



# Committee Chair Report

School Year: 2017-2018

Prepared by: Erin Davies

Date: 4/11/18

Committee Name: Lunchtime Clubs

Committee Chair(s): Erin Davies

Co-Worker(s): Brian Davies

What We Accomplished and When: Found volunteers to lead 15 lunchtime clubs, then using Google form & sheets, we sorted & assigned all interested students into 1 (& sometimes 2) club(s) over the two 4-week sessions.

When job was started and completed: Found volunteers in the fall (Sept - Nov), sent out list of clubs & sign up in Dec, & sorted/assigned students by the first week of Jan.

Resources used/needed: Google forms & sheets, Excel spreadsheets, school directory, supplies from fan room, most supplies provided by club leaders, used 4 rooms at school: conference room, spanish room/Rm 27, extended day room & gym stage

Monies Used/Profits Gained: \$200 budget available; \$37.67 was used for supplies

Difficulties: very few...a couple unhappy parents who forgot to sign their child up for a club; one club with a small number of students who actually showed up for the club compared to the # that signed up

Suggestions for Next Year: consider emailing each club assignment to the parents myself; advertise better/ ahead of time when club sign ups will start (give more notice); see if Google can send a "receipt" to parents so they have confirmation of what clubs they signed their child up for; remind club leaders that NO FOOD can be consumed, used, etc during a club without prior approval from the school nurse

Other Comments: Be even more clear to parents that kids are not guaranteed their 1st choice or a 2nd club. A 2nd club is only offered if the timing & space allows; also be more clear about the deadline to sign up for a club