

Committee Sign-up Form 2012-2013

Our preschool's success depends on the participation of our members. Each member of the preschool is required to fulfill a committee obligation for the school year. Below is a list of committees and their descriptions. Please review the list. **Indicate your top 3 preferences by placing a 1, 2, or 3 on the line and whether you are interesting in chairing this committee.** Every effort will be made to place you on the committee of your choice. Committees are assigned on a first-come first-served basis. The earlier you register, the greater your chance of getting placed on the committee of your choice. Please attach this form to your registration form. Thank you!

Name _____ Class _____

____ **Audit Committee (One Spot)**

We need someone with a financial background for this position. You will audit the previous school year's financial records two times during the year, the first by October 31, 2012.

Time Commitment: 6-8 hours

____ **Carpet Cleaning Committee (2 spots)- *Interested in chairing this committee? Y or N***

This committee is responsible for shampooing the school carpeting once before school starts in the fall and 2 other times during the school year. It is preferable that the members of this committee have a carpet cleaner that can be used for this task.

Time Commitment: 6-9 hours

XXXX Cleaning Committee (4 spots) - *This Committee is Full*

This committee will clean items such as towels, dress-up clothes, and small classroom items (paint brushes & play dough tools). Items will be taken home to be cleaned and returned to school on a weekly basis. The chairperson of this committee will help to make up the cleaning schedule.

Time Commitment: Will work out to be around one week a month.

____ **Fundraising Committee (10 spots) - *Interested in chairing this committee? Y or N***

This committee will work on any fundraisers we may have throughout the school year, including a mandatory fundraiser and the fundraising portion of the Sweetheart Dance. This committee will handle the planning, organizing, and paperwork for any fundraisers.

Time Commitment: Varies depending on the type of fundraiser

_____ Grant Writing Committee (1 spot)

Applying for grants is very important to our school as it can generate money to cover the cost of items needed in the classroom. Writing a grant requires either an individual with experience in grant writing or someone who enjoys research and is interested in learning more about grant writing.

Time Commitment: Varies depending on the type of research/paperwork.

XXXX Grounds Keeping Committee (1 spot)- *This Committee is Full*

This committee will consist of one person who will be responsible for playground maintenance - checking the playground mulch for packing and turning over or raking monthly as needed, trimming branches that hang over the playground, and other grounds keeping issues.

Time Commitment: 1-2 hours monthly

XXXX Library Helper (1 spot)- *This Committee is Full*

This person will maintain the library area as a warm, inviting, and organized area. In addition, the library helper will be responsible for the rotation of seasonal books throughout the year and ensuring that all books have library pockets and cards, and coordinate and collect monthly Scholastic book orders.

Time Commitment: Weekly

XXXX Sweetheart Dance Committee (8 spots)- *This Committee is Full*

This is our annual Valentine's Day Dance held in February and it's open to all members of our school and the surrounding community. This committee is looking for fun, creative, and hard working volunteers. The evening consists of dinner, music & dancing, family photos, a Chinese Auction, crafts, and games. This is a great event that everyone looks forward to each year!

Time Commitment: Committee meetings are about once a month, starting in late November until the date of the dance. Individual sub-committees form to work on various tasks for the dance.

XXXX Teacher's Helper (1 Spot)- *This Committee is Full*

The teacher's helper is someone who is willing to be an extra hand to the teachers. This person will work with the preschool director and help with other miscellaneous tasks that may come up during the year.

Time Commitment: Varies on the individual tasks. The teachers love the extra help!

___Special Events Committee (4 Spots) -Interested in chairing this committee? Y or N

This committee provides refreshments for the following preschool activities and other events that may occur throughout the school year. This includes bringing in refreshments, set-up, clean up, and maintenance of the refreshment area. Volunteers for Dad's Nights will print out pictures, set up and clean up snack tables, and anything else required so that the teachers may spend their time with the students and Dads. **The Chairperson** for this committee will oversee each sub-committee, make sure that everything is set for each event, and provide assistance where needed.

Time Commitment: Each person signs up for two events and will also be asked to provide baked goods/refreshments, set up and clean up, and other tasks as needed throughout the year. You are required to attend and help cater the events you have signed-up for.

Please indicate which event you wish to attend and be responsible for the set-up and clean up.

___ Open House in Jan and 4's Celebration in May (Must be in 2's Class)

___ Dad's Night 4's Class March & 4s Celebration in May (Must Be in 3's Class)

___ Dad's Night Pre-K Class in March & End of Year Picnic in May (Must be in 4's class)

___ Dad's Night 3's class in March and End of Year Picnic in May (Must be in Pre-K class)

___Website Committee (1 Spot)

The website committee shall consist of one person who will be responsible for the maintenance of the school's website. Duties will include posting monthly calendars, newsletters, school board meeting minutes, and enrollment forms regularly on the site as well performing any updates requested by the school board. In addition, the website committee person may be asked to explore other website providers in the coming school year and contribute to any new website creation if necessary.

Time Commitment: An hour per month on average with the potential for more as updates emerge.

We truly appreciate your time and commitment to making each committee a success that will benefit our preschool! Thank you!