

PARENT SIGN-UP SHEET

2021-2022 School Year

Child's Name: _____ Class Enrolled: 3AM 4AM

Parent(s) Name: _____ Phone: _____

Email Address: _____

You have decided to become part of a co-operative preschool. Your participation and willingness to volunteer for tasks is important to ensure smooth operation of the preschool. Below are your responsibilities as part of a co-op:

- Attend fall orientation meeting
- Assist once a month in the classroom
- Provide snacks for your child's class 1-2 times a month
- Attend field trips with your child
- Take on a non-board position and work an event for the preschool or take on a board position.
- Help plan and work one classroom party
- Make several supply donations throughout the year if you are able (Kleenex, sandwich baggies, etc.).

One important way to participate is to become a board member. Our preschool is a nonprofit and needs a board to operate. There are 9 board meetings throughout the school year (No meetings in June, July, or December) on the first Tuesday of each month. If you choose to be on the board it is critical to attend as many board meetings as you are able. Board members do not have to work an event for the preschool since they attend meetings.

Below are various board positions and jobs that need to be filled for the coming school year. **Number your top FIVE choices in order of preference (#1 = first choice, etc..).** The nominating committee meets in April and will contact you regarding your board position or job for the school year. If you are not placed on the board you will also need to sign up to help with an event for the school.

Board

9-Board Meetings

No-Event

Your Preference	Chairperson	Responsibilities
	President	Promote smooth administration of the school program, collect paperwork and tuition for incoming families, preside over monthly meetings, work with the teachers to ensure school continues to meet state licensing requirements (Executive Board)
	Vice President	Assist the President, responsible for orientation, head of committees (Nominating, Constitution, etc....) (Executive Board)
	Treasurer A	Pay bills, handles insurance and corresponds with CPA for tax forms (Executive Board)
	Treasurer B	Receive school moneys, prepare monthly financial report (Executive Board)
	Fundraising	Oversee and coordinate fundraising projects (Trike-a-thon, CHUM Gear, etc....) secure volunteers for events (refreshments, set up, etc.) (Board)
	Marketing	Responsible for advertising for CHUM and finding creative ways for us to connect with the community and to spread the word about our school. Oversees various fundraising projects. (Board)

Non-Board Positions

No-Board Meetings

One Event

Your Preference	Job	Responsibilities
	Scrip Gift Card Program Coordinator	Coordinate the Scrip program at CHUM. This includes managing orders, submitting orders, and delivering the order to CHUM in a timely fashion for families.
	Facilities Director	Checks the playground monthly for any repairs or maintenance that might be needed such as pulling weeds, raking leaves, etc.
	Restaurant Fundraisers	Contact local restaurants each month to set up fundraisers. Share dates and locations with the teachers and write a thank you note to each restaurant after the event.
	Order CHUM Gear and Flowers	Place orders for CHUM Gear in the fall and arrange for a flower sale in the spring with a local greenhouse
	Christmas tree/Card	Decorate the CHUM Christmas tree (supplies given) in late November in Celery Flats, Manage the transportation of our Christmas card to and from the City of Portage in November and January (It is large! 4ftx8ft. Access to a vehicle that can transport is a must). Coordinate a time to put the children's fingerprints' and names on the Christmas card.
	Library Displays	Coordinate with the Portage Public Library to display the children's art in December and January. Collect the artwork and supplies for displaying and set up at the library in early December and January
	Laundry Parent	Wash cleaning rags and other items each week and return the following week.
	Social Coordinator	Plan a monthly get together with moms or parents.
	Admissions	Update and print admissions paperwork in December, attend the open houses to help answer questions and promote the school.

If you DON'T serve on the board you will also need to sign up to help plan and work one of the following events. Each event will involve 6-10 hours of your time. Please number your choices in order of preference (#1= first choice, etc...). You will be notified of which event you have been selected to help with at fall orientation.

Your Preference	Job	Responsibilities
	Trike-a-thon	This event typically occurs on a Saturday in October. It is a fundraising event for the preschoolers and their families. Involvement will include planning and helping with set up, working various stations during the event, and clean up.
	Monster Mash	This event occurs on a Saturday in October. It is a way to advertise our preschool by handing out candy and fliers to members of the community at a Trick-or-Treating event set up by The Portage Parks Department.
	Carnival	This event typically occurs on a Saturday in February. It is a way to provide a fun morning of games and snacks for our students, their families, and potential new families.