

# EDS PARENTS ASSOCIATION

## HANDBOOK

2013-2014



EPISCOPAL DAY SCHOOL

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*Foundations for Life*

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## THE EDS ASSOCIATION PRESIDENT'S LETTER

Dear EDS Families,

On behalf of the EDS Association, welcome to the 2013-2014 academic year at Episcopal Day School and to the EDS Association! The Association includes all parents of enrolled students and all faculty, administration, and staff of EDS. The EDS Association seeks to support the growth and development of each student and to offer financial support to EDS through volunteer and fundraising efforts. We offer service opportunities for parents to EDS through a wide variety of activities, from events such as back to school Bingo Night and Olympic Day, year-round opportunities such as Acolyte Helpers for Chapel and the Hospitality Committee, and fundraising events such as Fall Festival and the annual Auction Party. Details of all Association events and activities follow in this handbook.

Fundraising activities are an important part of the Association's activities each year. All money raised goes back to the school. On our website you will find an accounting of the money raised in the 2012-2013 academic year and how it was allocated. The Association is committed to allocating 10% of its profits to the EDS endowment to ensure the continued success of our school. The remaining funds are directed to curriculum support, needs identified by the administration to enhance the school environment and facilities, and items requested by EDS faculty to enhance their ability to teach.

I hope you will consider how you can be involved and support the EDS Association this year. If you are unable to give your time, I encourage you to consider ways you can support our fundraisers. Please complete the enclosed volunteer forms and return them to the front office by August 30. Thank you in advance for making a commitment to EDS. Please feel free to contact me at any time if you have questions or concerns.

Sincerely,

Anna Wilson  
2013-2014 EDS Association President

## **ASSOCIATION BOARD**

President- Anna Wilson  
Vice President- Christine Anderson  
Secretary- Anna Dickinson  
Treasurer- Meredith Beach  
Assistant Treasurer- Carey Daniel  
Advisor-Lisa Roberts

### **Board Position**

Auction Party  
Bingo night  
Book Fair  
Booster Club  
Bylaws/Policies  
Chic-Fil-A Liason  
Fall Festival  
Family Night Supper  
Gift Wrap  
Grocery Liaison  
Hospitality  
Nominating  
Olympic Day  
Original Artworks  
Penny Drive  
School Supplies  
Volunteers  
Ways & Means

### **Chair**

Bric Rahimi  
Maran DeMeyers  
Lisa Curley  
Kelly Bridges  
Lisa Roberts  
Christy Bagby  
Juli Means  
Deidre Hankinson  
Mandy Flythe  
Margaret Helton  
Elizabeth Jackson  
Robin Barfield  
Amanda Martin  
Katie Jones  
Angie Benjamin  
Amelia McDougal  
Mindy Murphy  
Lillian Magruder

### **Co-Chair**

Lauren Hargrove  
Perrin Adams  
Tiffany Bell  
Shannon Lanier  
Anna Wilson  
Mary Ashton Mills  
Emmie Ward  
Amy Walker  
Kim Overstreet  
Bridget Mills  
Renee Austin  
Kriston Chandler  
Mary Howard  
Patti Goodwin  
Mary Anne Franklin  
Vicki Swint  
Jennifer Trotter  
Kim Trotter

## 2012-2013 EDS ASSOCIATION FINAL DISTRIBUTION

|  |             |
|--|-------------|
| 2012 - 2013 Fundraisers (excluding Below the Line) | 62,366.00   |
| EDS Assoc 2012 - 2013 Budget                       | (7,400.00)  |
| Total for distribution                             | 54,966.00   |
| Endowment (10%)                                    | (5,496.60)  |
| Curriculum(40%)                                    | (19,238.10) |
| Remaining total for distribution                   | 30,231.30   |
| School Enhancement Fund/Wish List                  |             |
| Front Fence  | (4,700.00)  |
| Upgrade Phone System                               | (11,000.00) |
| Mobile Ipad Lab                                    | (14,500)    |

## EVENTS CALENDAR

|                 |                                    |                          |
|-----------------|------------------------------------|--------------------------|
| Aug 16          | New Parent Reception               | Following Chapel         |
| Aug 26          | Charleston Wrap Packets Home       | During School            |
| Sept 11         | Charleston Wrap Orders Due         | During School            |
| Sept 17         | Chick-Fil-A Night                  | 5:00 – 8:00              |
| Sept 20         | Bingo Night                        |                          |
| Sept 23 - Oct 2 | Box Top Collection                 | During School            |
| Oct 11          | Original Artworks Letter Home      | During School            |
| Oct 26          | Fall Festival                      | 10:00 a.m. – 3:00 p.m.   |
| Oct 21          | Original Artworks Orders Due       | During School            |
| Nov 18          | Original Artworks Pick Up          | 12:30 p.m. and 3:00 p.m. |
| Feb 3 – Feb 12  | Box Top Collection                 | During School            |
| Feb 4           | Parent Resource Speaker:: Kay Wyma | 6:30 pm                  |
| Feb 5           | Parent Resource Speaker: Kay Wyma  | 8:30 am                  |
| Feb 19 – Feb 26 | Book Fair                          | During School            |
| Feb 24          | Family Night Supper                | 5:00 p.m. – 8:00 a.m.    |
| TBD             | Olympic Day                        | 1:00 p.m. – 3:00 p.m.    |
| Mar 3-Mar 14    | Penny Drive                        | During School            |
| Mar 14          | Auction Party                      | 7:00 p.m.                |
| Mar 18          | Chick-Fil-A Night                  | 5:00 p.m. – 8:00 p.m.    |
| May 23          | K Moving Up and Graduation         | 8:30 a.m. and 6:30 p.m.  |

## BOARD MEETING CALENDAR

Board meetings are held in the Good Shepherd Parish Hall Conference Room at 8:15 am. On Tuesdays. Executive meetings are held in the Bride's Room off of the small Parish Hall at 8:15 am. On Mondays.

|          |                          |                     |       |
|----------|--------------------------|---------------------|-------|
| Aug. 26  | Executive Board Meeting  | Bride's Room        | 8:15  |
| Sept. 10 | Board Meeting            | Conference Room     | 8:15  |
| Nov. 4   | Executive Board Meeting  | Bride's Room        | 8:15  |
| Nov. 12  | Board Meeting            | Conference Room     | 8:15  |
| Jan. 6   | Executive Board Meeting  | Bride's Room        | 8:15  |
| Jan. 14  | Board Meeting            | Conference Room     | 8:15  |
| March 3  | Executive Board Meeting  | Bride's Room        | 8:15  |
| March 11 | Board Meeting            | Conference Room     | 8:15  |
| May 5    | Executive Board Meeting  | Bride's Room        | 8:15  |
| May 13   | End of the Year Luncheon | 2206 Gardner Street | 10:30 |

## **FUNDRAISERS AND COMMUNITY EVENTS**

### **Year-Round Opportunities**

#### **Hospitality**

The Hospitality volunteers provide refreshments in the teachers' workroom each month, bake and decorate for the Kindergarten and Eighth Grade Graduations, Faculty Luncheons, and the Blessing of the Animals. A chairperson and assisting committee will be designated for each event.

#### **Booster Club**

These volunteers support the middle school athletics program, sell tickets and concessions for home games, provide needed athletic equipment, and organize the annual Athletic Banquet. Booster Club will also provide opportunities to buy sportswear throughout the year.

#### **Acolyte Parent**

Acolyte parents assist the weekly acolytes in vesting and lighting candles. These volunteers are on-hand before and after Chapel.

#### **Panther Partners**

Panther Partners are current EDS families who serve as "buddy families" to new EDS families. Contact Director of Admissions Karen Lilly to participate in this program.

#### **Parent Resources**

This committee, with support from Pastor Lisa, will provide resource materials and opportunities for parents throughout the year.

#### **Grocery Liason**

Start collecting Box Tops for Education to be collected in the fall and winter. Also look for grocery store cards for the front office to benefit the school.

### **Fall Opportunities**

#### **September - November**

#### **Fall Festival**

Large numbers of volunteers are needed to assist with the planning, organization, and implementation of one of the EDS Association's most successful fundraisers. Volunteer activities include concessions, games, prizes, set-up, take-down, and bake shop.

#### **Charleston Wraps**

High quality gift-wrap and gifts. Volunteers are needed to sort and package the orders.

#### **Original Artworks**

Original works of art by students are transferred onto coffee mugs, magnets, t-shirts, etc. Volunteers are needed to sort and package the orders.

### **Operation Christmas Child**

Assembling, organizing, and delivering wrapped shoeboxes for one of EDS' school-wide service projects is the duty for these volunteers. Contact EDS Chaplain Lisa Barrowclough to volunteer.

### **Bingo Night**

A community building event for back-to-school in the Good Shepherd Parish Hall, we will gather as families to celebrate the start of another great year at EDS. Volunteers are always welcome.

### **Winter/Spring Opportunities**

#### **January - May**

#### **Auction Party**

Volunteers are needed to help plan, organize, and obtain items to be auctioned for this festive fundraiser. The Auction party is an EDS Association event for grown-ups only.

#### **Book Fair**

Volunteers assist students with their purchases and staff the book sales during the week of the Book Fair.

#### **Penny Drive**

Penny Drive volunteers work during the two weeks of the Penny Drive with publicity for the event, periodically taking the money to the bank, and coordinating a party for the winning class in each division.

#### **Family Night Supper**

This evening community building event needs volunteers to cook, serve, set-up, decorate, organize entertainment, sell tickets, and clean up. Talent for the evening provided by the Lower School!

#### **EDS Spring Classic Golf Tournament**

Large numbers of volunteers are needed on the day of this event for set-up, registration, selling raffles, and general hospitality at the Forest Hills Golf Club for this fundraiser for EDS. Director of Development Jane Houston oversees the volunteers.

#### **Olympic Day**

Volunteers are needed on this one day event to set-up, judge, and clean up.



# ASSOCIATION VOLUNTEER FORM

Please complete this form and return to the EDS front office by Friday, August 30.

Name \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

I am interested in volunteering for the following opportunities (please check all that apply):

## Year-Round Opportunities

- Hospitality
- Acolyte Parent
- Booster Club
- Panther Partners (Contact Karen Lilly)
- Parent Resources

## Fall Opportunities

- Bingo Night
- Original Artworks
- Fall Festival
- Gift Wrap
- Operation Christmas Child (Contact Pastor Lisa)

## Winter/Spring Opportunities

- Auction Party
- Book Fair
- Family Night Supper
- Penny Drive
- Golf Tournament
- Olympic Day

**Please return to the EDS front office by August 30!**

## FALL FESTIVAL VOLUNTEER FORM

Please complete this form and return to the EDS front office by Friday, August 30. This year's festival is coming soon!! Saturday, October 26th!

The entire EDS community works together every year to put on the Fall Festival. Volunteering is an excellent way to meet and get to know other parents and teachers, and it's fun! Please consider how you could help, and let us know what you can do by filling out the form below. We need your support!

Questions? Call Fall Festival Chair, Juli Means (706) 836-4356

Name \_\_\_\_\_

Phone number(s) \_\_\_\_\_

E-Mail \_\_\_\_\_

Please check area(s) of interest:

Bake Shop

Concessions

Prizes

Set-up

Take-Down

Decorations

I will work wherever needed

Please contact me about sponsorship opportunities

**Please return to the EDS front office by August 30!**

# AUCTION PARTY VOLUNTEER FORM

The Auction Party to benefit EDS continues to be a huge success. To maintain this trend, we need your talents, large and small. It is a great way to meet other parents. To some, the word Auction makes them run and hide. We have expanded the committee so more volunteers can participate. If you aren't comfortable with solicitation, maybe you could help with tickets or decorations. Help is always needed for set-up and take-down. There are many aspects of the Auction. Please consider how you can help and let us know what you can do by filling out the form below. We need your support!

Please fill out the form below and return to the EDS front office as soon as possible, no later than Friday, August 30. Questions? Please contact Bric Rahimi (706) 495-3159 or Lauren Hargrove (706) 755-5999.

Name \_\_\_\_\_

Phone number(s) \_\_\_\_\_

E-Mail \_\_\_\_\_

Please check area(s) of interest:

\_\_\_\_\_ Soliciting prizes/donations

\_\_\_\_\_ Decorations

\_\_\_\_\_ Silent Auction

\_\_\_\_\_ Set-Up

\_\_\_\_\_ Take-down/ clean up

\_\_\_\_\_ Sponsorships

\_\_\_\_\_ Tickets

\_\_\_\_\_ Party

\_\_\_\_\_ Party Central

\_\_\_\_\_ Raffle

**Please return to the EDS front office by August 30!**

# AUCTION DONATION FORM

If you missed last year's Auction Party, don't let it happen again! The Auction party is an annual affair. The more the merrier!

You can do your part to make this our best fundraiser ever by donating sponsorships, items, or services. Here are some ideas from previous years to get you thinking:

- Vacation or resort homes (for a week or a weekend)
- Handcrafted items (smocked clothing, hand-painted furniture)
- TVs, Play Stations, bikes, sporting equipment
- Parties - Putting together parties were very popular at last year's auction (contact us if you are interested in hosting a gathering)
- Antiques and rugs

Please contact Bric Rahimi (706) 495-3159

## Auction Party Donation

Please accept the following donation: \_\_\_\_\_

I am unable to donate an item at this time, but please accept this cash donation:

\_\_\_\_\_

Name \_\_\_\_\_

Phone number(s) \_\_\_\_\_

Address \_\_\_\_\_

E-Mail \_\_\_\_\_

Item Description \_\_\_\_\_

Estimated Value \_\_\_\_\_