

2018-2019 Parent Committee Preference Form

Your Name: _____

Phone number: _____

Email: _____

Congratulations on choosing MCP! Each member of MCP has the opportunity to participate by serving on a parent committee or the Board, perform a job, (one position, per family), or pay an opt-out fee. Once assigned to a committee, usually in May, a Board member will contact you to discuss your responsibilities which begin in June. Please complete the parent committee preference form, even if you are running for a Board position. Committee choices, listed below, will be filled on a first-come-first-serve basis, as well as an as-needed basis. (See 'Parent Committee Descriptions' for a description of responsibilities for each committee). Please rank your preference 1-16 for ALL committees (including the opt-out option), with #1 as your first choice. Keep the descriptions page to retain a copy of your choices. Contact our president with any questions at mcppreschoolpresident@gmail.com

President Leads

- _____ 1. MCP Board (9 PPL)
- _____ 2. Digital Media Lead
- _____ 3. Summer Camp Coordinator

Director Leads

- _____ 4. Special Projects Committee (2 PPL)
- _____ 5. Teachers, Assistants (2 PPL)
- _____ 6. Parent Liaison
- _____ 7. \$\$ Tot Assistant (2 PPL)

Vice President Leads

- _____ 8. Marketing Committee (3-4 PPL)

Treasury Leads

- _____ 9. Finance Assistant
- _____ 10. Silent Auction Lead

Health Secretary Leads

- _____ 11. \$\$ Weekly Cleaner (5 PPL)
- _____ 12. Toy Cleaner (2 PPL)

Fundraising Leads

- _____ 13. Fundraising Committee (2 PPL)

Social Coordinator Leads

- _____ 14. Social Committee (3-4 PPL)

Bldg & Ground Leads

- _____ 15. Building & Grounds Committee (3-5 PPL)

No Committee

- _____ 16. Opt Out

2018-2019 Parent Committee Descriptions

President Leads

_____ 1. **MCP Board (9 PPL)**: The election of board members will take place at the March General Membership meeting. Information about each board position and a sign-up sheet to express interest will be posted in February. If you know that you are interested in a board position, please talk with the current board member holding that seat to learn more about their role.

_____ 2. **Digital Media Lead**: This parent will be in charge of all website updates as well as our social media posts. They will assist with graphic design and will be in charge of photography at events. They will also back up website, pictures and the schools computer monthly.

_____ 3. **Summer Camp Coordinator (IDEAL FOR SOMEONE WHO HAS THE SUMMER OFF)**: The Summer Camp Coordinator will arrange to have someone check-in (either themselves or another parent), the first 10-15 minutes, on the Monday of the first day of each camp to acclimate the parents, collect outstanding forms, camper checks, etc. This person will be responsible for all camp communication, all record keeping (must have basic spreadsheet knowledge), and assist the Treasurer with tracking camp payments Training will be provided by the prior Summer Camp Coordinator. In addition, the summer camp coordinator is responsible for planning and coordinating the summer camp program for the following summer, ensuring a full camp schedule is in place.

Director Leads

_____ 4. **Special Projects Committee (2 PPL)**: Under the guidance Director, members of this committee will coordinate projects such as Community Service projects, the end of year school picnic and miscellaneous projects that are needed throughout the year. They will also help with thank you notes & gifts for special visitors or other.

_____ 5. **Teachers, Assistants (2 PPL)**: Under the guidance of the Teaching Staff members of this committee provide all classroom support requested by Teachers, check with Teachers weekly for projects to prepare for the classroom (i.e. research for field trips, prep other teaching materials, etc.), help with school decorations and bulletin boards. This committee coordinates Teacher recognition gifts (i.e. 'Back to School' gift, Teacher Appreciation Week, Holiday gift - these do not always have to be 'purchased').

_____ 6. **Parent Liaison**: The parent Liaison will work with the Director to assist in tours when needed. They will also organize yearly Green School re-certification and initiatives. This person will also assist the director with all things involved in licensing for the preschool.

_____ 7. **\$\$ Tot Assistant**: Provides support during Tot program 1 x/week (Friday). This is a 'paid' position, at a rate of \$5/day. You may receive this by check or apply it to your fundraising goal.

Vice President Leads

_____ 8. **Marketing Committee (3-4 PPL)**: With guidance from the Vice President, this committee works on various community events to promote MCP. As a committee, members may participate in the Milford Christmas Parade (held in November), Kids in the Park – usually 3 during summer in downtown Milford (dates TBA), School Open Houses (with a teacher) – usually 2-4 from Feb-May, local Library Information Days (with a teacher) – approximately 4 on weekends from Jan-Mar.

Treasury Leads

_____ 9. **Finance Assistant:** The Finance assistant works closely and communicates often with the Treasurer and Assistant Treasurer. This position involves organizing RSVPs (i.e. signup genius) and collecting money for field trips and special events, as well as taking attendance at these trips and events.

_____ 10. **Silent Auction Lead:** This position's main duties begin at the start of the school year with the selection of venue and date and continues throughout the year rallying parent support, collecting donations, choosing a theme, encouraging attendance, marketing the event and organizing a checkout system for the actual day of the auction.

Health Secretary Leads

_____ 11. **\$\$ Weekly Cleaner (2 PPL):** Under the guidance of the Health Secretary and following a detailed checklist, members of this committee clean the school one day per week. Roughly two hours of cleaning, per day, are required. Cleaning usually takes place in the late afternoon or evening, after children have left the building. Training will be held in August, and the first cleaning day will be prior to the first day of school. This is a 'paid' position at a rate of \$20/day of cleaning. You may receive this by check or apply it to your fundraising goal. If you are interested in cleaning multiple days per week, please discuss this with the Health Secretary.

_____ 12. **Toy Cleaner (2 PPL):** Under the guidance of the Health Secretary and following a detailed checklist, members of this committee clean toys (with the help of our fogger) in the school at least twice a month.

Fundraising Leads

_____ 13. **Fundraising Committee (2 PPL):** Fundraising is critical for the continued success of our school. Under the guidance of the Fundraiser, and Board, members of this committee will assist with projects to help the school raise funds. Members may be involved with organizing the direct sales programs (i.e. Pizza Kit sales), other various fundraising activities/events. This team will also help out at the Silent Auction.

Social Coordinator Leads

_____ 14. **Social Committee (3-4 PPL):** Under the guidance of the Social Coordinator this committee will assist with planning, organizing, and working during at least three of MCP's major social events that take place, usually on the evenings or weekends. These may include but are not limited to a Halloween party in October, a Holiday brunch in December, a Valentine's Dance in February, and a parent night.

Building & Grounds Leads

_____ 15. **Building & Grounds Committee (3-5 PPL):** Under the guidance of the Building & Grounds Coordinator, members of this committee assist with all building maintenance (i.e. painting, minor repairs, landscaping, mowing, leaf raking, school beautification, etc.).

_____ 16. **Opt Out:** This option is limited and available on a first come first serve basis. This option is intended for the MCP family who prefers to not be placed on a parent committee, or was not placed in their top choice of committees and would rather pay the fee than be assigned to another committee. The opt-out fee of **\$500** should be paid prior to the first day of school. Choosing this option only excludes you from the committee obligations listed above. Other school commitments still remain, such as volunteering in the classroom, attending GM meetings, and completing a fundraising goal, etc.