

## Westminster Parents' Club

### Parent Coordinator Sign-Up for 2011-2012

Please indicate below if you would like to be considered to serve as a Parents' Club Coordinator for the Middle or Upper school during the 2011-2012 school year. If you have any questions, you may contact Andrea Newton, Middle School Coordinator ([andreaknewton@comcast.net](mailto:andreaknewton@comcast.net)) or Kathy Schafer, Upper School Coordinator ([KCS1121@comcast.net](mailto:KCS1121@comcast.net)). The parent coordinator assignments will be finalized once the class rosters are completed towards the end of summer break. We are very thankful for the amount of interest this generates from parents and because of this, we may not be able to accommodate every request. Please do not hesitate to sign up and we will make every effort to assign parent coordinators faithfully and fairly.

Duties of Parent Coordinators:

- Provide Parent communication
- Contact new families and provide welcome and information
- Coordinate parent participation for grade specific events
- Coordinate grade specific events for students

If you wish to serve as a Parent Coordinator for 2011-2012, please indicate your desire below.

1<sup>st</sup> choice Childs name \_\_\_\_\_ Grade \_\_\_\_\_

2<sup>nd</sup> choice Childs name \_\_\_\_\_ Grade \_\_\_\_\_

3<sup>rd</sup> choice Childs name \_\_\_\_\_ Grade \_\_\_\_\_

4<sup>th</sup> choice Childs name \_\_\_\_\_ Grade \_\_\_\_\_

Your name \_\_\_\_\_ Phone (h) \_\_\_\_\_ (c) \_\_\_\_\_

Email address \_\_\_\_\_

Preferred method and time to reach you. \_\_\_\_\_

Comments \_\_\_\_\_

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**\*\*Please return by May 20, 2011 to the upper school Office or to the Parents' Club mailbox**