

TESPA Subcommittee Descriptions

Campbell's Labels for Education

Sponsored by *Campbell's* Soup, Labels for Education is a label collection program. Families at TES are asked to collect the labels from the *Campbell's* products that they purchase, and send them to the school, via students. Each *Campbell's* product label has an allocated point value. Points are tallied and submitted to *Campbell's* by the coordinator. These points are redeemed into items for the school. There is a catalogue which outlines point redemption. Items are chosen collaboratively by TESPAs and TES staff. The coordinator collects and distributes the labels to the volunteers. The volunteers' sort and count labels on a class basis. The coordinator collects this information and submits it to *Campbell's*. The counted labels are then collected and stored at the school. The coordinator also organizes a school competition campaign for both schools. The class prize is provided by TESPAs.

Christmas Wreath Sales

A TESPAs fundraiser. Volunteers choose a wreath supplier, coordinate with teachers, send out notices and order forms, and collect orders. Volunteers are needed to make bows, and deliver wreaths.

Family Skate

A social event for TES families sponsored by TESPAs and is free to all families! Ice is rented at the St. Margaret's Bay Arena for an hour of skating. This event usually occurs on a weekend when the ice is available. Volunteers are required to coordinate with the arena and advertise the event.

Ice Cream Social

A social event for TES families sponsored by TESPAs and is free to all families! It's a time to welcome new and returning families to TES. There is opportunity for parents/guardians to meet teachers and administration, as well as other families in your child's class. Volunteers are needed to coordinate this event.

Kids Care

Students are encouraged to help others in a variety of ways, through the Kids Care Program. This program helps students realize that we can all make a difference in our world, whether it be locally or globally. Assistance has been given to a Rwandan hospital, a Haitian orphanage, Unicef, JDRF etc. Many of these recipients have been at the suggestion of our students! Volunteers are needed to choose and coordinate events, as well as where money collection is involved, help with collection and dispersal of funds. Volunteers can also help to rally students at assemblies.

Landscaping

Care of the garden beds at both schools is done entirely by volunteers. There is a coordinator for each building. TESPAs provides a small budget for maintenance. Volunteers are required seasonally, to weed and relocate plants where needed. Mulching is done every other year at each building.

Legacy Park

This park was established to honour retiring staff members of TES. Each year that staff member(s) retire, new additions are made to the park in their honour. Volunteers are needed to plan each phase, depending on the need, and provide the labour for construction.

Movie Night

A TESPAs fundraiser that was initially done to raise money for the family of a student stricken with a malignant brain tumor. As a result of the success of the inaugural event, TESPAs has decided to host this event annually. Volunteers are needed to coordinate the event. As well, there will be a need for individuals to handle advance ticket sales, and work the door taking tickets, and work in the canteen.

Spring Fling

TESPAs MAJOR fund-raiser is a one-day fair that occurs in late Spring. Many, many, many volunteers are required to plan and execute this event. Planning sub-committees of the event are needed in the following areas: donations, class parents, canteen, rental equipment, set-up, silent auction, and promotions and advertising. All of these sub-committees are coordinated by the chairperson or co-chairs. Volunteers should begin planning in January or February, so there will be a need to attend meetings and planning sessions. This event is long-standing for TES, so many of the tasks are "routine" in nature, simply requiring a repeat of what has worked in past years.

Spring Planter Sales

A TESPAs fundraiser. Volunteers coordinate with teachers, send out notices and order forms, and collect orders. Volunteers make arrangements with the greenhouse supplier and arrange for a pick-up day for the purchasers to receive their plants.

Staff Appreciation Week

A nationally observed event, promoted by home and school associations across the country. This event is often, but not always done the week before Valentine's Day, to recognize the efforts of the staff at TES. A theme is chosen for each day, requiring specified donations of food and beverages (based on the theme). These donations can be delivered by students or dropped off as parents/guardians leave for work. Volunteers are required each day to set-up the "treats" of the day in each staff room, including making fresh pots of coffee and tea. Volunteers are also needed to put together gift bags, prior to the event. Key to this event is a willing and able coordinator.

TESPA Class Parent

This person acts as a liaison between TESPAs and the home. In an effort to reduce the amount of paper that gets wasted distributing notices, and to increase the efficiency of messaging, a volunteer is needed for each class, to forward emails to families of said class. TESPAs not only needs to inform families of fundraising events, but wants to make sure that all families are invited to participate in special events like the Ice Cream Social, Movie Night, and Family Skate. It is important that each class be represented and that contact information be supplied by each family to the TESPAs Parent. The coordinator of this program is the TESPAs Secretary.

TESPA Executive Liaison

Each TESPAs Executive Member will be responsible for one or more of the TESPAs Subcommittees. Their responsibility is to be the contact person between the Subcommittee Coordinator(s) and the TESPAs Executive. The TESPAs Executive Liaison will assist the Subcommittee Coordinator(s) with any questions or concerns they may have and provide updates on events and fundraising campaigns to the TESPAs Executive and at General Monthly TESPAs Meetings (if the Subcommittee Coordinator is not present).

Winter Carnival and Family Dance

A social event that is sponsored by TESPAs. This is a week-long event, mostly celebrated during school hours. Volunteers plan the daily themes and coordinate with teachers. The week comes to a close with **The Family Dance**, a TESPAs fundraiser, on the Friday evening. A fun evening of dancing for the entire family hosted by a DJ. Volunteers are needed to handle advance ticket sales, work the door taking tickets, and work in the canteen.

Winter Outdoor Fun Day

An outdoor fun event for the students supported by the school and TESPAs. Volunteers are needed to help set up for the outdoor field day and assist our Grade 6 leaders with their stations. Key to this week of events is a willing and able coordinator(s).

School Based Subcommittee Descriptions

Book Fairs

Book fairs are staffed by volunteers, as well as our Library Support Person. These events require a lot of volunteers for setting up and dismantling the fair, as well as working in a retail capacity; helping children and parents find books, and working cash. There is usually a fair in the Fall and one in the Spring, at which there are actually 2 fairs in operation - 1 English and 1 French. Proceeds from the Book Fairs go directly back to the school libraries (1 in each building).

Drama

TESPAs has set aside funds to sponsor a school drama or musical production. This project will require staff involvement, but many volunteers will be needed as well, in various capacities.

Library

Although there is a part-time Library Support Specialist hired by the Board, it would be impossible operate both libraries without help from volunteers. Each library operates Tuesday - Thursday mornings, requiring a minimum of 3 volunteers per day. This is a weekly volunteer commitment and can vary from shelving, to reading to students, to checking books in and out. The libraries are fully equipped with a computer circulation system and search stations. There is often a need for help with preparing new books for shelving, by taping.

Pre-Primary Program

A unique program operated solely by volunteers, offering families of children starting school in September, the opportunity to come visit the school for 2 hour-long sessions in May. Pre-primary children get a chance to meet School Administration, and Primary, Music and Physical Education teachers. Children take a tour of the school, visiting the primary classrooms and spend time doing little activities in the music room and the gym. This program has been in operation for many years at TES, and has proven its worth, time and time again. Coordination and implementation of this program is done in consultation with staff, and requires quite a few volunteers; approximately 6 per session, and there are usually 8 sessions in total, with each child attending 2.

Safe Arrival

A necessary program that tracks students' attendance at each building. Requires volunteers each morning, to come to both schools to listen to the answering machine messages from families of students who are absent, and compare the messages to the attendance list supplied by each classroom teacher. There is about an hour commitment for this, depending on the number of answering machine messages. For the safety of the students, phone calls are made to determine that they are legitimately away from school. Volunteers generally come in one morning a week.