

**Committee Information Form**

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s Name & Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s Name & Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Each family plays a vital role in ensuring that Spring-Mar Cooperative Preschool operates smoothly and successfully. Committee or board membership is the primary means through which members support the cooperative and perform their required community hours. Some parents serve on the board while others serve on committees and/or hold a special job. Families also participate in school-wide events such as special events and work parties. Please refer to the Parent Handbook for detailed information regarding the following opportunities.

**Committee Interest**: Most families are assigned to a committee responsible for some aspect of school functioning or maintenance. Please note that some committees have responsibilities that often must be completed during the school day. Other committees (Hospitality, Marketing, Membership, Special Events & Fundraising) begin their work during the mid-to-late summer. The questions about daytime and summer availability will assist us in ensuring these committees are appropriately staffed. Please complete the following:

Does either parent have some weekday time availability? YES NO

Does either parent have some availability during the mid-to-late summer? YES NO

Please number your committee preferences from one to five (#1 being your first choice) or select the option that indicates you will serve where most needed. Every effort will be made to meet first, second, or third choices. Please be sure to return this (and all forms) by April 20th to make sure your preferences are heard.

\_\_\_\_\_\_ Hospitality (Room Parent) \_\_\_\_\_\_ Property

\_\_\_\_\_\_ Marketing Communication \_\_\_\_\_\_ Assign our family where we are most needed
\_\_\_\_\_\_ Special Events & Fundraising

**Board Interest**: Spring-Mar relies on its members to fill key leadership roles on the organization’s Board of Directors. Board members attend monthly meetings and work independently to fulfill their duties*. Two members may share a board position.* Please check off the position or positions in which you may be interested. We are seeking positions marked with an asterisk (\*), all other positions are filled.

*\_\_\_\_\_* President *\_\_\_\_\_* Special Events & Fundraising Chairperson(s)

*\_\_\_\_\_* Vice President *\_\_\_\_\_* Hospitality Chairperson(s)

*\_\_\_\_\_* Secretary *\_\_\_\_\_* Membership Chairperson(s)

*\_\_\_\_\_* Treasurer *\_\_\_\_\_* Property Chairperson(s)**\***

*\_\_\_\_\_* Assistant Treasurer – Payables *\_\_\_\_\_* Marketing Communication Chairperson(s)

*\_\_\_\_\_* Assistant Treasurer – Receivables *\_\_\_\_\_* Human Resources

**Special Jobs**: In addition to the Officer and Committee Chairperson opportunities listed above, members have the opportunity to perform a special job for the school. Please check off any special jobs you are interested in performing. We are seeking people to fill positions with an asterisk (\*); all other positions are filled.

*\_\_\_\_\_* Newsletter Editor *\_\_\_\_\_* Scheduling Coordinator

*\_\_\_\_\_* Scholastic Books Coordinator

 **Interests/Talents/Areas of Expertise/Equipment**: Please tell us a little bit about your interests and abilities in order to help us better allocate volunteers among committees and various other jobs. **Indicate the name of the family member who is interested or qualified in particular areas by writing the parent’s name next to the applicable interest, talent, or area of expertise.**

Accounting \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Web Design \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grant Writing/Fundraising \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Web Administration \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you skilled at carpentry, electrical wiring, or other home improvements? If yes, please specify. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have a large vehicle you would be willing to use to assist volunteers in moving supplies to and from storage sites? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have any experience or interest in event/party planning? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have any teaching experience or other experience working with young children? If yes, please explain. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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If you enjoy meeting new people and returning calls, are you interested in giving tours to prospective members? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you skilled at gardening or landscaping? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have extra storage space that could be used for school equipment or supplies? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please list any other special preferences, talents, or equipment you have that you think may be of use in serving on a committee. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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