



Parents Council
A Guide for Volunteers

August 2011

Thank you for agreeing to serve on the Parents Council Board and for the 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 pamphlet outlines basic services provided by various departments at JBS and provides tips to facilitate your committee work. Please do not hesitate to contact either of us for additional information or clarifications.

One or both of us will attend all 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.

Ellen Bremner
JBS Communications &
Parents Council Liaison
314-993-4045 ext. 355
ebremner@jburroughs.org

Dorothy Swicord
Parents Council
314-479-3746 (c)
314-963-9409 (h)
cswicord@hotmail.com

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COMMITTEE BUDGETS

The Parents Council 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:

Julie Schnuck, Parents Council treasurer
314-963-1659
spjmom@aol.com

Committees with Budgets

These committees are assigned a budget based on the prior year's expenditures and anticipated costs for the upcoming year:

Blue & Gold Picnic	Lost & Found
Bookstore	Seniors & Seniors' Parents Party
Family Network	Student Parties & Activities
Hospitality	Summer Opportunities Fair
International Student Exchange	The Producers

Committees with Self-Supporting Budgets

These committees are responsible for maintaining a self-supporting financial plan including income and expenses:

Auction	Grade Chairs
Back-to-School Night	Potpourri
Bomber Concessions	Unique Boutique

Grade Chairs maintain self-supporting budgets for their classes through parent assessments and donations. If excess funds remain at the end of the year, the funds follow the class through to graduation. If there are excess funds beyond graduation, they are donated by the graduating class to the school for a project of their choice.

NOTE: All committee chairs with budgets should monitor budget status by viewing the monthly trial balance ledger, which is available on the 15th of each month in a committee folder in the JBS Business Office. Upon request, copies of invoices are also available.

Committees with School-Supported Budgets

These committees are supported by the school's operating budget and must have expenditures approved by the school:

Annual Dinner (Ellen Bremner)
JB Connection (Laura Placio/Mary Bieker)
Parents Council Web Pages (Ellen Bremner)

Committees with Executive Committee-Administered Budgets

Mailing
Nominating

Committees without Budgets

Cookies
Library

REVENUE, EXPENSES, REIMBURSEMENT

Revenue

You may choose to manage incoming revenue from your committee's events and programs through the Business Office by:

- ▶ Requesting that payment by checks be made out to JBS
- ▶ Signing over checks made out to committee chairs to JBS
- ▶ Using the storecard system. Contact Becky Shifflett (bshiff1@jburroughs.org or 314-993-4045 ext. 301) in the Business Office to obtain storecard lists by class and/or faculty/staff. Please allow at least three business days advance notice for storecard requests; one week for large events like Unique Boutique, Potpourri and Auction.

If you have questions about your committee's budget or procedures for expense reimbursement or managing incoming revenue, contact Julie Schnuck, Parents Council treasurer at 314-963-1659 or spjmom@aol.com.

On-Campus Resources

- ▶ Each committee has an account number to purchase supplies such as letterhead, envelopes and Parents Council postcards from the Business Office and a code to use the Business Office photocopier (listed inside your committee folder in the Business Office). At this writing, charges are as follows:

Photocopies	.06/ per
Colored paper	.02/ sheet; \$9.00/ ream
JBS envelopes (mimeo not bond)	.05/ single; \$27.50/ box of 500
JBS letterhead (mimeo not bond)	.05/ sheet; \$28/ box of 500
Parents Council postcards	no charge
- ▶ Packets of 25 individual blank JBS nametags and laser sheets of eight nametags are available at no charge from the Development Office.
- ▶ The Parents Council closet, located on the third floor of the Brauer Building, is a good resource for reusable items (decorations, centerpieces, votives, etc.) for your events or activities. A key is available from the Development Office. NOTE: *Sign out all items on sign-up sheet located in closet. After use, please clean all items and return them to their original location in the closet as soon as possible. Food or perishables may not be stored in the closet.*

Making Purchases

- ▶ If the vendor has JBS on file: No tax-exempt letter will be necessary.
- ▶ If the vendor does not have JBS on file: Provide them with the JBS tax-exempt letter, which is available in the Business Office or by contacting:

Nancy Cusanelli, Development Office administrative assistant
ncusan@jburroughs.org
314-993-4045 ext. 264

A Missouri tax exempt certificate may need to be filled out as well. Have the vendor mail the form to the Business Office and the school will take care of it, or you may bring the form to school.

- ▶ If the vendor requires a check from JBS *before* service is provided: Fill out the lilac Expense Reimbursement/Disbursement form and give it to the Business Office at least one week before you need the check.
- ▶ If the vendor requires that a check from JBS *after* service is provided: Fill out the lilac Expense Reimbursement/Disbursement form, attach the bill and give it all to the Business Office.
- ▶ If the vendor elects to bill JBS directly: Provide them with the JBS tax-exempt letter. Ask the vendor to clearly indicate the project for which the item is being purchased. This will allow the Business Office to assign the expense to the appropriate committee. Invoices will not be paid until the Business Office has received written or verbal approval from the committee chair.

Expense Reimbursement

- ▶ Expenses under \$25: fill out a petty cash slip at the Business Office counter for immediate reimbursement.
- ▶ Expenses over \$25 – or for any check request: Use the Expense Reimbursement/Disbursement form available in the Business Office or online at www.jburroughs.org/parents/parents-council/useful-forms-documents.
 - Be specific. Describe each expense in detail. Use the reverse side 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 Shari Mines' box in the Business Office in the month they are realized or within a week of the event or activity.
 - Checks are written every Friday and are available after 12:00 Noon, if submitted by Tuesday of that week. All reimbursement and disbursement requests must be turned in by June 1, 2012.

DONATION GUIDELINES

In-Kind Donations

In past years, committee chairs and/or committee members have graciously donated various in-kind and monetary costs associated with some events, but this is not required or expected. You are encouraged to account for all expenditures by submitting all receipts to the Business Office for reimbursement. This allows us to determine the true cost of Parents Council events and activities. Should you or your committee members make this type of donation, be sure to include the information in your year-end report.

Donation Acknowledgements

Your acknowledgment chair is the appropriate person to thank donors. However, if a donation is valued at \$250 or more, please provide the donor's name and contribution information to:

Nelle Landholt, Development Office administrative assistant
nlandholt@jburroughs.org
314-993-4045 ext. 257

COMMUNICATIONS/REPORTS/MAILINGS

Meeting Minutes & Reports

Committee chairs should e-mail a brief report before each Parents Council Board meeting AND a final report following your event to:

Shelly Baizer, Parents Council secretary
shelly@artmartstl.com

Committee Mailings

All committees and subcommittees are responsible for designing and producing their own mailings. However, please allow Ellen to proof *major* mailings sent in the school's name.

To obtain mailing labels (for example, all seventh-grade parents) which you can affix prior to mailing, contact:

Nancy Cusanelli, Development Office administrative assistant
ncusan@jburroughs.org
314-993-4045 ext. 264

NOTE: *Please give Nancy 48-hours notice for labels.*

When your mailing is ready, bring it to the Development Office which will weigh, seal, and meter it, and it will then be sent out with the school mail. Your committee will be charged .44/letter and .29/postcard.

Please remember to

- ▶ avoid red, pink, purple or dark blue cardstock because the postal meter ink is red
- ▶ use the JBS address as the return address on all mailings - this is a postal requirement (the Development Office has a return address stamp you may borrow)
- ▶ use v-backed envelopes if you want the machine to seal your mailing
- ▶ close flaps on envelopes (this facilitates sealing the mailing)
- ▶ bundle mailings of like weight.

E-Mail Blasts

Based on the most recent buzz book forms, every summer the Development Office creates seven e-mail lists: an all parent e-mail list and a parent e-mail list for each grade level, including the addresses of parents whose e-mails are published in the buzz book. These lists are updated - once - after the holidays. Both versions are sent automatically to the president of the Parents Council and the chairs of the Family Network, and the grade-level lists are sent to the appropriate grade chairs - those volunteers we believe are likely to have the greatest need.

All others are asked to contact Ellen several days in advance of a mailing:

Ellen

ebremner@jburroughs.org

314-993-4045 ext. 355

School-Wide Communications

- ▶ Parents Council web pages

Information and updates for your committee's web page should be sent to:

Case Baum, Parents Council Web Pages chair

cupoftea23@charter.net

- ▶ School web pages

If you would like an upcoming event/opportunity to be featured on the school's News & Events page, contact:

Ellen

ebremner@jburroughs.org

314-993-4045 ext. 355

- ▶ JBS electronic newsletter
If you would like an upcoming event/opportunity to be featured, submit to:

Lynn Phelps, editor
lphelps@jburroughs.org
314-993-4045 ext. 262

The schedule for 2011-2012 is as follows

Copy Deadline	E-mailing Date <small>subject to change</small>
August 10	August 16
September 14	September 22
October 19	October 27
November 21	December 1
January 18	January 26
February 15	February 23
April 4	April 19
May 16	May 24

- ▶ JBS/Next Week, a Friday e-mail to parents about the upcoming week
To assure that your committee meetings/events are included, contact

Ellen
ebremner@jburroughs.org
314-993-4045 ext. 355

Please submit by Wednesday of the same week.

FACILITY USE & FOOD SERVICE

Facility and Equipment Requests

Facilities Request forms to reserve meeting or event space are available online at www.jburroughs.org/parents/parents-council/useful-forms-documents and in the school's front office. Requests should be submitted to Ed Philipp, director of Plant Operations (he has a mail box in the front office). *NOTE: If you need a conference room, first check with Debbie Drummond (ddrumm@jburroughs.org or 314-993-4045 ext. 222) who schedules those spaces, then fill out facilities request form and turn in to front office.*

Sponsors of off-campus events, such as parent dinners and 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 as soon as possible to guarantee availability. Contact Danette Tocco (dtocco@jburroughs.org or 314-993-4045 ext. 445).

Food Service Requests

Food Service Request forms for food and beverages for meetings and events are available online at www.jburroughs.org/parents/parents-council/useful-forms-documents or in the school's front office. They must be turned in to the front office one week prior to the event. SAGE can also order linens for your meetings or events. Leftover (unopened) bottled/canned beverages can be returned for credit to your account by returning the service cart to the kitchen after your meeting. Water coolers are available in the Haertter Hall and college conference rooms. (FYI: one air pot of coffee makes 10 6 oz. cups of coffee.)

Calendar permitting, SAGE may cater parent and athletic events held on campus.

As a matter of corporate policy, SAGE may not cater off campus or prepare food to be taken off campus (unless directly related to an official school function such as a student field trip).

NOTE: Because of health regulations and the possibility of accidents, the kitchen is off limits to non-SAGE personnel. Please do not walk into the kitchen or the storage area off the faculty/staff dining area without one of the managers, Shelli Pate or Joann Patrick. If you need access, come to the double doors between the main dining room and kitchen and ask one of the SAGE staff to find a manager.

Tipping Guidelines

The Parents Council gives each staff member (food services, plant operations, administrative offices) an annual year-end bonus. However, on occasion, committee chairs have chosen to tip for service "above and beyond."

The school asks that such tipping be limited to food service personnel. Appreciation for assistance by plant operations or administrative office personnel can be expressed through simple "thank you's" or gestures such as a plate of cookies.

While this is strictly a committee-by-committee decision, the committees listed below have traditionally tipped the food service staff (SAGE). If your committee would like to tip the food service staff, please give the gratuity to one of the SAGE managers in order to comply with SAGE policy. Be sure to include the tip as part of the total price of the event. Here are several committees which have regularly tipped SAGE:

- ▶ 7th & 8th grade class dinners in the fall
- ▶ International Student Exchange Dinner in March
- ▶ After-Prom in April

QUICK GUIDE

Please refer to the JBS buzz book for a complete listing of school personnel and contact information.

ADMINISTRATION Head of School 7 th & 8 th Grade Principal 9 th & 10 th Grade Principal 11 th & 12 th Grade Principal Assistant to Head and Principals Receptionists	Andy Abbott Macon Finley Elaine Childress Scott Heinzel Debbie Drummond Jen Bond Susie Wilson	314-993-4045 ext. 282, aabbott@jburroughs.org ext.325, mfinley@jburroughs.org ext. 361, echildress@jburroughs.org ext. 370, sheinzel@jburroughs.org ext. 222, ddrumm@jburroughs.org ext. 0 ext. 0
BUSINESS OFFICE Manager Bookstore Manager Check Requests/Purchase Orders Deposits, Stationery/Supplies/Copies Storecard Lists Reimbursement Forms/Tax-Exempt Letters	Laura Placio Mary Bieker Shari Mines Kathy Tucker Becky Shifflett In Office/Online	ext. 235, lplacio@jburroughs.org ext. 247, mbieker@jburroughs.org ext. 246, smines@jburroughs.org ext. 225, ktucker@jburroughs.org ext. 301, bshiffll@jburroughs.org
DEVELOPMENT OFFICE Parents Council Liaison/Director of Communications & Community Relations Editor of Parent Newsletter Mailing Labels, Nametags, Outgoing JBS Mail	Ellen Bremner Lynn Phelps Nancy Cusanelli	ext. 355, ebremner@jburroughs.org ext. 262, lphelps@jburroughs.org ext. 264, ncusan@jburroughs.org
PE/ATHLETICS Director Assistant AD Administrative Assistant	Peter Tasker Dean Tiffany Hollie Cosentino	ext. 221, ptasker@jburroughs.org ext. 393, dtiffany@jburroughs.org ext. 382, hcosenino@jburroughs.org
PLANT OPERATIONS <i>To reserve space or equipment for meetings/events, fill out "Facilities Request" form, available in the front office and online. If you are requesting the Haertter Hall or college conference rooms, please obtain initial approval from Debbie Drummond, ext. 222, ddrumm@jburroughs.org.</i> Director Assistant	Ed Philipp Danette Tocco	ext. 444, ephilipp@jburroughs.org ext. 445, dtocco@jburroughs.org
SAGE FOOD SERVICE & CATERING <i>To request food service for school-sponsored events/meetings, fill out a food service request form available in the front office and online.</i> Chef/Manager Assistant Manager	Shelli Pate Joann Patrick	ext. 243, sage@jburroughs.org ext. 243, sage@jburroughs.org
STUDENT ACTIVITIES	Andrew Newman	ext. 271, anewman@jburroughs.org
MISCELLANEOUS Assemblies A/V Equipment Helium	Elaine Childress Heidi Currier Ed Philipp	ext. 361, echildress@jburroughs.org ext. 398, hcurrier@jburroughs.org ext. 444, ephilipp@jburroughs.org