

SUZUME NO GAKKO 2012 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 – One position available last week of session from 9:00-12:30 pm
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 it will cover both primary and secondary duties (for set-up and take-down on two dates June 23rd and July 13th).
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 on the last day of session
 - 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 hours of work.

1. Nikkei Matsuri; Supervisor: Social/Fundraising Coordinator
 - Work at Nikkei Matsuri Children's Craft Center
2. Family Picnic; Supervisor: Social/Fundraising Coordinator
 - Work at the Suzume no Gakko Family Picnic
3. Open House; Supervisor: Vice-President
 - Work at Open House (serve refreshments and assist with set-up and clean-up or last day activities)
4. Spirit of Japantown; Supervisor: Social/Fundraising Coordinator
 - Work at the Suzume no Gakko Family Picnic

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