

**Our Lady of the Assumption Preschool
Parent Council Roles**

Parent Council President

- Provide guidance/information to Parent Council and room parents – at initial kick-off meeting and throughout the year as needed
- Collect “Teacher’s Favorite Things” from teachers and distribute to room parents
- Assist Preschool Director as needed

Parent Council President Elect

- Support the president and council members in preparation to move into the president role the following year
- Assist Preschool Director as needed

Fundraising/Events

- Organize Annual Fall Festival (Family event)
- Organize Spring Fundraising Event (Parent event)
- Coordinate annual “Give Back Give Thanks” Fundraising Campaign
- Coordinate annual Class Pumpkin Auction
- Assist Art Committee with child/class fundraising projects
- Coordinate additional activities such as parent events, food spirit nights, wine raffle, etc.
- Assist Preschool Director as needed with fundraising initiatives

Hospitality

- Coordinate Teacher Appreciation Activities (Luncheon, Gifts, Cards, etc.)
- Coordinate St. Joseph’s Day/Father’s Day (March) and May Crowning/Mother’s Day (May) celebrations
- Assist with Preschool activities as needed

Volunteers

- Match parent volunteers with best preschool volunteer roles
- Assist parent council chairs in finding volunteers as needed

Art

- Assist Fundraising/Events with décor for Fall Festival/Spring Fundraising Events and other fundraising needs that arise
- Assist Hospitality with décor, signs, flyers for events as needed
- Lead/Assist with “child art” fundraising project

Service/Spiritual Angel

- Help coordinate service projects which may include...
 - Adopt-a-Family at Christmas
 - Mercy Care Meals/The Sandwich Project (items collected monthly by class)
 - Additional service projects selected by Preschool Director

Special Projects

- Assist Preschool Director/Committee Chairs as needed with projects for the Preschool

Campus Beautification

- Assist Preschool Director in the upkeep and beautification of the front entrance and playground plant beds

Room Parents

- Serve as liaison between parents in your class and your teachers/the Preschool
 - Pass along communications/reminders and help answer questions
 - Encourage participation with preschool activities/events
- After talking with your teacher at start of year, create Sign-Ups (Sign Up Genius) to coordinate class parties, play dough, mystery reader, etc. and remind individuals as dates approach
- Coordinate a Moms' night out/morning breakfast for the moms to meet early in the school year
- Coordinate a park play date or gathering for the families (optional)
- Coordinate group gifts for teachers (Christmas, Birthdays, End of Year)