

COMMITTEE DESCRIPTIONS & RESPONSIBILITIES

Fund-Raising

The Chair person of the fund raising committee will oversee all of the activities of the fundraising committee. From a volunteer aspect, the fundraising Committee is best divided into specific activities. For this committee, you can volunteer for a specific task and you will not be expected to assist with anything other than what you volunteered for. You may sign up for another committee too, should you so wish.

_____ACME receipts: Collect and total the ACME receipts. Totals need to be bundled in groups of \$xx and submitted to the Fund-Raising Chairperson.

_____Sort & Distribute: Help the fund-raising chair, along with others, to sort and distribute fundraising items such as cookie dough, pizza, etc.

_____Dinner By Design: The organizing person needs to book the date with the Dinner By Design Kitchen in Media and send out emails to interested attendees. Those interested in attending on any given month will respond so the organizing person can keep track of the number of people attending the session. If more than 8 people who want to attend a session, a second session can be booked.

_____Plant Sale: Assist on the day of the plant sale from beginning to end. As the delivery truck arrives, the plants need to be checked so that the delivery matches the order. Next, the individual orders need to be collated. Finally, at least one person in the group needs to remain until all the orders have been picked up.

_____School Fundraiser. The actual event has not been planned yet, but if you would be interested in volunteering to help the Executive Committee to run this event, check this box!

Playground

In collaboration with the Playground Committee Chairperson, be responsible for year-round maintenance of the playground:

- Regular weeding
- Raking of mulch as needed
- Ensuring sandbox is kept full of sand
- Ensuring cover is left on the sandbox
- Raking playground sand, as needed

Set Up & Hospitality

(May require day/evening hours)

Assist Committee Chairperson and Director and be responsible for the following for all special events such as Pizza night and Ice Cream Social:

- If needed, help set up room prior to the event
- At actual event, help serve food (usually a 10 minute time slot)
- Clean up of food and area
- Recruiting additional help, as needed
- Assist in the break down of room after the event ends

School Representative

Check which aspect of this committee you would like to help with

_____ Assist School Representative Committee Chairperson during Open Houses and as needed to provide guided tours to prospective parents

_____ Act as room parent to your child's particular class (Organize gifts for the teacher, etc.) and collaborate with classroom teachers to assist in special classroom activities, as needed

Laundry

Responsible to do the following, according to the class needs as indicated by the teacher:

- Washing and mending of paint smocks, doll clothes and dress up clothes

Toy Clean Up

Responsible to collaborate with the classroom teachers to do the following:

- Organize, schedule, oversee and participate in bi-annual toy and classroom clean up
- Serve, along with other committee members, to ensure that all toys and classroom items are kept sanitary. This may entail taking plastic toys etc home to be washed in the dishwasher