



Discovery Parent-Child Preschool

COMMITTEE PREFERENCE SHEET

Parent's Name _____ Class _____ School Year _____

As part of the Discovery Parent-Child Preschool "Parent Contract," each member of the Preschool serves on a committee or holds a Board position. General committee assignments are made in June/July. Some committees begin work during the summer. Responsibilities continue through the end of the school year.

Please indicate by number in the left margin, your **first 10 committee preferences**, with 1 being your 1st choice and 10 being your least preferred. Every attempt is made to place members on their most desired committee.

Committees and Responsibilities

All responsibilities listed below are carried out under the direction of a Board Member.

_____ **Class Membership Representatives:** 3 members (one from each class)

Representatives assist at Welcome Park Days during the summer; maintain class binders – ensuring that required forms are up-to-date: compile &/or update Emergency Information lists and class rosters; prepare monthly Class Parent work schedules using MS Excel; coordinating class field trips; and e-mailing school information to class members as needed; assist at Open House; assist with registration packets. Comfortable using MS Excel and MS Word essential.

_____ **Me Books:** 3 members (one from each class)

Me Book Member takes photos of children at special events and assembles a memory book ("Me Book") for each child to be given out at the end of the year containing photos, samples of their work, and the like. Scrap-booking interest or experience a plus.

_____ **Purchasing:** 2 members (one from each class not represented by the Purchasing Committee Coordinator)

Members help monitor and shop for consumable, program, office, and art supplies. One member is responsible for a weekly inventory of the coffee room and art room. The other member makes the consumable and program purchases based on the inventory.

_____ **Fundraising:** 3 Scrip sellers (one from each class)

Scrip sellers will be responsible for selling scrip in your class, on a non-working day, once a week before class begins; scrip sellers will also educate members on rebates; sellers will also coordinate one fundraising dinner per year. Specific tasks may vary if additional fundraising activities are necessary.

_____ **Librarian:** 1 member

Under the direction of the Parent Education Chairperson, member maintains the adult library, administers the monthly children's Scholastic book orders, and coordinates the Book Fair.

_____ **Hospitality:** 3 members (one from each class)

Members host General Meetings setting up chairs, tables and light snacks and beverages. (budget set and covered by school); organize school-wide family social activities; assist in welcoming new babies and providing support & assistance to members in time of family health emergencies.

_____ **Indoor Facilities:** 8 members (including 1 assistant)

The assistant coordinates and monitors the indoor weekend care for general membership. Members assist in the maintenance of the indoor facility and equipment. Each person has a specific job such as making play dough or paint, laundering dress-up clothes, maintaining the children's library, keeping the Coffee Room orderly. Members required to participate in school set-up, mid-year clean-up, and end-of-year clean-up.

_____ **Outdoor Facilities:** 4 members (including 1 assistant)

Members assist Chairperson in organizing and running Outdoor Work Parties and ensuring completion of outdoor maintenance. Requires year-round commitment to monitoring condition of playground and yard. May require that emergency/short notice actions be taken to make necessary repairs. One member serves as assistant to Chair.

_____ **Science:** 4 members

Science committee members organize and set up general science lessons and related small group science activities. The Science Committee also manages the care of the school pet.

_____ **Arts & Crafts:** 9 members

Members prepare art materials required by the Teachers under the supervision of the project developer(s). Tasks may include preparing art projects (cutting, tracing, labeling, collecting supplies and organizing), making the children's monthly nametags, helping create children's holiday gift and Mother's Day gift, assisting in the preparation of the classroom bulletin board displays, making and posting birthday balloons, sewing birthday hats, as well as other classroom activities.