

SUZUME NO GAKKO 2010 PRIMARY COMMITTEES AND SECONDARY COMMITTEES

Each Suzume no Gakko family is required to serve on both a Primary Committee and a Secondary Committee. These obligations must be fulfilled by one or both parents.

PRIMARY COMMITTEES: Each family shall serve on one of the following Primary Committees, which is equivalent to approximately 8-10 hours of work.

1. **Open House Chair;** *needs to be there the last week from 9am-12:30 each day.*

Committee Members:

set up and clean up of displays and chairs
organize and serve refreshments during Open House, and during the last day of school
must be available during school hours on site during the entire last week of the school session

2. **Purchasing Committee;** *Chairperson: Purchasing Coordinator*

Committee Members:

take inventory of supplies in storage
purchase new supplies as needed
transport supplies to and from storage (see * below)
must be available the Saturday morning before session starts and the last Friday morning of school

* If you have a trailer it will cover both primary and secondary duties (for set-up and take-down on two dates June 19th and July 9th.)

3. **Historical Committee;** *Chairperson: Historian/Publicity Coordinator*

Committee Members

take candid photos during session of assigned grade level (i.e., field trips) and/or elective classes.
meet once after session (if needed) to organize candid photos for layouts for the yearbook.
create page layouts of assigned grade level and/or elective class for the yearbook.

4. **Social Committee;** *Chairperson: Social/Fundraising Coordinator*

Committee Members

plan, organize, set up, and clean up of Nikkei Matsuri Children's Activity (4 primary people)
plan and organize food and games for Suzume no Gakko Family Picnic (2 primary people)

5. **Instructional Materials Committee (IMC);** *Chairperson: Instructional Materials Coordinator*

Committee Members

complete arts and crafts, sewing, and carpentry projects

6. **Parent Participation Committee;** *Chairperson: Parent Participation Coordinator*

Committee Members

communicate with parents
set up and clean up of school facilities by parents the Saturday before session begins and the Friday afternoon after the session ends
complete special projects as directed by chairperson

Participation by both parents in set up and clean up fulfills both Primary Committee and Secondary Committee requirements. Participation by only one parent fulfills Primary Committee requirements only.

7. **Grade Level Parent;** Supervisor: Instructional Materials Coordinator

Coordinate the distribution of projects to the IMC Committee Members for their child's grade level
May occasionally need to be available on site during the session

Note: This position no longer fulfills both the Primary Committee and Secondary Committee requirements.

SECONDARY COMMITTEES: Each family shall serve on one of the following Secondary Committees, which is equivalent to approximately 2.5 hours of work.

1. **Nikkei Matsuri** *Supervisor: Social/Fundraising Coordinator*
Work at Nikkei Matsuri Children's Craft Center on Sunday, April 25, 2010

2. **Family Picnic** *Supervisor: Social/Fundraising Coordinator*
Work at the Suzume no Gakko Family Picnic on Sunday, June 27, 2010

3. **Open House** *Supervisor: Vice-President*
Work at Open House on Thursday, July 8, 2010 (serve refreshments and assist with set-up and clean-up or last day of activities)

4. **Spirit of Japantown** *Supervisor: Social/Fundraising Coordinator*
Work at Crazy Hair booth on Saturday, October 2, 2010

These obligations must be fulfilled in order for your child to participate in Suzume no Gakko.