

GUIDELINES FOR GRADE LEVEL EVENTS

Each grade has been given a \$200 allocation in the PTO budget to coordinate a grade level social activity. These events will be planned and executed by the Grade Level Coordinators.

Purpose:

The purpose of the event is to help build community and provide the families in that grade an opportunity to get to know each other better. To the extent possible, please plan your events so that working parents can also attend. The Tinsley Outreach Committee is committed to better inclusion and participation of Tinsley families in these events and will provide guidance and Spanish translation for event communications/flyers.

Budget:

The \$200 should cover all of the expenses of this party unless your party is inclusive of families (such as a pizza party). If your event feeds the whole family, you may charge **no more than \$5 per person** (can easily be less).

Party Types:

Option 1: Students only (drop off) event

For this type of event, please use the \$200 budget to cover ALL of the expenses of the event – do not charge students to attend this event. Please do NOT have a drop off event for the lower grades (K-2) as we want to encourage parent participation in those grades and because parent supervision is a good thing. Please note that you will need to recruit several parents to chaperone (any potentially drive students to) this event in addition to yourselves.

Suggestions for this type of event (see examples, below):

- Movie and popcorn in the multi on Friday afternoon (5th grade)
- Ice Cream Truck on the playground
- Cookies, Snacks and Lemonade on the playground
- Winter Hot Cocoa Party

Option 2: Family event

For this type of event, please use the \$200 to subsidize as much of the costs of this event as possible. **Please charge NO MORE than \$5 per person for these events.** We especially encourage this type of event for the lower grades (K-2) to encourage newer parents to become involved in the school.

Suggestions for this type of event (see examples, below):

- Family Pizza Party on Friday at 5:00pm
- Family Ice Cream Social on Sunday at 2:00pm

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How to Coordinate:

1. GLC's should meet, review best practices and determine when and what they would like to do.
2. Please review any new ideas for grade level activities or events with the Room Parent Program Co-Chairs before they are scheduled.
3. Please check with Tinsley Outreach Committee Chair, Josie Gomez, regarding any issues that might make participation difficult for those families and to ask her to translate your flyer.
4. Set a tentative date for the function, then check with Barb Snow in the office for any conflicting events on campus and to reserve campus location.
5. Please do not schedule your event on the day of a religious holiday: Yom Kippur is Sept. 28th - 30th, Rosh Hashanah is October 7th - 8th. Also, if you are planning a family dinner event, please do it at least a two weeks after or before the Fall Family Fiesta which is September 16th.
6. Invite teachers to participate (provide advanced notice).
7. Recruit other parents to help you chaperone and or execute (serving food, clean up, collecting money, etc.)
8. Provide communications to your Lead Room Parents – PLEASE INCLUDE THE MULTI-AGE GLLS in communications.
9. Use Email to promote the event or Evite if you want to track rsvps. Ask room parents to send these to the parents in their rooms but have them formatted, written and ready to send.
10. Please allow for "pre-payment" to allow for subsidized families to be on that list.
11. Use the Otter Weekly to advertise your event in advance – put ad in 4 weeks prior to event and run for all 4 weeks leading up to it.
12. Oversee the execution of the event.
13. PLEASE be sure to clean up the school after your event!!! Joseph does not want to arrive at school on Monday morning with a mess to clean up
14. Request reimbursement for up to \$200 in expenses using the PTO reimbursement from available on the Oak Knoll web site or from the office.

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Things to Keep In Mind:

1. Make it clear if this is a drop off event or not. If it is a drop off event, recruit parents to stay and help manage the large groups of kids.
2. If going off-site, be sure to consider the number of working parents/Tinsley families and be prepared to arrange for transportation for those children through carpools.
3. Please try to schedule the event for the Fall particularly if the event is a family event.
4. Take photos. They can be put on bulletin boards after the event which helps the class build spirit. They can also be used in the year book throughout the year.
5. If you are on campus during the weekend, bathrooms are locked unless other arrangements are made with Joseph ahead of time.
6. Friday evenings seem to be the best bet for attendance.

Examples of Parties:

Ice Cream Social:

Both Kindergarten (with parents) and 4th grade (without parents) did an Ice Cream Social. The kids played on the playground, the parents (kinder) socialized and then everyone made ice cream sundaes. The \$200 more than covered the cost of large ice cream containers from Safeway, sprinkles, sauce, whipped cream, bowls, spoons and plenty of napkins. We also had small water bottles on hand (can also use the 10-gallon water coolers provided by the PTO)

Winter Hot Cocoa Party:

2nd Grade did a Sunday afternoon playdate in January on the playground with hot chocolate and marshmallows for the kids. It was easy, fun and cost \$65. Easiest to get hot water in a large insulated coolers in the kitchen and cocoa packets or make in advance and bring to school – arrange for electricity if necessary.

Family Pizza Party:

Both 1st and 3rd Grades did a pizza party on the playground on a Friday night – the whole family was included. There was an additional cost of \$5/pizza eater and this was enough to pay for the party. Pizza, salad, water and dessert were provided. Volunteers brought desserts – cookies, brownies, rice crispy treats. The parents might have had more fun than the kids!