

Munsey Park Committee Descriptions



Book Fair

(March) Committee chairs coordinate sub-committee to select theme. Chairs work with librarian for scheduling. Committee and volunteers assist in check out, restocking books, and decorating. Chairs and sub-committee begin in the Fall – Book Fair runs for a week in March.

Box Tops for Education

(Periodic) Committee chair(s) organize collection and redemption of Box Top labels. Organize school contest Jan-March and ensure winning grade receives prize. May want volunteers to help trim and count Box Tops. Minimal time commitment - great way to get involved without having to be in school.

Bulletin Boards <NEW>

(Monthly) Working with the Art teachers to update bulletin boards with eye-catching displays.

Children's Book Week

(April-May) Designs and implements a week of activities for children to celebrate the love of books. Works closely with librarian. Periodic planning meetings. Event is in April/May.

Directory

(September/October) Prepare, proof and distribute school directory after compiling and/or updating information.

Extended Extras (EX)2

An after school program designed to offer classes after the school day. Winter Semester (November – March) Spring Semester (May-June) Assist with registration and implementation of program.

Grade Level Chairs

(Ongoing) Act as liaison between SCA leadership, school administration and Room Representatives. Attend monthly meetings, report grade-level issues and share information back with Room Reps. Must attend 3 Executive Level SCA Meetings throughout the year. 2-year commitment except in 4th grade.

Guess Who's Coming to Read?

(November-January) For grades K-3. Invite community members to classrooms to read and share info about their professions. Chair(s) lines up readers, works with librarian, sets up schedule with school and coordinates volunteers. Event is one morning in January.

Halloween Party (5th and 6th grade)

(Halloween night---Planning September – October) Plans, organizes sub-committees, decorates, assign volunteers, and take down party. Fifth grade chairs work directly with 6th grade chairs and then continue as chairs the following year.

Holiday Gift Giving Program

(November/December) Work with school social workers and psychologists to organize gifts during the holidays for families in need in our community. Includes collection of items. Works with Project Share.

Holiday Staff Lunch

(December) Organize luncheon to thank the Munsey Park secretarial and custodial staff and nurses.

Ice Cream Social

(August) Social event designed to welcome new students in grades 1-6 to MP. Need to purchase ice cream and beverages for the event. Volunteers give tours of the school and introduce buddies. August- September (phone and computer work).

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Jump for the Cure (January-March) Chairs work with Physical Education teachers to organize an annual event for Juvenile Diabetes. For one day in March, students and staff will jump rope non-stop throughout the school day.
Lunch Duty (Ongoing) Chairs implement Lunch Duty volunteer sign-up. Also manage supplies for indoor recess.
Photo Day (September-October) Coordinate schedules and distribute fliers and photos. Day of event, assist in preparing students. September – October 2-3 hours on one or both days.
Publicity (Ongoing) Responsible for submitting articles and pictures to the newspapers and publications in the District that promote the involvement of the SCA in events and activities.
Red Ribbon Week (October) Work with CASA to plan a week of events including student project and decorating the school to promote awareness about drug and alcohol use.
Safety & Preparedness (Ongoing) Work with MP President and Administration to implement measures to keep Munsey Park students, staff and facilities safe, including observing dismissal procedures. Bi-monthly committee meetings.
School Spirit Wear (Ongoing) Order and sell Munsey Park merchandise such as t-shirts, shorts and sweats at Open House, around the holidays and throughout the year when appropriate.
School Supplies (June-August) Coordinate and publicize school supply fundraiser. Create order sheets, coordinate timing and pick-up dates. Collect order forms.
Staff Appreciation Luncheon (April-May) Organize a luncheon honoring the teachers and staff of MP. Collect donations and desserts for event. Responsible for invitations, decorations, food, set-up and takedown, and serving.
Website Editor (Ongoing) Be the person “in the know”! Work with web-master, committee chairs, SCA President to produce the MP webpage to reflect upcoming SCA-sponsored events and school happenings.
SCA EXECUTIVE COMMITTEES (reports directly to SCA Executive President)
CASA Liaison (Periodic) Serve as school representative at CASA meetings. Share information with MP President and Dr. Kendall to be disseminated school-wide.
Community Education Committee (CEC) (Monthly) Committee plans and arranges community forums, speakers and discussions in keeping with the goal of raising awareness, providing clarity regarding issues pertinent to the school budget and mission of the district. Coordinate volunteers for hanging balloons in town day of vote. On-going community meetings and planning throughout the spring.
Enrichment Committee (Periodic) Members schedule and evaluate programs for grades K-6 (authors, special programs). Volunteers must attend programs and report back to the committee.

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Family Theater (Periodic) Chairs coordinate two performances a year, manage tickets and advertising. Volunteers chaperone and collect tickets day of the event(s) on Saturday afternoons. Great opportunity for working parents.
Health and Wellness (Ongoing) Serve as MP rep on the district-wide SCA Health and Wellness committee. Organize Health & Wellness week at MP (working with SR Chair). Implement Birthday Card program for birthday celebrations.
Membership (September/January) Distribute SCA membership forms and collects dues at Open Houses and through the mail. September – October 6 hours
Planet Manhasset (Ongoing) Dedicated to implementing ways to “go green” all around our school and homes. Organize “Go Green Week” and/or an Earth Day celebration.
Project Share (Ongoing) A district-wide effort to attempt to fill the basic needs of some of the economically challenged families in our schools. Works with Holiday Gift Program and Community Service Committee to make a quiet difference in others’ lives. Strictly confidential
Saturday Series (Periodic) Committee members needed for registration, publicity, security and other responsibilities on Saturday mornings. Chair needed for Winter 2015 session.
SCA Fair (April, May) Many volunteers are needed for the various committees. Two main chairs are needed from MP to work with SR and MHS chairs.
SCA Luncheon (November) Organize the fall fundraising event for the membership. Volunteers are needed to help with silent auction, raffles, vendors as well as helping out the day of the event.
FOR PARENTS OF INCOMING 6TH GRADERS ONLY:
6th Grade Promotional Party (May-June) Plan a themed promotional party with a DJ; organize parent volunteers for security, decorations and food. Party is the Wednesday of the last week of school.
6th Grade Trip to Splish Splash (Periodic) Chairs book date, organize chaperones, order tickets for the day. Work with 6 th Grade GLC.
6th Grade Transition Panel (January-April) Work with SR Chair and MP President to organize a panel of Middle School parents for a presentation to 6 th grade parents in March/April.
6th Grade Yearbook Create, publish and distribute a yearbook commemorating the 6 th graders’ Munsey Park experience in pictures.

**A separate form for room representative volunteers will be mailed in August with the class placement letters. **