

## PARENT PARTICIPATION QUESTIONNAIRE

Parent's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Child's Name: \_\_\_\_\_ Child's Class: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

Each Archer family must hold a Committee position, Individual position, Chairperson or Board position. A description of responsibilities can be found in the attached Explanation of the Responsibilities of Officers, Board Coordinators and Committee Members. This questionnaire will be used to assist us in placing you on your committee.

### Committees & Individual Positions & Board Positions

Please indicate your 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, etc. choice of positions. If you are interested in chairing or co-chairing a committee please indicate by a check mark in the applicable column. Please indicate M for Mother or F for Father.

### COMMITTEES

#### COMMITTEE

#### CHAIR/CO-CHAIR\*\*

(check if interested)

_____ Art & Room Decorating	_____
_____ Fundraising	_____
_____ Hospitality & Housekeeping	_____
_____ Newsletter	_____
_____ Publicity	_____
_____ Purchasing	_____
_____ Class Coordinator	_____
_____ Secretarial - Photocopying*	
_____ Sewing & Laundry*	

\*Committee does not require chairperson or co-chairperson

### INDIVIDUAL POSITION

Assistant Registrar _____	Work Session Coordinator _____
Staff Secretary _____	
Email Administrator _____	Special _____
Health Officer _____	Webmaster _____

### BOARD POSITIONS\*\*

_____ President	_____ Publicity/Public Relations Coordinator
_____ Vice President/Registrar	_____ Parent Participation Coordinator
_____ Secretary	_____ Fundraising Coordinator
_____ Treasurer	_____ Building and Maintenance Coordinator
_____ Assistant Treasurer	

\*\*If you hold a chairperson, co-chairperson or board position, you are exempted from the summer work session.

**SPECIAL SKILLS** - Please indicate M for Mother and/or F for Father.

**Please indicate any special skills you possess. This will help place you in a position which best fits your skills.**

<input type="checkbox"/> Artistic Skills	<input type="checkbox"/> Food Service	<input type="checkbox"/> Realtor	<input type="checkbox"/> Other
<input type="checkbox"/> Attorney	<input type="checkbox"/> Fundraising	<input type="checkbox"/> Sewing	
<input type="checkbox"/> CPA	<input type="checkbox"/> Gardening	<input type="checkbox"/> Teaching	
<input type="checkbox"/> Carpentry	<input type="checkbox"/> Landscaping	<input type="checkbox"/> Typing	
<input type="checkbox"/> Character Role	<input type="checkbox"/> Nurse	<input type="checkbox"/> Type Setting	
<input type="checkbox"/> Playing (Santa)	<input type="checkbox"/> Painting	<input type="checkbox"/> Web Design	
<input type="checkbox"/> Computers	<input type="checkbox"/> Photographer	<input type="checkbox"/> Web Management	
<input type="checkbox"/> Dental Hygienist	<input type="checkbox"/> Plumber	<input type="checkbox"/> Yard Work	
<input type="checkbox"/> Doctor	<input type="checkbox"/> Purchasing	<input type="checkbox"/> Access to power tools	
<input type="checkbox"/> Electrician (licensed)	<input type="checkbox"/> Publishing	<input type="checkbox"/> Access to truck or van	

If other, please describe:

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**WORK SESSION CHOICES:**

**All Members\*\* shall participate in a June work session or an August work session to be coordinated with the Building and Maintenance Coordinator.** The work session hours are 8 a.m.-12 noon. The general duties for each work session are determined by the Building and Maintenance coordinator and typically include:

JUNE WORK SESSION - The work to be completed usually includes sanding and varnishing of furniture, toys, chairs, etc., interior repairs, painting rooms, painting exterior equipment.

AUGUST WORK SESSION - The work to be completed typically includes exterior repairs and maintenance. This entails weeding, raking and cleaning play area, putting down wood chips. Includes any work still pending from June work session.

**Building and Maintenance Work Session**

Each family\*\* is required to participate in one work session. You can choose to opt out of the work session by forfeiting the \$125 work fee due at with your first tuition payment. Please indicate your choice:

^June 23, 2012 \_\_\_\_\_ ^August 18, 2012 \_\_\_\_\_ Or  
Opt Out & Bill Me \$125 fee \_\_\_\_\_

\*\*If you hold a chairperson, co-chairperson or board position, you are exempted from the summer work session.

^Dates could be subject to change.

## EXPLANATION OF THE RESPONSIBILITIES OF OFFICERS, BOARD COORDINATORS AND COMMITTEE MEMBERS

It is the responsibility of every member family to serve on a committee. The Nursery School operates most smoothly if everyone is assigned to a job for which he/she is best qualified. With this in mind, we are asking you to read the following job descriptions carefully and to select the committee(s) which best suit your talents and schedule. Some entail summer work (denoted by an \*\*), others require time at the school, and still others can be done at home or are seasonal.

In addition, those who have been in the school for more than one year or have had leadership experience elsewhere should consider leadership positions at Archer. Volunteers are welcome and an indication of interest at this time does not represent a firm commitment on your part.

The Board is comprised of four (4) officers (President, Vice President/Registrar, Secretary, and Treasurer, and five (5) Trustees (Assistant Treasurer, Parent Participation, Building and Maintenance, Publicity/Public Relations, and Fundraising). The duties of these positions are best understood by reading their job descriptions in the Bylaws and by speaking with current Board Members.

The duties of each Board position and committee are detailed below and are listed according to the Board Officer or Board Coordinator to whom they are responsible.

### **BOARD POSITIONS**

The Archer Board meets one evening a month on a date set by the President; all of the Board Members are required to be present. The Board meetings are held to discuss school related business. Each Board Member gives a monthly report at these meetings as well as contributes to any school related business. In addition, the Board Members contribute to the newsletter on a monthly basis in order to keep the school body updated on their work. The Board Members may be in charge of one or more committees, with which they must communicate to ensure they run smoothly. Finally, the Board Members must help give tours during Archer's Open House.

**PRESIDENT** - Calls and presides at all meetings of the general membership and the Executive Board; supervises the actions of all other elected officers and Committee Coordinators; appoints Chairpersons of any special committees as necessary; responsible for reserving Archer Hall and other rooms necessary for Nursery School functions; serves as chair of Staff Selection Committee, if necessary; serves on Budget Committee; and evaluates the Director.

VICE PRESIDENT/REGISTRAR - Oversees registration procedures; keeps official membership lists of the Nursery School; receives all inquiries on enrollment; keeps records of application; maintains waiting lists; coordinates Open House and Registrations; assures preparation of Registration Packets and Parent Orientation Packets; supervises the activities of the Assistant Registrar & E-mail correspondent. Must have access to Microsoft Access software to maintain database of members.

SECRETARY - Keeps minutes of all meetings (General Meetings and Executive Board Meetings); conducts all organization's correspondence as delegated by the President; keeps a complete correspondence file; assists Director, as necessary; updates Bylaws as necessary, and supervises the activities of the Secretarial/Copying Committee. Responsible for Archer's Sunshine Program. Plans and coordinates the end-of-year picnic.

TREASURER - Maintains the school's financial records, including a meeting(s) with the financial/tax consultant. Manages both checking and savings bank accounts, oversees the accounting of all revenue and expenditures. Makes all bank deposits. Prepares monthly financial report. Obtains Board approval on non-operating expenditures. Responsible for the preparation and management of tuition invoices. This position requires exceptional organizational ability and an analytical mindset. An accounting background is preferred.

ASSISTANT TREASURER - Responsible for the handling of all accounts receivable. Collects revenue (tuition, fees, fundraising, etc.) and prepares pre-specified, detailed expenditure requests and forwards to Treasurer. Continually monitors information necessary for billing (registration, enrollment changes, fees to be imposed, etc.).

BUILDING AND MAINTENANCE COORDINATOR - Facilitates June and August work sessions which includes preparing interior/exterior worksheets and delegating assignments. Confers with staff throughout the year to determine any equipment, supplies, housekeeping and maintenance needs during the year; purchases maintenance and repair supplies and monitors maintenance inventory; and supervises the activities of the Housekeeping Committee, Hospitality Committee, Sewing and Laundry Committee, and Purchasing Committee.

PARENT PARTICIPATION COORDINATOR - Assigns members to Committees; supervises the activities of the Scheduling Chairperson and Class Coordinators, and Art & Room Decorating Committee; coordinates and oversees the duties of the Nominating Committee; and takes attendance at General Meetings. Collect all end-of-year reports from board and chairpersons. Must have access to Microsoft Access software to maintain database of all members and their committee position.

FUNDRAISING COORDINATOR - Responsible for generating money on behalf of Archer. Communicates the fundraising mission to the membership; plans and schedules events throughout the school year to raise capital for Archer which includes family fun activities, parent activities, product drives and any other fundraising activities. The fundraising board member oversees the duties of the Fundraising Committee.

**PUBLICITY COORDINATOR:** Oversees and assists with committee duties of two committees: Publicity and Newsletter; ensures that the general operations of each committee run smoothly throughout the year; responsible for preparing and submitting all paid advertisements and many press releases to local newspapers; maintains the school scrapbook; responsible for proof reading the newsletter each month before it goes to press ; and coordinates and supervises the Allendale Library project in April each year. Also works with the Fundraising Committee on publicizing events. Finally, oversees the webmaster and is responsible for Archer's website.

### **INDIVIDUAL POSITIONS**

**ASSISTANT REGISTRAR** – Aids the Registrar in preparation of registration packets (includes copying packets), and assist during the two registration days (Saturdays). At the September meeting, they will copy all paperwork for September Parent Orientation. Responsible for posting flyers for our open house & class openings at libraries, pools, supermarkets & any other place you may find parents with preschoolers. Will work with the staff secretary on mailings. Mailings about the school will be done periodically throughout the year.

**EMAIL CORRESPONDENT** – Maintains the schools email database by updating throughout the year. Responsible for emailing school members throughout the year with newsletters, fundraising events & other on-going communication from the school. Publicity will provide the newsletter copy & fundraising will provide copy for all their events. Maintains email database of members & alumni. This position works with the registrar.

**HEALTH OFFICER (RN)** - Reviews all completed Health Forms and follows up on necessary updates and changes. Maintains classroom first aid boxes. Informs parents of communicable diseases in the classroom.

**SPECIAL SKILLS AND SERVICES** - Any skill, service or products that you are willing to donate to the school in lieu of a Committee assignment.

**STAFF SECRETARY** - Aids the Director/Staff in any and all responsibilities delegated by the Director/Staff. Chairs the Secretarial Photocopying Committee. Assists the assistant registrar with mailings & posting flyers at local libraries, pools, supermarkets and any other place you may find parents with preschoolers.

**WEBMASTER** - Responsible for maintaining the website currently hosted at [www.ArcherNurserySchool.com](http://www.ArcherNurserySchool.com). You will be responsible for updating the site with monthly newsletters, information about our open houses and registration information in January. Webmaster is responsible for updating website regularly by changing graphics on a seasonal basis from an already established art library, uploading new photos, acting as main contact person for inquiries regarding website; knowledge of HTML is helpful. This person will work with the Publicity Coordinator.

WORK SESSION COORDINATOR\*\* – Two individuals needed to coordinate a June work session and an August work session in conjunction with the Building and Maintenance Coordinator. Each Chairperson will be responsible for phoning and scheduling a team to work one session as well as attend the scheduled session. The general duties for each work session are as follows:

\*June Work Session – the work to be completed typically includes sanding and varnishing of furniture, toys, and chairs - interior repairs, painting rooms and painting exterior equipment

\*August Work Session – The work to be completed typically includes exterior repairs and maintenance. This entails weeding, raking, cleaning the play area and putting down wood chips. It also may include any work still pending from the June work session.

### COMMITTEES

ART & ROOM DECORATING: Provides and hangs all seasonal window artwork for the school. Committee members are responsible for decorating windows-usually one evening per month. Involves evening hours. This committee sometimes requires special projects. Such projects might include making new classroom decorations, repairing or replacing old decorations, and participating in the Month of the Young Child exhibit at the Allendale library. Involves collecting and/or purchasing necessary materials, making and delivering completed project. Work can be done at home.

FUNDRAISING - The fundraising committee members are responsible for generating money on behalf of Archer. The committee members plan and schedule events throughout the school year to raise capital. Fundraising efforts include family fun activities, parent activities, product drives and any other fundraising activities. The fundraising committee is also responsible for communicating the school's needs behind fundraising efforts. The Fundraising Coordinator oversees the fundraising committee members.

HOSPITALITY & HOUSEKEEPING - Prepares the meeting rooms and provides refreshments for the two (2) General Meetings, holiday parties, and summer work sessions. Members also assist in packing and unpacking classroom equipment in September and May, cleaning classrooms during the December break and moving furniture for carpet cleaning in June.

NEWSLETTER: Gathers submissions via email for the newsletter each month from board members and school staff. Either cuts and pastes or re-types all of the submissions into the newsletter format. Uploads to the Archer web site. Copies, collates, labels and distributes the newsletter, which usually numbers about 125 copies. Must have computer with word processing and email. Members should be accurate, proficient and have a good sense of balance and proportion for layout. Each member is usually responsible for handling the newsletter for 2-3 months.

PUBLICITY: Handles all of the publicity for the school and prepares informational literature. Publicity works throughout the year to keep Archer in the public eye.

Committee members photograph school events and submit photos and information to the local newspapers and the Archer web site. Each member is responsible for handling publicity for 2-3 months of the school year.

PURCHASING - Purchases supplies. Places and receives orders for bulk items (i.e., paper towels, toilet paper, etc.). Works with Director.

CLASS COORDINATOR - Coordinator prepares the classroom work schedule twice during the year (Sept.- Dec. & Jan.-May). Collects all necessary paperwork and monies for their classes. Advises class of emergency closings. Class Coordinators for the 2 ½ and 3-year-old classes encouraged to hold a class gathering at the beginning of the school year. Will serve on the Nominating Committee in February/March and will be responsible for approving and/or nominating the Executive Board under an outgoing Board Member. One coordinator is needed for each class.

SECRETARIAL PHOTOCOPYING - Copies and collates the work of the Staff Secretary and Teachers class project sheets. Work is handled on a rotational basis (actual time commitment should be 3 months depending on the number of committee members). The committee chair coordinates the work schedule for the committee, establishes committee procedures and liaises with the board secretary.

SEWING AND LAUNDRY - Makes items for the classrooms such as curtains, smocks, dress-up clothes, etc., as well as cleans and repairs these items during the school year. Must be able to sew & have access to a sewing machine

