

RAMAPO RIDGE HOME SCHOOL ORGANIZATION

President: Presides over meetings, appoints committees, and meets with Principal.

Vice President: Works with President on various schools functions; takes over for President when needed.

Secretary: Keeps a record of all proceedings, types and distributes minutes at all meetings.

Treasurer: Receives all money from committees, manages bank account, disperses funds, files a written report at every meeting, and gets records and reports ready for accountant.

Back-to-School Packets: Works with President to gather, copy, and put together student information packets to be distributed at the start of the school year.

Box Tops: Collects, counts and submit all Box Tops for the year.

Board Of Education Rep: Attends monthly Board of Ed meetings and reports same to the HSO.

Community Outreach: Coordinate community service drives throughout the year. Work with HSO President and Principal and Vice Principal.

Enrichment: Coordinate school assemblies. Work with Principal and Vice Principal and HSO President.

Hospitality: Provide refreshments for monthly HSO meetings.

HSO Fun Nights: Coordinate HSO Fun Nights throughout the year.

Meet the Candidates Night: Coordinates with school & candidates and arranges publicity for the debate. The committee will also coordinate a moderator and establish ground rules for the night of the debate, if necessary.

Newsletter: Work with Principal to prepare a quarterly newsletter for parents.

Nominating: Solicit volunteers, prepare and present a slate of candidates, run an election if necessary.

Publicity: Take photos at school events and submit to local newspapers. Work with Vice Principal.

School Raffle: A representative from each grade organizes and coordinates this fundraiser. Weekly meetings are required for all committee members, starting in September and running through to the December drawing.

Staff Appreciation Lunch: Plan and coordinate a luncheon for the Ridge Staff in May.

Telephone Directory: Collect information sheets and fees and submit to Directory chair from the high school.

7th Grade Hosts for 8th Grade Promotion: Recruit 7th grade parents to help hand out gowns to 8th graders at their promotion. Collect gowns after the promotion and return them to the bins.

8th Grade Parent/Liaison Chairperson: Coordinate all 8th grade dance-related functions; hire DJ and photographer for dance. Work with HSO President and Principal.

8th Grade Food Chair: Order food and set up for dance. Work with 8th grade chairperson.

8th Grade Dance Decorations/ Centerpieces/Dance: Coordinate decorations for dance as well as provide centerpieces for tables. Work with 8th grade chairperson.

8th Grade Correspondence: Create invitation for dance. Work with 8th grade chairperson and Principal.

8th Grade Water Committee: Find the best price on water and purchase for the 8th grade trip.

8th Grade Breakfast: Plan and coordinate a breakfast (bagels, juice) on the last day of school.

8th Grade Promotion Gowns & Tassels: Coordinate the cleaning of gowns, order tassels and new gowns if needed, get heights from school nurse.