

SUNSHINE COMMITTEE

Crew: 3 Parents (any class)

The Sunshine Committee helps spread a little “sunshine” not only to our own members, but to members of the community as well. Helping others is something we can teach our children to value. This committee creates opportunities to show the kids how to do just that and for their parents to do it with them.

General responsibilities are listed below; however, these responsibilities are subject to change based on Shoreline Community College, CDC, or state safety guidelines.

You may be asked to assist other committee teams throughout the school year.

RESPONSIBILITIES:

- Maintain, update and preserve the Sunshine Committee binder for future committee use.
- Work together as a team to organize and advertise various philanthropic projects throughout the school year. October/November and March are usually good times for collection events. Please schedule and run a minimum of 4 community events per year.
- Work closely with the Marketing Chair for the above events.
- Familiarize yourself with our “Community Connection” page on our school website. This will provide you with some ideas of what events we have participated in.
- After the event has occurred, email the Vice Chair with a short description of the event and a picture to be posted on our school website under our “Community Connection” page.
- Recognize births, deaths, and other significant events, excluding birthdays.
 - Contact Class Coordinators on a monthly basis to ask about past or upcoming events to recognize in their class. Send appropriate card to member, signed “Crystal Springs Cooperative Preschool”.
 - Maintain a greeting card supply for births, deaths, and other significant events, excluding birthdays.
- Check with Director when timing your events.

Revised 5/1□

CSPS reserve the right to change or suspend Committee Jobs based on the safety and health of families.



CRYSTAL SPRINGS CO-OP PRESCHOOL

- Create ways to include the children in what we are doing, so they get a better sense of community spirit.
- Monitor the budget as the year progresses. Make every effort to get the best prices possible.
- In order to be reimbursed for purchases, you will need to fill out a reimbursement form. Please be sure to follow the reimbursement guidelines. Reimbursements must be submitted within 30 days of purchase.

*****Please contact the Vice Chair with any questions or concerns at vicechaircsp@gmail.com*****

Revised 5/17/2022

CSPS reserve the right to change or suspend Committee Jobs based on the safety and health of families.

