

# Cooperative Points System

Your participation keeps our preschool successful!

~Each family\* must complete the checklist and earn a total of **20 co-op points** total by the end of the school year to receive their co-op refund. The school year will be divided in semesters to ensure fair opportunity to earn points and encourage active participation throughout the school year. The Fall checklist is due by **Winter Break**. The Spring checklist is due by **Graduation**. You are responsible for documenting and submitting your checklist. **If you do not submit your personal checklist by the deadline, then you will not be eligible for your co-op refund.**

FALL SEMESTER	SPRING SEMESTER
<b>Meetings</b> Attend one meeting per semester at minimum.	
<b>Fall Meetings</b> <input type="checkbox"/> Orientation <input type="checkbox"/> Fall meeting (November) <input type="checkbox"/> Additional Meeting (planning, Board Q&A, Board Meet and Greet)	<b>Spring Meetings</b> <input type="checkbox"/> Annual Meeting (March) <input type="checkbox"/> Additional Meeting (planning, Board Q&A, Board Meet and Greet)
<b>Major Events/Fundraisers</b> Attend at least one event annually - Fall Festival, Spring Event, or Meadows Farms. * Event Chairperson(s) do not have to participate in cleanups.	
<b>Fall Events</b> <input type="checkbox"/> Fall Festival Volunteer (max of 10 people) <input type="checkbox"/> Fundraising of at least \$100	<b>Spring Events</b> <input type="checkbox"/> Spring Event Volunteer (max of 10 people) <input type="checkbox"/> Meadows of Farms Volunteer (max of 6 people) <input type="checkbox"/> Fundraising of at least \$100
<b>Cleanups</b> Chairperson must serve <i>two months</i> consecutively. You can only be chairperson once. Committee members must complete one cleanup per semester at minimum.	
<input type="checkbox"/> August Committee <input type="checkbox"/> September Committee <input type="checkbox"/> October Committee <input type="checkbox"/> November Committee <input type="checkbox"/> December Committee <input type="checkbox"/> Additional volunteer/cleanup duty Duty: _____ Date: _____	<input type="checkbox"/> January Committee <input type="checkbox"/> February Committee <input type="checkbox"/> March Committee <input type="checkbox"/> April Committee <input type="checkbox"/> May Committee <input type="checkbox"/> Additional volunteer/cleanup duty Duty: _____ Date: _____
<b>Additional Annual Points</b> Volunteering in these roles will meet your total annual points required. Or you may volunteer in Fall AND in Spring (See Additional Fall Points and Additional Spring Points below.)	
<input type="checkbox"/> Room Parent (25 points, 1 person per class) <input type="checkbox"/> Memory Book Chairperson (25 points, 1 person per class) <input type="checkbox"/> Fall Festival Chairperson (25 points, 1 person) <input type="checkbox"/> Cleanup Chairperson (20 points, 1 per cleanup ) <input type="checkbox"/> Spring Event Chairperson (25 points)	
<b>Additional Fall Points</b> Earn at least 10 points.	<b>Additional Spring Points</b> Earn at least 10 points.
<input type="checkbox"/> Fall Festival Committee (10 points, max of 10 people) <input type="checkbox"/> Memory Book Committee Fall (10 points, max of 5 people) <input type="checkbox"/> Play Dough Committee (5 points, one person per month) <input type="checkbox"/> Class Volunteer (5 points per event) Event: _____ Event: _____	<input type="checkbox"/> Spring Event Committee (10 points, max of 10 people) <input type="checkbox"/> Plaque Committee (10 points, max of 4 people) <input type="checkbox"/> Graduation Committee (10 points, max of 4 people) <input type="checkbox"/> Memory Book Committee Spring (10 points, max of 5 people) <input type="checkbox"/> Play Dough Committee (5 points, one person per month) <input type="checkbox"/> Class Volunteer (5 points per event) Event: _____ Event: _____

\*Any family member or caregiver (18 years or older), including grandparents, siblings, etc, may participate on your family's behalf.

## POSITIONS AND DESCRIPTIONS

### COMMITTEE CHAIRPERSON

**a. Cleanup Chairperson (20 points, must serve two months consecutively)**

Organizing and overseeing two consecutive monthly cleanup events with designated Cleanup Committee members. This involves adhering to the agreed upon cleaning schedules, delegating tasks, ensuring effective communication, managing resources, addressing problems, maintaining safety of individuals and the building, and evaluating the success of the cleaning efforts. Additionally, this person should ensure that all tasks are complete within and outside of the facility. Lastly but not limited to, monitor a sign-in and sign out sheet to keep record of committee members' participation.

**b. Fall Festival Chairperson (25 points)**

Assign duties to committee members, such as games, vendor trucks, bounce house, vendor liaison, parking, or any other duty as needed. Design advertisement and present to the Secretary to publish in the local newspaper and online. Develop a shift sign-up for volunteers. Call or email workers to remind everyone of their job and time slot. Assign vendors a designated spot and design a corresponding outline/map. Oversee set-up and clean up volunteers. Make and put up signs throughout the neighborhood. Be present the day of the event to help with any questions or problems that may arise.

**c. Fundraising Chairperson (All points earned; no additional duties required)**

Present the Fall fundraiser plans during Orientation, organizes and arranges with local businesses monthly spirit nights, creates flyers for spirit nights to present to Secretary for inclusion in Harbour View article and social media posts. Coordinate with the representatives from each company AHPS collaborates with for fundraising events, prepare tax receipts/forms for vendors as needed, distribute information to families as needed for each event, send corresponding emails and provide reminders. In addition, along with the board, helps arrange the t-shirt sale with the selected t-shirt company vendor and helps with ordering if a separate ordering process is needed. Coordinates with the Committee Director for any additional duties as needed, such as help with oversight of Fall Festival and Spring Fundraising events. Coordinates with the Treasurer to keep track of fundraising deposits and amounts.

**d. Memory Book Chairperson (25 points)**

Arrange memory book committee members for all class events. Establish timelines and hold quarterly meetings with the memory book committee to access their progress. Ensure the committee has adequate pictures of every student during the events. Be responsible for organizing pictures on designated websites (Shutterfly) and creating a final memory book, due by the end of April.

**e. Room Parent (25 points)**

One parent for each class. Plans and prints monthly snack calendars, contacts parents regarding special class days, events, and other classroom needs requested by the teachers.

**f. Spring Event Chairperson (25 points)**

Work with the Fundraising chair to assign volunteer duties: prize donations, supplies, decorations, beverage and food truck vendors, and preparing informational brochure and any additional event related publications,. Volunteers are needed for the day of the event to set-up, check-in attendees from pre-sales, collect money, and clean-up. Monitor and check-in with volunteers to make sure tasks are being completed leading up to the event. During the event, monitor and help the Fundraising chair with any issues that arise.

### COMMITTEE MEMBER

**a. Class Volunteer (5 points per event, max of 2)**

Participates in various tasks assigned by teachers, both in-class and at-home activities that support the classroom environment. This can include offering support to students, preparing materials, and assisting with events and field trips. Sign-up opportunities will be provided by the teachers throughout the year!

**b. Cleanup Committee (no points required; check the list when done, 10 people needed)**

Holds the responsibility of ensuring cleanliness and tidiness with the school premises both indoor and outdoor areas. Their tasks include cleaning and disinfecting all areas, which cover but are not limited to toys and bathrooms. Additionally, the committee oversees the maintenance of outdoor spaces, including trash removal, raking leaves, trimming branches, and playgroup upkeep. If any task is completed ahead of schedule, it is expected that everyone will cooperate and provide assistance, as teamwork is pivotal for maintaining a consistently clean and well organized environment.

**c. Fall Festival Committee (10 points, 10 people needed)**

Each member is responsible for all aspects of planning & preparing for the vendor fair/festival to include: pricing, vendor fair/festival signage, setting up the morning of the vendor fair/festival, working vendor fair/festival shifts, and cleanup and removal after the vendor

fair/festival. All committee members must participate in more than one shift (of the above mentioned) to earn ALL 10 points and work the day of the vendor fair/fall festival.

**d. Graduation Committee (10 points, 6 people needed)**

Provide essential support the evening before and on graduation day at Harbour Inn for the upcoming graduation ceremony. Participants will actively engage in setting up for all ceremonies, participating in all ceremonies by providing backstage assistance to graduates before the commencement. Additionally, members play a key role in serving cake and punch to attendees after the ceremony, and contributing to post-event cleanup. ***\*We encourage 3s parents to sign up for this responsibility, allowing 4s parents to fully enjoy their child's graduation.***

**e. Memory Book Committee (10 points, 16 people needed)**

Each committee member will attend class events and take pictures. Members of this committee are then asked to upload their pictures to a designated website (provided to you by the Chairperson) after each event. Please take a few moments to go through your pictures and only upload the best pictures you have for each event. At the end of the school year, the Memory Book Committee will also assist the Chairperson with organizing and completing the memory book for their class.

**f. Plaque Committee (10 points, 4 people needed)**

Each member is responsible for painting approximately nine graduation plaques for the graduation ceremonies. Steady hands and patience required! Must start work on plaques early in the school year and have them completed in March. Supplies and detailed instructions on how to paint them will be provided.

**g. Playdough Committee (5 points, 1 per month)**

Operates on a monthly rotation, making two batches of colored and themed coordinated playdough for the school. Teachers will provide the recipe for making the playdough. Volunteers are responsible for purchasing supplies to make the playdough.

**h. Spring Event Committee (10 points, 10 people needed)**

Work with Fundraising Chair and chairperson with acquiring prize donations, supplies, beverage and food truck vendors, brochure, packet assembly, set-up, check-in, money collecting, and clean-up.