

**2011-2012 OFFICERS AND CONTACT INFORMATION:**

**President:** Beverly Minor [royalminor@numail.org](mailto:royalminor@numail.org)

**Vice president:** Loretta Johnson: [mlcjohnson@bellsouth.net](mailto:mlcjohnson@bellsouth.net)

**Treasurer:** Rebecca Harcourt [2rtac@bellsouth.net](mailto:2rtac@bellsouth.net)

**PARENTS' CLUB OFFICER DUTIES:**

**PRESIDENT:** Serves as principal executive officer of the organization. Supervises and controls activities of the organization. Presides and participates in all executive and membership meetings. Oversees volunteers, committee chairs, programs and school events. Volunteer coordinator. Maintains Parents' Club correspondence through school email, website. Checks Parents' Club teacher lounge mailbox and parking lot mailbox. Delivers goals, mission, and objective by presentations and communication at meetings.

**FIRST VICE PRESIDENT:** Acts as aide to the president and performs the president duties in the absence or inability of the president. Performs other delegated duties as assigned. Acts as the coordinator of volunteers and committee chairs. Conducts delegated correspondence and performs other assigned duties.

**SECOND VICE PRESIDENT:** Acts as aide to the president and performs the president duties in the absence or inability of the president and first vice president. Performs other delegated duties as assigned. Acts as liaison between Parents' Club and individual Room parents for communication about the annual school Auction, Teacher and Staff Appreciation Luncheon room coverage, distributes Parents' Club sign up information sheets to classrooms at start of school year.

**SECRETARY:** Keeps the minutes of the proceedings of the membership and executive committee. Conducts delegated correspondence and performs other assigned duties.

**TREASURER:** Has charge and is responsible for all funds of the organization. Performs delegated duties as assigned.

## **THE HERITAGE SCHOOL PARENTS' CLUB**

### **2011-2012 MISSION STATEMENT**

The purpose of the Parents' Club is to support and promote the social and academic programs of The Heritage School, to act as a liaison between the administration and the parent body, and to utilize the services of parents for the benefit of the school. In addition, the club partners with the school administration, helping to fulfill the current needs, and helps purchase much needed items outside of the school's annual budget.

Please support the Parents' Club by becoming involved in our events and programs. The more volunteers we have, the more we can accomplish.

Parents' Club meetings are open to all parents, grandparents or family members and are held the second Tuesday each month. Please check the calendar for dates and times of our other meetings.

### **2011-2012 PARENTS' CLUB INITIATIVES**

#### **Smart fundraising**

As a parent group we have chosen two fundraisers for the year, the Heritage Fun Run and the discount card fundraiser, which will provide funding for technology, items on a wish list for the school, as well as fund events and services during the school year. All other events that have charges will fund the actual event being offered. Our goal is to keep as many of the profits earned here at the school.

#### **Events**

Offer exciting, fun events for students and families! Parent volunteers are needed to make each event successful.

#### **Providing Services**

Lending a helping hand: The Parents' Club provides services to a number of programs here at school, please read the descriptions page to see where you fit in, your time is greatly appreciated!

## **COMMITTEE DESCRIPTIONS:**

### **EVENTS:**

#### **GRANDPARENTS' DAY**

Volunteers partner with the Development Office in providing hospitality, greeting and helping visitors with refreshments in the SLC at The Heritage School Grandparents Day.

#### **BREAKFAST WITH SANTA**

This special morning is held the first Saturday in December for grades EC-6th students, which includes Santa's breakfast buffet, Santa's store for Christmas shopping, photos with Santa, wonderful holiday entertainment, and a visit with Santa Claus. Volunteers are needed for set up in the SLC the day prior, and Santa's Store set up volunteers.

#### **LIP SYNC**

Lip sync is an every other year talent event sponsored by The Parents' Club. It is open to students in grades 1st - 12th, as well as parents, faculty and staff where favorite songs old and new are preformed. Volunteer duties include planning, accepting applications, event set up, etc.

2011-2012 is an off year.

#### **THE PARENTS' CLUB CLOSET SALE/ LOST & FOUND**

The Parents' Club holds two used clothing/ Heritage Logo sales this year with items donated and collected throughout the year. Help will be needed sorting and storing items in the Parents' Club room, maintaining inventory, and help with the sales. Maintains the LOST & FOUND area of the school, keeps area tidy.

#### **FACULTY AND STAFF APPRECIATION LUNCHEON**

In recognition of excellence of our faculty and staff, The Parents' Club hosts an annual luncheon. Volunteers plan a luncheon and small gift, host the event, and clean up duties. Event will be held in April. Volunteers are needed to cook food items from a provided recipe, as well as provide classroom coverage for teachers to attend the luncheon.

#### **USED TEXTBOOK SALE**

This is a yearend event that allows parents of middle and upper school students to purchase slightly used textbooks for the next school year at reduced prices. Volunteers will be needed to help with the program.

### **FUNDRAISERS:**

#### **HERITAGE FUN RUN**

This Parents' Club event is a fun run for students, held in the fall, this annual event raises money for technology equipment. All equipment funded by this event is purchased immediately to be used in the current school year.

Heritage Community Discount Card Fundraiser

Earn money for the Heritage School while benefitting from the discounts offered by local area participating businesses included on our fundraising discount card. The card sells for \$5 and is valid for one year.

#### **SERVICES:**

##### **HERITAGE INFORMATION SIGN**

Parent volunteers are needed for updating the Information Sign, located in the upper driveway on a weekly basis. The sign supplies weekly current information regarding school activities.

##### **REWARD PROGRAMS- BOX TOPS FOR EDUCATION**

Collects and assembles Box Tops for Education which earns money for the school.

##### **REWARD PROGRAMS- PIKES NURSERY**

Collects Pikes Nursery receipts turned in for rewards program.

##### **REWARD PROGRAMS- PUBLIX**

Partners with Publix store manager to ensure forms are filled out and are kept on file in the school office. Key chain cards and information forms are distributed to Heritage School families through back to school mail packet.

##### **Library Guild**

Volunteer according to your schedule, helping with day to day operations in the library, as well as special reading and special events throughout the year.

##### **PARENTS' CLUB 2010-2011 MEETING DATES:**

The Parents' Club meetings are open to all parents, grandparents, and family members and are held on the second Tuesday of the month in the Media Center. Meetings begin at 8:30 am.

- Sept 13<sup>th</sup> 8:30am Media Center
- Oct 11<sup>th</sup> 8:30am Media Center
- Nov 8<sup>th</sup> 8:30am Media Center
- Dec 13<sup>th</sup> 8:30am Media Center
- Jan 10<sup>th</sup> 8:30am Media Center
- Feb 14<sup>th</sup> 8:30am Media Center
- Mar 13<sup>th</sup> 8:30am Media Center
- Apr 10<sup>th</sup> 8:30am Media Center
- May 8<sup>th</sup> 8:30am Media Center

**THE HERITAGE SCHOOL PARENT'S CLUB**

**2011-2012 VOLUNTEER SIGN UP**

Parent name: \_\_\_\_\_

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

\_\_\_\_\_

Grade: \_\_\_\_\_

\_\_\_\_\_

Grade: \_\_\_\_\_

Telephone (day): \_\_\_\_\_ cell: \_\_\_\_\_

Email address: \_\_\_\_\_

I am willing to volunteer for the following Parents' Club projects (see our website for full descriptions):

Heritage Community Discount Card fundraiser

Heritage Fun Run

Hospitality Grandparents' Day

Breakfast with Santa

Lip sync (off year)

Parents' Club Closet Sale

Faculty and staff appreciation luncheon- cook recipe

Used textbook sale

On- call volunteer

Library Guild

Additional comments:

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**Return this form to the Parents' Club box, office or email to: Beverly Minor: [royalminor@numail.org](mailto:royalminor@numail.org)**

Thank you very much for volunteering. With your help, we will have a great 2011-2012 school year!  
 Questions: Beverly Minor: [royalminor@numail.org](mailto:royalminor@numail.org)



... Three Hours of Volunteer Time for me!

### 2011-2012 COMMITTEE CHAIRPERSON LIST, DATES, CONTACT INFORMATION

Event	Date	Chairperson / Co-Chair	Contact Email
Heritage Community Discount Card Fundraiser	Sept 27- Oct 25	Beverly Minor	<a href="mailto:royalminor@numail.org">royalminor@numail.org</a>
*Parents` Club Welcome Picnic	*Event pending		
Heritage Fun Run	March 1- Kick off March 1- 8:45am kick off assembly SLC March 8-run date 10:00 am March 8-15 Collections March 15- rain date	Loretta Johnson	<a href="mailto:mlcjohnson@bellsouth.net">mlcjohnson@bellsouth.net</a>
Grandparents Day Hospitality	Nov 11		
Breakfast with Santa	Dec 3	Beverly Minor – Set up Loretta Johnston- Food Whitney Fitzgerald- Store	<a href="mailto:royalminor@numail.org">royalminor@numail.org</a> <a href="mailto:mlcjohnson@bellsouth.net">mlcjohnson@bellsouth.net</a> <a href="mailto:whitfitz@comcast.net">whitfitz@comcast.net</a>
Lip Sync	Off year	Off year	Off year
Faculty/ Staff Appreciation Luncheon	April 19		
Used Text book Sale		Loretta Johnston	<a href="mailto:mlcjohnson@bellsouth.net">mlcjohnson@bellsouth.net</a>
Closet Sale/ Lost & Found		Sherry Windom	<a href="mailto:AW101489@aol.com">AW101489@aol.com</a>

Heritage Information Sign	Ongoing service	Carol Griffin	<a href="mailto:jsctgriffin@bellsouth.net">jsctgriffin@bellsouth.net</a>
Rewards Program-Box Tops for Education/Pike Nurseries	Ongoing service	Shannon Rasnake	<a href="mailto:Shannon.rasnake@deltacommunitycu.com">Shannon.rasnake@deltacommunitycu.com</a>
Rewards Program-Publix	Ongoing service	Beverly Minor	<a href="mailto:royalminor@numail.org">royalminor@numail.org</a>
Library Guild	Ongoing service		