



C.H. BEST

C.H. Bird Parent Group

Hello Bird School Families!

We are still looking for help to plan the next Bluejay Shuffle for the fall of 2017. If you're interested in being a part of the coordination team, please see below for areas where we need help. We'll need more specific help on the day of the run, but for now we're looking for a planning team to pull it all together. If you're interested in an item below but still have questions, please let us know. We'll make sure that you have everything you need to do your part.

It's a great event! Please let us know if you're interested in being a part of the planning team.

If interested in helping in any of these areas or if you would like to ask more questions about any of these opportunities, please contact Nicole Crittenden nicole.crittenden72@gmail.com or Sarah Elmer selmer@humana.com.

2017 Bluejay Shuffle – Volunteer Opportunities

Bluejay Shuffle Coordinator – to oversee, interact and advise on all operations as listed below to ensure for a fun and successful school event and fundraising opportunity.

Communications Coordinator (Tara Pray) – review all communications and update for current year event. Distribute all communications as scheduled. Includes save the date when class lists are posted and all school events in late spring / summer / first day of school, pledge packets sent second week of school, reminders of the event, when pledges are due, final race day reminders, etc.

Sponsorship / Donations Coordinator (Jen Barrett) - work with team of people to solicit sponsorships from local businesses. Can be cash sponsorship or other donations such as snacks, water for race day. Could also be a major prize sponsorship. (Timing – starting now through race day).

Music Coordinator – work with DJ to answer any questions about race day and what's needed. Work with DJ to make sure the playlist is relevant and appropriate. Reserve generator with A to Z Rental, pick up the day before race, return day of race. (Timing – secure DJ by summer, reserve generator in Spring).

Volunteer Coordinator – organize sign up genius and send out communication by the second week of school. Monitor to ensure we're getting enough volunteers for race day. Put together a race day schedule and communicate out to parents before race day. Work with lap counting coordinator, water table and snack table coordinators on race day.

Lap Counting Coordinator (Cindy Melendy) – work with lap captains on race day to ensure they know the method of counting laps and what happens after each race segment. Gather totals from lap captains and transfer totals to pledge envelopes to be distributed to the teachers after the race, or before the school day is ended so students can take home on race day.

Water Table Coordinator – need to get water coolers / cups. Set up tables on race day. Work with volunteers on race day so they understand their station responsibilities and how they can help.

Snack Table Coordinator (Cindy Melendy) – need to solicit and/or buy snacks. Work with donation coordinator. Kwik trip is always generous but a request needs to be submitted on their website by mid-summer. Set up tables on race day. Work with volunteers on race day so they understand their station responsibilities and how they can help.

Prize Coordinator – work with planning committee and CH Best Board to determine prizes for current year. Once pledges are collected, determine who receives prizes. Order prizes and distribute to classrooms accordingly. (Timing, begin discussing prize structure and prize possibilities in spring so that when school starts there's already something started. Communications should go out by 2nd week of school)

Track / Field coordinator - Work with Phy Ed teachers, assure the track is ready to go before the race begins. Need four tents and eight water and snack tables. (Timing – work with Phy Ed teachers when school starts, front office will help order tables from maintenance. Solicit tents from parents/teachers).

Shirt Coordinator – work with classrooms to get sizes for each student shortly after school starts. Get order into Elite and then coordinate to pick up shirts when ready and sort and disperse to classrooms the day/night before race day.