



PARENTS ASSOCIATION

# Committee Chair Handbook

2022-2023

## IMPORTANT DATES FOR 2022 – 2023

*Note: As of August 1, 2022; Please consult the online calendar and Friday Fenn for updated information.*

### SEPTEMBER

5	Monday	Labor Day; Fenn offices closed
7	Wednesday	New Student Orientation for new students and parents – Registration begins at 3:00 p.m.
8	Thursday	First full day of school – Classes start at 8:15 a.m.

### OCTOBER

10	Monday	Indigenous Peoples' Day – No classes; Fenn offices closed
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### NOVEMBER

11	Friday	Veterans Day – No classes; Fenn offices closed
14	Monday	Fenn Professional Day – No classes
22	Tuesday	Thanksgiving Break begins at 12:45 p.m. – No afternoon Concord Public School buses; No Extended Day Program
28	Monday	School reopens – Classes start at 8:15 a.m.

### DECEMBER

20	Tuesday	Winter Break begins at 12:45 p.m. – No afternoon Concord Public School buses; No Extended Day Program
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### JANUARY

3	Tuesday	School reopens – Classes start at 8:15 a.m.
16	Monday	Martin Luther King, Jr. Day holiday – No classes; Fenn offices closed

### FEBRUARY

20	Monday	Presidents' Day – No classes; Fenn offices closed
21	Tuesday	Fenn Professional Day – No classes
22	Wednesday	No Concord Public School buses
23	Thursday	No Concord Public School buses
24	Friday	No Concord Public School buses

### MARCH

10	Friday	Spring Break begins at 12:45 p.m. – No afternoon Concord Public School buses; No Extended Day Program
27	Monday	School reopens – Classes start at 8:15 a.m.

### APRIL

17	Monday	Patriots' Day – No classes; Fenn offices closed
18	Tuesday	Fenn Professional Day – No classes
19	Wednesday	No Concord Public School buses
20	Thursday	No Concord Public School buses
21	Friday	No Concord Public School buses

### MAY

29	Monday	Memorial Day – No classes; Fenn offices closed
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### JUNE

6	Tuesday	Last day of school – Prize Day; Dismissal at 12:45 p.m.; No afternoon Concord Public School buses; No Extended Day Program
7	Wednesday	Eighth Grade Graduation
9	Friday	Ninth Grade Graduation
19	Monday	Juneteenth – Fenn offices closed



Dear Committee Chairs,

Welcome to a new school year! We are so excited to begin this year with you all on board as Fenn Parents Association Committee Chairs. We truly appreciate the time and energy you have committed to helping us make the 2022-2023 year a memorable one for the Fenn boys and their families. We hope you enjoy the connections you make as we work together to plan a variety of fun events and activities. It's all about the community we create around us. Thank you for being leaders in the Fenn community!

Your primary responsibility is to lead your chosen Parents Association Committee in assisting with school activities, coordinating social functions and educational programs, and engaging in fundraising activities. You will serve as the liaison between members of the PA Board and your committee volunteers throughout the school year. Your efforts enhance the overall school community and experiences of Fenn students and their families by increasing school spirit, community cohesiveness and a sense of tradition.

You can expect to hear from our Volunteer Coordinator, Caroline Myler, after the first week or so of school with information about your volunteers. Caroline will provide you with a list of volunteers so that you can reach out to them directly to ensure they are still on board to help out with your committee.

The PA Board looks forward to working with you to achieve the plans and goals of your committee. We welcome your suggestions and highly value your ideas and contributions. We are so grateful for such a wonderful group of school leaders.

On behalf of the entire Parents Association Board, thank you again for working with us this year!

Sincerely,

Lauren Manthripragada

*Vice President of Parent Programs and Events*

## IMPORTANT CONTACTS

TITLE	NAME	EMAIL
<b>PA President</b>	Liz Nadzo	liznadzo@gmail.com
<b>PA Vice President: Parent Programs &amp; Events (VP-PPE)</b>	Lauren Manthripragada	laurenmanthri@gmail.com
<b>PA Vice President: Student &amp; School Life (VP-SSL)</b>	Babbie Mulvany	bcmulvany@gmail.com
<b>PA Secretary</b>	Jennie Garofalo	jennielparker@gmail.com
<b>PA Treasurer</b>	Tanya Oblak	tanya.oblak@gmail.com
<b>PA Volunteer Coordinator</b>	Caroline Myler	carolinekmyler@gmail.com
<b>Advancement Associate (Liaison to PA)</b>	Karen Viola	kviola@fenn.org
<b>Director of Technology</b>	Jeff Laplante	jlaplante@fenn.org
<b>Chair: Outdoor Notice Board</b>	Vanessa Ahlgren	vanessa.ahlgren@gmail.com
<b>PA Closet Organizer</b>	Esther Yoon	esyoon.na@gmail.com

# INFORMATION SHEET

## For Committee Chairs (CC) and Grade Parents (GP)

### Planning, Promoting and Managing Events

### Primary Contact

#### Sending formal emails and invitations

- Event-specific formal emails and invitations intended for the whole community or large subsets (i.e. an entire grade) should be *drafted* by CCs and GPs but will be *sent* by Fenn using the e-notify system.
- Drafts should be sent to the contact shown for PA approval and will then be forwarded to Karen Viola to send out.
- This process ensures that all relevant community members receive the information, allows for consistency in formatting for formal communications, and allows Fenn to manage the number and timing of all Fenn-related communications.

Lauren Manthripragada  
laurenmanthri@gmail.com  
(Committee Chairs)

Babbie Mulvany  
bcmulvany@gmail.com  
(Grade Parents)

Karen Viola  
kviola@fenn.org

#### Sending informal emails

- CCs and GPs may send informal reminder emails directly to parents, committee members and volunteers to connect as needed using personal emails.
- Communications should be limited to Fenn-related events and may not reference personal or other non-Fenn-related matters.
- See yellow pages directory for email addresses.

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#### Reserving Space on Campus

- CCs and GPs may reserve space on campus as needed for meetings (i.e. Alumni/Development Conference Room, etc).
- CCs and GPs should reserve on campus spaces for events as needed (MPR, Library, Dining Commons, etc).

Karen Viola  
kviola@fenn.org

#### Reserving items from Buildings and Grounds

- Tables, chairs, etc are available for use for on campus events and need to be requested and reserved.

Karen Viola  
kviola@fenn.org

#### Reserving items from IT Department

- Technical support (i.e. microphones, projection, etc) is available and should be requested and reserved using facility form completed by Karen Viola.

Karen Viola  
kviola@fenn.org

#### Acquiring Supplies

- The PA Closet stocks some party items and basic office supplies that are available for use for PA related events. This is a great starting place before purchasing new materials. Contact Esther Yoon for an updated list of inventory and for access to the PA Closet.
- Other items may be purchased and receipts submitted for reimbursement in accordance with the stated budget for each event (provided by the PA Treasurer).

Esther Yoon  
eyoon.na@gmail.com

#### Advertising in Friday Fenn

- Friday Fenn is a great way to communicate information to the Fenn community. Email your announcement to the contact shown exactly as you would like it to appear. Include all relevant information (date, time, location, etc) and identify a contact person to whom questions should be directed.
- Friday Fenn editors reserve the right to modify submissions for format and content as needed.
- CC: Babbie Mulvany (bcmulvany@gmail.com) for Grade Parent-related submissions or Lauren Manthripragada (laurenmanthri@gmail.com) for Committee-related submissions
- Deadline for submission is **Tuesday at 4pm**.

Jennie Garofalo  
jennieparker@yahoo.com

#### Advertising on the PA website

- The PA Secretary uses the information submitted to Friday Fenn to update the PA website weekly.
- Contact the PA Secretary for any specific website-related questions or requests.

Jennie Garofalo  
jennieparker@yahoo.com

<p><b>Requesting a poster for Outdoor Notice Box or Front Circle Sandwich Board</b></p>	<ul style="list-style-type: none"> <li>• The Outdoor Notice Box and Front Circle Sandwich Board are available for announcing upcoming events.</li> <li>• The Outdoor Notice Box Chair can confirm whether or not a poster already exists for your event and can assist with the design and printing of one if one does not exist. Please give her plenty of advance notice.</li> <li>• There are often multiple events seeking promotion concurrently. The Chair has a master calendar and can assist with availability and timing of displays.</li> </ul>	<p>Vanessa Ahlgren vanessa.ahlgren@gmail.com</p>
<p><b>Identifying and Recruiting Volunteers</b></p>	<ul style="list-style-type: none"> <li>• The PA Volunteer Coordinator can assist with identifying and recruiting volunteers.</li> <li>• The PA has a dedicated Sign-Up Genius account that can be used to solicit and organize volunteers. CCs and GPs may have full administrator access during the relevant timeframe.</li> <li>• Some events have Sign Up Genius pages from previous years that can be refreshed for future use.</li> </ul>	<p>Caroline Myler carolinekmyler@gmail.com</p>
<p><b>CORI Regulations</b></p>	<ul style="list-style-type: none"> <li>• Any parent spending time on campus and interacting with students and staff must have a current CORI approval on file.</li> <li>• GPs and CCs should email list of chaperones or volunteers as their event draws near; Fenn will manage CORI process and provide confirmation.</li> <li>• Due to cost limitations, CORI forms for parents will not be processed in advance of volunteering.</li> </ul>	<p>Karen Viola kviola@fenn.org</p>
<p><b>Providing and Utilizing Event Feedback</b></p>	<ul style="list-style-type: none"> <li>• After your event, you will be asked to complete a brief online <i>Event Feedback Form</i> and provide photos that might be helpful to those planning your event in future years.</li> <li>• The PA Secretary can provide access to Feedback Forms and photos from previous years to help with planning events.</li> </ul>	<p>Jennie Garofalo jennielparker@yahoo.com</p>
<p><b>Budgeting for Events</b></p>	<ul style="list-style-type: none"> <li>• The PA Treasurer can provide detailed information about the budget available for your event, as well as how funds were used in previous years.</li> </ul>	
<p><b>Collecting Money</b></p>	<ul style="list-style-type: none"> <li>• Contact the PA Treasurer for help with cash boxes, squares for credit card payments, donation requests via Venmo, etc.</li> </ul>	
<p><b>Using Outside Vendors</b></p>	<ul style="list-style-type: none"> <li>• Complete the <i>PA Payment Request/Deposit of Funds Form</i> which can be found on the PA website .</li> <li>• Attach an electronic copy (photo or scan) of the invoice.</li> <li>• Email both the <b>form</b> and the <b>invoice</b> to the PA Treasurer.</li> <li>• Physical copies of Invoices may be sent directly from vendors to Fenn (attn: PA Treasurer) though email is preferred to avoid potential payment delays.</li> <li>• Payment will typically be processed within 10 business days.</li> </ul>	<p>Tanya Oblak tanya.oblak@gmail.com</p>
<p><b>Requesting Reimbursement for Expenses</b></p>	<ul style="list-style-type: none"> <li>• Complete the <i>PA Payment Request/Deposit of Funds Form</i> which can be found on the PA website.</li> <li>• Attach electronic copy (photo or scan) of receipts.</li> <li>• Email both the <b>form</b> and the <b>receipts</b> to the PA Treasurer.</li> <li>• Expenses will not be reimbursed without both items.</li> <li>• Please request reimbursement immediately following your event; all requests must be made within the academic year.</li> </ul>	
<p><b>Making Deposits</b></p>	<ul style="list-style-type: none"> <li>• Complete the <i>PA Payment Request/Deposit of Funds Form</i> which can be found on the PA website.</li> <li>• Submit <b>form</b> and all <b>cash and checks</b> to PA Mailbox (please write "Attn: Tanya Oblak" on the envelope). All checks should be made out to "<b>Fenn PA</b>" not to "Fenn School" or "Fenn."</li> </ul>	

**FENN PARENTS ASSOCIATION  
PAYMENT REQUEST / DEPOSIT OF FUNDS  
2022 - 2023**

**PLEASE CIRCLE APPROPRIATE OPTION**

<b>PAYMENT REQUEST</b>	<b>DEPOSIT OF FUNDS</b>
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**PLEASE COMPLETE THIS SECTION FOR PAYMENT REQUESTS AND DEPOSITS**

<b>Total Amount of Request or Deposit</b>	
<b>Event Name and Date</b>	
<b>Grade(s) Involved</b>	
<b>Requestor Name</b>	
<b>Requestor Email Address</b>	
<b>Expense Approved by [PA Board Member Name]</b>	

**PLEASE COMPLETE THIS SECTION FOR PAYMENT REQUESTS ONLY**

<b>Payee Name</b>	
<b>Payee Mailing Address</b>	
<b>Payee Phone Number</b>	

**PLEASE COMPLETE THIS SECTION FOR DEPOSIT OF FUNDS ONLY**

<b>Number of Checks Included [must be payable to <u>Fenn PA</u>]</b>	
<b>Number of Bills by Denomination</b>	<b>\$1_____ \$5_____ \$10_____ \$20_____ \$50_____ \$100_____</b>

**Payment Requests:** Please submit completed form with invoices /receipts via email to [tanya.oblak@gmail.com](mailto:tanya.oblak@gmail.com).

**Deposit of Funds:** Please submit completed form with cash/checks to Karen Viola in Fenn's Advancement Office.



Site Login

Please provide your username and password to log in:

username

Username

password

Password

login

Forgot your username/password?

-- please login --

PARENTS ASSOCIATION HOME 2022-2023

PA Student Activity Fee

HEADMASTER WELCOME

ALL PARENT ARCHIVED EMAILS

REQUIRED PARENT FORMS FOR SCHOOL YEAR

ATHLETICS FORMS

FENN DINING

FRIDAY FENN

HEALTH OFFICE

NEW BOY VIDEOS

LIVESTREAM

INNOVATION LAB

PARENT EVENTS CALENDAR

SECONDARY SCHOOL COUNSELING OFFICE

# PARENTS ASSOCIATION 2022-2023

## WHAT'S HAPPENING AT FENN?

### F SAVE THE DATE

- Wed Sept 7th - New Student Orientation - 3:00 pm
- **Wed Sept 7th - Back-to-School Logo Wear Sale - 3:00-6:00 pm**
- Thurs Sept 8th - First Day of School
- **Fri Sept 9th - PA Grade Parents Orientation 8:30am**
- Fri Sept 9th - Back-to-School BBQ hosted by the Boonisars - 5:30pm
- **Fri Sept 9th - Back-to-School BBQ Logo Wear Sale**
- Thurs Sept 15th - Lower School Back-to-School Night - 6:45pm
- **Fri Sept 16th - PA Committee Chairs Orientation - 8:30am**
- Mon Sept 19th - Middle School Back-to-School Night - 6:45pm
- Wed Sept 21st -- Individual School Pictures
- Thurs Sept 22nd - Upper School Back-to-School Night - 6:45pm
- **Fri Sept 30th - 4th Grade Parent Coffee - 8:30am**
- Sat Oct 1st - Homecoming
- **Sat Oct 1st - Homecoming Logo Wear Sale - 12:00 pm**
- **Fri Oct 7th - 5th Grade Parent Coffee - 8:30am**
- **Fri Oct 14th - First PA Meeting, Ask the Headmaster - 8:30am**
- **Fri Oct 21st - 6th Grade Parent Coffee - 8:30am**
- **Fri Oct 21st - 9th Grade Parent Coffee - 8:30am**
- **Tue Oct 25th - Faculty & Staff Appreciation Day**
- **Tue Oct 25th - 6th Grade Blue & Gold Dinner - 6:15pm**
- **Thurs Oct 27th - 8th Grade Parent Coffee - 8:30am**
- **Fri Oct 28th - 7th Grade Parent Coffee - 8:30am**

\* More details in Friday Fenn! Note: PA Events appear in bold.

### F VOLUNTEER OPPORTUNITIES

The Fenn Parents Association (PA) invites YOU to get involved for the 2022-2023 school year! Volunteering for the Fenn PA is a fun and rewarding way to connect with and contribute to our remarkable community. Click [HERE](#) to learn more about more than 20 different committees and events - everything from helping with Logo Wear to being a Grade Parent, and from helping with the Annual Sports Sale to helping with Service Learning projects. We can't wait to work with you! Questions? Contact Volunteer Coordinator [Caroline Myler](#).

### PARENTS ASSOCIATION OFFICERS 2022-2023

President  
[Liz Nadzo](#)

Vice President Parent Programs & Events  
[Lauren Manthripragada](#)

Vice President Student & School Life  
[Babbie Mulvany](#)

Treasurer  
[Tanya Oblak](#)

Secretary  
[Jennie Garofalo](#)

Volunteer Coordinator  
[Caroline Myler](#)

## PA Meetings & Year-end Events

### September 2022

**SEP 09** Parents Association (PA) Grade Parents Orientation  
8:30 AM

### October 2022

**OCT 07** Fifth Grade Parent Coffee  
8:30 AM

**OCT 14** Parents Association Meeting: "Ask the Head"  
8:30 AM

**OCT 21** Ninth Grade Parent Coffee  
8:30 AM

**OCT 25** Faculty & Staff Appreciation Day

**Thank you for being a**



**Committee Chair!**