



TIGARD PLAYSCHOOL, INC.

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COMMITTEE REQUEST FORM

One of your Tigard Playschool commitments is to serve on a committee or hold a board position. Please indicate your job preferences by ranking your top choices 1 through 5. Everything possible will be done to accommodate your choices, but you may be asked to consider another position. Thank you for your understanding!

Elected Executive Board Positions *attends monthly board meetings

_____ President	_____ Secretary	_____ Registrar
_____ Vice President	_____ Teacher Liaison	_____ Treasurer

Non-Elected Board Positions *attends monthly board meetings

_____ Class Reps (1 per class)	Schedule parent help days, serve as a liaison for the class.
_____ Fundraising Chair	Plan, organize, and oversee fundraising events and committee.
_____ Grant Writer	Apply for grants on behalf of the school.
_____ Maintenance Chair	Help maintain facility, complete or arrange for repairs. Oversee maintenance committee & work party chair.
_____ Memory Album Chair	Take & develop pictures, assemble memory albums. Oversee memory album committee.
_____ Social Chair	Arrange parties, refreshments, setup and clean up for general meetings. Oversee social committee.
_____ Supplemental Chair	Oversees many of the committee positions listed below. Assigns makeup jobs as needed.

Supplemental Positions & Committees

_____ Accreditation Asst/Parent Ed. Coordinator	Maintain the parent education library and arrange speakers for the Nov & March general meetings.
_____ Animal Caretaker & Eco-Healthy School Rep.	Maintain class pets, clean cages, refill food & water, etc. Work with Director to maintain Eco-Healthy status.
_____ Art Committee (1 per class)	Make playdough, help teacher w/projects, maintain paint & easels, and organize the art shelves.
_____ Assistant Registrar	Keep health & immunization records, stock first aid supplies, assist the Registrar as needed.
_____ Assistant Treasurer	Collect & record tuition payments, assist the Treasurer as needed.
_____ Book Order Coordinator/Office Manager	Distribute order forms monthly, order and distribute books. Purchase teachers' office supplies.
_____ Childcare Coordinator/Open House Rep.	Setup and manage childcare during the three mandatory general meetings; assist at the February Open House
_____ Church Liaison/Open House Rep.	Attend Church Council meetings. Coordinate & publicize activities; assist at the February Open House
_____ Dramatic Play Setup (9am MA class)	Set up the Dramatic Play area each Monday morning 15 minutes prior to class starting.
_____ Dramatic Play Take-down (10am MA class)	Take down the Dramatic Play area each Friday afternoon (approximately 15 minutes each week).
_____ Field Trip Coordinator (1 per class)	Coordinates trips & dates with the teacher.
_____ Flyer Distribution	Photocopy and distribute flyers throughout the Beaverton, Tigard and Tualatin area to help promote TPI.
_____ Fundraising Committee (1 per class)	Plan, organize, and oversee fundraising events.
_____ Graphic Designer	Design flyers and create print ads for newspapers and magazines. Photograph members and create ID badges.
_____ Maintenance Committee	Help maintain facility, by doing repairs, (carpentry, handy work, sewing) & attending monthly work parties.
_____ Maintenance Work Party Chair	In charge of monthly maintenance work parties, ensures teacher's wish lists are completed; monitors budget.
_____ Memory Album Committee (2 per class)	Take & develop pictures, assemble memory albums.
_____ Monthly Theme Change Committee	Take down old themed areas and setup new themed areas.
_____ Newsletter Editor	Create and distribute monthly newsletter.
_____ PCPO Representative	Attend PCPO meetings; report PCPO events and information to parents via monthly newsletter.
_____ PR & Marketing Coordinator/Open House Rep.	Manage all PR, advertising & marketing; assist at the February Open House.
_____ Social Committee (1 per class)	Arrange refreshments, setup for meetings & clean up. Coordinate parties and other events.
_____ Substitute Teacher (1 per class)	Fill in for teachers on scheduled days. ECE units and teaching experience required.
_____ Teacher's Assistant/Open House Rep.	Assist teachers with filing, typing, copying, errand; assist at the February Open House.
_____ Web Maintenance & Administration	Maintain the school's website; make bi-weekly updates as needed.

Please circle capital word(s) that best describes the person who will be doing the committee job:

I like to work ALONE or PART OF A TEAM.	I like WRITTEN/VERBAL direction.
I like to work WITH/WITHOUT a deadline.	I like to LEAD/MOTIVATE/FOLLOW other people.
I AM/AM NOT an organized person.	I AM/AM NOT comfortable working with money (money management, budgeting, etc).
I would like to perform my job DURING SCHOOL HOURS or DURING THE EVENINGS/WEEKENDS.	

If you or your spouse have skills in any of the following areas and could help the school, please circle below:

Carpentry	Sewing	Electrical	Plumbing	Web Design	Video Camera	Construction
Small part repair	Art	Music	Storytelling	Puppetry	Bookkeeping	Grant Writing

Please indicate any position that you would absolutely not be willing to take: _____

If you have previous experience in a co-op school, what positions have you held? _____

Would you be willing to chair a committee? YES NO If so, which committee? _____

Parent's Full Name (one most likely to do committee position): _____

E-Mail: _____ Daytime Phone: _____

Child's Name: _____ Class (Circle): 2's 3's Mixed Age Pre-K

Parent's Signature: _____ Date: _____

Tigard Playschool, Inc. does not discriminate on the basis of race, color, national and ethnic origin.