



**BUCKINGHAM  
BROWNE & NICHOLS  
SCHOOL**

**Parents' Association**

# **Parents' Association Handbook 2023-2024**

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## Welcome from the Parents' Association

Dear BB&N Parents & Caregivers,

Welcome to the BB&N Parents' Association and the 2023-2024 school year. We are so excited about everything this year will bring. Working within and across our individual campuses, the PA aims to promote a strong sense of community and inclusivity among all parents/caregivers and with the school. You play a crucial role in promoting a positive environment for our school and children.

The Veracross Parent Portal has a link to PA Resources, including the comprehensive PA Handbook, which provides additional information regarding the PA's role, structure, and mission. The information in the PA Resources section of Veracross also describes the variety of volunteer positions available to BB&N parents/caregivers and serves as a resource to all who wish to make a difference by contributing their time and talents. Our hope is that every BB&N parent/caregiver will find a way to volunteer in support of our community. If you are interested in volunteering, please contact the relevant Executive Board member or feel free to reach out to either of us. Your involvement serves to strengthen our community and enhance the educational and social experience for our children.

Parents' Association dues are \$80 per student, with a cap of \$160 (cost for 2 students maximum) per family, and will be billed to your FACTS Incidental Billing Account in August. Differently than in previous years, families who receive financial aid will be billed in tiers of \$40, \$25, or \$10 based on the percentage paid in tuition. As detailed in the FAQ section below, the goal of Parents' Association dues is to create an equitable funding program that supports PA operations. Being able to launch each school year with an operating budget that the PA can count on (and to which most BB&N parents have contributed) allows the PA to focus on our mission of building community, welcoming new families, and sponsoring successful activities.

You may notice that PA dues have increased for the upcoming school year – in fact, this is the first increase in 16 years! The increase accounts for inflation and better reflects actual costs borne by the PA to host parent and student events. It is also reflective of an increase in parent participation in events post-pandemic, an expansion in Affinity Group membership, as well as the cost of more and larger events.

As your Parents' Association President and Vice President, we are committed to facilitating clear communication between parents, faculty, staff, and the BB&N administration. Our goal is to keep everyone informed about PA and school events, activities across all campuses and relevant topics through the school's weekly newsletter, Knight News. You can expect to begin receiving Knight News on Sunday, September 3 and every following Sunday for the remainder of the school year.

BB&N's PA includes a strong network of affinity groups: 4As (Association for Asian and Asian-American Parents), ARPA (Anti-Racist Parents' Alliance), JAG (Jewish Affinity Group), LAHFA (Latin-American and Hispanic Families Association), MPA (Multicultural Parent Alliance), PBS (Parents of Black Students), Rainbow Families (formerly known as FGSA), and SAPA (South Asian Parent Alliance). We offer a multitude of opportunities for parents/caregivers to become engaged at BB&N through these diverse groups representing and working to strengthen our community. Whether you have an affinity with these organizations or are looking to celebrate diversity at BB&N, we encourage you to participate!

Your support is crucial to the vitality of BB&N, and your efforts are greatly appreciated. We look forward to celebrating the BB&N experience together as a community in the year ahead!

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## **Parents' Association Mission Statement**

The purpose of the Parents' Association (PA) is to help maintain a strong, cooperative and inclusive parent community and to support BB&N's mission. The PA provides opportunities for all parents to be involved, encourages communication between parents and the School, and connects parents through its network of class representatives, affinity groups and programming.

## **Parents' Association Purpose**

The PA organizes activities for BB&N students, parents, faculty and staff of the School. To volunteer, please reach out to the parent representative on your respective campus.

All parents and guardians of BB&N students are automatically members of the PA and are encouraged to participate. The Campus VPs and Assistant VPs recruit representatives for each grade from a pool of parents who express a desire to volunteer. Campus VPs hold meetings at each of the three campuses to consider matters of general interest. These meetings are open to all parents.

The annual BB&N Circus is held in May. While the Circus takes place on the Lower School campus and primarily attracts LS students, all parents are urged to volunteer for this community-wide event, and Middle and Upper School students are also invited to participate.

The PA also sponsors and/or supports a variety of other events throughout the school year, including:

- Family picnics, ice cream get-togethers and other social activities;
  - Dances and social events for students;
  - Faculty appreciation events and support for faculty enrichment programs;
  - Informal dinner gatherings for parents;
  - Cultural events and guest speakers;
  - Regular meetings and communications;
  - Yearbook, closing ceremony, and the community-building winter trip (formerly the ski trip) (MS);
  - Skating parties and bingo nights (MS and LS);
  - Concerts, performances, affinity gatherings, Valentine's Day, Halloween (US);
  - One School One World;
  - BB&N Circus;
  - Support of the BB&N Fund and Senior Gift campaigns;
  - Support of parent representatives and groups that welcome new families and enhance community-building efforts;
  - Support of the School's Community Service and Arts Programs;
  - Sale of BB&N Products: community members can show school spirit by purchasing athletic wear, outerwear, headwear, and other novelty items.
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# BYLAWS OF THE BUCKINGHAM BROWNE & NICHOLS PARENTS' ASSOCIATION (Revised April 2023)

## *ARTICLE I: Mission and Purpose*

**PURPOSE** –The purpose of the Parents' Association (PA) is to help maintain a strong, cooperative parent community and to support BB&N's mission across all campuses. It provides opportunities for all parents to be involved, encourages communication between parents and the School, and connects parents through its network of class representatives and programs, including faculty and staff appreciation.

## *ARTICLE II: Operation*

**Section 1 – MEMBERSHIP** – All parents or guardians of BB&N students are members.

**Section 2 – DUES** – Families will be billed Parents' Association annual dues on their tuition bill in the amount of \$80 per student, not to exceed \$160 per family. All Parents' Association dues are voluntary and families on Financial Aid will be billed on a prorated basis equal to their share of Financial Aid. Dues will cover the operating budget for the PA organizations on all three campuses as well as the operating expenses for the Parents' Association Executive Board. Changes to this structure or the dues amount must be approved by the Administration and the Finance Committee of the Board of Trustees.

**Section 3 – BUDGET** – The Treasurer of the Executive Board will oversee the preparation and accounting of the Parents' Association budget. The Executive Treasurer is responsible for creating the all-school budget and ensuring that campus budgets are completed upon receipt of dues collection by the Business Office. The Parents' Association budget is primarily determined by campus: each campus receives a percentage of dues money largely driven on a per capita basis. If the budgeted funds are not utilized within the fiscal year, they are rolled over into an all-campus surplus fund for use the following year.

**Section 4 – FUNDRAISING** – All fundraising initiatives will be presented to the relevant Campus Vice President and must be approved by the PA Executive Board and BB&N Advancement Office.

**Section 5 – EXPENSES** – All expenses incurred for Parents' Association programming or events should be submitted with a receipt to the appropriate campus or Executive Treasurer for reimbursement. Parents are highly discouraged from using personal funds without reimbursement for any PA activities.

**Section 6 – LIABILITY** - The members shall not be personally liable for the debts, liabilities or obligations of the PA. The members of the committee will make every effort to uphold ethical and responsible values in the operation of their duties.

## *ARTICLE III: Structure and Process*

**Section 1 – STRUCTURE** – The voting members of the Parents' Association Executive Board shall include the President, Executive Vice President, Secretary, Treasurer, two Vice Presidents, and two Assistant Vice Presidents for each campus, one All-School Athletic Liaison, one All-School Arts Liaison, one All-School New Family Welcome Liaison and Parent Group/Parent Affinity Group Co-Chairs (see Article IV). The Parent Engagement & Events Coordinator is an ex-officio non-voting member of the PA Executive Board. The Executive Vice Presidents and the campus Assistant Vice Presidents automatically assume the positions of President and campus Vice President the following year. If any person is unable to serve the allotted term, current members will collaborate to identify replacement candidate(s) and the nominating committee will convene to review options.

**Section 2 – MEETINGS** – The Parents' Association Executive Board shall meet no fewer than six times during the school year, September to June, in-person or virtual, with the Parent Engagement & Events Coordinator (or Designee). Special meetings of the Executive Board may be held at any time. Meetings shall be called by the Executive President. Notice of every meeting shall be given to each member of the Executive Board by e-mail. All activities shall be recorded by the Secretary and minutes shall be voted on and approved at each meeting.

**Section 3 – ATTENDANCE** – Members should make every effort to attend the scheduled Executive Board meetings. It is encouraged that each campus or parent group/parent affinity group have representation at each meeting because the allocation of funding is contingent upon participation.

**Section 4 – VOTING** – Every voting member of the Parents' Association Executive Board is entitled to one vote. Every effort will be made to alert members in advance of an upcoming vote. Members present (in-person or virtual) at an Executive Board meeting may cast their vote, and measures pass with a quorum of 12 members present and a two-thirds majority vote in favor. Members may not vote by proxy or other means.

**Section 5 – NOMINATING COMMITTEE** – The Executive roles will be selected with the approval of a nominating committee, consisting of the Head of School (or Designee), three campus directors, the Chief Advancement Officer, Diversity, Equity, Inclusion & Global Education Officer, the Parents’ Association Executive Board, and/or appropriate staff members as needed. The committee chair is the current Executive Vice-President of the Parents’ Association. Nominations may be submitted to anyone on the committee by any member of the Parents’ Association or the school or administration. The committee will follow the *Guidelines for Parents’ Association Executive Board Nominations*. A slate of candidates to fill positions for Executive Vice President, Secretary, Treasurer, Assistant Vice Presidents for each of the Lower, Middle, and Upper Schools, All-School Parent Athletic Liaison, All-School Arts Liaison, and All-School New Family Welcome Liaison will be submitted to the Nominating Committee for approval. The parent group/parent affinity group co-chair positions will be submitted by those parent groups to the Diversity, Equity, Inclusion & Global Education Officer and Head of School (or Designee). The Nominating Committee may convene to fill vacancies as they occur during the school year.

**Section 6 – TERMS OF OFFICE** – The term of all officers of the Parents’ Association Executive Board shall be from July 1st through the following June 30th, with the exception of the New Family Liaison, whose term shall be 14 months from April 1st through June 1st of the following year.. Should a vacancy arise on the Executive Board for any reason, the Executive President has the power to appoint any qualified person to fill such vacancy, who shall hold office for the unexpired term of the predecessor member and until a successor is appointed and qualified. Each member is expected to train and duly prepare their successor.

**Section 7 – CREATION AND DISSOLUTION OF EXECUTIVE BOARD POSITIONS** – Should the Parents’ Association wish to add or remove a position to the Executive Board, the change must be approved by School leadership and by a majority vote of the Executive Board in order to be incorporated. Once approved by the Executive Board, the change will be reflected in the PA Bylaws.

**Section 8 – PARENT GROUPS AND PARENT AFFINITY GROUPS** – Once a parent group or parent affinity group is formed with the approval/support of the Diversity, Equity, Inclusion, and Global Education (DEIG) Office, they are incorporated as a voting member of the Executive Board and receive a pro-rated budget. Groups should make every effort to serve parents across all campuses. It is preferred for groups to have two co-chairs, but up to three co-chairs are permitted (one co-chair to represent each campus).

#### **ARTICLE IV: Membership**

**Section 1 – PRESIDENT** –The President shall be the general executive officer of the PA and shall preside at all meetings of the Executive Board. The President shall have general supervision, direction and control of the business and affairs of the Executive PA. The President prepares an agenda prior to each Executive Board meeting. The President, with the Executive Vice President and support from any other Executive Board members, solicits and appoints volunteers and event chairs as needed. The President shall be an ex-officio member of all committees and shall sit on the Board of Trustees of the School during the term of office, according to the Bylaws of the Board of Trustees.

**Section 2 – EXECUTIVE VICE-PRESIDENT** – The Executive Vice President assists the President in all duties and conducts business in the absence of the President. The Executive Vice President, along with the President and support from any other Executive Board members, solicits and appoints parent leaders and event chairs as needed. The Executive Vice President supports volunteers serving on standing committees, reviews each project or event, checks with volunteers throughout the planning process, and works with the President and Parent Engagement & Events Coordinator to submit a year-end report to the PA’s Secretary. The Executive Vice President serves as the chair of the Nominating Committee. The Executive Vice President shall serve as Parents’ Association President the following year. If this person is unable to serve the allotted term, the current President will collaborate to identify replacement candidate(s) and the nominating committee will convene to review options.

**Section 3 – EXECUTIVE TREASURER** – The Executive Treasurer oversees the preparation and accounting of the Parents’ Association budget and interfaces with the Parent Engagement & Events Coordinator on financial matters pertaining to the PA’s budget and annual dues. The Executive Treasurer is responsible for reviewing the monthly budget reports with the Parents’ Association campus treasurers and parent groups/parent affinity groups, accounting for all expenses confirmed by receipts and to affirm that the campus expenses are within the budget. The Executive Treasurer will reconcile with the Business Office if necessary. The Executive Treasurer should provide a quarterly and year-end financial report to the Executive Board. Working with the Parent Engagement & Events Coordinator, the Treasurer shall maintain records of the budget, expenses, and relevant files on the Parents’ Association shared drive. Consecutive terms served by the Executive Treasurer should not exceed two years.

**Section 4 – EXECUTIVE SECRETARY** – The Executive Secretary shall keep minutes of all meetings of the Parents’ Association Executive Board. The Secretary is responsible for soliciting event and campus reports and facilitating the

presentation of updates at Executive Board Meetings. Working with the Parent Engagement & Events Coordinator, the Secretary shall maintain the Parents' Association shared drive with all relevant digital files and resources.

**Section 5 – VICE PRESIDENTS OF UPPER, MIDDLE, AND LOWER SCHOOLS** – The campus Vice Presidents (VPs), working with Assistant Vice Presidents, solicit parent volunteers for all leadership positions on their campus. VPs meet with their respective campus director and preside over meetings and programs open to Parents' Association members. VPs collect reports from all campus volunteers and review each project or event, check with volunteers throughout the planning process to make sure they are staying within those budgets, and submit all reports at the end of the year to the Parents' Association Secretary. VPs work with campus treasurers and the Executive Treasurer to make sure a monthly report is filed with the Executive Treasurer.

**Section 6 – ASSISTANT VICE PRESIDENTS OF UPPER, MIDDLE, AND LOWER SCHOOLS** – The campus Assistant Vice Presidents (AVPs), working with VPs, solicit parent volunteers for all leadership positions on their campus including but not limited to classroom or grade representatives, parent leaders, and event chairs. AVPs coordinate communication with parents on the campus. AVPs conduct all business in the absence of the VPs and prepare for the position of VP in the following year.

**Section 7 – ALL-SCHOOL PARENT ATHLETIC LIAISON** – The Athletic Liaison works with the Athletic Director and parents of team captains (or designees) to facilitate communication between the School and parents. The Liaison also helps to coordinate athletics events. The All-School Parent Athletic Liaison works with relevant athletics volunteers to schedule a parent meeting with the Athletic Director in the Fall. The Liaison reports activities and information relating to sports, health, and wellness to the Parents' Association Executive Board.

**Section 8 – ALL-SCHOOL PARENT ARTS LIAISON** – The Arts Liaison works with all relevant arts faculty and parent volunteers on each campus to facilitate communication between the School and parents. The Liaison also helps to coordinate arts events. The Liaison reports activities and information relating to arts to the Parents' Association Executive Board.

**Section 9 – ALL-SCHOOL NEW FAMILY WELCOME LIAISON** - The New Family Welcome Liaison works with the Director of Enrollment Management and campus Admissions Directors to connect newly admitted families with current families as part of the Host Family Program. The Liaison also helps coordinate events that are designed to integrate new families. The Liaison reports activities and information relating to new family needs to the Parents' Association Executive Board.

**Section 10 – PARENT GROUPS/ PARENT AFFINITY GROUPS CO-CHAIRS** – Parent groups/parent affinity groups co-chairs reflect the diversity of the school community. Each group is supported by a member of the DEIG Office, who helps them host events and programming both for their community members and inclusive of the entire community. The co-chairs are also responsible for reporting activities and information between their group and the Parents' Association Executive Board. The parent groups/parent affinity group co-chairs serve a minimum of two terms. Reference addendum to the Parents' Association Bylaws, which includes the list of active parent groups/parent affinity groups.

## **ARTICLE V**

**Additional Volunteer Positions** – Parent Leaders are solicited from the entire parent community and report to the appropriate campus Vice Presidents or the Executive Vice President. Roles include, but are not limited to Grade Representatives, Event Chairs, Community-building initiatives, Community Service, Faculty and Staff Appreciation efforts, BB&N Knights Sale/Spiritwear Committee and other leadership positions as they are identified. Volunteers recruit parent volunteers and are given a budget to follow. Volunteers must submit a report to the appropriate Vice Presidents and Treasurers describing the project or event and an account of the money spent and gifts received or donated versus the project or event's budget. Each volunteer is responsible for knowing the budget for their project or event, keeping expenses within the budget, and reporting all expenses within a month following the project or event to the appropriate treasurer. These volunteers work with BB&N campus directors, grade deans, and department chairs to support student activities, build community and celebrate achievement.

## **ARTICLE VI**

**AMENDMENTS** – These Bylaws must be amended by voting process of the Parents' Association Executive Board outlined above and should be approved by the Head of School (or Designee).

\*\*\*\*\*End of Bylaws\*\*\*\*\*

## ADDENDUM TO THE BYLAWS OF THE BB&N PARENTS' ASSOCIATION

### Parent Groups/Parent Affinity Groups (as of June 2023)

#### **Association for Asian and Asian-American Parents (4As)**

The 4As is a parent group formed to unite and promote a positive support system amongst all Asian and Asian-American families at BB&N. It is designed to provide a forum to enhance the education experience for these families; to sponsor Asian culture events and activities; and to foster the spirit of BB&N's multicultural community.

#### **Anti-Racist Parents' Alliance (ARPA)**

ARPA supports BB&N in its mission to become an anti-racist institution, and to support parents as we build and nurture cross-racial relationships.

#### **Jewish Affinity Group (JAG)**

The Jewish Parents Affinity Group is a space and community where Jewish-identifying families can connect through Jewish culture, traditions and identity.

#### **Latin-American and Hispanic Families Affiliation (LAHFA)**

The goals of the Latin-American and Hispanic Families Association are to:

1. Serve as a platform for Spanish speaking families on campus to connect, get to know each other, and share experiences as they raise their children in a bicultural / bilingual setting.
2. Find avenues for bilingual children at the school to connect and expand their knowledge of the Spanish language and Hispanic culture.
3. Raise awareness of Spanish speaking cultures within the school community.

#### **Multicultural Parent Alliance (MPA)**

The MPA is a parent group created to respond to the needs and interests of specific racial/ethnic/cultural groups who find themselves outside of the majority population. It is designed to provide a forum for parents from non-majority backgrounds to address issues and concerns specific to their own identity group. The hope is that parents participating will find voice within their own group and find commonality within the broader group. The MPA will also act as a resource to BB&N and support the School's mission; particularly around multiculturalism, diversity, and issues of inclusion. We welcome all parents to participate in supporting this vibrant and important mission.

#### **Parents of Black Students (PBS)**

PBS is a group for parents of black students at BB&N, whose mission is to provide an opportunity for parents to come together in a group setting to discuss issues related to their and their child's experience at BB&N. Additionally, the group provides support, mentoring, and an avenue for advocacy and partnership with the school. PBS supports the school's mission around diversity, equity, and inclusion, and will engage with the school in efforts to support this mission, and contribute to both growth and progress in this important area of the school. PBS sees itself as a "partner" with BB&N and values that partnership.

#### **Rainbow Families (formerly known as FGSA)**

The Rainbow Families Affinity Group is a parent-led affinity group made up of subgroups across all three campuses that connect, support, and affirm LGBTQ+ identities and community at BB&N through informal discussions and events. This includes the following: (1) Queer Families Affinity (QFA), an affinity group of parents, caregivers and families who identify as queer. This may mean same gender parents, trans parents, or another family structure that falls under the LGBTQ+ umbrella. (2) Parents of GIANTS, an alliance group for parents and caregivers of students who identify outside of the gender binary to connect and advocate on behalf of their children. (3) Parents of Queer Students (PQS), an alliance group for parents who want to support their LGBTQ+ children. Parents in this group may have children who identify as gay, lesbian, bi, queer, or another identity that falls under the LGBTQ+ umbrella. Of course, the group welcomes allies of all types in all discussions and events.

#### **South Asian Parent Alliance (SAPA)**

SAPA's mission is to help raise awareness about South Asia and by providing inputs that will enhance and support existing efforts for a more global view within the extended BB&N community. SAPA will provide organized opportunities to participate more vigorously within the BB&N community and will help reinforce the connections across all three campuses. South Asia comprises Bangladesh, the British Indian Ocean Territory, Bhutan, India, Maldives, Nepal, Pakistan, and Sri Lanka, but membership is open to all the BB&N parents.

## Guidelines for Parent Initiatives

Parent Initiatives should be presented to the campus PA, initially to campus Vice Presidents and then at a general Parents' Association meeting. Ideas for grades should be brought to Grade Reps, ideas for a campus should be brought to the campus VP, and ideas for all-school events should be brought to the PA President. PA leaders will inform the director of the appropriate campus about initiatives as they are discussed.

Initiatives may include:

- Social or recreational events for a grade or campus
- Parent events for a class, grade, or parent group
- Strategies to address areas of parental concern

If a VP or Grade Rep does not present the initiative for discussion, a parent may appeal this decision to a higher level of the PA or the PA President.

Parents should communicate with campus directors to express ideas or suggestions about academic experience, facilities, curriculum, student support services, co-curricular activities, extra-curricular offerings. Parents should communicate with the External Affairs office about BB&N fundraising ideas or suggestions. These areas are outside the scope of the PA.

The PA serves as a forum for discussion about parent ideas, but only the School is responsible for identifying, approving, and implementing actions. PA events must be scheduled through the school calendar committee and require school approval for the use of facilities. Private social or recreational events, initiated by parents, are outside the scope of the PA. No private event may be characterized as a School or PA activity. No school communications may be used to inform parents of private initiatives. Students should work with and receive approval from their faculty advisors before approaching PA for parent support.

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## Guidelines for Planning Student Social Events

If you are a PA VP or AVP and want to plan a social event that is primarily for students, or help one of your teams plan such an event, you need to determine if it is a **PA-Sponsored Event** or a **Parent-Sponsored Event**.

If you want it to be a **PA-Sponsored Event**, please follow these steps:

1. Consult your Campus PA Leadership Team, e.g. VP or AVP (if that is not you). (If you are a grade rep or social chair, please work through your VP/AVP team at all times for these events, as they can get complicated).
2. Campus PA Leaders should review any proposed social event with the Campus Director (Anthony Repucci, Mary Dolbear, Jess Keimowitz). Explain the details of the proposed plan and outline anticipated costs. PA events should be free to children or very low cost (below \$10-12, and Campus PA leaders may use PA funds to keep the cost low, depending on budget availability).
3. The proposal and date need to be approved following the official process. First, consult the [Event Request Process and Forms](#) in Veracross. If you have questions about this form, please reach out to Emma Chinman for assistance.
  - a. Fill out the [Event Date Approval Form](#) even if your event is being held off-campus.
    - i. You will receive confirmation from Emma Chinman that your date has been approved. *Please do not proceed unless you have received approval.*
4. All communication with facilities should go through Emma Chinman. Please do not reach out directly to the BB&N facilities team unless they have emailed you with a specific question.
5. Place your announcement in Knight News with two months advance notice.
6. If there are anticipated costs, reach out to Genieve Rankel, Director of Financial Aid ([grankel@bbns.org](mailto:grankel@bbns.org)) to explain the event and anticipated costs. The FA office has a system for informing families who receive aid that cost-related



events are upcoming. Financial Aid will need two months' notice prior to an event in order to adequately notify families.

It may need to be a **Parent-Sponsored Event**, and explicitly not a PA event if any of the following are true. Please consult with the PA President or Vice President if you have questions about how any of these might apply.

1. If it has significant costs that make it not appropriate as a PA event (due to PA policies about keeping costs low for students).
2. If the school has not approved the date you submitted through the Event Date Approval Form.
3. If it is primarily funded by an individual parent (for example, a private party at a private home, funded by a single family).

Guidelines for Planning **Parent-Sponsored Events**:

1. Please use direct emails, Evite or Paperless Post to communicate with parents. **Please do not** use school or PA communications tools (Knight News, school one-off email, or official PA email address) for announcements about parent-sponsored events.
2. If there are anticipated costs, reach out to Genieve Rankel, Director of Financial Aid ([grankel@bbns.org](mailto:grankel@bbns.org)) to explain the event and anticipated costs. The FA office has a system for informing families who receive aid that cost-related events are upcoming. (This occasionally applies to non-PA events, too). Financial Aid will need two months' notice prior to an event in order to adequately notify families.
3. If asking for financial contributions from parents, please be aware that these "one off" costs can add up quickly for many families. If possible given the circumstances of your event, consider making the contribution optional.
4. Coordinate with your Campus Director regarding handoff logistics if children are being transferred from the school's care to your own care.

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### **Guidelines for Parents' Association Executive Board Nomination and Soliciting Campus Volunteer Leaders**

The Nominating process begins in February. If you would like to be a candidate or nominate another parent, contact the PA Executive Vice-President. Every BB&N parent is encouraged to nominate candidates for the Executive Board or to self-nominate for any position. Note the position of Executive Board President is filled by the current Executive Vice President, and the positions of campus VP's are filled by the current Assistant VP's.

*The names of current Executive Board Officers are [linked here](#); please contact any officers to learn more about the responsibilities of serving.*

Executive Board Officers responsibilities include:

- Represent the PA in a constructive and positive manner;
- Observe established operational policies and Community Standards;
- Set goals for the School year;
- Prepare for and attend monthly Exec. Board Meetings Sept.-June;
- Develop future Board Members and participate in nominating process;
- Oversee and maintain the PA's budget;
- Review and accept Executive Board meeting minutes.

Campus Vice Presidents' and Assistant Vice Presidents' responsibilities include:

- Foster a positive and inclusive parent community;
- Cultivate PA leaders and maintain a record of all campus volunteers;
- Meet monthly with campus Director to set meeting agenda and to discuss campus issues and initiatives;
- Schedule regular PA meetings and events with campus Directors;

- Solicit and train parent volunteers for standing committees and events;
- Guide volunteers to set appropriate goals and to plan campus events;
- To understand and maintain approved budgets;
- To keep a record of expenses, donations, and tasks for each event;
- Communicate with parents through BB&N Communication’s department according to policies.
- Present a campus report at each Executive Board Meeting.

See PA Bylaws (above) for specific officer job descriptions.

### **Avenues for Gathering Information**

- BB&N provides numerous avenues of communication between parents and the School.
- BB&N’s main website is [www.bbns.org](http://www.bbns.org). The site has an up-to-date and extensive event section, general and current information about the School, and areas devoted to academic programs, the Parents’ Association, and Admission. Additionally, <http://go.bbns.org> is a password-protected area for internal communication between faculty, students, and parents.
- The [Veracross Parent Portal](#), *Knight News*, emails sent periodically by the school, the InformaCast alert system, and the website’s News page, are several avenues by which news, announcements, and important updates are shared.
- Forums are held regularly at each campus to provide an opportunity to meet other parents as well as to discuss issues of child development.
- The annual Back-to-School evenings offer parents an opportunity to learn about curriculum from each of their child’s teachers.
- Parent conferences can be scheduled at any time, by the parents or by the School.
- The individual class Parent Representatives, a sub-group of the Parents’ Association, is another avenue of communication. In addition, there are meetings during the year of the Parent Groups.
- The Upper School student newspaper, *The Vanguard*, is published six times per year.
- BB&N reserves the right to use students’ images and names in School publications and websites. If you wish to restrict the potential appearance of your son/daughter within School publications, please email [communications@bbns.org](mailto:communications@bbns.org). (This applies to all except *The Vanguard*.)
- For listings of the below Parent Association representatives with contact information, please access the Parents’ Association section of the Veracross parent portal using the following link: <https://portals.veracross.com/bbns/parent>

### **Parent Volunteer Opportunities – All School**

#### **Circus Committee**

The Circus is BB&N’s All-School fair held the first Saturday in May. Many BB&N families and students from all three campuses help staff games, activities, and food booths.

#### **One School One World**

OSOW is a multicultural event linking all three campuses. Held every other year at the Upper School, it is an exciting and music-filled day, with hundreds of people coming together to celebrate and be part of our extraordinary and diverse BB&N community.

#### **Faculty Appreciation**

Organize breakfast treats and luncheons for faculty and staff on each campus. Contribute food to events, help set up and clean up. Can help once or many times.

**Parent and Community Events**

Plan, contribute food, set-up and clean-up at parent socials.

**Community Service**

Contribute, chaperone, and participate in various community service projects throughout the year including the February Food Drive.

**All-School Arts Committee**

Assisting with the Visual, Theater, and Musical Arts programs.

**Student Event Chaperones**

Provide adult presence at school events including the ski trip, mixers, and skating parties, etc..

**Parent Ambassador Program, Admissions and Outreach**

Welcome new families, telephone periodically through the year, attend admissions open houses, encourage families to attend programs and become involved. If you are interested in volunteering for Admission outreach efforts, please contact Carole Vargese, Acting Lower School Director of Admission for the Lower School at [cvarghese@bbns.org](mailto:cvarghese@bbns.org) or Alice Wang, Assistant Director of Admissions for Middle and Upper School at [awang@bbns.org](mailto:awang@bbns.org).

**The BB&N Fund**

The BB&N Fund helps to fill the gap between tuition and the actual cost of a BB&N education. Every year more than 90% of BB&N parents contribute to the BB&N Fund. Contributions support the operating budget for faculty salaries, financial aid, and operating expenses. Consider volunteering for the Parent BB&N Fund committee which gives every family the opportunity to contribute. If you are interested in volunteering for fundraising efforts, please contact Caitlin Cavanaugh, Associate Director of The BB&N Fund, at [ccavanaugh@bbns.org](mailto:ccavanaugh@bbns.org).

**Each campus will also have additional volunteer opportunities available throughout the school year.**

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