

# Adams Family Association Handbook

## **Article 1**

Adams Elementary School. 7447 Adams Zeeland, MI 49464. Phone 616-748-3475

## **Article 2: Purpose**

1. To keep the parents informed of developments within the school.
2. To foster a closer relationship between home and school so that parents and teachers may cooperate in the education of children.
3. To raise funds for the purchase of school equipment, supplies, class trips and other material and services as the AFA Board and Principal deems appropriate.

## **Article 3: Positions**

### **1. Ambassadors**

- a. As an ambassador, you will serve as a liaison between the classroom you represent and the AFA.
- b. Your name and contact information will be distributed to the teacher and families of students in the classroom you represent in order to form a chain of communication.
- c. Ambassadors are expected to contact their represented teacher as needed to collect input and ideas on activities taking place at Adams. Also, questions, feedback, communication from classroom families and relative to AFA events should be directed to the Ambassador and share at AFA meetings.
- d. Ambassadors are responsible to attend 5-7 AFA meetings throughout the year for the purpose of giving input on projects and ideas as they relate to AFA. Time is also allotted at each meeting to report on progress of event planning and to meet briefly as a group.
- e. Ambassadors are required to attend additional committee meetings as needed. Each committee will be responsible to recruit necessary volunteers using the Bridge program.

### **2. Board members**

- a. President
  - i. Preside over meetings.
  - ii. Call all emergency meetings when deemed appropriate.
  - iii. Perform other duties in absence of other board members.
  - iv. Delegate as deemed necessary for various projects.
  - v. At the end of the term, the president is to turn in all recorded paperwork before the last school day.
- b. Treasurer
  - i. The Treasurer shall receive all monies of the organization.
  - ii. Shall keep accurate record of the receipts and expenditures.

- iii. Banking all funds shall be kept in checking account in name of Adams Family Association and held in a local institution.
  - iv. All financial activity is to be recorded. The treasurer shall reconcile the account(s) monthly and report all financial activity at each meeting.
  - v. A copy of accounts is to be forwarded to the Principal monthly.
  - vi. At the end of the term, the treasurer is to turn in all recorded paperwork before the last school day.
- c. Secretary
- i. The Secretary shall record the minutes of all the meetings of the AFA and of the executive board and shall perform other duties as may be delegated to her/him.
  - ii. She/he shall keep an accurate list of current members; addresses, email and phone numbers. This list shall be made available to the executive board and chairpersons as needed.
  - iii. The secretary is also responsible for keeping an accurate record of attendance.
  - iv. A membership roster shall be kept by the Secretary and it must be accessible to all members of the executive board or ambassadors who are working on specific projects.
  - v. Notes of the minutes shall be emailed to every ambassador, board member and principal within one week of meeting regardless of attendance.
  - vi. At the end of the term, the secretary is to turn in all recorded paperwork before the last school day.

#### **Article 4: Ambassador Events**

##### **Kindergarten**

Ambassadors are responsible for putting on a school wide charity donation of their choice. This takes place in the month of February when the students are being taught about love and sharing around Valentine's Day. Please put together a flyer and send home with every student explaining the year's charity donation. Popular choices are a food drive, a gently used clothing drive or raising funds of some kind. We strongly encourage this donation to stay local. As we believe all donations are helpful for all corners of the world, it helps the students realize the impact they have made if they can see the donation they have made in their own community.

### **First grade**

The teacher conference luncheon takes place in November. The ambassadors are in charge of organizing Adams first grade family's food donation. You can start with the donations by contacting people that have signed up on the Bridge. Please keep in mind, there is not a scheduled time for our teachers to sit down and eat. They "grab and go" between meetings with parents. Soups, sandwiches, pinwheels, have worked well in the past. Please see last year's notes for ideas.

### **Second grade**

Chaired by the second grade ambassadors is Spirit Fridays and the Turkey Bowl of which takes place in November. Schedule something different on every Friday of the month leading up to the turkey bowl which takes place the week of Thanksgiving. Popular choices are hat day, pajama day, crazy hair day, dress up like your favorite teacher day. These days are your choice. Make posters and post them throughout the school notifying kids of the event. The day of Turkey Bowl, which is a football game between the current fifth grade class and the teachers, please serve hot chocolate to the rest of the school as they cheer on their favorite team.

### **Third grade**

Donut with Special Person is the event for the third grade ambassadors. This event is in May. Please organize a date and time for Donuts with Special Person. This is open to the whole school and the student may bring whoever they want including smaller siblings. Put together a flyer with a RSVP tear off for the families to return so you have an idea of number of people who will attend. Please understand there will be many more than who responded so take this into account when ordering donuts. Please see last year's notes to help you plan your event.

### **Fourth grade**

Staff appreciation luncheon is done in May. The ambassadors of the fourth grade are required to organize a menu and arrange food donations. Please refer to last year notes. All food will be donated by Adams families. You may check the bridge for help. This event takes place at the lunch hour and includes all of Adams staff including bus drivers. Please arrange for parents to help not only serving the staff but also in the lunchroom and recess duty.

## **Fifth grade**

Chaired by the fifth grade ambassadors is the Fifth Grade Farewell. Committee selects a class gift, please check with the treasurer on budget. Fifth grade ambassadors also plan a school wide farewell celebration for the fifth graders. This event occurs during school in June.

## **Article 5: Policies and Terms**

1. Reimbursement's
  - a. For all expenses shall be made only after receipts for the expenditures have been audited and documented and approved by AFA treasurer.
  - b. Reimbursement requests should be submitted to the AFA treasurer within 45 days of the incurred expense and must be accompanied by a receipt.
2. Terms
  - a. An executive board position is to be held for a minimum of 2 years with a maximum of 4 years in the same chair.
  - b. A qualified term for all positions runs from Sept-June of the same school year.
3. Meetings
  - a. Regular meetings shall be held monthly during the school year, the date and time fixed by the Board at its first meeting of the year.
  - b. It is required for ambassadors to attend at least five of the eight monthly meetings, unless absence is approved by executive board member.
    - i. If absence is not excused or does not attend the required amount of meetings, ambassador may be removed.
    - ii. In event of absence, ambassador is still required to make contact with fellow ambassadors to organize the grade event.
  - c. It is required for executive board members to attend seven out of eight monthly meetings, unless absence is approved by fellow board member.
    - i. If absence is not excused or does not attend the required amount of meetings, board member may be removed.
  - d. All meetings shall be open to general public.
4. Removal
  - a. Ambassador can be removed from position for failure to fulfill his/her duties.
  - b. Abuse of parent contact info is grounds for immediate dismissal.

- c. All contacts via email/letter/phone to parents need to be authorized by board member or Principal.
5. Internships
- a. Any person interested in a board position may express interest on or before the end of the school year. Please contact board member for openings.
  - b. Ambassador interested in executive board position will need to be approved by existing board along with principal.
    - i. Decision will be based by interested parties professionalism, availability, attendance, ability to complete duties of the applied position.
  - c. In order to qualify for an executive board position, ambassadors need to fulfill at least two full years in grade position. Then he/she shall complete one full year as a job shadow to current board member and have full knowledge of board position.

Adams Family Association

Board Members 2017-2018

President

Jenny Burman  
[Jburman03@gmail.com](mailto:Jburman03@gmail.com)

Treasurer

Jen Baker  
Jbaker0423@hotmail.com

Secretary

Becky Burgess  
[mbet6797@gmail.com](mailto:mbet6797@gmail.com)

Principal

Nancy Burk  
nburk@zps.org