

Fox Chase Home & School

Service to others is the rent you pay for your
room here on Earth

-Muhammad Ali

It's easy to make a buck. It's a lot tougher to
make a difference.

- Tom Brokaw

Attached:
Board Members and Chairs Contact Information
Reimbursement Form
Committee Information
Calendar of events

Home & School Meetings

2011-2012

7:00 p.m. in the LRC

September 12th

October 17th

November 14th

December 12th

January 23th

February 13th

March 12th

April 9th

May 7th

Meetings are not mandatory. They are a way to communicate to each other upcoming events, make budgetary decisions, and discuss new ideas. I will email meeting agendas before the meeting so that you know what will be discussed. Please try to attend any meeting that is requiring a vote, the more people heard from, the better the results.

Don't ever question the value of volunteers. Noah's Ark was built by
volunteers; the Titanic was built by professionals.

-Unknown

Committee Chairperson

Duties of Committee Chair/Co-Chairs

1. Collect and organize volunteer information from your committee.
2. Organize and delegate tasks to volunteers so that the goals of the committee are achieved.
3. Communicate with volunteers, including thanking them often.
4. Form and maintain a budget of income and expenses.
5. Maintain a procedural folder for the committee to be passed along to future chairpersons for the committee
6. Attend monthly Home & School meetings.
7. Participate in Home & School events when possible

From the Fox Chase Home & School By-Laws

Communicating with Committees

There is a new (green) file crate for Home and School committees. We will sort out any papers that come in to school for the various committees and you will simply need to check your file folder for them from time to time (or when you are expecting things). This will hopefully prevent things getting mixed up/lost between committees and also save you from having to dig through a very full Home and School mailbox. If you have money coming in, please check your file frequently!

Parents do send in things for more than one committee in the same envelope from time to time, if you find something that does not belong to your committee, please contact the appropriate chair as soon as possible to let them know - they may be up against a deadline!

The crate will also hold some "inter-committee envelopes". Please feel free to use them if need be. Please use them over and over again to send items back and forth - just cross off the last entry and fill out the form on the front and send your communications on their way. Another way we can go green and save some money!

Getting information out about your event

Newsletter

Newsletters are sent out monthly. We would like the newsletter to hit inboxes on the First Friday of each month. You can advertise your event with an article in the Committee section or include a flyer. Please also remember use this resource to thank your volunteers and families who attend. Send your submissions to Valancee Avalos, vavalos332@comcast.net. Valancee needs to receive your info as a **word document, using Times New Roman font in 12 pt.** Here are the deadline dates for submitting information for the newsletter. Dates are subject to change. **Please submit by the deadline, or contact Valancee, the cutoff dates are firm this year – once the newsletter has been submitted for approval there will be no further additions! Thank you for your cooperation.**

Deadline to Submit:

August 26
September 30
October 28
November 28
January 2
January 27
February 24
March 30
April 27
May 25

Newsletter comes out:

September 2
October 7
November 4
December 2
January 6
February 3
March 2
April 6
May 4
June 1

Copies and Thursday “Folders” (weekly e-mail)

This year Home and School will have VERY limited use of the school copiers. We ask everyone’s cooperation in finding alternative ways to conduct their regular business without making copies. We will still send home flyers that are provided by outside vendors in Thursday folders, but we will not make mass copies of order forms or reminders or announcements. Here is what we WILL do instead:

Home and School will send out a weekly Thursday e-mail. We will include documents and forms as much as possible. Documents and attachments will need to be e-mailed to Amy (Ateamcapn@comcast.net) by **TUESDAY AT NOON** to be included in the Home and School weekly e-mail. You can either include a short reminder message that can just be sent in an e-mail or documents that can be attached to an e-mail. This would also be a good place to ask for volunteers for your upcoming events. These will all be compiled and we will

send home JUST that one e-mail each week. (We do not want to send home multiple e-mails every week as it will just make it less likely that any get read...)

In the event that you need to make copies for other purposes than sending home with the student body, please check with Amy or Mrs. Tiedt. Again, this is available only on a very limited basis, so please explore other avenues first.

Communicate 308 and the *Ledger-Sentinel* Newspaper

If you wish to have something put in the Ledger, please send it to our Corresponding Secretary, Lisa Petrauskas (lisapetraus@comcast.net).

Notices for the *Ledger* must be submitted the Friday before they should appear in the paper. The email must include:

The exact write-up that should appear in the paper
How many weeks the notice should run, and what dates
A contact Name and Phone Number for the event/notice

For all notices, we will reply to your email when the notice has been submitted to the *Ledger* as a safeguard in case there are any email troubles!)

Website

We have a website that can also be used for promoting your event. If you would like information added to the website, send it to Janet Henderson janet.henderson@comcast.net. She can post announcements and add your event to the Calendar of Events. Documents should be in Adobe.pdf format. Please visit www.primopdf.com for a free download if you are unable to convert documents to pdf currently. We get lots of hits on our website each week! Please take advantage of this resource. We are asking parents to visit the website frequently and will try to add any documents that are sent out in the weekly e-mails or the newsletter there for added convenience. Please forward all information to Janet as early as possible. Amy will forward any information that is sent to her for the Thursday e-backpack once it has been approved.

Older documents that are still valid will be put in a new archived document page. Older newsletters, the volunteer coupon book and other ongoing items can be found there. This page is under construction as of 9/12/11 but will be available soon.

I Need Help!

This year we will have volunteer sign-up at both Preview and Curriculum nights. (again, no copying...) This should mean that you can get your lists of volunteers much earlier than past years! We will also promote your contact information on the website, so be sure that is kept up to date to ensure that potential volunteers can get ahold of you! Once you have your list of volunteers, please contact them (even if your event is toward the end of the year). Please use your volunteers as much as possible, while some may never return phone calls or e-mails, many are eager to help and just need to be asked!

You can also take advantage of the Thursday e-mail to ask for volunteers as well as the newsletter. Please follow the deadlines and submission guidelines earlier in this document to make those requests.

Finally, let a Board Member know that you need some help, we can always get the word out and see what we can do to help!

Helping Hands

This is a committee that is strictly here to help you! If you are short volunteers for an event or need other help, call Helping Hands committee. We are looking for a permanent chairperson for this committee, in the meantime, if you need help please call either Jen O'Reilly (554-9795, oreilly797@sbcglobal.net) or Melissa Stell (636-9135, stellwin@hotmail.com) to arrange some help for you. Helping Hands volunteers can help with your event, or with copying, preparing materials, etc.

Let Helping Hands know:

1. How many helpers you need
2. The exact time you need them
3. The date

They will do their best of help find you some help.

Hospitality

This committee is ready to supply treats for your event. Contact Kimberli Balder (217-521-2352, kimberli_balder@yahoo.com). She'll need to know what treats you need, how many, and when. Hospitality has supplied anything from prizes for Family Fun nights to edible treats or office supplies for an event.

Supplies

If you are in need of supplies for your event, please contact Amy or Kerri or check in the Home and School closet before purchasing basic items. We often have plenty of napkins and cups and other items stored . Also, if you have supplies left over from your event, we can store them in the closet to use at another Home & School function.

We have tax-exempt status. If need to you make purchases, please ask for a copy of our tax-exempt letter to use.

Scheduling Space

If you need to schedule space for your Home & School committee's activities:

1. Go online to www.oswego308.org
2. Click on the icon Facility Rentals.
3. Follow the instructions. After you log in, click on the schedule requests tab. Remember to include set up time and information.
4. You should receive an email confirmation.

During the summer, the Principal and H&S President create the school calendar. The H&S Vice President then reserves the space for all major events. It is important to get this information onto the district calendar as soon as possible. Home & School would get priority if there is a conflict. Many other entities use the school, like scouts, churches, and the Park District. We provide information for scheduling space incase a new event is planned during the year.

Workspace

We are able to use the Community Room (room 114) when it is free. This is also the home of the Publishing Center and also the location of the Great Art cabinets and the Home and School cabinet. If you need a meeting space for your committee or some tables to work on, please check with the office to make sure the room would not be used for something else (it isn't used often, but sometimes things like photo retakes, hearing tests, etc. take place there) and check with the Publishing Center Chair (Lisa Petrauskas, Polly Harshberger) to make sure it is available.

Money - Deposits

If your committee collects money, please work with Betsy Kammerer. If you have questions, she will let you know how to collect and prepare your money for deposit. In general you should:

1. Organize the money (separating checks and cash and sorting bills by denomination)
2. Have totals ready (check total, cash total and total deposit)
3. If you collected money for goods sold, please keep a record (spreadsheets work very well for this purpose) of the check numbers, amounts and who they are from. This helps immensely if we have a returned check or if an order is missing/wrong in the future.
4. If you collected money for more than one item/sale, please separate your deposits by those guidelines and label the packets in that fashion (for example: fundraising has a vendor fair and collects "rent" for tables and also has a bake sale. Please give Betsy separate "rent" and "bake sale" deposits. This will help you track the success of various events and help us track the money in the event something comes up in the future. It also helps for reporting purposes when we have to file our taxes and with the State of Illinois.
5. Please label any money that you collect with the committee name and what the sale/event/donation reason was.

If at any time you are in a bind and cannot get things organized, please let Betsy or Amy know and we will work with you to get things resolved in a timely fashion.

Money - Reimbursements

We are not able to give out cash advances. We will need receipts and will promptly get a reimbursement to you. If you have made purchases for your event, please fill out the reimbursement form and either put it in the Home and School mailbox, or contact Betsy (554-9782, BetsyK174@yahoo.com) to make arrangements to drop it off with her.

This is also the case if you have an upcoming event, or vendor delivery and need a check to pay for items/services, or if you need a cash box for your event. Fill out the form and include the vendor information. Please give Betsy as much notice as possible. (For cash boxes 7-10 days would be MUCH appreciated.)

WE MUST HAVE RECEIPTS (originals) for anything you wish to be reimbursed for. Checks will be issued as soon as possible once a completed form and receipts are received.

Please keep a copy of your forms/receipts for your records.

If you have any problems or questions about this, please contact Betsy or Amy and we will work it out.

We have tax-exempt status. If need to you make purchases, please ask for a copy of our tax-exempt letter to use.

Getting things to and from the Treasurer

When you have correspondence that needs to get to one of us, please put it in an envelope clearly labeled **Home & School**. Please also include your name, phone number, and direct it to one of us.

You may then do one of three things:

1. Put it in the Treasurer file in the Home and School file crate
2. Turn it in at any Home & School meeting.
3. E-mail or call us to set up a time to drop it off at one of our homes, or to arrange to send it home with Evan Kammerer (4th-Johanns)

Information on your Committee

Most committees don't have a "manual" and we wish some did. As you work this year, please take a bit of time to jot down some notes. Perhaps you found a new way to do something, found that something didn't work, or found a great resource. It would be so helpful to assemble great ideas from past Chairs and pass this information to new Chairs.

Have Questions?

Please contact anyone on the Board. We will find you the information you need.