

Parent Teacher Association (PTA) Handbook

Qingdao No. 1 International School of Shandong Province

2013-2014

Dear QISS Families & Teachers:

It is a pleasure to welcome you to the Parent Teacher Association at Qingdao No. 1 International School of Shandong Province.

The 2013-2014 is a year of transition from the all parent PAC to a joint Parent Teacher Association (PTA). Membership into the QISS PTA is automatically granted to all parents and guardians of enrolled QISS students, as well as all staff.

Through the collaboration of parents and teachers, the purpose of the PTA is to:

1. Develop a closer connection between school and home by encouraging parent involvement,
2. Enhance the educational experience by supporting academic and enrichment activities, and
3. Improve the environment at our school by providing volunteer and financial support.

This handbook outlines the ways in which the PTA will strive to reach our goals outlined above. Please read through the handbook to become familiar with:

1. A general overview of PTA activities,
2. How to get involved, and
3. How the PTA is funded.

As a new organization at QISS we are in need of volunteers for committee members for various events. We encourage all parents to get involved in one way or another. There are many volunteer opportunities requiring various time commitments available.

At any time, you are welcome to contact me or any member of the PTA Executive Board if you need assistance, have questions or suggestions. We are all part of the same QISS family!

Warmest regards,

Rachel Rust
PTA President
rrust@qiss.org.cn

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Parent Teacher Association – PTA Overview

What is the PTA?

The Parent Teacher Association at Qingdao No. 1 International School of Shandong Province (QISS) is a volunteer organization made up of all parents/guardians and staff at QISS.

Why does the PTA exist?

The PTA at QISS exists in order to provide positive support for educational excellence, while celebrating our cultural diversity and fostering a spirit of community.

What is the purpose of the PTA?

The purpose of the QISS PTA is to:

1. Develop a closer connection between school and home by encouraging parent involvement.
2. Enhance the educational experience by supporting academic and enrichment activities.
3. Improve the environment at our school by providing volunteer and financial support.

Who are the members of the PTA and what do they do?

PTA General Members- All parents/guardians of enrolled students at QISS and staff are automatic members of the PTA. All general members are welcome to attend the quarterly PTA General Assembly meetings.

PTA Executive Board Members-The PTA Executive Board members meet once a month to discuss ongoing planning of social events, discuss issues raised by General PTA members and decide on enrichment requests. The inaugural PTA Executive Board has been selected by appointment and volunteer. Beginning in May of 2014, elections will determine the PTA Executive Board by the PTA General Members.

What is an Enrichment Request?

Teachers, staff and parents can apply to get a project/activity/item sponsored by the PTA by completing an Enrichment Request. The application form, guidelines for applying, and the request procedure are determined and reviewed by the PTA Executive Board.

The PTA seeks to support as many worthwhile activities it can reasonably support with its funds. This is consistent with the PTA's existence: To provide positive support towards educational excellence, while celebrating our cultural diversity and fostering a spirit of community.

The Role of the PTA:

The PTA DOES:	The PTA does NOT:
Support the educational programs and extracurricular activities of QISS.	Run QISS.
Encourage parents' involvement in their individual children's lives, education, class and school.	Force parents to participate in PTA and/or school activities.
Provide feedback and suggestions for QISS programs.	Set policy regarding QISS programs.
Coordinate programs and projects that will support or enrich the curriculum.	Define the curriculum at QISS.
Encourage/Fund the increased exposure of students to technology.	Dictate the technology platforms and/or software used by QISS.
Provide feedback/assist with increased and awareness of school safety and security issues.	Define or interfere with the security program and policies at QISS.
Organize fundraising efforts to support enrichment programs, equipment, and services not covered by the QISS budget.	Control the QISS budget.
Support the educational goals of QISS and assist with attaining those goals through parent and community volunteering.	Set the educational goals, testing requirements or compliance factors of QISS.
Recruit volunteers and coordinate volunteer efforts to staff PTA functions and assist with school programs.	Have jurisdiction or authority over school staff, teacher and other employees.
Support the QISS community in a positive, encouraging manner.	Perpetuate negativity in the QISS community.

PTA Executive Board:

President	Rachel Rust	Parent (Grade 2) Teacher (HS)	rrust@qiss.org.cn
Vice President (Chinese Rep)	Amanda Lee	Parent (Grade 2 & 8)	henryamandalee@yahoo.com.sg
Vice President (Korean Rep)	Jeonghwa Cho	Parent (Grade 4 & 11)	jeonghwa21cen@hanmail.net
Vice President (Western Rep)	Lilian Pedersen	Parent (Grade 5 & 8)	lilian.pedersen.1973@gmail.com
Secretary	Jennifer Nicklas	Parent (K & Grade 4) Teacher (HS)	jnicklas@qiss.org.cn
Treasurer	Seung Sook Youk	Parent (Grade 8)	dolkongmir@gmail.com

PTA Dates for the 2013-3014 School Year:

PTA Involved Events		
Date	What	Description/ PTA Responsibility
23 August 2013	Welcome Social (All members)	An event hosted by the PTA to welcome new and returning members.
14 September 2013	International Day	An annual QISS event celebrating our cultural diversity.
31 October 2013	Halloween	Assisting Lower School in their annual celebration of Halloween.
November 2013	PTA Gala & Silent Auction	PTA Fundraising event for all PTA members to have a formal evening filled with great friends, food, and fun. PTA is responsible for Silent Auction Items.
22 November 2013	Talent Show	Refreshment stand
7 December 2013	Winter Program	Refreshment stand
18 January 2014	China Day	Refreshment stand
24-28 March 2014	Festival of Words	TBD
6 May 2014	Teacher Appreciation Day	A day to show our appreciation for the staff at QISS. In what capacity-TDB.
24 May 2014	White Elephant Sale	Spring PTA Fundraising Event open to the Qingdao community.
11 June 2014	Sports Day	Refreshments for students & staff
PTA Executive Board Meetings		PTA General Assemblies
Friday, 6 September 2013 Tuesday, 24 September 2013 Tuesday, 22 October 2013 Wednesday, 20 November 2013 Tuesday, 10 December 2014 Wednesday, 22 January 2014 Tuesday, 18 February 2014 Wednesday, 19 March 2014 Tuesday, 22 April 2014 Wednesday, 21 May 2014 Tuesday, 10 June 2014		19 October 2013 18 January 2014 22 March 2014 8 May 2014

PTA Funds and Fundraising:

The PTA is funded through donations from QISS families, school events/activities, and possible sponsoring companies. We raise funds to support these goals:

1. Provide funding for learning opportunities and resources that enhance and enable our students' development,
2. Foster an active sense of community between all participant in QISS, and
3. Promote awareness of our cultural diversity.

How can you support the QISS PTA?

1. Quickest – Make a monetary donation at the beginning of the school year. You will have the opportunity to make a VOLUNTARY donation during the PTA Welcome Social or at the QISS Open House. You may also leave your donation in the QISS front office in an envelope clearly marked for the QISS PTA. If you wish to contribute by making a voluntary donation, be reassured that any amount helps.
2. Involve Yourself – Attend QISS PTA Fundraiser Events (PTA Gala & Silent Auction, White Elephant Sale) and enjoy refreshments at school events to support our PTA.
3. Most Spirited – Purchase QISS Spirit Wear during our QISS Spirit ordering sessions. Show your Shark Pride with T-Shirts and other QISS logo items.
4. Involving the Community- use your place in the community to encourage your company or some of your favorite local places to sponsor the QISS PTA. All companies that sponsor our PTA will receive a certificate of appreciation and be noted on our QISS PTA website.

What will the PTA use donated funds for?

The funds raised throughout the year by the PTA are used for the following:

1. Enrichment Requests for student enrichment in the classroom.
2. Planning and Funding of PTA Social Events such as the Welcome Social, PTA Gala & Silent Auction, Teacher Appreciation among other events.
3. Purchase refreshments needed to supply the refreshment stand at QISS events.
4. Jump Start the QISS Spirit Wear line.

Volunteer Information:

As a way to further enrich your child's education, please consider volunteering with the QISS PTA. There are many opportunities throughout the year to volunteer, some requiring more time than others. You may volunteer on a regular basis or just occasionally as your schedule permits.

Below you will find descriptions of various activities that need volunteer support of the PTA. There are many ways of assisting and I hope that you find something that interests you. This is a great way to meet parents, teachers and staff of QISS, while creating a positive and welcoming atmosphere at QISS.

Committees:

International Day: QISS PTA is looking for parent volunteers who would like to assist QISS teachers in executing our lively day of celebrating our cultures. PTA will be responsible for organizing the International Food Court in the Lower School cafeteria. International Day is approaching quickly and will take place on Saturday, 14 September 2013 at QISS.

Halloween: Parent volunteers are needed to assist QISS teachers in Halloween activities.

Décor Committee: Volunteers are needed to help deck out QISS to make the school a festive environment for various holidays. The Décor Committee is strictly responsible for decorating the school during various times of the year to be determined by the committee.

Refreshment Committee: Volunteers for the refreshment committee are responsible for purchasing (with approved PTA funds) or obtaining donated refreshments and selling these refreshments at various QISS school events.

Spirit Wear Committee: The Spirit Wear committee is responsible for designing, collecting orders, and ordering of QISS Spirit Wear. All QISS logo items must be approved by QISS before being publically announced for purchase.

PTA Gala & Silent Auction Committee: Volunteers of this committee will be responsible for organizing and obtaining items for the silent auction.

Teacher Appreciation Committee: This committee is responsible for determining how the PTA wants to honor the teachers and staff of QISS for their efforts throughout the year.

White Elephant Committee: Volunteers of this committee are responsible for working with QISS to organize and hold our first annual White Elephant Sale to benefit families of QISS and the QISS PTA.

In the Classroom:

Room Parent: It would be ideal for each grade level to have a parent volunteer to help in communications between the teacher and parents. Responsibilities of a Room Parent are:

1. Maintain the class contact list,
2. "reach out" to incoming students and their families,
3. Promote parental awareness of upcoming class events,
4. Possibly plan class events outside of school occasionally throughout the year (for example: laser tag, bowling, etc.).