

Chattanooga Tamil Palli

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1 Chattanooga Tamil Palli (CTP) – Overview

- 1) Chattanooga Tamil Palli (CTP) will serve people to learn Tamil language.
- 2) The Class will be conducted every Friday between 6:00 pm to 7:30 pm in EBE School.
- 3) The school is run by volunteers in all roles like Teaching and non-teaching activities.
- 4) CTP runs under Chattanooga Tamil Academy's guidelines
- 5) CTP is affiliated with International Tamil Academy (ITA) and follows the ITA syllabus.

2 CTP Roles and Responsibilities

2.1 All Volunteers

- In School, Expecting the topics to discuss will be school and tamil related
- Advised to inform planned Leave well in advance and arrange the backups.
- Any suggestions, feedback and complaints contact Principal or vice principal or mail to contact@tamilpalli.org
- Spread the school information in and around 30 miles of the EBE school.

2.2 Founder and President

2.3 Principal

- Two years rotational
- 82% attendance (26 classes out of 32)

2.4 Vice Principal

- Two years rotational
- 82% attendance (26 classes out of 32)
-

2.5 Secretary

- Two years rotational
- 82% attendance (26 classes out of 32)
-

2.6 Treasurer

- Two years rotational
- 75% attendance (24 classes out of 32)

2.7 Teacher

- 82% attendance (26 classes out of 32)
- Participate and provide your input on Teachers' Meeting. First Thursday of every month the Teachers Meeting will be held.
- Conduct Parent Teacher's Meeting – in the meeting include Principal and vice principal.
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2.8 Non-Teaching Volunteers

- 75% attendance (24 classes out of 32)
- All non-teaching volunteers will be taken one or more roles and they will perform that in the school time.
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2.9 Parents

- Need to sign the Chattanooga Tamil Palli enrollment Form well in advance
- Need to Sign the Parent Consent Form, SMCF, disclose students status in Class Blog (like Home work pending, need more attention in the class, too much talkative in class by disturbing others etc.)
- Need to sign the ITA enrollment Form when it is opened
- Help the students when they need help – If not possible, discuss with the Teacher or Principals to address the issue.

2.10 Students

- Attend the class regularly. If leave is required Parents need to inform the teacher well in advance.
- Contribute in the class work. Complete the homework on time

2.11 Administrators

2.11.1 Safety Officer

2.11.2 Book Officer

2.11.3 Snacks Officer

3 Team

3.1 Executive Committee

- Preparing ITA Calendar aligned with Hamilton County Edu Calendar (Class, Holiday, Test)
- Preparing CTP Calendar (Copy of ITA Calendar and Tamil or USA eminent people days, important days from Tamil perspective etc)

- Minimum one Meeting per month
- Every quarter, forward the MoM and suggestions to Trustees – trustees@tamilpalli.org cc to ex@tamilpalli.org.
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3.2 Accounts

3.3 Social Media

- <https://www.facebook.com/profile.php?id=61567323497951> (LT)
- <https://www.youtube.com/@CTP-TN> (CTP)
- Each member should have tamilpalli.org email id and member of socialmedia group
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3.3.1 Prayer Speech posting

- Krithika and Madhi >
 - o Krithika shared “Prayer” folder to entire Social media team If any one doesn’t have pls send msg in whatsapp group
 - o 1. Take the video or photo
 - o 2. select the video - export or forward- choose gdrive app
 - o 3. go to mydrive/prayer/yyyyymmdd (create folder)
 - o 4. press save here
 - o 5. take the link
 - o 6. go to gmail - compose - to socialmedia@tamilpalli.org - subject - prayer - yyyyymmdd - item - past the link in the content area
 - o 7. send mail
- Hema and Partha
 - o once you get the mail, upload in youtube <https://www.youtube.com/@CTP-TN> under 2024-25 Prayer.
 - o once uploaded, please reply to the mail we received from Krithi or Madhi

3.3.2 What needs to be done by a social media Team?

3.3.2.1 Upload Photos and Videos in the Gdrive

- Main folder : Events_2024-25\11_SocialMedia\
- Each event will have folder as \nn_EventName folder
- Post all the photos and videos here
- mail to socialmedia@tamilpalli.org

3.3.2.2 Cleanup Photos and Videos

- Remove duplicate and unwanted photos
- Select photos in unbiased manner
- Move those photos to the facebook folder.

- mail to socilmedia@tamilpalli.org

3.3.2.3 *Review and approve Facebook folder – Videos in youtube folder*

- Team review those photos and send approval
- mail to socilmedia@tamilpalli.org

3.3.2.4 *Upload to Facebook & youtube folder*

- Upload to facebook with proper Event Name?
- Upload to youtube with proper playlist
- mail to socilmedia@tamilpalli.org
- The link and info will be shared to all in weekly principal updates

3.4 Events Team

3.4.1 Event Manager

3.4.2 Event Accountant

3.5 [Muthukkal](#) - Click to open the separate document

4 Extra curriculum Activities

- Plan to conduct Sports Day, Deepavali, Pongal, Tamil New Year, Annual Day
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4.1 School Opening

- One School Kit to be provided to Students
 - o Note book, Pencil pouch (Pencil eraser,)
 - o For new students, school bag
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4.2 Annual Day

- Distribution of Certificate and Trophies

5 FAQ

5.1 Why should we not take extra class or makeup class in home?

- Without any strong reason, we do not need to take an extra class or makeup class in any teacher or parent's home.
- This will create a problem when the individual has some issues. Example student A parents don't have a good relationship with Teacher A. In this case even teacher willing to take class in her home, Student A cannot go

- Students may be absent on Friday class but will attend the special class and parents expect the attendance as "Present". Actually, it is not correct.
- Safety: School doesn't know the student safety in one house. (easily availability of Sharp object in kitchen, etc)

6 5.2 How to Generate & Email Report Card to Parents

- We have 3 terms in a year. You will send report cards after each term. Here are the steps.
 - * Fill in the weekly logs, and test scores.
 - *Publish the report cards at Miscellaneous->View/Modify Report Card Publish
 - *Change the answer to yes for the term.
 - *Send Email; Click on New Report Card > New Email Report Card.