

LANING AVENUE SCA COMMITTEES & PROGRAMS

AFTERSCHOOL ENRICHMENT

Month(s): Year Round

Chair(s):

- ! Coordinates with the afterschool enrichment vendor to choose programs, set schedule and advertise registration.
- ! Get approvals from the principal regarding class options, room selection and schedule.
- ! Communicates with the On-Site coordinator for updates regarding how the program is running.

BACK TO SCHOOL NIGHT

Month(s): September

Chair(s):

- ! Coordinate baskets for raffle, as well as 50/50 ticket sales. (Note: Basket prizes do not require soliciting from vendors. Prizes may consist of school-related events that occur throughout the year, such as front-row seats to the holiday concert, Principal for a Day, Spirit Wear certificate and SCRIP certificate.)
- ! Obtain cashbox funds from treasurer and turn in proceeds from the night, along with proper fundraising remittance forms.
- ! Work with SCA Board to obtain raffle licenses and complete post-event report.

Volunteers assist the night of with set up, ticket bags, selling of tickets, keeping track of winners and clean up.

BOARD OF EDUCATION REPRESENTATIVE

Month(s): Year Round

Representative attends Board of Education meetings and reports back to the SCA any issues or upcoming events.

BOOK FAIR

Month(s): March (Read Across America)

Chair(s):

- ! Confirm delivery of books for sale with Scholastic, Inc. contact person and handle all paperwork.
- ! Make arrangements with principal and custodian for room and set up.
- ! Coordinate set up of book fair, publicity and volunteers.
- ! Turn in all monies collected via sale to treasurer, along with proper fundraising remittance forms.
- ! Provide updated balance of Scholastic Dollars to SCA Board.

Volunteers assist with set up, book sales, publicity, clean up during and after event and break down of fair.

BOX TOPS FOR EDUCATION

Month(s): Year Round; submissions twice a year

Chair collects, counts and submits Box Tops qualifying for the General Mills program.

Volunteers: N/A

CLASS PARENT COORDINATOR

Month(s): Year Round

Chair:

- ! Coordinates Class Parent Network.
- ! Designates a "lead" class parent to be the primary contact with the teacher and SCA, as well as an assistant class parent, for every class.
- ! Provides information to class parents pertaining to class parties, classroom activities and field trips.
- ! Works with the SCA Board to select the class parents for the year. (Class parents are chosen by lottery.)
- ! Communicates any updates to class parent policies and procedures as necessary.
- ! Advises SCA Board of any problems/concerns with any class parent.

Volunteers: N/A

CLASS PICTURES

Month(s): September

Chair(s):

- ! Coordinate annual school photos and work with Main Office to schedule Picture Day and Retake Day.
- ! Take/verify delivery of photos to teachers for distribution to students.

Volunteers:

- ! Assist chair(s) with children as they are arriving for their scheduled time slot.
- ! Help students with hair, clothing issues, etc. as needed.

CULTURAL ARTS

Month(s): Varies

Chair(s):

- ! Secure 3-4 programs of a cultural nature suitable for a schoolwide assembly, based on available funds.
- ! Contact groups and negotiate pricing based on budget.
- ! Get input from committee members, the SCA Board and the principal. (All programs require prior approval of the principal.)

Volunteers assist chair(s) with set up and clean up, as needed.

DISTRICT FUNDRAISING LIAISON

Month(s): Year Round

Chair serves as Laning's liaison to the Verona SCA Conference, Inc., with regard to district-wide fundraising efforts.

ENVIRONMENTAL COMMITTEE

Month(s): Year Round

Chair(s):

- ! Provide information to parents and students and implement Earth-friendly practices at Laning.
- ! Plan and execute, in conjunction with Property and Grounds committee, all activities related to the Earth Day Celebration within the established budget. Notify families in coordination with the Main Office.
- ! Any event related to Earth Day must be communicated to SCA co-presidents and approved by principal.
- ! Handles ink jet/cell phone recycling efforts.

Volunteers assist with coordination of activities during Earth Day Celebration, if needed.

FAMILY FUN

Month(s): October, March, June

Chair(s):

- ! Coordinate activities for Laning families. This includes events such as Bingo Night, all family assembly and an end-of-year event (i.e. pool party).
- ! Secure vendors (as needed) and all materials for events (including, but not limited to, decorations, prizes, Bingo cards and refreshments).
- ! Get approval for all events and dates from SCA co-presidents and principal.
- ! Collect all monies and turn in to treasurer, along with proper fundraising remittance forms.

Volunteers assist with various duties for each event, such as check in, set up, clean up, refreshments, hallway duty, etc.

FOOD STORE SCRIP (2 people)

Month(s): Year Round

Chair(s):

- ! Manage the sale of supermarket SCRIP (gift cards) on an on-going basis.
- ! Purchase grocery store gift cards at a discount from food stores with a check from the treasurer.
- ! Distribute cards to Laning parents and teachers.
- ! Collect cash/checks payments to be deposited by treasurer.
- ! Market and promote this fundraiser to class parents.
- ! Speak about program at Back to School Night and Kindergarten Workshops.
- ! Work with class parents to promote the gift card program via communications with other parents.

Volunteers: N/A

FOURTH GRADE FAREWELL

Month(s): Year Round

Chair(s):

- ! Responsible for establishing subcommittees and chairs for all components: yearbook, t-shirt, district-wide pool party, legacy gift, farewell party, fundraising and year-end ceremony.
- ! Act as point person(s) for all committee members and oversee all aspects of committee activities.
- ! Must be included in all planning phases of the farewell.
- ! Communicate budgets to subcommittee chairs for their respective projects.
- ! Communicate and coordinate farewell activities with principal and 4th grade teachers (teachers only included for year-end ceremony).

Volunteers assist chairs/subcommittee chairs with planning and executing components related to the farewell, such as organizing photos for the yearbook, creating the t-shirt, fundraising and planning the farewell party, year-end ceremony and district-wide pool party.

GRANDPARENTS DAY

Month(s): April or May

Chair:

- ! Coordinates activities for grandparents/other special people and students.
- ! Follows schedules for each class as communicated by principal and Main Office.
- ! Coordinates parent volunteers to assist with taking photos of grandparents/special guests and students, developing photos at CVS, assembling photos as keepsakes and distributing photos to all students.

Volunteers assist with taking photos of grandparents/special guests and students, as well as assembling and distributing keepsakes.

HOLIDAYS ARE FOR SHARING

Month(s): December

Chair:

- ! Coordinates the collection of gift cards for needy families for distribution through Verona's Department of Social Services.
- ! Creates, copies and distributes communications to Laning families.
- ! Establishes a collection point at school.
- ! Receives all donations and delivers them to the Department of Social Services at the Verona Community Center.

Volunteer(s): N/A

HOT LUNCH ORDER MANAGER

Month(s): Year Round

Chair(s):

- ! Set-ups and maintains Laning's myfooddays.com website for Fall, Winter and Spring ordering periods.
- ! Creates reports of lunch orders and lunch labels to provide to the hot lunch coordinators for each lunch session.
- ! Oversees payments and billing of parents.
- ! Requests payments from myfooddays.com and submits with the appropriate paperwork to the SCA Treasurer.

HOT LUNCH COORDINATORS (Bagel, Chicken Fingers, Pasta, Pizza)

Month(s): Year Round

Chair(s):

- ! Must be at school to receive delivery from food vendor.
- ! Organize plating/serving of food with volunteers and stay to clean up.
- ! Coordinate payments to vendor with treasurer (i.e. check request).
- ! Inform ordering manager and treasurer when child receives a hot lunch on a day that was not paid for in advance.

Volunteer(s):

- ! Scheduled on a rotating basis to an assigned group (i.e. pizza lunch, chicken finger lunch, pasta lunch, bagel lunch).
- ! Assist chairperson with plating and serving food and drinks during their assigned lunch rotation.
- ! In the event that volunteers are unable to help on their assigned hot lunch day, they are responsible for securing substitutes to fill in for them.

ICE CREAM CAKE SALES

Month(s): November, December, March/April

Chair:

- ! Coordinates the purchase of ice cream cakes three times a year from the Towne Scoop.
- ! Copies and distributes order forms to parents via backpacks, collects forms and payments, submits payment to vendor and provides all financial information to treasurer.

Volunteer(s): N/A

JACKALS NIGHT

Month(s): June

Chair organizes one night in the spring for Laning families to attend a home game. This includes coordinating the sale and distribution of tickets. Must also coordinate payment and give all necessary paperwork to treasurer.

Volunteer(s): N/A

LANING KIDS HELP THE HUNGRY

Month(s): October-June

Chair:

- ! Coordinates and collects contributions several times a year and delivers to food pantry.
- ! Additional tasks involve weighing food collected and logging information in designated log book.

Volunteer assists coordinator with collection, weighing, logging and delivery of food donations.

LIBRARY

Month(s): Year Round

Chair:

- ! Maintains a schedule and trains parent volunteers in every class to assist with library tasks.
- ! Coordinates an annual inventory, in conjunction with the librarian.

Volunteer(s):

- ! K-4 parents are invited to volunteer during their child's/children's classroom library time.
- ! Assist the librarian with library tasks.
- !

MUM/BAKE SALE

Month(s): September

Chair(s):

- ! Coordinate fall sale of mums and baked goods and make arrangements with supplier.
- ! Solicit parent bakers.
- ! Distribute, collect and tally order forms and payments.
- ! Take/verify delivery of mums, manage distribution/sales at school and handle questions and claims.
- ! Submit post event/fundraiser forms to treasurer, along with all monies raised from event.

Volunteer(s) assist with table set up, sale of baked goods, distribution of mums to customers at designated pick-up times and clean up.

PRE-KINDERGARTEN WORKSHOPS

Month(s): February, March, April, May

Chair:

- ! Contacts Verona-Cedar Grove Times and Verona Observer to publish a press release to advertise Pre-Kindergarten Workshops.
- ! Conducts four 1-hour workshops, usually on the first Saturday in February, March, April and May for children who will enter the Laning Kindergarten class the following September.
- ! Solicits participants, purchases crafts, arranges for refreshments for the children and executes workshops.
- ! Schedules parent volunteers and works with 2nd grade Brownie troop leaders to arrange for girls to assist during workshops.
- ! Ensures that all purchases related to workshops are made within the established budget.
- ! Provides receipts and reimbursement form to treasurer.

Volunteer(s) assist chair with the execution of crafts, check in, set up and clean up.

PROPERTY & GROUNDS

Work with faculty, principal, SCA Board and Board of Education to review recommendations to suggest enhancements to our property.

Month(s): Various

Chair:

- ! Coordinates parent volunteers to assist with planting, watering and maintaining school grounds.
- ! Makes purchases within the established committee budget.
- ! Communicates all activity to SCA co-presidents and receives final approval from principal.

Volunteer(s) assist chair with any and all activities related to committee activity (including, but not limited to, planting, cutting grass, watering plants, and painting).

PUBLICITY

Coordinate local publicity for all SCA projects/events.

Month(s): Year Round

Chair:

- ! Establishes contacts with the Verona-Cedar Grove Times, the Verona Observer, VTV and MyVeronaNJ.com.
- ! Encourages program and event coordinators to submit articles, announcements and photos.
- ! Serves as photographer for school assemblies and special events to assure proper coverage of all SCA activities.
- ! Works with SCA co-presidents and principal to ensure necessary permissions have been granted.

Volunteer(s) assist chair with photography.

RECESS ENRICHMENT

On very cold days, our kids stay inside for recess. Parent volunteers are needed to assist with supervision of activities to ensure that equipment is being used properly, as well as assist in maintaining order during playtime. Time required will be approximately 1-1.5 hours.

Month(s): December-March

Chair:

- ! Communicates with principal to establish guidelines and responsibilities for all parent volunteers and acts as contact person.
- ! Establishes a schedule for parent volunteers on a rotating basis.

- ! Identify vendors to provide recess activities within budget, schedule vendors with principal and SCA Board's approval, arrange payment for vendors through the Treasurer.

Volunteer(s):

- ! Help supervise children during recess to ensure that equipment and games are used properly and safely.
- ! Assist with set up and clean up.
- ! Report any disciplinary issues to the principal.

SECRET SHOPPE

Laning students visit Secret Shoppe to purchase holiday gifts for their family and friends. Secret Shoppe takes place during the course of school day.

Month(s): November or December

Chair(s):

- ! Coordinate winter holiday gift buying experience for students.
- ! Purchase low-cost gift items that are suitable for siblings, parents, grandparents, relatives and pets.
- ! Create sign-up sheet for teachers to set up shopping schedule.
- ! Coordinate volunteer schedule for the day.
- ! Create and distribute flyer with shopping schedule and pricing information for parents.
- ! Request donations of wrapping materials from Laning community.
- ! Collect payments, wrap gifts, store unsold stock for following year and coordinate parent volunteers to staff event.
- ! Adhere to established budget for all purchases.
- ! Submit all payments to treasurer, along with fundraising remittance form and other required paperwork.

Volunteers:

- ! Assist chairperson with set up and clean up, or wherever help is needed.
- ! Provide assistance to children during their scheduled time with shopping and wrapping gifts.
- ! Help deliver wrapped gifts to classrooms.

SENSORY GARDEN

Laning Avenue School has a garden that serves as a spot for students to obtain sensory breaks and engage in gardening, composting and studying the weather. It's an area that allows the school to extend its curriculum outside in a safe, comfortable environment.

Month(s): Year Round

Chair:

- ! Plans and executes activities/upgrades by working with Diane Conboy.
- ! Ensures that all purchases remain within the established committee budget.
- ! Coordinates parent volunteers when necessary.
- ! Communicates all activity to SCA co-presidents and seeks approval of all projects from principal.

Volunteer(s) assist chair with activities related to the sensory garden, such as the open house in the fall.

SPIRIT WEAR SALE

Month(s): September

Chair:

- ! Makes arrangements with supplier on merchandise to be offered (pricing, items, etc.)
- ! Distributes and collects order forms and payments.
- ! Takes delivery, manages distribution/sales at school and handles questions/claims.

Volunteer(s) aid in the selection of items to be offered and help with distribution of orders.

TEACHER APPRECIATION WEEK

Month(s): May

Chair(s):

- ! Coordinate a special breakfast and luncheon during Teacher Appreciation Week.
- ! Arrange for other tokens of appreciation throughout the week.
- ! Set up and clean up for luncheon.
- ! Make purchases for Teacher Appreciation Week (food, decorations, supplies, etc.) within committee budget.
- ! Secure pricing for luncheon, as well as delivery to school.

Volunteer(s) provide assistance to chairpersons with set up, clean up and all tasks as they relate to Teacher Appreciation events. May also include baking.

THANKSGIVING FEAST

Month(s): November

Chair(s):

- ! Secure vendor to provide catering services and pricing.
- ! Create, distribute and collect forms and payments received for students wishing to purchase Hot Lunch for this day.
- ! Purchase paper products for event within the established committee budget.
- ! Submit all payments, along with fundraising remittance forms, to treasurer.
- ! Manage volunteer parents for the event.

Volunteer(s) provide assistance the day of event with set up, clean up, serving drinks and food to the students, as well as any other tasks deemed necessary by chairperson.

TRICKY TRAY

Every other year, the Laning Avenue SCA hosts our major fundraiser, the Tricky Tray. Work on the 2020 event will begin at the end of the 2018-19 school year. We will need lots of volunteers!

UNICEF

Month(s): October

Chair:

- ! Coordinates Halloween collection of money for UNICEF.
- ! Arranges with UNICEF for promotional materials and collection boxes,
- ! Distributes boxes to students with instructions.
- ! Collects boxes and deposits through Coinstar machine/SCA treasurer.
- ! Sends donation to UNICEF.

Volunteer(s): N/A

VETERAN'S DAY ASSEMBLY

Month(s): November

Chair(s):

- ! Plan and coordinate a Back Packs for Life, or similar Veteran inspired, donation drive during the week(s) prior to the Veteran's Day assembly.
- ! Incorporates the 4th grade class in the donation drive, either in collecting, sorting and/or delivery.
- ! Communicate to Laning families to submit photos for the slide show of Laning families' honored Veteran's.
- ! Create a short video slideshow of the submitted photos to include Laning's families Veteran friends and family that will be presented at the assembly.

Volunteer(s): Assist with the donation drive, checking Veteran's in at the assembly and as needed by the chair.

VMAC REPRESENTATIVE

The Verona Municipal Alliance Committee's (VMAC) mission is to support all people of Verona, especially the youth, with the tools to make good choices through drug & alcohol awareness, anti-bullying, self-esteem and general wellness programs. (Note: This is a 3 year term)

Month(s): Year Round

Representative:

- ! Attends VMAC meetings held quarterly for 2 hours in the evening on the 2nd Thursday following the quarter end.
- ! Participates in 2-3 VMAC subcommittees to oversee and plan programs.
- ! Helps promote scheduled programs to the school population by communicating to the principal and SCA Board.
- ! Communicates ideas for VMAC programming between Laning and VMAC.

VSEAA REPRESENTATIVE

Verona Student Education Assistance Association

VSEAA's primary goal is to offer a one-time college loan (up to \$17,000) to a needy Verona resident at a very low interest rate. The loan is paid back beginning a year after the student graduates college. The student needs to already be in college. (For example, a freshman whose family has fallen on hard times and couldn't go back to college the following year due to financial trouble.)

Month(s): Year Round

Representative attends bi-annual meetings and reports information at an SCA meeting.

WEBMASTER

Month(s): Year Round

Chair posts updates to the Laning page of the veronaschools.org website. This includes upcoming Laning events, as well as forms that have been distributed via backpack or email.