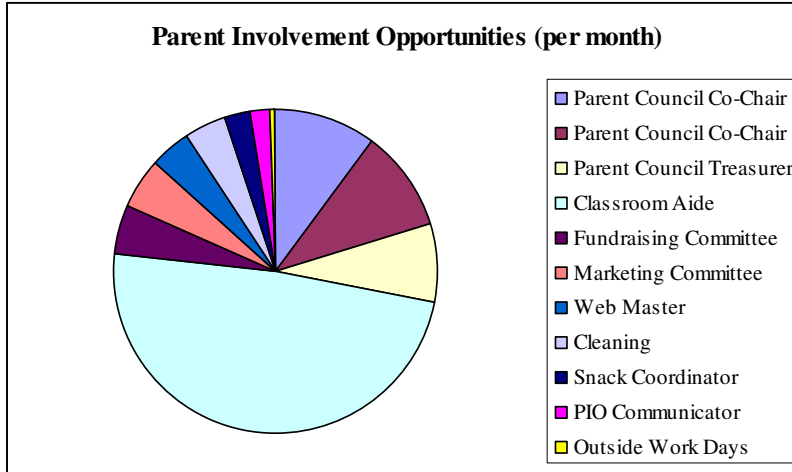


CIRCLE OF LIFE COOPERATIVE PRESCHOOL



Parent Involvement Opportunities



I am interested in participating in the Cooperative Experience by committing for the entire academic year in one of these areas: (Please indicate all areas that you could assist CLC)

Parent Council Elected Leadership**:

___ Co-Chair
___ Co-Chair

****One parent per child must participate by being a voting member of the Parent Council**

- ___ Classroom Aide (includes set up, clean up, & snack prep)
- ___ Fundraising Committee
- ___ Marketing Committee
- ___ Web Master
- ___ Cleaning
- ___ Snack Coordinator
- ___ PIO Communicator
- ___ Outside Work Days

Parent/Family Talents/Careers: _____

Other Areas of Involvement:

1. Parents must participate by being a voting member of the Parent Council
2. Parents must assist in two of the four annual fundraisers
3. Attend 8 of the 10 Parent Council Meetings

PIO Descriptions:

Parent Council Officer: Co-Chair: (15-20 hours a month/each)

The Co-Chair need to create the agenda for each Parent Council Meeting and act as facilitator.

Note: The Co-Chair that is not in charge of the meeting for the month is the acting Secretary and will be responsible for taking notes and distributing them after the meeting. The Co-Chair will communicate with a committees and coordinators for updates. The Co-Chair will maintain and post to the Yahoo Group. The Co-Chair will bring any pending issues to the Director, then D.R.E.

Classroom Aide: (Averages 96 hours a month, with all families participating)

The parent will come ½ hour early to assist the teacher with class set-up, work with all children to reinforce the teachers lesson plan, remain ½ hour after class to assist with clean up.

Fundraising Committee: (Average 10 hours a month, but combined members)

There are four fundraisers a year. The initial preparation, vendor contacts, distribution of fundraising materials, general administration. The Director will assist with facilities if necessary. The Fundraising Committee is responsible for reporting fundraising updates to the Director for their weekly email and also reporting to the Parent Council.

Marketing Committee: (Average 10 hours a month, but combined members)

The marketing committee members will help maintain and update the forms/promotional materials distributed by CLC. They will also work with the Director to maintain a visible presence in the community via open houses, fairs, and ad placements. Members will provide update materials to the Web Master. They will also review and update the current marketing plan. The Marketing Committee will be responsible for communicating all updates to the Director the weekly email and reporting to the Parent Council.

Web Master: (Averages 8 hours a month)

Do we have a computer guru among us? Well step forward and help maintain and improve our website with your expertise. This parent should have knowledge of web development. We would need to update forms, links, upload pictures, graphics, etc.. The Web Master will be responsible for communicating all updates to the Director the weekly email and reporting to the Parent Council.

Cleaning: (Averages 8 hours a month, but with combined families)

In keeping with the holistic/community approach with our program we care for the environment around us by keeping it tidy and clean. This can also be a great experience for a family, as well as, a time to bond with other families in a non-classroom, non-meeting setting.

Snack Coordinator: (Averages 5 hours a month)

Do you have a passion for food, then this is for you. Each parent is responsible for preparing the snack when it's their classroom day, but they will know exactly what to prepare because of this position. Your responsibility would be to layout a monthly menu, within our nutritional guidelines. Along with the menu would be the preparation of recipe handout, if necessary, or food descriptions/recommendations. This person will also receive input from the teacher(s) to tie in any food choices with the lessons being taught. The Snack Coordinator will be responsible for providing copies of the monthly menu to the Director for distribution/bulletin board.

PIO Communicator: (Averages 4 hours a month)

This position lets parent know when and what the sign up for on a weekly basis via our Yahoo email group and a friendly phone call reminder. Contact information will be provided and instruction on posting to the Yahoo Group.

Outside Work Days: (Averages 1 hour per month)

These days can be a family fun time. Tasks include maintaining the playground area (e.g. mulching, weeding, planting)