

**S.H.I.N.E. 4 Him**  
**Coordinating Responsibilities Committees 2011/2012**  
**shine4him.com**

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**Field Trips**: Plan and organize monthly field trips. Make a weekly announcement on web site about the field trip including directions, cost and time.

1. \_\_\_\_\_ 2. \_\_\_\_\_

**End of Year Picnic/Field Day**: Plan and coordinate the picnic and field day activities for the last day of co-op.

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_

**Children's Parties**: Plan and facilitate the Christmas and Easter parties.

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_

**Setup**: Arrive at 8:30 a.m. to set out flags & Bible on the stage; set up chairs and tables; put up all the classroom location sheets, and seating chart sheets. (Please do not choose this position if you have small children as there will be no one to watch them while you set up)

1. \_\_\_\_\_ 2. \_\_\_\_\_

**Family Clean up**: Your families will be responsible for cleaning the church after every S.H.I.N.E. day. (Please do not choose this position if you have small children as there will be no one to watch them while you set up)

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_

**Snack Shop**: Clean up and inventory snacks after snack time. Give cash box to financial coordinator. Buy snacks as needed.

1. \_\_\_\_\_ 2. \_\_\_\_\_

**Room Monitors - Opening**: Monitor all students in the gym before opening announcements. You are expected to be in the room 15 before co op starts.

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

**Room Monitors - Dismissal**: Monitor all students in gym after classes until parents pick them up.

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

**Appreciation**: Coordinate Teacher and Church Staff Appreciation.

1. \_\_\_\_\_

**Student Birthdays**: Acknowledge student birthdays throughout the year.

1. \_\_\_\_\_

• The underlined name is the leader of each committee •