



Diamond Bar Community Preschool

400 Rancheria Road • Diamond Bar, CA 91765 • (909) 861-2260

COMMITTEE DESCRIPTIONS

All working parents of the preschool are required to participate in **ONE** of the school's committees. Please review the committee list below and choose the top **THREE** committees in which you would be interested in serving. Please number them in order of preference. You will be assigned to a committee based on your choices.

- _____ **Art/Craft Committee:** Preparation of all materials for the daily art/craft program as directed by the teacher. (1 Chairperson and 5 members)
- _____ **Library/Scholastic:** Responsible for the rotation of library books and book orders. (1 Chairperson)
- _____ **Dramatic Play:** Preparation of dramatic play program as directed by teacher. (1 Chairperson)
- _____ **Special Events:** Plans and coordinates field trips as well as school parties and special days as directed by the teacher. (1 elected Chairperson plus Two 2-day members, Two 3-day members)
- _____ **Housekeeping:** Organizes and attends all housekeeping parties for verification. (1 Chairperson, 2 co-chairs)
- _____ **Stepping Stones:** Responsible for copying materials for the Stepping Stones program as directed by the teacher. (2) 3-day
- _____ **Curriculum:** Preparation of materials utilized in the school's program. This may include science projects, various academic and motor-skills development activities. (1 Chairperson and 2 co-chairs)
- _____ **Annual Fundraiser(s):** Preparation, planning and coordination, as well as execution and implementation on the day of the school's biggest fundraising event(s). Will work under the direction of the committee chairs throughout the year or for several months working toward making the event(s) successful. (2 Chairpersons and 10 to 15 members).
- _____ **Ways and Means:** Work on school fundraisers throughout the year under the direction of the elected Chairperson. Responsibilities may be to set up, coordinate, make phone calls and arrangements, as needed. (1 Chairperson and 5+ members).
- _____ **Garden Committee:** Responsible for maintaining the school garden. (1 Chairperson, 1 co-chair)
- _____ **Technology/IT:** Responsible for troubleshooting technology-related issues as they arise. This may include working with the printers, email servers or networking for the computers. (1 Chairperson)
- _____ **Treasurer's Aide:** Assist the elected Treasurer with administrative duties in an ongoing basis throughout the school year. (1 Chairperson).

If you do not make any committee selections, then one will be chosen for you. I am looking forward to meeting each of you and having a fantastic school year.

Sincerely,

Ashley Ortiz
President

president@diamondbarcommunitypreschool.org

Family Name _____