

Brief Description of Committee Responsibilities:

(Please Note: The list of responsibilities involved in each committee is divided up among all of the committee members, so you may be asked to be responsible for 1 or more job.)

Bar/Bat Mitzvah Committee: This is an event for 7th grade boys and 6th grade girls, respectively. The committee of parents arranges the breakfast, including food, centerpieces and music, creates invitations, contacts vendors for the gifts for the boys/girls, collects money to buy these gifts, arranges WL gift for students, contacts the school about the program, contacts school to arrange for tables to be set up. The 1st setup meeting is usually in the evening. Setup for the actual event usually is during the day.

Bat Ami Hospitality: This small committee serves as additional support for committee head as she makes Shabbat and Yom Tov arrangements for the Bat Ami girls. There are sometimes driving needs for the girls as well.

Blood Drive: This committee coordinates a date and time for the drive and must be available that day. Phone calls are made. Volunteers needed for that day.

Box Tops for Education: This committee collects the box tops from school to be turned in twice a year on specific dates. They cash in boxtops to earn money for the school and keep track of who is sending in the most for prizes.

Chanukah Gift Campaign: This committee creates a flyer and collects names and checks from the parent body for gifts to be distributed to the entire staff at HALB. They also create a list of all families who participated to be distributed as well. The Chanukah list is usually made in Microsoft excel. Knowledge of excel would be a plus.

Chumash Play Liaison Boys/Girls (2nd grade Boys and Girls): This committee gets paper goods and balloons, cupcakes and food for reception. Contact the school to arrange for tables to be set up. Volunteers needed who will be available to come early that morning to set up. **(When signing up, please specify Girls or Boys.)**

Classroom Library & Computer Certificates: Collect checks and distribute certificates as purchased.

Cooking/Baking class: To coordinate various classes and/or host events for fundraising and fun!

*****End of Year Luncheon:*** This small committee helps organize the luncheon the menu for the event, buys paper goods and/or helps set up in the morning. Event takes place 1st Tuesday am in June.

Friday after school programs: This small committee (1 for Long Beach & 1 for preschool) speaks with vendors about dates and times. Coordinate buses, speak to bus company. Create flyers and emails to promote and advertise activities, collect checks, make spread sheets with participant's information.

Graduation Committee: Please be available to set up collation the day of graduation. (No 8th grade parents please).

HALB Wear/Sweatshirts/Kipot: Create flyer. Take orders. Must keep track of stock. May be asked to be available to sell at lice check, open school day and Supperette.

Hot Lunch: Helps to prepare new hot lunch system during summer. Some volunteers needed to come into school the 1st few weeks to ensure a smooth transition.)

****Israeli Day Parade:** Meets with art teacher to plan beautiful banner and other art pieces for HALB to display while marching in the Celebrate Israel Parade. Committee head must be artistic/creative. Committee members will work on this during the day.

Lice Check Volunteers: Be available to work a shift (approx 2 hrs) at lice check the week before school starts. Involves greeting people, helping them fill out forms and checking them in and receiving payment.

Mailings: Get flyers, envelopes and stamps. Stuff and mail them. Many volunteers needed. Much of this can be done from home and on your own schedule.

Midor L'dor: (4th grade girls) Dinner to be planned, invitation created, paper goods have to be bought, room has to be decorated.

Melave Malka: Responsible for paper goods, set up Friday before, set up night of, collect reservations and money, send out reservation cards, contact school to arrange for tables to be set up. Print program.

Mishnah Siyum committee: (4th grade Boys) Paper goods, order food, work out details with Rabbi Libman, contact school to arrange for tables to be set up.

Mothers Day/ Fathers Day Boutiques: Committee head coordinates volunteers. Committee members must be available to set up during the day as well as volunteer during the day of the boutique.

New Parent's Tea: Head of committee finds house to host. Invitations are made & sent out, collect RSVP's, follow up calls. Committee members help bake for event, and also attend the event in order to welcome new parents, mingle with them and answer questions.

Nutrition: Meet to discuss ways to improve overall nutrition in the school.

Orientation: Order food and drinks for orientation and conferences in both Long Beach and pre-school, call school to make sure tables are set up for food and drinks.

Pesach candy- Preschool and Long Beach: Work with Miss Chocolate on brochure and due date, collect money and process orders, separate candy into bags with prizes, hand out to kids on candy arrival date.

Pizza Committee: Coordinators/Group Leaders/ Volunteers: Volunteers are needed to help serve pizza on Tuesdays in school (Long Beach 11:10-1:30 and preschool 12-12:30). The coordinator collects names of volunteers, creates groups and a rotation for the entire school year and assigns a leader/committee head for each group. A schedule of the rotation is sent out to all.

Purim Cards: Make flyers to promote, collect money, distribute.

Seforim Fair/ Book Fair: Arrange dates with vendors, call the school to arrange for tables to be set up. Some volunteers are needed during the day to help the children “shop” and create wish lists. Some volunteers are needed at night to sell, usually during Parent teacher conferences.

Shalach Manot: Create new ideas and present them. Buy and put together shalach manot for teachers and for selling, staying within a budget. Take orders. Volunteers needed for packing during the day. May need to be available to promote and sell at Women’s League events.

Shalach Manot teachers: This person collects money and names of families interested in participating in teacher shalach manot. Prepare card with names and have it printed.

Siddur Play Liasons Boys/Girls: This committee of 1st grade parents gets paper goods and balloons, cup cakes and food for reception. Volunteers needed to set up earlier the morning of the play. **(When signing up please specify Girls or Boys.)**

Supperette Boutiques: Book vendors, set up and settle up sales.

Supperette Dinner: General support planning the event including: stuffing invitations, recording reservations and payment, working on center pieces, set up during the day for that evening, possibly being available to help out with other supperette committees if necessary.

Supperette Raffles: Contact volunteers and collect donations from vendors. Wrap gifts and help distribute at Supperette.

Uniform exchange: Make flyers. Collect donations. Display at lice check and open school day. Be available to make appointments during the year for any calls and update inventory.

****New Committee for this Year**