

Committee Selection Form

Excerpts taken from the By- Laws: **Article VIII: Standing Committees**

Arts and Crafts Committee

- Boyer Family **Easel Keeper:** Shall clean the easel once a week, including tray and mat, and put away paint dishes, etc. Shall take the children's smocks home periodically to wash.
- N.Kules **Play Dough Maker:** Shall prepare play dough from the recipe you will be given. The play dough's color should be the color of the month. This person will receive a budget for costs.
- _____ **The Arts Organizer:** Shall be responsible for keeping the arts and crafts cases in order and clean, and refreshing, restocking, and consolidating the art materials. Shall check and straighten the arts and crafts closets/shelving once a month.
1. McDermott **Artsonia Managers:** Shall take pictures of all children's artwork and upload monthly the Artsonia Website.
 2. Martensson **Artsonia Website.** Shall maintain an Artsonia hallway display of information and examples. Shall handle Artsonia orders from Magothy and email monthly sample art photos to the Director for use in the newsletter and on Magothy's website.

Fundraising Committee

- Quinn Family **Restaurant Fundraiser Planner:** Shall book and plan for the restaurant nights in the community. Shall prepare the fliers needed for the membership for the event.
- Maloney Family **Fall Fundraiser Coordinator:** Shall distribute materials, take orders and distribute goods from all fall fundraisers.
- Aburn Family **Winter/Spring Fundraiser Coordinator:** Shall distribute materials, take orders and distribute goods from all winter/spring fundraisers.
- Hana **Special Items:** Campbell's Labels, InkJet Collection, & Grocery Store Card Registry: Shall take care of collecting and submitting these items, as well as other future fundraising tools.
1. Kuivenin **Family Social Night Silent Auction Coordinators (three people):** Shall solicit and prepare items for the Silent Auction. This can include certificates from businesses,
 2. Peterson baskets of goods, etc. Shall manage the Silent Auction bidding sheets and manage distribution of auctioned items to families.
 3. _____
- _____ Shatzer **Photography Project:** shall take, print, and mount pictures of all kids at Magothy to sell at the silent auction.
- _____ Quinones

Library and Education

- McCreery Family **Scholastic Book Orders:** Shall handle any scholastic book orders, collection of money and distribution of books. Shall promote book orders via newsletter reminders and bulletin board postings and announce book order deadlines.
- Weimer Family **Guest Educators & Presentations:** Shall procure presenters for the fall, winter and spring GMM. Shall book any guest enrichment presentations for the children and be the coordinator.
- _____ Jenkins **Library Runner:** shall take books back/pick books up from the local library once a month.

Communications & Advertising Committee

- Giles Family **Newsletter Features Writer:** Shall compile monthly community events listings that our parents can go to with their children. Shall write a Green Tips column with interesting information for parents, due to editor two weeks before each new month.
- Dwyer Family **Facebook Coordinator:** Shall update Facebook with info and pictures. Will have access to Facebook to keep the parents informed of upcoming events and happenings.
- Webster **Large Display Artist:** Shall make large informative displays to be hung on the hallway walls. Topics will include a Fundraising Thermometer, a Thank You board, and an informative display on our Green projects. Shall take direction from the Magothy board and hang display in the hallway, updating when necessary.
- Staiti Family **Thank You Note/Letters:** Shall write thank you notes following any events which outside groups contributed to, and to the contributors of the silent auction.
- Lloyd Family **Signs:** Shall procure the use of the "snowball" sign when needed. Shall advertise on the Champion Sign as needed, personally changing the letters. Shall change the letters on the Magothy street sign as needed.

Science Committee

- Henretty **Earth Week Coordinator:** Shall plan science events/presentations of your choice with each class (such as bird house building). Check with Teachers/Director for ideas. These could
- VanMeter Family **Pet Caretaker's Assistant:** Shall assist with fish feeding and feeding/watering of all the pets and maintain the Feeding Log. Shall work with Caretaker on maintaining tanks and refreshing tank labels and displays throughout the year.

Green Team

- Haskell Family **Recycling and Compost Manager:** Shall empty out the recycling bin in the recycling dumpster behind the school when it is $\frac{3}{4}$ full. Shall oversee the outdoor composting system and create reminders and signs to assist Parent Helpers with composting from the classroom. Shall collect juice pouches at least once a month and send to Terracycle. Shall box up used glue sticks and recycle by mailing them in. Shall add a new item of their choosing to recycle (researching Terracycle and other organizations) during this school year. Shall maintain collection boxes and bulletin board information to promote these recycling initiatives.
1. Cookerly **Garden Caretaker:** Shall ensure that the plants are watered, weeded and taken care of,
2. _____ especially important during the summer. Shall do periodic litter removal, mulching, and other duties to Keep gardens clean.
1. Rosello Family **Fall Garden Event Coordinator:** Shall plan for a Fall Garden Celebration Day, which includes a bulb planting, mulching, and kid friendly activities. Shall advertise the event, coordinate with the Music Together Instructor for music presentation, and gather donations through sign-up or soliciting of bulbs/flowers & mulch.
2. Hana Family _____
1. Y.Jones Family **Spring Garden Event Coordinator:** Shall plan for a Spring Garden Celebration Day, which includes flower planting, and kid friendly activities. Shall advertise the event, coordinate a music presentation, and gather donations through sign-up or soliciting of flowers.
2. _____
- Daniluk Family **Bird Caretaker:** Shall take care of restocking the bird feeders, setting up the birdbaths, and cleaning out the birdhouses. Shall consult with teachers to manage items in the classroom's Bird Watching Center.
- N/A **Green School Application Renewal:** Shall collect data on our Green School progress since Spring 2010 and prepare a Green School Application Renewal. This includes photo collection, an online powerpoint submission, and associated documentation. New Green initiatives may be started as part of this process. The report shall be completed before the spring due date. Lead a Green Team to assist in these duties.
- Knipp _____ **Nature Trail Maintenance:** Shall keep the trail cleared of leaves and debris and keep the story circle in the woods cleared. Shall use tree limbs to line the trail.

Playground and Equipment Committee

- Jones Family **Indoor Maintenance Managers:** Shall be in charge of all indoor equipment needing to be repaired. This can include light bulbs, broken curriculum materials, painting work, etc. This also includes maintaining the air conditioners and vacuum cleaner.
- Ritter Family **Playground Maintenance Manager:** Shall be in charge of all playground equipment, including riding equipment. Shall keep a current inventory of equipment. Shall ensure it is clean and functioning. In consultation with the teachers or Director, and within the operating budget for the school year, make recommendations and purchase all new equipment needed for the school program. Shall arrange for the repair and maintenance of all outdoor equipment, including keeping clean sand in the sandbox.
1. Kiley Family **Grounds Keepers:** Shall keep the playground raked and in order. Keeping the back steps
2. Stecher _____ free of debris by sweeping regularly, and free of snow and ice. Keeping the branches and bushes in order so there is no danger to the children. Keeping the woodchips 6 inches deep-this may require raking them back in under the swings.

Purchasing and Health Committee

- Bradford **Purchaser:** Shall purchase all consumable supplies such as paper goods, art and crafts supplies, housekeeping supplies and other materials. This position will have a budget and regularly submit receipts to the Treasurer and/or use a purchasing VISA card.
- Rogan Family **Water Bottle Helper:** Shall take the old water bottle to the store and exchange for full one as needed. Shall turn in receipts to be reimbursed.
- Bowles Family **Super Cleaner Coordinator:** Shall recruit and manage the Super Cleaners for the year. Preparing a schedule and checking for completion of duties.
Super Cleaners: Shall clean every 4 weeks, rotating with other members of the team. Cleaning includes bathrooms and classroom floors.
1. Kristin Whiting

2. Stephanie Cruz

3 Dalik

4. Ginel Valdez

R. Schaeffer **Vacuuming and Mopping Helper #1:** Shall vacuum the hallway outside the classrooms on Thursdays & mop the Music and Movement Room every other week, coordinating with Helper #2.

Rachel Hoffmaster **Vacuuming and Mopping Helper #2:** Shall vacuum the hallway outside the classrooms on Mondays & mop the Music and Movement Room every other week, coordinating with Helper #1.

Silverio **Trash Can/Recycle Bin/Snack Bin Cleaner:** shall wipe down/clean out once a week.

Social Committee

1. Martin Family **Community Helper Day Coordinators (two people):** Shall plan a community helper day

2. Jennifer Family event in November. This should include a visit from a fire truck and other hands-on stations from community helpers. Event should be held during a regularly scheduled school day. Children are broken into groups and rotate through the stations. Volunteers lead each group through the rotation.

1. Mitchell Family **Winter Party Planners (two people):** Shall plan for the potluck family gathering in

2. Shandrowsky December, booking an outside location. Shall purchase paper goods for the event and handle RSVPs to ensure that families bring a main dish or two sides/dessert/appetizer etc. Shall plan and set up decorations, as well as stay to help with clean up. The party planners play Hostess for the party and manage food layout, tables and chairs, etc. Shall book a volunteer to be Santa (who poses for pictures).

1. Howes **Family Social Night Planners (two people):** Shall plan for the potluck family social event in Feb/March, which includes a Silent Auction. Shall book a location, which can be off site. Shall purchase paper goods
2. Van Meter
Kimmel for the event and handle RSVPs to ensure that families bring a main dish or two sides/dessert/appetizer etc. Shall plan and set up decorations, as well as stay to help with clean up. The party planners play Hostess for the party and manage food layout, tables and chairs, etc.

Dallas-Nolet Family **“Magothy Gives Back” Coordinator:** Shall plan two in-school charity events, one in the fall and one in the spring. Shall choose the charity events with approval from the Board (examples from the past: “Harvest for the Hungry,” the Pajama /Scholastic Books drive, “Pennies for Peace”, and the trike-a-thon to benefit St. Jude’s Hospital). Shall provide information to teachers so they can plan to integrate this character education within each class’ circle time.

Enrichment Trip Liaisons

Shall advertise and distribute information regarding all school enrichment activities during your month (typically 1-2). School may or may not be in session for all classes on enrichment trip days, but information shall be distributed to the entire school nonetheless, through wall displays and write-ups in the e-newsletter and the weekly e-blasts. The Board will assist in booking the events, but Liaisons shall distribute and collect permission slips and collect payments when applicable. Liaisons shall use sign-up sheets and/or Evites to collect RSVPs from all classes.

Hill Family Autumn

Myers Family Winter

Frank Family Spring

Playdate Coordinators

Shall coordinate a monthly playdate for the families in your class to build friendships and community. This is to be outside of class time, at times and locations that the Coordinator chooses, beginning in June 2012 and ending in May 2013. The Coordinator shall vary the schedule and costs of the class playdates so that every family has an opportunity to attend at one time or another. Our school classrooms are not available for playdates, but the playground is available when school is in session (email Sarah Devlin-Tremble at director@magothycooperative.org or current president to arrange so it doesn’t conflict with current class uses) During the summer, the playground can be used and building opened if we have a board member/teacher present. Other alternatives to consider are parks, libraries, museums, and a rotation of houses. Please copy the president and director on your itinerary with the class.

Chiappelli Froggy Friends (2 yr)

Weir Forest Friends (2-3yr)

Nichols Family Fauna Friends (3 yr)

Marks Family Flora Friends (3 yr)

White Family Finned Friends (3-4 yr)

Laszewski Family Feathered Friends (PreK, Mon Wed and Fri)

Trimble Family Flying Friends (PreK, Tues Thurs and Fri)

Board Positions

The following are the board positions available to serve. These are in lieu of your committee responsibilities. These are elected positions (March GMM).

Please sign your name if you are interested & would like more info.

MORE THAN ONE PERSON CAN INDICATE INTEREST-THESE ARE ELECTED POSITIONS

Jessica Chiapelli Froggy Friends (2 yr) Class Coordinator

Kelly Weir Forest Friends (2-3yr) Class Coordinator ***need to be elected**

Kelly Coward Fauna Friends (3 yr) Class Coordinator ***need to be elected**

Jen Morris Flora Friends (3 yr) Class Coordinator

Heather Maloney Finned Friends (3-4 yr) Class Coordinator

Julie Kilbride Feathered Friends (PreK, Mon Wed and Fri) Class Coordinator ***need to be elected**

Angie Pierce Flying Friends (PreK, Tues Thurs and Fri) Class Coordinator

Emily Spencer Vice President

McCarthy & Schroeder Treasurer

Darlene Reil Secretary

Amy Duffy President