



PARENT ASSOCIATION TOOLKIT

PA Guidelines and Rules / Forms

- The PA Guidelines can be found [HERE](#)
- PAs are welcome to create Bylaws for rules and procedures that provide additional specifics for their school. Any PA Bylaws must conform with, and not conflict with, these PA Guidelines (in the event of any conflict, the Foundation's PA Guidelines and policies will govern).
- Parents who have direct interaction with students, must follow the [HTH Volunteer Guidelines](#).
- PA Liaisons are available to support and assist all PAs - Click [HERE](#) for Liaison Contacts

Forms

- [TB Test for Volunteers](#)
- Request a copy of a LiveScan for Volunteers form from the school's site manager:

Volunteers/PA Org Chart

- See sample PA Org Chart [HERE](#).
- PA Board and Director can create the positions and structure that best supports the school.
- Be as specific as possible about the PA positions needed, including the position name, responsibilities, time commitment, etc.

Meeting with the School Director

- PA's should check in regularly with the school director. Some PAs and directors choose to meet weekly, others meet as needed.
- [Click HERE](#) for a sample agenda for planning the school year with the director.
- Throughout the year use this [Sample agenda for Director meetings](#)

Communication

Newsletter

- Determine how often the Communication Board Member should create and send out PA newsletters- weekly, bi-weekly, etc...
- Coordinate with the School Site Manager to send to all parents through PowerSchool
- PA newsletters should include PA news, events and dates. It may also include important school schedules, events and dates.
- Some schools may consider having parents opt-in through a newsletter sign-up and can send newsletters directly to those who register
- Recommended template providers:
 - Canva (<https://www.canva.com/>). Free accounts are available to everyone, and Premium accounts can be accessed for free through schools (<https://www.canva.com/education/>)
 - Mailchimp (<https://mailchimp.com/>). Basic newsletter templates, email campaigns, can be accessed with a free account. Includes helpful diagnostics to track your parent sign-ups along with the rate your newsletter is opened and/or shared. [MAILCHIMP STEPS FOR POWER SCHOOL](#)

PA Meetings

Scheduling Meetings

- Determine which meeting type works best for families and the Board
 - In Person, Zoom or a hybrid
 - same time each month or alternate day and evening meeting times

Promoting Meetings and PA

- Post PA meetings on PA Website and/or PA page and send out in PA Newsletters.
- Ask the school director if they are able to include any of the following in their communications to families:
 - Links to the PA website
 - Reminders of PA Monthly meeting dates and times
 - Determine who the best person is to send this information to and how far in advance it should be provided

Documenting Meetings

- Create and publish meeting agendas (Sample agenda [HERE](#))
- Create and publish meeting minutes (Sample minutes [HERE](#))

School Rep. needed at Meetings

- Decide with the director if a staff liaison should attend the monthly PA meetings. If yes, will they need time to give a school update or announcements during the PA meetings?

Surveys

- Surveys can be used to get information from the school community to help guide the PA in event planning, building community and fundraising [Sample](#)

Website

Many PAs use websites to establish and house information that is important for families to have access to.

- Resources for creating your website:
 - Free resources: [Weebly](#), [Google Sites](#),
 - Paid resources: [Squarespace](#)

Information to include on your website:

- Contact Info for your Board
- Contact Info for your School
- Calendar: PA Meetings dates/times/location/links
- PA meeting agendas and minutes
- PA Budget for the current school year
- PA By-laws (if applicable)
- Information on how to donate to the PA and/or School
- PA Mission Statement
- Information on Volunteer positions and how to sign-up

- Important School dates and events (optional)
- Athletics Info (optional)
- Links to Teacher Wish Lists (optional)
- Before/Aftercare Sign-Up Links (optional)
- Carpool sign-ups (optional)
- Link to School Snack/Lunch menu (optional)
- Link to Swag Sale (optional)
- Any other FAQ's for your campus community

Social Media

- [Resources for best practices](#) (coming soon)

Parent/Family Communication Platform Options

- Some schools may want to consider a dedicated communication platform, where parents can connect with each other, committees can be formed, clubs can be managed etc.
- Recommended platforms include [Konstella](#) and [Google Workspace](#). These platforms usually cost between \$700-\$800 annually.

Fundraising

HTH Foundation provides resources to help PAs with fundraising.

Network For Good (NFG)

- NFG is used for online campaigns and
- NFG should not be used for goods and services

Square

- Most PAs have purchased or have access to a square device
- Used for purchasing goods and services

[Link to HTH Foundation Resources for money handling](#)

Restaurant Fundraisers

- Dine outs are a quick and easy way to both fundraise and build community. Consider holding Dine Outs at restaurants close to campus on nights when

families will be on campus for events such as SLCs, POLs, Exhibitions and special events. A helpful resource for identifying restaurants that offer fundraisers can be found [HERE](#) and [HERE](#)

Farm Box

- Yasukochi Farms in San Diego operates a CSA program that gives a percentage back to participating schools. Offer the opportunity for your families to order CSA produce boxes and have them delivered monthly to your school. Yasukochi Farms contact information can be found [HERE](#).

Annually Giving Campaign:

- Use Network for Good (NFG) to do an Online campaign
- Each PA's NFG link is on the [Foundation Website](#)
- Online campaigns work best during the beginning of the school year and in a set timeframe of 6-8 weeks.
- Send out campaign emails 2-3 times a week.
- Campaign can be repeated in the spring
- Sample campaigns: [Intro to campaign sample](#) [Mid campaign sample](#)
- More Samples [HERE](#) [HERE](#) [HERE](#) [HERE](#) [HERE](#)

Host an A-thon event during the school year - Jog-a-Thon, Read-a-Thon, Math-a-Thon, Dance-a-Thon, etc.

Auctions/Galas: Auctions, Galas and Mixers are easier than ever to run with your school's Network For Good account. Each school has access to their own fundraising account through the HTH Foundation. Additional information about how to access and use your Network for Good account can be found at the PA Treasurer link [HERE](#)

Third Party Vendor options [Here](#) can assist with a variety of school fundraising events.

Swag Sale: School swag is a great way to build community spirit and raise money for your PA. Swag sales can be run in a few different ways:

- Pre-Order Swag: Place orders at the beginning of the school year to sell at school and PA events throughout the year. This requires an up front cash outlay.
- Pre-sale Swag: Request swag orders and payment from your school community during a defined sale window. Order and print only what you have pre-sold during that window. This method is preferred if you do not

have the funds to do a pre-order and/or you do not want to keep swag in storage for the year.

- Online Store: There are several options for creating an online store for your school's swag offerings. See examples [HERE](#) and [HERE](#).
- [Logowear Vendor List](#)

Book Fair: Book Fairs can be easily organized through [Literati](#) or [Scholastic](#).

* HTH Foundation does an annual Giving Campaign during November and December. This campaign goes out to the broader San Diego community. Since this campaign benefits the entire HTH village, it's best for individual campus PAs to hold their own Annual Giving Campaigns during other times of year.

School Support

Room Parents

Many HTH elementary schools have a Room Parent position, whose role is to support the classroom teacher to whatever extent they request.

- ***Choosing a Room Parent:*** The PA Board and teachers should let parents know which teachers are interested in having a room parent. Identify a date range at the beginning of the school year where parents can notify their student's teacher if they are interested in becoming a room parent. The final decision about which parent/s are chosen to be room parents is made by the classroom teacher.
- ***Room Parent Responsibilities:*** Meet with the classroom teacher to decide how to assist throughout the year. Some ideas teachers may want assistance with are...
 - Organizing classroom parties including activities, food and material donation, and parent volunteers. Sign-Up sheets can be created and distributed for Free using [Sign-Up Genius](#) or Google Forms. A helpful overview of possible celebrations along with activities and food options can be found [HERE](#).
 - Assisting your teacher with getting drivers for field trips and volunteers for classroom events or activities
 - Help with getting project materials donated

- Updating your teacher's Amazon wishlist with parents. This would include checking in regularly with your teacher about what items are most needed and/or no longer needed for the classroom and updating families with those changes.

Teacher and Staff Appreciation

PAs should coordinate with their Director to determine the best ways to support the teachers and staff throughout the year. Many PAs provide meals or gifts during SLC weeks, before winter break, during Teacher Appreciation week and the last week before the end of school.

- If the PA is purchasing food for the entire staff, work with your Site Admin to determine a preferred restaurant, any allergy or dietary needs, the number of staff, day, time, location for food set up, etc...
- If the PA is organizing individual meals to be purchased by parents for each teacher,
 1. Creating a Sign-Up Genius or Google Form for parents to sign-up to bring in meals for each teacher.
 2. Room parents may ask parents for a set donation amount for their classroom teacher's lunch. The PA or Room parent will then place orders, pick up and deliver teacher meals.

Community Building

Cultural Celebrations

Celebrating the rich cultural diversity of HTH students is one of the best ways to build community among our families. Share resources or host an event to celebrate one of the Federally recognized history/appreciation months happening during the school year. Below are links to Smithsonian curated resources for each month.

- [Hispanic Heritage Month — September-October](#)
- [Native American Heritage Month — November](#)
- [African American History Month — February](#)
- [Women's History Month — March](#)
- [Asian Pacific American Heritage Month — May](#)

- [LGBTQ Pride Month — June](#)

Please add any cultural celebrations that are relevant to your school community! (Filipino Heritage Month, Lunar New Year, Autism Acceptance Month, etc.) Please also search the [Smithsonian Learning Lab](#) to find learning resources for any other cultural celebrations you choose to celebrate.

Point Loma Community Celebration Resources

As we identify PL Resources, we will add them to the list here. If you have a resource to add, please email them to Chrissy McComish: christine.mccomish@gmail.com

Name	Contact Info	Type of Service (food, entertainment, educational, etc.)	Pricing

Mesa Community Celebration Resources

As we identify Mesa Resources, we will add them to the list here. If you have a resource to add, please email them to Chrissy McComish: christine.mccomish@gmail.com

Name	Contact Info	Type of Service (food, entertainment, educational, etc.)	Pricing

North County Community Celebration Resources

As we identify NC Resources, we will add them to the list here. If you have a resource to add, please email them to Chrissy McComish: christine.mccomish@gmail.com

Name	Contact Info	Type of Service (food, entertainment, educational, etc.)	Pricing

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Chula Vista Community Celebration Resources

As we identify CV Resources, we will add them to the list here. If you have a resource to add, please email them to Chrissy McComish: christine.mccomish@gmail.com

Name	Contact Info	Type of Service (food, entertainment, educational, etc.)	Pricing

Community and Family Engagement Events

Creating, keeping and building on annual school traditions is an important way to build community and wonderful memories for the students and family.

- Fall Festival
- Movie nights
- Field days
- Cookie exchange
- Family picnics / taco nights
- Family Bingo
- Trivia nights
- Exhibitions
- End of School celebrations

Point Loma Family Engagement Resources

As we identify PL Resources, we will add them to the list here. If you have a resource to add, please email them to Chrissy McComish: christine.mccomish@gmail.com

Name	Contact Info	Type of Service (food, entertainment, educational, etc.)	Pricing

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Mesa Family Engagement Resources

As we identify Mesa Resources, we will add them to the list here. If you have a resource to add, please email them to Chrissy McComish:

christine.mccomish@gmail.com

Name	Contact Info	Type of Service (food, entertainment, educational, etc.)	Pricing

North County Family Engagement Resources

As we identify NC Resources, we will add them to the list here. If you have a resource to add, please email them to Chrissy McComish: christine.mccomish@gmail.com

Name	Contact Info	Type of Service (food, entertainment, educational, etc.)	Pricing

Chula Vista Family Engagement Resources

As we identify CV Resources, we will add them to the list here. If you have a resource to add, please email them to Chrissy McComish: christine.mccomish@gmail.com

Name	Contact Info	Type of Service (food, entertainment, educational, etc.)	Pricing