

Child's Full Name _____ Class: 3 AM 4 AM Pre-K

Parent's Full Names _____

Email Address _____

Phone# _____

John Knox Cooperative Preschool

Application for Non-Elective Board Office (Optional Form)

Part of the fun of being at a Co-op Preschool is being part of the Parent Board. Here at JKCP the Board meets once over the summer and during the school year we meet one evening in September, October, December, February, March, April and May. We thrive because our parent board works together to make our school a wonderful experience for all the children. So please volunteer, we count on your help. Take a look at the list below and mark any offices that you would be interested in. Our Executive Board and Director will be in touch in the spring. (Please note that you would only be appointed to only one office)

Any of the offices listed below will fulfill your maintenance requirements for the year.

Please get involved!

Our Non-Elective Board Officers consist of the following:

- | | |
|---|--|
| _____ Hospitality
(2 person position) | *In charge of organizing refreshments for all social functions, organizing the Parent's Orientation, Parents Tea, and working with Room Parents.

*Assists Food Purchaser if needed to coordinate menu & food for the Fall Festival. |
| _____ Ways & Means
(2 person position) | *In charge of organizing all fundraising events, including the raffle at the Orientation in August and our Silent Auction at the Fall Festival in early October.

* Will have a committee to assist in soliciting donations and Silent Auction |
| _____ Ways and Means Committee Member | *Do not attend board meetings- helps Ways and Means Chairs and this position fulfills annual maintenance |
| _____ Auction Guide | *Creates auction guide with Ways & Means.- optional attendance at board |

meetings- fulfills annual maintenance.

_____ Fall Festival Chairperson (can be a 2 person position)	<p>*In charge of the coordination of the Parent Board for our Fall Festival in early October. The binder has a calendar guideline for all the details. Works closely with the school Director and committee chairs. Using email for follow up and also at our summer and September board meeting.</p>
_____ Tuition Chairperson	<p>*In charge of receiving and recording monthly tuition from the membership.</p> <p>*Assists President and Treasurer as needed.</p>
_____ Registration Chairperson	<p>*In charge of registering all new members and updating the class lists.</p> <p>Maintains ongoing wait list and schedules visits throughout the year.</p>
_____ Registration Packet Coordinator	<p>*In charge of all registration information distributed via website and/or hardcopy to all families registering, including keeping government mandated forms current.</p> <p>*Assist Registration chairperson and President as needed.</p>
_____ Food Purchaser	<p>*In charge of purchasing paper supplies related to snack time and food items for cooking projects throughout the year.</p> <p>*Will chair the food for the Fall Festival and solicit food donations with Ways and Means & coordinate food vendors. Supervises food areas the night of fall festival.</p>
_____ Supplies Purchaser	<p>*In charge of purchasing and replenishing cleaning supplies, bathroom supplies, and other non-food supplies.</p> <p>*Will chair games and prizes for the Fall Festival.</p>
_____ Publicity	<p>*In charge of book orders and all our news coverage with the local media and mothers clubs</p> <p>*In charge of publicity, booth signs, flyers and maps for the Fall Festival. Member of the set-up committee for the Fall Festival.</p>

_____ Web Master

*In charge of maintaining and updating the JKCP website and East Bay Preschool websites.

*Maintaining, trouble shooting and answering any questions about the JKCP email accounts.

*File/Storage management on the password protected Board page. General management and maintenance of the JKCP laptop.

*Maintains Alumni email address list.

_____ Maintenance Scheduler

*In charge of scheduling parents to do the interior and exterior maintenance of the school throughout the year.

*Will chair Clean-up Committee for the Fall Festival and supervise clean-up at the Fall Festival.

* Will be present at set-up of fall festival if possible.

_____ Class Scheduler for 3am

*Responsible for communicating with parents, being class room parent, making name tags for each class member, and orientation of new mid year parents.

_____ Class Scheduler for 4am

*Responsible for communicating with parents, being class room parent, making name tags for each class member, and orientation of new mid year parents.

_____ Class Scheduler for Pre-K

*Responsible for communicating with parents, being class room parent, making name tags for each class member, and orientation of new mid year parents.

_____ Church Liaison

*Acts a liaison between the School and the Church.

*Assists President as needed with the Fall Festival.

Remember, any of these offices will fulfill your maintenance requirements for the year.

Please get involved!

Also note: The office of President, Vice President, Treasurer and Secretary are nominated and voted on by current families and these officers are not new parents to the school. They and the Director and Assistant Director make up our Executive Board.