

CHUP Co-op Preschool: Job Preference Sheet

Every CHUP parent is assigned a job at the school. This job may be a board position, a chairperson, or an assistant. We would like to assign you a job in an area of interest to you. Please complete this form in the following way:

1. Fill out the parent information.
2. Read the attached pages for a brief description of the available jobs.
3. Mark your areas of interest on this sheet. Please indicate at least 4 jobs in which you have an interest. You may rank them in order of preference if you wish.
4. Please return this form as soon as possible so that a job can be assigned to you before the Orientation Tea in August.

If you have questions, please contact the President or Membership Chairperson.

Parent's Name: _____ Date: _____

Address: _____
Street Address City Zip Code

Home Phone: _____ Email address: _____

Child's Name: _____

Class Session (circle one): 3's morning (3 AM) 3's afternoon (3 PM) 4's morning (4 AM) 4's afternoon (4 PM)

Are you a returning member? Yes _____ No _____

_____ Aquarium Caretaker

_____ Newsletter Chairperson

_____ Newsletter Assistant

_____ Art Chairperson

_____ Outside Enrichment Coordinator (2-4 people, 1/ class)

_____ Babysitting Chairperson

_____ Parent Child Librarian

_____ Babysitting Assistants (4-6 people)

_____ Publicity Chairperson

_____ Campbell Soup Label Organizer

_____ Publicity Assistant

_____ Class Reporter (2-4 persons, 1/ class)

_____ Social Chairperson

_____ Equipment Chairperson

_____ Scheduler (2-4 people, 1/ class)

_____ Family Fun Night Chairperson

_____ Scholastic Books Chairperson

_____ Family Fun Night Assistants (4+ people)

_____ Scholastic Book Fair Chairperson

_____ Fundraising Assistants (4+ people)

_____ Special Events Chairperson (2-4 people, 1/ class)

_____ Health Chairperson

_____ Storage Room Organizer

_____ Health Assistant/ OSHA Chair

_____ Teacher Assistant (2 people, 1/ teacher)

_____ Housekeeping Chairperson

_____ Website Manager

_____ Membership Assistant

_____ Appointed Board Position (if any available)

_____ Music Program Coordinator

Mail to: CHUP Co-op Preschool 24110 Cherry Hill Rd Dearborn, MI 48124 Attn: President

CHUP Co-op Preschool: Job Descriptions

Aquarium Caretaker: Sets up and maintains the classroom aquarium throughout the year.

Art Chairperson: Creates student name tags, maintains membership bulletin boards & assists Teachers when needed.

Babysitting Assistants (4-6 people): Watches children of member's during CHUP related duties, such as board meetings and classroom set-ups & cleanups.

Babysitting Chairperson: Also a babysitter, the chair creates the schedule for the babysitters for the year.

Campbell Soup Label Organizer: Collects labels received from membership, keeps tally of points and notifies board of totals.

Class Reporter (2-4 persons, 1/ class): Interviews children in class and submits articles to Newsletter Chair monthly.

Equipment Chairperson: Provides maintenance on all existing school equipment, purchases new equipment (with prior approval), orders/ purchases supplies (most during the summer), keeps inventory and replenishes the supply of all paper products needed throughout the year.

Family Fun Night Chairperson: Plans and supervises all aspects of the annual family fun night event..

Family Fun Night Assistants (2-4 people): Assists the Chairperson in planning the annual family fun night event.

Fundraising Assistants (4+ people): Assists the Fundraising Chairperson (board position) in all fundraising activities throughout the year.

Health Chairperson: Maintains medical record for CHUP and the State of Michigan Health Department.

Health Assistant/ OSHA Chair: Assists the Health Chair. Purchases supplies and maintains record for CHUP to be in compliance with Occupational Safety and Health Administration regulations for blood borne pathogens.

Housekeeping Chairperson: Supervises the classroom clean-ups & setups, assisted by membership. Purchases cleaning supplies when needed.

Membership Assistant: Assists 2nd Vice President (elected board position) with membership forms and information.

Music Program Coordinator: Acts as primary liaison between CHUP and the Music Lady (instructor) in setting and communicating the calendar, taking attendance coordinating the transition from CHUP instruction to music class time. (Should be a music class participant.)

Newsletter Chairperson: Serves as Editor of the CHUP monthly newsletter, PLAYMATES. Committee consists of 1 assistant and a reporter from each class.

Newsletter Assistant: Assists the Newsletter Chairperson creating PLAYMATES.

Outside Enrichment Coordinator (2-4 people, 1/ class): Assists teachers in distributing information regarding class field trips with members of the class and collecting payment and permission slips when necessary.

Parent Child Librarian: Organizes, maintains and adds to the Parent/ Child Library.

Publicity Chairperson: Distributes all publicity materials and works with other chairpersons to publicize all school events and attract new members.

Publicity Assistant: Assists the chairperson in publicizing CHUP.

Social Chairperson: Coordinates and sets up refreshments and paper products for all general membership meetings.

Scheduler (2-4 people, 1/ class): Prepares & distributes monthly work schedule for the parents.

Scholastic Books Chairperson: Distributes flyers and collects orders from membership for Scholastic Books. Keeps record of points earned and shares with the board and the teachers.

Scholastic Book Fair Chairperson: Oversees and organizes the Scholastic Book Fair, held for one week usually in March.

Special Events Chairperson (2-4 people, 1/ class): Arranges class parties (with Church Liaison) for Halloween, Christmas, the End of the Year Picnic, and assists with Family Fun Night.

Storage Room Organizer: Maintains order in the storage room and assists with the class clean-ups.

Teacher Assistant (2 people, 1/ teacher): Assists teachers in preparing major projects for class time.

Website Manager: Maintains and updates CHUP website.

Board Positions (if any available): The CHUP Executive Board is usually voted on and/or appointed before the end of the previous school year. If you are interested, contact the President to determine if any positions are left unfilled.

Elected Positions

President

1st Vice President: Programs

2nd Vice President: Membership

Treasurer

Recording Secretary

Corresponding Secretary

Appointed Positions

Parent/ Teacher Liaison

Church Liaison

Fundraising Chairperson

Assistant Treasurer