

Committee Sign-up Form 2010-2011

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 _____

xxx Audit Committee (This committee is now full)

We need someone with a financial background for this position. You will audit the previous school year's financial records by October 31, 2010. Time Commitment: 4-6 hours

xxx Carpet Cleaning Committee (This committee is now full)

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

___ Cleaning Committee (4 spots) - *Interested in chairing this committee? Y or N*

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 (2 spots) - *Interested in chairing this committee? Y or N*

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 individuals with experience in grant writing or someone who enjoys research and is interested in learning more about grant writing. This committee will also help the director with Step Up to Quality paperwork.

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

xxx Library Helper (This committee is now 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. Time Commitment: Weekly

___ Sweetheart Dance Committee (10 spots) - *Interested in chairing this committee? Y or N*

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.

xxx Teacher's Helper (This committee is now full)

The teacher's helper is someone who is willing to be an extra hand to the teachers. This person will coordinate the monthly book orders 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!

___ Hospitality Committee (This committee is full except for the 4's Celebration which you must be registering in the 2's or 3's class to select this as your committee choice)

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. **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 one event and will also be asked to provide baked goods/refreshments as needed throughout the year. You are required to attend and help cater the event you have signed-up for.

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

xxxx Open House in Jan (2 spots)

xxxx Dad's Night in Mar/Apr (3 spots)

___ 4s Celebration in May (2 spots)

xxxx End of Year Picnic in May (2 spots)

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