



## **APPOINTED BOARD POSITIONS:**

**ARISE:** Liaison to share ARISE news & information at our PLG Meeting

**ASSEMBLIES:** Responsibilities include researching, scheduling and managing assembly programs for Indian Hill School. Historically one in fall and one in spring.

**BARNES & NOBLE DAYS:** Coordinate with Barnes & Noble our fundraising event taking place at the store in December.

**BOARD OF ED LIAISON:** Liaison to share BOE news & information specific to Indian Hill

**BINGO:** Chairperson to schedule, shop and manage this family fun PLG Member event and organize a committee to help if needed. Takes place 3<sup>rd</sup> Friday in January

**BOX TOPS:** manage this wonderful fundraiser creating flyer, collecting, counting and submitting all boxtops. Create chart for cafeteria showing progress and competing homerooms. Organize winning classroom gift.

**CHESS:** Organizes this PLG sponsored after school class with the Chess instructor and creates & distributes registration flyer. Takes place twice a year.

**CAREER DAY:** Chair committee that organizes this fantastic day for our entire school in May.

**CLASS PARENTS:** 3 parents needed (1 per grade) who secure a parent to represent each homeroom class, organize Hangout events in fall and serves as a liaison to their grade's homeroom parents. Help with Field Day planning as well. 6<sup>th</sup> grade Class Parent also organizes pizza at field day for 6<sup>th</sup> only, Bagel Yearbook signing and Field Trip tshirt order.

**DRUG ALLIANCE:** Liaison to share news and information at our PLG Meeting.

**FACEBOOK PAGE:** Posts updates to IH PLG Facebook page

**GO GREEN:** Promotes recycle efforts including collections and fundraisers and special "Go Green" days/events throughout the year.

**HANGOUTS:** Grade class Parent responsible for managing event and securing volunteers.

**HCAA:** Liaison to share info and updates at our PLG Meeting

**HFEE:** Liaison to share info and updates at our PLG Meeting

**HISTORIANS:** take photos at events, assemblies, etc.. and post to PLG Board outside Main Office and occasionally share with publications. Responsible for Career Day Photos also.

**HOLIDAY SHOPPE:** Organize and manage the holiday shopping event in December

**HOSPITALITY (meetings & special events):** schedule & cater our meetings and special events. Secure committee to serve at special events including teacher luncheons, career day and monthly PLG meetings.

**PLANT SALE:** schedule and manage the May plant sale

**RED RIBBON WEEK:** organize the activities for this fun eventful week with most taking place during lunch. October event.

**SCHOOL STORE:** manage all school store sales, order inventory and schedule volunteers for our monthly store inside the cafeteria.

**SCHOOL SUPPLY BOXES:** collect supply lists, manage and organize delivery and distribution of the supply boxes.

**SNACK DAYS:** Manages all half day Snack Days where PLG presells snacks and delivers to classrooms at lunch time. Create presale flyer, purchase inventory, secure volunteers. Takes place all half days except in December.

**SPECIALIZED FUNDRAISING:** manages all catalog sale fundraisers and retail store fundraising giving PLG a percentage of sales.

**SPIRITWEAR:** create, order and distribute flyer selling apparel to promote spirit in our school. Deliver apparel to classrooms.

**SUNSHINE:** share staff special news with our PLG Meeting such as births, marriages, etc. Also send out greeting cards for these events as well as condolences when needed on behalf of PLG. Responsibilities also include securing the gifts/cards for special celebration days for staff such as Administrative Professionals Day, Nurses and Librarians Days.

**TEACHER APPRECIATION COOKIE DELIVERY:** Manage this fun day for the families to show their appreciation for the Indian Hill School Staff. Using a pre-established sign-up genius template, a request goes out to families to bake or buy cookies and send in. Teachers pack up these cookies during lunch time on stage while the children cheer them on. Takes place first Friday in May.

**TEACHER REPRESENTATIVE:** Teacher Liaison to PLG sharing our information with staff and vice versa. Staff member to fill this position.

**WEBSITE ADMINISTRATOR:** posts all information to our [Holmdelparents.org](http://Holmdelparents.org) website after attending the training session for the website. Maintains website