



**Association Prématornelle Les Bouts d'Choux
French Immersion Preschool**

P.O Box 32167 Mill Woods RPO, Edmonton, AB T6K 4C2
Located in École Frère Antoine School
2850 Mill Woods Road Edmonton, AB T6K 4A1

Special Events Coordinator

Responsibilities:

- Attend all board meetings
- Prior to the start of each school year, meet with teaching staff to determine monthly field trips/special events (Yoga, Music, Save-On Foods, Zoo 2 U, WEM Sea Life Caverns, Santa Claus, Fort Edmonton Park)
- Contact each field trip vendor, determine availability/cost, book event
- Confirm bus charter when necessary (Cunningham Transport 780-458-3255)
- Notify treasurer of upcoming field trip costs, provide invoices for payment
- Assist teaching staff in planning year end party
- Research other field trip/special event/year end party, options
- Ensure follow up through out the year with upcoming event vendors
- Ensure timely invoice payments with assistance of the Treasurer
- Police Criminal Records Check is required (preschool will reimburse expense)

Please refer to the Board Handbook for details on meetings, policies/procedures, and bylaws.

A preschool yearly timeline has been included outlining monthly action items.

Contact lists of previous vendors will be given at June turnover meeting.