

JOIN THE COLUMBUS HOME AND SCHOOL ASSOCIATION

Mansfield Township School District's Parent-Teacher Organization

If you would like to volunteer for CHAS events, or be a classroom coordinator or assistant room parent during the 2018 - 2019 school year, you must be a member of the Columbus Home and School Association (CHAS). Membership in CHAS supports our students and entitles you to receive a copy of the CHAS Membership Directory. The directory is distributed only to members via digital copy. Members will also receive periodic newsletters via email regarding CHAS events and other important information.

Membership dues is \$ 5.00 per family per school year. Only one membership form (hard copy or online) is required per family. To join, please complete the form attached and return to school with your membership dues payment or register online at columbushomeandschool.org. Checks can be made out to the Columbus Home and School Association or CHAS.

All CHAS volunteers are expected to conduct themselves in the best interests of the children and in accordance with all CHAS and school policies. Failure to do so may result in removal from the event and future ineligibility to volunteer at CHAS sponsored events.

2018 ~ 2019 CHAS Calendar of Events (Tentative)

September

- 4th Staff Welcome Back Luncheon
- 6th First Day of School &
- 6th Eat Street and Smylie's Family Night Out, 3-9pm
- 13th MTES Back to School Night
- 24th KidStuff Books Fundraiser, through 10/8
- 26th CHAS General Membership Meeting & Room Parent Orientation Meeting, 7:30pm, MTES Library
- 27th JHES Back to School Night

October

- 4th Family Outdoor Movie Night @ Iron Plow
- 12th Scholastic Book Fair Blast Off @ JHES
- 13th Johnson's Locust Hall Farm Fall Fundraiser
- 14th Johnson's Locust Hall Farm Fall Fundraiser
- 15th Scholastic Book Fair @ JHES, through 19th
- 17th CHAS Planning Session, MTES Media Center, 8pm
- 19th Mad Science Up, Up & Away Assembly, MTES
- 26th Mad Science Wacky Science Assembly, JHES
- 26th Fourth Grade Halloween Party (Evening)
- 28th Trunk or Treat, MTES
- 31st Halloween Parade/Class Parties

November

- 2nd First Grade Fun Night
- 14th CHAS Planning Session, MTES Media Center, 8pm
- 16th Family Fun Paint Night
- 19th Holiday Toy Drive, through December 14th
- 29th African Drum & Dance Assembly, JHES & MTES
- 30th 2nd Grade Fun Night
- TBD Shop with Scrip Gift Card Fundraiser

December

- 4th Holiday Shop, through 8th
- 8th Breakfast with Santa
- 14th Holiday Toy Drive Gift Wrapping
- 19th CHAS Planning Session, MTES Media Center, 8pm
- 22nd MTES & JHES Class Holiday Parties

January

- 4th Third Grade Fun Night
- 16th CHAS General Membership Meeting, MTES, 8pm
- 18th Annual Pasta Dinner
- 25th R.A.P. Anti-Bullying & Respect Assembly, JHES & MTES

February

- 1st Sixth Grade Winter Party
- 8th Sweetheart Dance
- 20th CHAS Planning Session, MTES Media Center, 8pm
- TBD School Spirit Wear Sale

March

- 4th Spring Raffle, through 22nd
- 8th Blingo Bingo
- 15th Scholastic Book Fair Blast Off @ MTES
- 18th Scholastic Book Fair @ MTES, through 22nd
- 20th CHAS Planning Session, MTES Media Center, 8pm
- 22nd 5th & 6th Grade Performing Arts Show
- 29th Michael Dooling Author Assembly, MTES

April

- 5th Reading Rocks Magic Show Assembly, JHES
- 5th Preschool & Kindergarten Fun Night
- 17th CHAS Planning Session, MTES Media Center, 8pm

May

- 3rd Fifth Grade Spring Party
- 7th Staff Appreciation Luncheon
- 11th Mom's Night Out
- 15th CHAS General Membership Meeting, MTES, 8pm
- 13th Box Tops for Education Contest, through 17th
- TBD Family Night @ Trenton Thunder

June

- 7th Sixth Grade Sending District Dance @ NBRMS
- 12th CHAS Planning Session, MTES Media Center, 8pm
- 18th Sixth, Fifth Grade and Kindergarten Year-End Class Party
- 19th First & Third Grade Year-End Class Party
- Sixth Grade Graduation Ceremony
- 20th Second & Fourth Grade Year-End Class Party

Event/Committee Descriptions

Assemblies - Help needed in researching, planning and scheduling school assemblies. May also need volunteers available during the day to attend assemblies, help set-up/breakdown, and provide feedback.

Baking/Refreshment List - Volunteers will be contacted to donate home-made or store-bought baked goods or other refreshments needed for events throughout the year. Please note that you may be contacted more than once.

Bingo Night - Adult only event featuring upscale prizes. Volunteers needed to plan and organize event and assist on night of event with set-up, selling bingo sheets & raffle tickets, and clean-up.

Box Tops for Education Program - Volunteers needed to maintain and advertise program, organize collection, batch and mail-in of box tops, and coordinate contest.

Columbus Community Annual Field Day & Parade - Volunteers needed to organize CHAS representation at Field Day hosted by the Mansfield Township Special Events Committee the second Saturday in June. Volunteers can create a float and/or organize parade marchers or organize a game and information table in the park.

Community Outreach Committee - Volunteers needed to organize community outreach and assistance to local families in the event of a serious illness or tragedy and implement/oversee community service projects that would benefit either our local community or a charitable organization in conjunction with the appropriate school personnel.

Family Fun Events/Restaurant Nights - Committee needed to help organize, book facilities, and pre-sell tickets for events throughout the year. Event ideas include sporting events, shows, pumpkin picking, trampoline parks, bowling, etc. Volunteers also needed to arrange restaurant nights with various local restaurants, with a percentage of sales donated back to CHAS.

Fifth Grade Spring Party - 5th grade parent volunteers needed to organize, plan activities/games, book DJ, coordinate snacks, set-up, decorate, clean-up, and chaperone. Consideration should be made to plan inclusive events that meet the needs of all students.

Fourth Grade Halloween Party - 4th grade parent volunteers needed to organize, plan activities/games, book DJ, coordinate snacks, set-up, decorate, clean-up, and chaperone. Consideration should be made to plan inclusive events that meet the needs of all students.

Fun Nights - Preschool/Kindergarten, 1st, 2nd and 3rd grade parent volunteers needed to help select themes and appropriate games or entertainment for age level, run event and supervise children. Each grade level sponsors one event (Kindergarten and Preschool combined). Consideration should be made to plan inclusive events that meet the needs of all students.

Holiday Breakfast with Santa - Volunteers are needed to coordinate event and activities, organize pre-admission sales, shopping, preparing and serving breakfast, decorating, set up the evening before and the morning of the event, and clean-up.

Holiday Ornament Committee - Each year we make and give each student, teacher and staff member a holiday ornament. We need help making and wrapping them. They are distributed the week before winter break. Day and evening help needed.

Holiday Shop - A holiday shopping experience for children; parents are needed to help purchase inventory, set-up, sell and help our students choose their holiday gifts both during school hours and during the Breakfast with Santa. This is a non-profit event and is solely for the shopping and giving experience for our students.

Holiday Toy Drive - Assist in the organized toy drive that benefits children in our area. Runs mid-November through mid-December. Donate your time to organize this event, shop, and wrap gifts.

Kidstuff Books - Fall fundraiser. Volunteers needed to help advertise, collect orders, and distribute books when they arrive.

Family Paint Night - Volunteers needed to help coordinate event, advertise, organize admission sales and refreshments, set-up, and clean-up.

Mom's Night Out - Help plan and run a fun, relaxing night out for moms. Coordinate location, food, activities, vendors, and silent auction.

Outdoor Movie Night - Volunteers needed to coordinate location, make arrangements for screen and sound equipment rentals, selecting movie, coordinating refreshments/vendors, soliciting raffle prizes, and running the community event.

Pasta Dinner - Community event. Need volunteers to organize committees, shop & prep food, cook, serve, set up/clean up, advertise, and coordinate 6th grade volunteers.

Performing Arts Show - Volunteers needed to plan and organize this show where 5th - 6th grade students get to show off their talents. Help is needed in advance for rehearsals. Also the night of the show, help is needed with tickets and to make sure things run smoothly. Proceeds from ticket sales for this event benefit the music department.

School Spirit Wear Sale - Volunteers needed to coordinate with Spirit Wear Company, collect orders, manage online sales, and distribute orders once delivered to school.

Scholastic Book Fair (JHES) - Gives children an opportunity to purchase books at very reasonable prices, raises funds for CHAS as well as adds to the inventory of our school libraries. Many volunteers are needed to staff the book fair and help students shop during the school day.

Scholastic Book Fair (MTES) - Gives children an opportunity to purchase books at very reasonable prices, raises funds for CHAS as well as adds to the inventory of our school libraries. Many volunteers are needed to staff the book fair and help students shop during the school day.

Sixth Grade Graduation Refreshments - Fifth grade parent volunteers needed to organize, host and serve refreshments after graduation.

Sixth Grade Winter Party - 6th grade parent volunteers needed to organize, plan activities/games, book DJ, coordinate snacks, set-up, decorate, clean-up, and chaperone. Consideration should be made to plan inclusive events that meet the needs of all students.

Spring Raffle - Help needed to coordinate prizes and ticket printer, distribute and collect tickets and money. Helpers may also be needed to solicit prizes. Raffle is held in the spring.

Sprint into Spring 5K or Color Run - Community event. Volunteers need to organize, gather sponsors, advertise, collect registrations, and distribute bibs and t-shirts.

Staff Appreciation Day Luncheon - A luncheon which is held in the spring at both schools. Volunteers help select, order, and organize the food and set up for the luncheon.

Staff Welcome Back Luncheon - Prior to the first day of school, a luncheon is held to welcome the staff back for the beginning of the new school year. Volunteers will be signing up for next year's welcome back luncheon and are needed to select and organize the food and to set up for the luncheon.

Sweetheart Dance - Parents and kids can enjoy a family date night. This fun event invites moms, sons, dads, and daughters for a special evening of dancing, games, and refreshments. Volunteers needed to coordinate activities, set-up, and clean-up.

Trunk or Treat - Volunteers are needed to organize participants and activities for this family-event. Families are invited to participate with a decorated vehicle. Children are invited to wear costumes and trick or treat at decorated cars in the MTES parking lot. Community event.

CHAS FAMILY MEMBERSHIP FORM

Complete the information below and return with your dues payment. Please print clearly.

Parents/Guardians Name(s): _____

Address: _____

Preferred Contact Number (home or cell): _____

Email Address: _____

Child Name and Grade: _____

Child Name and Grade: _____

Child Name and Grade: _____

Child Name and Grade: _____

Please indicate whether you would like the above information included in the CHAS Directory, which is distributed via email to all CHAS members.

_____ Yes, include all of the above information in my directory listing.

_____ No, omit some or all information from the directory, as indicated below.

- Address
- Email Address
- Phone Number
- All - Do not include in directory

PLEASE COMPLETE THE FORM ON REVERSE SIDE IF INTERESTED IN VOLUNTEERING AT ANY CHAS EVENTS.

MEMBERSHIP DIRECTORY ADVERTISEMENT FORM (OPTIONAL)

If you would like to have your business advertised in our 2018 - 2019 membership directory, which is distributed electronically to hundreds of Mansfield families, please return your ad and check made payable to Columbus Home and School Association no later than September 21, 2018. Ads received after this date may not be able to be included in the directory.

Electronically submitted ads are preferred. Word, PDF, or jpeg files will be accepted. Please email ads to spetrella1@gmail.com. Ads may be full color or black and white. If submitting a hard copy ad, please return form with ad attached. Thank you!

Choose size:

- Business card/business card size ad \$ 20.00 3.5" x 2"
- Half page ad..... \$ 25.00 4.75"w x 7.5"h
- Full page ad..... \$ 35.00 10"w x 7.5"h

Contact Name: _____ Contact Phone: _____

Email Address: _____

Business Name & Address: _____

Any questions, please contact:
Sabrina Petrella
609-440-3436
spetrella1@gmail.com

VOLUNTEER INTEREST FORM

Listed below are the events and fundraisers that CHAS will be sponsoring for the 2018 - 2019 school year. Membership in the Columbus Home and School Association is required if you would like to volunteer for any of the events/committees listed below. You may express an interest in volunteering with an event at any time during the school year by contacting a board member or event chairperson(s). See descriptions on the previous page.

All CHAS volunteers are expected to conduct themselves in the best interests of the children and in accordance with all CHAS and school policies. Failure to do so may result in removal from the event and future ineligibility to volunteer at CHAS sponsored events.

*Place a "C" if you are interested in chairing or co-chairing, or ✓ if you are interested in assisting with an event. Chairpersons should attend CHAS work session the month prior to the event. Descriptions are on the next page. Thank you!

Volunteer Name: _____

PRESCHOOL/ KINDERGARTEN

_____ Preschool/Kindergarten Fun Night

FIRST GRADE

_____ First Grade Fun Night

SECOND GRADE

_____ Second Grade Fun Night

THIRD GRADE

_____ Third Grade Fun Night

FOURTH GRADE

_____ Fourth Grade Halloween Party

FIFTH GRADE

_____ Fifth Grade Spring Party

_____ Performing Arts Show

_____ Graduation Refreshments

SIXTH GRADE

_____ Sixth Grade Winter Party

_____ Performing Arts Show

FUNDRAISING

_____ Box Tops for Education Program

_____ Kid Stuff Books

_____ School Spirit Wear Sale

SPECIAL PROJECTS

_____ Assemblies

_____ Baking/Refreshment List

_____ Blingo Bingo

_____ Columbus Community Annual Field Day & Parade

_____ Community Outreach Committee

_____ Family Fun Nights/Restaurant Nights

_____ Holiday Breakfast with Santa

_____ Holiday Ornament Committee

_____ Holiday Shop

_____ Holiday Toy Drive

_____ Mom & Me Paint Night

_____ Mom's Night Out

_____ Outdoor Movie Night

_____ Parent Field Trip

_____ Pasta Dinner

_____ Scholastic Book Fair - Fall (JHES)

_____ Scholastic Book Fair - Spring (MTES)

_____ Shop with Scrip Gift Card Fundraiser

_____ Spring Raffle

_____ Sprint into Spring 5K

_____ Staff Appreciation Day Luncheon

_____ Staff Welcome Back Luncheon

_____ Sweetheart Dance

_____ Trunk-or-Treat

_____ Yearbook Volunteer

Note: In the event multiple people sign up to chair an event, CHAS reserves the right to choose one managing chairperson.

**COLUMBUS HOME AND SCHOOL ASSOCIATION
CLASSROOM COORDINATOR/ROOM PARENT VOLUNTEERS**

Dear Parents:

Welcome to the new school year! If you are interested in becoming a Classroom Coordinator or Assistant Room Parent for your child's classroom please fill out the form on the reverse side of this letter and return it by **Monday, September 17th**. Descriptions of responsibilities for each role are below. A list of Classroom Coordinators and Assistant Room Parents will be distributed via email after the selection process is completed.

Please note, per the administration food is not allowed at class parties. As a classroom coordinator, you will only be responsible for games and crafts at parties. Additionally, as classroom coordinator, you will not be required to collect any money from students in your classroom. CHAS will provide each classroom coordinator a set amount per party to purchase supplies. We anticipate that this will simplify your role, and hopefully encourage more parents to volunteer to participate in this vital role of our organization. We can't do it without you!!

- I. **Classroom Coordinator** - If you are interested in this position, please check the appropriate box on the form. In the event that more than one parent from a class signs up for Classroom Coordinator, one parent will be selected and the remaining parents will automatically be entered in a drawing for Assistant Room Parent.
 - The Classroom Coordinator works with the teacher and Assistant Room Parents to coordinate classroom parties and field trips; this includes coordinating the activities for each of the parties. Each classroom will have one Classroom Coordinator who is essentially the "head" room parent and attends all parties and field trips. The Classroom Coordinator should involve the Assistant Room Parents in the party planning process.
 - Classroom Coordinators are asked to capture candid photographs during classroom parties for use in the yearbook and forward photographs to the yearbook committee.
 - **All Classroom Coordinators are required to attend the Room Parent Meeting on Wednesday, September 26th at 7:30pm.**

- II. **Assistant Room Parent** - If you are interested in this position, please check the appropriate box on the form. Assistant Room Parents will be randomly drawn and activities assigned according to the choices indicated on the sign up form. In the event there are more Assistant Room Parents than activities for a class, the remaining names will be drawn and assigned as Alternate Assistant Room Parents.
 - An Assistant Room Parent attends and assists in the planning of at least one classroom function (either a party or field trip). If there is a need, those individuals who sign up for Assistant Room Parent may be able to plan and attend more than one activity - it is dependent upon the number of parents who sign up.
 - Assistant Room Parents may be asked to capture candid photographs during classroom parties for use in the yearbook and forward photographs to the yearbook committee.
 - **Assistant Room Parents are encouraged to attend the Room Parent Meeting on Wednesday, September 26th at 7:30pm.**

IMPORTANT NOTES

- **Only parents or guardians who are members of Columbus Home and School Association for the 2018 - 2019 school year can be Classroom Coordinator or Assistant Room Parents. Please visit www.columbushomeandschool.org/membership to join or renew. Membership dues are \$5.00 per family.**
- **No siblings and/or other family members are permitted to attend school events while you are fulfilling your Classroom Coordinator or Assistant Room Parent responsibilities.** This is school policy and no exceptions are permitted.
- Volunteer time in the classroom outside of class parties and field trips is **NOT** coordinated by CHAS. If you are interested in volunteering in your child's classroom during the school day, please contact their teacher.

If you have any questions please contact Nicole Skwarek @ 609-902-3503 or nmskwarek@yahoo.com or Sabrina Petrella @ 609-440-3436 or spetrella1@gmail.com.

Sincerely,
Sabrina Petrella
CHAS President/Room Parent Coordinator

COLUMBUS HOME & SCHOOL ASSOCIATION
CLASSROOM COORDINATOR AND ASSISTANT ROOM PARENT VOLUNTEER FORM¹

Completed form must be returned to school by Monday, September 17th.

Please complete a separate form for each student.

Please check one: **Classroom Coordinator** **Assistant Room Parent**

Mother/Guardian Name	
Father/Guardian Name ²	
Phone Number	
E-Mail Address	
Student's Name	
Teacher	

Activity³	Date (Tentative)	Please Rank by Choice⁴ (1st, 2nd, 3rd and 4th)
Fall Party	10/31/18 ~ JHES & MTES	
Holiday Party	12/21/18 ~ JHES & MTES	
Year End Party	6/18 ~ Kindergarten, Fifth & Sixth Grade 6/19 ~ First & Third Grade 6/20 ~ Second & Fourth Grade	
Field Trip*	TBA*	

*If you are unable to accompany the class on the bus, please do not rank the field trip as a choice. Chaperones are expected to assist with the students on the bus on the way to and back from the field trip.

Sign-up sheets returned after Monday, September 17th will not be accepted.

Important Notes:

1. If you have more than one child and would like to participate in activities for both, submit a separate sign-up sheet for each child. If you need additional forms please copy this form, or print another from our website.
2. Dads are always welcome, but each child can only have one chance in the lottery. When the child's name is picked at the lottery one of the parents or guardians listed on this form will have the opportunity to attend an activity.
3. Per school rules, only three room parents will be assigned to attend each party or field trip.
4. Although the Classroom Coordinator can attend all parties and the field trip, those interested in Classroom Coordinator should fill out the ranking of activities in case multiple people sign up for Classroom Coordinator, and you are not selected. You will then automatically be entered into the drawing for Assistant Room Parent