

SCHOOL EVENTS CO-COORDINATOR

There will be two school events coordinators. You and your team member will be responsible for:

--Attending Orientation the first week of school as an orientation aide

--Liaise with Classroom Liaisons (2-Day, 3-Day, Pre-K and Freestyle Fridays) where needed for volunteer assistance on the day of events.

--Manage Google event (via gmail) calendar and share link with all classes (this email belongs to all our Yahoo Groups) This is just creating a main calendar and letting all of the classes know the link so that they know event dates ahead of time. You must still send individual email reminders to the Yahoo Group in case people don't look at the calendar.

--Coordinate, oversee, and host the Welcome Social for the first week of school (check with the Publicity Chair for the date)

--Work with the Fundraising Chair to coordinate the social side of our fundraising event. This event is undergoing a number of changes this year, so it is unknown at this time what specifically the role will be, but in general it will likely be as the rest of these events are – an all school social, but without all of the extras that are traditionally involved in an auction and social night out.

--Plan one all school family event (last year it was a puppet / magic show). This is the second event that requires your coordination skills. It is also traditionally a potluck event. We call this the Family Night Out. It is usually held at Bunker Hill.

--Plan games and party for the All School Family carnival at the end of the school year on (GET DATE) from 5-7pm. It is a potluck, so please have a signup sheet for families to bring different dishes, drinks, etc. Plan on setting up and cleaning up. Jobs coordinator can help try to find extra people to help setup/cleanup. Also, you may want to do this sign up on line so everyone can view it. You can see what has been done in

the past by other event coordinators and pick and choose what you think should be done

Please contact Nikki Savickas, the Publicity / Communications Board Member with questions, needs or concerns. Hospitality has a budget. Please contact the Treasurer, Gregg Uyekubo so you know how much money you have to spend for events for the year. As you spend, please submit receipts and a reimbursement form within 60 days.

Please use school email for better parent recognition and consistency when sending Evites, Doodle.com, Jooners, Pingg.com

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