

**WANTED:** Chairperson(s) for CSA's fun and exciting 2017-2018 committees! These jobs may have a starting salary of zero, but have a guaranteed bonus of new friendships and warm fuzzies! No prior experience necessary, just a desire to support our Conway students, teachers and staff! While some committee chairs are staying in their current position, a few wonderful opportunities still remain! For questions, please contact: Angie Bullock at [angie-bullock@hotmail.com](mailto:angie-bullock@hotmail.com) or Erin O'Neill Hayes at [eon115@aol.com](mailto:eon115@aol.com).

**---JOB DESCRIPTIONS---**

**Communications**

- 1) Ram Pages: Ram Pages is our electronic newsletter, published every other week, to keep our parents informed about what is going on and coming up at Conway and Ladue school district community. The Ram Pages Chair uses Constant Contact, which is already set up for Ram Pages, to insert information that is provided by committee chairs. The Chair also collects content from Dr. Narvaez, the School Board Briefs (sent to you by email), and the Parent District Council Briefs (sent to you by email). It is an excellent way to stay on top of school and district happenings.

Chairperson(s): Jody Gunderson

- 2) Web Master: Help keep everyone informed of the CSA happenings by updating our website with all the need-to-know info at Conway, the Ladue School district and surrounding community! You are the link between CSA and the Conway community!

Chairperson(s): Dave Marks

- 3) Signboard Committee: If you are creative and artistic, then this is for you! Create some of the cute signs for our outdoor signboard that welcomes us every day!

Chairperson(s): Amy Faerber

- 4) Decorating Committee: Dress up Conway for the holidays and special events. Create bulletin boards and put up decorations in the school several times during the year (the kids LOVE this!).

Chairperson(s): Sarah Denos

**Event Planning**

- 1) First Day Coffee: Order the food and coffee, organize the set up and bring the Kleenex to dry the first day tears at this meet and greet on Thursday, August 17<sup>th</sup>.

Chairperson(s): Angela Sandler

- 2) FUNdraiser Planner: Want an easy job? Organize one or two FUNdraisers at CPK, FroYo, Bread Co, etc. each semester! Make sure the flyers go home in Friday Folders before the event and you advertise in Ram Pages and get a Raminder sent out and you are good to go!  
Chairperson(s): Susie Sachs
- 3) Field Day: Held in the fall, students participate in games and sports planned by our fabulous coaches, but are facilitated by parent volunteers.  
Chairperson(s): Jody Gunderson and Jessica Kerckhoff
- 4) Conway's Auction Party: Plan and organize the biggest fundraiser of the year! Last year's format of our Auction was such a success, we have decided to do it again!  
Chairperson(s): Emily Haas, Sue Lackey, Erin O'Neill-Hayes, Angie Bullock
- 5) Conference Meals: Develop the menu, order the food and watch the teachers' faces light up with these much-deserved meals during evening conferences in October and March.  
Chairperson(s): Megan Dolan
- 6) Candy for Teachers: Who doesn't love candy? Our teachers sure do! Coordinate the schedule of volunteers to fill their "candy bowl" with some sweet treats.  
Chairperson(s): Darcy Glidewell
- 7) Staff Holiday Luncheon: Help plan the menu and decorations for this special luncheon for Conway's entire staff, the week before winter break.  
Chairperson(s): Brian McDonald and Kevin McGowan
- 8) Family Fun Night: In years past, we have held family fun night at the Magic House and Myseum. The Board is open to the same or different ideas for this family night! All you need to do is get it on the calendar, and make sure you organize any parent volunteers for the event.  
Chairperson(s): Angie Bullock and Shelley Wheeler
- 9) Fourth Grade Party: This coming year will be the last year at Conway for our fourth grade class, then they're on to the Fifth Grade Center. Help us send them out in style by planning a fun celebration for this class.  
Chairperson(s): Barbara Eke-Okoro, Sue Jen & Sue Lackey

10) Fourth Grade Memory Book: Not only will we send fourth graders off with a great party, but we will provide them with a fabulous memory book to help them remember their years at Conway! Help create a book full of photos that your kids can keep forever.

Chairperson(s): Lisa Bullinger, Sue Lackey

11) Year-End Picnic & Carnival: Help plan our year-end BASH! This party, held on the last day of school, has inflatables, rides, food trucks and more! This is the most highly anticipated event of the year for our students. You will organize the entire event and make many kids very happy (and exhausted) on the last day!

Chairperson(s): Maru Sanchez, Claire Newton,  
Leslie Tornabene, & Jessica Kerckhoff

12) Dad's Club: Calling all Dads! Corral the Dads to help plan a few special events during the year and provide support for CSA. It's a great way to help out and meet others!

Chairperson: Dan Glidewell and Andy Sandler

13) Happy Hour/Social: Plan one or two fun nights out for our awesome Conway parents!

Chairperson: Sue Lackey

## **Fundraising**

1) Fall Coupon Book: This fundraiser kicks off the school year. Explain and encourage our Conway community to purchase these coupon books to raise money for our school and ultimately put money back in our pockets. Make sure flyers go home in Friday Folders at the end of August, advertise in Ram Pages and get a Raminder sent out to keep everyone informed. Sale will last two weeks.

Chairperson(s): Marion Schulte

2) Box Tops for Education/Schnucks eScrip Card: Promote these easy-to-use programs to Conway families, extended family and staff. Also help coordinate in the distribution of eScrip cards and more importantly, reminding everyone to use them.

Chairperson(s): Carolyn Rochester

3) Spring Book Fair: The book fair celebrates our innate love of literature by transforming our library into a local bookstore. Committee chairs will be involved in the selection of the items for sale with Mrs. Coates, planning and publicizing the event, and recruiting volunteers to work at the event.

Chairperson(s): Beth Harkonen

**Service**

- 1) Conway Community Outreach: Coordinate various community service projects throughout the year, including the holiday snowflake project. A very rewarding job!  
Chairperson(s): Darienne Adkins
- 2) Kindergarten/New Families: The Welcome Wagon of Conway! Extend a warm welcome to the families entering kindergarten, and the new families at Conway. Assemble a packet of useful information to be presented at the Kindergarten open house in May and the Sneak Peek in August, set up summer play dates over the summer and more. You will also be in contact with new families throughout the year to make them feel welcome.  
Chairperson(s): Kim Hayes
- 3) Room Parents: Room parents are the backbone of Conway School and serve as the contact person for the class. In this position you make sure each class has room parent volunteers, as well as give them the CSA-provided tools to organize the three class parties, and help the teacher schedule classroom volunteers.  
Chairperson(s): Pamela Audi
- 4) Buzz Book Roster: Help prepare the school directory for distribution to Conway families.  
Chairperson(s): Beth Harkonen
- 5) Teacher Appreciation: Do you LOVE our Conway teachers and staff and want to help celebrate them? Help plan and implement teacher appreciation events throughout the year (these are highly anticipated by the teachers and staff!).  
Chairperson(s): Shelley Wheeler and Jessica Kerckhoff
- 6) Enrichment: Work with Dr. Narvaez to set up special events and assemblies.  
Chairperson: Maru Sanchez
- 7) Parent District Council: Be the representative from Conway to attend these once a month meetings where you learn the inside scoop on what is going on in the district (and at each school) and have the ear of Dr. Donna Jahnke (she attends these meetings) in a small group setting!  
Chairperson(s): Susie Sachs and Suparba Panda
- 8) School Supplies: Organize orders of school supplies (specific to each grade) and have them distributed to each class for students to have at the Sneak Peek in August.  
Chairperson: Rebe Goebel

9) Spiritwear: Get Conway kids, parents and staff in the spirit! Help create and sell some great Conway clothing and other items. Go Conway!

Chairperson(s): Hyuni Brockman and Yelena Press

**Conway School Association Volunteer Application Form**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Ram Pages Newsletter  
 Web Master  
 Signboard Committee  
 Decorating Committee  
 First Day Coffee  
 Auction  
 Conference Meals  
 Candy for Teachers  
 Staff Holiday Luncheon  
 Family Fun Night  
 Field Day  
 Fourth Grade Party  
 Fourth Grade Memory Book  
 End of the Year Picnic  
 Dad's Club  
 Coupon Book Sales  
 Box Tops/eScrip Card  
 Artsonia  
 Spring Book Fair  
 Spiritwear  
 Conway Community Outreach  
 Kindergarten/New Families  
 Room Parents  
 FUNdraiser Planner  
 Happy Hour/Social  
 Buzz Book Roster  
 Teacher Appreciation  
 Enrichment  
 Parent District Council  
 School Supplies

Jody Gunderson  
 Dave Marks  
 Amy Faerber  
 Sarah Denos  
 Angela Sandler  
 Emily Haas, Sue Lackey, Erin Hayes, Angie Bullock  
 Megan Dolan  
 Darcy Glidewell  
 Brian McDonald and Kevin McGowan  
 Angie Bullock and Shelley Wheeler  
 Jody Gunderson and Jessica Kerckhoff  
 Barbara Eke-Okoro, Sue Jen, Sue Lackey  
 Lisa Bullinger, Sue Lackey  
 Maru Sanchez, Claire Newton, Leslie Tornabene, Jessica Kerckhoff  
 Dan Glidewell and Andy Sandler  
 Marion Schulte  
 Carolyn Rochester  
 Erin O'Neill-Hayes  
 Beth Harkonen  
 Hyuni Brockman and Yelena Press  
 Darienne Adkins  
 Kim Hayes  
 Pamela Audi  
 Susie Sachs  
 Sue Lackey  
 Beth Harkonen  
 Jessica Kerckhoff and Shelley Wheeler  
 Maru Sanchez  
 Susie Sachs and Suparba Panda  
 Rebe Goebel

**\*\* Do you know someone who would be **FABULOUS** at one of these jobs, but may not apply? Please nominate them below and we will contact them!**

Name/Position: \_\_\_\_\_

Email/phone: \_\_\_\_\_

Please return to the office or email to Erin O'Neill Hayes at [eon115@aol.com](mailto:eon115@aol.com) or Angie Bullock at [angie-bullock@hotmail.com](mailto:angie-bullock@hotmail.com). Thanks!