



# HUGO REID PTSA COMMITTEES & EVENT DESCRIPTIONS

**AEF (Arcadia Education Foundation) Liaison – Norm Offstein:** Provide a strong connection between the local school site and district-wide events and needs. AEF provides funding for district wide needs such as the automated phone blast system, mini-teacher grants, etc. AEF runs the scrip program, Arcadia Summer School, and hosts “Bright Nights” annually.

**Back to School Picnic – Tori Takeuchi and Nicole Rizzo:** Help out with the annual family picnic that will take place at the primary school playground on the Friday after Labor Day. We need volunteers to help set-up, check-in, host information and sales tables, serve food and clean up.

**Book Fair – Jennifer Monson and Janet Dang:** The fall book fair fills the cafeteria with books from Mrs. Nelson’s for five days in September. We need parents to help set up the book fair, ring up sales, and pack up on the last day. Weekend, daytime and evening hours are also available. On one of the nights, a food truck comes to provide pre-order dinner. This year, it’s Hot Dog on a Stick.

**Book Swap – Susan Alcazar:** In the spring, children turn in gently used books. For each book turned in, children are able to pick out one book in exchange on “Book Swap Day.” It is such a joy to see the children get excited about taking home books that are “new to them.” Help is needed setting up tables and books in the cafeteria, organizing books by reading level, walking children back and forth from their classes and the Primary school, as well as clean up afterwards.

**Box Tops for Education – Jen Wong (Elementary) and Elisa Brink (Primary):** Help collect and count box tops collected by each classroom. Mail in rebates and arrange prize party for the class with the most collections. Monthly prizes and other incentives may also be awarded.

**Can You Help? – Julia Chang:** Working closely with the Arcadia Council PTA, each school in Arcadia is assigned a different month to help provide food to Arcadia families that are in need. Hugo Reid was assigned March, and we do this program in conjunction with Read Across America Week. This job entails collecting the canned food donations that students bring to school from both campuses, sorting the food thereafter and then arranging for the food to be picked up by the local food bank to restock their shelves and distribute to those in need.

**Carnival -** (held every other year in the spring of even numbered years) This event comes around once every two years because we alternate between Parent Party and the Carnival as our major end of year fundraiser, so, this is the year for the Parent Party. The committee chairs pick a theme, plan the game booths, food booths, prize booths, etc. and assign a class or two to each booth. It is usually at the end of April. Volunteers are needed to help set-up, order prizes, volunteer at the classroom booths, and clean up. Our children look forward to this event. When you see all the children’s faces light up after school lets out, you will know that it is a rewarding event for our children.

**Character Counts – Nicole Rizzo, Janet Dang, Pamela Wang (Elementary) and Lindsey Parry (Primary):** Character Counts is a program reinforcing the Six Pillars of Character: Respect, Trustworthiness, Fairness, Responsibility, Citizenship, and Caring. At the Primary school each week a special activity is planned to reward first grade students for demonstrating good character qualities. These activities are done the last half-hour of the school day, typically on Fridays. As for at the

Elementary school, we do a special rewards program at the end of each month, sometimes in conjunction with an assembly. This is a terrific program and a fun way to get to know students, teachers, and parents.

**Child Health Council – Janet Dang and Pamela Wang:** Students needing support for physical and mental health, dental, vision, etc. who can't afford it can find confidential help through this program. Please see your nurse or principal if you need help in this area, or if you would like to provide health service to the community.

**Directory – Jennifer Gassner:** Put together the entire school directory. We are looking for computer savvy helpers. Volunteers can work from home at their convenience. The earlier this gets out, the better to help plan carpools, playdates, coordinate work, etc.

**DVD Sales – OPEN POSITION:** Make flyers and take DVD orders & money for all of the recorded school programs, get copies made and distribute DVDs.

**Fall Fundraiser – Jennifer Monson:** This annual fundraiser occurs in the fall. This year we will be selling items from "Mixed Bags." Help is needed to count money, sort and hand out orders when they arrive, and organize the incentive program. Daytime and evening help is needed.

**Fifth Grade Party – Nicole Rizzo, Jennifer Monson and Rochelle Ferrari:** A promotion party is held on the day before school ends for 5<sup>th</sup> grade students. Committee members help with games, food, and decorations for the 5<sup>th</sup> grade end of year events.

**Fifth Grade Yearbook – Margaret Aghili, Linda Liu and Julia Chang:** Fifth grade students receive a yearbook to remember their years at Hugo Reid. Help create this wonderful memory.

**First Aid Kit Sales – Jennifer Monson:** Every other year, provide an opportunity for families to restock their "Disaster / First Aid Kits." This year we will conduct the sale in October during the week of "The Great Shakeout."

**Founder's Day – OPEN POSITION:** This is a wonderful evening program held in February where Honorary Service Awards are given to individuals in special recognition for outstanding service to children and youth. This is also the time we recognize Reflections winners. Volunteers are asked to help set up, decorate, provide refreshments and clean up after this event.

**Holiday Program – OPEN POSITION:** In December, help teachers organize the annual Holiday Program which is filled with music and meaning. Practices are generally held after school.

**Hospitality – OPEN POSITION:** Coordinates volunteers to bring refreshments for PTSA meetings (4th Tuesday of the month at 8:30 a.m.). Sets up coffee for meetings and PTSA events. This job does not take much time and it is a good way to meet people. A list of volunteers is provided where you can reach out to bring refreshments each month.

**Library – Julia Chang, Paty Garcini (Elementary) and Pamela Wang (Primary):** Our libraries (one on each campus) are staffed totally by volunteers. Although we have a part-time Librarian, parent volunteers are needed to help check books in and out, shelve books and read to children in the younger grades. If you are willing to help at other times, assistance is always needed to shelve and organize books. Our Librarian offers training to our new volunteers EARLY in the year, or by request to those who need a refresher course on what to do in the library.

**Membership – Tori Takeuchi and Leah Forester:** Conduct the membership drive throughout the year, but especially in the fall. Memberships cost \$7 each. Promote membership through flyers and classroom competition. Process monetary dues, keep track of membership forms, and issue cards.

**Movie Night – Paty Garcini and Julia Chang:** Hugo Reid provides the venue and will sell snacks, or the snack bar can be hosted by different school organizations for fundraising. Our Committee Chair makes sure the movies are appropriate (“G” Rated), that the audio/visual runs smoothly, and that everything is well maintained at the end of these fun evenings.

**Musical Theater – Margaret Aghili and OPEN POSITION for 4<sup>th</sup> GRADE CHAIR:** Hugo Reid is very fortunate to be able to offer the opportunity to fourth and fifth grade students. This is a voluntary activity with practice beginning in early January culminating with performances in March or April. Practices are before school twice a week, and one evening per week. Parents of participating students are needed to help with set painting, procuring props, and various other tasks.

**Parent Party – Rochelle Ferrari and Nicole Rizzo:** This is a “Grown Ups Only” function that we have once every two years in the spring of odd numbered years. The amount of time you need to put in will depend upon how well you delegate the different responsibilities. Help is needed with the silent auction, decorations, set up and clean up. It is a really fun event.

**Procedure Books – OPEN POSITION:** Collect the procedure books (binders) from the coordinators and make sure they are updated. Prior years’ binders are located in the cabinets on the stage, or with the current chair. This job requires calling or emailing people to make sure they update their procedures after their event. This job does not take much time but is a TREMENDOUS help.

**Raider Days – Lan Nguyen:** Meet with office staff in the spring. Organize volunteers to work Raider Days. Usually headed by the president, volunteers are needed at Raider Day and Make-up Day to help register students about one to two weeks before school starts.

**Red Ribbon Week – Susan Alcazar:** Red Ribbon Week is in October, and promotes drug awareness and prevention. Plan and organize activities for the week, order red ribbons, bracelets or other incentives for students to wear, plan activities and prizes as well as decorate the campus for that week. Volunteers are needed to go around classrooms and speak about the awareness of drugs and are also needed to help pass out incentives to each of the classrooms. A BMX show is planned for the Friday of that week to promote healthy living.

**Reflections – Christa Ramirez, Wendy Ong, Kristin Barkhurst, Padmapriya Rajagopalan and Shuo Zhang:** Promotes a National PTA contest of the arts (visual, language, music, photography) by distributing informational flyers to the students, collecting entries and arranging for judging. Assist with forwarding winning entries to higher levels of competition. Announce the winners at the Founder’s Day program. Volunteers are needed to help sort and hang artwork.

**Rocky’s Readers – Margaret Aghili, Katy Lin and Nicole Rizzo:** Rocky’s Readers is a lunchtime book club for 5<sup>th</sup>, 4<sup>th</sup> and 3<sup>rd</sup> graders. You will work closely with Mrs. Macintosh to plan monthly lunchtime activities that are along the theme of the books picked for discussion that month. Volunteers will help with the set-up and clean-up of activities and any organizing needed beforehand. This is a great way for working parents to help if you only have a lunch hour to volunteer your time.

**Rolling Readers – John Mathewson:** Rolling Readers provide extra one-on-one reading help for individual students in the 2<sup>nd</sup> and 3<sup>rd</sup> grades. Training is provided. There are two sessions which each lasting ten weeks. They take place in the fall and spring. Students who participate in this program work with different volunteers four days per week for 15-20 minutes each. Volunteers are asked to help weekly or alternate with another volunteer and read every other week. Teachers have been enthusiastic about the progress students who participate have made during the ten-week program. This is a great way for working parents to help if you only have a short time to volunteer.

**Room Representative – Nicole Rizzo:** Organize classroom volunteers to fill specific needs of your child’s teacher. Get a list from the teacher of jobs parents can assist with, make sign-up sheets and help with classroom parties and the school-wide, year-end fundraiser (Parent Party or Carnival).

**Scrip – Rocio Ribero and Wendy Mong:** Scrip is an area we need every family's help-please buy scrip regularly. Scrip is essentially a gift card that you use like cash. Our school receives a percentage of every dollar you spend, at no cost to you! Scrip is available for grocery markets and almost 200 stores and restaurants. If you can only do one thing to help our school, this would be it. Scrip is sold before school during the first and third Friday at the Primary school and weekly on Wednesday at the Elementary school. Forms are also always available to place orders and turn into the office. You can purchase Scrip with check (payable to AEF) or cash. Please help on the scrip committee, and assist with selling before school. If you are bilingual, and speak Spanish or Mandarin, you could help this committee tremendously!

**See's Candy Sales – Jennifer Monson:** This is our late fall fundraiser that is filled before the winter holidays. Help is needed to help count the money, fill orders, and to distribute them.

**Spring Musical Concert – Julia Chang:** Each spring children taking school music lessons showcase their talent during an evening concert. Volunteers are needed to help provide refreshments, set up and clean up to celebrate all of our musical students' hard work.

**Spirit Wear – Sandra Barajas and Theresa Bostrom:** Help coordinate the Spirit Wear collection, take orders, collect and count money, and fill orders year long, but especially in the fall.

**Teacher Treats – POSITIONS OPEN (Elementary and Primary):** Once a month we provide a lunch for the teachers. Help provide food for one of the campuses, and show our fabulous teachers how much we appreciate them. We need parent volunteers to sign up to help set up, bring something, and/or clean up at least one of the months of the year. All teachers say this is a special treat and much appreciated.

**Welcome Back Coffee and Membership Information Event – Jennifer Gassner and Ann Moore:** This event is for all Hugo Reid parents, from both the Elementary and Primary campuses. Coffee and snacks are provided on the First Friday after school starts. Information about PTSA programs and involvement opportunities is provided. This is a casual, brief event to mingle, hear the PTSA President and Principal speak, and get the year off to a great start.

**PAST EVENTS THAT NO LONGER TAKE PLACE, but we welcome any chair that wishes to do any of these types of events:**

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**Open House:** Plan and organize the pizza dinner before Open House. Volunteers are needed to help plan, collect money, order enough food, serve, set-up and clean up.

**Red Cross Drive:** When it occurs, usually 75% is given back to the school and the other 25% goes to the Red Cross to help provide for disaster relief supplies. We need volunteers to help count money. Donations are used to restock our Disaster Aid Supply Kits.

**ReMix Clothing Drive:** Collect clean, ready-to-reuse clothes and sort them according to size. You will have each student write the amount of article of clothing they brought in on the bag and in return you will record it into a book and you will give the student a "Caring Cash" for the same amount of clothing. The student then in return will be able to use their "Caring Cash" to "buy" new-to-them items during the "ReMix Day." Any remaining clothing goes to the Apache Indian tribe. We have AUSD representative come out and fill a truck up with the remaining clothes and deliver it to the White Mountain Apache Tribe. In the past, Eyewitness (Channel 7) News came to broadcast our event to bring attention to help those in need. This is a very successful and rewarding event.

**Video/Cable –** Help film events at Hugo Reid to be submitted to the Community Access cable channel, etc. Committee members help cover various evening and daytime performances.