

## **DAVES AVENUE HOME AND SCHOOL CLUB EVENT CHAIRS AND COORDINATORS**

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### **AUTHOR'S DAY**

Every spring, 2-3 authors come on Author's Day to talk to the kids about how they became an author, read from one of their books, and answer questions. Kids who pre-ordered books will get a signed copy from the author, and a lucky few will get to have lunch with them! Your job is to make this day a huge success! You'll select the authors for the different grade levels (with help from Librarian, Amy Goldsmith, as needed), determine the date, coordinate the schedule, oversee the book sale, take care of event marketing, and organize the author-student luncheon. You get started early in the year – to nail down the authors, then it really ramps up after the holidays as the event approaches.

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### **BINGO NIGHT**

Bingo Night will happen once a year. Based upon other scheduled annual events, we recommend early-to-mid February or early Spring as an ideal time. Responsibilities include: emceeding the event, logistics/facilities planning, marketing (flyers, H&SC site, Wednesday Wave, Volunteer Spot, signage), determining food offerings/pricing, recruiting volunteers and collecting prize donations. This is a fun event to plan, so grab a friend or two and co-chair the event together.

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### **FOUR-LEAF ONLINE DIRECTORY COORDINATOR**

This super organized person (or people) is responsible for our online school directory as well as communications sent via the platform.

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### **CARNIVAL**

The end of the year just wouldn't be the same without Carnival! Phone calls at the beginning of the year, and then things ramp up toward the end of the school year. You'll line up the volunteers, games, food, and logistics. Don't forget the Talent Show! It's pretty straight forward and a lot of fun – and a committee make it easier!

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### **COOL CAT AUCTION**

Our annual spring fundraiser for adults only. Starting in late fall with a kick-off meeting, it will really ramp up right after the Holiday Break. With a solid team of volunteers (and this one usually isn't hard to recruit for), you can make this fundraiser a huge success! This involves all aspects of a big event – marketing, auction solicitation and management, volunteer recruitment, venue procurement, food selection, decorating... Lots of time involved on this one – but a very fun event to plan!

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**CLAY PROGRAM COORDINATOR**

Organize and drive the clay program. Coordinate the parent volunteers and train them, help plan projects, order clay, run the kiln. This job requires creativity and patience! A great way to spend time with the kids in class and get to know several parents! You'll be responsible for several projects/grade through the school year.

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**CORPORATE MATCHING**

Track people who have donated and the companies that they work for and encourage parents to ask for matching funds as appropriate. This is a great one for someone who works or wants to do something behind the scenes.

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**DISPLAY BOARDS**

Monitor communication for the school marquee and two display boards near the office and kindergarten area. You can help determine and prioritize the key events requiring maximum visibility.

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**FAMILY FUN NIGHT**

Soon after school is back in session, we have a family fun night – dinner, socializing, and an outdoor movie. Lots of fun for all! You'll be responsible for selecting the movie, renting the equipment, ordering food, getting popcorn machines, candy, event marketing... This one is really straightforward and is just a few weeks of work in the fall (in addition to ordering, renting, and setting a date during the spring).

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**5<sup>TH</sup> GRADE PARTY**

Plan a day of fun for the 5<sup>th</sup> graders at the end of the school year. You'll select a date and place (traditionally at Saratoga Springs), pre-order food, ensure that the games are all set, handle logistics and communications. Not much work until the end of the school year!

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**FREE2ME**

This position promotes and works with a variety of companies and programs (including eScript and Amazon) to help raise money for Daves. This is a position that can be done at home and on your own time. If you want to help raise FREE money for Daves, this is the job for you.

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**FUN WALK**

The kids love this event and parents too! You are responsible for logistics, t-shirts, water bottles, marketing, volunteer recruitment, set-up, snacks for after... it's a bit of work and it pays off!

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**FUNVISOR CHAIRS**

These parents recruit and manage the volunteers that donate their time during our children's lunch periods. You're responsible for scheduling, training, monitoring parents, as well as working with school staff to help make lunch safe and fun for our kids. You will also organize fun events throughout the year - Clay Days, Halloween Scavenger Hunt, Thanksgiving Games, Spell for Fun and The Amazing Daves. This is a year round program that has a fabulous impact on our kids.

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**GREEN TEAM**

The Daves Green Team is a group of students who take a leadership role in identifying and implementing solutions to make Daves a "greener" school. They encourage awareness in students regarding choices they make and how they may impact the environment. You lead the kids in this program. In addition, plan events, projects, and/or activities that will encourage awareness in regard to Earth Day/Week.

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**HOSPITALITY**

This team is responsible for coordinating the beverages for the monthly Home & School Club Meetings. They work collaboratively with the Club Secretary on the annual Back-to-School Coffee. They coordinate their efforts with the Teacher/Staff Appreciation Coordinator to plan the annual staff Holiday and End-of-Year Luncheons.

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**LGEF CAPTAIN**

This person is our liaison to the Los Gatos Education Foundation. S/he sits on their Board and is highly involved in the LGEF.

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**MATH OLYMPIAD**

Math Olympiad is an international program designed to stimulate enthusiasm for mathematics by teaching different problem solving skills and a creative approach to finding solutions. The class is targeted toward GATE children. The lead teacher is responsible for all aspects of the class including preparing the materials for each week's class introducing a new problem solving skill, teaching the class, administering monthly tests, updating the website, and communicating with parents. The classes meet weekly on Wednesday after school, and run from the end of September until the end of March, and then there's typically a year-end celebration in May.

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**MEMORY BOOK**

Our school yearbook! Harness your creativity! Plan, design, and implement our hardbound, full-color yearbook. You will work with parents and teachers to take the book from concept to reality. This job involves attending meetings, working with the on-line memory book program, taking photos, designing the cover and pages and helping the memory book class reps produce their pages as needed.

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**MOM'S NIGHT OUT**

Once a year (twice a year if you want to plan it), moms have the chance to go out and hang with other moms! Plan the menu, procure the venue, get sign ups, manage the RSVP's... Work on this one is minimal and it's super fun!

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**NEW FAMILY LIAISON**

What was it like to be new? Did you have tons of questions? This person anticipates those needs and plans communications and events for the school's new families. You're busy all year – but it's not continuous.

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**PARENTING CONTINUUM**

This person is a liaison to an organization that provides educational opportunities for parents. These events encourage continued learning about children and parenting. Time commitment is minimal.

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**PROJECT CORNERSTONE**

Project Cornerstone is committed to helping all children and teens in Silicon Valley feel valued, respected and known. Our programs and services help individuals and communities build a web of support around young people so that they grow into healthy, caring and responsible adults. As a coordinator, you will get training, then implement and continue the asset building program at our school. There are also opportunities to be ABC readers – volunteers that work in the classroom with the kids.

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**ROOM PARENT COORDINATOR**

Coordinate and manage the school Room Parents and all communications that should go to them and to the parents of our children. Manage the program that's used for calendaring and parent communication. This is a big job!

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**SAFE-ROUTES-2-SCHOOL COORDINATORS**

Promoting safety and safety education to our kids and our community. The SR2S Coordinator will attend monthly scheduled SR2S meetings and recruit volunteers to help with events, encouragement, education and evaluations, such as...student travel tallies, walking and biking assessments, Bike Rodeo event, Walk and Roll to school week, Take it to the streets week, Kindergarten and second grade traffic safety presentation, helmet give-aways, and more. This is a big job, and an important one!

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**SCHOOL PLAY**

Fearless play producers! Creative, organized parents run this one. You'll coordinate with the Blossom Hill committee to produce our school 4th & 5th grade play – one that's Broadway worthy. Lots of work and very fulfilling.

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**SCIENCE FAIR**

Sparking the curiosity in all of our kids! You will work with your committee to promote and plan all of the logistics of the Daves Avenue Science Fair. From sign-ups to take-down. This is a great way to teach learning can be fun!

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**SPIRIT TEAM**

Do you have school spirit? Do you want to see everyone else wearing spirit? This job is for you! You'll be determining items selected for sale, monitoring orders, possibly updating the website or form, ensuring delivery of items, and presenting/selling the items at school and select events.

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**STAFF WISH LIST**

Work with the staff to help create "wish lists" of items they need/want to help our school go above and beyond. Also work with other chairs to promote the wish lists at H&SC events; including the Cool Cat Auction.

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**TEACHER/STAFF APPRECIATION**

Coordinate the Home & School Club efforts to show our appreciation to everyone that helps make Daves Avenue a wonderful place to learn. Activities include: 1. Staff birthdays (Make sure that the Room Parents know when their teacher's birthday is coming up or for the non-teaching staff, track their birthdays and do something special for them.) 2. Appreciation Days: Teacher Appreciation Day (Make sure Room Parents remember this day. Suggest possible ideas to show appreciation from the students) and Administrative Professional's Day (Do something special on behalf of the H&SC). 3. Appreciation Luncheons – There are generally two of these. One in December and one in May. Coordinate with the hospitality team to provide a fun luncheon.

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**THE WEDNESDAY WAVE**

Our school's main source of communication is the Wednesday Wave. The Wave editor collects, edits and lays out the content which is produced in Pages (Mac environment). The editor should have some experience with graphics, layout and basic editing. Each edition takes 3-5 hours to produce, spread over a few days. As the newsletter is produced weekly, it works really well when the editor shares the position with another co-editor (grab a buddy!). It's a fun job and great way to be connected to all the happenings at Daves!