

**Coleman Executive Board and Committee Chairs
2017-2018**

SUPPORT YOUR SCHOOL!

The Coleman HSA is a terrific way to become more involved in your child's elementary school experience and become part of the Coleman Community. We have opportunities for people who want to be actively involved, at all levels of time commitment – whether you work or stay at home, there is an opportunity for you!

It is the support of parents like you that allow our children to have so many incredible experiences during their time at Coleman School.

We're looking for volunteers to join our Executive Board as well as volunteers to "chair" specific committees. Even if you've never "chaired" a committee, the HSA will help! And, it's always an option to grab a friend and chair the committee together – the more the merrier!

If you are interested in joining the board or chairing any of these committees for the 2017-2018 school year, or if you have any questions, please contact Melissa Antonelli (hsamelissa@gmail.com) or Lynda Coppola (hsalynda@gmail.com).

Executive Board:

Co-Presidents: Melissa Antonelli & Lynda Coppola

The President serves as principal executive officer of the HSA and is initial point of contact between HSA and school administration, including monthly meeting with principal. The President will draft agendas for the HSA meetings in collaboration with Secretary. The President will lead HSA meetings and provide support of various HSA activities as necessary.

1st Vice President (or Two Co-1st Vice Presidents): OPEN

Perform all duties of the President during the President's absence and attend monthly Executive Board Meetings and full HSA meetings. The VP will provide support of various HSA activities as necessary.

2nd Vice President: Allisan Emes

Perform all duties of the President during the President's absence and additionally attend monthly Executive Board Meetings and full HSA meetings. The VP will provide support of various HSA activities as necessary. The 2nd VP will also be responsible for the HSA Handbook.

Treasurer: Naomi Lin

The Treasurer shall keep an accurate accounting of the receipts and disbursements of the HSA and shall present a verbal financial report at each of the monthly meetings. The Treasurer shall prepare a written financial report on a monthly basis for each meeting of the HSA. All checks shall be signed by the Treasurer.

Assistant Treasurer: OPEN

Perform all the duties of the Treasurer during the Treasurer's absence and attend monthly Executive Board Meetings and full HSA meetings.

Recording Secretary: OPEN

The Recording Secretary will keep full and accurate minutes of all HSA meeting and all Executive Board Meetings. Draft agendas for the Executive Board meetings and full HSA meetings along with Presidents.

Corresponding Secretary: OPEN

The Corresponding Secretary will be responsible for all correspondence of the HSA and at the direction of the HSA Executive Board shall answer any correspondence as well. Act as the liaison with class parents.

Webmaster: Hilary Gerber

Update and manage www.colemanhsa.org. Send out weekly HSA blasts to members.

COMMITTEES:

4th Grade Plant Sale (Spring)

Work with local nursery to schedule plant delivery, setup sale, coordinate volunteers. All proceeds from this event go toward 5th grade activities.

Adult Social – Fall (October)

Plan a fun, social event for Coleman parents for an evening in the Fall. Select venue/theme and coordinate volunteers to assist in planning of event.

Adult Social Fundraiser - Spring (March)

Spearhead the planning of annual event including location selection, food, entertainment and gathering/coordination of auction items.

Annual School Theme Fair (March)

Coordinate volunteers, sign ups and gym set-up during theme fair, during which children are invited to create and display a project that relates to each year's theme.

Apparel Sales (Year-Round)

Work with designated vendor to organize Coleman clothing/accessories sale. Coordinate volunteers to set-up sales table at various school events.

Art Docent/TIC TOC (Year-Round)

Hang up/take down pictures and special collections on loan from TIC TOC (monthly – 30 minutes). Represent Coleman at monthly TIC TOC Board Meetings (90 minutes/meeting). Promote TIC TOC events at school and encourage TIC TOC docents to go into classrooms and provide guidance/support.

Art Show (May)

Assist art teacher and coordinate volunteers to help set-up and take down children's artwork at annual show.

Art Show Bake Sale (May)

Coordinate volunteers and sale of food at annual Art Show.

Assemblies (Year-Round)

Work with teachers and principal to coordinate appropriate assemblies for each grade level.

Bagel Sales (Year-Round)

Order and distribute bagels on early dismissal days (3-4x/year).

Bingo Night (January)

Purchase snacks and prizes (on behalf of HSA) prior to the event. Coordinate volunteers and gym set-up on the evening of event.

Board of Education HSA Representative (Year-Round)

Coordinate volunteers to attend BOE meetings and report at HSA meetings.

Book Fair (October)

Coordinate delivery of books and merchandise from Scholastic and manage set-up of event, which occurs after-school, the day before the sale. Organize and oversee volunteers during the two-day sale.

Box Tops for Education (Year-Round)

Collect and submit Box Tops for Education for cash rebates.

Carnation Sale (February)

Coordinate flower sale with florist. Package and delivery carnations on day of event.

Circus (June)

Serve as point of contact for circus vendor. Purchase (on behalf of HSA) snacks and circus gear to be sold the evening of the event. Coordinate volunteers to assist during the circus (held on a Friday evening).

Class Parent (Year-Round)

Collect money for class parties and teacher gifts. Co-chair Coleman Café (1x for each grade level). Chaperone class trip(s). Purchase refreshments for parties. Communicate, via email, pertinent information to parents in class. Facilitate sign-ups for learning center volunteers.

Drama Club (January-March)

Work with Porchlight Productions to coordinate production. Set up rehearsal schedule and manage schedule of volunteers throughout event. Organize ticket sales.

Farm Fest (October)

Coordinate with local farm for plant and produce sale. Purchase (on behalf of HSA) food and beverages to be sold the day of event. Organize volunteers, and set-up games, activities and crafts for this after-school event.

Field Day (June)

Coordinate volunteers to work each station at Field Day - occurs during the school day.

Glen Rock Library Read-A-Thon (March)

Publicize the read-a-thon on behalf of the library to Coleman School via the class parents. Collect read-a-thon forms and deliver to the library at the conclusion of the event.

Habitat Day (Spring)

Designate an appropriate theme related to the environment, gardening, etc. Purchase (on behalf of HSA) any necessary supplies and coordinate relevant stations for each grade. Manage volunteers the day of the event.

Holiday Shop (December)

Coordinate this holiday shopping event that allows children to buy small gifts for all of their loved ones during the holiday season. Responsibilities include purchasing items to be sold at sale as well as wrapping supplies. Oversee event set-up (day before sale) and volunteers during the sale.

Hospitality (Year-Round)

Purchase food and beverages (on behalf of HSA) for various functions throughout year. Events include, but are not limited to, Back to School Luncheons for Teachers, Back to School Breakfast for Parents, etc.

Ice Cream Day (Year-Round)

Order and distribute ice cream on ice cream sale days (2x/month)

International Night (Spring)

Serve as point of contact for families participating in this evening event that celebrates Coleman's diverse culture. Coordinate volunteers, set up and supervise event, which takes place in Coleman Gym.

KidStuff Coupon Book (Fall)

Coordinate sale and distribution of coupon books to Coleman families. Sales usually occur during September and October.

Laptops at Lunchtime (January/February)

Coordinate volunteers to provide assistance to students participating in this lunchtime program that allows them to play an array of educational computer games. (Grades 2-5 participate)

Learning Center (Year-Round)

Coordinate volunteers from across grade levels that will be present during their child's class library time to help check out books and re-shelve returned books.

Lunchtime Activities (January/February)

Coordinate volunteers across grade levels to play games and/or do crafts in their child's classroom during lunchtime when the winter months don't allow for outdoor recess.

Movie Night (September)

Assist in selecting movie and work with vendor to book movie screen/popcorn for this outdoor event held on a Friday night in September. Purchase (on behalf of HSA) snacks and beverages to be sold and coordinate volunteers for the evening of the event.

Pizza Day (Year-Round)

Order and distribute pizza on pizza day. (2x / month)

Pool Party (June)

Coordinate volunteers for this school-wide pool party that takes place at the Glen Rock Pool. Coordinate food/snack sales including ordering and distribution of pre-order pizzas.

Publicity (Year-Round)

Photograph various school events, and work with class parents, to submit photos for publication.

Puzzle Night (February)

Supervise this event where families compete to see who can complete a puzzle the fastest. Responsibilities include selecting and ordering puzzles and purchasing (on behalf of the HSA) food and prizes to be used the evening of the event.

Sandwich Day (Year-Round)

Order and distribute sandwiches on sandwich sale days. (2x/month)

School Tool Boxes (Summer)

Work with School Tool Box to lock in early discounts. Coordinate supply lists with the teachers. Promote online sale. Receive and sort school tool boxes.

Social Media (Year-Round)

Maintain the Coleman Facebook page by keeping member list up-to-date and post relevant school announcements throughout the year.

Walk-A-Thon (Fall)

Distribute and collect forms and donations.