

CAAEYC

***Capital Area Association for the Education of Young Children***

 Week of the Young Child Committee

***CAAEYC Mission***

*The purpose of the Capital Area Association for the Education of Young Children (CAAEYC) is to enhance the lives of children by providing support for adults working with or on behalf of young children. CAAEYC expresses its mission in terms of three broad goals:*

* *Facilitating improvements in the professional practice of early childhood development and education.*
* *Increasing public understanding and support for high quality programs for young children and their families.*
* *Fostering collaboration and building a cohesive community of early childhood professionals.*

**Event Planning to Honor Children**

**Do you enjoy planning events?**

**Are you organized?**

**Do you want to raise awareness about the importance of quality early childhood experiences for children?**

**If so, CAAEYC has a committee for you!**

*Responsibilities:*

* Maintaining active membership and participation in CAAEYC including preparing for board meetings and participating in programs, events, and membership meetings
* Contributing pertinent articles to the CAAEYC newsletter; respecting deadlines set by the editor
* Serving as a liaison between CAAEYC and the community; promoting membership and clarifying NAEYC and CAAEYC’s purposes & activities
* Organizing the annual WOYC Walk event by choosing and booking an appropriate date and venue
* Organizing activities for children and families to participate in. This includes sending out information to area early learning programs asking for their participation in providing activities for children while showcasing their programs.
* Sending out information to members and non-members notifying them of the upcoming walk and how to register
* Registering participants for the walk event
* Arranging for sponsorship from local businesses for items that may be given out to walk participants, i.e. bottled water, snacks, tote bags
* Arranging for a DJ, so announcements may be made to the crowd and

 music may be played for entertainment purposes

* Working with publicity chair to promote the event
* Working within a specified budget as set forth by the CAAEYC Board

 and keeping all pertinent receipts for the event



 **PO Box 13**

 **Enola, PA 17025**

 **caaeyc.pa@gmail.com**

 ***“The VOICE of Early Childhood in the Capital Area”***