

## MVPNS Committee /Job Sign-up Form

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. Indicate your job preferences (1<sup>st</sup>–5<sup>th</sup>). We try our best to place you in a job that fits your interests and abilities.

**PLEASE NOTE:** Please make every effort to submit this form ASAP or by May 2nd. We will have less ability to accommodate your preferences after that date. Mail form to MVPNS or drop off at school – Attn: Membership

Parent's Name: \_\_\_\_\_ Child's name: \_\_\_\_\_  
 Phone # \_\_\_\_\_ Email address: \_\_\_\_\_

Fall 2011 Class (please circle): T/TH A.M. T/TH P.M. MWF A.M. MWF P.M. ADV DAY

Would you be interested in serving on the MVPNS Board? \_\_\_\_\_

Rank top 5: 1 is first preference	Job	Description
	Curriculum Support	Provide curriculum support throughout the year as directed by the teachers. Involves at-home cutting and other duties.
	Monthly Calendar (one for MWF, one for T/TH)	Work with the teachers to publish and photocopy monthly curriculum calendar. Organize community collections such as food drive.
	Playdough & Paints	Prepare playdough and paints twice a month and special assignments as needed.
	Sewing	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.
	Library	Inventory our library of parent and children's books. Maintain a database, monitor checkouts and returns. Write articles for the Scoop to encourage members to check out books. At least once a month visit local library to gather theme-related books for teachers.
	Pets	Purchase supplies and monitor care of our school pet. Prepare weekend/holiday schedule and remind families of their upcoming visitor. Assist with other animals (i.e. chicks).
	Class Scheduler (one for MWF, one for T/TH)	Create and maintain parent workday schedule. Keep a record of member participation at meetings. Work with teacher to remind people of necessary make-ups. Prepare Sign-In Sheet for Meetings. Recommend carpool and child care options to MVPNS families during the summer. (Requires some work during the summer.)
	Firefly Books	Distribute monthly order forms, collect orders, send in orders, distribute books, and monitor the Firefly Books budget.
	Deposit Treasurer	Work directly under Treasurer. Handle all deposits except tuition. Assist with check-out and other duties the night of the Silent Auction. (Experience working with MS Excel required.)
	Concert/Auction Finance	Manage all of the documentation of finances for the fall concert. Assist with check-out and other duties the night of the spring Silent Auction. (Experience working with MS Excel required.)
	Tuition Treasurer	Collect tuition checks. Keep all records of tuition payments. Make all tuition deposits. Work closely with Treasurer to resolve all tuition payment issues. Assist with check-out and other financial duties the night of the Silent Auction. Also works closely with membership chair people. (Experience working with MS Excel required.)

	Special Projects/ Events	Organizes Kids Kards, Make-A-Plates and other special projects/events as needed.
	eScrip Coordinator	Ensure membership is aware of eScrip program, including member responsibilities. Monitor eScrip reports by family and send eScrip reports to membership on a regular basis.
	Paper Scrip Coordinator	Educate membership on Paper Scrip program. Encourage membership to order paper scrip/gift cards at meetings. Order and distribute gift cards. Work closely with eScrip Coordinator.
	Website Administrator	Maintain up-to-date information and postings on school website. Monitor our ISP. Work closely with VP Publicity, VP Community Outreach and Membership Co-Chairs. Technical experience a plus.
	Graphic Designer	Design flyers for special events including the fall concert, social events, Dining for Dollars, special speakers, silent auction, etc. Help with MVPNS web site design as needed.
	Membership Committee Member	Support Membership Co-Chairs in maintaining membership forms, insurance and license renewals. Assist with class tours, January Open House, and June Coffee. Assist with returning phone calls, etc.
	Class Photographer (one for each class)	Create classroom photo boards with each child/parent and other documentation requested by 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. Create photo CD or DVD for Silent Auction.
	Silent Auction Committee Member	Assist in coordinating Silent Auction under the direction of the Auction Chairperson. Duties may include: computer work, decorating, organizing food/drink, soliciting auction items, etc.
	Community Outreach Committee Member	Assist in coordinating Community Outreach Event (e.g., fall family concert). Work closely with Community Outreach Chair. Duties include distributing tickets and tracking money. Be available to assist at concert all day on Sunday 11/14/10.
	Beautification Committee Member	Assist with maintenance of the classroom, playground, outside structures, landscaping and garden areas, as directed by the Beautification Chairperson. Supervise/Assist some of the Saturday Beautification Days. Other duties may include maintaining emergency and first aid supplies, organizing the lawn care schedule, etc.
	Laundry	Collect school laundry and wash and return washed items to school weekly.
	Class Social Coordinator	Plan class gatherings to encourage community building. Under the direction of the Social Chairperson, organize all-school functions such as the Fall Welcome Picnic, Ice Skating, Outdoor Movie Night, Dining for Dollars, and Mountain View Parade.
	Purchasing	Maintain inventory of classroom supplies (cups, paper towels, etc.) used on a regular basis. Purchase supplies for school on a monthly/as needed basis. Logs receipts for reimbursement and monitor budget. Costco membership is required.
	Adventure Day Photographer/ Liaison	Take photos and set up photo site for classmates to have access to photos. As parent liaison for the class, organize gifts for teachers, distribute and collect class evaluation forms, etc. Must be enrolled in Adventure Day class.
	Field Trip Planner (One planner for all four classes)	Work closely with teachers to find out information and schedule field trips and special visitors.
	Grant Writer	Research and write grants to raise funds for MVPNS. Work closely with Co-Presidents and Director.

Thank you again for your commitment to Mountain View Parent Nursery School!  
We look forward to a wonderful 2011-2012 school year.