

Council Summer Math Club Job Description

Fall of Previous Year	1. Secure Dates at the Library Allyson Renell (630)960-1200
October	2. Compile List of each PTA Coordinator
November thru May	3. Solicit Free Gift Cards, coupons etc.....
January	4. Obtain Student Enrollment numbers from each Coordinator. 5. Review Math Sheets for curriculum alignment 6. Send invoices to each school for the packets, collect checks, and give to council treasurer. The Chair will keep accounting records and expense details.
February	7. Purchase prizes (Oriental Trading)
March/April	8. Copy Work completed by Naperville District Copy Center- cost effective. Small portion for the first packet - because the coordinators will make the 1st packet for their schools. 2nd 3rd packets for the whole district are prepared by Council Chair(s).
April/May	9. Volunteers are secured for check-in at the Library- each coordinator is responsible for 5 volunteers. (Sign-up genius) 10. Gather packet graders (recommend coordinating with NHS Leaders at the HS.) 11. Give coordinators the first packet so that they can copy and disseminate before Memorial Day week-end to the students.
June/July/August	12. Manage the Library Dates with Volunteers and Graders