

# COMMITTEE REQUEST FORM



One of your Tigard Playschool commitments is to serve on a committee or hold a board position.  
**Please indicate your job preferences by ranking your top choices 1-5.** Everything possible will be done to accommodate your choices, but you may be asked to consider another position. Thank you for your understanding!

**Elected Executive Board Positions \*attends monthly board meetings and monthly executive board meetings**

_____	_____	_____
President	Secretary	Registrar
_____	_____	_____
Vice President	Teacher Liaison	Treasurer

**Non-Elected Board Positions \*attends monthly board meetings**

_____	_____
Class Reps (1 per class)	Schedule parent-teaching days, serve as a liaison for the class.
_____	_____
Fundraising Chair	Plan, organize, and oversee fundraising events and committee.
_____	_____
Grant Writer	Apply for grants on behalf of the school.
_____	_____
Maintenance Chair	Help maintain facility, complete or arrange for repairs. Oversee maintenance committee. Manage monthly maintenance work parties, ensures teacher's wish lists are completed; monitors budget

**Positions and Committees**

_____	_____
Animal Caretaker	Maintain class pets, clean cages, refill food, water, etc.
_____	_____
Art Committee	Regularly cleans and maintains classroom creation station, art easels, and assists with any art prep at the request of the teachers.
_____	_____
Assistant Registrar	Assist Registrar as needed, coordinate advertising opportunities, assist at February Open House, copy and distribute flyers throughout the Beaverton, Tigard and Tualatin area to help promote TPI.
_____	_____
Assistant Treasurer	Collect and record tuition payments, assist the Treasurer as needed.
_____	_____
Book Order Coordinator	Distribute order forms monthly, order and distribute books.
_____	_____
Class Enrichment Coordinator (1 per class)	Coordinates field trips and dates with the teacher.
_____	_____
Fundraising Committee (1-2 per class)	Plan, organize, and oversee fundraising events.
_____	_____
Maintenance Committee	Help maintain facility, by doing repairs, (carpentry, handy work, sewing) and attending monthly work parties.
_____	_____
Memory Album Committee (1 per class, 1 chair)	Take pictures and assemble memory albums. Chair oversees committee.
_____	_____
Monthly Theme Change Committee (4-5 people, 1 chair)	Take down old themed areas and setup new themed areas. Chair oversees committee.
_____	_____
Newsletter Editor	Create and distribute monthly newsletter.
_____	_____
PCPO Representative	Attend PCPO meetings; report PCPO events and information to parents via monthly newsletter.
_____	_____
Social Committee (1 per class)	Arrange refreshments, setup for meetings and clean up. Coordinate parties and other events.
_____	_____
Web Maintenance and Administration	Maintain the school's website; make bi-weekly updates as needed.

Please circle capital word(s) that best describes the person who will be doing the committee job:

I like to work ALONE or PART OF A TEAM.	I like WRITTEN/VERBAL direction.
I like to work WITH/WITHOUT a deadline.	I like to LEAD/MOTIVATE/FOLLOW other people.
I AM/AM NOT an organized person.	I AM/AM NOT comfortable working with money (money management, budgeting, etc).
I would like to perform my job DURING SCHOOL HOURS or DURING THE EVENINGS/WEEKENDS.	

If you have skills in any of the following areas and could help the school, please circle below:

Carpentry	Sewing	Electrical	Plumbing	Web Design	Video Camera	Construction
Small part repair	Art	Music	Storytelling	Puppetry	Bookkeeping	Grant Writing

Please indicate any position that you would absolutely not be willing to take: \_\_\_\_\_

If you have previous experience in a co-op school, what positions have you held? \_\_\_\_\_

Would you be willing to chair a committee? YES NO If so, which committee? \_\_\_\_\_

Parent's Full Name (one most likely to do committee position): \_\_\_\_\_

E-Mail: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Class: \_\_\_ Purple \_\_\_ Yellow \_\_\_ Blue \_\_\_ Red \_\_\_ Green

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Tigard Playschool, Inc. does not discriminate on the basis of race, color, or national and ethnic origin.*

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