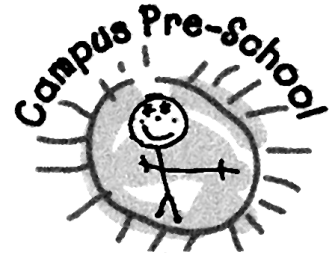


Campus Pre-School Committee Form

Please submit one completed form per family to your Registrar.



Learning, playing, cookies
and half the day out.
Why grow up?!

Personal Data

(first name)

(last name)

Child 1: _____

Child's Birth date: _____ (YR/MTH/DY) Gender: Male / Female

Child 2: _____

Child's Birth date: _____ (YR/MTH/DY) Gender: Male / Female

Name of Parent Participating on a Committee: _____

Address: _____ Postal code: _____

Home phone: _____ Bus: _____ Cell: _____

Email address: _____

New Campus Pre-School family **OR** Returning Campus Pre-School family - Year last attended: _____

If returning, previous committee experience at Campus: _____

Would you serve on this committee again? Yes No Reason: _____

How did you find out about Campus Pre-School? _____

Occupation / Interests: Please list background, skills, interests, and training that may be useful to the pre-school or which could be shared with the children.

Mother: _____

Father: _____

Sibling Information

This information is collected to allow for better decision-making regarding committee placement.

Please list sibling(s) first name:

(1) _____ Birth date: _____ (YR/MTH/DY)

(2) _____ Birth date: _____ (YR/MTH/DY)

(3) _____ Birth date: _____ (YR/MTH/DY)

Office Use Only

Child 1 Class:	am / pm	Jr / Sr
Child 2 Class:	am / pm	Jr / Sr
Member: Mother / Father / Other	Assignment:	
Committee Chair:	Board Position:	
Interest in Board:	Notification of Change: C.Chair Schol. PH	
Notes:		

Committee Information

Please read carefully:

- In accordance with your registration agreement, **one family member is required to participate on one committee or as a board member**, regardless of the number of children enrolled in Campus Pre-School.
- Below is a list of all committees and a brief description of the work involved. You are required to list all committees in order of preference. Although every effort will be made to accommodate your preferences, committee requirements are limited in some cases. Committee assignments are independent of registration order. If you do not complete the form, you will be assigned to the committee that requires additional members.
- Each committee has a Chairperson who is responsible for organizing that committee. Please indicate if you are willing to chair a committee (note that you are not required to facilitate meetings). The time requirement for the Chairperson is very limited.
- Board members are not required to serve on a committee. If you are interested in serving as a board member, please indicate this on page 3. Elections for board positions are held at the February and May General Meetings. Each position has a renewable term of one year. All pre-registered and currently registered members are eligible for board positions.
- **Your participation in the classroom and on a committee, or the Board, is an integral part of Campus Pre-School Association.** Your willingness and enthusiasm are a major reason for the success of the program and make your child's experience rewarding. All your efforts are greatly appreciated.

Committee Selection

Parent participating on a committee: _____ Child's name: _____ Class: _____

I will chair a committee: Yes [] No [] (**NOTE: Chairing a committee is not time-intensive. It involves contacting committee members occasionally and scheduling them for their committee participation. There is no requirement for committee meetings.**)

Below is a list of committees and a brief description of the work involved. Please indicate your committee preference in order from 1 to 16, with 1 being your first choice.

Preference Number	Committee (Number Req'd)	Description of Work Involved
	Arts & Crafts (2)	Assisting the teachers with the preparation of arts and crafts projects.
	Communications (1)	Assisting the Communications Coordinator by copying class notices, newsletters, registration materials, handbooks, etc.
	Extracurricular Activities (6-8)	Assisting teachers and board members with running of General Meetings, Orientation Night, parent seminars, ski lessons, and year-end party. May include planning, booking speakers, set-up and take-down, refreshments, etc.
	Family Social (8-9)	Planning and running a family fun event in February/March to allow families to socialize and get to know each other.
	Fundraising: Other (3-4)	Assisting Fundraising Chair to develop, organize and implement new fundraising activities for the pre-school.
	Fundraising: Family Portraits (3)	Requires working with photographer to run the event held in October.
	Fundraising: Silent Auction (12-14)	This committee will plan the whole event right from invitations and tickets to set-up and take down, thank yous, and everything in between (getting donations, creating the catalogue, bid sheets, etc). The silent auction is held end of November or early December. Your energy can make a real difference!
	Laundry & Mending (6-8)	Laundering, making and mending paint shirts, sewing and repairing simple items such as dress-up clothes for the school.
	Library & Films (6 - one per class)	Borrowing books and films as requested by the teachers; purchasing/cataloguing new books and repairing old books.
	Parent Help Scheduler (6 - one per class)	Preparation and distribution of monthly parent help calendars; liaising with Vice Chairperson.
	Play Dough (10-12)	Providing the pre-school with play dough; donating the ingredients and making colours suitable for theme holidays.
	Registrar's Helper (1)	Help registrar's at March registration dates; assist with August mail-out; help out registrars on an as-needed basis.
	Repair & Recycling (8)	Various types of repair for the pre-school including painting, carpentry, plumbing, electrical, etc. as well as recycling duties. Please state your preference:
	Scholastic Books (2)	Processing monthly orders with Scholastic Book Club and distributing books at the pre-school.
	Supplies (2)	Ongoing purchase of supplies on behalf of teachers.
	Toy Maintenance (8-10)	Periodic cleaning of toys (3 times/year). Meet as a group to wash down large toys, equipment and shelves. Occasionally take home a bag of toys to wash in dishwasher.

Board Positions

Strong parent involvement is a key to our pre-school's success. Board positions are available in May and February. Board members are expected to attend 10 meetings per year as well as registration nights and other events as needed. Board members are allowed to register their children in advance of alumni. **Please indicate if you may be interested in volunteering for one of the following board positions.** Note that you will not be obliged to take a board position; a checkmark only indicates your possible interest.

Chairperson of the Board (February term)

Calls and chairs all Board, General and Special Meetings; is responsible for day-to-day issues concerning the operation of the pre-school.

Chairperson of Committees (February term)

Assigns pre-school members to committees; coordinates school cleaning, floor maintenance and carpet cleaning; acts as liaison between committee chairs and the board.

Senior Registrar (February term)

Responds to inquiries about Campus Pre-School; prepares and distributes registration information and applications to potential members; is responsible for registration of senior students (4-year-olds) and up-keep of all related materials.

Junior Registrar (February term)

Responds to inquiries about Campus Pre-School; prepares and distributes registration information and applications to potential members; is responsible for registration of junior students (3-year-olds) and up-keep of all related materials.

Fundraising Co-Chair (February term)

Initiates and organizes fundraising activities throughout the school year; oversees and coordinates the fundraising committees. The pre-school's major fundraiser is the Silent Auction. Other fundraising activities to be determined by the Board.

Vice Chairperson (May term)

Assists the Chairperson as required; arranges for substitute teachers and substitute parent helpers as needed; is responsible for all advertisements for the pre-school

Secretary (May term)

Records, reproduces and distributes the minutes for all Board, General and Special meetings; is responsible for all administrative correspondence as directed by the Chair.

Treasurer (May term)

Deals with all financial aspects of the pre-school including: financial statements, budgets, fee structure, payroll, etc. Requires some accounting experience.

Communications Coordinator (May term)

Produces and edits the pre-school newsletter (five issues per year); updates the web site as needed; conducts a parent survey every two years; coordinates the members of the Communications committee; develops promotional material for registration.