

APPS Committee Members

<u>Committee (# of people)</u>	<u>Responsibilities</u>
Animal (1)	In charge of arranging weekend and vacation care for animals owned by the school. You will also be in charge of purchasing supplies and making sure that the pet receives veterinary care if needed. At the end of the year, arranges for care of the animals for the summer.
Art (4)	Members of this committee share ideas and plan art projects on a monthly basis. Members are responsible for assembling supplies for projects, setting up projects, and leaving instructions for each project at school in the art area, as well as keeping the art area and art cabinets organized. Members also keep paint cart stocked and cleaned, fill paint cups once a week, make play dough and dye art materials such as rice or macaroni as needed.
Children's Parties (3)	Organize food, centerpieces, and decorations for parties, holidays, and special events. Be available at the party, if needed.
Cooking (3)	Help plan and implement children's cooking projects 1-2 times a month. This includes guidance while the project is underway in the classroom if necessary.
Field Trips (1)	Arrange field trips to be taken on class days.
4-Day Close-Up (2)	Assist teacher at end of each 4-day session in cleaning up and putting away all materials and equipment (usually 3:30 – 4 PM, except on party and field trip days when it will be from 3 – 3:30). Ideal for two 4-day parents.
General Meeting Set-up (1)	Work with the Adult Education board member to set up the classroom for the general meetings – usually takes a half hour before to the meeting. Provide other assistance to Adult Education board member (reminder calls to members assisting with meeting set-up or bringing snack to meeting).
Inside Maintenance (2)	Assist Inside Maintenance Chairperson in attending to maintenance and repairs.
Intercultural (1)	Assist Intercultural Chairperson in coordinating a program including intercultural guests, music, arts and crafts, cooking, games, activities, and the sharing of intercultural artifacts.
Monday Morning Set-Up (1)	Arrive at 8:30 am to unload the storage room and set up furniture. Will also help to set out projects and materials. Best if it is a Monday working parent in the 3-day class.

- Music (1) Help chairperson to plan and implement music enrichment and activities 1-2 times a month. This includes helping in the classroom. Keep the musical instruments in good condition.
- Newsletter (1) Compile and publish the monthly newsletter. A computer is needed. Includes making copies of newsletter and distributing copies before each general meeting and/or forwarding a copy to the web site assistant.
- Outside Maintenance (2) Assist Outside Maintenance Chairperson with special work days and in arranging for repairs, maintenance of wheel toys, improvements done on playground, mowing laws, weeding, cement work, or other miscellaneous tasks.
- Participation Secretary (1) Keep record of member work hours. Maintain general meeting sign-in sheet, notify President of second missed meetings. Monitor daily sign-in sheet. On a monthly basis, report any problems to the President.
- Public Relations/Grants (1) Assist P.R. Chairperson with identifying grant sources and filling out grant applications. Maintain information and data file for future grant applications.
- Public Relations/Photo (1) Maintain photo album. Keep film supplied and get it developed. Supply copies of pictures to the membership as necessary. Assist Public Relations Chairperson with sponsor program, open house, and other publicity. Also assist with melmac plates in March. Telephone work as required.
- Santa Saturday (5-6) Work with the Chairperson in organizing the annual Santa Saturday event, which is held the 1st or 2nd Saturday In December. This includes planning craft tables and the Santa Saturday store, decorating and setting up the day/night before, and organizing help from the membership for the day of the event. This committee is time-intensive at the beginning of the school year, but requires no other work once Santa Saturday is over.
- Science (2-3) Help the Science Chairperson plan and implement science projects in the classroom 2 – 3 times a month.
- See Saw Books (1) Act as librarian for children and adult literature. Distribute See Saw Books order forms and place monthly orders.
- Session Representative (3) Under the direction of the VP, promote communication between your class and the board. Collect and tabulate the mid- and end-of-year evaluations. Act as moderator for mid-year session meeting. Plan the end of the year gift for the teacher. (1 session representative per class)

Snack Planner (1)

With the help of the Director, plan daily snack for all classes on a monthly basis. Post the snack schedule in the kitchen. Supply shopping list including quantities to the snack purchaser. Post and keep the allergy list up to date. Clear refrigerator on a weekly basis.

Snack Purchaser (1)

Buy food and drink for children's daily snack for all classes. Make sure there is enough snack for all classes.

Ways & Means (3)

Assist the Ways & Means board member in working on fundraising events. Primary responsibility is to help support and maintain the scrip fundraiser by being at school to sell scrip at a scheduled time each week, and keeping accurate records of scrip purchases. It may also include helping to plan other non-mandatory fundraisers, obtaining raffle items, or following up with members who are behind on scrip purchases.