

3. PARENT INVOLVEMENT

Overview

Parents are required to:

- **Attend Orientation Sessions at the beginning of the year. This is mandatory for anyone who will parent help for your child during the school year.**
- Assist in the classroom as a parent helper and be available on scheduled alternate days.
- Attend monthly general meetings.
- Participate actively as a member of one of the preschool's job committees or in a leadership position (board or chairperson).
- Actively participate in all fundraisers and contribute towards the school's total fundraising goal.
- Participate in one cleaning day per year and help with school maintenance.
- Meet other requirements as stated in the Parent Agreement (see the Sample Parent Agreement on Pages 27-28).

Punctuality is expected.

Parents are encouraged to attend various social events. We try to arrange adults-only functions during the year, as well as family picnics and parties. That way we can get to know each other as people, not just parents. If you are interested in hosting or helping with any social event, please contact the Social Committee Chair or your Class Representative.

A parent's active participation in the preschool benefits not just the child but the parent and indeed the whole family. As a Tillamook parent you can expect to gain:

- Support in your parenting challenges and successes.
- Increased understanding of child development. In particular, the teacher will offer her expertise and insights in discussions of your child's progress.
- Ideas to improve your parenting skills—from the classroom, from parent education speakers and discussions at general meetings and from informal sharing with other parents.
- A network of families for play dates, outings, baby-sitting exchanges, etc. In short, new friends for you as well as for your child.
- Satisfaction in working with others and doing your part to help run a great co-op preschool.

COMMUNICATION WITH TEACHER

You will have an opportunity to schedule conferences with the teacher in the fall and spring. These will be times to set goals for your child, discuss his/her preschool experience and anything else you would like to talk about with the teacher. However, conferences alone will not establish the kind of teamwork between parent and teacher that is so important to the child's development. Please talk to the teacher frequently. Ask her any questions you have about your child in the class, about your parent

helping, or let her know when things are happening at home that might affect your child at school. Please be sure to let her know if there is something she can do to make you feel comfortable in the classroom. It is a great help to know what activities you most enjoy and what you would rather not do.

PARENT SHARING

You will enrich our class greatly if you share your talents, skills, and interests with us. Bring a favorite book to read to a small group of children, a plant or animal to show and discuss. Share your job with us, your hobby, your musical ability. Talk with the teacher about when and how you would feel comfortable sharing and when it would fit into both your plans.

Parent Helping

BASICS

Parent helping is the cornerstone of a co-op preschool. Families in the two-day class will parent help one or two times a month, and three-day class families will parent help two or three times a month. Those with two children in the school will parent help for the appropriate number of shifts for each child enrolled. For example, if you have two children in the two-day class you will parent help 3-4 times a month.

The benefits and responsibilities of parent helping include:

- Adding a new dimension to your relationship with your child.
- Assisting the teacher in carrying out curriculum.
- Expanding parenting skills under the guidance of the teacher.
- Helping keep children safe.
- Performing housekeeping chores.

WHO PARENT HELPS?

Portland Tillamook Preschool welcomes all families who would like a cooperative preschool experience. Some families have one parent do the parent helping. Others choose to have parents take turns. You might also have another person who cares about the child and is involved in the child's life do the parent helping. **As noted in the parent agreement, anyone who will be helping in the classroom must go through orientation of the daily program and complete the Oregon Department of Education Criminal History Background Check form and review prior to helping.**

If a potential classroom helper is unable to attend the orientation, or joins the school later in the year, he or she must spend a day in the classroom with the Class Representative prior to the first parent help day. The Class Representative will also go through the topics covered in the orientation sessions. On the first day a new parent is scheduled to help, the other parent helpers that day can also assist in orienting the new family. Class Representatives will follow up to answer questions, assist with committee assignments, and so on.

SCHEDULING SYSTEM

All parent helper shifts will be scheduled by the parent who serves as our Scheduler for the year. The Scheduler will also track schedule changes, trades, alternates, and total shifts worked for each family, and will then post the totals monthly on the bulletin board.

The Scheduler will work with you to fit your parent helping obligation into the days of the week/month on which you are available to parent help. Please make sure you notify the Scheduler, in writing, of any needs you have for certain days, weeks, or months during the year.

If you have a period of time during which you are unable to work a shift (e.g., vacation, pregnancy) you can fulfill your obligation by working more in a different time period. Please contact the Scheduler to make appropriate arrangements.

By the 15th of each month the completed schedule for the coming month will be posted and distributed. One copy will be placed in the cubby of each child and one copy will be posted on the bulletin board. The schedule will also be posted in the Current Parents Only section of the school website: www.tillamookpreschool.org.

SCHEDULE CHANGES

If you realize you are unable to parent help on your scheduled day and know of this more than 12 hours in advance, *it is your responsibility to arrange for a replacement for that shift*. You must:

1. Find a replacement for the shift you are unable to work. You may either trade shifts with another parent or find a parent willing to work an extra shift.
2. Notify the Scheduler by e-mail or telephone.
3. Change the schedule posted on the bulletin board. This is necessary as the teacher uses this information in curriculum planning.
4. If the shift you are changing is an alternate shift be sure to e-mail or telephone all the other parents working on that day with the name of your replacement so they will know whom to contact should they need the alternate for that shift.

Please remember, the Scheduler carefully tracks the number of times parents help and will adjust for the change in scheduling if properly notified. Failure to notify the scheduler of changes may mean that you do not get proper credit for the shifts you work.

ALTERNATES

An alternate parent helper is scheduled for every preschool day. *The alternate is to be used for last-minute, emergency purposes only*. For example, if a scheduled parent helper or their child becomes sick within the 12-hour period preceding the preschool day, the alternate may be used.

The person scheduled as the alternate **must be available on the scheduled day, just as if s/he were a regular parent helper**. The alternate is essentially "on call" until the

preschool session has begun and all the parent helpers have arrived. Alternates should arrive at school by 8:45, prepared to parent help if needed.

If you are the alternate and end up working, be sure to note that you worked (and who was unable to work) on the schedule on the bulletin board. Please also notify the Scheduler of the change by e-mail or telephone as soon as possible to be certain that you get credit for working the shift.

Financial Obligations

TUITION

The school year runs from September through May. We follow Portland Public Schools calendar for holidays and in-service days. The first payment is the annual Start-up Fee, due May 1. Tuition will be due the first school day of each month, starting in October, and continuing through May. Tuition for the month of September is due in August. Refer to your Parent Agreement for current year rates. Tuition rates are evaluated and adjusted annually.

Tuition may be given directly to the Treasurer or placed in the red Treasurer Mailbox folder in the classroom file cabinet. Please pay by check and note your child's name and the word "tuition" on the check. If you have to pay by cash, it must be given directly to the Treasurer and counted with you there to confirm that s/he has received the proper amount. Do not leave tuition in cubbies.

Tuition is considered late seven calendar days after the first school day of the month. A late fee will be charged. An additional late fee will be charged for each week the tuition remains unpaid. If you are having trouble paying your tuition, please contact the President or Treasurer.

Tillamook also has a limited amount of financial aid available (a copy of the school's Financial Aid Policy is on pages 56-57). For more information or to apply, talk to the President, the Treasurer, or Anti-Bias/Parent Education Coordinator.

FUNDRAISING

Fundraising is a vital source of operating income for the preschool. The teacher's salary, our rent, financial aid, utilities, and school supplies are all partially covered by fundraising dollars. Everyone is expected to participate in all fundraising events in the following ways:

- By participating in the agreed upon fundraising programs to contribute to the school's total fundraising goal, as set in the budget each April.
- By working a shift under the direction of the fundraising committee at each specific fundraising event, if necessary.

The Board sets the total fundraising budget in the spring preceding each school year. The total dollar amount to be raised, divided by the number of students enrolled in the Co-op, gives an average amount for each family to work towards. You can do this as a family and/or involve your friends, neighbors and relatives to help work towards our school's fundraising goal.

MEMORY BOOKS

There is a special one-time fee for the materials for your child's "memory book." The fee is due at enrollment. The class historians will record special events and activities throughout the year and will facilitate the creation of memory books by parents and children. The children get to take their memory books home on the last day of school.

Additional Obligations

SATURDAY CLEANING

Each family must sign up to help clean the school one Saturday during the school year. This is done with other families and takes about three hours. There will be a sign-up sheet at the first General Meeting, and the sheet will remain posted on the bulletin board. The Building and Maintenance Coordinator will direct the Saturday cleaning.

GENERAL MEETINGS

General Meetings are mandatory. At least one parent/guardian from each family must attend. Because parent helper issues are discussed, we strongly encourage the parent helper in the family to attend the general meeting. These meetings are essential for the well-being of our cooperative. We discuss and decide on school issues, hear speakers, hold discussions on parenting and other topics of interest, and enjoy some adult social time.

Childcare at General Meetings

Childcare is available, for both enrolled students and siblings, in the classroom during General Meetings for a small fee. Advance reservations are required. A sign up sheet will be posted on the bulletin board at least two weeks prior to meetings. The sign up sheet will be removed two days prior to a meeting. No reservations will be accepted after the sign-up sheet is removed, so that the Child Care Coordinator can ensure the proper baby-sitter to child ratio for the safety of the children.

If it becomes necessary to cancel a reservation for childcare, you must contact the Child Care Coordinator by noon the day of the meeting. Anyone who makes a reservation, and does not call to cancel the reservation prior to the deadline, will be required to pay the fee even if their child/ren do not come.

Please note that the childcare provided during general meetings is not covered by the school's insurance policy.

COMPLIANCE WITH ZERO TOLERANCE POLICY

There will be zero tolerance for any perceived threat of violence.

There will be zero tolerance for the use of behavior-altering drugs or alcohol at school or at a school-sponsored event where children are present.

This specifically includes refraining from the use of alcohol or drugs that impair mental or physical capacities 8 hours before school or any school-sponsored event when you are directly responsible for the safety of the children.

PARENT AGREEMENT

A sample copy of the Parent Agreement follows, for your reference. This outlines the membership requirements and must be signed by the child's parents or guardians prior to enrollment. Please refer to your current year agreement from your enrollment packet.

SAMPLE PARENT AGREEMENT

I agree to enroll my child, _____, in the Portland Tillamook Preschool. My child will be a member of the:

() **2-Day Class** 9:00-12:00 noon Tuesday & Thursday Tuition: \$90 /month.

() **3-Day Class** 9:00-12:00 noon Monday, Wednesday, & Friday Tuition: \$126/month.

***** PARENTS: PLEASE READ CAREFULLY BEFORE COMMITTING TO THESE OBLIGATIONS! IF YOU HAVE ANY QUESTIONS OR CONCERNS, PLEASE CALL A BOARD MEMBER. *****

I understand and agree to the following rules and obligations:

1. To **pay the Start-up Fee**. This \$80 fee is due by May 1, (one week prior to the philosophy meeting) and is non-refundable.
2. To **pay tuition** due on the 1st school day of each month from October through May. Tuition for the month of September is due in August. Tuition is considered late seven calendar days after the first school day of the month. A late fee will be charged. An additional late fee will be charged for each week the tuition remains unpaid. Tuition rates are evaluated and adjusted annually.
3. To complete an **Oregon Department of Education Criminal History Background Check request form** for everyone who will parent help or drive to field trips. The results of the background check will be confidential, and will be handled on a case-by-case basis. The Board of Directors will confidentially review any report of crime against a minor.
4. To provide a completed **immunization record** prior to the beginning of school.
5. To read, understand, and follow the school's philosophy, rules and regulations as presented in the **Parent Handbook**.
6. To comply with the school's policy of **zero tolerance for violence, threats, drugs, and alcohol**. This specifically includes refraining from the use of alcohol or drugs that impair mental or physical capacities 8 hours before school or any school-sponsored event when you are directly responsible for the safety of the children.
7. To attend the **Parent Helper Orientation Session** at the beginning of the school year. Any person who will parent help during the school year must attend the orientation session.

8. To attend **monthly general meetings**. Prior notice of the meetings will be posted at the preschool in the form of our school calendar.
9. To work my family's share of days for classroom **parent helping**, and to be available on scheduled alternate days. I will arrive by 8:30 am on my parent help days and by 8:45 am on scheduled alternate days. I understand that if I cannot help on one of our family's scheduled days, it is my responsibility to find a substitute helper, and notify the scheduler and teacher of the change. Two-day families are expected to complete approximately 16 shifts (8 parent helper shifts, 4 snack shifts and 4 alternate shifts) **per enrolled child**. Three-day families are expected to complete approximately 24 shifts (12 parent helper shifts, 6 snack shifts and 6 alternate shifts) **per enrolled child**.
10. To **participate actively** as a member of one of the preschool's **job** committees or in a leadership (board or chairperson) position.
11. To actively participate in the Scrip **fundraising** program and all fundraising events to contribute to the school's total fundraising goal of \$6,800. (Approximately \$175-\$190 **per enrolled child**.)
12. To participate in **the summer work party, one weekend cleaning day per year**, help with **school maintenance**, and participate in other school support activities as reasonably requested by the Board of Directors.
13. To give **30 days' written notice**, or pay an additional month's tuition, if withdrawal of my child becomes necessary. The Board of Directors may make exceptions.

In addition, by signing this agreement I hereby represent that I have never been convicted of nor am I under indictment for any crime involving violence or force or sex-related crimes involving a minor.

This agreement is for one school year, August 1, 2009 to July 31, 2010.

Signature of Parent/Guardian

Date

Signature of Parent/Guardian

Date

Parent Jobs

Every job, board position and committee is essential to a well-run preschool. The following job descriptions have been redefined and reworked to make them as equitable and clear as possible, but there's always room for improvement. If you find you have questions or concerns about your job, please contact the Jobs Coordinator for assistance. Keep in mind that job descriptions and committee groupings may change each year in order to fit the needs of the families and of the school. The descriptions below may not all apply to every school year.

Board of Directors

The Board of Directors is made up of parents from both classes. The Board of Directors sets and enacts policy for the preschool. They are the legal officers of the preschool, which is a non-profit corporation under Oregon law. (See the Bylaws, beginning on page 58 with a brief overview of key sections.) The duties of the officers are as follows:

PRESIDENT

- Coordinates and oversees all operations of the preschool.
- Prepares meeting agendas and chairs Board meetings and general meetings.
- Plans orientation with teacher and Board.
- Attends PCPO president's meetings, and fulfills PCPO presidents' obligations.
- Chairs teacher contract committee.
- Assists financial aid committee.

VICE PRESIDENT/PCPO REPRESENTATIVE

- Assists the President in duties as needed.
- Trains for future Presidency (if desired.)
- Attends and reports on general PCPO meetings and the PCPO conference.
- Prepares a PCPO report for our monthly newsletter.
- Maintains active involvement with PCPO.
- Facilitates communication between Tillamook and PCPO.

TREASURER

- Collects tuition and late fees, keeps records, and deposits checks in the bank.
- Receives and dispenses funds, and keeps complete financial records.
- Develops and presents financial reports and budgets.
- Pays taxes, salaries, insurance premiums and all other bills in a timely manner.
- Attends PCPO treasurer training in Spring and Fall.
- Monitors financial health of school, and provides financial advice to the Board.
- Serves with President on teacher contract committee.
- Serves with President and one other Board member on financial aid committee.

SECRETARY

- Keeps minutes at general meetings and Board meetings.
- Types as necessary for the Board.
- Maintains student records.

- Maintains immunization records.
- Tracks meeting attendance.
- Submits immunization forms to county health department.
- Completes insurance forms.

ANTI-BIAS/PARENT EDUCATION COORDINATOR

- Fosters awareness of anti-bias philosophy in school.
- Supports teacher in anti-bias curriculum.
- Attends PCPO Diversity Forum meetings.
- Coordinates parent education speakers/events for general meetings.
- Serves on the Financial Aid Committee and the Criminal Background Review Committee.

MEMBERSHIP COORDINATOR

- Acts as registrar, ensuring all required forms are on file prior to child's starting school.
- Responsible for membership drive, including a) maintaining file of alumni, siblings, and other potential members, b) soliciting membership, and c) marketing school through the Spring Open House.
- Works with Class Representative to enroll and orient families entering after the start of the school year.

JOBS COORDINATOR

- Assigns all preschool family jobs.
- Ensures all families are participating evenly in their assigned job.
- Answers questions related to preschool jobs.
- Monitors job performance.

CLASS REPRESENTATIVES

One person from each class will:

- Act as liaison between teacher and class.
- Contact class members for class and co-op business as delegated by the President or teacher.
- Lead any class meetings as needed.
- Publicize grievance policy and assist in resolving grievances.
- Follow-up on attendance at general meetings.
- Work with Membership Coordinator to orient new families throughout the year.

FUNDRAISING CHAIR

- Supervises fundraising activities of the preschool.
- Chairs fundraising committee meetings.
- Enlists the support and involvement of all preschool members in fundraising activities.
- Reports monthly to the Vice President on committee's activities.
- Researches & implements new fundraisers if needed.

- Initiates grant proposals or other donations to school as necessary.

TEACHER

Duties of the teacher are outlined each year in the teacher contract.

Jobs/Committees

Weekly Setup and Put-away (3-4 families)

- Completes turnaround of the classroom every week from Sunday school setup to preschool classroom setup.
- Completes the turnaround of the classroom after the last class each week from preschool classroom setup to Sunday school setup.
- Works with the teacher and church education director to keep current of any changes to turnaround setup.
- Work can be done on Friday after 1 p.m., on Saturday, or on Sunday between 3 p.m. and 5 p.m. or after 8 p.m. The work consists of moving tables, chairs, dividers and supply carts; it takes about 2-3 hours, depending on the number of people working.
- Three or four families share the Weekly Setup and Put-away duties. Each family must follow a set schedule; it can be rotated every third/fourth week or whole months at a time.
- In addition to Weekly Setup duties, one family will serve as the Chair. The Weekly Setup Chair trains the Weekly Setup families in the fall, and fills in as needed for backup or additional assistance. The Chair also communicates monthly with the teacher to determine other classroom needs.

Toy Washing (2 families)

- Washes a rotation of indoor and/or outdoor toys each week. Baskets for storing toys are also cleaned.
- Coordinates toy washing with teacher and other family doing toy washing.
- Toys may be washed at preschool or may be brought home for cleaning and returned to preschool before the next class.

Paint and Towels/Special Projects (1 family)

- Maintains the paint easel in the classroom.
- Cleans the easel on a weekly basis and replenishes the easel paper supply.
- Cleans and refills the easel paint cups.
- Launders classroom towels each week, and other classroom items (aprons, dramatic play clothes) as needed.
- Works with the teacher to plan and implement special projects for the classroom (art, music, drama, garden, etc.).
- Works with the teacher and other Special Projects family to plan and schedule field trips for the children.
- Provides additional assistance for classroom events, as requested by the teacher.

Creative/Sewing (1-2 families)

- Makes new toys and materials for classroom, as needed by the teacher (costumes, puppets, games, dramatic play props).
- Repairs dramatic play clothing, props, and pillow covers as needed.
- Works with the teacher to create new dramatic play centers or themes.
- Helps the teacher rotate dramatic play materials.

Building and Maintenance (2 families)

- Maintains, repairs, and improves classroom, toys and playground equipment as needed.
- Performs monthly safety checks and communicates necessary repairs to the Jobs Coordinator.
- Participates in August Work Party and additional projects throughout the year as needed.
- Assists the Classroom and Storage Organizer with outdoor shed as needed.
- Checks the play structure for needed repairs and safety concerns on a monthly basis.
- Checks the sand box for needed repairs and safety concerns.
- Turns the sand over every 3 months.
- Schedules and places reminder calls to monthly clean up crew.

Aquarium/Garden/Pet Care (1 family)

- Maintains the classroom aquarium on a weekly basis doing water exchange, checking pH levels and temperature of the water.
- Maintains the cage/habitat of the class pet.
- Makes sure there is enough fish/pet food.
- Arranges for the care of the fish/pet during school breaks and over the summer.
- Maintains the outdoor garden spaces in the playground and the area right outside the classroom doors.

Purchasing/Classroom Organization (1 family)

- Purchases supplies for school, working closely with the teacher, Social Committee Chair, and board to determine needed items, using Scrip if possible.
- Submits receipts to treasurer for reimbursement; checks in to stay on budget.
- Cleans out and organizes all classroom cupboards and supplies each month.
- Notifies Saturday cleaning crew of any special cleaning needs as they arise.
- Cleans and organizes the outdoor shed and inside storage room at the beginning of the school year.
- Maintains order in the indoor and outdoor storage areas throughout school year (works with the teacher).
- Communicates any needed repairs or safety concerns to the Jobs Coordinator.

Social Committee Chair/Meeting Setup (1 family)

- Coordinates refreshments for monthly General Meetings and other school functions as needed.
- Sets up for and cleans up after monthly General Meetings.

- Arrives 15-30 minutes early for all general meetings and special events to set up chairs, tables, equipment, make coffee and set up snacks.
- Coordinates Ice Cream Social (in August), End of Year Picnic (in May/June), and other special events.
- Arranges refreshments for preschool functions (work parties, Open House, etc) as needed.
- Solicits suggestions for special events from membership and board.
- Notifies membership and Newsletter Editor of upcoming special events.
- Works with the fundraising committee on social aspects of any fundraiser (decorations, food, etc.), as needed.

Child Care Coordinator (1 family)

- Coordinates child care for the monthly General Meetings and the Philosophy Meeting in May.
- Informs the membership of procedures for child care, including signup, payment and drop off/pickup procedures.
- Recruits several babysitters, including a lead sitter, for General Meetings and other events as needed.
- Oversees babysitters (check-in, clean-up of classroom, payment of sitters) during General Meetings.
- Makes sure the classroom is cleaned up after meetings and ready for school the next day.
- Arrives 10-15 minutes early for all General Meetings to orient sitters and help check in children.

Historian (1 family in the 2-day class and 1 family in the 3-day class)

- Sets up binders for the children at the beginning of the year (to become "Memory Books").
- Photographs class activities, individual children, groups, events, and field trips throughout school year.
- Photographs each child with the teacher.
- Prints photos promptly and works with the teacher to distribute pictures.
- Coordinates class photos in the fall and in the spring.
- Gathers information and stories from parents and children about their preschool experience.
- Makes a list of suggested memory book pages to help parents ensure that all events are included in the book.
- Puts together memory book from each class for the teacher.

Librarian/Book Orders (1 family)

- Processes the school's new books with pocket, card, spine label and Tillamook stamp.
- Weeds out any unsuitable books (working with the teacher).
- Repairs books as needed.
- Sets up and maintains the library's check-out books.
- Monitors checked-out pockets periodically.

- Distributes and collects book order forms as soon as they are available each month.
- Completes and submits consolidated book order form and distributes books in cubbies when they arrive.
- Tracks bonus points for the teacher each month and facilitates the teacher's special orders.

Scheduler (1 returning or alumni family)

- Schedules parent helper shifts for all families (across both classes).
- Posts and distributes the next month's schedule by the 15th of each month.
- Tracks total shifts worked for each family, and posts the totals monthly.
- Tracks schedule changes, trades, alternates, etc..

(For this job, families have found it very helpful to have access to a computer with a spreadsheet program.)

Publicity/Communications/Website (1 family)

- Maintains preschool website, updating the site as needed to communicate school news and information.
- Coordinates publicity for enrollment and fundraising efforts.
- Develops fliers for school events, coordinates placement of fliers.
- Places advertisements and distributes press releases, as needed.
- Works with Membership Coordinator and Fundraising Chair to carry out publicity.
- Works with Church Newsletter Editor to share school information.
- Seeks advertisements for the newsletter.
- Assists Newsletter Editor as needed.
- Sets up and maintains school bulletin boards.
- Creates and distributes Member Directory.

Newsletter Editor (1 family)

- Collects monthly articles from the teacher and the president.
- Collects monthly board meeting minutes from the secretary.
- Solicits articles, drawings, recipes, photos, etc. from membership.
- Solicits information from the social committee regarding potlucks, special events, etc.
- Coordinates monthly family bios for the newsletter.
- Completes all layout and editing of the newsletter by the last week of each month.
- Coordinates printing of the newsletter.
- Distributes the newsletter by the first week of each month.

(For this job, the family must have access to a computer with e-mail and publishing software)

Treasurer's Assistant/Special Projects (1 family)

- Collects the mail weekly at the Rose City Post Office (2425 NE 50th Avenue), and distributes the mail.
- Assists the Treasurer with the end of year audit, and other projects as needed.
- Works with the teacher to plan and implement special projects for classroom (art, music, drama, garden, etc.).

- Works with the teacher and the other Special Projects family to plan and schedule field trips for the children.
- Provides additional assistance for classroom events, as requested by the teacher.

Scrip Seller (1 family in the 2-day class and 1 family in the 3-day class)

- Is available at drop off and pick up each school day to sell scrip.
- Answers questions and promotes the scrip program as necessary.
- Tracks and records each scrip sale on the Scrip Sales Log.
- Every two weeks, deposits all checks collected for scrip sales.
- Every two weeks, communicates scrip orders, scrip sales, changes to Standing Orders and scrip deposits to the Scrip Tracker.
- Maintains an inventory of what scrip is available on-hand, and forwards to the Treasurer.
- Each month, drives to the Scrip Center in Tigard to collect scrip. Then sorts and delivers scrip to other sellers.

National Scrip Coordinator/Scrip Communications (1 family)

- Communicates with the membership about National Scrip (vendors available, deadlines, delivery dates, etc.).
- Places National Scrip order and distributes items when they arrive.
- Tracks and records each National scrip sale on a Sales Log.
- Communicates costs, profits and deposits to the Scrip Order Taker as national scrip orders are placed.
- Distributes information about local and national scrip to families as needed (especially at the beginning of the year).
- Publicizes the scrip program and encourages participation through newsletter articles and cubby fliers.
- Educates new families about the scrip program.
- Assists the Fundraising Chair with other fundraising duties as necessary.
- Each month, drives to the Scrip Center in Tigard, and collects, sorts, and delivers scrip to other sellers.

Scrip Order Taker and Tracker (1 family)

- Communicates with Scrip Sellers regarding scrip orders, on-hand needs, and sales records.
- Communicates with Treasurer regarding current bank account balance before placing local scrip order.
- Places local scrip orders every two weeks, faxing order and calling to make sure fax is received at scrip center.
- Each month, drives to the Scrip Center in Tigard to collect scrip. Then sorts and delivers scrip to the other sellers.
- Each month, reports year-to-date profits to the Fundraising Chair (preferably prior to board meetings).
- Each quarter, compiles family profit profiles.
- Keeps up-to-date with scrip software changes.
- Keeps up-to-date order forms stocked in filing cabinet in the classroom.

Ad Hoc Positions

SUBSTITUTES

Each class will have two or three substitute teachers who are CPR-certified. The teacher will choose several parents from each class to fill these positions. Substitutes will receive credit for two parent helper shifts each time they work a substitute shift. Substitutes must let the Scheduler know that they have substituted in order to be properly credited for the shift.

SPECIAL PROJECTS SUPPORT

Interested parents can volunteer to work on special long-term projects such as brochures, exploring grant possibilities and playground development.