

Excellence Christian School
PTO Handbook
“Reach to Perform”



Excellence Christian School (ECS) is a place of learning where individualism is encouraged and the love of Christ emulated. ECS promotes student inquiry and independent thinking through a rigorous course of study. The standards-based, college preparatory curriculum emphasizes both science/technology and the arts. In this nurturing Christian learning environment, students experience academic excellence through a team-driven instructional approach. We are a school where intense learning and fun intersect, as teachers bring concepts to life through engaging instructional techniques. Our goal is to assist parents with their child's pursuit of academic excellence while cultivating a biblical perspective that will intrinsically motivate them to make positive contributions to society. Excellence Christian School is the educational choice for families who value a setting where their child is both known and esteemed.

As a school community, we believe in partnering with our parents to ensure that all students have the opportunity to thrive and be successful. As we work collaboratively, our goal is to see our students excel academically, emotionally, socially and spiritually. The (Parent-Teacher Organization) PTO is designed to serve as a vehicle by which parents can actively engage in the school community and support the school's vision through volunteering and fundraising activities. We pray that you will join us in making this an amazing year!

The PTO Objectives are:

1. To promote positive and open communication between parents, faculty and administration of ECS.
2. To promote a spirit of good will and cooperation among the parents, faculty and administration of ECS.
3. To coordinate parental support of ECS through social and fundraisings events; and
4. To foster active engagement among the parents of ECS in fulfilling the overall vision of the school.

This handbook includes the following:

1. PTO Officers and responsibilities
2. Guidelines for volunteer service and fundraising activities
3. 2017-2018 Calendar of Events

2017 -2018 SY PTO Officers

President – Yolanda Liddell

Vice President – Curtis Washington

Secretary – Donna Armstrong-

Treasurer- Crystal King

President - Works with the school leadership and PTO Officers to determine fundraisers and social events for the upcoming school year. The President then meets with the Principal to get the fundraisers and social events approved with a date set on the calendar. The Officers meet as needed to decide which Officer will oversee the approved events/fundraisers. The President oversees and or ensures all events meet the mission. The President, in conjunction with the PTO Officers, holds at least quarterly meetings with the parents of ECS students. The President must interact with parents and teachers to understand the needs/desires of ECS. This information will be shared with the Principal when necessary. The President also monitors the committees' effective execution of task logistics/ facilitates positive communication between home and school and serves on the MSA planning team.

Vice President (VP)- Serves as the stand-in for the President. The VP works closely with the PTO President to determine fundraisers and social events for the upcoming school year. The VP attends all Officer's meetings to ensure awareness of all approved events and fundraisers. The VP serves as the President's back-up at all PTO meetings and provides updates as applicable and effectively communicates activities to parents in a timely manner.

Secretary- Serves as 3rd in charge, and shall stand-in for the President or Vice President if and/or when necessary. The Secretary takes meeting minutes at all PTO meetings, including the annual meeting with the Principal, and prepares all PTO meeting agendas, as well as oversees the election process and ballot creation.

Treasurer- Works in conjunction with the school's Vice Principal to manage funds raised through the annual fundraisers. Prepares, as requested, balance sheets and updates to the President to be shared with the parents of ECS. The treasurer also assists with the distribution, sales and collection of raffle tickets and funds for events.

The PTO is committed to providing opportunities for Parents and Teachers to interact outside of the classrooms. As such numerous activities are planned. Below is a listing of the PTO Points of Contact for all PTO-sponsored activities.

Officers Committee Chair Responsibilities 2017-2018

| Yolanda Liddell | Curtis Washington | Donna Armstrong | Crystal King |
|--------------------------|---------------------------|-------------------------|-------------------------|
| Breakfast for Teachers | Back to school Cookout | Fall Social | Drive In Movie Night |
| Fall/ Spring Book Fair | Fall Social | Paint Night Couples | PTO Parent Night out |
| Kidstuff | PTO Father/Son Fellowship | BoxTops | Paint Night Couples |
| Read A thon/Book IT! | Fun Run | Staff Appreciation Week | Staff Appreciation Week |
| Family Night | Social Media | Marketing | Family Night |
| Volunteer hours tracking | Dad Cook-Off | Fun Run | |

Guidelines for Volunteer Services and Fundraising Activities

ECS strives to provide an exceptional instructional program in a safe and nurturing Christian environment. Tuition only covers a portion of the costs of operating the school which is why your support is needed. By supporting our fundraising and volunteer initiatives, we are able to offer families alternative ways to contribute to the operation of ECS without yearly tuition increases.

ECS offers a wide variety of volunteer service and fundraising opportunities to support the vision of the school. Our goal is to actively engage as many families as possible without overwhelming any of our volunteers.

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Volunteer Service

Each family will be required to serve 5 volunteer hours to the school to support programs each school year. Hours must be completed by an adult member of the family that is at least 21 years old. You will have the opportunity to sign up for the various committees using the volunteer sign up website link. The PTO will record and track each family's volunteer hours using the website link. Please note that during the 2018-2019 registration process, families will be required to sign off on their volunteer hour requirement. Failure to complete the required number of volunteer hours will result in a fee (TBD). If you will be volunteering during school hours, you will be required to sign in using the Raptor Visitor System using your driver's license.

Volunteer hours are **NOT** awarded for the following activities:

1. Attending school activities such as plays, concerts, parent nights or sporting events.
2. Attending field trips
3. Food donations; however an incentive will be given for these donations TBD

Volunteer Opportunities

MSA School Improvement Focus Groups – Parents will assist with providing suggestions and feedback on the 12 accreditation standards to develop the long range school improvement plan.

Family Nights – Parents will assist with setting up stations and activities for the events and providing support at each station.

Back to School Cookout – Parents will assist with setting up food and guiding new families to the orientation rooms, uniform swap etc.

Family Movie Nights – Parents will assist with providing refreshments for the event and monitor students during the movie.

Father/Son Basketball Nights – Referees needed for the games.

Winter Gala/BIG Raffle – Parents will assist with organizing the logistics of the event, ticket sales, set up and clean up (committees needed)

Fun Fridays - Parents will assist with providing refreshments for the event

Drive In Movie Night – Parents will assist with providing refreshments for the event, ushers for parking, concession stand support, set up and clean up.

Fall Social - Parents will assist with setting up stations and activities for the events, concession support, providing support at each activity, set up /clean up. (committees needed)

Bake Sales – Parents will assist by providing homemade baked goods and with sales on the day of the event.

Chick Fila Nights – Parents will assist with distributing dress down passes at the event.

Basket Raffle – Parents will assist with decorating the baskets once items are collected and sales

Box Tops – Parents will assist with counting and mailing Box Tops once collected.

Golf Classic – Parents will assist with the registration table, set up and clean up. (committees needed)

Fun Run – Parents will assist with recording laps run per student during the event.

Book Fair – Parents will assist with the cash register, set up and clean up.

Parent Liaison – Parents will assist with disseminating information to the class regarding events, organize class parties/activities/teacher appreciation events, classroom support and provide support and guidance for new families.

Office support – Parents will assist the office staff with tasks as needed (awards, fundraising collections etc.)

Field Day - Parents will assist with setting up stations and activities for the events, concession support, providing support at each activity, set up /clean up.

Athletics – Parents will assist with the score board/record keeping, team parent (coordinate snack schedule) and assist with the Athletic Awards Celebration

Father/Son Fellowship and Dad Cook-Off – Event for the males at ECS to come together and discuss issues in the male community and well as fellowship; coupled with a friendly cooking competition (males only).

Fundraising Activities – smaller fundraisers will be used to support the upfront costs for larger fundraisers.

Fall

Drive in Movie Night- Bring your lawn chairs/blankets or enjoy a movie on the big screen from the comfort of your vehicle. Meal combos/concessions will be available for purchase. Cost per vehicle \$20. Proceeds will go toward the purchase of a movie screen for future events.

Mother/Daughter Paint Night – Enjoy some mother/daughter bonding time at this fun event. Materials will be provided. Cost per pair \$45 Proceeds will go toward the upfront costs for the Fall Social.

Fall Social – Enjoy a fun filled evening with games, activities, food and fellowship. Cost per person \$10 Proceeds will go toward funds needed to obtain larger marketing sign for ECS.

Papa John's Cards – Families will benefit from purchasing a discount card for \$15. For every pizza (carryout) that you purchase, get 1 free pizza. Card good for 1 year. Great for birthday parties and Friday night dinner. Proceeds will go toward upfront costs for the Fun Run.

Bake Sale – Enjoy homemade baked goods including cupcakes, pies, brownies and cakes. Proceeds will go toward the upfront costs for the Golf Classic.

Chick Fil A Night – Come out and enjoy food, fun and fellowship from 5-7pm at the Brandywine Chick Fila A. A portion of the sales will come back to ECS. Proceeds will go toward the purchase of end of the year awards/certificates.

Read A Thon – Family and friends from all over will be able to make a flat donation for the Read A thon event. Students will engage in fun-filled reading activities during the event to meet their reading goal. Proceeds will go toward the upfront costs for Family Night and the BIG Raffle items.

Kidstuff Coupon Book - Proceeds will go toward planning for Teacher Appreciation Week in the spring.

Fall Scholastic Book Fair – Browse and purchase books for your child's personal library or pick up a book for yourself. Proceeds to support ECS Media Center and classroom libraries.

Winter

Winter Gala/BIG Raffle – Families will enjoy an evening of Christian entertainments form a local gospel artist and ECS students/staff, a catered dinner and a chance to enter the ECS Big Raffle drawing. Proceeds of the event will go towards the purchase of K3-8 STEAM classroom materials/teacher training and to support other school-wide initiatives.

Board Annual Giving Campaign - During this Season of Giving, we are asking that you ask family and friends to consider making a tax-deductible donation to Excellence Christian School. Proceeds will go toward general operating and administrative expenses.

Father/Son Basketball Fellowship – Enjoy some father/son bonding time at this event featuring team games, shoot out contest and 3 point contests. Concessions will be available for purchase. Cost \$15 per person. Proceeds will go toward facilities maintenance expenses.

Parent’s Night Out – Enjoy a date night, shopping, or just relax while your children enjoy a few hours of supervised food, fun and fellowship. Cost per child \$35 (meal included) Proceeds will go toward the purchase of materials and food for the event.

Mini Camp –ECS Mini Camp will provide a safe environment where your child will have the opportunity to participate in structured activities such as arts & crafts, indoor and outdoor games, computer lab & media center time along with academic enrichment review during some school closures.

Year round – Dress Down/Pizza Days – Students will be able to dress down for \$2 most Thursdays and purchase pizza for lunch most Fridays. Proceeds from these fundraisers will go toward facilities maintenance expenses.

Spring

Scholastic Book Fair – Browse and purchase books for your child’s personal library or pick up a book for yourself. Proceeds from the Book Fair come back to support the ECS Media Center and classroom libraries.

Golf Classic – Come out and enjoy a fun filled day of golf. Proceeds of the event will go towards facilities maintenance and upgrades including the addition of another K4 classroom with bathroom facility.

Fun Run – Family and friends from all over will be able to make a pledge or a flat donation for the fun run event. Each student will gather pledges based on running 35 laps at the May event. Proceeds will go toward the purchase of the new Interactive Science Curriculum and materials for grades K5-3, playground maintenance (new mulch and swing set) and for general operating and administrative expenses.

Basket Raffle – Each class will have a themed basket and collect items for their basket. Tickets will be sold for the baskets and the winners announced at the Black History Program. Proceeds will go toward general operating and administrative expenses.

Paint Night Couples- Enjoy celebrating Valentine’s Day while showing off your painting skills at this event. Materials will be provided. Cost per couple TBD. This event will be held off of school premises. Proceeds will go toward the Fun Run.

Family Sports Night – Enjoy bonding time at this event featuring team games and friendly competition. Concessions will be available for purchase. Cost per family TBD. Proceeds will go toward upfront cost for the Fun Run.

Opt Out Fundraising Requirement

Fundraising is a necessary part of most organizations. Excellence Christian School cannot operate alone on yearly tuition and fees; therefore, it is imperative that families actively participate in the

fundraising initiatives that we have in place. All families are expected to participate in school-wide fundraisers or pay the Opt-out fundraising fee up front in lieu of participation. We realize that buying and selling items isn't necessarily for every family, so ECS has decided to provide a fundraising opt-out option for those families who want to support the vital programs and events that ECS provides without having to solicit friends and family members. In order to meet our budget commitments, each family opting out will pay \$300 for choosing only to participate in the Fun Run in May. It is important to note, that you will continue to receive fundraising information due to the nature of the school's information distribution system. (see attached Opt-Out form)

PTO Meeting Agendas (6-8pm) 4 times per year

MSA Accreditation Updates – Dr. Lee

Upcoming Events – PTO Officers/Committee Chairs

School Improvement Team Focus Groups – PTO Officers/Committee Chairs/ECS Staff

Q & A – Dr. Lee (all questions must be submitted to the PTO @ least 1 week prior to meeting)

2017-2018 ECS PTO Calendar of Events

August 2017

- **21st Welcome Back Breakfast for Staff**
- **25th Back to School Orientation/Cookout 1pm**
- **28th First Day of School**

September 2017

- **6th Papa John's Cards sales begin**
- **7th PTO Meeting 6pm**
- **8th Parent's Night Out 7pm**
- **22nd Drive in Movie Night 6pm**
- **25th Read a Thon Begins**

October 2017

- **6th Mother/Daughter Paint Night 7pm**
- **16th Book Fair**
- **20th Parent's Night Out 6pm**
- **27th Father/Son Basketball Fellowship 7pm**

November 2017

- **6th Board Annual Giving Campaign Begins**
Coupon Books go on sale
- **9th PTO Meeting 6pm**
- **17th ECS Fun Friday 1pm**
Fall Social 7pm
- **19th-20th Bake Sale**

December 2017

- **1st Toys for Tots Kick Off**

- **Parent's Night Out 6pm**
- **8th Winter Gala/BIG Raffle 7pm**
- **18th-22nd Mini Camp**

January 2018

- **12th Father/Son Fellowship Cook-Off 7pm**

February 2018

- **1st Father/Son Basketball Fellowship 7pm**
- **5th Basket Raffle Kick Off**
- **7th PTO Meeting 6pm**
- **9th ECS Fun Friday 1pm**
- **16th Parent's Night Out/Paint Night 6pm**
- **23rd Basket Raffle Drawing @ Black History Program**

March 2018

- **11th -12th Bake Sale**
- **12th Scholastic Book Fair Begins**
- **23rd Movie Night 7pm**
- **29th Family Night 7pm**

April 2018

- **10th-13th MSA Team Visit**
- **11th Chick Fil A Night 5pm**
- **19th PTO Meeting 6pm**
- **20th Fun Friday 1pm**
- **26th Golf Classic**
- **27th Family Sports Night 7pm**

May 2018

- **7th-11th Staff Appreciation Week**
- **11th Fun Run Event 10am**
- **18th Drive in Movie Night 7pm**
- **25th Field Day 9am**

**STANDARD OPERATING PROCEDURE (SOP)
FOR
PARENT TEACHER ORGANIZATION (PTO) ELECTIONS**

Overview

The PTO offers all ECS parents an opportunity to serve as an officer of the PTO every school year. These Officers work collaboratively with other parents, the school's teachers and administration to incorporate events into the curriculum that will enhance educational and social experiences, e.g., Family Night, Fall Social, Paint Night, Father/Son fellowship, to cultivate family-type relationships, and raise funds. Elected parents are expected to be committed to this position for the entire school year.

Objectives:

- ✓ To provide all parents with opportunities in and exposure to the interworking's of the PTO planning and budgeting process.
- ✓ To serve as positive role models and enhance educational opportunities for all the students.

Election Process:

No later than the third week in April of every school year PTO elections are held. Therefore, in the beginning of April the current PTO Secretary and/or a volunteer parent who is not an officer administers the following nomination process:

- An announcement advising parents of the upcoming election is sent via email. The announcement includes a list of the vacant PTO Officer's positions, roles for each position, a request to nominate yourself or another candidate and a request to fill parent representative positions for each class.
- All nominees are asked if they accept the nomination before their name is put on the ballot.
- One or two weeks prior to Election Day, the names of the nominees are announced, and a voting box is made available for parents to submit their paper ballots. No electronic ballots are accepted.
- On the day of elections, opportunities to accept nominations from the floor are offered. Paper ballots are distributed and collected. The Secretary, if not a nominee, and the volunteer parent *who is not an Officer* counts the ballots. The volunteer parent announces the new PTO Officers.
- An announcement of the winners is sent via email as soon as possible (usually within 24 hours), and the current and new officers immediately arrange a transition of position meeting.

New Officers commence their role no later than the last day of school. They meet with one another prior to the President and Vice President meeting with the Principal in the month of June to schedule and add events and activities to the upcoming school calendar. Officers may only serve 2 terms.

EXCELLENCE CHRISTIAN SCHOOL

9010 Frank Tippet Road
Upper Marlboro, Maryland 20772

Tel 301-868-1873 Fax 301-868-1877

www.goecseagles.org
Principal, Erika Lee, Ed.D



Fundraising Opt-Out Form

Fundraising is a necessary part of most organizations. Excellence Christian School cannot operate alone on yearly tuition and fees; therefore, it is imperative that families actively participate in the fundraising initiatives that we have in place. All families are expected to participate in school-wide fundraisers or pay the opt-out fundraising fee up front in lieu of participation. We realize that buying and selling items isn't necessarily for every family, so ECS has decided to provide a fundraising opt-out option for those families who want to support the vital programs and events that ECS provides without having to solicit friends and family members. In order to meet our budget commitments, each family opting out will pay \$300 for choosing only to participate in the Fun Run in May. It is important to note, that you will continue to receive fundraising information due to the nature of the school's information distribution system.

Checks can be made payable to: ECS and sent to school with your child in an envelope marked "ECS Opt Out." Thank you for being such an integral part of ECS.

Fundraising Opt-Out Form

Please Print:

Student's

Name(s): _____

Teacher's

Name(s): _____

Grade(s): _____

Donation Amount: \$300 per family

Payment of \$300 due upon form submission by October 9, 2017

