**PORTFOLIO COMMITTEE POSITION REQUIREMENTS**

This is a job that you want to work on in stages throughout the school year. The portfolios are like a scrapbook with photos and special artwork that the student has created during the school year. However, instead of using a scrapbook, you are using the binders and sheet protectors that are part of the school supplies that each family brings to the school. The teachers will give you the binders and sheet protectors for each student early in the school year. Most of the art that is created in class is sent home with students that day. However, the ones that the teachers want for the portfolio will be handed to you periodically during the school year.

There are no set requirements for how to create the portfolios. Most people will create a cover page for the binder which has the school name, class, year, and child’s name. Artwork will be placed in sheet protectors. Photos can be attached to card stock and embellished.

For the photos, you can take your own during class, field trips, etc. Many, if not all, of the class representatives may set up shutterfly accounts for their classes which allow families to upload photos, view class schedules, etc. This is another source of photos. Shutterfly often has offers for free photo prints and /or free shipping.

As far as supplies, you have a budget from the school and may submit expense reports (to the Treasurer on the Board of Directors) up to that amount. Michaels and JoAnn’s frequently offer 40% off coupons (download their app and/or join their email list from their website.) You may also want to visit the Resource Center at the Home and Family Life building in the Bates Technical College South Campus. They have die cuts which allow you to easily punch out shapes using cardstock or construction paper that you bring from home. It is for adults-only and it is free for co-op members since we are “students” of Bates. Here is a link with further information:

http://www.bates.ctc.edu/ResourceCenter

The portfolios are passed out on the last day of school. All the parents have a great time looking through them that day. There are smiles, laughter, and happy tears. You will be a rock star that day.