

If you have wondered what all the BPC committees are and/or what they do, you are not alone. This guide is meant to provide a quick description and hopefully a better understanding. If you want to learn more about these committees and possibly volunteer, email the BPC Volunteer Coordinator at volunteerwiththebpc@gmail.com.

Art Show — May

A portion of the Spring Open House includes a display of student art. This committee works with the art teacher and vendor in the coordination and implementation of a student art show. Vendor arrives day of event and sets up at work for sale. Committee works cash registers during the sale, and helps with activity stations for students during the event.

Artsonia On-line Art Gallery – Throughout year

Student work is displayed on the Artsonia website to be shared with friends and family around the world. Parents are needed to coordinate with Art teacher to create student accounts online, take photos, and upload art.

Barnes & Noble Fundraiser — December

Organize Book Fair with Barnes & Noble at Oak Brook Center. Schedule events (teacher readings, and Chorus, Speech, Drama Clubs), create theme, and organize wish lists from teachers at Brook Park and collaborate with S.E. Gross volunteers.

Book Fair/ Family Reading Night — February

Coordinate multi-day sale of books and other items with vendor (Anderson's Bookfair Company or Scholastic). Secure volunteers for restocking, checkout, and helping students with purchases during Book Fair. Family Reading Night is held one evening during the book fair. Teachers read a story to students while students work on a related craft in assigned classrooms.

BP Cares — Throughout year

This consolidated committee will serve as an umbrella committee for growing efforts. Coordinate and organize various collections/drives (such as food, toy, book, etc.) and community service projects. (Open to collaborating with Scout troops and other organizations.)

Business Benefit Fundraising — Throughout year (one business per month)

Coordinate with local businesses organizing events (some events require you to stay). Set up dates, make/distribute flyers, communication via email blasts. Follow up with local businesses to collect check. Events include dining out at various restaurants and student open nights like Flying High and Max Aquatics.

BPC COMMITTEE DESCRIPTIONS

updated 7/20/2018

Box Tops/eBates/Amazon Smile — Throughout year

Collect and submit reward tokens to participating companies for financial incentives. Most of the work can be done from home except picking up submissions from school. Volunteers can help with cutting and preparing labels to be sent into Box Tops and Campbell's. Send communications home at the beginning of the school year explaining the various programs and how to participate. *NOTE: Some of these programs are getting phased out. Some of the work is wrap up of these programs. Other will be seeking new similar programs.*

Carnival — February

Organize a day of Carnival games and prizes for a day of fun in the gym for the kids. Secure volunteers and publicize. Work with Concessions committee for food (chips, pizza, soda, snacks). Coordinate with teachers for their raffle.

Concessions — Throughout year

Coordinate the sale of food items at different school functions. Coordinate food and paper goods supplies. Work with treasurer to obtain cash box and deposit funds after event.

Consignment Sale — November/April

Sale includes children's clothing, toys, books, and videos (60% seller-40% BPC). Coordinate volunteers for registration, set-up, sales, and clean up. Rent/manage clothing racks, purchase tags, recruit sellers, distribute flyers, and advertise.

Cultural Night — January

Coordinate and organize evening event celebrating cultures from around the world with teachers to coincide with Cultural Week.

Cultural Week — January

Support Brook Park teachers during the week to promote cultural awareness. Monday – Friday is a different grade's day each day with classes rotating between various stations about life and culture on that continent. Parent volunteers lead these pre-determined activities and are welcome to volunteer any day of the week.

Cuts and Copies — Throughout Year

The teachers requested this committee serve again this year! Assist Brook Park teachers and staff with cutting and copying needs. Your time saves them hours at the copiers! Volunteers spend as little as an hour a week. Younger children may accompany easily.

Display Cases — Throughout Year

Send out forms for display case collections from students. Change the displays in the cases located outside the office and gym. Items usually stay in display case for 2-3 weeks.

BPC COMMITTEE DESCRIPTIONS

updated 7/20/2018

Experience Raffles — Throughout year

Recruit and solicit various experiences with teachers, staff, and community members. Coordinate raffle and winners.

Family Grade Nights — Throughout year

These committees, by grades, will plan an afternoon/evening of fun activities (and possibly dinner) for Brook Park families as one effort to build community at Brook Park. This will include developing activities, promoting, and hosting on site the day of the event.

Parents Night Out - Adult Socials — Throughout year

Parties will be hosted at homes or local businesses throughout the year. Past parties include: Bowling, Bingo, Euchre Night, Bean Bag Tourney, Progressive Dinner, Bunco, Couples Cocktail Night, Ugly Sweater Party, Casino Night, and Girl Scout Cookie and Wine tasting. What a fun way to meet other families and be involved in our community while raising money for the Brook Park Council. Committee members host events and recruit people to buy tickets.

Fifth Grade T-shirts — Fall

Responsible for "Class of" T-shirts. Choose style, work with vendor, send and collect size order forms, and distribute shirts.

Flower Sale — Spring

Organize, promote, and facilitate the flower sale. Coordinate pick-up distribution.

Garden Committee — Throughout Year

Beautification of the school grounds, coordinated with head custodian. Plan and run clean-up days and organize adopt-a-spot volunteers.

Grandparents — Throughout year

This committee is being formed after hearing from grandparents who have expressed interest in receiving information regarding fundraisers and volunteer opportunities at school events. Grandparents that provide an email address will be invited to volunteer and fundraise at events throughout the year.

Historian — Throughout Year

Collect local newspaper articles and photos about Brook Park to put in a scrapbook.

~~Kindergarten Liaison for Construction Year — Throughout Year~~

~~The purpose of this role is~~

- ~~—To bridge the gap between kindergarten and the rest of Brook Park both physically and socially~~
- ~~—Keep an eye toward inclusion of kindergarten in BPC events and activities~~
- ~~—Advocate for this group of kids to ensure their smooth transition into 1st grade at Brook Park~~
- ~~—Provide a point of contact for other kindergarten parents~~

Lost and Found — Throughout Year

BPC COMMITTEE DESCRIPTIONS

updated 7/20/2018

Every year, Brook Park has an incredible amount of lost items put in the Lost and Found. Unfortunately, many of these items do not get found. This committee would help parents in the process of finding lost items. Committee members would photograph the lost and found items throughout the year and publish on the BPC Facebook pages.

Meet the Teacher — August

Coordinate tents and activities for the Meet the Teacher day geared toward new and returning families.

Membership Registration — Sept-Oct, but Accepted Throughout Year

Develop Membership Form based on set annual membership fee (approved by BPC). Contact vendors to purchase incentives for families who join (e.g. yard signs, decals, notepads, pencils). Copy/distribute Membership Form and collect forms/payments returned to school that are in BPC Mailbox. Maintain list of members for Recording Secretary and make deposits with the BPC Treasurer according to Financial Guidelines.

Merchandise/Spirit Shop — Throughout year

Select, inventory, and sell school merchandise at events throughout the year. Coordinate logistics including merchandise pick up/drop off and cash handling.

Movie Nights — 2-4 Per Year

Plan and coordinate movie dates with school and organize contest throughout school for movie choice. Work with concessions committee for food (nachos, chips, hot dogs, soda, juice, treats, etc.) and order pizza to sell.

Moving Team — Throughout Year

Do you have a truck or trailer? Can you lend a hand to setup or teardown events? Volunteers are needed at the major BPC events and throughout the year to move items to and from storage unit to the school, setup events, and clean up afterwards.

New Students & Families — Throughout year

Coordinate various welcome activities and communications for new families throughout the year. Identify and implement opportunities to help integrate new families into the Brook Park Community. Work with Directory Committee to provide updates of information and get directory to new families.

One Book One School — February

This teacher-led committee chooses the book and activities for all families. Volunteers help stamp books with BPC stamp in December.

One-time Opportunities — Throughout year

A variety of needs always arise throughout the year, including, but not limited to shopping for snacks or supplies, marketing and communications, graphic design, event promotion in the community, data entry, copying, and other needs as determined by committees, teachers, and staff.

BPC COMMITTEE DESCRIPTIONS

updated 7/20/2018

Original Works Art Fundraiser — Fall

Art produced in the classroom is turned in to a magnet. These magnets are sent home along with order forms for other items that include student art. Volunteers are needed for processing orders, ideally one for each grade level (time commitment is during the day in the first three weeks of October for about 10 hours total).

Parent Education — Throughout year

Coordinate Brook Park Council meeting guest speakers and identify topics and opportunities for parent outreach and education

Parents' Night Out — Fall/Spring

Coordinate adult socials with local businesses; arrange and provide support day/night of any events, schedule bands, entertainment, raffles, etc.; promote event; and manage ticket sales.

Picture Person — Monthly

Through a grant from the National Department of Humanities, BP and the BPC hosts a Picturing America program which teaches history through art. A volunteer presents a piece of art monthly, discusses it and the historical period, and does a project with the students. An overall coordinator and classroom volunteers are needed to implement this committee along with the art teacher as advisor.

Procurement & Business Solicitation — Throughout Year

Facilitate the requests for donations from the community with all committees needing donations. Organize a database to track donations and donors.

Public Relations/ Graphic Design — Throughout Year

Help with creation of flyers, signs, FB banners, yard signs, and more for various committees.

Red Ribbon Week — Fall

Assist the faculty representative as needed with any activities for this annual anti-drug campaign. Committee can offer to help display red ribbons on all the trees outside of school and promote daily dress-up opportunities (e.g. crazy sock day, hat day, pajama day).

Room Parent — Throughout year

Plan activities and organize volunteers for individual classroom parties (Halloween and winter) and Spring celebration.

School Directory — Fall

Student information (address, phone, parent email) is compiled in a directory. Chairperson is responsible for publication from beginning to end. Information must be compiled, typed, printed, bound and distributed.

School Supply Sale — Spring & Fall

Coordinate School Supply Kits in May of the coming school year. Delivery is in August, distribute to each classroom before start of school.

BPC COMMITTEE DESCRIPTIONS

updated 7/20/2018

STEM Event - Science Fair / Math Night - Winter

Coordinate parent volunteers and academic fair judges, solicit and organize raffle prizes with Procurement committee, purchase and stuff goodie bags for academic fair participants, organize student projects (distribute guidelines, maintain list of participants and projects), create event program. (This happens bi-annually, alternating with Academic Night)

Skate Night — Fall and Spring

This event is fun for the entire family! Coordinate skate night scheduling, create promotional documents/flyer, coordinate payments, and deposits of funds.

Spirit Sticks — Throughout Year

This very popular committee will organize, order, and coordinate the Spirit Stick program. The committee will work with Brook Park staff to build enthusiasm and understanding of Spirit Sticks and also with BPC events to have Spirit Sticks available.

Super Star Reading — Throughout year

Coordinate this Kindergarten and 1st grade reading incentive program and chart progress. Distribute certificates and books. Purchase books for following year.

Sweets with Someone Special— 2-4 per year

Back by popular demand! These morning events are a partnership with K-Kids and donations go to an organization of the kids' choice. These events encourage parent involvement with quick, simple morning visit. Organize event with purchase of donuts/muffins.

Teacher/Staff Appreciation Week — 1st week in May

Coordinate this week-long celebration of food and activities to honor our faculty and staff. Organize student activities such as student notes and donation of gifts for teacher gift bags. Secure caterer for luncheon as well as volunteers to set up and deliver food throughout week.

Theatre in Residence — Fall - January

Coordinate with theatre troupe to facilitate the full production of a play. Organization of student selection, tickets, and performance needs. Planning and lottery start in the fall. Organizing parent subcommittees and assisting with student oversight during rehearsals also involved.

Website/Technology Communication — Throughout year

Assist with writing, formatting, and promoting BPC and Brook Park events, activities, and programs through various social media avenues (website, blog, Facebook pages, etc.). Manage social media clients and design/update communication templates as needed.

Welcome Back — 1st Day of School

Coordinate Welcome Back tents and activities for first day of school geared toward new and returning families.

BPC COMMITTEE DESCRIPTIONS

updated 7/20/2018

Yearbook — Throughout year

Work with yearbook printing vendor; compile of photos of students, events, and school activities; and layout book pages. Create and send out order forms, process orders, and coordinate deposits. Distribute yearbooks.