



OFFICE OF THE VICE PRESIDENT FOR INSTITUTIONAL ADVANCEMENT

Date: July 19, 2022

Memorandum for: Staff, Faculty and Parents

Subject: Parents Committee Guidelines

1) General

- a. The Missouri Military Academy Parents Committee has the goal of improving the quality of life and support for our cadets, while building strong partnerships between MMA families and the academy. Every current MMA family is automatically a member of the MMA Parents Committee.
- b. Every parent and/or guardian is welcomed to be an active committee member and to contribute their energy, ideas, time and talents. Parents can serve on as many sub-committees as they would like.
- c. All cadet families are strongly encouraged to join the Missouri Military Academy Parents Committee private Facebook group to stay abreast of what is happening at the Academy on social media.
- d. At Missouri Military Academy there shall be no discrimination against any person in admissions, employment, or otherwise that is in violation of the law. At Missouri Military Academy and in keeping with its purpose, goals, and philosophy, the school shall demonstrate its commitment to an inclusive and equitable school community for all its constituencies, through all of its program and operations, regardless of ability, age, gender, race, religion, sexual identity, socio-economic status, and any other identifiers important to the school.
- e. Through a strong partnership between our cadet families and the Academy, we support our cadets in achieving their full potential, while keeping our families fully informed.

2) Committee Description

- a. The Missouri Military Academy's Parents Committee is a committee of cadet parents and family members assembled for the purpose of strengthening the bond between cadets, faculty, and staff all while supporting the varied extra-curricular activities a cadet experiences at MMA.
- b. The Parents Committee is an unincorporated committee of volunteers. All activities are conducted in the name of Missouri Military Academy, a 501 (c) 3 nonprofit educational institution, in accordance with the Academy's policies.
- c. All Parents Committee activities are coordinated with the Academy's Director of Alumni and Parent Engagement. The Director of Alumni and Parent Engagement communicates and coordinates Parents Committee activities with the Missouri Military Academy President and Vice President for Institutional Advancement. All activities are subject to review and approval by the Academy administration to ensure they meet the overall goals and standards to best support cadets' growth at MMA.
- d. Parents Committee members are encouraged to support cadets' benefit and supporting educational growth at the Academy by supplementing essential resources, fostering parent participation, providing chaperones when needed, developing parent leadership,

MISSOURI MILITARY ACADEMY

providing a vehicle of communication for parents, and creating a network of connection between parents, and supporting in fundraising activities.

3) Membership

- a. Membership will be composed of all current parents or guardians of MMA cadets. The Parents Committee Board will have four (4) seats. Each seat can be filled with an individual or a couple, if both parents choose to participate together.
- b. Members can be nominated by other committee members or MMA staff and are appointed by the Academy President.
- c. Board members will serve a one (1) year term beginning July 1 and ending June 30. They are able to serve a maximum of three terms.
- d. Former members who wish to remain active with MMA in an informal capacity can formally request to be named honorary members, or be asked by the administration, at the discretion of the President of the Academy.

4) Structure

- a. The Parents Committee shall operate under the direction of the Office of Institutional Advancement. The point of contact for the Office of Institutional Advancement shall be the Director of Alumni and Parent Engagement, who is part of the Office of Institutional Advancement.
- b. As indicated above, every parent and/or guardian is a member of the Parents Committee, however, a designated Board will assist the Director of Alumni and Parent Engagement with fulfilling the needs of the committee and with parent communication.
 1. The Parents Committee Board shall consist of the following positions:
 - (a) President, suggested candidates are nominated by the Office of Institutional Advancement and approved by the President of the Academy. They will serve as the chair of each meeting and help guide the entire Parents Committee.
 - (b) Vice President, suggested candidates are nominated by the Office of Institutional Advancement and approved by the President of the Academy, will serve as the co-chair and act as the chair when the President is not present. The Vice President, will be appointed, with the intention of moving into the President position at the next term.
 - (c) Secretary, suggested candidates are nominated by the Office of Institutional Advancement and approved by the President of the Academy. The secretary will be responsible for taking accurate minutes of each meeting.
 - (d) Treasurer, suggested candidates are nominated by the Office of Institutional Advancement and approved by the President of the Academy. The treasurer will work with the Director of Parent Engagement on budgets and expenditures that are approved by the committee.
- c. The Parents Committee Board members will meet on a quarterly basis (via Zoom) with the Vice President of Advancement, the Director of Alumni and Parent Engagement, and the Activities and Recreation Specialist to discuss planning for the coming months. Activities/events might include but are not limited to sporting event pep rallies, holiday parties, field trips, outings, and the end-of-the-year cook out.
 1. Holiday parties expectations:
 - (a) Halloween; entire corps party held in Field House or Gymnasium.
 - (b) Christmas; company parties in recreation room of each barracks. Company parents to decorate and prepare food while Corps attend Evensong. There are to be no decorations outside.

- (c) Super bowl party; in the Gymtorium.
- (d) Valentine’s Day; company parties in recreation room of each barracks. Company parents to decorate, prepare food for Cadets not attending the Valentine’s Ball. There are to be no decorations outside.
- (e) Easter; company parties in recreation room of each barracks. Company parents to decorate, prepare food for Cadets. There are to be no decorations outside.

5) Sub-Committees

- a. The Parents Committee will also include the formation of sub-committees to assist with campus events, cadet parties, and social media communications. Each committee will have a designated point of contact. The head of each committee shall be appointed by the board of the Parents Committee. Parents are urged to participate to promote building strong connections between families, alumni, staff, faculty, and coaches.
 - 1. New Parents Welcome
 - (a) Welcome new parents to MMA and to the Parents Committee.
 - (b) Offer suggestions on social media to families to coincide with MMA’s policies.
 - (c) Answer questions from new families, or assist them with finding a parent or MMA staff member who can help them.
 - 2. International Parents and Cadets
 - (a) Welcome new international parents to MMA and to the Parents Committee.
 - (b) Assist MMA staff by acting as a liaison to those new international parents. This might entail translating social media posts for the international families.
 - 3. Cadet Thinking of You “TOY” Boxes
 - (a) Plan and purchase items for the monthly cadet TOY Box subscriptions, staying within budgetary restrictions and ensuring all items included follow MMA guidelines.
 - i. If a parent on the TOY Box committee wishes to purchase items for that month, reimbursement can be made in the form of a tuition account credit, a mailed check, or a gift in kind donation. In order to receive reimbursement, receipts must be submitted to the Treasurer who will then submit them to the Director of Parent Engagement.
 - (b) Assemble boxes and deliver to the Director of Parent Engagement by the 10th of each month (September – May). All parents should try to be engaged in this activity for all of the cadets.
 - (c) Assist with distribution to cadet mailboxes at the Quartermaster.
 - 4. Homecoming
 - (a) Assist with the decoration and clean-up of the Gymtorium.
 - (b) Purchase and/or assist cadet companies with supplies for banner contest. Each barrack will be given a set amount of funds to decorate their banner.
 - (c) Other miscellaneous duties varying each year depending on the events planned.
 - 5. Fall Family Weekend
 - (a) Assist with the decoration and cleanup of the Gymtorium for the Senior Ring dinner and dance.
 - (b) Welcome families to campus, promote parent/family involvement.
 - (c) Other miscellaneous duties varying each year depending on the events planned.

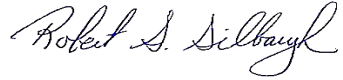
6. Spring Family Weekend/Maroon and Gold Gala
 - (a) Ensure a committee representative attends each Maroon and Gold planning meeting (via Zoom).
 - (b) Assist in obtaining sponsorships and donations of auction items.
 - (c) Assist with decoration of the Gymnasium / set up of auction items. Assist with clean up after event.
 - (d) Other miscellaneous duties varying each year depending on the events planned.
7. Barracks Parents
 - (a) Each barrack will have a designated Parent Leader. The Parent Leader will be appointed by the President of the Parents Committee.
 - i. The Parent Leader will help coordinate the decorating efforts for the holiday parties with barrack CLA's & parent volunteers.
 - ii. The Parent Leader may also act a liaison between the Academy, the CLAs, and cadets for the purpose of social media or any other function that may deem to be found necessary.
 - (b) Plan and decorate the indoor recreation rooms of the barracks for various holidays throughout the year.
 - (c) Coordinate with the Director of Alumni and Parent Engagement and the Recreation Specialist to plan and execute cadet holiday parties.
8. Faculty and Staff Appreciation Week
 - (a) Coordinate and execute Faculty Appreciation Week and any other appreciation events throughout the year. Other appreciation events might include Veterans Day for those MMA faculty/staff members who are veterans or holiday gifts for MMA and SAGE Dining employees.

6) Expenditures

- a. The Vice President for Institutional Advancement, Director of Alumni and Parent Engagement, and the Activities and Recreation Specialist will provide recommendations regarding Parents Committee spending on activities; as they prepare for and make decisions for certain events. Every proposal that MMA puts forth to the committee, must be in writing two (2) weeks prior to the quarterly meeting so that all members have the opportunity to review it.
- b. Every expenditure will require the approval of three (3) of the four (4) Parents Committee Board members. Approval must be in writing, sent via email to the Director of Alumni and Parent Engagement from the Parents Committee Treasurer. At no time may only one person approve an expense.
- c. Upon approval of an expenditure from the committee, the Office of Institutional Advancement will then present them to the Academy President for approval. Upon approval from the President, the Office of Institutional Advancement will ensure that funds are spent according to the wishes of the Parents Committee.
- d. All expenses and purchases shall be for the benefit of the entire corps of cadets, not for the benefit of only one department or area. The only exception may be a special expenditure by the Parents Committee to thank faculty and staff on special occasions.
- e. The MMA Parents Committee fund is under supervision of the Vice President for Institutional Advancement. Any remaining funds as of June 30 of each year will be considered a gift from the Parents Committee and will be donated on their behalf to the MMA Unrestricted Fund and shall be used at the discretion of the MMA President. It will be used wherever it is most needed to benefit cadets.

- 7) The main point of contact for the Parents Committee is the Director of Alumni and Parent Engagement, however, any member of the staff within the office of Institutional Advancement may provide assistance.

For the President

A handwritten signature in cursive script that reads "Robert A. Silbaugh".

Rob Silbaugh
Vice President for Institutional Advancement