

West Chester Playschool Co-op Job Preference Form

Please read through the Co-op job list and accompanying descriptions on back. Indicate your job preferences, ranking **first**, **second** and **third** choices. Also indicate if you would like to chair the committee or be a member. Chairpersons should be available to attend board meetings as needed. The job structuring has been designed to yield an approximate workload of 10-12 hours per family, each school year. If you need further clarification of any jobs, please contact the Director or Board President, Jaimee Scheff.

Name _____ Class _____

<u>Co-op Job</u>	<u>Chairperson</u>	<u>Member</u>
_____ Maintenance	_____	_____
_____ Marketing	_____	_____
_____ Newsletter/Website	_____	_____
_____ Fundraising	_____	_____
_____ Budget	_____	_____
_____ Facebook	_____	_____
_____ Hospitality	_____	_____
_____ Class Rep	_____	_____

_____ I wish to exercise the Buy-out Option instead of performing a co-op job; enclosed is my check for \$350.

West Chester Playschool is a Cooperative venture, and the willingness of members to participate is the deciding factor in the quality of your child's school year ahead. Your enthusiastic commitment is essential!

A Co-op job will be assigned if your form is not returned by May 15th.
Thank you!

Maintenance: The maintenance committee meets three times a year. The fall cleanup focuses on garden cleanup, taking out air conditioners and other small odds and ends inside the school in preparation for our state inspection. Winter cleanup focuses on cleaning the classrooms. In our spring clean-up we again do garden cleanup, add sand to the sandbox and put in the air conditioners. Please check the school calendar to make sure you are available on clean up days.

Marketing: The marketing committee will meet with the director as needed to determine which marketing strategies will best meet our needs during the year. Facebook person and newsletter/website editor to meet with marketing committee.

Newsletter & Website Editor: Compiles and distributes school info for monthly newsletter. Keeps website updated with forms and photos. Attends marketing meetings.

Fundraising: The fundraising committee meets throughout the year to schedule various fundraising events. They also help prepare for our Silent Auction - our biggest fundraiser. It's good to have one person to oversee the various events and another for the auction.

Budget: The budget committee meets 2-3 times in the fall to review the current budget and determine the budget for our next fiscal year. Rate increases for the following year may also be recommended.

Facebook: Postings should be at least 2 times a week with current events and photos. Must get all our families to "like" the Facebook page and turn in photos for it. Will meet with marketing committee to determine needs and strategies.

Hospitality: The hospitality committee coordinates food for our Pumpkin carving in the fall, Silent Auction in the spring and light snacks for our General Membership meetings. They also organize the year end picnic in May.

Class Reps: Our class reps are involved in welcoming new families to Playschool, coordinating Muffins with Mom and Donuts with Dad and serve as liaison between the class families, teachers and board members. They also contact families who tour Playschool to answer any questions they might have.