Parent Committee Form

2024-2025 School Year

One parent or guardian from every family MUST serve on a committee or on the school’s board of directors. If a second parent or guardian is also interested in serving on a committee, each parent should fill out a separate form.

Please indicate if you’re interested in serving in the Board:

YES NO

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To inquire about available Board positions please email springknolls4@gmail.com

Parent Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please rank your order of preference for committee assignments, from 1 to 3, 1 being your preferred selection.

**\_\_\_\_\_ Marketing**

The Marketing Committee organizes all school marketing, including social media, running online ads, posting to neighborhood listservs, creating fliers, and coordinating in-person marketing events, such as the Wheaton Area Moms annual preschool fair and the Silver Spring farmers market.

**\_\_\_\_\_Social Media/ Webmaster**

The Social Media and Webmaster Committee will help develop strategies for followers, oversee social campaigns, review analytics and assist with technical support of the school’s social media platforms. Additionally, this committee will help design, maintain and manage an aesthetically and easy-to-navigate website. This committee works closely with the Marketing Committee.

**\_\_\_\_\_ Fundraising**

The Fundraising Committee plans and organizes all school fundraising events, such as nights out at restaurants, Art to Remember, t-shirt sales, etc.

**\_\_\_\_\_ Grants**

The Grants Committee sources grant opportunities at the county, state, and federal level, as well as private organizations, that would benefit the school. Committee members assist the director in the writing and revising of the grant applications themselves.

**\_\_\_\_\_ Admissions**

Members of the Admissions Committee must commit to assisting at one to two open house events throughout the school year. Members may also help with processing student applications, responding to emails from prospective parents, and giving tours to prospective families.

**\_\_\_\_ Events**

The Events Committee in composed of Room Parents and a Chair. This committee is responsible for organizing and helping plan events that promote the school’s sense of community, including playground play dates, potlucks, our harvest festival, and back-to-school events. **Please indicate here if you would like to be a room parent for your child’s class: \_\_\_\_\_\_\_**

**\_\_\_\_ Facilities**

The Facilities Committee is responsible for maintaining the safety and aesthetics of the playground, as well as for organizing mulch day and school clean days.

**\_\_\_\_ Personnel**

The Personnel Committee assists the director in creating and posting advertisements for vacant staff positions, and for interviewing potential candidates.

**\_\_\_\_\_ Strategic Planning**

The Strategic Planning Committee’s mission is to look at the school’s overall mission and goals and align our activities, procedures, and business plan with the long-term vision for the school and its programs.