Committee Chair Descriptions

Evergreen

Artsonia Chair - responsible for organizing the photographing and uploading of student art work to the Artsonia website. Works with Art Teacher.

Assemblies - responsible for organizing assemblies for whole school with the help of the Assistant to the Principal.

Art Room Helper - works with the Art Teacher and helps with her specific needs. Coordinates volunteers for various art display setups during the year.

Book Fair – hosts three book fairs during the year. Manages set up and take down of the fair. Responsible for attaining volunteers to help set up, run, and take down fair. Works with librarian and runs the fair with volunteers. Will have to be trained by the company (scholastic/Anderson) on how to work any register or equipment necessary to run the book fair. Sends out any communication to the students regarding the book fair.

Head Room Parent Coordinator -Obtains volunteers for each grade’s coordinator. Obtains volunteers for classroom volunteers. Sends reminders and information to each grade level coordinator to communicate with classroom volunteers.

Grades 1-4 Coordinators - works with the Head Room Parent Coordinator and Teacher. Organizes volunteers for various classroom needs and parties. Communicates with volunteers.

Hot Lunch - Obtain vendors and secure menus. Create menu order forms, print and distribute to all students. Organize payments and orders and submit to vendors. Obtain & coordinate volunteers. Attend lunches and distribute food to children.

Ice Cream Treat Day - order ice cream from vendor. Purchase spoons. Obtain & coordinate volunteers. Attend lunches and distribute ice cream to children.

Holiday Bazaar Food Chair – responsible for organizing any food during the bazaar, including lunch for exhibitors, bake sale items, and help with receiving donations for Saturday’s Sweets with Santa. In charge of all food communication/donation forms sent out to student families.

Holiday Bazaar Exhibitor Chair – in charge of confirming all previous year’s returning exhibitors, attaining any new exhibitors. Coordinates collection of payments with treasurer, set up times and break down times with exhibitors. Able to attend to any specific needs by the exhibitors on the days of the bazaar.

Holiday Bazaar Chairperson – Coordinates Exhibitor Chair, Shopping Chair, Wrapping Chair and Food Chair. Responsible for all communications that go out to the schools regarding the Holiday Bazaar. Must be present for both days of Bazaar and provide any assistance where needed.

Holiday Bazaar Wrapping Chair – responsible for organizing volunteers to help with wrapping station on Friday of the bazaar. Must be able to attend the bazaar for students’ shopping on Friday.

Holiday Bazaar Shopping Chair – responsible for organizing volunteers to help with students’ shopping time during the bazaar. Must be able to attend the bazaar for students’ shopping on Friday.

Sweets with Santa Chair – (can have 2 chairs) Works with Holiday Bazaar Chairperson regarding theme, food donations and layout of event. Must attain volunteers for event, Santa, photographer, décor and pancake breakfast items. Coordinates music (band and choir) times with Mr. Turek and Mrs. LaMantia for the event. Coordinates tables and chairs needed with Maintenance Director. Set up of décor, tables and chairs, for Saturday - takes place after the bazaar closes on Friday night. Saturday morning day of - food prep, set up, volunteer assignments done. Must be available all times listed for setup and day of 9am – take down, usually 1pm.