

The Shining Stars School
Parent Volunteer Positions

Spring Clean Up Crew Coordinator	Responsible for sign up and execution of one clean-up day (Spring). Clean up date determined by board. Clean up will include, but not limited to, classrooms, bathrooms, toys, manipulatives and outdoor areas.
Fall Community Events Coordinator	Responsible for working to cover the following community events or tables: Scarecrow Walk and Halloween Run. This requires creating sign-ups and creating flyers for our SS families to be informed and involved in these events. SS Board will provide more information regarding these events.
Fall and Spring Community Service Coordinator	Responsible for arranging one (1) community service project in Fall and one (1) in Spring, in which the entire school can participate. This project should reflect the values of our school and help develop a greater awareness of serving others in our community.
Recycling Coordinator 1. Blue Stars 2. Red Stars	Responsible for gathering and delivering classroom recycling at least twice per month.
After School/Extra Curricular Activity	Coordinate and organize the After-school dance program and any similar programs.

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<p>Historian/Yearbook</p> <ol style="list-style-type: none"> 1. M/W – Blue Stars 2. T/Th- Blue Stars 3. M-TH- Red Stars 	<p>Responsible for gathering photographs throughout the school year including all field trips, performances, and other big events. Coordinators may ask other parents to help with taking pictures when they cannot be present for these events, but each event must be covered. This position will also create a yearbook at the end of the year which can be purchased by families if they desire. Yearbook completion is due by the end of June.</p>
<p>Immunization and Health Coordinator</p>	<p>Responsible for gathering completed immunization forms in September from each new student and submitting to Utah Health Dept. at the appropriate time. Also, will arrange for vision and hearing screenings for both preschool classes in November.</p>
<p>Fall/Spring Scholastic Orders Coordinator</p>	<p>Responsible for getting Scholastic Book Orders out to all families each month. Responsible for placing orders for book orders each month.</p>
<p>Party Coordinator Blue Stars</p> <ol style="list-style-type: none"> 1. M/W 2. T/Th 	<p>Responsible for working in conjunction with the other party coordinator to plan class parties throughout the year. Party dates TBD by teachers. Responsibilities include coordination of the party, class decorations, and creating/posting sign-up sheets for the following: volunteers, supplies,</p>

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	refreshments, games, activities and cleanup.
<p>Party Coordinator Red Stars</p> <ol style="list-style-type: none"> 1. M-TH 3. M-TH 	<p>Responsible for working in conjunction with the other party coordinator to plan class parties throughout the year. Party dates TBD by teachers.</p> <p>Responsibilities include coordination of the party, class decorations, and creating/posting sign-up sheets for the following: volunteers, supplies, refreshments, games, activities and cleanup.</p>
<p>Running with Ed Coordinator (2)</p> <ol style="list-style-type: none"> 1. Booth Location 2. Race Organizer 	<p>Responsible for planning and participating in the PCEF Running with Ed event. This will include but not be limited to: sign-ups, creating teams, submitting forms/money for registration, ordering hats or shirts, and assignment of running legs.</p>
<p>Teachers Aid -Blue Stars</p>	<p>Responsible for working closely with our teachers to assist with various projects. This may include, but is not limited to, making Plat, photocopies, cutting projects, bulletin boards, etc.</p>
<p>Teachers Aid -Red Stars</p>	<p>Responsible for working closely with our teachers to assist with various projects. This may include, but is not limited to, making Plat, photocopies, cutting projects, bulletin boards, etc.</p>

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Community Fundraising Coordinator	<p>Pizza Night- Liaise with Papa Murphy's Pizza (Park City) to set up monthly pizza night for the Shining Stars preschool. A portion of the day selected for pizza purchases goes directly back to Shining Stars.</p> <p>Box Top- Responsible for collecting any box top coupons (twice a year), prepare them, and send them into the collection agency with our school details attached. Send email out twice a year explaining how to set up an account with the app so you can scan your receipts and collect the box tops.</p> <p>Also responsible for the following: Smiths, Amazon, Oliver's Labels, & Café Zupas.</p>
Fundraising (2)	<p>Responsible for working directly under the fundraising board members. Anticipate being involved in spring fundraising events including preparation and attendance. Fundraising Coordinators will assign specific roles.</p>
Spirit Wear	<p>Responsible for inventory management. To include ordering baseball tee/sweatshirt/tote bag. Responsible for adjusting sizing for children upon order requests.</p>