

## **Committee Descriptions**

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. You will have the opportunity to sign up for a committee at either the current member registration or new member open house events. If registering after the open house, the committee chairperson will contact you about what committees have openings. 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.

### **Audit Committee**

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, 2017.

Time Commitment: 6-8 hours

### **Carpet Cleaning Committee**

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**

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**

This committee will work on any fundraisers we 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. This will include the fundraising portion of the Sweetheart Dance which typically involves soliciting raffle basket prizes."

Time Commitment: Varies depending on the type of fundraiser

### Grounds Keeping Committee

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

### Sweetheart Dance Committee

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.

### Library/Scholastic Committee

This committee will be in charge of maintaining the school library and submitting the monthly Scholastic Book Club order.

Time Commitment: Varies

### Special Events Committee

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.

### Snack Buying Committee

The Snack Buying Committee consists of two volunteers who will purchase snacks for the school. One person will handle the responsibilities from September-January and the other will handle it from February-May. Each month the snack person will have to come up with a menu, try and find coupons/sales, purchase and stock school approved snacks. A template for the menu and examples of previous menus will be provided. A credit card will be provided for purchases or you may choose to be reimbursed. Time Commitment: varies by month