

Committee /Job Sign-up Form

Please make every effort to submit this form before May 1st. Drop off at school in membership's file folder in the file box on the counter or mail to: P.O. Box 4174, Mountain View, CA 94040

Parent's Name: _____ Child's name: _____
 Phone # _____ Email address: _____

Fall 2017 Class (please check all that apply):

T/Th AM 2's___ T/Th PM 2's___ T/Th AM 3's___ MWF PM 3's___ MWF AM 4's___ MTWTh PM 4/5's___

Background: Each family will participate on a committee or be responsible for a particular job. Our school depends upon your involvement to make these positions a success. We try our best to place you in a job that fits your interests and abilities. Please list skills, hobbies, or experience that may help us with this process:

Board: You may want to become involved in the decision making of our school by serving on our Board of Directors instead of taking one of the jobs listed below. The board meets once a month on the first Tuesday of the month, and board members are not required to complete beautification hours.

Please contact me about a board position: YES___ Maybe___ Not this year___

To indicate your job preferences, please check at least one job from each of the four groups below. From those jobs checked, rank your top two choices.

GROUP 1: CLASS POSITIONS		
Check/Rank	Job	Description
	Class Scheduler (one for 2s, 3s, 4s)	Create and maintain the parent workday schedule. Prepare sign-in sheet for meetings and keep a record of member participation. Recommend carpool and child care options to families. (Requires some work during the summer.)
	Class Representative (1 per class)	Work with the teacher to communicate with the class. Assist with field trip forms, collection of money, and other special assignments. Organize class gifts for teachers. Help organize Silent Auction class item.
	Class Photographer (1 per class)	Create classroom photo boards with each child/parent and other documentation requested by the teacher. Take a variety of photos throughout the year to capture classroom activities, field trips, and other special moments. Set up online photo site so parents can post and order photos.
	Class Social Coordinator (1 per class)	Plan class gatherings to encourage community building. Under the direction of the Social Chairperson, help organize all-school functions such as the Fall Welcome Picnic, 5K Family Activities area, Ice Skating Party, Outdoor Movie Night, and participation in the Mountain View Family Parade.
	Curriculum Support (1 per class)	Provide curriculum support throughout the year as directed by the teachers. Involves at-home cutting and other assistance with project preparation.

GROUP 2: FINANCE, COMMUNICATIONS

Check/Rank	Job	Description
	Deposit Treasurer (1)	Handle all deposits except tuition. Assist with checkout and other duties at the Silent Auction. (Experience working with MS Excel/Google Docs required.)
	Tuition Treasurer (2)	Collect tuition checks and make all tuition deposits. Maintain records of tuition payments. Assist with checkout and other duties at the Silent Auction. (Experience working with MS Excel/google docs required.)
	Scrip Treasurer (1)	Track total spending for each family from the eScrip, PaperScrip, and grocery card programs; collect spending data by working closely with the Scrip Coordinators. Email member families periodically with spending totals.
	Scrip Coordinator 1: eScrip, PaperScrip (1)	Place PaperScrip gift card orders on a monthly basis, collect payments, and distribute gift cards. Maintain records of eScrip spending. Share spending data with Scrip Treasurer.
	Scrip Coordinator 2: grocery cards (1)	Plan for and order bulk grocery cards (Whole Foods, Safeway) to be shipped monthly. Do a weekly balancing of cards in stock. Share spending data with Scrip Treasurer.
	Purchasing (1)	Maintain inventory of classroom supplies. Purchase supplies for school. Log receipts for reimbursement and monitor budget. Costco membership required.
	5k Run Finance (1)	Manage the documentation of finances for the 5K Run. Assist with checkout at the Silent Auction. (Experience working with MS Excel/Google docs required.)
	Auction Finance (1)	Organize checkout for the Silent Auction: set up cash boxes, assist with catalog spreadsheet. (Experience working with MS Excel/Google docs required.)
	Corporate Matching Coordinator (1)	Conduct annual family survey. Assist families with company corporate matching and volunteer hour processing. Organize corporate matching games with families for the Silent Auction.
	Website Administrator (1)	Maintain up-to-date information and postings on school website. Monitor our ISP. Technical experience a plus.
	Graphic Designer (1)	Design flyers for membership, special events including 5K Fun Run, social events, special speakers, silent auction, etc. Help with web site design.
	Publicity (1)	Promote MVPNS for community outreach events, membership, etc. Publicize to online community groups.
	Scoop Newsletter Editor (1)	Publish a newsletter with school photos and parenting information 2-3 times per year for coop program and 2-3 times per year for parent and child program

GROUP 3: EVENTS, COMMITTEES

Check/Rank	Job	Description
	Membership Committee Member (1 per class)	Support Membership Co-Chairs by assisting with class tours and January Open House. Assist with collecting, maintaining, and organizing membership forms.
	Silent Auction Committee Member (2 per class)	Assist in coordinating Silent Auction under the direction of the Auction Chairperson. Duties may include: computer work, decorating, organizing food/drink, soliciting auction items, organizing class items.

Beautification Committee Member (12)	As directed by the Beautification Chairperson, assist with maintenance of the classroom, playground, outside structures, landscaping, garden areas, lawn, emergency and first aid supply kits. Supervise/assist at Beautification Days.
5k / Community Outreach Committee Member (8)	Assist in coordinating the 5K Fun run. Duties include organizing during the summer, soliciting donations and sponsors, and working the day of the run. Be available to assist the day of the run on November 12, 2017.
Special Projects/ Events (1)	Organize special projects/events as needed.

GROUP 4: MATERIALS, RESOURCES

Check/Rank	Job	Description
	Monthly Calendar (1)	Work with the teachers to publish and photocopy monthly curriculum calendar. Organize community collections such as food drive. Assist teachers with other projects.
	Scholastic Books Order Forms (1)	Prepare and distribute monthly order forms, collect orders, send in orders, distribute books, and monitor the Scholastic budget.
	Pets (1)	Purchase supplies and monitor care of our school pet. Prepare weekend/holiday schedule and remind families of their upcoming visitor. Prepare weekly bag of food and litter for weekend visits. Assist with other animals (i.e. chicks).
	Sewing (1)	Use sewing skills to maintain and expand classroom costumes. Prepare sewing projects for classes under the guidance of the teaching staff. Projects can be prepared at home.
	Playdough (1 per site)	Prepare playdough a minimum of twice a month and special assignments as needed.
	Laundry (1 per site)	Collect school laundry, wash, and return washed items to school weekly.

Thank you again for your commitment to Mountain View Parent Nursery School!
We look forward to a wonderful 2017-2018 school year.