



**A Guide for Volunteers
2023-2024**

Parents Council Board

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9TH GRADE CO-CHAIRS 9gradechairs@jburroughs.org	Courtney & Ben Stotler Chiragi & Devang Desai
10TH GRADE CO-CHAIRS 10gradechairs@jburroughs.org	Christina & Timothy Williamson Vasavi & Vik Rao
11TH GRADE CO-CHAIRS 11gradechairs@jburroughs.org	Maggie & Jason Desai Jennifer & Marc Scheessele
12TH GRADE CO-CHAIRS 12gradechairs@jburroughs.org	Karen & Chris Novak Helen & Matt Parsons Ellen Sheffield
13TH GRADE CO-CHAIRS 13gradechairs@jburroughs.org	Rob Leavitt Norene Bennett Rachel Wilkins

Thank you for agreeing to serve on the Parents Council Board and for the amazing volunteer work you are doing for Burroughs. Your contributions of time, energy and talent – and your very presence on campus – make Burroughs a true community.

This guide outlines basic services provided by various departments at JBS and provides tips to facilitate your committee work. Please do not hesitate to contact either of us for additional information or clarifications.

One or both of us will attend all meetings to field questions, to share and develop resources and to help avoid potential problems or conflicts. Please copy us on all general committee mailings and e-mails.

Maddi Hicks Bridenbeck
Family Engagement Manager
mbridenbeck@jburroughs.org

Jessica del Pilar
Parents Council President
pcpresident@jburroughs.org

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COMMITTEE BUDGETS

The Parents Council consists of multiple committees that conduct events and activities through different financial plans that make up the overall yearly budget. All committees and chairs are charged with maintaining accurate accounting records and staying within their budget. If you have any questions about your budget, contact:

Kristin Scully, Parents Council Treasurer
pctreasurer@jburroughs.org

Committees with Budgets

These committees are assigned a budget based on the prior year's expenditures and anticipated costs for the upcoming year:

13 th Grade Chairs	Lost & Found
Book Store	Seniors & Seniors Parents Party
Blue & Gold Dance	The Producers
Family Network	
Hospitality	

Committees with Self-Supporting Budgets

These committees are responsible for maintaining a self-supporting financial plan including income and expenses:

Annual Dinner & Auction*	Grade Chairs**
Back-to-School Night	Potpourri
Unique Boutique	

All committee chairs with budgets should monitor budget status by reviewing the monthly trial balance ledger, which is e-mailed to committee chairs by the Parents Council treasurer. Upon request, copies of invoices are also available.

*The budget for the annual dinner should be approved by Maddi Hicks Bridenbeck.

** Grade Chairs maintain self-supporting budgets for their class dinners through parent assessments. However, the Parents Council provides alcohol, linens and decorations.

Committees without Budgets

Executive
Library
Nominating

REVENUE, EXPENSES, REIMBURSEMENT

Revenue

Manage incoming revenue from your committee's events and programs through the Business Office by:

- ▶ Requesting that payments by check be made out to JBS
- ▶ Signing over checks made out to committee chairs to JBS
- ▶ Using the storecard system: Contact Maddi Bridenbeck mbridenbeck@jburroughs.org to obtain storecard lists and/or to reserve iPads (up to 4) to process charges to student or faculty/staff storecard accounts (see more below). For large events, please work with Technology Chairs to request over 4 iPads with at least two weeks notice for large events like Unique Boutique, Potpourri and Auction.

If you have questions about your committee's budget or procedures for expense reimbursement or managing incoming revenue, contact Kristin Scully, Parents Council Treasurer, ptreasurer@jburroughs.org

On-Campus Resources

- ▶ Each committee has an account number to obtain supplies such as letterhead, envelopes and Parents Council postcards from the Business Office and a code to use the Business Office photocopier (listed inside your committee folder in the Business Office).

Colored paper	no charge
JBS envelopes (mimeo not bond)	no charge
JBS letterhead (mimeo not bond)	no charge
Parents Council postcards	no charge
- ▶ Packets of 25 individual blank JBS nametags are available at no charge. They are available at Maddi Bridenbeck's desk in the Advancement Office. Please just let her know how many you are taking so we can replace them.
- ▶ iPads are available from Maddi Bridenbeck and are used to process charges to student or faculty/staff storecard accounts. Please allow at least one-week advance notice for iPad requests – two weeks for large events like Unique Boutique, Potpourri and Auction.
- ▶ SignUp Genius is an online program to organize volunteers. Many activities and event-specific sign ups are already created. Log in to SignUpGenius.com by using your committee's jburroughs e-mail address.
- ▶ The Parents Council storage area, located on the lower level of the Brauer Building, is a good resource for reusable items (decorations, vases, linens, etc.). Keys are available at the school's reception desk in the Brauer Building. Maddi has a second set. *NOTE: Sign out all items on sign-up sheet located in storage room. After use, please clean all items and return them to their original location as soon as possible. Food or perishables may not be stored in this area!*

- ▶ The school also has an inventory of equipment which Parents Council volunteers may request for school events. These include, but are not limited to: 8' tables, 60" round tables, cocktail tables, easels and white folding chairs.

Making Purchases & Expense Reimbursement

To be reimbursed for money spent on JBS activities and events, or for any check request, please fill out the Expense Reimbursement/Disbursement Request form. The form can be obtained in the Business Office or on the Parents Council website.

Please attach all receipts/invoices to the form.

- ▶ Be specific. Describe each expense in detail. Use the reverse side (or second page) of the form to find the account number that best suits the expenditure. *Committee chairs must sign off on the form before it can be submitted for payment.*
- ▶ Be timely. Place completed form, including the necessary attachments, in Sarah's mailbox outside her door.

When making larger purchases (>\$500), please contact Maddi Bridenbeck (mbridenbeck@jburroughs.org) in advance of purchase to determine the best procedure to follow.

DONATION GUIDELINES

In-Kind Donations

From time to time, committee chairs and/or members have covered some event expenses with in-kind donations. Please account for all expenditures (by submitting receipts) and donated items (by submitting receipts or estimates) to the Business Office. This allows us to determine the true cost of Parents Council events and activities. Be sure to include the information in your year-end report as well.

In the case of cash/check donations, please promptly acknowledge those gifts. If the donor would like a donation letter, please give the donation (with details) to Sarah Kaye.

Donation Acknowledgements

Your acknowledgment or committee chair is the appropriate person to thank donors. However, if a donation is valued at \$250 or more, please provide the donor's name and contribution information to:

Maddi Hicks Bridenbeck
mbridenbeck@jburroughs.org

COMMUNICATIONS/REPORTS/MAILINGS

Committee Monthly and Year-end Reports

Committee chairs should e-mail a brief report before each Parents Council Board meeting AND a final report following your event to:

Heather Strahorn, Parents Council Secretary
pcsecretary@jburroughs.org

Mailings

All committees and subcommittees are responsible for designing and producing their own mailings. However, please ask Maddi Bridenbeck to proof *major* mailings sent in the Parents Council's or school's name.

To obtain mailing labels (for example, all seventh-grade parents) which you can affix prior to mailing, contact:

Cindy Schnabel
cschnabel@jburroughs.org
314-993-4045 ext. 264

NOTE: *Please give Cindy at least one-week notice for labels.*

When your mailing is ready, bring it to the Front Office (Brauer Building) where it will be weighed, sealed, metered and sent out with the school mail. Your committee will be charged at the current U.S. Postal rates.

Please remember to

- ▶ avoid red, pink, purple or dark blue cardstock because the postal meter ink is red
- ▶ use the JBS address as the return address on all mailings - this is a postal requirement (the Advancement Office has a return address stamp you may borrow)
- ▶ use v-backed envelopes if you want the machine to seal your mailing
- ▶ close flaps on envelopes (this facilitates sealing the mailing)
- ▶ bundle mailings of like weight

E-Mail Blasts

Based on the most recent buzz book forms, the Advancement Office creates parent e-mail lists for each grade level. These lists are updated in August, and January. Updates are sent automatically to the president of the Parents Council, the chairs of Family Network and the appropriate grade chairs. Please make sure these updates are reflected in your email lists.

All others are asked to contact Maddi Bridenbeck several days in advance of a mailing.

School-Wide Communications

▶ Parents Council web pages

Information and updates for your committee's web page should be sent to:

Maddi Hicks Bridenbeck
mbridenbeck@jburroughs.org

▶ School web pages

If you would like an upcoming event/opportunity to be featured on the school's News & Events page, contact:

Elisa Essner
eessner@jburroughs.org
314-993-4045 ext. 262

▶ JBS/Friday Bulletin, a Friday e-mail to parents about the upcoming week's calendar
To assure that your committee meetings/events are included, by Wednesday, contact:

Elisa Essner
eessner@jburroughs.org
314-993-4045 ext. 262

FACILITY USE & FOOD SERVICE

Facility and Equipment Requests

All facilities requests to reserve meeting or event space must be made online via the JBS calendars tab. [The link is found here](#) (Our Community-Parents Council- Useful Forms & Documents- Facilities & Food Requests).

Sponsors of off-campus events, such as sports team gatherings, may borrow tables (8' rectangles or 60" rounds) as well as white folding chairs. With adequate notice, Plant Operations will drop off and pick up this equipment. It is advised that those needing equipment make their requests well in advance to guarantee availability. Contact Maddi Bridenbeck.

Food Service Requests

If you are reserving space for meetings or events online (see above), please use that same online form to make food and/or beverage requests. Hard copy requests forms are also available in the school's front office. They must be turned in to the front office one week prior to your event.

If your request exceeds light meeting refreshments, please contact Maddi Bridenbeck and Erik Wright/SAGE (314-993-4045 ext. 243 or sage@jburroughs.org) BEFORE submitting any request forms ~ simply to confirm SAGE's availability.

As a matter of corporate policy, SAGE may not cater off-campus events or prepare food to be taken off campus (unless directly related to an official school function such as a student field trip).

NOTE: Because of health regulations and the possibility of accidents, the kitchen is off limits to non-SAGE personnel. If you need access, come to the double doors between the main dining room and kitchen and ask one of the SAGE staff to find a manager.

Thank You's

The Parents Council gives each staff member (food services, plant operations, administrative offices) an annual year-end bonus. The bonus for food service employees includes a tip for all Parents Council events held on campus. Further appreciation for SAGE employees, plant operations personnel and administrative staff can be expressed through notes and/or homemade cookies. IT IS AGAINST SCHOOL POLICY - AND WILL UNDERMINE A THOUGHTFUL PROCESS - IF INDIVIDUAL COMMITTEES TIP SCHOOL PERSONNEL.

QUICK GUIDE

Please refer to the JBS buzz book for a complete listing of school personnel and contact information.

ADMINISTRATION Head of School Assistant Head of School, Academic Affairs 7 th & 8 th Grade Principal 7 th & 8 th Assistant Principal 9 th & 10 th Grade Principal 11 th & 12 th Grade Principal Outgoing Mail, Key to PC Storage	Andy Abbott Jennifer Salrin Linda Churchwell-Varga Sara Jay Julie Shimabukuro Jessica Wasilewski Debbie Drummond (<i>Price Road</i>)	314-993-4045 ext. 282, aabbott@jburroughs.org ext. 325, jsalrin@jburroughs.org ext. 345, lchurchwellvarga@jburroughs.org ext. 210, sjay@jburroughs.org ext. 340, jshimabukuro@jburroughs.org ext. 322, jwasilewski@jburroughs.org ext. 0
BUSINESS OFFICE Manager Assistant Manager/ Check Requests/Purchase Orders Deposits, Stationery/Supplies/Copies Reimbursement Forms/Tax-Exempt Letters	Lori Fulford Katie Katashuk Barbara Simpson	ext. 235, lfulford@jburroughs.org ext. 247, kkatashuk@jburroughs.org ext. 246, bsimpson@jburroughs.org
ADVANCEMENT OFFICE Parents Council Liaison Communications Manager, Friday Bulletin Editor Mailing Labels, Name Tags	Maddi Hicks Bridenbeck Elisa Essner Cindy Schnabel	ext. 227, mbridenbeck@jburroughs.org ext. 262, eessner@jburroughs.org ext. 264, cschnabel@jburroughs.org
PE/ATHLETICS Director Assistant AD Assistant AD	Peter Tasker Dean Tiffany Hollie Cosentino	ext. 217, ptasker@jburroughs.org ext. 393, dtiffany@jburroughs.org ext. 382, hcosentino@jburroughs.org
PLANT OPERATIONS Director Assistant Director Assistant	Bob Jett Nate Andrews Danette Tocco	ext. 444, mdavis@jburroughs.org ext. 276, ndrews@jburroughs.org ext. 445, dtocco@jburroughs.org
SAGE FOOD SERVICE & CATERING Chef, Food Service Director	Tony Ralphs	ext. 243, sage@jburroughs.org
STUDENT ACTIVITIES / CONGRESS	Kate Grantham Jeanne Gillanders	ext. 398, kgrantham@jburroughs.org ext. 394, jgillanders@jburroughs.org
MISCELLANEOUS Assembly Announcements A/V Equipment	Jerry Estes Joe Novak	ext. 254, jestes@jburroughs.org ext. 386, jnovak@jburroughs.org