Volunteer Leadership General Questions

or

Who to Go To for What?

FINANCE

Check Requests:

The forms you need can be found either on the counter of the Business Office reception desk or on the DCDS website Parent Portal under *Category: Operational>Tag: Business Office>Other business office forms.*

To submit a check request for purchase or reimbursement, the form must be submitted to the Parent Treasurer or President in order to be processed.

Let us know if you'd like to pick up the check or have it mailed to you (please select your preferred option on the form). Pick up the check from Accounts Payable Coordinator, Dan Peters in the Business Office, or provide an address for mailing.

Questions about check requests? Please contact Dan Peters at DPeters@dcds.edu or at 248-430-1062.

Contracts:

Only CEO, Pattie Brand in the Business Office can sign ANY/ALL vendor contracts, no matter the service or dollar amount. Pattie can be contacted at PBrand@dcds.edu or 248-430-1068.

Deposits:

Event Deposits– Please turn event money deposits to the Business Office as soon as possible for safe keeping and processing.

Deposit submission forms are available on the counter of the Business Office reception desk or on the DCDS website Parent Portal under *Category: Operational>Tag: Business Office>Other business office forms*

To set up **Event Charges to Student Accounts** - see the instructions provided separately by the Business Office, or contact Accounts Receivable Coordinator, Cheri Williams at CWilliams@dcds.edu or at 248-430-1061.

Reports: to request a report of Event Donations, please contact Denelle Cicotte in the Advancement Office at DCicotte@dcds.edu.

General Ledger:

For any Questions regarding Parent Association revenue and expense activity or reports, contact the Business Office General Ledger Accountant, Gayla Bonner at GBonner@dcds.edu or at 248-430-1063.

Student Accounts:

To request student lists and to submit charges, please contact Accounts Receivable Coordinator, Cheri Williams at , CWilliams@dcds.edu or at 248-430-1061.

TECHNOLOGY

For **Computer Issues,** contact the Information Technology Helpdesk, located in the Upper School.

For **Operational Issues on Portals** (the password protected side) contact the Advancement Office, Laura Korotkin, LKorotkin@dcds.edu

For questions about our **external website**, www.dcds.edu, please contact the Advancement Office, Laura Korotkin, LKorotkin@dcds.edu

For questions about any of our **social media platforms** (Facebook, Twitter, Instagram), please contact the Advancement Office, Laura Korotkin, LKorotkin@dcds.edu

SECURITY

The main security office is located in the Upper School with officers assigned at all campuses.

Parking Tags:

Students can register their vehicle for a DCDS parking tag by logging onto the DCDS Portal. A $20 fee will be billed to the students account. Once approved and issued, the parking tag can be picked up at the Security Reception Desk of the Upper School.

Parents can apply for a parking pass also through the portal. Once approved it will also be placed at the Security Reception Desk at the Upper School.

Updating vehicle information on an existing parking pass can be done through the Security Reception Desk at the Upper School. Make sure to bring a copy of the new vehicle registration.

Lobby Guard Visitor Management System:

Parents who wish to obtain a fob or bar code sticker for quicker input of their info into the new Lobby Guard visitor management system can contact Director of Security & Safety Mary Sclabassi at msclabassi@dcds.edu.

COMMUNICATIONS

The Buzz: For questions about the Buzz please contact the Advancement Office, Laura Korotkin, LKorotkin@dcds.edu

e-Communications: See e-Communications Policy for details, by visiting the Portal under *Category: Operational>tag: Policies>Communications*

Printing/Postage: Please contact Trish Apple at the Printcenter@dcds.edu

PARENT QUESTIONS AND CONCERNS

L/M/U School Directors - first responders

Advancement Office - secondary resource

QUICK REFERENCE

<u>Directory</u>: Student/Parent information is available online through My BackPack and the mobile app.

NOTE: There will be NO printed full student/parent directory this year. This information changes constantly and the most updated information is available to all parents and students online as stated above. Each family will receive a printed **Quick Reference Guide** with the school calendar, faculty and staff contact lists, and an alphabetical student class list. Additional copies are available through the Advancement Office.

MEETINGS AND EVENTS

<u>Calendar Event Forms</u> should be submitted for every event and meeting

These are found in the Parent Portal on Calendar Tab

- Click on the All School Calendar link (or button)
- Click on Style Guide link on top left to review guidelines for submission
- In the upper right hand corner click the + paper icon
- Fill out submission form

All event requests will be reviewed by Laura Rogers and/or Scott Stanley. If there is not a conflict, the event will be published on the calendar.

Once the event is approved, you will need to submit details to School Dude to notify maintenance, busing, and the kitchen of your needs.

<u>Facilities Availability and Reservations for events</u>

- **Parent Meeting Room**- contact the Advancement Office, Donna Cronberger, <u>DCronberger@dcds.edu</u>

- **Other L//M/U/S venues**-

    - Submit a SchoolDude online AND
    - Submit a Calendar Event Form (see Calendar Event Forms).

<u>Food Services</u> - food, drinks, paper products, utensils, tablecloths, napkins, etc.

- Plum Smart, Kristine Lee, klee@dcds.edu, cell 248-979-4611
  (located in the Upper School Student Center)

<u>School Dude</u> – You can request nearly everything you'll need for an event on School Dude: tables, chairs, coat racks, linens, room set up, etc. Utilize the online order entry system, use link and instructions in the Parent Portal: *Yellow Button in lower half of Portal page.*

<u>Sandwich Board Signs</u> - Can be reserved through School Dude
- Visit the Print Shop to have signs created for these. Printcenter@dcds.edu

"Cage" - The Cage is a secure storage area(s) in the basement of the Upper School used by school departments, e.g. Admissions, Advancement, Business Office, maintenance, etc.   Contact Donna Cronberger-Administrative Assistant to arrange entry. DCronberger@dcds.edu

DEPARTMENT LOCATIONS

Advancement Office – located on the Upper School campus. Enter the US front lobby through the center doors on the main circle drive and the Advancement Office entrance is through the first door on the right off the lobby. The Advancement Office is home to all fundraising activity, Alumni Relations, Parent Relations, Communications, Marketing, Public Relations and Social Media.

Business Office – located on the Upper School campus. Enter the US front lobby through the center doors on the main circle drive and the Business Office entrance is through the first door on the left off the lobby.

Information Technology Helpdesk – located on the Upper School campus across the hall from the College Counseling Office. Please call the main Helpdesk at 248 430-3744 if you would like their hours and specific directions to their location.

Parent Meeting Room – located on the Upper School campus in the Parent Center adjacent to the Student Center and the tennis courts at the rear of the Upper School.

Plum Smart – Kristine Lee's office is located on the Upper School campus in the Student Center, adjacent to the Parent Center and the tennis courts at the rear of the Upper School.

Print Center – located on the Upper School campus in the Parent Center, adjacent to the Student Center and the tennis courts at the rear of the Upper School. Trish Apple is the Print Center Technician

Student Information Database - is maintained by Julie Smerecki of the Academic Office in the Upper School campus.