

Brookdale Home & School Association Inc.
Volunteer Information Packet (2013-2014)

Great Things Can Happen When We Work Together!

Home and School (HSA) is an organization of parents whose primary goal is to further enhance their child's education through involvement, bringing together the parents and the educators. Upon paying membership dues on Back-to-School Night, you are a member of the Association. During the school year, the Home & School Association sponsors many activities and events. The HSA meets monthly to discuss programs, events and town issues.

HSA activities are run by parent volunteers. At this time, we are asking that you read through the committee listings and consider signing up for one or more events. Signup sheets are included at the end of the packet and must be returned to school by May 30th. The children love to see their parents in their classroom or involved in their school. The rewards are great and it is a terrific way to meet people in the school community. Remember, Home and School adds valuable activities to our children's education and we need all of you to make it happen.

I. SCHOOL-YEAR SERVICES

Assembly Program Chairperson: Professionals treat Brookdale students to many diverse cultural, artistic, theatrical, scientific, musical, educational and just plain fun performances. The Home & School Association sponsors all of these events. These programs enhance the school curriculum and introduce opportunities for children to experience. All events are held during school hours for the students. The Program Committee previews, coordinates and contracts these many special programs with the approval of the Executive Board and the Principal.

Beautification Committee: This committee shall work with school administration in determining ways to improve the appearance of the school grounds, i.e. planting flowers, etc.

Birthdays: Requires chairperson only. Every child at Brookdale gets a small gift on his/her birthday courtesy of the H&S. Chair will help update birthday list for the year. Will also purchase items, wrap gifts and keep birthday calendar in front hallway up to date.

Board of Education Meeting Rep: Board of Education meetings are held twice a month on a Tuesday evening at the Bloomfield Schools' Administration Building, 155 Broad Street. We are seeking volunteers to attend meetings and report pertinent information regarding the Bloomfield Schools to our Home & School.

Classroom Parent: Two parents per class are required. Duties include assisting with the collection of HSA membership dues and party dues on Back-to-School night; chaperone field trips and assist with the Fun Fair. Parents are asked to attend HSA meetings each month (may be alternated between both parents). Kindergarten class parents are responsible for preparing the Kindergarten Orientation Tea for incoming parents in the spring.

End-of-Year Teacher Luncheon: A luncheon is served to the teaching staff of Brookdale, courtesy of Home & School, on a half-day the last week of school. This committee shall coordinate this luncheon in its entirety in the Media Center.

Hospitality: This person is responsible for acknowledgement of special occasions within the school.

Liaison: As the one liaison for each class, this person shall meet with the teacher in September to determine the classroom needs, such as setting up the parent volunteer reading schedule. Liaisons are selected for grades K-3 only.

Library Volunteer Committee Chairperson: This person will work with the Media Specialist in September to set up the circulation schedule and to assign the volunteers to their circulation day. The Library Chairperson will train first-time volunteers on circulation check out procedures.

Library Volunteer Committee: These volunteers work in the school media center during circulation days. Volunteers are asked to help check-in and checkout library books for the children.

Membership: The Membership Committee enrolls members in the Home & School Association, coordinates dues collection with the classroom parents for the Association at the September Back-to-School night and maintains a current list of all paid association members and will send out reminder letters to those who have not paid.

Publicity: The Publicity Committee takes pictures and has them developed, delivers pictures to the newspapers, and writes and delivers all articles pertaining to school activities to the local newspapers. A school scrapbook is kept on all newspaper clippings, photographs, etc. for each year. This committee shall also keep the Home & School bulletin board up to date.

Scholarship Committee: This person awards two scholarships to graduating Brookdale alumni.

Student Safety / Parent Education Committee: Focuses on educating parent community about threats to child safety including bullying, stranger awareness, internet safety, following school regulations, etc. Committee is encouraged to work with town-wide Home and School council.

Website Support Committee Chairperson: Work with Membership Chair and Brookdale School office to get current student lists and membership information to update the Brookdale database. The database is used by the Executive Board for membership information and other committees to make labels. Also may help create and update a Brookdale H.S.A. website to reach out to the Brookdale community. Ideal for a parent who cannot physically come to school much due to work or other commitments, but has some time and computer skills.

II. ACTIVITIES

Basketball Program: This program is open to boys and girls, grades 4-6. The committee chairperson(s) organizes the teams, establishes practice schedules and recruits coaches. This activity takes place on Saturdays from January to March. Coaches run the practices with their teams.

Fun Fair Committee: The chairperson, along with volunteers, organizes a fun afternoon of games, prizes, food and raffles for the children and families of Brookdale School. This event usually takes place on a Friday after school in June.

Halloween Dance: This is a fun evening event for families. It is usually held on a Friday night. The night consists of dancing and treats. Volunteers for this committee organize the event in its entirety. This includes sending out announcements, distributing tickets, arranging for a D.J., purchasing snacks, and decorating gym.

Holiday Gift Shop: Brookdale children have an opportunity to purchase small items as gifts for family and friends in early December. The committee will contract a vendor, set up the shop, solicit volunteers, assist children with their purchases, coordinate gift wrappers, and close up shop. This event requires only about 3-4 participation days.

Holiday Giving Committee: This committee shall research and select a charitable organization in Bloomfield to be the recipients of gifts from the children of Brookdale School. They will organize the entire event from coordinating the solicitation of gifts to the delivery of such gifts.

Holiday Tree Decorating Committee: This committee shall make the decorations (usually something involving the children of Brookdale) for the holiday tree adorning the stage for the Winter Concert.

Jump-A-Thon: This event is run by Mr. Mayer for the American Heart Association. This event is for grades 3-6 and is usually held in late February or early March. These volunteers provide and distribute a healthy snack during this event. Time is usually 1-3 p.m.

Relay for Life: This event leader is responsible for organizing team and fundraising events for the American Cancer Society.

Sixth Grade Activities: As the 6th graders end their time at Brookdale, parent volunteers provide activities, a yearbook and a Class Day ceremony for them. Each activity requires chairpersons. The yearbook committee is open only to 6th grade parents, and is responsible for collecting, collating, and submitting all information to a publishing company and works collaboratively with the 6th grade teachers. Final yearbook is to be approved by the H.S.A. Co-Presidents and Brookdale principal before going to print. Other activities are determined by that year's parent volunteers and chairpersons established. All activities must be submitted to the Executive Board for approval and appropriate funding.

Small World: Provides an international event designed to expose children to the diversity of our school population. Variety of activities depending on direction committee chooses for that year.

St. Patrick's Day Committee: This committee coordinates the volunteers to serve bagels on St. Patrick's Day. This person shall order and purchase the bagels and organize the morning in its entirety. This is an easy event, as the volunteer(s) are only required to be at the school for about one hour on the morning of St. Patrick's Day.

Teacher Appreciation Week Committee: A committee is needed to coordinate refreshments and/or gifts in recognition of May's weeklong celebration to honor and thank our school's teachers.

III. FUNDRAISING

Annual Fundraiser/ Beefsteak: Historically, our main fundraising opportunity which can take several forms. Parent volunteers coordinate this entire event, which includes reserving an off-site location, soliciting local vendors for prizes/donation, ticket sales and distribution. This is a large committee that works throughout the fall and winter for an early spring event.

B-I-N-G-O Night: Brookdale students are invited to a fun-filled evening on games, prizes and snacks at a nominal charge. This is usually held on a Friday evening in the spring. The Committee will be responsible for issuing sign-up memo, distributing tickets, purchasing prizes and snacks.

Book Fair: Children have the occasion to look at books on display from a major book distributor and make purchases. These are held in February and May or June. Volunteers are needed to assist children with their purchases on Book Fair days and parent night. Chair people must share about 5 consecutive days of participation, including set-up and breakdown.

Box Tops for Education: This chairperson collects, counts and itemizes box tops to be sent to General Mills. We receive money from General Mills for these labels. This committee shall send memos to the families of Brookdale School throughout the year to encourage collection.

Fifth Grade Car Wash (Fifth Grade Parents Only): To raise funds for 6th grade activities, the kids wash cars on a Saturday in the spring. Be prepared to get wet!!!

Fundraising Committee: Committee will be responsible for developing innovative fundraising ideas for Brookdale. Passive fundraising (gaining funds through spending families do anyway) is a goal for the upcoming year. Throughout the year, smaller fundraisers (such as school clothing, Avon, note cards, etc.) may be offered to Brookdale families.

Gift Wrap Sale: This is one of our main fundraisers of the year held in early September. Volunteers are required to distribute information memos and catalogs, collect all orders and monies, and distribute merchandise upon arrival.

Plant Sales: There are usually two plant sales held each year. Mums are sold in the fall. Parents order and pick up plants. For Mother's Day, children have the opportunity to make purchases for their families. The committee will arrange with a garden center to purchase and deliver the plants to Brookdale as well notify families via a memo of the sale.

Spirit Wear: Coordinate the sale of "Brookdale" themed athletic clothing, including taking orders, communicating with vendor, and distribution. Sale starts Back to School Night.

Talent Show: Coordinate the Brookdale School talent show.

Sign Up Forms [return these pages only to the school office by May 30th]

Make a note to yourself of what you have volunteered for!

Student's Name _____ Grades in '13-'14 _____

Parent's Name _____

Phone # _____ Email _____

Address _____

I. School Year Services / Ongoing activities throughout the school year

Assembly Programs Committee / Chairperson _____ Volunteer _____

Beautification Chairperson _____ Volunteer _____

Birthdays Chairperson _____ Volunteer _____

Board of Education Meeting Representative _____

Classroom Parent

Grade (1st choice) _____ Grade (2nd choice) _____ Grade (3rd choice) _____

Class Liaison

Grade (1st choice) _____ Grade (2nd choice) _____ Grade (3rd choice) _____

End of Year Teacher Luncheon Chairperson only _____

Hospitality Chairperson only _____

Library / Chairperson _____ Volunteer _____

Membership Chairperson only _____

Publicity Chairperson _____ Volunteer _____

Scholarship Chairperson _____ Volunteer _____

Student Safety Chairperson _____ Volunteer _____

Website Support Chairperson _____ Volunteer _____

II. Activities

Basketball Program (Grades 4, 5 and 6 only) / Chairperson _____

Coach _____ Grade _____ Volunteer _____ Grade _____

Fun Fair Committee / Chairperson _____ Volunteer _____

Halloween Dance / Chairperson _____ Volunteer _____

Holiday Gift Shop Committee / Chairperson _____ Volunteer _____

Holiday Giving/Chairperson _____

Holiday Tree Decorating/Chairperson _____

Jump A Thon / Volunteers _____

Relay for Life Chairperson _____ Volunteer _____

Sixth Grade Activities / Chairperson _____ Volunteer _____

Sixth grade Yearbook / Chairperson _____ Volunteer _____
**open only to 5th and 6th grade parents

Small World / Chairperson _____ Volunteer _____

St. Patrick's Day Committee / Chairperson _____ Volunteer _____

Teacher Appreciation Week Committee / Chairperson _____ Volunteer _____

III. Fundraising

Annual Fundraiser Chairperson _____ Volunteer _____

B-I-N-G-O Night / Chairperson _____ Volunteer _____

Book Fair / Chairperson _____ Volunteer _____

Box Tops / Chairperson _____ Volunteer _____

Fifth Grade Car Wash / Chairperson _____ Volunteer _____

Fundraising Committee / Chairperson _____ Volunteer _____

Gift Wrap Sale / Chairperson _____ Volunteer _____

Plant Sales / Chairperson _____ Volunteer _____

Spirit wear/Chairperson _____ Volunteer _____

Talent Show/Chairperson _____ Volunteer _____

Please look over the selections and check off all areas that you are interested in. **Return the form to school by May 30th. All chairpersons will be notified in September and will receive a folder that includes a list of volunteers and event information.**

Please reach out to the Home and School board with any questions. Thank you in advance for volunteering your time.

Marlene Matulac: Co-President
marlene_pez@hotmail.com

Mike McLaughlin: Co-President
mike@naissancepartners.com

Nicole Bornemann: Secretary
nicolebornemann@juno.com

Monica Lutz: Treasurer
mlutz70@yahoo.com

Jenn Harvey: Asst. Treasurer
jiharvey@verizon.net