



Parents Association Committee Chair Guidelines 2020-2021

Due to the new environment this year with Covid-19 restrictions and precautions, many of our events will be held virtually over Zoom, and others will unfortunately be postponed until we can reevaluate their feasibility in the Spring. The information below outlines guidelines for planning events during a typical year; thank you for your flexibility and for helping us as we try to work creatively to maintain and strengthen our community in this unique time.

Planning Your Event

Feedback from Previous Events:

- The PA asks chairs to complete a Feedback Form and submit photos following each event; we store this information for future chairs. When starting to plan your event, it may be helpful to look at the Feedback Form that the previous chairs have completed.
- Feedback may include such information as: a timeline for planning and promoting your event, a timeline for the event itself, proposed and actual budget, vendors used, attendance, and any information about what modifications the chairs would suggest.
- Contact PA Secretary Kristy Beauvais at kristybeauvais@comcast.net for access to the previous year's Feedback Form.

Planning Your Budget:

- PA Treasurer Rona Beetham, rbeetham@comcast.net, can provide you with the overall budget for your event for this year and with more detailed information about how the funds were used in previous years.
- We strongly encourage chairs to plan events using only budgeted funds and to plan to submit for reimbursement for all expenses. This allows the PA Board to have an accurate assessment of the actual costs associated with each event and assists us in planning the broader PA Budget from year to year.
- Please note that the PA Closet stocks some party items and office supplies that are available for general use. This is a great starting place before purchasing new materials. Contact PA Closet Organizer Agnes Lubega at aganyanna@gmail.com to find out what items are available and for access to the PA Closet.



Space, Set Up & Technical Needs:

- Our PA Liason in the Development Office, Karen Viola, kviola@fenn.org, can assist with reserving spaces on campus both for your event, and also for any on campus meetings that planning your event requires. Note: The Alumni and Development conference room is available as a meeting space.
- Identify your event set up needs (i.e tables, chairs, etc) and communicate to Karen so that she can coordinate with Buildings and Grounds.
- Identify your technical needs (i.e. microphone, projection, etc) and communicate to Karen so she can coordinate with the IT department.
- *During the 2020-2021 School year, please reach out to MaryEllen LaCamera, mellacamera@yahoo.com to schedule a Zoom room for any events being held virtually.*

Recruiting Volunteers:

- Committee Chairs will lead, support, and organize the volunteers for their committee or event. Volunteer Coordinator, Lan Zhang (zhanglanz1@gmail.com) can help with your volunteer needs. The Parents Association has a dedicated Sign Up Genius account that can be used by chairs to solicit and organize volunteers. Committee Chairs may temporarily have full administrator access during the relevant timeframe. Please contact Lan Zhang to request admin access, and for help with Sign Up Genius and other volunteer needs.
- CORI Regulations**: Please note that any parent spending time on campus and interacting with students and staff must have a current CORI approval on file. Please contact Karen Viola, kviola@fenn.org with the names of volunteers; she will confirm that they have a current CORI form on file. Due to cost limitations, CORI forms for parents will not be processed in advance of volunteering.
- *For the 2020-2021 School year, parents will not be able to volunteer on campus until further notice.*

Promoting Your Event

Friday Fenn:

- The School's weekly email newsletter is the best way to communicate upcoming events to parents. Submissions can be sent to Kristy Beauvais, PA Secretary, at kristybeauvais@comcast.net. The deadline for submissions is *Tuesday at 4:00 pm*.
- Please be sure your announcement is written as you would like it to appear and includes all relevant information including date, time, location, contact information, etc. The Friday Fenn editors, The Alumni and Development Office and the Parents Association President and Vice Presidents reserve the right to edit all submissions.



- Indicate which dates you would like your submission to run. If you would like to have parents “Save the Date” for an event, please submit your announcement a month in advance. For all other announcements, it is suggested submissions be placed two weeks in advance.

Outdoor Notice Board:

- The Outdoor Notice Board is available for announcements of upcoming events. Please contact the Outdoor Notice Board Chair, Vanessa Ahlgren, at vanessa.ahlgren@gmail.com to confirm availability and to discuss the timing for the display of your poster. Please be aware that there are often multiple events seeking promotion concurrently.
- Vanessa can confirm if a poster already exists for your event and can assist with the design and printing of a simple poster to help promote your event if one does not exist. Please give her plenty of advance notice.

PA Website Announcements

- The PA Secretary will use the information submitted to Friday Fenn to highlight your event through the “What’s Happening with the PA” section of the PA website. Contact PA Secretary Kristy Beauvais at kristybeauvais@comcast.net with questions.

Push-page Emails

- It may be possible to send a community-wide email specifically promoting your event via Fenn’s eNotify system, FinalSite. Fenn does regulate the number and timing of email communications to the community, so it may not be feasible in all cases. Contact Karen Viola, kviola@fenn.org to discuss the possibility of promoting your event using an eNotify email.

Event Follow Up

Invoices, Deposits, and Expense Reimbursements:

- When using outside vendors, invoices may be sent directly from vendors to the PA Treasurer, Rona Beetham, via email at rbeetham@comcast.net. Payment will be processed within 10 business days.
- Following your event, complete all requests for expense reimbursement and make all deposits using the Parents Association’s Reimbursement/Deposit form. The Reimbursement/Deposit Form can be found on the PA website, in the orange drop down box labeled *Committee Chair & Grade Parent Resources*.



- Submit forms and receipts by email or regular mail to the PA Treasurer:
Rona Beetham
9 Starr Avenue East
Andover, MA 01810
rbeetham@comcast.net
- For Deposits: checks should be made out to “Fenn PA” not to “Fenn School” or “Fenn”
- For Expense Reimbursements: Attach original receipts if submitting via regular mail; or a photo of receipts if submitting via email. Expenses will not be reimbursed without the original receipts or photos of the original receipt *and* the completed Reimbursement/Deposit Form.
- Please submit forms immediately following your event but note that all submissions for reimbursement must be made by the end of the school year.

Event Feedback:

- Shortly after your event, the PA Secretary, Kristy Beauvais, will reach out to ask you to complete an online Event Feedback form. Your feedback is invaluable for the PA Board’s monthly meeting with the headmaster, and for the chairs planning your event in future years. Please complete the Feedback Form as soon as possible after your event.
- You will also be given the opportunity to submit photos to document your event and help future chairs during their initial planning stages. Photos can also be submitted at any time to PA Secretary, Kristy Beauvais at kristybeauvais@comcast.net.

Important Contacts

PA President: MaryEllen LaCamera - mellacamera@yahoo.com

PA VP Parent Programs and Events: Lindsay Boger - lindsayhboger@gmail.com

PA VP of Student and School Life: Babbie Mulvany - bcmulvany@gmail.com

PA Secretary: Kristy Beauvais - kristybeauvais@comcast.net

PA Treasurer: Rona Beetham - rbeetham@comcast.net

PA Volunteer Coordinator: Lan Zhang - zhanglanzl@gmail.com

PA Liason in the Development Office: Karen Viola - kviola@fenn.org

PA Outdoor Notice Boards: Vanessa Ahlgren - vanessa.alhgren@gmail.com

PA Closet Organizer: Agnes Lubega - aganyanna@gmail.com

★ ★ ★ Thank you for being a Committee Chair this year! ★ ★ ★

We greatly appreciate your time and energy put toward this role.

You help make a real difference in the Fenn community!