



April 18, 2016

Dear 5th Grade Parents/Guardians:

Attached to this letter is an information sheet on the various positions and committees that are part of the 6th grade committee.

The 6th Grade Committee of the Home & School Association assists with organizing events that take place during the 6th grade year. The committee is designated to help plan, manage, and organize special events for the sixth grade, with approval of the Samuel Mickle School principal and in adherence to the guidelines set by the Home & School Association. Committee members work together with district employees to create a fun and memorable year for our 6th grade students.

We are now taking nominations for chairperson, secretary, and subcommittee chairpersons. If you are interested in holding one of these positions, please complete the form on page 3 and submit it to the school office by 3:30pm on Tuesday, May 10th. Nominations should be placed in an envelope marked: *6th Grade Nominations – Home & School*. Alternatively, you may bring the form with you in person to the Home & School Membership meeting on May 17th in the Clark Library. Names will be placed in a hat at the May 17th Home & School Meeting and selected during the “New Business” portion of the meeting. Please know that only the T-Shirt and Dance/Social Subcommittees are mandated by the district and the Home & School Association.

If you would like to help with a subcommittee, but not lead, please indicate your preference, as well. Your contact information will be shared with the leaders of the subcommittees.

In prior years, the 5th grade parents have hosted the 6th Grade Farewell Ceremony. This year’s ceremony will be held at the Samuel Mickle School Gymnasium on Tuesday, June 14th. Volunteer shifts are as follows: 6:00-7:00 (setup), 7:00-8:00 (serving refreshments), 8:00-9:00 (clean-up). ***Please indicate on page 3 if you are able to help on June 14th.***

Please let me know if you have questions. I may be reached at foths@eastgreenwich.k12.nj.us or 856-579-4929.

Thank you,

Sharon Foth
Home & School Association, President

6th Grade Committee Positions & Responsibilities

Please note: The responsibilities listed for all positions may be altered to meet the needs of the District and/or the 6th Grade Committee.

Chairperson:

- Sometimes shared
- Handles all of the logistics of the committee
 - Organizes various committees
 - Collects their reports
- Communicates with HSA

Secretary:

- Minutes of each meeting
- Send meeting minutes to the chairperson
- Organizes flyers and letters from the committee
- Maintains a binder of past correspondences and approvals

T-Shirt Committee:

- Head person is selected
- Has helpers to assist
- Gets 3 quotes for t-shirts and submits them to the principal & 6th grade committee at meetings

Dance Committee

- Head person selected along with helpers
- Receives 3 quotes for dances
- Reserves dates and times (6-10p.m.) with B.A's office
- Organizes regional dance (2017) by:
 - Getting a certificate from the Fire Marshall
 - Calling Kingsway High School
 - Coordinating with other districts
- Keeps track of permission slips

The following sub-committees are not mandatory, but are in place at the discretion of the District.

Farewell Night:

- 3 shifts of 5th grade parents
 - 5:30-6:30 6:30-7:30 7:30-8:30
- Organize donations
 - Yellow/green paper products
 - Snacks
 - Beginners → 6th grade photos for slide show

**6th Grade Committee
Positions & Responsibilities
Nomination Form**

**Please return to Samuel Mickle by 3:30 pm on Tuesday, May 10, 2016
In an envelope marked “6th Grade Committee Positions – Home & School”
Or bring to the H&S meeting on May 17, 2016 in Clark Library**

Name _____

Child’s Name _____

Phone Number: _____

Email: _____

_____ I am interested in heading the 6th grade committee as chairperson* (Name will be pulled from a hat on May 17th.)

_____ I am interested in being the secretary for the 6th grade committee* (Name will be pulled from a hat on May 17th.)

I am interested in **leading** the following subcommittee(s)*

_____ T-Shirt _____ Dance

(*Name will be pulled from a hat on May 17th; These subcommittees are in effect at the discretion of the district and the 2016-17 6th Grade Committee Members.)

I am interested in **assisting** the following subcommittee(s):

_____ T-Shirt _____ Dance

I am interested in assisting with 6th Grade Farewell Night on June 14th. I can volunteer my time between:

_____ 6:00 – 7:00 set-up _____ 7:00 – 8:00 serve/host _____ 8:00-9:00 clean-up

_____ Yes! I can donate a dessert/sweet treat for the Farewell Night! **Please drop off donations to the Mickle School Office by 3:30pm on Tuesday, June 14th.