an expanded role. They will assist the 5th grade fundraising chairpersons in their fundraising efforts for the 6th grade activities the

following year. They will be expected to assist in ice pop sales, car wash, and any other fundraising events that may take place during 5th grade.

- **6th Grade** – Sixth grade class parents have an expanded role. They will assist the 6th grade activities chairpersons in fundraising efforts through the fall, if needed. They are expected to assist in events such as Class Day, Hoop-A-Thon, Fiesta Day, the Yearbook Breakfast, and other 6th grade events as directed by the 6th grade teachers.

YEAR LONG POSITIONS

Beautification Chairpersons: The chairs shall work with school administration in determining ways to improve the appearance of the school grounds (e.g., planting flowers, etc.). They are responsible for coordinating both a spring and a fall planting/cleaning of the gardens in front of the school as well as decorating for holidays/seasonal events. This person will also recruit volunteers to assist.

Birthday Chairperson: The chair is responsible for preparing birthday gift bags. Every child at Brookdale gets a small gift on his/her birthday courtesy of the HSA. This person will purchase small birthday items (online), wrap gifts, include homework passes, and keep the birthday bulletin board in the front of the school up to date.

Fifth Grade Fundraising Chairpersons: The chairs are responsible for all fundraising endeavors during 5th grade. The 5th grade will run one fundraiser of their choosing in the fall. In the spring, up to six ice pop sales are held and a car wash. The funds are to be used to support 6th grade activities the following year.

Sixth Grade Activities Chairpersons: The chairs are responsible for completing fundraising efforts to ensure sufficient funds are available for 6th grade activities. The chairs will work with the HSA Executive Board to determine what, if any, additional funds are needed. The chairs will coordinate all 6th grade activities as directed by the 6th grade teachers.

STEAM Chairpersons: The chairs will provide fun and educational experiences throughout the school year for the students of Brookdale. Duties include planning and coordinating various STEAM events with the principal, publicity/flyers for the events, purchasing materials, etc. events with principal, distributing flyers, plan and organize stations, purchase materials, etc. Many volunteers are needed to assist during these events.

Yearbook Chairpersons: *This is open to 6th grade parents only.* The chairs will be responsible for taking pictures of various events throughout the school year. The chairs will coordinate the collection of photos of 6th graders from their time at Brookdale and will create a yearbook to be distributed to 6th graders at the Yearbook Breakfast in June.

ACTIVITIES

After-School Program Chairpersons: The chairs will create a fall, winter, and spring after-school program of enrichment classes. This includes researching class options and teachers,

creating enrollment forms, and obtaining parent volunteers to assist. This role requires strong organizational skills.

Basketball Program Chairpersons: This program is open to boys and girls, grades 4-6. The chairs organize the teams, establishes practice schedules and will recruit coaches. Practices take place during the week (evenings) and games are on Saturdays (Jan-Mar). Coaches are needed for each team. Coaches run the practices with their teams.

Fun Fair Chairpersons: This fun afternoon is open to all Brookdale families. This is a large event and usually takes place on a Friday after school in June. The chairs, along with several committee members appointed to specific tasks, will be formed. Responsibilities include, but are not limited to; securing a vendor, negotiating a contract, ensuring proper insurance is provided, ticket sales and distribution, prize purchases for games, ordering food, drinks and snacks, etc. Many volunteers are necessary to ensure a successful event.

Fall Social/Spring Social Chairpersons: The chairs are responsible for organizing a fall social for parents and families to get to know each other. This event will be held an evening in late September or early October and an evening in May or June.

Halloween Dance Chairpersons: This is a fun evening event for Brookdale families. It is usually held on a Friday night and consists of dancing and treats. Responsibilities of the chairs include distribution of flyers, tracking ticket sales, arranging for a DJ, purchasing snacks, decorating the gym and coordinating servers for the night of the event. Many volunteers are needed the day/evening of this event.

Holiday Gift Shop Chairpersons: Brookdale students have an opportunity to purchase small items as gifts for family and friends in early December. This event requires a minimum of four days commitment. Responsibilities of the chairs include distributing flyers, coordinate sale days/times with teachers, schedule delivery, and take inventory of items received. Set up, price and labels items, assist with purchases, and coordinate gift wrappers. Close out shop by counting inventory, boxing and returning items. Many volunteers are needed during the week to ensure a successful event.

Holiday Giving Chairperson: The chair shall research and select a charitable organization in Bloomfield to be the recipients of gifts from the students of Brookdale School. The chair will coordinate the solicitation and the delivery of any gifts/contributions.

Holiday Decorating Chairpersons: The chairs will decorate the holiday trees that are placed in the gym before the Winter Concert in December. Ornaments are handmade by many volunteers.

Jump-A-Thon Chairperson: This event is run by Mr. Mayer (our physical education teacher) for the American Heart Association. It is for grades 3-5 and is usually held in late February or early March during the school day. The chair, along with volunteers, will purchase and distribute a healthy snack during this event. ***The chair will coordinate with the 6th Grade Activities Chairpersons to ensure there are refreshments for the 6th grade Hoop-a-Thon that occurs the following day or shortly thereafter.***

Movie Night Chairperson: The chair coordinates a movie night at least once during the school year. The chair is responsible for the selection of the movie, purchase of the licensing/rights to the movie, purchasing of snacks and publicity for the event.

Performing Arts Enrichment Chairpersons: The chairs, along with volunteers, are responsible for promoting and bringing the arts to Brookdale students. "Brookdale on Broadway" is the highlight of this endeavor. In addition, performances may be scheduled for the student's enjoyment. Many volunteers are needed to ensure the success of this program.

Pumpkin Patch Chairpersons: This event occurs in the middle of October. Each student will have an opportunity to pick their own pumpkin from our homemade pumpkin patch. The chairs are responsible for flyer distribution, ordering and delivery of pumpkins, and organizing volunteers for the day of the event.

Sixth Grade Activities Chairpersons: These chairs, along with volunteers, are responsible for all aspects of 6th grade activities, including final fundraising efforts, ordering fall and spring class Spiritwear, Hoop-a-Thon, DARE day, yearbook breakfast, and graduation activities. They also work collaboratively with the 6th grade teachers to ensure tasks and schedules are adhered to.

Small World Day Chairpersons: The chairs, along with many volunteers, will organize Small World Day, an event designed to expose students to the diversity of the nations around the world. The event is organized by parents who will arrange presentations (visuals, artifacts, foods) to help students learn about various countries. The goal is to include 4-5 countries for the day. Many volunteers are needed to ensure a fun, educational experience for Brookdale students.

St. Patrick's Day Bagel Chairpersons: On St. Patrick's Day, the chairs coordinate the purchase of bagels, prepares, and distributes to all students and staff. Many volunteers are needed for this to be done prior to lunch.

Teacher Appreciation Week Chairpersons: The chairs will coordinate a series of gifts and honors in recognition of May's weeklong celebration to thank our school's teachers. The chairs will also arrange a breakfast at the beginning of the week. ***In addition, the chairs will arrange a luncheon that is served to the teaching staff of Brookdale at a date to be determined in June.***

Trunk or Treat Chairpersons: The Trunk or Treat is a fun event which is open to the public. This is a large event and will take place the Saturday before Halloween. The chairs along with committee members appointed to specific tasks, will be formed. Responsibilities include, but are not limited to, advertising the event publicly (Citizens of Bloomfield, Bloomfield Pulse, etc.), secure BPD, gathering families to decorate their cars, secure school grounds, ticket sales and distribution, check in, preparing and purchasing food, snacks and drinks, set up cars, clean up school property, etc. Many volunteers are needed to ensure a successful event.

Vendor Night Chairperson: This event is held in the gym during the month of December with a possibility of a second event in the Spring to coincide with Mother's Day. The chair will

be responsible for promoting the event, schedule vendors, collect fees, coordinate set up, provide snacks/drinks for sale.

FUNDRAISING

Annual Fundraiser Chairpersons: The HSA holds one large annual fundraising event each year though the format may vary from one year to the next. The event is typically held in the spring. The chairs, along with a committee appointed to specific tasks, will be formed. These individuals will coordinate the entire event. Responsibilities include, but are not limited to, reserving an off-site location, applying for gambling license, soliciting local vendors for prizes/donation, ticket sales and distribution, securing a DJ, theme, program preparation, wrapping prizes, obtaining a storage unit one month prior to event. ***This event requires a significant time commitment which will begin several months prior to the event date and meetings will be held.*** Many volunteers are needed to ensure a successful event.

Book Fair Chairpersons: Students have an opportunity to browse and purchase books from a major book distributor. The chairpersons work closely with Mrs. Luca in coordinating logistics for the event and the volunteer schedule over the course of 5 days. Numerous volunteers are needed to set up the book fair, assist students with their wish lists, and purchases on Book Fair days and on parent night.

Box Tops for Education Chairperson: The chair collects, counts and itemizes Box Tops to be sent to General Mills. We receive money from General Mills for these labels. The chair reminds and update the families of Brookdale School throughout the year to encourage collection of Box Tops and distributes a monthly flyer to announce which class collected the most Box Tops for the previous month.

Calendar Raffle Chairpersons: The chairpersons are responsible for coordinating the calendar raffle held in February/March each year. Specifically, the chairs must obtain the state license for the raffle, coordinate the creation and printing of the raffle cards, distribution of the cards to students, collection of money and selecting and notifying the winners each week.

Fall Mum Sale Chairpersons: The chairs will locate a vendor and negotiate pricing of fall mums to be sold via pre-order to Brookdale families. Chairs will distribute order forms and coordinate with vendor for their distribution in the beginning of October. The 6th grade class will be given first preference to run the sale and profits will go towards 6th grade activities. If the 6th grade chooses not to hold the sale, a chairperson will be selected from those listed on the Sign-up Genius. ***PLEASE NOTE: THE 6TH GRADE CLASS WILL NOT RUN THE MUM SALE THIS COMING FALL. TWO CHAIRPERSONS ARE NEEDED TO RUN THIS EVENT.***

Gift Card Chairperson: The chair will organize our gift card fundraiser. This involves selecting the gift cards to be offered for sale, providing information about the sale and coordinating collection of the money and distribution of the gift cards. This fundraiser takes place in late fall prior to the holidays.

Gift Wrap Chairpersons: The chairpersons coordinate the holiday gift wrap sale. Responsibilities include distribution of informational flyers and catalogs, collection of all orders

and monies, and distribution of merchandise upon arrival. This fundraiser takes place in early fall.

Kid Stuff Coupon Book Chairpersons: The chairs will organize our Kid Stuff coupon book fundraiser. This involves distributing flyers, processing and distributing orders. This fundraiser takes place in early fall.

Spring Plant Sale Chairpersons: This event occurs in May. The students will have the opportunity to purchase flowers for their families. The chairs are responsible for making arrangements with a garden center to purchase flowers, distribute informational flyers, and schedule delivery. Set up and sale occurs in one day. Volunteers assist the students in their flower purchase.

Spirit Wear Chairperson: The chair coordinates the sale of "Brookdale" themed athletic clothing, including taking orders, communicating with vendor, and distribution. Sale(s) may occur in the fall as well as in the spring.