



evergreen kids corner cooperative preschool

201 South 8th Street, Hamilton, MT, 59840 • 406-363-1688 • evergreenkidscorner.org

Committee Information 2017-2018

Our preschool's success depends on the participation of our members and together, we can make our school an amazing place for our children to grow and flourish. Each member of the preschool is required to fulfill a committee obligation for the school year as well as complete three 3-hour block volunteer shifts, one taking place during fall PeeWee Soccer (fall block hours), one taking place during spring PeeWee Soccer (spring block hours), and one taking place during Summer Explorers (summer block hours).

Below is a list of committees and their descriptions. Please review the list and think about your family's strengths and interests so that you will be ready to sign up for a committee at the all members meeting on August 30th. Every effort will be made to place you on the committee of your choice. Additionally, you will be asked to sign up for block hours at the all members meeting, so please consider bringing your calendar, schedule book, or phone to help you find dates that work for your family's schedule. Thank you.

Class Representative (3 spots) - One member from each class*

2 year old class rep, 3 year old class rep, and Pre-K class rep

Time commitment: Attend one meeting per month and help with other tasks as requested by BOD or teacher.

Duties:

- Maintain monthly Parent Helper schedule ensuring equal participation and full sign up every month
- Assist in finding a substitute, or covering the shift, when no parent helper has signed up
- Take pictures throughout the year, download them into the appropriate file on the school's computer, and use them to design and order yearbooks at the end of the school year (they should arrive before school ends)
- Attend monthly board meetings and act as a liaison between the board and families enrolled in the class
- As requested, help teacher with things to help the class run more smoothly
- Attend parent/teacher conflict meetings along with the VP

Pee Wee Soccer - Committee Chairs (2) oversee entire program*

Time commitment: Attend one meeting per month (August-November and Feb-May) and help with other tasks as requested by committee chairs.

Duties:

Plan the entire program, which includes:

- Set program dates
- Coordinate sponsor finding efforts
- Update posters and brochures and coordinate poster hanging efforts
- Secure location
- Order t-shirts
- Update our Facebook page and website
- Manage registrations
- Assign teams
- Communicate with participants through email
- Check equipment and re-order or repair as necessary
- Chalk fields /mark fields as appropriate
- Coordinate the setup and take down of drills/goals/balls each week
- Secure water cooler from Kinetico
- Run the coaches instructional meeting before the season starts

Summer Explorers - Committee Chairs (2) oversee entire program*

Time commitment: Attend one meeting per month (January-August) and help with other tasks as requested by committee chairs.

Duties:

- Plan, implement and oversee the entire program, which includes the following:
- Recruit members/community to volunteer to teach and assist at camps (must be completed in January & February)
- Finalize the camp schedule and coordinate camp descriptions (this needs to be completed in March)
- Update/Create brochures and registration forms and have them printed at UPS store (this needs to be completed in April)
- Distribute registration forms to area elementary schools, preschools and Head Start and update website and social media accounts (this needs to be completed in May)
- Help plan camps, as needed or requested
- Track Summer Explorers registrations and work with Treasurer to deposit funds and keep track of expenses (May- August)
- Create Summer Explorers class rosters and Emergency contact lists (June-August)
- Send weekly reminders for upcoming camps (June-August)

Grant Writing

Time commitment: research and submit grants on a regular basis, with the goal of submitting four to six grant proposals per school year.

Duties

- Seek out and pursue opportunities for outside funding through foundation grants by identifying needs within the school through communication with the Board of Directors and teachers

Building and Grounds Maintenance

Time commitment: Attend two meetings per year (September and January) and help with maintenance tasks on a regular basis as requested by teachers and/or BOD.

Duties:

- Maintain and repair the building, fence, sprinkler system and outdoor equipment/building as necessary
- Maintain outdoor vegetation, mowing and trimming the lawn (including recruiting members to fill the summer mowing schedule) and pruning shrubs and trees
- Paint outside/inside the building and swing set as needed
- Clean rain gutters
- Drain sprinkler system
- Change furnace filter monthly
- Add root kill to the septic system monthly
- Check maintenance board at school for any maintenance requests and work to complete them in a timely manner

Social Media

Time commitment: Post on EKC's social media accounts at least one time per week for each week of the year (52 times at a minimum), optimally more frequently.

Duties:

- Update EKC's social media account(s) on an at least weekly basis with information about the school (all 3 classes), our fundraisers, and other activities and things that will increase our community presence (and potentially our enrollment). We currently have a Facebook page; this committee could increase our social media presence to other outlets, as desired.
- Coordinate with Vice President to promote enrollment and enrollment activities

Cleaning

Time commitment: Weekly laundry, monthly/quarterly Costco shopping trips, and monthly check in in terms of school cleanliness.

Duties:

- Take laundry home from school 1-2 times a week, wash it, and return it to school in a timely manner
- Complete Costco runs for cleaning supplies and other supplies as requested by the BOD or teachers

- Buy other cleaning products locally, as requested by the BOD or teachers
- Ensure that monthly deep clean block hours are completed by the families who have signed up to do this

Fundraiser of Choice

Time commitment: Attend one meeting per month (prior to fundraiser) and help with other tasks related to fundraiser as requested by committee chair

Duties:

- Plan and implement a fundraising activity for EKC. The goal is that the fundraiser should bring in at least \$1000, but the sky is the limit. Previous fundraisers at EKC include participating in My Kids Closet, Chicken Bingo, Krispy Kreme donut sales, and 31 Bags sales.

Reminder/tracking

Time commitment: weekly reminders to members about commitments, seasonal monthly follow up with committee chairs about block hour completion and help with other tasks as requested by teachers or BOD

Duties:

- Create and implement a system to track family involvement hours, including parent helping, block hour commitments, committee hours, and BOD hours
- Email or phone call weekly reminders to members about commitments (parent helping, block hours, completing assigned tasks)
- During seasonal block hours, contact committee chairs monthly to determine if block hour commitments have been fulfilled. Report any lack of fulfillment to treasurer
- Check in monthly with class representatives to see if all parent helping obligations have been fulfilled. Report any lack of fulfillment to treasurer

*Class Representatives, Pee Wee Soccer and Summer Explorers committees must be filled first.

It takes a village to raise a child, and at EKC, we are the villagers who are working together to raise all EKC children. We truly appreciate your time and commitment to making each committee a success. Thank you!