



Suzume no Gakko 2018 Primary Committees & 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 Committee Chair:** needs to be on-site the last week of session, 9:00 a.m.–12:30 p.m. each day
Supervisor: Vice President
Committee Members:
 - setup and cleanup displays and chairs
 - organize and serve refreshments during Open House and during the last day of school

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
 - must be available the **Saturday before** session starts (June 30, 2018) and the **last Friday morning** of school (July 20, 2018).
NOTE: If you have a trailer, both your primary and secondary committee duties (for setup and takedown on two dates: June 30, 2018 & July 20, 2018) will be fulfilled.

3. **Historical Committee**
Chairperson: Historian/Publicity Coordinator
Committee Members:
 - write newsletters
 - take candid photos during session of assigned grade level (e.g., field trips)
 - meet after session to organize photos and use photo software to create yearbook layouts
 - create page layouts of assigned grade level(s) and/or elective classes for the yearbook

4. **Social Committee**

Chairperson: Social/Fundraising Coordinator

Committee Members:

- plan, organize, setup, and cleanup the Nikkei Matsuri Children's Activity (4 primary people)
- plan and organize food and games for the 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 as needed

6. **Parent Participation Committee**

Chairperson: Parent Participation Coordinator

Committee Members:

- communicate with parents
 - setup and cleanup of school facilities the **Saturday before** session begins (June 30, 2018) and the **Friday afternoon** after the session ends (July 20, 2018).
 - complete special projects as directed by Parent Participation Coordinator
- Note:** Participation by both parents during setup and cleanup fulfills both Primary Committee and Secondary Committee requirements. Participation by only one parent fulfills the Primary Committee requirement only.

7. **Grade Level Parent**

Supervisor: Instructional Materials Coordinator

- Coordinates 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

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 on Sunday, April 29, 2018

2. **Family Picnic**

Supervisor: Social/Fundraising Coordinator

- work at the Suzume no Gakko Family Picnic on Sunday, July 8, 2018

3. **Open House**

Supervisor: Vice-President

- work at Open House on Thursday, July 19, 2018
- serve refreshments and assist with setup and cleanup of Open House

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

