

PARENT ADVISORY COUNCIL

DUTIES OF NON-ELECTED MEMBERS

1. FUNDRAISING COORDINATOR/COMMITTEE MEMBERS

Assist PAC Executive in choosing, organizing, finding volunteers and running various fundraising events. Could have opportunity to create and manage an event if the event is approved by Executive Committee and administrative staff.

2. HOT LUNCH COORDINATOR

Plan and organize school district approved hotlunch fundraisers. Consult with Executive Memembers and Admin staff to create schedules of events and with the School Lunch Program Coordinator to organize student lists. Help organize volunteers to help on Hotlunch Day.

3. Fruit & Veggie Program Coordinator

Must have current food Safe Certification (see PAC if interested but do not have). Read and keep current documents on record in PAC room pertaining to the program. Record the schedule of deliveries and arrange volunteers to sort and distribute to classrooms.

4. EARTHQUAKE COMMITTEE COORDINATOR

Assist Administration in collecting and tracking completed earthquake kits as they are sent in. Arrange volunteers to help move bins out to storage. Assist admin to check and maintain current supplies in storage. Possibly purchase and/or procure updated materials for kits and/or storage. Organize the distribution of Earthquake kits at year end.

5. LICE COMMITTEE/ COORDINATOR

Consult with admin staff in choosing lice check days. Notify PAC Executive and any committee volunteers of the dates. Keep track of supplies and notify staff of

anything needed. Help teach new committee members how to check and discretely record results.

6. SUNSHINE/SOCIAL COORDINATOR

Spread appreciation and gratitude throughout the school and community by sending thank-you cards, organizing special appreciations, bringing snacks, setting up beverages for PAC meetings. Organize and arrange volunteers for the Teacher Appreciation Luncheon

7. LAMINATING COMMITTEE

A couple of parent helpers coordinate with trained staff members to ensure that all of the teachers/staffs laminating projects get completed as needed.

"Keep in mind that these jobs can be shared so if you are interested in being part of one of these committees but can only contribute in one area, please put your name forward and we would glad to have your assistance"