



ACP Committees & positions

Not all positions are available each year, but every effort is made to place families based on their preferences. When a preferred position is unavailable, committee assignments will be made based on the greatest need. Every position is valuable, and we are confident that every parent will be able to adapt their skills to meet the needs of their assigned committee.

Fundraising & Events Committees

The Fundraising Committee (3+) will be led by the Fundraising Chair. The committee is responsible for organizing fundraising opportunities to raise the budgeted amounts (or more) for Family Fundraising and Community Fundraising.

The Events Committee (2) will be led by the Events Chair. The committee will plan and manage internal and community events, including summer playdates, Thanksgiving, Train Day, Valentine's Day, graduation, and more.

If necessary, the Fundraising & Events Committees may work together to plan and coordinate events that include both fundraising and community components.

Grounds & Maintenance Committee

If needed, the Grounds & Maintenance Committee (1) will assist the Facilities Management Chair in coordinating volunteers and resolving grounds and maintenance concerns.

Snack Committee

The Snack Committee (3) is responsible for preparing the snack schedule for both classes and for stocking the items needed. Each committee member will serve a period of three consecutive months.

Hospitality Committee

The Hospitality Committee (1-2) will represent the co-op in times of celebration or crisis by coordinating the signing of cards, meal trains, and offering or scheduling other needed assistance. The Hospitality Committee will also coordinate activities for Teacher Appreciation Week in May, as well as other parent social events to encourage community among co-op members.

Class Scheduler

Class Schedulers (2) will schedule two working parents and one alternate for each day of school. Schedulers will also manage the Remind app announcements for their class.



ACP Committees & positions

Field Trip Coordinator

The Field Trip Coordinator (1) will plan, schedule, and coordinate field trips (away from school and/or in-house) or guest speakers throughout the school year. No field trips will be scheduled for September, November, December or May, or on early release/closed dates. The Field Trip Coordinator will work closely with the directress and the Treasurer.

Licensing Assistant

The Licensing Assistant (1) will assist the Vice President of Licensing with all licensing-related paperwork, training requirements, and compliance with all DSS guidelines. The Licensing Assistant will perform the bulk of duties over the summer.

Historian & Social Media Coordinator

The Historian & Social Media Coordinator (1) will work closely with the Technology Administrator. The Historian will post on and maintain ACP's social media profiles and online presence. The Historian will also collect photos from families throughout the year, which they will then use to create a yearbook for each class after graduation.

Outdoor Education

Outdoor Education (2) will be responsible for visiting the classroom (indoors or out) on a seasonal basis and leading a gardening activity with interested students. Outdoor Ed will coordinate plans and ideas with the directress. Past activities have included examining plants and insects, seed planting, tending a worm bin, outdoor planting, bird watching, and art using natural, found, and repurposed materials.

Supply Coordinator

The Supply Coordinator (1) will purchase classroom cleaning and office supplies and maintain inventory in the stock closets.