

Bright School Parents' Association 2018-2019 Willingness to Serve Form

Here is your chance to participate in the Parent's Association 2018-2019 year. Please be involved! There are so many different jobs in which you can contribute your energy, talents and interests. Challenge yourself with a leadership role, a chairman's role, or take a support role on a committee. All are vitally important to the success of the Parents' Association purpose.*

Shaded indicates an executive board position

**As per the bylaws of the Bright School Parents' Association: The purposes of this Association shall be to serve as a vehicle for communication and cooperative effort between the parents of Bright School students, its Faculty, Administration and the Board of Trustees. The Association will coordinate the volunteer efforts of the parent community and help educate the entire school about issues pertaining to Bright School.*

INSTRUCTIONS:

Please read over the following volunteer descriptions, and then using the form on the last page, prioritize your preferences with #1 being your first choice.

Return your completed form to Kim Brown in the office by 3 p.m. on **Tuesday, March 20.**

Parents' Association Volunteer Opportunities

President-Elect: It shall be the duty of the President-Elect to perform all duties assigned to the President in the absence of the President or in the event of his inability to serve. During his term of office, he shall familiarize himself with the continuing program of the Association and shall formulate and announce at the Spring Meeting any new program he/she may wish to initiate during the term as President. The President-Elect will organize the annual Christmas program and oversee the Grandparents Day Committee. Lastly, the President-Elect will be responsible for overseeing a Nominations Committee, which he/she will chair for the Spring elections.

Grandparents' Day Chairman: This is a very special day at Bright School! If you would like to be more involved with this long-standing tradition, this is the position for you. Responsibilities will include such things as assisting Kim Brown with invitations, gathering volunteers, and, of course, attending Grandparent's Day in May.

Secretary: It shall be the duty of the Secretary to: carry forward as a preface in the current minute book an official typewritten copy of the bylaws as amended to date, which he shall have available at all membership meetings and at all meetings of the Executive Committee; keep, transcribe, type and sign all minutes of the Association and Executive Committee; handle all correspondence and notices and see that all records of the Association, including correspondence, ledgers, minute books, committee reports, etc. are properly indexed and stored.

Treasurer: It shall be the duty of the Treasurer to keep an accurate record of all funds received and disbursed by the Association; to work closely with the Business Manager to manage funds and to report at each regular meeting on the financial status of the Association. Treasurer is a 2-year term. Currently, Jill Rafiee is serving as Treasurer-Elect. She will be Treasurer for 2018-2019. Therefore, the position of Treasurer-Elect is open for 2019-2020.

Treasurer-Elect: It shall be the duty of Treasurer-Elect to perform all duties assigned to the Treasurer in absence of the Treasurer or in the event of his inability to serve. During his term of office, he shall familiarize himself with the continuing program of the Association. In order to achieve this task, it will be necessary to attend the Executive Board meetings. The Treasurer-Elect will oversee the grade level accounts and communicate with the grade level treasurers regarding their budgets. Treasurer-Elect shall be elected for a term of one (1) year at the end of which he shall automatically succeed to the office of Treasurer to serve for a term of one (1) year.

Vice-President I: It shall be the duty of this Vice-President to oversee and assist in the coordination of the school's PA fundraiser. The Vice-President will work in cooperation with administration in fundraising events. In addition, this Vice-President will lend creative ideas and support as needed to both the Decorating and Parent Social Committees.

Charleston Wraps Fundraiser Chairman-Elect (2 positions): Annually the Parents' Association sponsors a large fundraising event to benefit the school. Summer planning is necessary. Organizational and motivational skills are helpful!

Decorating Chairman: It shall be the duty of the Decorating Chairman to oversee various jobs that will be assigned to brighten up the campus for holidays and special events. This does not include maintenance of the grounds. This position does include removal of fall and holiday decorations as well.

Parent Social Coordinator: It shall be the duty of the Parent Social Coordinator to oversee various grade-level or school-wide Parent Social Events throughout the year.

Vice-President II: It shall be the duty of this Vice-President to oversee the Chairmen of the Bonanza, Bookstore, and the Used Uniform sale, and provide additional support as necessary.

Bright Bonanza Chairman and Chairman-Elect: The Bright School Bonanza is a fall carnival geared toward family fun for Bright School families. Past Bonanzas have included inflatable rides, games, activity booths, snack booths and a pre-paid meal booth. Organization of this event will require some summer planning. Event Chairs should be creative and organized. Chairman will be responsible for all aspects of the Bonanza, including selection of theme, booth design, vendor selection, coordinating volunteers and closely communicating with Kim Brown. The Bonanza Chairman-elect will assist the Chairs for one year, and assume leadership in the following year. Ideally, this event should have 2 Chairmen and 2 Chairmen-elect.

Bookstore Chairman: This position requires overseeing and coordinating both the inventory and volunteer schedule of the bookstore. For inventory, the chairman will work closely with Kim Brown and with the PA Treasurer to monitor budget guidelines, while ensuring the store is stocked with appealing items.

Used Uniform Chairman: The Bright School used uniform sale takes place at least twice a year for parents to buy gently used, recycled uniforms for a great price. This is a fall and springtime commitment that can be managed with flexibility during the week of each sale. This is an opportunity to chair a committee whose work begins and ends quickly.

Vice-President III: It shall be the duty of this Vice President to supervise the individual classroom coordinators (room reps). One or more classroom coordinators will be selected for each classroom. This Vice-President will hold meetings with room coordinators and provide a common line of communication between the coordinators and school events. This Vice-President will also work in cooperation with the chairmen of Yearbook and Special Events.

Yearbook Chairman: We now create the Bright School Yearbook entirely online, from anywhere (the school, your office, or your home)! Pictures are uploaded on the Internet and saved in an image library. By selecting pre-formatted layout pages, one can easily insert photos, clip art, and text directly into the yearbook. Tasks for the committee members include choosing a cover for the book, taking photos throughout the school year of classes and special events, creating a ladder diagram of pages desired, and selecting layouts for specific sections (Class Portraits, Fifth Grade Acknowledgments, etc.) The Chairman (or Co-Chairmen) will coordinate the above tasks using a time frame built around two set deadlines (March and May).

Room Representatives: The Room Reps (two per classroom) work with their teacher and the other grade level reps to coordinate classroom volunteers, class parties, the annual play, and any other needs the teachers request. The Room Reps collect and are responsible for any class fees. They will secure volunteers to cover two Teacher Appreciation luncheons and for various P.E. events.

Special Events Chairman: This Chairman will work with teachers, special area teachers and school administrators to assist with volunteer coordination and planning responsibilities for special events occurring during the school year. Examples include special area events, etiquette lessons, and invited guest visits.

Costume Closet Coordinator: This position entails working with Room Reps who need assistance in pulling costumes or props for their grade-level plays or other special classroom events. The coordinator is responsible for sending reminders to Room Reps to put costumes, props and the play set away in a timely manner.

Vice President IV: It shall be the duty of this Vice President to oversee the Chairmen of the Happy Cart, Registration Day, Teacher Appreciation and Box Tops committees, and provide additional support as necessary.

Happy Cart Chairman: This Chairman will secure volunteers to coordinate Happy Cart treats provided weekly for teachers and staff in both the Early Childhood building and the main building at Bright. The chairman is also responsible for sending reminders to volunteers who have signed up for Happy Cart.

Teacher Appreciation Chairman: The Teacher Appreciation Chairman will oversee a program that acknowledges the teachers and staff. This may include coordinating specific teacher appreciation days. The Teacher Appreciation committee oversees the recognition of staff birthdays throughout the year and coordinates meals for the teachers and support staff before Open House and Parent's Night.

Registration Day Volunteer Chairman: This Chairman will coordinate the volunteer fair held in August on Registration Day. This fair is an opportunity for each chairman to explain the purpose and responsibilities of their committee and ask for volunteers.

Box Tops Chairman: This position will involve coordinating efforts to collect Box Tops to raise money for the school. Activities require a time commitment in October and March to prepare and submit the tops and report.

Vice President V: It shall be the duty of this Vice President to oversee the Chairman of the bi-annual Bright World Event and to provide PA representation to the Bright School Wellness Council.

Bright World Night Chairman: This Chairman will secure volunteers to coordinate an event dedicated to bringing families together for an evening of celebration of culture, community and international cuisine at Bright School. This event will take place in the spring. Coordination of participants, volunteers and event execution is required.

Wellness Council Representative: This Vice President is the PA representative to the school's Wellness Council. Duties include monthly meeting attendance, volunteer coordination and planning responsibilities.

Bright School Parents' Association 2018-2019 Willingness to Serve Form

Name: _____

Home Phone: _____ Cell #: _____

E-mail: _____

Please check the appropriate areas of interest. If you check **more than one position**, please **prioritize** (Example: #1 Vice President III, #2 Teacher Appreciation, #3 Decorating Chairman).

Filling out this form will assure that you are considered for the position of your choice.
Return your completed form to Kim Brown in the office by **3 p.m. on Tuesday, March 20**.
Thank you for being involved!

- _____ **President-Elect**
- _____ Grandparent's Day Chairman
- _____ **Secretary**
- _____ **Treasurer-Elect**
- _____ **Vice-President I**
- _____ Fundraising Chairman-Elect (2 positions available)
- _____ Decorating Chairman
- _____ Parent Social Coordinator
- _____ **Vice-President II**
- _____ Bright Bonanza Chairman
- _____ Bright Bonanza Chairman-Elect
- _____ Bookstore Chairman
- _____ Used Uniform Chairman
- _____ **Vice President III**
- _____ Yearbook Coordinator
- _____ Special Events Chairman
- _____ Costume Closet Chairman
- _____ Room Representatives
- _____ **Vice President IV**
- _____ Happy Cart Chairman
- _____ Teacher Appreciation Chairman
- _____ Box Tops Chairman
- _____ Registration Day Chairman
- _____ **Vice President V**
- _____ Bright Fit Chairman

PLEASE NOTE:

Room Representatives are assigned in August. Those desiring to be room representatives for the 2018-19 school year MUST ATTEND a mandatory meeting in August.