

HSA COUNCIL ROLES/RESPONSIBILITIES

Back to School Supplies Chairperson:

- *Term:* 2 years
- *Responsibilities:* coordinate all aspects of the sale of Back to School Supplies to all students including incoming Kindergarten class; communicate with supplies company; correspondence with parents; logistics related to receiving & distribution of supplies; reconciliation of funds with treasurer; report out to HSA board and members; make recommendations for future; document contacts & processes, etc.
- *Time frame/requirement:* the role is active during the spring and at the end of summer, prior to school opening (i.e. for 2023-24 school year, role is active Spring 2023 and Summer 2023); monthly Jefferson HSA meeting attendance

Bagel Day Chairperson/s (committee required):

- *Term:* 2 years
- *Responsibilities:* coordinate all aspects of half-day bagel days including sign-up forms; ordering/purchasing materials; soliciting members to support committee; communication with the committee; pick-up bagels & physically add spreads; distribute to students who ordered; report out to HSA board and members; make recommendations for future; document contacts & processes, etc.
- *Time frame/requirement:* 8/8:30-9:30 am on all published half-days on the school calendar; upfront prep during first month of school year; monthly HSA meeting attendance

Board of Education Representative/s:

- *Term:* 1 year
- *Responsibilities:* attend both (Public Conference & Regular Public) monthly Board of Education meetings (scheduled for first and second Monday of each month); take notes on important issues, initiatives, topics, & report back to HSA Board & members at monthly Jefferson HSA meetings; make recommendations for future; document contacts & processes, etc.; - this is a great opportunity to become more familiar with district policies, direction & to weigh in
- *Time frame/requirement:* thrice monthly to attend the BOE & Jefferson HSA meetings; can be split amongst more than 1 representative

Candy Sale Fundraiser Chairperson:

- *Term:* 1 year
- *Responsibilities:* coordinate all aspects of the sale of Gertrude Hawk/Vermont Nut Free candy to all students; communicate with candy companies; correspondence with parents; logistics related to receiving & distribution of candy once received; reconciliation of funds with treasurer; report out to HSA board and members; make recommendations for future; document contacts & processes, etc.
- *Time frame/requirement:* communication with candy companies begins in Winter; work is mostly completed during the month leading up to Easter; monthly Jefferson HSA meeting attendance

Class Parent Liaison:

- *Term:* 2 years
- *Responsibilities:* send out communication soliciting class parent volunteers; work with principal & teachers to ensure each class has a minimum of two class parents (the chairperson does NOT select class parents); communicate out responsibilities to class parents, with written communication of responsibilities; document class dues collected at beginning of year per classroom (info provided by class parents); ensure teachers are receiving proper support from class parents; ensure class parents are properly communicating with all parents in their class; report out to HSA board and members; make recommendations for future; document contacts & processes, etc.
- *Time frame/requirement:* most responsibilities fall during the first month of school year & the few weeks leading into school year once children are assigned to teachers; various times throughout the year (mostly around class social events: Halloween, Holiday, Valentine's Day, St. Patrick's Day, EOY); monthly Jefferson HSA meeting attendance

Cultural Arts Assembly Chairperson:

- *Term:* 1 year
- *Responsibilities:* propose, coordinate, & execute 4-5 school wide assemblies (topics to include performing arts, science, history, writing) to be held throughout the school year using guidance from the district Cultural Arts Chairperson; work with teacher liaison to solicit ideas from teaching staff to ensure the assemblies are in accordance with curriculum where possible; screen prospective programs; work with principal to finalize list of assemblies; handle all logistics of assemblies including scheduling, payment of, volunteer solicitation if needed; attend assemblies or seek volunteers to do so; report out to HSA board & members; provide feedback for future use; reconciliation of funds with treasurer; document contacts & processes, etc.
- *Time frame/requirement:* most responsibilities fall during first couple of months of school year; assemblies are throughout the year; will require some daytime availability; monthly Jefferson HSA meeting attendance

Fall Family Fun Chairperson/s (committee required)

- *Term:* 2 years
- *Responsibilities:* coordinate all aspects of an event to be held during October; event ideas include fall celebration off-property (local farm with hayrides, corn maze, pumpkins etc.), Trunk or Treat, or pumpkin decorating; soliciting members to support committee; communication with the committee; reconciliation of funds with treasurer; report out to HSA board and members; make recommendations for future; document contacts & processes, etc.
- *Time frame/requirement:* the role is active until event is over in October; monthly Jefferson HSA meeting attendance

Field Day Chairperson/s (committee required)

- *Term:* 2 years
- *Responsibilities:* work with Physical Education teacher to set up all activities for school-wide Field Day held during the year; soliciting members of committee to volunteer during event; communication with the committee; secure all materials needed including water, cups, & ice pops; help break down event; report out to HSA board and members; make recommendations for future; document contacts & processes, etc.
- *Time frame/requirement:* whole day of Field Day; miscellaneous times to coordinate leading up to day; monthly Jefferson HSA meeting attendance

Fifth Grade Promotion Planning Chairperson/s (committee of other fifth grade parents required)

- *Term:* 1 year
- *Responsibilities:* solicit other fifth grade parents to serve on larger committee; communication with the committee; determine fundraising goal at the beginning of the school year; coordinate all fundraising efforts to support fifth grade specifically (fundraising may include mum/mother's day plant/flower sales, ice cream Fridays, lawn signs, etc.); district-wide elementary school planning of fifth grade celebrations (pool party, kickball); yearbook planning; t-shirt ordering; 5th grade promotion ceremony; reconciliation of funds with treasurer; report out to HSA board and members; make recommendations for future; document all activities, contacts & processes, etc.
- *Time frame/requirement:* requires a vast amount of time throughout the entire year; monthly Jefferson HSA meeting attendance
- *Prerequisite:* must be a fifth grade parent

Fun at Lunch Chairperson/s:

- *Term:* 2 years
- *Responsibilities:* propose, coordinate & execute 5-6 lunchtime activities during January-March supporting the main goal of filling the children's recess time on inclement weather days with fun & exciting activities, appropriate for all grade levels; work with principal to finalize list of activities; handle all logistics of activities including scheduling, payments, etc.; attend activities or seek volunteers to do so; provide feedback on activities for future use; finalize reconciliation of funds with treasurer; report out to HSA board and members; make recommendations for future; document all activities, contacts & processes, etc.
- *Time frame/requirement:* 5-6 different days during lunch throughout January-March; will require some daytime availability; monthly Jefferson HSA meeting attendance

Green Team Chairperson/s (committee required):

- *Term:* 2 years **OPEN**
- *Responsibilities:* helps establish a school sustainability program; develop plans, implement programs, & assist with educational opportunities that support the creation of a sustainable school; examples include maintaining school garden, recycling programs, organizing assemblies to educate students at Jefferson about the role they play in creating a sustainable planet; works to get interested students involved in committee; reconciliation of funds with treasurer; report out to HSA board & members; make recommendations for future; document all activities, contacts & processes, etc.
- *Time frame/requirement:* various times throughout the year; may require some daytime availability; monthly Jefferson HSA meeting attendance

Helping Hands Chairperson/s (committee required):

- *Term:* 2 years
- *Responsibilities:* propose, coordinate & organize all community service projects for Jefferson School including events such as St. Rocco's Toy Drive, Food Pantry Drive; work with local agencies/other schools to coordinate events; report out to HSA board & members; make recommendations for future; document all activities, contacts & processes, etc.
- *Time frame/requirement:* various times throughout the year; may require some daytime availability; monthly Jefferson HSA meeting attendance

Holiday Make It, Take It Chairperson/s (committee required):

- *Term:* 2 years
- *Responsibilities:* coordinate all aspects of the annual Holiday Make It, Take It event, where children create different holiday crafts or items; has historically included: tea towels, holiday ornaments, mulled cider kits, winter themed necklaces, reindeer food, etc; responsible for securing date for the event; all communication surrounding the event; soliciting members to support committee; communication with the committee; coordinating ordering and collection of materials for crafts; soliciting refreshments for event; reconciliation of funds with treasurer; report out to HSA board and members; make recommendations for future; document contacts & processes, etc.
- *Time frame/requirement:* planning process begins in fall with work to organize through fall/winter until the event in December; monthly HSA meeting attendance

Jaguar Directory Chairperson:

- *Term:* 2 years
- *Responsibilities:* transition Jefferson School online directory (Directory Spot) to new school year (ensuring all children are in the right classes/grades), as well as adding new students & incoming Kindergarteners; communicate directly with new families introducing them to the Jaguar Directory; maintain site by keeping up with the latest enhancements from company; serve as contact for updating information/links as necessary; serve as go to person should a family need to change their information; report out to HSA board & members; make recommendations for future; document all activities, contacts & processes, etc.
- *Time frame/requirement:* most responsibilities fall during end of summer & first couple of months of the school year; various maintenance activities to be done throughout the year; monthly Jefferson HSA meeting attendance

End of Year Carnival Chairperson/s (committee required):

- *Term:* 2 years
- *Responsibilities:* coordinate all aspects of the annual kids-only SUPER FUN End of Year Carnival held each year in June during the day that has historically included: inflatables, food/drinks, rides, DJ, ice cream truck, etc; role is responsible for proposing format, look & feel of the event; securing a date/rain date for the event; all communication surrounding the event; soliciting members to support committee; communication with the committee; reconciliation of funds with treasurer; report out to HSA board and members; make recommendations for future; document contacts & processes, etc.
- *Time frame/requirement:* planning process usually begins in winter with minor work through spring until the event in June; event in June is one full day; monthly HSA meeting attendance

Literacy Chairperson/s:

- *Term:* 2 years
- *Responsibilities:* help develop programs & contests that highlight the fun of reading & writing; work with Principal & Teacher counterpart/s to determine best course of action; work with school Media Specialist to coordinate all aspects of the yearly book swap including soliciting volunteers; potentially assist Media Specialist with Book Fair/s & soliciting volunteers for the Library Volunteer program; report out to HSA board and members; make recommendations for future; document contacts & processes, etc.
- *Time frame/requirement:* various times throughout the year; will require daytime availability; monthly HSA meeting attendance

Mrs. Fields Cookie & Cheesecake Chairperson

- *Term:* 1 year **OPEN**
- *Responsibilities:* coordinate all aspects of the sale of Mrs. Fields Cookie & Cheesecake to all students; communicate with related companies in advance of sales; correspondence with parents; logistics related to receiving & distribution of product once received; reconciliation of funds with treasurer; report out to HSA board & members; make recommendations for future; document contacts & processes, etc.
- *Time frame/requirement:* communication with companies in advance of sales; timeframe is flexible depending on other scheduled events; monthly Jefferson HSA meeting attendance

Parent's Night Out Chairperson/s:

- *Term:* 1 year
- *Responsibilities:* coordinate all aspects of the resurrected adults only Parents' Night Out (can be used as a fundraiser); event to be held one night during the school year whenever the chairperson/s would like as long as the event does not conflict with other events in town; communicate/negotiate with local various event locations (restaurants, comedy clubs, VFW halls, etc.); correspondence with parents; reconciliation of funds with treasurer; report out to HSA board and members; make recommendations for future; document contacts & processes, etc.
- *Time frame/requirement:* TBD depending on event date; responsibilities end once event is over; monthly Jefferson HSA meeting attendance

Publicity Chairperson/s (committee to be considered):

- *Term:* 1 year
- *Responsibilities:* distribution of permission forms to all Jefferson School families asking permission to publish children's photos /names throughout the year pertaining to HSA related events; attending HSA related events to document & photograph; obtaining recaps about the attended events from committee chairperson/s to submit to local newspaper, and internet/social outlets; working with many of the other chairperson/s; report out to HSA board and members; make recommendations for future; document all activities, contacts & processes, etc.
- *Time frame/requirement:* requires a steady amount of time throughout the year to attend various events; may require daytime availability; can be split amongst more than 1 person; monthly Jefferson HSA meeting attendance

Restaurant/Discount Card Fundraiser Chairperson/s:

- *Term:* 1 year
- *Responsibilities:* coordinate all aspects of organizing fundraisers with local restaurants like Jersey Mikes, Dough, Panera, Chipotle, Fresco etc; communication of fundraisers to Jefferson school families; reconciliation of funds with treasurer; report out to HSA board and members; make recommendations for future; document contacts & processes, etc.
- *Time frame/requirement:* varying amounts of time throughout the year; monthly Jefferson HSA meeting attendance

School Portrait Coordinator:

- *Term:* 1 year
- *Responsibilities:* help Photographer stay on time during School Portrait days by keeping children moving in an organized fashion
- *Time frame/requirement:* two days back to back early in school year, typically within Sept-Oct months; will require daytime availability; monthly HSA meeting attendance

School Spirit Fundraiser Chairpersons:

- *Term:* 1 year
- *Responsibilities:* coordinate all aspects of the twice yearly apparel sale to all families; communicate with sporting goods company; correspondence with parents; logistics related to receiving & distribution of apparel once received; open to proposing ideas around new spirit wear items (headbands, water bottles, notepads, pencils, etc); reconciliation of funds with treasurer; report out to HSA board and members; make recommendations for future; document contacts & processes, etc.
- *Time frame/requirement:* twice yearly in Fall & Spring; monthly HSA meeting attendance

Spring Family Fun Chairperson/s: (committee required)

- *Term:* 2 years
- *Responsibilities:* coordinate all aspects of an event (may be used as a fundraiser) to be held during the spring; event ideas include family kickball, adult only cornhole tournament, swap meet; soliciting members to support committee; communication with the committee; reconciliation of funds with treasurer; report out to HSA board and members; make recommendations for future; document contacts & processes, etc.
- *Time frame/requirement:* the role is active in spring until event is over with pre-planning; monthly Jefferson HSA meeting attendance

Talent Show Chairperson/s (committee required):

- *Term:* 2 years
- *Responsibilities:* coordinate all aspects of spring Talent Show, which showcases the talents of all Jefferson School students who sign up; ensure all equipment is working properly; communicate with parents/participants; gathering required materials including food/drinks to serve; soliciting members to support committee; communication with the committee; reconciliation of funds with treasurer; report out to HSA board and members; make recommendations for future; document contacts & processes, etc.
- *Time frame/requirement:* the role is active in spring until event is over with pre-planning; monthly Jefferson HSA meeting attendance

Teacher Appreciation/Hospitality Chairperson/s:

- *Term:* 2 years
- *Responsibilities:* coordinate all events related to Teacher Appreciation outside of class gifts (handled by Class Parents); provide refreshments for various school activities/events like Back to School Night; plan & execute full school Teacher Appreciation gift (i.e. video from students, HSA members, etc); plan & execute Teachers' Holiday Breakfast; plan & execute Teacher Appreciation luncheon (half day in May); ensure all Teachers/Staff outside of homeroom Teachers are receiving gifts for Teacher Appreciation or End of Year (Principal, Nurse, School Secretary, Custodial Staff, Aides); report out to HSA board and members; make recommendations for future; document contacts & processes, etc.
- *Time frame/requirement:* various times throughout the school year; will require daytime availability; monthly Jefferson HSA meeting attendance

Third Grade Bike Rodeo Chairperson/s (committee required):

- *Term:* 1 year
- *Responsibilities:* assist the West Caldwell police department in promoting bike safety education & awareness by coordinating this single day event in May for the third grade classes; police department determines events; chairperson collects & gathers all materials required including water/ice pops & items requested by police for event; soliciting members to support committee; communication with the committee; report out to HSA board and members; make recommendations for future; document contacts & processes, etc.
- *Time frame/requirement:* whole day of Bike Rodeo in May; miscellaneous times to coordinate leading up to day; monthly Jefferson HSA meeting attendance
- *Prerequisite:* must be a third grade parent

Winter Family Fun Chairperson/s (committee required):

- *Term:* 2 years

- *Responsibilities:* coordinate all aspects of an event to be held during January-March, event ideas include movie night, game show/trivia night, karaoke night, soliciting members to support committee; communication with the committee; reconciliation of funds with treasurer; report out to HSA board and members; make recommendations for future; document contacts & processes, etc.
 - *Time frame/requirement:* active in the winter until event is over, monthly Jefferson HSA meetings
-

Jefferson School Class Parent Volunteers

A rewarding way to get involved at our school & in your child's class is to volunteer your time as a class parent. Our teachers depend on the help of parents for many things inside of the classroom including:

- Collecting class dues (used for class parties & related materials; teacher appreciation gifts)
- Communication with class families
- Accompanying students & teachers on various field trips, when needed
- Coordinating classroom social activities (parties), supplying related materials
- Soliciting classroom volunteers for various events

Additionally, class parents will:

- Be available on a general "call list" to assist the HSA if needed
- Attend at least 2 HSA meeting throughout the year

If you are open to volunteering for more than one child (meaning you have multiple children in school & are open to being any of their class parents), please submit information for each child separately within the [SignUp Genius](#). You will only be chosen for ONE class, however. Please note that the principal and teachers select the class parents; it is not a function of someone on the HSA. Class parents are solicited at the start of the new school year and are notified once the principal and teachers have made their selections.