

June 27, 2007

Dear SLES Parents:

Happy Anniversary! Join me in celebrating St. Luke's Episcopal School's 60th year. What a milestone for our school and for our community.

As parents of St. Luke's students, you are automatically a member of the Parent Council. The Parent Council is a large and strong organization that operates with a \$250,000 budget and about 25 active committees. It takes a lot of people-power to make all of our activities happen!

For the 06-07 year, the Parent Council gave \$110,000 back to the school for Smart Boards, teacher training, stage build-out, and more. We need your help to replicate that success. Get to know the organization and find your niche. There is room for everyone, no matter how much time you have to give. We want you and your talent working to benefit our school!

Parent Council Structure

The Parent Council is led by an Executive Committee of 11 people, including the Head of School. Please refer to the enclosed Organizational Chart to see how we are organized and who is in which leadership role. I want to publicly thank everyone who has stepped up to serve St. Luke's! Where will your name fit?

Goals for the Year

The goals for the 07-08 year are to:

1. Build Community
2. Celebrate Sixty
3. Act Like a Non-Profit
4. Develop New Leaders
5. Raise Money



Please go online to the "Parent Council" section under the "Parents" tab on the St. Luke's web site. You can see more about these goals and our vision for the year. Take particular note of the minutes from the Executive Committee meeting on May 17 2007.

Fundraising

The Parent Council is streamlining its fundraising this year. We will only sell Sally Foster online, not through a large campaign, and we will not sell See's Candies. We want every family to focus on the school administration-produced's Annual Giving campaign and the Parent Council-produced Auction Party. Participation is key to the Annual Giving campaign, and your

attendance is key to the Auction Party. Read more about the “Celebrate St. Luke’s” Auction Party in this packet.

Sign Up to Help

Please read “Volunteer Opportunities” to get an idea of the Parent Council programs that need volunteers. Fill out the “Sign Up!” form and return it by **August 1, 2007**. We will be maintaining a database of your interests and skills and will be in contact with you as opportunities arise.

Volunteer Leadership Training

Friday, September 7th (8:15 am) will be the 1st Annual Volunteer Leadership Training. If you are planning to volunteer in any capacity at the school, come learn how things work, how to get things done, who the players are, and how to get involved! It will be a productive, informative time. Watch the web site for the agenda.

Save the Dates

Back to School Birthday Bash	Thursday, August 30, 2007
Volunteer Leadership Training	Friday, September 7, 2007
Celebrate St. Luke’s! Auction Party	Friday, March 7, 2008

If you Have Questions

Contact us at: parentcouncil@saintlukes.net

or

Call/email an officer listed on the enclosed roster

Thank you! We can’t wait to see how YOU will get involved at St. Luke’s.

Faithfully,

Jill H. Vassar
President 07-08
SLES Parent Council

Enclosures:

Organizational Chart of Parent Council
Organizational Chart of “Celebrate St. Luke’s” (Auction Party)
Roster of Executive Committee
Sign-Up Form
Volunteer Opportunities
Save the Dates!
Return Envelope

Save the Dates!

Uniform Exchange Summer Hours

Monday, July 23, 2007 (10 am – 12 pm)

Monday, August 20, 2007 (10 am -12 pm)

and at Tiger Tracks – Friday, August 24th

Back to School Birthday Bash

Thursday, August 30, 2007 (evening)

The first opportunity to celebrate our 60th Anniversary! The event will be FREE for families that RSVP on time – Watch your mail for an invitation and more details.

1st Annual Volunteer Leadership Training

Friday, September 7, 2007 (8:15 am)

If you are planning to volunteer in any capacity at the school, come learn how things work, how to get things done, who the players are, and how to get involved! It will be a productive, informative time. Watch the web site for the agenda.

Celebrate St. Luke's! Auction Party

Friday, March 7, 2008

The Signature Event for St. Luke's..... we will celebrate our 60th Anniversary!

PARENT COUNCIL PROGRAMS

Volunteer Opportunities

2007-2008

Revised AUCTION PARTY

Revised

March 7, 2008

This year is the first year to designate the annual Auction Party as our school's signature event, "Celebrate St. Luke's". The goal is to establish this annual fundraiser with a consistent name and date from year to year. (ex. the Witte Game Dinner is always the 3rd Monday of October). "Celebrate St. Luke's" will always be the first Friday of March and will celebrate different aspects of the school each year.

This year "Celebrate St. Luke's" will celebrate the school's 60th Anniversary. A committee of 36 people already started working on this event in May 2007! They are off to a great start!

Volunteers are needed to commit to making ten (10) follow-up calls to potential silent auction donors. Other help is needed for Class Projects, set-up and clean-up.

BOOK FAIR (FALL)

September 21-28, 2007

The Fall Book Fair is produced in conjunction with local bookseller "The Twig". Books and other items are displayed in the Parlor and other locations around the school. The Parent Council receives 20% of all sales, which are then donated directly back to the Newman Library. Books can be purchased for personal use or donated back to the school.

Dad's Night/Middle School Night is a special time to enjoy the Book Fair in the evening (September 27, 2007). Pizza is served!

The Secret Santa store offers non-book items for your special shopping convenience (September 24-26, 2007).

Volunteers are needed to set-up, take-down, and staff the hours the Book Fair is open.

BOOK FAIR (SPRING)

May 2008

The Spring Book Fair is produced in conjunction with Scholastic. This Fair is not a fundraiser; in fact, all books are 50% off! This is the time to stock up on summer reading.

Volunteers are needed to set-up, take-down, and staff the hours the Book Fair is open (three days).

Revised ROOM PARENTS (CLASS CAPTAINS) Revised

Year-Round

The Room Parent program has changed to the Class Captains program. Please read the description very carefully as the structure and duties of this job have changed significantly. The Class Captains program is designed to promote more communication and more accountability. Read carefully!

There will be two Class Captains appointed for each classroom for the entire year:

- **Room Captain (RoomCAP)**
- **Communications Captain (CommCAP)**

In order to be considered for a Class Captain position, a parent must:

1. Indicate interest in the positions on the sign-up form AND
2. Attend Volunteer Leadership Training on Friday, September 7, 2007 (see cover letter from Parent Council President Jill Vassar).

Class Captains will be appointed by the Parent Council leadership.

Please review the Job Descriptions on the following page:

The RoomCAP Job Description:

1. *Work with the teacher to determine what parties and activities your classroom will have during the year.*
 - a. Party times are established by the master school calendar. Generally, in grades 1-8, parties are held at 2:45 pm. The Early Childhood program party times are printed on the master calendar and vary by event. Further instructions on class parties will be given during the Volunteer Leadership Training on September 7th.
 - b. Relay party plans to the CommCAP.
2. *Recruit your own team of helpers for parties, gifts, and teacher birthdays.*
 - a. Do not handle all the events by yourself! Get help from other parents in the class. You can put together a team for all year, or vary the volunteers by event or task.
 - b. Teacher gifts are traditionally given at Christmas, the end of the year, and for the teacher's birthday. All people are busy at Christmas and the end of the school year! Please allocate your time carefully so you are not running out of time to shop. Ask one of your helpers to shop for you. Cash may NOT be given as a gift. Further instructions on what types of gifts are appropriate will be given during the Volunteer Leadership Training on September 7th.
3. *Manage your Classroom Account budget.*

The SLES Parent Council maintains "Classroom Accounts" for each homeroom. (Families are given an opportunity to contribute at Tiger Tracks and throughout the year.) These Accounts are designed to:

 - a. Relieve the Room Captain from carrying the financial burden of classroom activities.
 - b. Give every family the opportunity to support financially the classroom activities,
 - c. Eliminate the amount of cash that is floating around the SLES office to support these activities, and
 - d. Have an accountable fiscal agent to administer the funds so generously contributed by SLES families.
4. *Be the primary liaison to the teacher regarding classroom activities.*

The CommCAP Job Description:

1. *Set up a communications link to all parents in your class.* Ideally this would be an email address list for all parents. If some parents do not use email, then phone calls to these people would be needed.
2. *Work with the teacher, the Class Captain, and the Parent Council Vice President of Communications to ensure communication flows.*
3. *Use the communications link with parents to announce class parties and other events that parents may want to attend.*
4. *Use the communications link with parents to secure volunteers for class time at the Book Fairs, to sit with the class during Teacher Lunch Breaks and Teacher Appreciation Week, and at other times when needed.*
5. *Forward photos from class events and activities to the Yearbook Editor for consideration.* Photographs can be submitted electronically (parentcouncil@saintlukes.net) or physically (to the box in the Parent Council office).

□ GET CONNECTED □

Year-Round

The “→Get Connected←” program is designed to get families to know each other outside the classroom. Informal gatherings of families or just the parents happen once a semester. Examples of past events include everything from ice cream parties to a Missions Game outing to a catered dinner. Anything goes!

Watch for your child’s grade level get togethers. For example, a gathering of the first grade would be advertised like this:

→2015 (1st)←

because the 1st grade is the Class of 2015.

Each grade level has two (2) coordinators. Sign up to help these coordinators plan events!

MIDDLE SCHOOL DANCES

September 21, 2007

February 15, 2007

The Middle School hosts a dance once each semester. Middle school kids from St. Luke’s and other nearby schools (400-500 of them!) flock to the gym for dancing and socializing.

Volunteers are needed to decorate, purchase snacks, chaperone, and conduct traffic during drop-off and pick-up.

ORIGINAL ART WORKS

Fall

The Art Department faculty help the children create original work that can be reproduced on items such as t-shirts, mouse pads, note cards, magnets, etc. Orders are taken in the fall and items arrive in time for Christmas. The net proceeds are then donated to the Art Department.

Volunteers are needed to assist with order processing and distribution.

Revised

PATS

Revised

Year-Round

PATS stands for “Parents Assisting Teachers and Students”. There are two components to the PATS program:

- 1) assisting in the classroom and
- 2) assisting in the work room.

Any parent volunteer that wants to volunteer through the PATS program must attend a training session on Tuesday, September 11, 2007 at 8:15.

- 1) Teachers will recruit their own parent volunteers to assist in the classroom at the times and for the purposes the teacher decides. The Parent Council will maintain a sign-in and sign-out notebook in the Crossing to log the hours donated.
- 2) Teachers leave material to be copied, collated, laminated, etc., in the work room for parent volunteers to complete.

PSIA

Year-Round

The Private School Interscholastic Association (PSIA) is an academic challenge competition that St. Luke’s participates in with other private schools. Examples of contests include “Ready Writing”, “Storytelling”, “Music Memory”, “Prose”, etc. Contests vary by grade level.

Teachers coach the students before and after school and during lunch. Volunteers are needed to relieve the teachers of carpool-duty so they can coach. Volunteers also assist the Faculty Coordinator with tasks as needed (ex. completing ribbons, assembling contestant folders, etc.).

TEACHER and STAFF APPRECIATION WEEK

April 14-18, 2008

A week has been set aside to recognize our faculty and staff for all that they do for our school.

Volunteers are needed to help execute the plan set forth by the committee chair for the week's activities.

New New TIGER BRIGADE

Year-Round

Volunteer on an as-needed basis! Sign up to be a member of the Tiger Brigade to complete tasks for which hands are needed to perform special tasks. For example, the Brigade might be called upon to make buttons for Grandparents' Day, stuff Auction Party invitations, or help lead tours during Admissions Open Houses. It could be anything!

Tiger Brigade members will be notified by email when there is a need. Brigade members would come and help if they are available. What a great way to help the school and get to know other parents!

TRADE FAIR

May 2, 2008

Trade Fair is a St. Luke's tradition designed to expose the students to entrepreneurship while they sell their own products or services. Rent is paid to the Parent Council and some "businesses" designate a portion of their profits to charity.

Volunteers are needed to set up the "marketplace" in the gym, assist "businesses" with profit and loss statements, check-out, and clean-up supervision.

UNIFORM EXCHANGE

Year-Round

The Uniform Exchange offers gently worn uniforms for sale at \$5 per piece. Or, trade a piece your child has outgrown for one out the Exchange for free!

Volunteers are needed to work during the times the Exchange is open.

YEARBOOK

Year-Round

The Bengal is produced by the Parent Council as a service to the student body.

Volunteers are needed to collect photos and promote yearbook sales.

SIGN UP! Return by August 1, 2008

Child Name and Grade		
Child Name and Grade		
Child Name and Grade		
Child Name and Grade		
	Parent Volunteer #1	Parent Volunteer #2
Last Name		
First Name		
Address		
City		
Zip		
Home Phone		
Cell Phone		
Work Phone		
EMAIL***** (IMPORTANT!)		
<u>INTERESTED IN HELPING???</u> (check box)		
Book Fair (Fall) <small>9/21-28/07</small>		
Book Fair (Spring) <small>May 2008</small>		
Class Captain <small>(Interested in being one/replaces Room Parent Program)</small>		
Get Connected <small>Year-Round</small>		
Middle School Dances <small>9/21/07 and 2/15/08</small>		
Original Art Works <small>Fall</small>		
PATS <small>Year-Round</small>		
PSIA <small>Year-Round</small>		
Teacher and Staff Appreciation Week <small>4/14-18/08</small>		
Tiger Brigade <small>Year-Round</small>		
Trade Fair <small>5/2/08</small>		
Uniform Exchange <small>Year-Round</small>		
Yearbook <small>Year-Round</small>		
<u>CELEBRATE ST. LUKE'S</u> (check box)		
Make ten (10) follow up calls to potential Silent Auction donors <small>1/08</small>		
Class Projects <small>9/07-2/08</small>		
Set up <small>3/7/08</small>		
Clean-up <small>3/7/08</small>		
<u>SKILLS/HOBBIES/INTERESTS/ PROFESSION/CONNECTIONS</u> (check box)		
Access to Special Event Venues		
Advertising		
Art (paint, draw, sketch, dance)		
Carpentry		
Cold Calling		
Database Management		
Graphics Design		
Lighting		
Money Management		
Music (Symphony, DJ, etc)		
Photography		
Public Relations		
Restaurant Business		
Sports		