

2010-2011 Sandy Hill Parent Committee Descriptions

Message from the Director:

When you elected to attend Sandy Hill, you agreed to accept a position on a committee. Please embrace your role and enjoy it!

Making placements is logistically difficult. I try to take in to account your requests, your personality (alumni) and the position you have previously held (alumni).

I have worked closely with the Board of Directors and S.H staff.

Together, we have created some new and many improved committee's based on the needs of S.H (this includes the staff, children and parents). Every S.H family is expected to work in some aspect on or with their committee, on average, five to ten hours each month. The goal is for S.H to be an exceptional place for children, their parents and our staff. Together, we make up the wonderful Sandy Hill

Community.

Thank you,
Emily Auer

Computer Support (2)

You will maintain our website and update monthly or as needed. You will maintain our group email list and assist with the electronic calendar. You are responsible for the end of year Auction finances and computer check-out services.

Only request comm. if: You have web development experience and are extremely computer literate.

School Spirit (4) **FUND-RAISING**

September: Design, order, distribute and process payments for T-shirts. Manages EScrip Program.

Goal: \$700 (t-shirt)

Goal: \$1500 EScrip

February: Research a fun sale. We are open to suggestions. Don't hold back! Ex. Make-a-plate, Dutch Mill Bulbs. *Order, distribute and process payments.

Budget: \$100

Goal: \$300

Net: \$200

Only request comm. if: you are organized; you enjoy raising funds; you have enough room to sort all of the goods

Room Parent (6)

Communicates with teacher and parents in class regarding classroom events, teacher needs, and school needs. Coordinates volunteer schedule via the online calendar (printed on the 15th of the month for teachers). Coordinates class basket for end of the year Social Party Live Auction.

Only request comm. if: you are organized and enjoy planning; you are comfortable with on-line calendaring and communications

Parent Events Committee (2)

Early October: Coordinate an organized family picnic

Via Posters, sign-up sheets, and emails. Organize a clear set up area and game area on location!

Organize all aspects of the End of Year Performance. Order food/drink, set-up, clean-up and more! Assist with set-up and clean-up at the end of the year social event (TBD by Social Committee). You will need to attend a final social committee meeting to ensure you are on the same page.

Budget for EOYP: \$1000

Only request comm. if: you are organized and enjoy party planning. Creativity is helpful for flyers and posters. Note: must attend all committee planned events

Administrative Support (1)

You will serve as a consultant to the director. Delivers and picks up photocopying, mail as needed, meets weekly with the director to assist with on-site tasks and off-site errands. May include phone calls, preparing flyers, filing and distributing paperwork! A very detailed description will be made available before the start of the school year.

Only request comm. if: you have free time at least one morning per week (TBD)

Bathrooms (2)

Clean Bathroom and storage closet once per week in A.M. Disinfect, sweep, deodorize with flowers or spray. Relay items of need to Purchasing (supply list located in Kids bathroom closet). You will be on clean-up committee after the End of Year Performance (EOYP) and social party (with two other committees). You will need to attend a final Social Committee meeting (TBD).

Only request comm. if: You have one hour each week for cleaning; able to attend the EOYP and Social Party.

Board of Directors (7)

Voting positions- Guidelines are set forth in the Board of Directors Job descriptions - maintained in the Presidents binder.

Community (3)

Plan and execute three annual parent talks/discussions and at least One Charity Drive.

Director/BOD's will designate one or more discussion/meeting topics. **Only request comm. if:** you are organized and enjoy planning parties. Some knowledge of education is helpful. Note: You are expected to offer hors d'oeuvres @ each talk/discussion. Must attend comm. organized events

Social Committee (4) FUND-RAISING

Organize the end of the year Social Party. Solicit suppliers for donations of food and drinks for party in addition to party supplies. Send Thank you letters at the end of the event (include our tax ID no. for write off). You will likely be sending 2-5 thank you letters each. Ask the Director for a template.

Budget: \$800

*orientation with Director and/or Board member liaison

Only request comm. if: You are organized, creative, enjoy party planning, comfortable soliciting for donations or discounts. The bulk of your committee work will be between the months of March and May. Note: must attend event

Auction Committee (4) FUND-RAISING

You will be coordinating with the Social and Soliciting Committee's in terms of organizing the live and silent auction portion of the end of year social party. You will be given some parameters, but the design/creativity is up to you. In other words, the fundraising committee will turn over all of the donated items to be auctioned off (20-40 items). You will create (not limited to): bid-sheets (either hand done or computer generated), the flow of the auction, the organization, payment processing. You will need to attend all of the social meetings. You will create the save-the-date card/flyer as well as the invitation to the event. You will also process the RSVP's and payments.

*orientation with Director and/or Board member liaison

Only request comm. if: You are organized, creative, enjoy party planning. Experience with Graphic Design is a plus for creating the invitations. The bulk of your committee work will be between the months of March and May. Note: must attend end of year social.

EDC Support (4)

Report to Playground by 12:30-2:15 once a month for staff meetings. Be available for EDC coverage during P/T conferences 4 to 5 times/year (12:30-2:15). Maintain EDC supply box monthly (solicit for recycled paper).

*orientation with Director

Only request comm. if: You feel comfortable setting limits and enforcing them; must be available for staff meetings and the conferences as listed on calendar

Maintenance (2)

Perform routine repairs throughout campus upon request or as you see fit. You will make monthly rounds of every playground to ensure safety for the children.

You will also supply each classroom with wood pieces/scrap that can be used for class projects. Needed every month or by teacher request if not needed monthly.

Budget: \$500

Only request comm. if: You are handy

Purchasing (1)

Inventory and purchase bathroom supplies as needed. Purchase school supplies twice/month (check teacher list & B.R list).

Only request comm. if: You have a Costco membership; you are available to shop twice/month; you have a large car for transport; you take initiative

Soliciting Committee (4) FUND-RAISING

Solicit businesses for quality auction items for the end of the year social event. We are asking for 20-40 items. For example: Hotel stay-local and out of town, health club memberships, restaurant certificates, spa packages...

Each item will be individually auctioned off (silent auction) or used for the raffle. We will supply some of the business contact information (donors from our past fundraisers). You should not have to worry about grouping or wrapping items. You will turn over all of your items to the Social Sub-Committee.

*orientation with Director and/or Board member liaison

End of Year Social Party Goal: \$4500

Net: \$3700

Only request comm. if: You are comfortable soliciting; you are personable; you are organized and efficient

Laundry and Recycling (1)

Empty recycle bins weekly (classrooms, playground & Director's office). Empty garbage on playground weekly (bags in B.R.). Wash classroom laundry weekly or as needed as well as the floor mat in director's office. Walk grounds surrounding playground to collect trash/recycle as needed.

You are on clean-up committee for End of Year Performance (EOYP) and end of the year Social Event (TBD).

Only request comm. if: You will attend the Social Party/Auction and the End of Year Performance (date on school calendar); you are willing to do laundry on a regular basis

Fall Fundraiser & Spring Raffle (4) FUND-RAISING

Fall: Coordinate coffee fundraiser by creating order form, advertising, doing a tasting, and ordering, processing and distributing coffee.

Goal: \$5000

Spring: Coordinate raffle to be held at end of year Social Party. Raffle prizes solicited by Soliciting Committee. Create raffle ticket, advertise and create excitement. Process ticket income-A/R sheet provided. Attend Social Party to sell more tickets and manage raffle.

Budget: \$275

Goal: \$2200

Net: \$1925

Only request comm. if: You are organized; you are efficient; you don't mind selling tickets. Note: must attend Social Party

Snacks (1)

Inventory, purchase and stock organic snack items as needed. Check grocery stores for specials. May need to call ahead for fruit by case. Clean out refrigerator monthly.

Only request comm. if: you take initiative and are available to shop weekly and are organized

Work Party (7)

Attend Fall and Spring work parties on both Friday and Saturday.

Coordinate with your volunteers to ensure all materials are on location for projects. Follow up with each volunteer before each party.

You are expected to arrive 30 minutes early and are expected to remain until all other volunteers have left and location has been cleaned-up. Budget: \$2000/year

Only request comm. if: You are handy and/or well organized, can attend the W.P dates as listed on the school calendar

Summer Support (1)

Assist the Director with various duties throughout the 6 weeks of the summer program (2010).

Responsibilities will include on and off site tasks. Review the following descriptions: Administrative Support, Purchasing, Bathroom, Laundry and Recycling, and Snacks.

Only request comm. if: You are available June 29th -Aug. 5th.

Enrollment in all three summer sessions is helpful.

Photography Committee (2) FUND-RAISING

One TTH parent and one MWF parent (professional photographers only). Take photographs throughout the school year including, but not limited to main events like: first day of school, field trips, various music days and Music/Movement days as well as Spanish days and S.H community events. Create a DVD to play and sell at the end of the year Social Party. Sell photos using SmugMug throughout the year.

Goal: \$1600 (\$1000 already earned)

Budget: \$150

Net: \$1450

Only request comm. if: You are a professional photographer, you are organized

Wish List Committee (1)

There are some basic needs that you can help meet in each classroom and @ S.H as a whole. Coordinate with the teachers and Director while incorporating the S.H community to get these needs met. Tangible and non-tangible

The ultimate goal is to obtain goods that would otherwise be donated or trashed. "Reduce, reuse, recycle"

Only request comm. if: you enjoy community building and taking initiative

Family Events Committee (2) FUND-RAISING

One TTH parent and one MWF parent

Organize and plan two family outings (ex. Meet for play-time at a local park) during the school year. Plan monthly restaurant fundraisers through local restaurants like: Pat and Oscar's, Souplantation, Pizzacato, Leucadia Pizzeria etc... Research other restaurants offering fundraisers. Be sure to plan fundraisers in and around Del Mar/ Carmel Valley and around Encinitas

Budget: \$100

Goal: \$500

Net: \$400

Only request comm. if: You enjoy planning and researching, are organized and efficient