

EVANS ELEMENTARY
HOME & SCHOOL ASSOCIATION
2018 - 2019 Committee Descriptions

***Clearances are not needed for those committees marked with an asterisk**

ART COMMITTEE: Volunteers assist Mrs. Moyer prepare for the Art Show, scheduled for Thursday, May 9, 2019, by cutting, mounting and hanging K-4 artwork in school hallways. Volunteers also assist with labeling and organizing artwork for the Original Works Fundraiser held in March. Committee chairpersons are responsible for soliciting volunteers. Much of this committee's work can be completed at home, making it ideal for those who do not have daytime availability.

***BASKET RAFFLE:** The 11th Annual Basket Raffle is scheduled for Saturday, April 13, 2019. The Basket Raffle is a significant fundraiser for the H&SA and committee chairpersons need a lot of help in the preparation of this event. Thankfully, much of this work can be done from home! Emailing donors and putting together raffle baskets are only a few ways you can help without committing a large amount of your time. Help is also needed with set up/tear down of the gym and cafeteria, selling raffle and 50/50 tickets at the event and announcing basket winners.

***BEAUTIFICATION:** This committee is responsible for maintaining the planters in front of the school's entrances. Volunteers are needed mostly in the fall and spring to assist the committee chairperson plant and water flowers. This is ideal for volunteers who do not have daytime availability, as maintenance can be completed any time.

BOOK FAIR: The Scholastic Book Fair is scheduled three times during the 2018-2019 school year - September 26 through October 4, January 23 (evening only), and May 2 through 9. Volunteers help committee chairpersons with set-up/tear-down of the Book Fair, count student's money sent in prior to the fair and assist students during their in school shopping times. Many parents choose to volunteer during their child(ren)'s assigned shopping time, but volunteers are welcome to help during any class' time.

COMMUNITY SERVICE COMMITTEE (CSC): Added to our committee list this year, the CSC is a service based group. Committee chairpersons are responsible for planning and organizing service oriented events throughout the year while volunteers are needed to assist during these events. Volunteering you and your child's time is a fulfilling way to teach our students the importance of helping others.

DAYTIME HELP: Volunteers with daytime availability often choose to join our Daytime Help Committee. Throughout the year, the committee chairperson sends emails with Sign Up Genius links for events such as bus duty, the spring and fall picture days, Kindergarten orientation and field day.

***DINING OUT NIGHTS:** Dining Out is a monthly fundraiser in which families dine out at various community venues, with a portion of sales donated back to the H&SA. Committee chairpersons are responsible for scheduling these nights, as well as advertising them to the Evans community, all of which can be done from home.

***DIRECTORY:** The student directory, through AtoZ Connect, is a great tool used to connect Evans families and teachers. The committee chairperson maintains the student directory and is responsible for the new school year set up and end of year clean up. Since the directory is online, all work for this committee can be completed at home.

FUN RUN: New for the 2018-2019 school year, the Evans Fun Run is scheduled for Friday, September 21, 2018. The Fun Run is a fundraiser which incorporates fun with a healthy lifestyle. Committee chairpersons are responsible for organizing the event as well distributing donation information to families. Volunteers are needed during school hours to help students track their distance, complete activity stations and cheer kids on throughout the event. Committee chairpersons will send out a Sign Up Genius in the beginning of the school year asking for daytime volunteers.

EVANS T-SHIRTS: Each year, the H&SA provides one Evans t-shirt to every child and staff member in the school to be worn on field trips, unity days and field day. After the committee chairperson finalizes the t-shirt count for the upcoming year, volunteers are needed to assist with shirt distribution during the first few weeks of school. Sorting shirts only takes about an hour, but is done during school hours, so daytime availability is required.

***FAMILIES IN TRAINING (FIT) NIGHTS:** FIT Nights focus on keeping families physically fit and are ideally held 3 times each year (Friday, September 21, 2018, Wednesday, January 23, 2019, and Wednesday, March 20, 2019). Volunteers help the committee chairpersons with event planning, registering families upon arrival and participating in events. Volunteer assistance is needed in the evening only, making this committee appealing to those without daytime availability.

***FAMILY FUN NIGHTS:** Events include Family Water Ice Social (Friday, September 21, 2018), Family Ice Skating (Wednesday, December 27, 2018), Family Bingo (Friday, February 8, 2019), and, new for the 2018 - 2019 school year, Evans Movie Night (Friday, May 10, 2019)! Committee chairperson responsibilities include planning and organizing events, as well as coordinating volunteers to help during day/night time events.

***FIGHTIN' PHILS TICKET SALES FUNDRAISER:** Beginning in February 2019, volunteers will assist the committee chairperson in the distribution and collection of order forms for ticket booklets for the Reading Phillies during their 2019 season.

FOURTH GRADE EVENTS: Committee chairpersons, who should be parents of 4th grade students, work with teachers to plan and organize 4th grade end of year events.

HOLIDAY SHOPPE: The annual Holiday Shoppe, scheduled November 12 through 16, 2018, is an event which teaches children the spirit of giving by allowing them to purchase inexpensive gifts for family and friends during the holidays. Volunteers help committee chairpersons with set-up/tear-down of the Shoppe, count student's money sent in prior to the event and assist students in choosing and wrapping gifts during in school shopping times. Many parents choose to volunteer during their child(ren)'s assigned shopping time, but volunteers are welcome to help during any class' time. Volunteers are also needed at the Family Shopping Event on Saturday, November 17, 2018, to assist children with choosing and wrapping gifts.

LAMINATING: The Laminating Committee meets Tuesdays mornings and Thursdays afternoons in the library conference room to laminate items for the teachers and staff. Committee chairpersons will email volunteers a Sign Up Genius link to sign up for shifts. Time spent per shift is about an hour and a half, but any amount of time you can help is appreciated. Laminating machine training is provided if needed.

ORIGINAL WORKS FUNDRAISER: Each year in art class, students create one piece of art to be showcased during our fundraiser. Families can purchase items such as coffee mugs, tote bags, and mouse pads featuring their child's artwork. Be on the lookout for order forms in March of 2019. The committee chairperson is responsible for scheduling and advertising the fundraiser as well as the distribution of orders. Arriving in May, these items are a wonderful gift for Mother's Day or Father's Day.

REFUNDING: The committee chairperson is responsible for collecting and submitting items for refund, such as General Mills Box Tops, Tyson brand food labels, and shoe recycling. Aside from collecting these items from school, refunding work can be done from home.

SHOWCASES: The H&SA Showcase is located in the first floor hallway, to the left of the gym. Volunteers and committee chairpersons update the showcase to reflect the season and events happening around school, such as the Holiday Shoppe, Basket Raffle, and School Spirit Wear.

SPIRIT STICKS: Volunteers are needed to assist the committee chairperson with sales during recess for grades 1-4 (October 25, January 31, and May 30). Kindergarten sales are scheduled separately from older grades, and volunteers are requested separately from the above sale dates. The committee chairperson collects and distributes Spirit Grams for Birthdays, Back to School, Thanksgiving, Valentine's Day, and PSSAs, emails volunteers a Sign Up Genius link to choose a sale shift and replaces spirit stick inventory as needed.

SPIRIT WEAR: Committee chairpersons help the Evans community show off their school spirit by organizing sales, collecting payments, and distributing Evans Elementary and Spring-Ford Spirit Wear.

TEACHER/STAFF APPRECIATION: This committee organizes a teacher dinner during fall conferences and a luncheon during teacher appreciation week in the spring. Help is needed setting up and providing items for these events. If you do not have daytime availability to help with set up, sending in a food item or a monetary donation is a great way to help this committee.

YEARBOOK: Volunteers are needed to take pictures at various events held throughout the school year and to assemble the annual Evans Elementary yearbook. Cameras are provided upon arrival of volunteer shift. Since help is needed primarily during school hours, those with day time availability are needed.