

Parents Circle Procedures

- 1.) The goal for the document is to give guidelines and standard procedures for the Parents' Circle of Trinity Christian High School. This document can be changed by the executive committee at any time they deem fit, however some items will be repeated from the Parents' Circle constitution and the constitution must be amended for them to change. We hope that by placing all these procedures in one place it can be a valuable resource for all society members and assist committees by having a clear guideline to follow.
- 2.) Meetings
 - a. There are two regular society meetings (c)
 - i. The spring meeting will include the business meeting (c)
 - ii. The Fall meeting will be informational or promotional (c)
 - b. The executive committee will present an agenda on the Trinity Christian High School web site two weeks before the scheduled meeting.
- 3.) Making Request Through the parents Circle
 - a. A constituent formulates a signed, written request including the item desired, the cost (if known), and how the item would benefit Trinity Christian High School. This request will be given to the Parent's Circle Secretary.
 - b. With an official request from the constituent, the Parent's Circle Secretary will add it to the next Parents' Circle Executive Committee Agenda for a request to be added to the next Parent Circle Society Meeting to vote on whether or not we make a recommendation to the Trinity Christian School Board to approve and purchase the requested item and to reimburse the Trinity Christian High School Board for the expense.
 - i. If approved, the Parents Circle secretary will notify the Trinity Christian High School Board secretary of the request, and also the requestor who sent the formal request.
 - ii. If denied, the Parents Circle Secretary will notify the requestor.
 - c. Trinity Christian High School board will make a decision on the request.
 - i. If Approved the Trinity Christian High School Board will purchase the item and be reimbursed by the Parents' Circle
 - ii. If Denied the Trinity Christian High School Board will notify the Parents' Circle secretary who will then notify the requestor and inform the society at the next parents' Circle Society meeting.
- 4.) Committees:
 - a. Membership: Committee membership, excluding the Executive Committee, is not limited to Parents Circle Society members.

- b. The Committees are all expected to perform all the tasks that are listed for each committee, if the committee members have difficulty completing their duties they should contact the Executive Committee to ask advice on the specific duty.
- c. Apparel Committee
 - i. Apparel committee with orders at the following times:
 - 1. August – Cross Country / Volleyball
 - 2. October – Basketball / Robotics
 - 3. November – Christmas Order
 - 4. February – 8th Grade Day / Track
 - 5. April – Softball / Baseball
 - ii. The apparel committee will arrange State T-shirts if a team(individual?) qualifies for a state event.
 - iii. The apparel committee will sell memory mates for each Team.
- d. Concessions Committee
 - i. Stock the Concessions stand
 - ii. Assign Concession Stand workers
 - 1. Ask the teachers to assist in assigning the students to help in the concessions stand(New 2022)
 - iii. Provide Concessions for the following Trinity home events:
 - 1. Volleyball games
 - 2. Basketball games
 - 3. Robotics meets
 - 4. Baseball and Softball games
- e. Refreshments Committee
 - i. Organize people to bring in cookies for Band/Choir concerts
 - ii. Organize people to bring in cookies for Convocation
 - iii. Purchase coffee, juice, napkins, and cups as necessary
 - iv. Help serve refreshments at the events.
- f. Program Committee
 - i. Organize the promotional/informational fall Parent's Circle meeting
 - 1. Send proposals to Executive committee prior to August/September Executive committee meeting
 - ii. Work with the Principal and choir instructor to help with the promotional supper program (New 2023)
 - 1. These proposals should be sent to the Executive Committee prior to the November/December Executive committee meeting.
- g. Harvest Sale Committee
 - i. Organize the harvest sale for the Parents Circle
 - 1. Set a date for the harvest.
 - 2. Advertise to constituency
 - 3. Find an Auctioneer
 - 4. Find donors for sales items.

- h. Harvest Sale Food Committee
 - i. Organize the food the harvest sale
 - 1. Free will Donation
- i. Kitchen Committee
 - i. Meet twice yearly to evaluate kitchen needs
 - ii. Replace broken and lost items
 - iii. Make request to Executive committee to replace items that cost over \$50
 - iv. Make requests to the Executive committee for needs in the kitchen.
- j. Teacher Appreciation Committee
 - i. The Teachers Appreciation Committee main duty is to organize ways for constituency to show their appreciation for the teachers.
 - ii. The Teachers appreciation Committee will also provide the Teachers with gifts and messages of gratitude throughout the school year.
 - iii. The Budget for the Teachers Appreciation committee is \$3500 which includes a yearly classroom expense reimbursement of \$200 per full time teacher.