

2017-2018 School Committees

Each member of the preschool who has a child enrolled in the Beginners, Three, and/ or Four Year old Cooperative Program is required to fulfill the responsibilities of a committee position each school year. Parents of students in the Non-Cooperative programs are encouraged to participate, and are greatly appreciated when they do so, but participation is not a requirement for their membership.

The committees available differ greatly in the level and type of contribution required, but all are extremely important to the continued success of our school. Most of these committees fulfill duties that in a non-cooperative school would be performed by paid staff members. PLEASE NOTE: MEMBERS WHO DO NOT FULFILL THEIR COMMITTEE RESPONSIBILITIES WILL BE ASSESSED A FINE OF \$100.00.

Please read the committee descriptions carefully, and choose the committees that would most benefit from your talents. The numbers following each description denotes the number of members who will be assigned to that committee. Except for those committees with special requirements, the assignments are made on a first-come, first served basis, and many of the committees with only one or two members go quickly.

Committee assignments are made in the summer and members are notified in September with most committee responsibilities beginning with the school year. However, some committees will be contacted prior to the start of classes, including Room Parents, Parent Education, Health and Safety, Maintenance and School Supplies.

REPORTING TO THE TEACHER DIRECTORS

Laundry: Members will launder towels each week. Dress-up clothes and doll clothes will be laundered as needed. The laundry is picked up each Thursday or Friday, washed over the weekend and returned to the school on Monday or Tuesday. Members will need to come into the school to pick up the laundry and return again to put it away. (2 positions)

Field Trip Coordinator: The committee member will assist the teachers from the 3 year old program, in making arrangements to schedule police officers, firefighters, taekwondo instructors, dentists, veterinarians and other interesting people to come in and talk to the class. (1 position)

REPORTING TO THE SCHOOL CLERK

Costco/BJs Buyer: Committee members will purchase supplies for the school about every six weeks, by using a list compiled by the School Clerk. Items will be purchased



at either Costco or BJ's. The committee person must be a member of one or the other, or both. You will be reimbursed for all purchases. (2 positions)

Walmart/Grocery/Craft Store Buyer: Committee member will purchase supplies for the school about every six weeks, by using a list compiled by the School Clerk. Items will be purchased at Walmart, a grocery store or a craft store. You will be reimbursed for all purchases. (2 positions)

Library: Every month, you are responsible for cataloging and shelving all new books, reshelving books, and discarding damaged books. You can work during your child's class time. (1 position)

Book Club: The first member of this committee is assigned to distribute book club information and order forms for scholastic book orders. Upon receipt of the books, the committee member will sort them by class and distribute books through the totes. Orders are placed approximately every other month during the school year. The second committee member will set up, organize helping parents, clean up, and complete the financial sheet for the annual scholastic book fair. The school clerk will be available to help complete the financial form if necessary. (2 positions)

School Helper Committee: The members of this committee are assigned to perform such tasks as refilling glue bottles, replacing empty paper towel and toilet paper rolls, refilling copy paper, etc. The committee member will perform these duties at the school at least once a month under the direction of the School Clerk. (2 positions)

REPORTING TO THE VICE-PRESIDENT

Room Parent: Room Parent work closely with the teachers to help organize special projects and class parties. Members will organize class coffees and other opportunities for parents and children to meet outside of school, and will occasionally be responsible for relaying information to class. (10 positions)

Teacher Appreciation Committee: This committee is also responsible for organizing various activities throughout the school year and daily during Teacher Appreciation Week to show appreciation for the teachers, including breakfasts and/or luncheons (at the school or at restaurants) for the teachers, flowers and handmade cards from the students and other tokens of appreciation. (1 position)

REPORTING TO THE CO-DIRECTORS OF ENROLLMENT

Enrollment Committee: These committee members will help the Enrollment Directors assemble application packets and make other preparations for the annual Open House and Registration. Members will be available at the Open House to give tours and answer questions from prospective applicants. Members may also be asked to help prepare membership packets for distribution at the May meeting, and to assist the Co-Directors of Enrollment in other ways during the year, including providing tours to



prospective applicants. Committee members should be familiar with and enthusiastic about CPI, and available to conduct tours during school hours. (4 positions)

REPORTING TO THE DIRECTOR OF PUBLIC RELATIONS

Centreville Day: These committee members will assist the Enrollment Directors in organizing and manning a display table and other activities for local children outside the school during Centreville Day to help promote CPI. In addition, members may be asked to provide tours of the school to prospective families during the event. You will be contacted during the summer to start planning for the event and will need to be available the day of the event (on a Saturday in September or October). (2 positions)

Publicity/Graphic Design: You are responsible, under the guidance of the Director of Public Relations for relaying the character and spirit of CPI to our community, and for educating prospective members from the area about the joy and satisfaction of co-oping in their child's preschool. You will create and post announcements of CPI events, such as the Open House and Registration and fundraising events, in the community at the request of the Director of Public Relations and others. You will liaison with community newspapers and will be responsible for placing advertisements as required. You are encouraged to attend Board meetings and other CPI events. (1 position)

REPORTING TO THE DIRECTOR OF HEALTH AND SAFETY

Health and Safety: This committee member will assist the Director of Health and Safety with compiling all required forms for each student file and ensuring the forms are completed accurately. You must be available from June to September when student files are created. (1 position)

REPORTING TO THE CO-DIRECTORS OF FUNDRAISING

Event-Planning Committee: This committee of enthusiastic and creative parents assists the Directors of Fundraising (Event Planning) with the preparations for any/all fundraising events throughout the school year. A variety of assignments will be made to include requesting donations from the community, planning events, making arrangements for food and beverage, making arrangements for entertainment, decorating, etc. (16 minimum)

Fundraising Committee: This committee of enthusiastic and creative parents assists the Directors of Fundraising (Sales) with a variety of fundraising activities possibly including, but not limited to, gift wrap, Original Artworks, CPI tote bags and t-shirts, and a yard-sale. Each member of this committee will participate, or take the lead, in one of the following fundraisers with direction from the Directors of Fundraising. All committee members may be called upon to provide back up and support for any fundraising activities, including, but not limited to, product sales at various community events and membership meetings . (5 positions)

- **Gift Wrap Campaign:** Coordinates Fall gift wrapping fundraising campaign. Meets with vendor and prepares packets for distribution to membership. Collects and submits orders.
- **Spirit Nights** (Chipotle, McDonalds, Moe's, Sweet Frog): Contacts vendors and sets dates for spirit nights through the school year. Sends home reminders (stickers, flyers etc.).
- **Holiday Shop:** Help coordinate the holiday shop for the children to purchase holiday gifts for their families. Help purchase items for the shop and coordinate volunteers to run the shop.
- **Original Artwork:** Coordinates with vendor to set dates and distribute information to the teachers and members. Teachers will create artwork with students and provide to this committee member to send to vendor. Then prepares distribution of items to parents and organizes return of orders and/or magnets.

REPORTING TO THE DIRECTOR OF PARENT EDUCATION

Parent Education Committee: You will assist the Director with research for the Parent Education library and other topics of interest to the membership. You will also help maintain, update and track distribution of Parent Handbooks. This committee also helps in the planning and execution of the year's Membership Meetings. (1 position)

REPORTING TO THE DIRECTOR OF MAINTENANCE

Maintenance and Gardening Committee: You will work with the Maintenance Director in identifying and repairing facilities in and around the preschool. Tasks may include hanging hooks and painting and need to be completed when children are not in school. Handyman skills are a plus. In addition, this committee is responsible for maintaining the landscaping. This committee is responsible for planting plants, trimming hedges, weeding, spreading mulch and mowing the lawn. During the winter, you may be asked to shovel snow as needed. (10 minimum)

Cleaning Party Scheduler: You will work with the Director of Maintenance in scheduling cleaning parties and following up by email to the parents who are scheduled to clean the school (1 position)

REPORTING TO CHALKBOARD

Bulletin Board: You will work with the Chalkboard Editor to update the bulletin board in the Kiss and Ride line. The board will include important upcoming dates and announcements. (1 position)