



July 31, 2008

Dear Parents:

Welcome back to a new school year! I am so glad you are a part of our family here at St. Alban's during this exciting year, our 60th anniversary! The faculty, students, and parents have come together to create something unique through faith, compassion, and love.

I am excited to invite you to be an integral part of your child's education through the Parents Assistance League (PAL's). This parent-school organization is a vital part of St. Alban's Day School. Your involvement in this organization supports the mission of the school by working together with faculty, staff and students to create an optimal learning environment and enhance the extracurricular experiences of our students.

It is my pleasure to introduce you to the PAL's Board of Directors for 2008-2009, a group of parent volunteers dedicated to coordinating all volunteer efforts for St. Alban's during their multi-year commitment. We are grateful to these volunteers and invite you to check out the ways in which you can help them make this school year a tremendous success!

Ivette Connell, President (parent of a 2nd grader and Kindergartener)

Katie Aune (parent of a 4 year old and a 1st grader)

Linda Burke (parent of a 2 year old, 4 year old, 3rd grader, 4th grader, and 6th grader)

Denise Butler (parent of a Kindergartener and a 2nd grader)

Amy Cano (parent of a 2 year old, 4 year old, and 1st grader)

Mary Chancey (parent of a 4th grader and '08 Alumni)

Patti Duncan (parent of a 1st grader and 2nd grader)

Debbie Elizarde (parent of a 1st grader)

Gianne Fuentes (parent of a 4 year old and 2nd grader)

Karen Quesada (parent of a 2 year old and 3 year old)

Amy Schaefer (parent of a kindergartener and 2nd grader)

Paula Turribiates (parent of a 4 year old and 1st grader)

August through October:

Support and Education of Annual Fund

The annual fund is our primary fundraiser for the fall! Last year, we earned over \$60,000 with only 36% parent participation! This effort is coordinated by Leonor Carrosquilla, Director of Development (parent of a 1st grader and 2 year old), the School Board Development Committee and our Annual Fund Cabinet. The annual fund takes place between August and October during which time volunteers assist with communications and a phone-a-thon.

November:

Fall Book Fair

Our big book fair takes place in November. Volunteers are needed to help with decorating, handling sales and packing and unpacking. Nancy Yates, our librarian (parent of a 2nd grader and 6th grader), is assisted by Garianne Fuentes in coordinating the fair.

Grandparents Day

This is a special day before the Thanksgiving holidays designed to invite grandparents and/or a special person to come visit the children's classroom. Grandparents are invited to attend chapel and a small reception in each classroom. Parent volunteers secure and deliver refreshments to all the rooms on this day. This event is coordinated by Denise Butler and Karen Quesada.

December:

Teacher Shopping Day

This teacher-selected day is made possible by a parent volunteer who substitutes for 1/2 day prior to Christmas. This will require about 3-5 hours out of your day and is GREATLY appreciated by the teachers. NO previous teaching experience required and we will take mom or dad for this ADVENTURE!!!! This initiative is coordinated by Lori Solis, School Secretary.

January:

Community Service Day

This will be our 3rd annual Community Service Day and we are celebrating St. Alban's 60th anniversary in our community, so it's an exciting year! This is such a fun time and a wonderful opportunity to teach our students servant leadership! Volunteers are needed to make this a great experience. Katie Aune will coordinate this initiative.

April/May

Spring Book Fair

Volunteers are needed to help with decorating, handling sales and packing and unpacking. Nancy Yates, our librarian, is the coordinator.

Teacher Appreciation Week

A week designated to celebrate and appreciate our WONDERFUL Faculty and Staff. Volunteers will work with the school office. Linda Burke will be coordinating this event.

TTT (Tastes, Treasures and Traditions)

This fundraiser is held in the spring in collaboration with the church. The school is responsible for providing volunteers to plan the event and each classroom's silent auction class project. Our students work hard to sell raffle tickets as well. Leonor Carrosquilla, Director of Development, will be coordinating this event.

Other Volunteer Opportunities (ongoing throughout the year):

Friday Lunches – Volunteering for Friday's 45 minute lunch hour – Coordinated by Amy Cano and Patti Duncan

Uniform Store – Sell used uniforms twice per month (Friday mornings 8-9 a.m.) – Coordinated by Debbie Elizarde

Library Volunteers – Read to preschoolers – Coordinated by Garianne Fuentes

New Family Liasion – Help new parents in your child's classroom feel welcome – Mary Chancey will be coordinating communication with our new families.

PAL's Recruiters – Coordinated by Paula Turrubiates and Amy Schaefer

Home Room Representative – Help with parent education – Coordinated by Paula Turrubiates.

I encourage you to attend Parents' Night on Tuesday, August 12th at 5:30 p.m. At the meeting, you will receive a Parent Volunteer form to complete and return to your child's teacher. This will be your opportunity to let us know how you would like to help!

We will also have a booth set up in the Cocke Building to answer questions you might have! I look forward to seeing you at Parents' Night!

Sincerely,

Ivette Connell, President
PAL's Board 2008-2009



Parent Volunteer Form

Name _____

Child/Children's Name(s) _____

Email Address (most frequently checked) _____

Phone number(s) where you would like to be contacted _____

Please look over the following "Parent Volunteer" opportunities and check the blank(s) where you feel you can best volunteer your time! We need a variety of talents and skills and are ALWAYS happy to have your help here at St. Alban's. Please consider how your talents might help our wonderful school!!!!

FUNDRAISING

_____ The **Annual Fund** is our primary fundraiser for the fall! Last year, we earned over \$60,000 with only 36% parent participation! This effort is coordinated by Leonor Carrosquilla, Director of Development (parent of a 1st grader and 2 year old), the School Board Development Committee and our Annual Fund Cabinet. The annual fund takes place between August and October during which time volunteers assist with communications and a phone-a-thon.

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LIBRARY

_____ **Friends of the Library** – Day to day support is greatly appreciated to assist the librarian with a variety of jobs including reading to the preschoolers and shelving books. This is coordinated by our librarian Nancy Yates.
This volunteer work is needed year round.

_____ **Book Fair** – Our big book fair usually takes place in November and then we have another smaller fair in the spring. We need volunteers to help with decorating, handling sales and packing and unpacking. This is coordinated by our librarian Nancy Yates

SOCIAL

- _____ **Grandparents Day** – This is a special day before the Thanksgiving holidays when grandparents and/or a special person are invited to come to chapel and then visit the classrooms. Parent volunteers are needed to provide and deliver refreshments.

TEACHER SUPPORT

- _____ **Teacher Appreciation Week** – A week designated to celebrate and appreciate our WONDERFUL Faculty and Staff. Volunteers will work with the school office.
- _____ **Friday Lunches** – Volunteers are needed to help with the extended Friday lunches. A regular commitment, whether weekly, bi-weekly or monthly, is needed in order to establish consistency. Time needed can be from a 30 minute lunch hour up to 1-½ hours for the entire lunch period.
- _____ **Christmas Shopping Day** - A teacher selected day when a parent volunteer substitutes for 1/2 day prior to Christmas. This will require about 3-5 hours out of your day and is GREATLY appreciated by the teachers. NO previous teaching experience required and we will take moms or dads for this ADVENTURE!!!!

SCHOOL SUPPORT

- _____ **Uniform Store** – Sell Used Uniforms twice per month (Friday mornings 8-9 a.m.)
- _____ **New Parent Liaison** – Help new parents in your classroom feel welcome
- _____ **Home Room Representative** – Help with Parent Education and information dissemination
- _____ **Community Service Day** - This will be our third annual Community Service Day and we had a great number of parents participate last year! This is such a fun day and a wonderful opportunity to teach our students to think outside themselves! We will need all kinds of volunteers for this, so sign up!

Please return this survey to your classroom teacher by August 22, 2008.

Thank you!