

# Chelsea Children's Cooperative Preschool Committee Descriptions

## ***Dad's Day/ Mother's Day Luncheon Committee \****

- Assist the teachers and session reps with all necessary preparations
- Help run events
- Help with set-up and tear down of events

## ***Dramatic Play Committee \****

- Encouraging members with creative talents such as carpenter, graphic designer, prop design, etc...
- Work with teacher guidance to develop and design dramatic play area in the classroom on a rotating basis- approximately six different "themes" per year

## ***Farmers Market Committee \****

- Set up table at Saturday Farmer's Market
- Distribute promotional materials and samples
- Plan small craft area for children such as play dough
- Make commitment to run two Saturday tables during the Summer and Fall
- Contact Market coordinator to establish a non-profit table at no cost

## ***Silent Auction Committee \****

- Help organize and run the annual scholarship fundraising event including set-up, tear down, gathering donations

## ***Ways and Means Committee \****

- Assist the Ways and Means Chair (Board member) in running small fundraisers throughout the year

## ***Hometown Holidays & Art Show/Musical Committee \****

### ***Hometown Holidays***

- Plan ideas for craft tables for the night of the event
- Gather needed craft materials
- Organize actual event including helping to run a craft table, set-up, and tear down
- Attend potential planning meetings with the Chamber of Commerce

### ***Art Show/Musical***

- Assist teachers in organization of all aspects of this event other than auctions/fundraising
- Duties include handling refreshment donations, set-up & tear down, stage preparation, costume procurement, hanging art, etc.

## ***Picture Day / Ice Cream Social Committee \****

### ***Picture Day***

- Organize and run picture day activities
- Distribute photos
- Organize the collection of money and returned photos

### ***Ice Cream Social***

- Help secure location
- Create and post all flyers and sign-up sheets prior to the event
- Purchase all necessary supplies including ice cream
- Distribute ice cream at the Social
- Help with set-up and clean-up

## ***Publicity Committee***

- Assist Publicity Chair (Board member) in distribution and development of promotional materials throughout the year
- Solicit photos from membership to include in newsletters, website, and newspaper articles

**Room Manager & Maintenance Committee**

- Work with teachers to prepare, clean and organize classroom before school begins
- Assist in preparation of the playground including: weeding, laying mulch, etc.
- Make sure indoor and outdoor equipment is out of storage and in safe working condition
- Assist in removing broken toys and replacing "orphan toys" into correct bins
- Come to school twice during the year outside the school day to help clean and disinfect large classroom play areas such as the play kitchen equipment, slide, etc. in the 3-4 and Young 5s classrooms
- Shovel and apply salt on back playground stairs and walkways on snowy days
- Assist with additional needs throughout the year, i.e. installing shelving, minor repairs, painting
- Assist with move-out process at the end of the school year

**Summer Activities Committee (Duck Pond, Trike Pull, and Chelsea Fair Parade Float)**

- Help run Duck Pond booth for minimum of 2 hours during the Sounds & Sights Festival and/or Trike Pull on the opening day of Chelsea Fair week
- Help set up and tear down booths as needed on event days
- Attend float planning and building meetings weekly during late July and August
- Assist in the gathering, creating, and assembling of float decorations
- Potentially help in securing location to build and store float, transportation of float from building area to parade line-up, and use of tractor or vehicle to pull float in parade
- Assist in final float preparation on parade day, walk with the float in the Chelsea Fair Parade, and assist in float demolition immediately following the parade

**Try-It! Day Committee \***

- Prepare information sheets about the "Try It" foods and distribute to members' mailboxes
- Purchase and prepare "Try It" food for the teacher on specified days

**\*Please note that a Co-op member is needed to chair/head each of the Committees with the exception of Summer Activities, General Fundraising, Room Manager & Maintenance, and Publicity. This person will act as a liaison between the teachers/board members and the other members of the committee. Please notate your willingness to chair a committee next to your preferences.**