



Family Committee Descriptions

As part of a cooperative preschool, each family is assigned to a committee to support the functions of the preschool. These committees range in focus from special events, community involvement, fundraising, and program support. Please read through these descriptions and choose a few committees that fit your family's interest and availability. You will be asked to provide your top three choices during registration. We make an effort to match families to their selections, but can make no guarantees. The provided time commitments are estimates, and may vary during a given school year. Thank you in advance for your hard work to support our thriving preschool!

Sounds & Sights Committee:

- Help set-up, run, and tear down snack/activity booths during Sounds and Sights on Thursday nights
- Help set-up, run, and tear down duck pond booth during Sounds and Sights Festival
 - Jun/Jul -- 2 hours/week (reports to the Vice President)

Chelsea Fair Committee:

- Attend float planning and building meetings to gather, create, and assemble float decorations
- Assist in final float preparation and demolition as well as walk with the float during Chelsea Fair parade
- Help set-up, run, and tear down the trike-pull event during opening day at the Chelsea Fair
 - Aug -- 4 hours/week (reports to the Vice President)

Hometown Holidays Committee:

- Plan ideas and gather supplies for the holiday craft tables
- Help set-up, run, and tear down the craft tables during the event
- Attend planning meetings with the Chamber of Commerce
 - Nov/Dec -- 2 hours/week (reports to the Vice President)

Try It Committee:

- Select, purchase, and prepare "Try It" food for the preschoolers
- Create food stickers and Try It charts
- Distribute informational sheets about the foods to members
 - School year -- 0.5 hour/week (reports to the Secretary)

Picture Day / Ice Cream Social Committee:

- Organize and run picture day activities and distribute photos
- Possibly seek out or provide photography services
- Secure location for social, purchase and serve ice cream, set-up, and clean up
- Publicize both events to preschool members
 - Feb/May -- 2 hours/week (reports to the Secretary)

Publicity Committee:

- Manage and update website
- Publicize events on social media and other sources
- Distribute promotional materials
- Organize T-Shirt sales
 - School year -- 0.5 hour/week (reports to the Publicity Chair)

Room Management Committee:

- Participate in two thorough room cleanings per year
- Fix or replace broken toys and classroom items
- Maintain playground shed and outdoor toys
- Manage classroom recycling
 - School year -- 0.5 hour/week (reports to the Room Manager Chair)

Auction Committee:

- Gather donations for the annual scholarship fundraising event
- Help set-up, run, and tear down auction during night of event
 - Dec/Jan/Feb/Mar -- 1 hour/week (reports to the Auction Chair)

Ways & Means Committee:

- Develop, organize, and promote small fundraisers throughout the year
- Help set-up, run, and tear down the preschool's annual Fun Run
 - School year -- 0.5 hour/week (reports to the Ways & Means Chair)

Membership Committee:

- File necessary paperwork in classroom files and follow up with families for missing paperwork
- File vaccine compliance with State of Michigan
- Update forms and organize information for enrollment for the next school year
 - Sep/Feb -- 2 hours/week (reports to the Membership Chair)

Art Show & Musical Committee:

- Help with costume procurement and mounting artwork
- Manage donations for refreshment table
- Set-up, run, and tear down the refreshment table, seating area, and art show during event
 - Feb/Mar -- 2 hours/week (reports to the Director)

Dads Day / Moms Lunch Committee:

- Help with necessary preparations, including securing tables and chairs
- Set-up and teardown space for both events
- Provide and serve meal for Dads Day
 - Nov/May -- 2 hours/week (reports to the Director)

From the Co-op's By-Laws: The Executive Board will manage the business, property, and affairs of the cooperative. All committees shall be charged with managing a specific area of the cooperative's affairs.