

Guidelines and Protocols for School Events

Episcopal Day School is a community that loves to be together, and we have a robust calendar of community events. Because we believe that relationship building is central to developing a deep sense of belonging and connection for everyone in our community, our events are wide-ranging and are hosted and organized by many different groups.

This document is intended to provide guidelines for all Episcopal Day events.

Guiding Principles For All Events:

- To foster a connected, inclusive community with events open to all – by school, division, grade-level, or group (e.g. all new parents, all “sunsetting” families, etc.)
- To welcome new members of the community and to celebrate important milestones in the Episcopal Day experience for all members of the community.
- To be mindful of the calendar, ensuring thoughtful cadence to events and awareness of cultural and religious observances.

School-Sponsored Events:

Examples: Grandfriends’ Day, Multicultural Potluck, Graduation Receptions

Protocols

- **Planning:** Led by the Advancement Team
- **Cost:** Free of charge
- **Childcare:** Whenever possible, childcare is provided by the School for adult-only events.
- **Location:** Most often, school events are held on campus. At times, they may be held in public venues.
- **Fundraising:** No direct solicitation; these events are all in support of community building and ultimately will positively support the Mustang Fund.
- **Branding:** These events use school branding.
- **Communication:** Mustang Memo, classroom newsletters, and room parent emails.

DSPA Events

Examples: Fall Festival, Room-Parent Planned Beginning and End-of-Year Parent Parties, Cheers, Donut Day, Spring Party

Protocols:

- **Planning:** These events are planned by the DSPA and Room Parents. The School (generally the Advancement Team) provides official school communication, invitations, nametags.
- **Cost:** While these events may have fees, efforts are made to keep events affordable. Financial Assistance will be provided by the school for any family that receives tuition

remission or financial assistance. Costs are benchmarked against similar events at peer schools and fee structure is discussed with the Head of School. Fees need to cover the cost of the event; the School provides financial support for select events (Fall Festival and Donut Day). Individual members of the DSPA should not be responsible for covering the cost of events.

- **Childcare:** Childcare is not provided by the school for these events.
- **Location:** These events may be held on campus, and use of the Fireplace Room and outdoor space is encouraged. Additionally, events may be held in private homes or public settings.
- **Fundraising:** These events may include fundraising elements to support the school, as approved by the Head of School. Consideration of the effect of fundraising on the Mustang Fund is a high priority.
- **Branding:** These events may use the school's branding.
- **Communication:** Mustang Memo, classroom newsletters, and room parent emails.

Non-School Sponsored Parent Community Events

Examples: Parents' Night Out, non-DSPA sponsored Grade-level Parent Parties, Parent Basketball in the Gym

Protocols:

- **Planning:** Parent-led events are considered private and not school-sponsored. They are not affiliated with other non-profit or corporate organizations.
- **Cost:** While these events may have fees, efforts are made to keep events affordable.
- **Childcare:** Childcare is not provided for these events.
- **Location:** Most often, these events are held off campus in public settings or homes. At times the school provides facilities such as the gym; however, liability waivers need to be signed for non-school sponsored events held on campus.
- **Fundraising:** These events do not have a fundraising element.
- **Branding:** School branding is not used.
- **Communication:** The Mustang Memo houses a section for "Non-School-Sponsored Events" for parent-planned community events. Room Parents link to this section of the Mustang Memo to highlight events particularly relevant to their grade-level. Fees for non-school sponsored events should not be collected through school channels.

Annual Event/Calendar Review:

In partnership with representatives from the DEIB Committee of the Board of Trustees and DSPA leadership, the school conducts an annual review of our school-sponsored, DSPA-sponsored, and parent-sponsored events. The purpose of the review is to ensure we are looking holistically at the community engagement experience for all members of our community, always striving to be a community that leads with our Episcopal values and our commitment to ensuring a powerful sense of belonging for all members of our community. Data collection and community feedback is central to this review process.