



THE LEONARD AND SYRIL RUBIN

Early Childhood Center
at the KAPLEN JCC on the Palisades

Committee Descriptions

Book Fair

This committee organizes a two-day book sale with accompanying activities to promote reading and raise money for the Early Childhood Department. Chairs are responsible for:

- Planning the book fair including advertising and promoting the event within the community.
- Setting up the day prior to the event. (Preview day for teachers, Book Fair and evening events)
- Running the book fair throughout its course, including maintaining wish lists and special orders.
- Securing parent volunteers to assist in working the event.
- Writing volunteers thank you notes for their time and support.

Boutique Committee

This committee organizes and produces two, two-day boutiques to raise money for the Early Childhood Department in the Fall and Spring. Chairs are responsible for:

- Planning the event in the Fall or Winter prior to the boutiques.
- Sourcing new vendors.
- Securing vendors.
- Vendor placements for the event.
- Running the Boutique throughout its two-day course.
- Setting up the day prior.
- Assisting in the accounting of the Boutique 1-2 days after.
- Securing parent volunteers to assist in working the event.
- Writing volunteers thank you notes for their time and support.
- Reconciliation following the event.

Chesed Committee

The Chesed Committee's goal is to foster a sense of community and caring between the Early Childhood Department and our nursery families by acknowledging life events with a thoughtful and supportive card. Important events can include births, Bar/Bat Mitzvahs, illnesses, and death.

Mitzvah Committee

This committee will organize and facilitate various mitzvah projects for the school throughout the year. Some pre-established projects include Center for Food Action food drive, collecting used books for Project Cicero, and the sneaker collection for Dunk Your Kicks/Maxcure Foundation. A goal for this committee is to make the children feel involved in their mitzvahs. Collections occur during Shabbat sing where the children feel proud of their involvement.

Program Enhancement Committee

This committee plans and runs special student programs such as Safety Week, Health Week and Nature Week. The committee is also encouraged to explore and execute new programs to enhance the school's curriculum.

Yearbook Committee

This committee designs and produces the annual Nursery School yearbook, which includes photos of every child who attends Nursery School at the JCC. Committee members collect and organize pictures, design class page layouts and sell ads.

Fundraising Committee

This committee is responsible for organizing school fundraising events to enhance our programming. Committee members are urged to bring new and unique fundraising ideas to the group. Past events, like Snowmen and Smore's, have been really successful and we are looking for committee members who are eager to organize more fundraising opportunities.

Jewish Life

This is a brand new committee for the 2019-2020 school year. Members of this committee will enhance the Jewish and Israeli experiences for the children at the JCC. Members will be encouraging all families to come together as one at our special events. We are also looking to bring on programming to the school where the children can have hands on experiences of all Israel and Jewish life has to offer.

****At least one representative from each committee must be present each monthly Parents Association Meeting.****