

Dear Families,

As part of your commitment to Northpoint Cooperative Preschool, you will serve on a committee or an Executive/Board position. Elections are held in February for the **Executive/Board** positions. If you are interested in one of these positions, please get in touch with the current Vice President.

For the committee roles, please read through the following brief descriptions (**more detailed information can be found on the website, northpointcoop.org under Current Families**) and rate your top 4 choices 1-4 (1 being your top choice). You **MUST** include at least one group committee: Auction or Clean-up crew. Forms will be turned in with registration.

Committee positions will be discussed and decided on during the summer. Every attempt will be made to assign first choice. Thank you for your time and understanding with this process.

*Northpoint Cooperative Board*

## Committee Assignments for 2018/19 School Year

Child's Name and Class: \_\_\_\_\_

Parent's Name(s): \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Please rank your top 4 choices for the committee assignment. You must include Auction Committee or Clean-up Crew:**

### Committee Choices

	<p><b>Auction Committee:</b> Work with the committee chair(s) to plan and execute the annual auction fundraiser. Procure a minimum of 10 auction items (this is outside of the required 3 for attending the school). Further descriptions will be discussed at first auction team meeting.</p>
	<p><b>Classroom Clean-Up:</b> Responsible for cleaning the classrooms once a month. Committee chair is responsible for communicating clean-up dates with team, track attendance, and schedule make-up times for committee members that are unable to make scheduled clean-ups.</p>
	<p><b>Facilities:</b> Maintain a safe building for our school. Identify spots that need attention; repair and improve as needed. Work with the Facilities Chair and help compile information for reporting to the Board any major work that needs to be completed. Must be available to meet with contractors as needed.</p> <p><b>Please detail relevant experience:</b></p>
	<p><b>Health and Safety:</b> Assist Facilities committee to maintain a safe building, complete safety checklist before school starts, update first aid kits, track immunization forms for students and organize emergency supplies and kits. Needs to have a professional medical background and be able to maintain confidentiality of medical records.</p> <p><b>Please detail relevant experience:</b></p>
	<p><b>Grant Writer:</b> Research, write, and secure grants for the co-op. Must have knowledge and/or experience with the grant writing process.</p> <p><b>Please detail relevant experience:</b></p>
	<p><b>Handyperson/Repairs:</b> Needs to be a parent/guardian that is at school on a regular basis to help with day-to-day maintenance issues that may arise.</p> <p><b>Please detail relevant experience:</b></p>
	<p><b>Field Trip Coordinator:</b> Plan and coordinate age appropriate special trips and events for each teacher. Distribute field trip driving directions and instructions to each class. Field trips are scheduled to enhance classroom curriculum to provide a hands-on experience.</p>

Child's name: \_\_\_\_\_ Class: \_\_\_\_\_

	<p><b>Playground/Garden:</b> Create and maintain playground/garden areas for the school- throughout the year and come in during the summer to help prepare grounds for beginning of the year. Guide volunteers during all school clean-ups regarding playground and garden. Must attend all school clean-ups as a leader.</p>
	<p><b>Play Dough/Art Paper:</b> Make play dough monthly for both classrooms. Cut out paper shapes for art easel for both teachers. Work with Treasurer to stay within play dough budget. Help teachers prepare special art projects as needed.</p>
	<p><b>Bulletin Board/Clean Hallways, Stairwells, Kitchen and Basement:</b> Set up bulletin boards for the beginning of the school year with new paper and clean off boards at the end of the year. Weekly sweep/vacuum the hallways and stairwells (mop as needed) and damp mop both classrooms. Weekly vacuum basement carpet, sweep and mop the cement area, and empty trash. Monthly clean the kitchen. Change bags/empty filters on vacuums as needed.</p>
	<p><b>Portfolio:</b> Design and create yearlong portfolios for each child in your class to take home at the end of the year. Coordinate photo sharing of classroom events with entire class (i.e. Shutterfly or Snapfish). Communicate with teachers on progress and with Treasurer for budget.</p>
	<p><b>Aquarium/Sensory Table:</b> Clean entire aquarium and turtle terrarium weekly per Miss Rona's instructions. Prepare aquarium prior to school starting and make necessary preparations for summer break. Empty, clean and replenish sensory tables in both classrooms monthly.</p>
	<p><b>Laundry/Nametags:</b> Launder mats, play clothing, and towels weekly. Launder class aprons as needed. Visit Bates Technical College to punch out nametag shapes and embellish with names and other decorations for your assigned teacher. This is done 4 times per year.</p>
	<p><b>Special Events Committee:</b> Prepare, plan, publicize and delegate special events hosted by the co-op. In charge of planning: Orientation, New Member Event, Harvest Party, and Open House. Work with Miss Rona and Miss Melissa to plan Sing Along, Family Night, and All School Picnic.</p>
	<p><b>Supplies:</b> Purchase and maintain all consumable products used by the school.</p>
	<p><b>Website:</b> Update and maintain our school website throughout the year. Must have a working knowledge of web development and web design.  <b>Please detail relevant experience:</b></p>
	<p><b>Book Orders:</b> Organize and run web based book orders for the school year. Organize one (or two) book fair(s) to coordinate with Harvest Party and/or Spring event.</p>