

Great Hearts Irving Lower School Committees

Lower School Committees are overseen by the Lower School President. A lead for each committee is chosen prior to the start of each school year by the Lower School President and confirmed by Lower School Headmasters. Committee leads will create schedules and manage communication throughout the year. Committee issues are to be escalated to the Lower School PSO President. If necessary, further escalation must go to the Headmasters.

Library Committee	The Library Lead creates the schedule of volunteers working in the lower school library. Library volunteers work weekly/bi-weekly shifts in the lower school library helping scholars find books, checking books out to scholars, checking in and reshelving books, and maintaining a tidy library. The Library Lead is responsible for group communication to cover shift changes and for special projects.
Copy Room Volunteer Committee	The Copy Room Lead creates the schedule of volunteers working in the lower school copy room. Copy Room volunteers complete requests from faculty and staff for making copies, creating books, cutting, laminating and special projects. Volunteers also help keep track of stock and report low stock to the Front Desk receptionist. The Copy Room Lead is responsible for group communication to cover shift changes and special projects.
Lunch Room Committee	The Lunch Room Lead creates the schedule of volunteers working in the lower school lunch room (MPR). Lunch Room Volunteers help younger scholars open lunches and reach the hot lunch counter when needed. Lunchroom Volunteers also clean tables between lunches and follow Assistant Teachers' instructions as needed.
Yearbook Committee	The Yearbook Lead schedules photographers for all lower school events, manages the photograph library, creates the yearbook layout, and works with the school and vendor to create the submission to be printed each year. Yearbook photographers have primary responsibility for photographing grade-level celebrations.
Room Representatives	The Room Representative Coordinator coordinates communication to all room representatives, instructs room representatives for special events (i.e. celebrations), coordinates monthly teacher luncheons, promotion ceremonies, and all special events involving room representatives.

Volunteer Coordinator	The Volunteer Coordinator receives form responses from the PSO Interest Survey, validates background checks and FERPA forms, and routes contact information of interested “cleared” parents to the appropriate committee leads. Volunteer Coordinator serves as the first point of contact for any parent/guardian interested in volunteering on campus.
Front Desk Committee	The Front Desk Lead coordinates the volunteer shifts to help the Front Desk receptionist. Front Desk volunteers serve as helpers at the lower school front desk receiving guests, scholars, and deliveries. They also help to complete tasks such as lunch count, scholar deliveries, scholar sign-outs, and any other tasks as requested by the Front Desk receptionist.
Spirit and Social Committee	The Spirit and Social committee leads are responsible for coordinating spirit events (Spirit Drop Off) and grade level socials. Spirit and Social committee volunteers will act as hosts for grade level social events. Spirit and Social committee may also assist in school coordinated social events.
Spirit Wear Committee	The Spirit Wear Lead manages spirit wear inventory and deliveries of orders (monthly). They are also responsible for spirit wear sales at school events such as Meet the Teacher, New Family Orientation, and Fiestaval.
Lost & Found Committee	The Lost and Found Lead schedules volunteers for regular clean out of both the upper and lower school lost and found cabinets. Lost and Found volunteers deliver labeled items and donate unlabeled items to Goodwill at the end of each month.
Birthday Committee	Each month birthday cakes are delivered to lower and upper school staff break rooms.
Used Uniform Committee	The Used Uniform coordinator manages the PSO Used Uniform Store including managing storage, coordinating donation and sales, and volunteers.