

Daves Avenue Home & School Club >> Chair Descriptions

Authors' Day

Every spring, two grade-level appropriate (K-2 & 3-5) authors visit our campus to talk to the kids about being an author. Their presentations include how they became an author, their creative process, and a question & answer period. Kids who pre-ordered books will get a signed copy from the author, and a lucky few will get to have lunch with them! The chair selects the authors for the different grade levels with the help of Mrs. Goldsmith, our librarian. They are also in charge of coordinating the schedules, managing the book sale, marketing the event, and organizing the author-student luncheon. Responsibilities start early in the year to nail down the authors, and then it really ramps up after the holidays as the event approaches.

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Bingo Night

Bingo Night happens once a year in the late winter, usually in February. This is a fun community building event where parents and students alike can play Bingo. Responsibilities include hiring an emcee for the event, managing logistics and facilities, marketing, snacks & prizes, and organizing the volunteers. This is a fun night for all.

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Carnival & Talent Show

The end of the year just wouldn't be the same without the carnival or the talent show! The carnival has games, prizes, bouncy houses, face painting, food, and more. The responsibilities start at the beginning of the year with bookings and then activities ramp up in the spring. The carnival chair manages volunteers, games, food, and all of the logistics.

The talent show chair can be a co-chair and will manage the talent show portion including the schedule, the audio and stage setup, emceeing the event, and managing the contestants.

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Champions of Math

Champions of Math is a program that resembles Math Olympiad, the international program designed to stimulate enthusiasm for mathematics by teaching different problem-solving skills and learning a creative approach to finding solutions. The chair is responsible for all aspects of the program 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 Tuesdays after school, and run from October through March. This program is open to fourth and fifth grade students.

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Clay Program Coordinator

The clay coordinator organizes the clay program and connects it to a specialized curriculum. The job is to coordinate the parent volunteers, train them, help plan projects, order clay, and run the kiln. This job requires creativity and patience! This is a great way to spend time with the kids in class and get to know several parents. You'll be responsible for several projects throughout the school year.

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Cool Cat Auction

The auction is our annual, adult-only spring fundraiser. Duties start in the late fall with a kick-off meeting and ramps up after the holiday break. With a solid team of volunteers, the auction chair 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, and decorating. This auction helps us raise money for our valued programs and events at Daves Avenue.

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Corporate Matching

This coordinator tracks parent donations that can be matched through employers and encourages parents to ask for matching funds where applicable. This person also meets with the VP of the H&SC Board to reconcile and confirm donation matches. This is a great position for someone who has limited time or wants to do something behind the scenes.

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Display Boards

The display boards to manage include the school marquee and two bulletin boards (one near the library window and one near the kindergarten building). This coordinator ensures that dates are posted for special events to get maximum visibility. Boards should be creative and up-to-date, yet easy to read.

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Family Movie Night

Soon after school is back in session, we have a family movie night with dinner, concessions, and an outdoor movie on the lawn. This is lots of fun for all! The chair is responsible for selecting and gaining rights for the movie, renting the equipment, ordering food, getting popcorn machines & candy, marketing the event, and soliciting volunteers to help.

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5th Grade Party

Plan a day of fun for the 5th graders at the end of the school year. The date is usually set during the last school year and typically lands on the last week of school. The fifth graders traditionally go to Saratoga Springs. The chair orders food, plans the games, and handles all logistics & communications.

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FourLeaf Coordinator

This organized person is responsible for our online school directory as well as limited communications sent via the platform. They will manage updates to ensure the directory is up-to-date, and that families have access.

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FREE2ME Coordinator

This position promotes and works with a variety of companies and programs (including eScrip and Amazon) to help raise FREE money for Daves Avenue. This is a position that can be done at home and on your own time. The chair will market as necessary through THE AVENUE and at school.

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Fun Run

The kids love this event and parents do too! The Fun Run chairs are responsible for logistics including t-shirt orders, marketing, volunteer recruitment, set-up, and clean-up. The Fun Run does fundraise, but it is very much a community-building event. Recent efforts are encouraging more student input and highlighting the importance of giving back.

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FunVisors

These parents recruit and manage the volunteers that donate their time during our children's lunch periods on Mondays, Tuesdays, Thursdays and Fridays. FunVisor Chairs are responsible for scheduling, training, monitoring supplies, 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 such as Clay Days, Halloween Scavenger Hunt, Thanksgiving Games, Spell for Fun and The Amazing Daves Race. This is a year-round program that has a fabulous impact on our kids.

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Green Team

The Daves Avenue Green Team is a group of students who take a leadership role in identifying and implementing solutions to make Daves Avenue a “greener” school. They meet weekly from September to May. The Green Team Lead encourages awareness in students regarding choices they make and how they may impact the environment. Additionally, the lead will plan events, projects, and activities that will encourage awareness in regards to Earth Day.

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Hospitality

This team is responsible for coordinating coffee service for the monthly Home & School Club meetings, in addition to the Welcome Back Coffee at the beginning of the year. Hospitality Chairs also plan and execute two staff appreciation luncheons throughout the year: one in December and one in May.

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LGEF Captain

This person is our liaison to the Los Gatos Education Foundation. This lead sits on their Board and is highly involved in the LGEF. The LGEF Captain will attend the Home & School Club meetings to present updates and the latest information.

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Mom’s Night Out

In the spring, the MNO coordinator will plan a fun evening out. This will include planning the event, marketing it, and coordinating all logistics for a fun mom’s night out. This can be at someone’s home, potluck style, or can be at a restaurant.

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New Family Committee

This committee's job is to ensure all new Daves Avenue families feel welcomed to our school community. This also involves planning one New Family Orientation the day before school starts and one in the winter. The committee ensures the new families know who to contact when they have questions and plan family picnics, hikes, playdates, etc.

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Parenting Continuum

This person is a liaison to an organization that provides essential, 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. The program helps 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. The connected services also include ABC Readers and FunVisors.

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Room Parent Coordinator

This coordinator manages the room parents from each class. Room Parents have big jobs as it is one of the connections between the parents and the teacher. This includes messaging, planning special events, balancing class funds, and helping the teacher as needed.

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Safe-Routes-2-School

The SR2S Coordinator will attend monthly scheduled SR2S meetings to promote safety and safety education to our kids and our community. They will also need to recruit volunteers to help with encouragement, education, and events such as student travel tallies, walking and biking assessments, the 4th grade Bike Rodeo, Walk and Roll to School week, Take it to the Streets week, kindergarten and second grade traffic safety presentation, helmet giveaways, and more.

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School Play Producer

This creative, fun, and organized producer will organize the joint school play that involves the other elementary schools in the district. The play is open to fourth and fifth graders. The producer will also need to find volunteers to help with scheduling, production setup, snack shack, and have open communications between the schools.

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Science Fair

Sparking the curiosity in all of our kids, the science fair chairs will work with a committee to promote and plan all of the logistics of the Daves Avenue Science Fair including sign-ups, judging, delivering boards and packets, setup, breakdown, and everything in between. The Science Fair is usually scheduled for the spring.

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Spirit Wear

The Spirit Wear Chairs are in charge of maintaining the spirit wear inventory including ordering, tracking inventory, and selling the merchandise. They sell items at school functions such as the Welcome Back Coffee, Family Movie Night, Carnival, and at school when schedules allow.

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Staff Wish List

This coordinator works with the staff to help create “wish lists” of items they need or want to help their classroom be the best that it can be. This is all created online so parents know where to go when they would like to further support a classroom.

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Staff Appreciation

The Staff Appreciation Chair ensures that our staff feels valued, specifically on their birthday. This chair is in charge of delivering a special birthday gift to the non-teaching staff at Daves Avenue.

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THE AVENUE Editors

THE AVENUE is our school's primary source of communication from the Home & School Club. The editors collect, edit and design the content using Constant Contact. The editor should have some experience with graphics, layout, and basic editing. Each edition takes 3-5 hours to produce weekly. Co-chairs can rotate the editing efforts weekly so the work is shared. It's a fun job and a great way to be connected to all the happenings at Daves Avenue!

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Year Book

The Year Book Coordinator is a great opportunity to be creative! Plan, design, and implement our hard-bound, full-color yearbook that captures the memories of the school year. The chair 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 yearbook class reps produce their class pages on time.

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