



Roland Park Country School's
**FAMILY GUIDE TO
COMMUNITY
INVOLVEMENT**

2018 – 2019

VOLUNTEERING

"Volunteering has given me a true appreciation for the supportive, collaborative and joyful community that is RPCS. I volunteer because I want to be a part of this uplifting community."

– Kelly Bellone, P'23

PRE / LOWER SCHOOL

Parent Garden Team
Arts
Classroom
Killebrew Library
Book Fair
Fall Harvest Festival
Book Swap
LS Closing Exercises
Grade Representative
Annual Giving Class Chair
Mentor Family
Parent Ambassador

MIDDLE SCHOOL

Mixers/Dances
Book Fair
Hershey Park
Sleepover
MS Musical
MS Closing Exercises
Grade Representative
Advisory Representative
Annual Giving Class Chair
Mentor Family
Parent Ambassador
8th Grade T-Shirt
& Luncheon
7th Grade Bliss Project

UPPER SCHOOL

Fall Ball
Winter Formal
BAC Dance
Grade Representative
Annual Giving Class Chair
Parent Ambassador

PARENTS' ASSOCIATION

PA Board
Division Chair
Grade Representative
Peppers Concessions
Uniform Resale Shop
Committee Chair
Holiday Fair
Employee Appreciation
Post-Prom Events
Night Under The Stars
Diversity
Admissions Rep.
Volunteer Coordinator
Alumnae Association Rep.

For more information, contact the Volunteer Coordinator.

*See Glossary at the end for full descriptions

GIVING

RPCS is dedicated to the intellectual and moral development of its students. As tuition does not cover the full cost of operating the School, RPCS relies on other sources of income to close the gap.

RPCS encourages students to contribute to and be involved in causes in the greater Baltimore community. Throughout the year, division-specific fundraisers such as Jump Rope for Heart (Lower School), Dance-a-thon (Middle School), and One Love (Upper School) allow the girls and their families to contribute to worthwhile causes.

	TUITION	ANNUAL FUND	GIFT WRAP	GOLF CLASSIC	NIGHT UNDER THE STARS	PA EVENTS
Purpose	The primary source of operating revenue; covers 74% of the cost of operating the School	The Fund for Roland Park Country School provides 7% of the School's operating budget by bridging the gap between tuition and the actual cost of operating the School	Benefits the Endowment, Scholarship Funds and Post Prom. Sponsored by the Alumnae Association Board	Benefits The Fund for Roland Park Country School	Benefits various programs across all divisions, athletics, performing arts programs, and The Fund for Roland Park Country School. Sponsored jointly by the Alumnae and Parents' Association boards	Benefits various programs across all divisions, designated endowment funds, athletics, and performing arts programs
Time Frame	Assessed annually	July 1-June 30 annually	Fall	Fall	Winter	Year-long

ANNUAL FUND

The Fund for Roland Park Country School, our School's Annual Fund, is the primary way for parents, grandparents, past parents, alumnae, and friends to support the annual operations of the School. By giving, you help RPCS take advantage of a wide variety of exceptional programs that make the RPCS experience truly remarkable.

Your donation directly benefits our students, and by volunteering your time as an Annual Giving Class Chair you can provide even more help to our School. Donations are tax deductible and every gift truly makes a difference. For more information, please contact Cory Birdsall, Director of Development.

ADMISSIONS

Parents are invited by the Admissions Office to join our Parent Ambassador Program. As an ambassador, parents can share their first-hand knowledge of RPCS with prospective families by attending Admissions-related events and assisting with tours on Visiting Days and Open Houses. Our parent ambassadors help prospective families journey through the admissions process. For more information, please contact Lindsay La Rue, Director of Enrollment Management.

PARENTS' ASSOCIATION

The Parents' Association is one of the primary ways to get involved. It exists to serve RPCS through its various fundraising and volunteer efforts, and to promote school spirit, communication and cooperation within the RPCS community. It disperses funds at its discretion to various programs within the School. For more information, please visit the PA tile on myRPCS or contact Stephanie Kleiser, President of the Parents' Association.

PA SPONSORED EVENTS/ACTIVITIES

Peppers Concessions
Uniform Resale Shop
Holiday Fair
Employee Appreciation
Post-Prom Events
Diversity Events
Night Under the Stars

VOLUNTEER OPPORTUNITIES

Pre/Lower School

Parent Garden Team: Assist the LS Sustainability Coordinator with green projects.

Arts: Sew and alter concert attire; assist students backstage during winter and spring concerts.

Classroom: Help teachers with tasks such as laminating, preparing project materials, cutting, filing, etc.

Killebrew Library: Work with the LS Librarian shelving books and various other tasks.

Book Fair (fall): Assist the librarian with setting up and selling books.

Fall Harvest Festival: Assist the 1st and 2nd Grades with harvesting vegetables grown in the RPCS gardens and then create meals with the vegetables for the family feast!

Book Swap: Assist with receiving, organizing and shelving donated books.

LS Closing Exercises: Coordinate and assist with the set up and clean-up of the LS Closing Exercises reception.

Grade Representative: Serve as a liaison between the parents and the Parents' Association. Attend monthly meetings and communicate with parents on an as-needed basis to disseminate information to parents regarding events that are PA, advisory and/or grade specific. Report to the Lower School PA Division Chair. 1-2 per homeroom.

Annual Giving Class Chair: Encourage your class' participation in The Fund for Roland Park Country School by contacting parents, attending the fall phonathon event, and following up with letters, emails, and phone calls.

Mentor Family: Be the welcoming committee for a new RPCS family! The summer prior, contact the new family, meet at least once, arrange playdates, stay in touch during the first week of school, and invite and encourage new parents to attend events.

Parent Ambassador: Assist the Admissions Office during visiting days by talking with prospective parents and giving tours.

VOLUNTEER OPPORTUNITIES

Middle School

Mixers/Dances: Chaperone and supply snacks for 7th and 8th grade mixers.

Book Fair (fall): Assist the librarian with setting up and selling books.

Hershey Park: Chaperone the 8th grade trip to Hershey Park.

Sleepover: Assist with purchasing food.

MS Musical: Assist with cast party.

MS Closing Exercises: 7th Grade parents host the reception following the MS Closing Exercises by planning, serving, and cleaning up.

Advisory/Grade Representative: Serve as a liaison between the parents and the Parents' Association. Attend monthly meetings and communicate with parents on an as-needed basis to disseminate information to parents regarding events that are PA, advisory and/or grade specific. Report to the Middle School PA Division Chair. 1 per advisory.

Annual Giving Class Chair: Encourage your class' participation in The Fund for Roland Park Country School by contacting parents, attending the fall phonathon event, and following up with letters, emails, and phone calls.

Mentor Family: Be the welcoming committee for a new RPCS family! The summer prior, arrange playdates, stay in touch during the first week of school, and invite and encourage new parents to attend events.

Parent Ambassador: Assist the Admissions Office during visiting days by talking with prospective parents and giving tours.

8th Grade T-Shirt & Luncheon: Help design the 8th grade t-shirt and organize the luncheon.

7th Grade Bliss Project: Coordinate and organize the 7th Grade Bliss luncheon.

Upper School

Fall Ball, Winter Formal, & BAC Dance: Assist with coat check and monitoring entrance/exit doors.

Annual Giving Class Chair: Encourage your class' participation in The Fund for Roland Park Country School by contacting parents, attending the fall phonathon event, and following up with letters, emails, and phone calls.

Parent Ambassador: Assist the Admissions Office during visiting days by talking with prospective parents and giving tours.

VOLUNTEER OPPORTUNITIES

Upper School (Continued)

Grade Representative: Serve as a liaison between the parents and the Parents' Association. Meet monthly with the Grade Level Dean to discuss upcoming events and concerns in the grade. Attend monthly meetings and communicate with parents on an as-needed basis to disseminate information about PA, divisional, and grade events. Report to the Upper School PA Division Chair. 1 per grade.

Parents' Association

Parents' Association Executive Board: Roles include: President, Vice-President, Treasurer, Recording Secretary, Corresponding Secretary, Division Chairs, Nominating Chairperson, and the President ex-officio. Full descriptions are available online in the Parents' Association by-laws.

Division Chair (year-round): Serve as a liaison between the Grade Representatives and the division heads promoting sound communication between the School and the Parent Network. Appointed by the PA. 1 per division. Full description available online in the Parents' Association by-laws.

Grade Representative: Serve as a liaison between the parents and the Parents' Association. Attend monthly meetings and communicate with parents on an as-needed basis to disseminate information about PA, divisional, and grade events. Report to the PA Division Chair.

Committee Chair: The Parents' Association sponsors several events and activities throughout the year, which are planned by committees. Committee Chairs are needed for: Peppers Concessions, Uniform Resale Shop, Holiday Fair, Night Under The Stars, Employee Appreciation, Diversity, Post-Prom, Alumnae Association, and Admissions. Full descriptions are available online in the Parents' Association by-laws. Please contact the PA President if you are interested in chairing a committee.

Uniform Resale Shop (year-round): Several times throughout the school year, the Uniform Resale Shop sells gently used uniforms and accessories from all divisions at rock bottom prices. Volunteers are needed to assist with sorting and selling.

Night Under The Stars: A fun and casual community event featuring delicious food, dancing, and a silent auction that is held at RPCS in February. Volunteers are needed to assist with planning, set-up and clean-up.

VOLUNTEER OPPORTUNITIES

Parents' Association (Continued)

Peppers Concessions (year-round): Our popular Peppers Concessions stand is located on the upper level of the Athletic Complex. Volunteers are needed to work shifts selling snacks after school to hungry students, on game-days, and during evening theatre events.

Holiday Fair: Our annual December friend-raiser and fundraiser kicks off the holiday season for all ages with vendors, class games, and a popular Greens sale. Multiple volunteer opportunities include: assisting students in planning and running the grade-level booths, organizing a vendor, helping with baked goods and food tables, making holiday greens, and preparing raffle baskets. Grade-level representatives are needed to serve as liaisons between the Chairperson and parents and coordinate volunteers.

Employee Appreciation (spring): A week-long celebration to celebrate our wonderful teachers, administrators, and every employee at RPCS. Volunteer opportunities include assisting the hospitality staff, donating baked goods or gift cards to the raffle basket, and serving the staff during the luncheon.

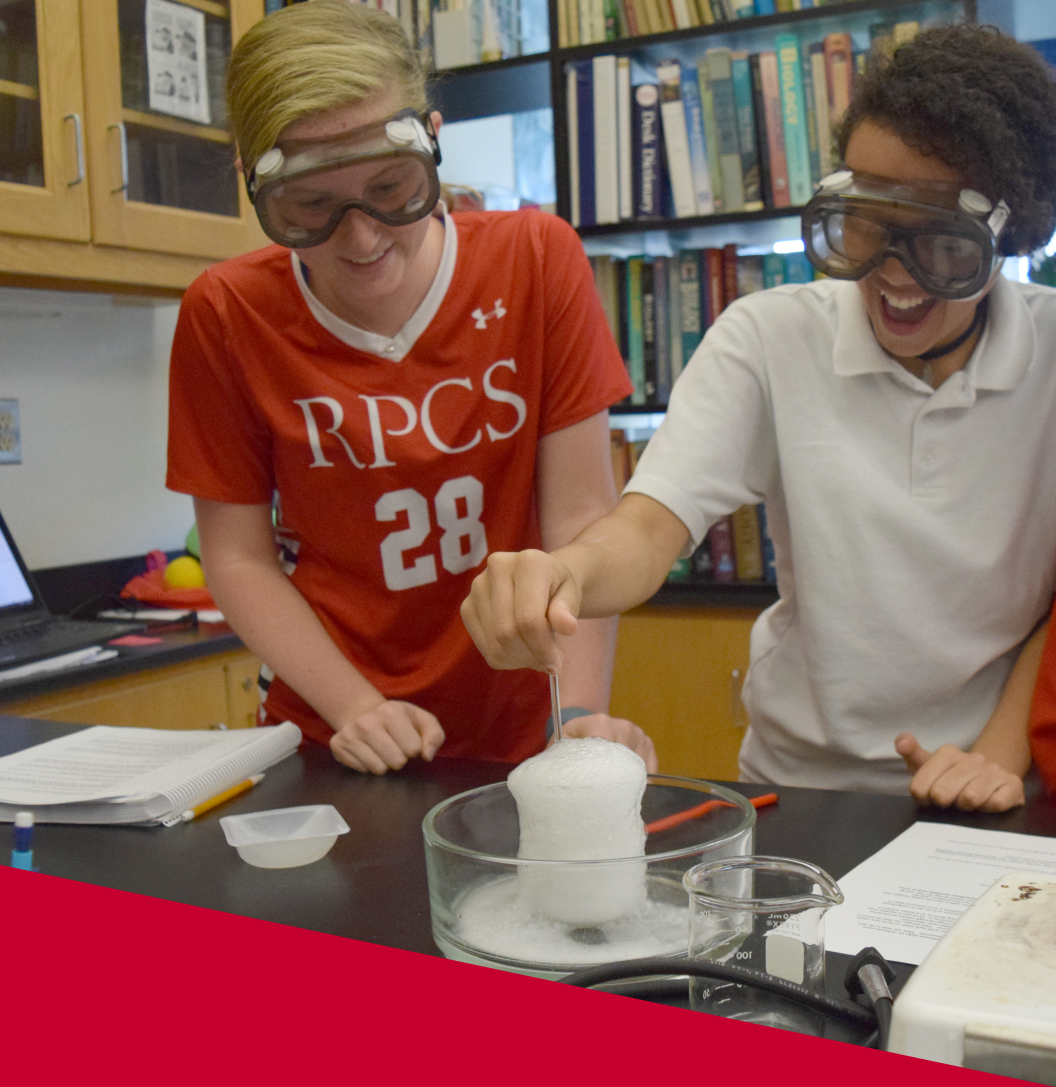
Post-Prom Events: Post-Prom committee organizes the preceding dinners and post-prom party. Also manages fundraising and coordinating many aspects of the prom events, including venue, security, and transportation.

Diversity: Serve as a liaison to the RPCS community on behalf of the Parents' Association by identifying opportunities to educate and expose the RPCS community to the myriad of definitions of diversity and equity education.

Admissions Representative: Work as a liaison between the PA Board and the Admissions Office by regularly meeting with Admissions and reporting back to the PA Board, attending Admissions events, helping prospective families navigate through the admissions process, and welcoming those that enroll.

Volunteer Coordinator: Create and collect parent volunteer lists and distribute to the appropriate committee chairs, assist the Full Board in recruiting and tracking volunteers, and assist each division chair with applicable parent volunteer lists.

Alumnae Association Representative: Serve as a liaison between the PA and the Alumnae Board.



ROLAND PARK COUNTRY SCHOOL

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