

## Shrewsbury Parent Teacher Group, Inc.

20 Obre Place

Shrewsbury, NJ 07702

732-747-0882

### Addendum

## Standing Committee Descriptions

Committee Descriptions are as follows:

1. Hospitality Committee will be responsible for in-school programs (to include set-up and clean-up), and coordination of hospitality requirements for various SPTG special events as needed.
2. In-School Programs Committee will be responsible for coordination of all educational enhancement programs.
3. Tiger Tales Committee will be responsible for overseeing the publication of the school newspaper.
4. Membership Committee will be responsible for collecting SPTG membership dues, maintaining a list of current members, maintaining the emergency phone chain and assigning class parents and their assistants.
5. Class parents will be responsible for coordinating class parties with teachers, creating class baskets for the SPTG Gala (when run) and be a liaison between the SPTG and parents in the class regarding fundraising needed to off-set the cost of class trips (grades 6-8). Class parents should adhere to guidelines set down by the BOE regarding class parties. Class parents should not be incoming new parents to the school (this does not apply to assistant class parents).
6. Theater Week Committee will be responsible for the coordination and implementation of an in-school theater program.
7. Variety Show Committee will be responsible for the coordination and implementation of an in-school variety show.
8. Sunshine Committee will be responsible for acknowledging losses, illnesses or births of loved ones of families of SBS students, teachers and staff as per policy.
9. Blood Drive Committee will be responsible for the planning and coordination with the Red Cross 2 blood drives during the school year. This committee will also coordinate snacks and drinks for blood donors.
10. Book Fair Committee will be responsible to help the library staff set up and help with sales during this annual event.
11. Toy Drive Committee will be responsible to collect and distribute toy for charity.
12. Career Day Committee will be responsible to help arrange speakers for this day.

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13. Grandpersons Day Committee will be responsible to set up greetings, provide directions and refreshments for this day.
14. Family Fun Committee will be responsible for the planning and coordination of events throughout the year for enjoyment by SBS students and their families.
15. Teacher Appreciation Week Committee will be responsible for planning and coordinating activities during a designated week, to thank the SBS teachers and staff for their dedication and efforts throughout the year.
16. Gala Committee description to be added
17. Welcome Back Breakfast Committee will be responsible for planning and coordinating a welcome back breakfast in the beginning of the school year to thank the SBS teachers and staff for their dedication and efforts throughout the year.
18. Character Education Committee will be responsible for planning programs for the SBS students, teachers and parents in conjunction with the SBS Character Education Committee which is comprised of the Guidance Counselor and teachers representing the primary, middle and junior high grades. Together they review programs and materials that may be suitable for the students and discuss methods to implement these programs in relation to the state mandated Character Education curriculum.
19. Tiger Tails is a school newspaper that is distributed three times a year to the students of Shrewsbury Borough School. The advisor and Tiger Tales' staff will meet several times a month after school for reporters to receive assignments about upcoming school events, brainstorming of new features to publish, editing and layout.
20. Family Fun committee should be co-chaired to share the responsibilities. It can really be anything the committee wants it to be. They can do the same functions we have done in the past, i.e. Halloween Fun, Bingo or be creative and try something new. Family Fun was started as a way to give back to the school community. Something for families to do together that was inexpensive.
21. Fingerprinting is just coordinating with the Sheriff's dept, police dept, and school to secure a day and time. To have the younger grades fingerprinted for family records.
22. Block Parent Chairperson reviews on a yearly basis the neighborhood composite of Block Parents in cooperation with the Shrewsbury Borough Police Crime Prevention Officer.
  - List of Block Parents is updated based upon Block Parents who have moved throughout the year.
  - Additional Block Parents considered for streets found to be more heavily traveled by children.
  - New Block Parents' application and fingerprint cards must be approved and cleared by the police before handprint is distributed.
  - Existing Block Parents contacted to see if old sign needs replacing.

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Block Parent Chairperson and Crime Prevention Officer attend and speak at safety assembly at SBS to reinforce Block Parent Program to grades K through 4.