
VCS

Volunteering & Philanthropy

A GUIDE FOR VCS PARENTS

FROM THE HEAD OF SCHOOL

Dear Parents,

For those of you who are new to Village Community School, welcome! I am so pleased to have your family join our extended community of students, parents, grandparents, alumni, staff, and friends. For those of you who are returning parents, welcome back!

Many new parents are eager to learn how they can contribute to the life of the school, and this year presents unique opportunities to do so, as we reimagine longstanding traditions and find creative ways to create community. This guide provides an introduction to the many ways you can become involved, helping to ensure the continued strength of our vibrant, close-knit community. Your participation and generosity will make an important difference to your children's experience and will ensure our excellence endures for future students and families.

Your interest in helping us be the very best we can be is very much appreciated. On behalf of the entire staff, the VCS Board of Trustees, and our community, thank you.

A handwritten signature in black ink, appearing to read 'Jen Mitchell', with a stylized, cursive font.

Jen Mitchell

Head of School

OPPORTUNITIES TO SUPPORT VCS

Contributing to Our Community

VCS parents contribute to our school's vitality in three important ways:

- Serving as volunteers
- Supporting philanthropic efforts
- Attending social and fundraising events

Your active participation benefits our entire community and has a direct impact on the educational opportunities provided to every VCS student, including your child.

Getting involved provides many opportunities to get to know other families, forge new friendships and deepen ongoing relationships.

We strive to make parent engagement a fun, rewarding and meaningful process. As you consider various options, please do not hesitate to reach out and ask questions. The VCS Office of Advancement is a great resource, as are fellow VCS parents. Together, we'll find the best fit for your interests, time and talents.

This brochure highlights some of the ways you can contribute to our community.

VOLUNTEER OPPORTUNITIES

Ongoing Commitment

Class Parents

Class Parents are responsible for effectively disseminating important information to the parents in their class. Throughout the year they help coordinate volunteers for school-wide events and are active volunteers themselves. Class Parents support teachers as needed for classroom activities, and work with the Director of Advancement to organize social events for their Cohorts. They help create a welcoming environment for families new to VCS. Class Parents also occasionally serve as a focus group for the administration.

At the beginning of the year, the Vice-Chair of the VCS Board of Trustees solicits parent volunteers from each Cohort to serve as Class Parents for the entire year. Class Parents' responsibilities are varied and important. Parents should volunteer for the position only if they are able to fully meet these responsibilities.

Class Parent meetings are held monthly and are led by the Vice-Chair. Class Parents may alternate attendance at these meetings, but should report to each other the business conducted and share the necessary work. Serving as a Class Parent is an excellent opportunity to help the school while learning more about it.

Community Service Committee

The Community Service Committee is comprised of parent volunteers and generally meets on a monthly basis. As a volunteer committee, projects may change, but the goal is to support school-wide projects as needed and share resource information to facilitate family volunteering outside of school. New participants are encouraged and welcome.

VOLUNTEER OPPORTUNITIES

Diversity & Inclusion Committee

The Diversity & Inclusion Committee is comprised of VCS parents from all backgrounds who volunteer to come together in support of our Diversity Statement. They brainstorm parent events and activities designed to support families in their affirmation and development of ethnic, racial and social identity. The Committee has previously planned events such as book club discussions, speakers and listening sessions. The Committee generally meets monthly. We encourage all parents to join.

VOLUNTEER OPPORTUNITIES

Fundraising Events

Phonathon/Annual Giving Committee



On Phonathon night in late November, parent volunteers use their “artful asking” talents to directly solicit Annual Fund contributions from fellow parents.

Time commitment: a one-hour volunteer training; three hours of telephone conversations during the Phonathon evening; and follow up emails the next week and once later in the school year.

Qualities of a good Phonathon volunteer:

- Willing to make VCS a philanthropic priority
- Willing to ask for the gift and maintain confidentiality
- Willing to educate others about VCS financial needs
- Enthusiastic, knowledgeable about VCS and our mission

VOLUNTEER OPPORTUNITIES

VCS Spring Soirée



Typically a festive evening of food, drinks and fun for VCS parents. A paddle raise during the course of the evening raises funds for a particular VCS “wish list” item. While we hope to get together in person, the format of this event is TBD.

Volunteer opportunities may include:

- Creative ideas for future venues and virtual event formats
 - Event planning skills
 - Enthusiasm for building relationships among parents
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VOLUNTEER OPPORTUNITIES

Social & Community Events

VCS Annual Fall Festival



This October, the Fall Festival will be a virtual evening of family fun with games, activities and much more! Our school’s treasured, memorable event goes on – wear a costume if you like and join us at this community-wide

fall celebration.

Volunteer opportunities may include:

- Event planning
 - Leading a virtual activity
 - Organizing craft materials
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VCS Annual Book Fair



The VCS Book Fair lets students and families revel in our shared love of reading. This year our much loved Book Fair will go virtual during the first week in December. The same selection of classic novels, great new titles, librarians choices and more will be available - with a few surprise twists.

Volunteer opportunities include:

- Support of the Chairs in creating this new vision for the event

VOLUNTEER OPPORTUNITIES

VCS Dance Party for Lower School Families



We are always looking for inventive ways to shake off the winter blues. Our annual Dance Party for Lower School families in February will do just that. This virtual evening of family fun will get your children moving to some of their favorite music and encourage you to join in too!

Volunteer opportunities may include:

- Creative ideas for virtual event formats
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Family Pop Up Events



In lieu of several community favorite events, this year we are asking for suggestions for fun, family focused — and of course virtual-events. These could include scavenger hunts, bingo nights, cooking classes — you get the idea! We will send out a survey to see what interests our community the most and we encourage everyone to be imaginative!

OPPORTUNITIES TO SUPPORT VCS

Annual Fund Giving

VCS relies on families' philanthropic gifts for our continued strength and the success of our educational program.

Every member of the VCS community is expected to contribute each year to our Annual Fund. We seek 100% participation at whatever level is appropriate to your family's circumstances.

Why is Annual Fund giving so important?

As is typical in independent schools, tuition does not cover the full cost of educating each student. Annual Fund contributions enable us to cover these costs. Annual Fund gifts typically generate 7% to 9% of revenues necessary for the VCS operating budget every year.

Where are my Annual Fund gifts used?

As unrestricted gifts, Annual Fund giving benefits virtually every aspect of life at VCS. This year our school has additional funding needs for tuition assistance, has created an equitable 1:1 laptop program for students; has updated our physical plant to meet health and safety guidelines; hired additional staffing and our teachers completed additional professional development for Virtual VCS. Annual Fund contributions enable us to cover these costs and more.

Contributions are expended during the same school year they are raised. So, your child's VCS experience is directly impacted by the success of each year's Annual Fund giving.

What amount is an appropriate Annual Fund gift?

We ask each VCS family to make our school a philanthropic priority. Past gifts have ranged from \$50 to \$100,000. All financial gifts to VCS are tax-deductible contributions. Each gift is appreciated and helps us cover the cost of educating every student.

Whom do I contact about Annual Fund giving?

Connie Sopic, Director of Advancement (csopic@vcs-nyc.org), or Joyce Doyle, Director of Annual Giving (jdoyle@vcs-nyc.org), are happy to answer any questions about the Annual Fund and other VCS philanthropy.

OPPORTUNITIES TO SUPPORT VCS

Special Funds & Capital Giving

The VCS2020 Capital Campaign provides the funds to create an expanded campus for our school and to grow our Endowment, ensuring VCS is well positioned to thrive for many years to come. We are proud of what our community has accomplished thus far for the Campaign. Every member of our community will be asked to support this exciting initiative which also includes the opportunity to contribute to the Eve K. Kleger Endowment for Financial Assistance. The success of the Campaign will benefit our school, our students and future generations in multiple ways and we thank you for your support.

Tax-deductible gifts to VCS2020 are welcome and encouraged at any time of the year.

Please contact Connie Sopic, Director of Advancement, for more information on the VCS2020 Campaign and ongoing Special Funds.

Stay Informed Online

There are many ways to keep up to date on the latest volunteer opportunities, events and fundraising efforts at Village Community School. VCS issues weekly emails and Monthly Postings to all families, which include calendar updates and important notices.

The Village Community School website is also a great source of information - be sure to bookmark www.vcsnyc.org.

Questions?

For more information on volunteering and giving, please email Director of Advancement, Connie Sopic, at csopic@vcs-nyc.org or Director of Annual Giving, Joyce Doyle, at jdoyle@vcs-nyc.org.

Thank You!

Village Community School

Village Community School
272-278 West Tenth Street | New York, NY 10014
Telephone 212.691.5146 • www.vcsnyc.org

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