

# **town school** guide to giving and getting involved





## Welcome

At Town, our classrooms and hallways are alive with our school values of **respect**, **curiosity**, **belonging**, **integrity**, and **joy**. We welcome you to our community and have gathered some information to help you understand the many ways you can get involved in and support our school.

## Volunteer

Parents and guardians are automatically part of the Town School Parents' Association, whose mission is to build community among our parent, employee, and student groups. We invite our parents and guardians to participate in and connect with school life in a way that works for their schedules:

- Chaperone field trips
- Volunteer in the Library
- Serve as a Room Parent
- Volunteer as an Admissions docent
- Attend Community Building & Belonging events
- Serve as a Class Representative for Annual Giving
- Volunteer for Lunch Duty
- Attend Community Impact Committee service events
- And more!

To learn more about specific volunteer opportunities, please be on the lookout for an email from the Parents' Association in August with additional information, or check the weekly Tiger Tracks newsletter.

## Give

### Annual Giving

Each year, Town launches an Annual Giving program, which is the school's top fundraising priority. Because tuition alone does not cover the total cost of educating each boy, Annual Giving is critical to our academic program, providing more than 10% of the school's annual operating budget from charitable contributions. Setting tuition below the full cost of education is consistent with our values and keeps the school affordable for a wider range of families.

This year's Annual Giving program will launch in early October, and you will hear more about it from the school and from your grade level parent/guardian representatives. You can find out more on the Support Us page of our website.

**Our goal is 100% parent participation each year.**  
**Please join us by our All School Pledge Day on November 26, 2024!**

Questions? Please contact Mona Chang, Director of Advancement,  
at [chang@townschool.com](mailto:chang@townschool.com) or (415) 746-1143

or Caitlin Shapiro, Director of Annual Giving,  
at [cshapiro@townschool.com](mailto:cshapiro@townschool.com) or (415) 746-1112.





## Capital Campaigns

Capital Campaign gifts are important for significant facilities projects, as well as for advancing the school's academic and institutional priorities. In 2016, the Town community completed the *Building for Boys: A Home for Town's Future* campaign which raised over \$23.5 million. These funds were used to transform the school's facilities, including building the Dolby Family Center for the Performing Arts which opened in May 2018. In 2020, Town launched a new Strategic Plan, and we are in the leadership phase of a new campaign to help fund our visionary plans for the future.

Questions? Please contact Katherine Prill, Director of Strategic Engagement, at [prill@townschool.com](mailto:prill@townschool.com).

## Endowments and Planned Giving

Gifts to the Town School Endowment are important ways to make a legacy contribution to our school. Generous gifts from current parents, parents of alumni, grandparents, and employees build on our \$20.9M endowment and continue to support Town School. Each year, a portion of the endowment is drawn to help fund annual programs, including Tuition Assistance, and operations. A common way for a school to grow an endowment is through a planned gift such as a bequest. A planned gift is any gift that a donor includes in his or her estate planning.

Questions? Please contact Mona Chang, Director of Advancement, at [chang@townschool.com](mailto:chang@townschool.com) or (415) 746-1143.

## Parents' Association Fundraising

The Town School Parents' Association (PA) raises funds to support its mission of nurturing and building community in two significant ways each year. The PA creates and sells (with help from the boys!) a beautiful calendar featuring each student's artwork. Town School calendars are a beloved tradition, and parents and community members can support the calendar with underwriting gifts and/or with the purchase of calendars.

The Parents' Association also hosts a highly anticipated, celebratory luncheon just before the December break for all school employees, and along with that effort, raises funds to provide for a holiday bonus for each member of the faculty and staff and support appreciation efforts throughout the school year.

Both of these Parents' Association efforts take place in the fall. All funds raised help the PA's faculty and staff appreciation efforts and community gatherings at the school. More information will be shared via the weekly Tiger Tracks email and in Room Parent communications.



## Celebrate

### Fall Bash

Each fall, we host an off-campus community party for parents/guardians and employees, the Town School Fall Bash. This event is a themed, celebratory evening with cocktails, dinner, and dancing. Recent themes have included "Funky Town," "Paint the Town," and "The Towny Awards."

**Save the date for this year's Fall Bash!**

**Theme: TBD**

**Saturday, October 26, 2024**

**at August Hall**

All parents and guardians are encouraged to attend the event and tiered ticket pricing is available. Families are invited to sponsor the party to help offset event costs. Many parents also choose to donate tickets so that all faculty and staff can attend free of charge. Look for more information in the weekly Tiger Tracks email and from your Room Parents.

Questions? Please contact Hannah Sarwar, Events and Communications Coordinator, at [sarwar@townschool.com](mailto:sarwar@townschool.com) or (415) 746-1145.

## FAQ

### My family already pays tuition. Why am I asked for contributions?

The Board of Trustees strives to keep tuition as low as possible in order to make a Town School education accessible. Consistent with the independent school model, tuition alone does not cover the full cost of a Town School education. At the same time, we endeavor to maintain and expand our academic programs and inclusive community. Charitable contributions from our many constituents help us achieve these goals.

### What is the difference between Annual Giving and other fundraising opportunities?

Annual Giving is essential to the daily operations at Town School, providing over 10% of the school's operating budget each year. Annual Giving gifts are spent in the year given, so your gift will immediately impact the school experience of all students. Purchases of the Town Calendar and gifts towards the faculty/staff holiday gift are led by the Parents' Association, which functions separately from the fundraising of Town School.

### How much am I encouraged to give to the Annual Giving campaign?

Tuition is a significant investment and every family's capacity to donate to Annual Giving is different. We ask that your family consider Town School a philanthropic priority and strive to make a gift that is both meaningful and makes sense for your family. In the past, gifts have ranged from \$10 to \$100,000. Every gift matters and makes a difference.

### Is Town School eligible for Employer Matching Gifts?

Yes, absolutely! Matching gifts allow you to double (and sometimes triple) your donation through your employer. We encourage you to check with your HR or Benefits Department to see if matching gifts are available. The Tax ID no. for Town School for Boys is #94-1170412.

### How can I get involved in the Parents' Association and Annual Giving Committee?

Town School is fortunate to have so many dedicated, supportive parents and guardians who care deeply about our school's mission.

- To get involved with the Parents' Association, please email [parentsassociation@townschool.com](mailto:parentsassociation@townschool.com).
- To become an Annual Giving Class Representative, please contact [advancement@townschool.com](mailto:advancement@townschool.com).

## GIVING AT A GLANCE

	Annual Giving	Parents' Association	Fall Bash	Capital Campaign
<b>Purpose</b>	Provides over 10% on average of the school's annual operating budget	Raises funds for faculty/staff appreciation and community events	A celebratory event to build community. Sponsorship and ticket sales help offset event costs	Our current capital campaign funds academic excellence, community support, and faculty compensation
<b>Timeframe</b>	Annually, each fall	Annually	Annually, each fall	Our capital campaign is in the leadership phase; wider community involvement to come
<b>Designation</b>	Annually, each fall	Annually, each fall The Parents' Association runs Calendar Sales which fund PA events and activities. The Parents' Association also raises funds for the faculty/staff holiday gift and party	The Fall Bash is funded through ticket sales and sponsorship. Any excess funds are allocated to the operating budget for the year	Capital gifts are designated toward carrying out the vision of the school's board-approved Strategic Plan
<b>Methods of Giving</b>	Gifts are made each fiscal year via cash, check, wire transfer, credit card, cryptocurrency, donor advised funds or stock transfers	Gifts are made via online form or by check	Tickets and sponsorship opportunities are offered online	Gifts can be made via check, wire transfer, cryptocurrency, donor advised funds or stock transfers
<b>Impact</b>	Impact Annual Giving provides over 10% of the school's operating budget for the year	The Parents' Association helps fund faculty appreciation events and school traditions	The Fall Bash is an opportunity for our parent/guardian and faculty/staff communities to celebrate together	Capital campaigns are significant, long-term fundraising efforts ensuring Town remains at the forefront of K-8 education
<b>Charitable Contribution</b>	Yes	Holiday and Calendar underwriting gifts are tax-deductible	Sponsorship of the event is tax-deductible	Yes





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