

Community doesn't happen **by accident.**

Your family's guide to the FA — how it works, how to get involved, and everything happening this year.

START HERE

FA Kick-Off Meeting

Monday, August 17, 2026 · 4:30–6:00 PM

Come as you are — no RSVP needed. Meet the team and sign up on the spot.

10

Working groups to join

20

Volunteer hours per family

3

Parent liaisons on School Council

Welcome to the Family Association

Our community is shaped by the families who are part of it.

The EBGIS | EBIHS Family Association (FA) brings together families from Preschool through High School — a parent-led network for connection, communication, and mutual support. Every family is part of the FA, and there are many ways to participate, whether you have a little time or a lot.

NEW TO EBGIS | EBIHS?

The FA is our parent community in action — the group that helps welcome new families, plans traditions like Laternenfest and Weihnachtsmarkt, and supports our teachers. You don't need any experience to get involved, just curiosity and a willingness to pitch in. The Kick-Off Meeting on August 17 is the easiest place to start.

Communication

Keeps families connected to teachers, each other, and the school.

Belonging

Welcomes every family, from your first week through graduation.

Tradition

Powers Laternenfest, Weihnachtsmarkt, Fasching, Sommerfest, and more.

Support

Backs our teachers and helps fund tuition assistance for our school.

Your classroom WhatsApp group

Each classroom has a WhatsApp group where families connect informally — reminders, quick questions, coordinating playdates, and building community with your child's classmates' families.

Getting everyone added

Your Room Parent adds every family using the class roster the school provides — so please make sure your Room Parent has your current number.

Keeping it a good space

Your Room Parent moderates the group to keep it productive, positive, and community-oriented — not a space for disputes or off-topic threads.

OUR SHARED EXPECTATIONS

These groups work best when every family helps keep the tone constructive — in the same spirit as the Family Code of Conduct signed at enrollment. Please keep the chat focused on the class community, assume good intent, and take disagreements offline. Your Room Parent will step in when a thread drifts off track, but a positive space is really a shared responsibility.

GOOD TO KNOW

These groups are family-to-family spaces. EBGIS | EBIHS is not part of these chats and does not monitor them — anything that needs the school's attention should go through your teacher, Room Parent, or the office directly.

Roles & how to get involved

Every family is part of the FA — these are the ways to take an active role.

Room Parent & Room Parent Coordinator

Each classroom has one Room Parent — the main liaison between the teacher and the class's families. Room Parents organize teacher appreciation, relay classroom questions to the homeroom teacher, coordinate social events, and moderate the class WhatsApp group.

A **Room Parent Coordinator** supports all Room Parents schoolwide — building a simple expectations guide, helping with onboarding, attending select FA meetings, and hosting 2–3 coordination check-ins per year.

Event & Working Group Leads

Each major event or initiative — the Benefit, Teacher Appreciation, Laternenfest, and more — has a designated Lead or Co-Leads. Leads coordinate volunteer needs, communicate planning progress, and attend FA meetings during their planning window.

School Council Parent Liaisons

Three parents represent the FA on the School Council, attending both School Council and FA meetings, sharing updates via ParentSquare, and making sure parent feedback reaches school leadership.

NEW TO EBGIS | EBIHS? WHAT'S THE SCHOOL COUNCIL?

The School Council is where school leadership and the community — including FA parent liaisons — discuss strategic priorities and school improvement. See the calendar on page 5 for meeting dates.

The FA is made up of Event/Working Group Leads, School Council Liaisons, and the Room Parent Coordinator. FA meetings happen roughly monthly, in person in the Board Room with a virtual Zoom option — every family is always welcome to attend, whether or not you hold a role. Event/Working Group Leads and the Room Parent Coordinator are only obligated to attend FA meetings tied to their role — see the calendar on page 5.

Your 20 volunteer hours

Every family completes 20 volunteer hours a year — here's how the different roles typically add up.

ROLE	TYPICAL COMMITMENT	NOTES
School Council Liaison	Fulfills it	One-and-done role — attend meetings and share updates.
Room Parent Coordinator	Fulfills it	Oversees and supports all Room Parents.
Event or Working Group Lead / Co-Lead	Fulfills it	Leads planning for one event or group — some, like the Benefit, often run well beyond 20 hours out of enthusiasm, not obligation.
Room Parent	~15 hrs (rough guide)	Supports classroom events, teacher needs, and parent communication.
Working Group or Event Support Member	5–20+ hrs (rough guide)	Hours vary by group and how involved you'd like to be — nothing is pre-assigned.

HOW HOURS ARE TRACKED

Families self-track their own volunteer hours and log them in Veracross throughout the year. The estimates above are rough guides, not fixed requirements or designated amounts per group — actual time varies widely depending on the role, the event, and how involved you choose to be.

Frequently asked questions

Not sure where you fit? Start here.

Do I have to sign up for a role to complete my hours?

Not at all. Volunteer opportunities pop up throughout the year — think campus beautification weekends, library volunteer hours, and more — and you're welcome to pitch in as your schedule allows. No ongoing role required.

I don't have much time for meetings, but I can help at events.

Join a Working Group as a support member, or simply say yes when opportunities are shared — no meetings required.

I'm not much of a planner.

That's completely fine — sign up for tasks as they come up rather than committing to a leadership role. Support-level involvement is just as valued.

Why join a working group if hours aren't required?

It's one of the best ways to connect with other families and build community — and a natural way for your hours to add up over the year.

I have kids at more than one grade level.

One 20-hour commitment covers your whole family — no need to volunteer separately for each child. Mix and match across classrooms, events, and working groups.

Find your working group

Join up to three, or lead one. Each group partners with an EBGIS | EBIHS staff contact for support and guidance.

Weihnachtsmarkt

HOLIDAY MARKET · DEC 5

Booths, vendors, signage, and holiday cheer.
School contact: Benedikt Gasser

Laternenfest

LANTERN FESTIVAL · NOV 13

Lantern prep, parade logistics, and snacks.
School contact: Benedikt Gasser

Fasching

GERMAN CARNIVAL · FEB 12

Costumes, music, games, and mid-winter joy.
School contact: Benedikt Gasser

EBGIS | EBIHS Benefit

FUNDRAISING GALA · MAR 6

Our fully parent-led benefit for school programs and tuition assistance.
School contact: Kaylene Rudd

Teacher Appreciation

APPRECIATION WEEK · MAY 3–7

Teacher Appreciation Week, treats, and thank-yous all year.
School contact: Kaylene Rudd

Annual Fund

GIVING CAMPAIGN

Supports the school's annual giving and auction campaigns.
School contact: Kaylene Rudd

Literacy & Play

BOOK FAIR & OUTDOOR PLAY

Book fair, Literature Week, and joyful outdoor play on campus.
School contact: Julia Neumann & Julian Sanchez (Literacy Coordinator)

School Council Liaison

REPRESENTATION

Represents FA families on the School Council.
School contact: Kaylene Rudd

Sommerfest

SUMMER FESTIVAL · MAY 1

Our joyful year-end celebration of community.
School contact: Benedikt Gasser

EBGIS | EBIHS Ambassadors

WELCOME & OUTREACH

Welcomes new families and shares the EBGIS | EBIHS story.
School contact: Daniela Klimetschek & Ashley Duplechin

2026–27 year at a glance

FA meetings, School Council meetings, and major community events — all in one place.

● FA meeting ● School Council ● Community event

FA meetings are in person in the Board Room, with a virtual Zoom option — every family is always welcome, role or no role.

Aug 17, 2026	● FA Kick-Off Meeting, 4:30–6:00pm	Jan 13, 2027	● School Council Meeting, 8:30–10:00am
Sep 2, 2026	● School Council Meeting, 4:30–6:00pm	Feb 1, 2027	● FA Meeting
Sep 13, 2026	● Solano Stroll, 10:00am–5:00pm	Feb 12, 2027	● Fasching, 4:00pm
Sep 14, 2026	● FA Meeting	Feb 24, 2027	● School Council Meeting, 4:30–6:00pm
Sep 29, 2026	● German Day (San Francisco)	Mar 6, 2027	● EBGIS EBIHS Annual Benefit
Oct 12, 2026	● FA Meeting	Mar 8, 2027	● FA Meeting
Oct 14, 2026	● School Council Meeting, 8:30–10:00am	Mar 31, 2027	● School Council Meeting, 8:30–10:00am
Oct 17, 2026	● Open House, 9:00am–3:00pm	Apr 19, 2027	● FA Meeting
Nov 2, 2026	● FA Meeting	Apr 28, 2027	● School Council Meeting, 4:30–6:00pm
Nov 13, 2026	● Laternenfest	May 1, 2027	● Sommerfest (Int'l Summer Fest), 2:00–5:00pm
Dec 2, 2026	● School Council Meeting, 4:30–6:00pm	May 3–7, 2027	● Teacher Appreciation Week
Dec 5, 2026	● Weihnachtsmarkt	May 24, 2027	● FA Final Meeting & Celebration — Public Market, Emeryville, 6:00pm. All families welcome!
Dec 7, 2026	● FA Meeting	May 29, 2027	● High School Graduation
Jan 11, 2027	● FA Meeting	Jun 2, 2027	● School Council Meeting, 4:30–6:00pm

Dates subject to revision by school leadership.

Who to contact

Your quick reference for FA and school questions.

TOPIC	CONTACT	TITLE
FA events & working groups	Sophia Althaus	Communications, Marketing & Admissions Manager
School vision & partnerships	Kaylene Rudd	Executive Director
Academic leadership	Julia Neumann	Associate Executive Director
Enrollment questions	Ashley Duplechin	Enrollment, Engagement & Student Systems Manager
General questions or volunteer hours	Antwanette Adger	Campus Operations Coordinator

For a specific working group, see its school contact on page 4 — Benedikt Gasser, Daniela Klimetschek, and Julia Neumann (with Literacy Coordinator Julian Sanchez) also support individual groups directly.

See you Monday, August 17 at 4:30 PM.

Come as you are — we can't wait to meet you.