

Parent Association Committees

(non-voting members)

2018-2019

Book Fair Committee Two co-chairs. Coordinate activities with Barnes & Noble in November and May. Duties include, working with Barnes & Noble to organize event, coordinating school wide volunteers to help at store during class visits, working with school administration to organize class visits and wish-lists, and planning a family night.

Oktoberfest Committee One lead chair and three co-chairs. Coordinates Oktoberfest festival at St. Mark's in the fall. Organizes a committee of volunteers to plan a family event. Duties of the committee include working with entertainment vendors, obtaining sponsorships, coordinating classroom participation, and working with school administration to provide a fun PA event.

Christmas Poinsettia Chair Coordinates poinsettia sales beginning at Oktoberfest (usually held before Halloween) and continuing until Christmas vacation.

Grandparents and Grand friends Day Committee Two Co-Chairs. Coordinates Grandparents and Grand friends Day. Oversees invitations to grandparents, reception to grandparents and coordination with school administration.

Boosterthon Committee One lead chair and at least two co-chairs. Coordinate with Boosterthon Company liaison to set date, schedule classroom visits, pep rallies and follow their "playbook." Responsibilities to include promoting the fundraiser, distributing kick off letters and pledge books, coordinating volunteers for day of fun run and collection of donations

New Family Mentors Two co-chairs. Work with Director of Admissions and Enrollment to create a Welcome program for all new families. Responsibilities could include outlining program, assigning family "buddies", answering questions about school/making phone calls and planning an event.

Family "FUN" Raisers Committee Two co-chairs. Organize fun events at local restaurants (approx. 3x per year). A Friday bingo night in the Spring and various Jamba Juice and Menchie's sales after school.

Parenting Seminar Chair Organize periodic (1 to 2) educational seminars for the SMES parents to attend (ideas: Cyber Safety, Anti-Bullying, Adolescent Conflict Resolution).

8th Grade Graduation Committee Two co-chairs. Organizes graduation day breakfast set-up with school maintenance and cafeteria, helps serve food and clean-up. Ideally led by 7th Grade parents.

For more information and questions, contact:

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