

ST. ELIZABETH SCHOOL



H.S.A EVENT & VOLUNTEER HANDBOOK 2016-17

2016-2017 HSA EVENTS **& VOLUNTEER HANDBOOK**

Box Top /Soup Label

Chairperson will collect box tops and soup labels from the church and school throughout the year.

Entrance Decorating

Chairperson will decorate the front main entrance and the Pre-K and Kindergarten entrance. Decorating should change with the seasons and/or holidays. Chairperson is responsible for the upkeep of the decorations. (I.e. watering of plants)

High School Information Night

Chairperson arranges visits by local high schools to St. Elizabeth School. 7th and 8th grade student and their parents living in our local community are invited to attend. Schools invited but not limited to: St. Joseph Regional, Bergen Catholic, Delbarton, Don Bosco, DePaul, Paramus Catholic, Regis, Mary Help of Christians, IHA, AHA, and Portsmouth Abbey (Rhode Island).

Ladies Night

Chairpersons to secure a location, pick a theme, plan a menu, secure donations, and organize volunteers. This event requires the assistance of many people to help plan, decorate, obtain raffle items, wrap baskets, sell tickets, set-up and transport items. All donations come from school families.

Lunch Program

Chairperson to coordinate lunch program which includes: securing vendors (negotiating price and contracts), purchasing all paper products and silverware, purchasing all snacks offered to the students. In addition, lunch chairperson collects all lunch orders and checks from the school community to be submitted to the treasurer. They then create spreadsheets for each day detailing all children who should receive lunch that day and print labels. Also, lunch chair supports the lunch moms when they are short on staff.

Fun Friday

This is a social event that requires the Chairperson to schedule movies, ice skating, fall festival, snow tubing, bowling, etc. throughout the year on early dismissal days. Dates are to be coordinated with the school calendar and are not to conflict with other activities.

Restaurant Night

Chairperson will coordinate with local restaurants to donate a percentage of the St. Elizabeth families dinner to the school. Current restaurant participants include but not limited to: Pizzeria Mandara, Blue Moon Mexican Cafe. Percentage has been 15%.

Trunk or Treat

Chairperson will organize and advertise the evening which is typically the Friday before Halloween. The night includes parents decorating a parking spot in the parking lot and give out a trinket to the kids. Pizza and drinks are sold.

Uniform Exchange

Chairperson will organize and advertise the uniform exchange. Volunteers will help organize uniforms by size and item. Requires 4-5 people to help organize the uniforms over the school year.

Walk-a-Thon

Requires chairpersons to coordinate with facility, class parents, students and parents in fund raising efforts to support St. Elizabeth's school. Weather permitting, class Halloween parties are held at the end of the event in the parking lot.

Genovese Wrapping Paper / Cookie Sale

Chairperson will coordinate with Genovese to sell wrapping paper and other items. Sale starts at the end of September and orders are delivered by Thanksgiving.

Blue Ribbon Gala

Chairpersons to pick a date for event, secure a location, plan menu, and solicit the school community and area businesses at large for donations. Many committees and volunteers are needed to assist with the planning and operation of this event.

Santa Breakfast

A social event that requires assistance of volunteers to organize a pancake breakfast, decorations, set up/clean up, arrange cooking schedule, ticket sales, photos with Santa, games, crafts, and/or entertainment.

Sports Award Dinner

Chairpersons to pick a date for event, secure a location, plan menu, track ticket sales, plan decorations for all fall and winter athletes and their parents.

Track Dinner

Chairperson to pick date, secure caterer, plan menu, decorations and entertainment, track ticket sales and purchase coaches gifts for all the track coaches. Location of the event is the gym.

Dad's Night

A group of dads create skits and perform them on the stage in the cafeteria. Coordinate selling tickets, DVDs, and t-shirts.

Dollar for Dollars

Chairperson coordinates the selling of gift cards to families throughout the year. Current contract requirement is to purchase \$3,000 worth of gift cards. Grocery store, Toys R Us, Dunkin Donuts, Gamestop, Marshall's are available on a daily basis at the main office. Other gift cards are available to order one to per month. Families are also able to use shop with scrip, an online version of getting gift cards.

Walk to School Days

Chairperson organizes a walk to school day from the Wyckoff library to school twice per year (fall and spring) on a Friday. This involves coordinating with the Wyckoff police. At school all participants receive water, an apple and trinket (stickers). All participants get to wear their gym uniform.

Spirit Wear

Chairperson coordinates the spirit wear website and fulfills all orders for parents.

Scholastic Book Fair

Chairperson to coordinate with Scholastic Book Club to sell books over a 3 day period. Over the 3 days all classes will visit the book fair. This is to coincide with back to school night.

Used Book Fair

Chairperson advertises to collect gently used books. With their committee they then sort and categorize the books by age. Over a two day period all classes will come to shop the book sale. All leftover books are brought to Sacred Heart.

Field Day

Chairperson to coordinate all games, a BBQ lunch and swim time at the Wyckoff Y. Many volunteers are needed to make this event a success.

Clothing Drive

Chairperson advertises in school and the church to collect clothing, shoes, linens, and toys over two weekends (fall and spring). The school is then paid by the weight of the items collected.

Bulletin Boards

Chairperson updates the front entrance bulletin boards. The left side with current school events. The right side with the latest home school association information from the brown envelope.

Birthday Celebrations

Chairperson coordinates a monthly ice cream treat to celebrate birthdays. Currently the ice cream is purchased at Dairy Queen.

Used Bag & Sports Equipment Sale

Chairperson advertises to collect gently used bags and sports equipment. With their committee they then sort and categorize the items and sell them at the spring parent/teacher conference.

Alex and Ani Jewelry Sale

Chairperson will coordinate with Alex and Ani to donate a percentage of the St. Elizabeth families day of shopping to the school.

Tons of Toys

Chairperson will coordinate with Tons of Toys to set-up shopping days around the holidays. St. Elizabeth's will receive 15% of the amount purchased as a donation.

Movie Night

Chairperson to coordinate movie night(s) for the school with concessions. Dates to be determined based on openings in the school calendar.

Assemblies

An important feature of the children's year is attending 2-3 school assemblies. The coordinator of the assemblies committee would work with the school on planning age and content appropriate programs for the entire school community to enjoy.

New Family Cocktail Party

A social event that requires assistance of volunteers to organize a cocktail party for the new families entering the school. To be held in the Elizabeth room within the first 2-3 weeks of the school year.