

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 [volunteer@brookparkcouncil.org](mailto:volunteer@brookparkcouncil.org)

#### 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.

#### Bingo — throughout the year

Reserve space for the event. Obtain prizes. Market the event. Run the event the day of including: check in, prize distribution, volunteers, set up and clean up. Coordinate food with an outside vendor.

#### Block Party — May

Combination of carnival games and cultural performances surrounding Brook Park School. Organize a day of Carnival games and prizes for a day of fun for the kids. Secure volunteers and publicize. Work with Concessions committee and Cultural committee. Coordinate with teachers for their raffle.

#### Book Fair/ Family Reading Night — August & 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. Set up and take down book cases/displays. Monitor inventory and communicate with book vendor if more books are needed. Create and distribute marketing materials. Coordinate and plan the Grand Event (grandparents visit) during the 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. Book Fair Chairperson is responsible for managing the Book Fair during this event and ensuring the teachers receive their requested books.\**

#### 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.

Box Tops/Amazon Smile — Throughout year

Maintain Brook Park Council's Box Tops account. All of the work can be done from home. Create communications to be sent home and posted on social media 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.*

Catalog sale: Charleston Wrap alternates with Boone Supply - October through December

Contact Charleston Wrap or Boone Supply to initiate the fundraiser. Coordinate the distribution of promotional materials and communicate procedures for ordering. Collect physical orders and manage online orders. Communicate with Charleston Wrap when the fundraiser is over to manage distribution of orders and coordinate payment.

Concessions — Throughout year

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

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 predetermined 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.

Decorating — Throughout Year

BPC Display case, yard signs, chalk the walk, special events, Meet the Teacher, holidays, etc.

Diversity, Equity & Inclusion Committee - *Throughout Year*

Work to create initiatives that promote diversity in Brook Park's curriculum, resources, events, and activities. Most of the work can be done from home and tasks may include: securing diverse books for the school's library and for individual classrooms, working with administration to ensure the verbiage on school documents is appropriate, and finding educational speakers to inform Brook Park's community about diversity related topics.

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.

Fifth-Grade T-shirts — *Fall*

Responsible for "Class of" T-shirts. Choose style options to have fifth graders vote on, work with vendor, send and collect size order forms, and distribute shirts.

Fifth -Grade Commemoration — *Spring*

Responsible for using provided materials to add names to star lawn signs. Assemble said signs and put them in the lawn the night before the last day of school.

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.

Graphic Designer — *Throughout Year*

Help with creation of designs for merchandise, yard signs, and more for various committees. Works with marketing committee.

Family Bingo - *October/November*

Reserve space in the school or elsewhere for the event. Obtain prizes. Market the event. Run the event the day of including: check in, prize distribution, volunteers, set up and clean up. Coordinate with Concessions Committee if serving food.

Family Golf Outing – *June*

Make this event your own. Coordinate a family event (i.e. foot golf, mini-golf, progressive putt putt, etc.) of golf, food and fun. Work together with volunteers to market and operate the event.

Lost and Found — *Throughout Year*

Every year, Brook Park has an incredible amount of lost items put in the Lost and Found. Help parents and student in the process of finding lost items. Photograph the lost and found items throughout the year and publish on the BPC Facebook pages.

Marketing — Throughout Year

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

Meet the Teacher — August

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

Movie Nights — 2-4 Per Year

Plan and coordinate indoor or outdoor 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.

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.

Original Works — Fall

Art produced in the classroom is offered for purchase on various items. 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).

Parents Night Out - Adult Socials — Throughout year

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

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.

Prom- Spring

Throwback to your high school days and plan a fun event for adults. Coordinate a team for the spring event with ticket sales, marketing, food, music, dancing, decorations, and raffles.

Room Parent, Grade Lead and Overall Lead — 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, and emailed.

School Supply Sale — Spring & Fall

Coordinate School Supply Kits in May of the coming school year. Distribute to each classroom before start of school in August.

Sponsorship Committee — Sept-Oct, but Accepted Throughout Year

Develop Sponsorship Form based on set annual sponsorship fee (approved by BPC). Contact vendors to purchase incentives for families who join (e.g. yard signs, decals, notepads, pencils). Distribute and manage digital and paper form along with payment (and work with Treasurer). Maintain list of business/family sponsors. Formerly known as Membership.

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.

STEM Event - Science Fair / Math Night - Winter (alternates from year to year)

Coordinate parent volunteers and academic fair judges, solicit and organize raffle prizes, purchase and stuff goodie bags for academic fair participants, organize student projects (distribute guidelines, maintain list of participants and projects), create event program.

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.

Sports Committee — Throughout year

Coordinates outings to local sporting events such as Chicago Dogs, Chicago Wolves, Chicago Sky, etc. In addition, coordinate in- and after school events.

Super Star Reading — Throughout year

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

Superstar Sweepstakes — Throughout the year

Multiple positions are available. *Communications:* Post to and monitor Facebook page. List items, manage sign ups, host live drawings. *Prize acquisition:* Locate items in stock and send to president or treasurer. Involves calling stores ahead of the raffle to make sure the item is in stock and going to the store after the raffle to pick up the item.

Sweets with Someone Special— 2-4 per year

Partnering with K-Kids and donations going to an organization of the kids' choice, families can eat breakfast before school. Organize event with purchase of donuts/muffins.

Teacher/Staff Appreciation Week — 1<sup>st</sup> week in May and throughout the year

Coordinate week-long celebration of food and activities to honor our faculty and staff in May and throughout the year. 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.

Texas Hold 'Em - February/March

Secure location, offsite. Create marketing materials. Communicate with Fundraising Coordinator to set up The Square for ticket sales. Host and run the event.

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.

Trunk-or-Treat — Friday before Halloween

Coordinate signups for cars to surround the school, open up trunks (decorated, but not required) and hand out treats. Collaborate with concessions and spirit shop.

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.