

PAGe Descriptions of Positions and Events

PAGe Administration Postions:

PAGe Chair (2 positions): Attend all PAGe meetings. Create agendas for meetings and maintain Sign-In sheets. Lead PAGe meetings.

PAGe Secretary: Attend all PAGe meetings. Take notes during meetings. Email notes to PAGe chairs and Room Parents to be distributed to all parents.

Parent Hours Bookkeeper: Collect Sign-In sheets and other evidence of donations/ volunteering from PAGe chair and event chairs to maintain a record of the parent hours accumulated by each family at the center. Provide reports to families on a semi-annual (Dec/April/June) basis to remind them of hour earned and hours still to complete.

Room Parent: Attend all PAGe meetings. Be the liaison between PAGe and all the families in your child's individual room. Maintain email communication with the families in the room you are representing. Send reminders of events and activities for the school or for the individual classroom.

PAGe Event Chairs:

Parent Social: An opportunity for all families to meet each other and spend time together.

Chair Responsibilities: Organize sign-up lists for donations of food and drinks for social. Organize volunteers for set-up and clean-up for day of the event.

Family Work Days (3 positions): Time for families and teachers to work together on projects involving the school: gardening, weeding, organizing, building and arranging new materials or furniture, et cetera. Adults and children welcome.

Chair Responsibilities: Organize sign-up lists for donations of materials or supplies. Organize volunteers for day of the event.

Pancake Breakfast: Join the teaching staff and families for a morning of pancakes, sausages, fruit, juice and coffee. (Partnered with a Book Fair.)

Chair Responsibilities: Organize sign-up lists for donations of food and drinks for pancake breakfast. Organize volunteers for set-up, ticket sales, cooking and clean-up for day of the event.

Book Fair: Shop for books from Scholastic, purchase books for your child's classroom, and earn the school valuable Scholastic points. (Partnered with Pancake Breakfast.)

Chair Responsibilities: Coordinate with Scholastic for Book Fair materials and information. Organize wish lists for individual classrooms. Organize volunteers for set-up, staffing and clean-up for day of the event.

Winter Family Social: Join friends, families, and staff for an evening social.

Chair Responsibilities: Organize sign-up lists for donations of food and drinks for social. Organize volunteers for set-up, activities and clean-up for day of the event.

Dragon Graduation: End of the year celebration for the Dragon children leaving for Kindergarten.

Chair Responsibilities: Organize sign-up lists for donations of food and drinks for graduation. Organize volunteers for set-up and clean-up for day of the event.

Pancakes and Prizes (3 positions): Join the teaching staff and families for a morning of pancakes, sausages, fruit, juice, and coffee paired with our annual fundraising raffle.

Chair Responsibilities (Pancakes): Organize sign-up lists for donations of food and drinks for social. Organize volunteers for set-up, ticket sales, cooking and clean-up for day of the event.

Chair Responsibilities (Prizes): Send out solicitation letters to local businesses for donations. Coordinate with Room Parents and Staff for raffle donations. Organize a Raffle Basket wrapping day. Assemble and distribute raffle ticket packets to families. Coordinate a Raffle Ticket Sorting day. Arrange Silent Auction items and in-person raffle prizes. Organize volunteers for set-up, staffing and clean-up for day of the event.

Dine Out Chair: Earn money for our school by scheduling Dine Out nights with local restaurants where a portion of sales at the restaurants benefits our school.

Chair Responsibilities: Contact local restaurants and schedule at least 5 Dine Out nights for the year. Coordinate passing out flyers for families to participate.

Teacher Appreciation: A day to say Thank You to the teachers and administrators who have partnered with the families throughout the year.

Chair Responsibilities: Organize an "outing" and gifts for the teachers and administrators.

Other Ways to Earn Hours:

Monthly PAgE Meetings: Meet each month to discuss previous events, upcoming events, the statements of accounts, et cetera. Make decisions about upcoming projects and events.

In-Classroom Volunteer: Share a bit of your family with the center! Come in and read a book, do a project, share family photos, show off a special talent or skill or just help out. Coordinate this with your classroom teachers.

Think Outside the Box: Have other ideas? Share them with your classroom teachers and see how you can turn your ideas into hours.