

## PCEP COMMITTEE GUIDELINES AND DESCRIPTIONS

**PURPOSE:**

The Parent Cooperative Education Program (PCEP) was founded on the premise that, if all parents work together and share responsibilities in various committees and programs, and participate in the classrooms, no individual or group of parents will be unnecessarily burdened and each of our children will benefit from this enriched learning environment. In order to promote this theme, the PCEP Board suggests the following parameters in filling committee responsibilities.

**GENERAL:**

Program committees are those which serve and benefit the entire school and fall into one of two categories: Ongoing and Event. Ongoing committees require volunteer participation throughout the school year. Event committees are created for a single event during the school year and require volunteers for only that event. Program committees exist based upon the needs of the PCEP and the interest of the parents and the staff. The list of PCEP committees may include but is not limited to the following:

<u>Ongoing</u>	<u>Event</u>	
<a href="#">Art Cabinet</a>		
Art Docent	Art Show	
Assembly	Book Fair	
Chess Club	<a href="#">Maplewood Madness</a>	<b>Deleted:</b> Fall Fundraiser
Corporate Bonus Programs	Pie Social	
(Campbell's Soup Labels, Box Tops, <del>Cascadia Beverages, WAMOOLA, etc</del> )	<a href="#">Spring Social</a>	<b>Deleted:</b> Program-wide social(s)
<a href="#">Destination Imagination</a>	Staff Appreciation	<b>Formatted:</b> Strikethrough
<a href="#">Directory</a>		
Diversity		
<del>Enrichment</del>		<b>Formatted:</b> Strikethrough
<a href="#">Lego League</a>		
Lost and Found		
<a href="#">Math Teams</a>		
Membership		
<del>Directory</del>		<b>Deleted:</b> /
Parent Education		<b>Formatted:</b> Strikethrough
<a href="#">Parent Room</a>		
Safety		
Sound System		
Web Site		<b>Deleted:</b> School Banking¶

Each program-wide committee shall have one Chairperson. A Chairperson of a program-wide committee may be exempt from one classroom committee provided that classroom committees have been filled (see Maplewood K-8 School handbook for parent participation information.) The PCEP recognizes the importance of both classroom and program-wide committees to the organization's goals and works to achieve a balance in filling these positions. Effort will be made to accommodate the exemption of a program-wide chair in one classroom with priority given to the [Maplewood Madness, Spring Social Membership, and Directory chairpeople. Individuals can serve as chair for no more than two consecutive years per committee.](#)

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- Deleted:** Program Wide
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- Deleted:** chairperson
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- Deleted:** in that role
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## PCEP COMMITTEE DESCRIPTIONS

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Program committees are those which serve and benefit the entire school and fall into one of two categories: Ongoing and Event. *Ongoing Committees* require volunteer participation throughout the school year. *Event Committees* are created for a single event during the school year and require volunteers for only that event. Program Committees exist based upon the needs of the PCEP and the interest of the parents and the staff. The list of PCEP committees may include but is not limited to the following:

### Ongoing Committees

**Art Cabinet** – responsible for organizing and maintaining school wide art supplies kept in the parent room.

**Art Docent** – generates interest in art through classroom participation.

**Assembly** – work with staff to research and schedule educational and entertaining assemblies using faculty input and assistance.

**Chess Club:** Works with staff liaison in organizing and overseeing school-wide Chess Club meetings, communicating information to parents and students, procuring chess coach, and recommending participation in local state-qualifying chess tournaments.

**Corporate Bonus Programs** – generate income or obtain equipment for the PCEP by promoting and organizing various corporate programs such as Campbell's Labels, Box Tops for Education, Cascadia Beverages and WAMOOLA for Schools.

**Destination Imagination** – coordinate all teams registration and curriculum updates. Ensure communication with all team coaches.

**Directory**—Coordinate the creation and printing of a directory, including substitution list at the beginning of the school year.

**Diversity** – examines broad diversity issues affecting Maplewood PCEP and our community.

**Lego League** – coordinate all teams registration and curriculum updates. Ensure communication with all team coaches.

**Lost and Found** – coordinates the school lost and found and sends unclaimed items to Clothes for Kids.

**Math Teams** – coordinate all math teams (grades 5-8) including registration and curriculum updates. Ensure communication with all team coaches.

**Membership**—Issue PTA membership cards, maintaining a list of members and submitting a report to state PTA.

**Parent Education** – provides programs and assistance to parents on child development, parenting issues and training for working in the classroom.

**Safety** – investigates and implements school-wide safety programs.

**Sounds System** – set-up, operate and put away the sound equipment for various PCEP functions and events including parent meetings, school musical and other events as needed.

**Web Site** – maintain the parent web site in accordance with the Electronic Distribution of Documents policy.

### Event Committees

**Art Show** – plans, organizes and executes school-wide art show in spring.

**Book Fair** – plans, organizes and executes book fair together with the school librarian (Fall).

**Field Day** – plans and executes year-end student field day activities (Spring).

**Maplewood Madness** – coordinates the carnival (Fall)

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Deleted: Enrichment – provides after-school curriculum-enhancing activities for PCEP students (i.e.; math teams, grades 4-8: Destination Imagination)..¶

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Deleted: Directory—Coordinate the creation and printing of a directory, including substitution list at the beginning of the school year.

Deleted: School Banking – provides on-site student banking

Deleted: Fall Fundraiser – coordinates the fall fundraiser (carnival or other event)..¶

**Pie Social** – arranges for volunteers to prepare and serve pies and desserts during Book Fair (Fall).

| **Spring Social**—[plans, organizes and executes school wide social event. \(Spring\)](#)

**Staff Appreciation** – organizes parental involvement in teacher/staff appreciation luncheon (Early Spring).