

MCM PARENT GUILD Volunteer Opportunities

The success of the Parent Guild depends on the volunteers who make our goals achievable. Therefore, committees have been organized to handle the areas of which the Parent Guild feels is needed in order to attain those goals. All committees will have a chairperson who reports the ideas and implementation plans to the Parent Guild board members.

For those who cannot commit their time and talents, we are always looking for donation of items such as paper plates, cups, napkins, advertising banners, balloons, party decorations or monetary donations. Many of these items are needed for various Parent Guild events and meetings.

By-Laws Committee – Our by-laws are a great guideline often used to maintain organization and order for our non-profit group. This committee was established to review the by-laws for process and procedures in meetings, elections, and the overall conduct of the Board. We are in need of volunteers to identify those processes that are yet to be defined and the development of the proper changes. The chairperson will be responsible of arranging meetings with the committee members and presenting the proposed by-law changes at the Parent Guild meetings.

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Family Night Committee – This is an integral part of the Parent Guild in order to establish a community spirit. Because this is a newly established committee, ideas such as a roller skating party, bowling bash, bingo night or game night that encourage family participation are strongly encouraged. The committee members are responsible for organizing the event, publicity, set up, clean up and recruitment of volunteers. The chairperson is responsible of booking the date for the event as well as contacting and coordinating meetings with committee members and reporting to the Parent Guild.

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Hospitality Committee – This is one of the Parent Guild goals to create an on-going presence and a welcoming spirit. The committee is responsible for providing refreshments at the Parent Guild meeting for both parents and for babysitting, creating school spirit with approved signs and decorations throughout the school year. The chairperson is responsible for contacting and coordinating meetings with the committee members as well as reporting to the Parent Guild.

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Library Committee – The library committee will oversee volunteer opportunities, literature and media needs as well as coordinate donation/fundraising activities to supplement the library. This committee will also oversee Book Fair scheduling, staffing and promotion of the event. The chairperson is responsible for contacting and coordinating meetings with committee members, as well as reporting to the Parent Guild.

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Appreciation Committee – During several times a year we would like to show our appreciation to teachers, staff and volunteers for their hard work and determination. At the end of the school year we also have a teachers luncheon in honor of all those who work with our children. The committee members are responsible for organizing and planning ways in which we show appreciation, ordering, set up and clean up any events the committee has planned as well as obtaining any additional volunteers. The chairperson is responsible for booking the date (verifying date with office staff) as well as contacting and coordinating meetings with committee members, reporting ideas and progress to the Parent Guild.

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Holiday Committee – During the month of December a Santa shop is provided to students so they can do their holiday shopping. Token items are for sale and the students are able to purchase them as gifts for family and friends. Committee members are responsible for organizing any one holiday event of their choosing. Ideas for example as Fall/Halloween dance, Brunch with Santa or Egg Hunts are encouraged. They will be needed to coordinate, set up, clean up and recruit volunteers for their event as well remain. The chairperson is responsible for booking the date of the event as well as contact and coordinate meetings with the committee members and reporting to the Parent Guild.

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Graduation Committee – For the end of the school year a committee is needed to coordinate the set up and clean up of the Kindergarten and 5th grade graduating students. The members will be responsible for cake, decorations and balloons to make this a memorable event. Further ideas such as class t-shirts or mini scrapbooks are suggested. The chairperson is responsible for contacting and coordinating meetings with the committee members and report to the Parent Guild.

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End of the School Year Committee – At the end of the school year in June the Parent Guild host a picnic at Metro Beach. The committee is responsible for planning and coordinating the food, entertainment and volunteers for the picnic. The chairperson is responsible for coordinating the date and reserving the location, as well as contacting and coordinating meetings with the committee members and report to the Parent Guild.

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Back to School Committee – To start an exciting new school year a back to school celebration hosted by the Parent Guild occurs in September. The committee is responsible for planning and coordinating the food, drinks, entertainment and the volunteers needed for the celebration. The chairperson is responsible for coordinating the date as well as contacting and coordinating meetings with the committee members and report to the Parent Guild. This committee is needed to plan for the next school year 2006-2007.

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Fundraiser Committee – This committee is responsible for reviewing current, past, and future fundraisers. They will decide which fundraisers should remain and evaluate any new fundraiser ideas. The chairperson will be responsible for arranging meetings with the committee members and present their ideas at the Parent Guild meetings.

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Physical Fitness Committee – This committee is responsible for promoting physical activity and fitness during and after school as well as establishing programs that teach age appropriate instruction and practice in one of several sports. The chairperson will be responsible for arranging meetings with the committee members and reporting to the Parent Guild.

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Art Committee – Last year we had a wonderful program called Picture People where volunteers would talk about the great artists such as VanGogh, DaVinci, Monet, Picasso, etc in the classrooms. This committee will be responsible for creating or coordinating programs dedicated solely to the arts. The chairperson will contact and coordinate meetings with the committee members and present their ideas to the Parent Guild.

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Parent Night Committee – This is a suggested committee to create an occasional parent night out for the parents and staff of the school. This committee will plan/organize events that are strictly for parents only whether it is a night out or an educational parenting seminar. The chairperson will be responsible for coordinating the date and reserving the location. They also will contact and coordinate meetings with the committee members and propose their ideas to the Parent Guild.

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Box Tops for Education – The Parent Guild collects “box tops” as an on-going fundraiser throughout the school year. Box Tops from General Mills are clipped and sent into school. The box tops are counted and bundled where they are mailed to General Mills and then the Parent Guild receives a check for all the box tops turned in. This group helps to organize the program, publicity, collecting/counting/sorting the boxtops. The Chairperson will contact and coordinate meetings with the committee members and submit a written report of monthly profits to the Parent Guild.

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Campbell's Soup Labels for Education – The Parent Guild collects Campbell Soup labels as an on-going fundraiser throughout the year. This group is responsible for the publicity and also rotating the responsibility of collecting/counting/sorting/bundling the labels to be mailed to Campbell's. The main coordinator will contact and coordinate meetings with the group members and submit a written report of monthly profits to the Parent Guild.

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Morley Candy Sale – This is the Parent Guild's largest fundraiser each year and produces the most profits. This group is responsible for the publicity, checking the accuracy of order forms, organizing checks/money for Treasurer and distributing prizes for top sellers. All order deliveries will be sent directly to the seller's home. The main coordinator will contact and coordinate meetings with group members and report the progress to the Parent Guild.

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Scrip Advantage Program – This fundraiser allows staff and parents to buy gift certificates at the many shops listed on the order form. This group is responsible for the publicity, coordinating the order and pickup dates, maintaining the order forms, and distributing the orders. The main coordinator will contact and coordinate meetings with group members, placing the orders and reporting the monthly profits to the Parent Guild. TEMPORARY MAIN COORDINATOR: Peggy Dudley

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T-Shirt/Sweatshirt Sales – The Parent Guild sells various sizes of red or blue t-shirts and sweatshirts with the Mount Clemens Montessori logo. The group is responsible for the publicity, replenishing/tracking inventory and selling the clothing at various Parent Guild events. The main coordinator will contact and coordinate meetings with group members and reporting to the Parent Guild. TEMPORARY MAIN COORDINATOR: KaRie Jorah

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