

**A Guide for Volunteers
2026-2027**

2026-2027 Parents Association Board

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LOST & FOUND <i>lostandfound@jburroughs.org</i>	Bomi Choe Megan Kiley
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POTPOURRI <i>potpourri@jburroughs.org</i>	Maddi Hicks Bridenbeck
THE PRODUCERS <i>theproducers@jburroughs.org</i>	Aisling Leonard Geoff Ratliff Kathryn Yorg
UNIQUE BOUTIQUE <i>uniqueboutique@jburroughs.org</i>	Jennifer Gould Katie Vance

Thank you for agreeing to serve on the Parents Association 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 us for additional information or clarifications.

At least one of us will attend all committee 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

Carrie Edelstein
Parents Association VP
pavp@jburroughs.org

Alana Rye
Parents Association Secretary
pasecretary@jburroughs.org

Melissa Merlin
Parents Association President
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Yan Yin
Parents Association Treasurer
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COMMITTEE BUDGETS

The Parents Association 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:

Yan Yin, Parents Association Treasurer
patreasurer@jburroughs.org

Committees with Budgets

These committees have an approved budget based on the prior year's expenditures and anticipated costs for the upcoming year:

Boosters	Hospitality**
Executive	The Producers
Family Network	

Committees with Self-Supporting Budgets

These committees are expected to keep expenses in line to achieve revenue targets set forth in the Parents Association budget:

Bomber Bash*
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 Association Treasurer. Upon request, copies of invoices are also available.

*The theme for Bomber Bash should be approved by the Family Engagement Manager, Maddi Bridenbeck.

** Hospitality includes Faculty Appreciation, Pre-Dance Dinners and the Blue & Gold and 9th Grade Dances.

Committees without Budgets

Bookstore	Lost & Found
Library	Welcome Family Program
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 the Family Engagement Manager, Maddi Hicks 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).

If you have questions about your committee's budget or procedures for expense reimbursement or managing incoming revenue, contact Yan Yin, Parents Association Treasurer, patreasurer@jburroughs.org

On-Campus Resources

Each committee has an account number to obtain supplies such as letterhead, envelopes, and Parents Association postcards from the Business Office. Black and white copies (for meetings) can be made on the photocopier by the front desk

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|-----------------------------------|-----------|
| o Colored paper | no charge |
| o JBS envelopes (mimeo not bond) | no charge |
| o JBS letterhead (mimeo not bond) | no charge |
| o Parents Association postcards | no charge |

Packets of 25 individual blank **JBS nametags** are available at no charge. They are available from Maddi Bridenbeck. 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 Bomber Bash.

SignUp Genius is an online program to organize volunteers. Many activities and event-specific sign ups are already created. Please work with Maddi Bridenbeck to send out any Sign Up Geniuses you need for your committee.

The **Parents Association Closet**, located on the lower level of the Brauer Building, is a good resource for reusable items (decorations, linens, etc.). All vases and mason jars have been moved to the basement of 715 Price. Please contact Ellen Bremner in Advancement to access these. There are additional items in the third floor closet in Brauer; please work with Maddi Bridenbeck to access this space to see what's available. **Do not purchase anything for your event without checking these locations first.** Keys are available at the school's reception desk in the Brauer Building. Maddi Bridenbeck has a second set. *NOTE: Sign out all items on the sign-up sheet located in the 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 Association 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. Work with Maddi Bridenbeck to request equipment for events.

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 Association website.](#)

Please attach all receipts/invoices to the form and make sure it is signed by your committee chair or the Parents Association Treasurer.

- ▶ JBS is tax-exempt, so be sure to grab a tax-exempt form from the business office to use while shopping or [print this one](#). **We cannot reimburse for any tax spent.**
- ▶ 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 Maddi Bridenbeck's mailbox outside her door or e-mail it to Maddi (mbridenbeck@jburroughs.org).
- ▶ Maddi has a Sam's Club card that allows for tax-exempt purchasing, as well as a tax-exempt Amazon account, should you need to order from either place. When making larger purchases (>\$500), please contact Maddi (mbridenbeck@jburroughs.org) in advance of purchase to determine the best procedure to follow.

DONATION GUIDELINES

In-Kind Donations & Donation Recognition

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 Maddi Bridenbeck or the Business Office. This allows us to determine the true cost of Parents Association 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 ask Maddi Bridenbeck.

COMMUNICATIONS/REPORTS/MAILINGS

Committee Reports

Committee chairs should plan to present a brief overview of the committee's work at each of the three Parents Association Board meetings. If a chair cannot attend, they should e-mail a brief report before the meeting to: Alana Rye, Parents Association Secretary (pasecretary@jburroughs.org).

E-Mail Communication

Based on the most recent 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 Association and the chairs of Family Network. Please make sure these updates are reflected in your email lists.

Please contact Maddi Bridenbeck if you want to send a blast to any or all grades. She will proof your content as well as schedule your blast. Please keep email blasts to an absolute minimum – most communications to parents should be directed to the Parents Association Newsletter (see below).

School-Wide Communications

- ▶ **Parents Association Newsletter:** Sent every other Sunday. Please work with Maddi to be added to the content calendar and to develop content you want included. Maddi can also send blasts to all or sub-groups of parents.
- ▶ **Parents Association web pages:** Information and updates for your committee's web page should be sent to Maddi at mbridenbeck@jburroughs.org. Please take a look at your committee's information on the webpage and send any update to Maddi by July 1st.
- ▶ **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

Maddi Bridenbeck can help with on-campus room reservations for meetings. Please contact her for assistance (mbridenbeck@jburroughs.org).

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 (mbridenbeck@jburroughs.org) & Danette Tocco (dtocco@jburroughs.org, 314-993-4045 ext. 445).

Food Service Requests

For food and beverage requests, please contact Maddi Bridenbeck (mbridenbeck@jburroughs.org). If you bring food from an outside vendor for a committee meeting, please ensure the food is cleaned up after the meeting and not given to students in case of allergies.

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

Thank You

The Parents Association 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 Association events held on campus. Further appreciation for FLIK 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 App for a complete listing of school personnel and contact information.

PARENTS ASSOCIATION PARTNERS Counseling & Wellness Community & Equity Partnership (C&EP)	Jennifer Jones Keith Vassall	ext. 323 , jjones@jburroughs.org ext. 268, kvassall@jburroughs.org
ADMINISTRATION Head of School Special Assistant to the Head of School Assistant Head of School for 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 Receptionists, Outgoing Mail, Key to PC Storage	Andy Abbott Matt DiGiulio Jennifer Salrin Linda Churchwell-Varga Sally Kilbride Sara Jay Khalid Bashir Debbie Drummond (Price Rd) Dorrian Neymour (Clayton Rd)	314-993-4045 ext. 282, aabbott@jburroughs.org ext. 280, mattdigiulio@jburroughs.org ext. 325, jsalrin@jburroughs.org ext. 345, lchurchwellvarga@jburroughs.org ext. 317 , skilbride@jburroughs.org ext. 210, sjay@jburroughs.org ext. 322, kbashir@jburroughs.org ext. 222, ddrummond@jburroughs.org/ attendance@jburroughs.org ext. 500, dneymour@jburroughs.org
BUSINESS OFFICE Manager Assistant Manager/ Check Requests/Purchase Orders Deposits, Stationery/Supplies/Copies Reimbursement Forms/Tax-Exempt Letters iPads for storecard processing	Michelle Chlebowski Katie Katashuk Barbara Simpson In Office Maddi Hicks Bridenbeck	ext. 235, mchlebowski@jburroughs.org ext. 247, kkatashuk@jburroughs.org ext. 246, bsimpson@jburroughs.org ext. 227, mbridenbeck@jburroughs.org
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