MSPA Leadership Spring Training

May 20, 2019
You could have said . . .

stop me
before
I volunteer again
But instead you said . . .
And to that, we say . . .
WELCOME & INTRODUCTIONS
Agenda

- Welcome & Introductions
- Communications
- The Menlo Partnership
- Budget/Finances
- Other Resources
- Break out sessions
  - Parent Teams: MS Garage
  - Communications: Library Conference Room
MSPA Council
# MSPA Organizational Chart

| Co-President, US | (Devon Gold) |
| Co-President, MS | (Christina Tudor) |
| Auction Dinner Dance | Senior Appreciation Event |

| Secretary | (Claire Thompson) |

| Treasurer | (Brian Goler) |
| Asst. Treasurer | (Diane Sonsini) |
| Bridge Tournament | Shop 4 Menlo Retail Fundraising |

| VP Communications | (Wendy McAdam) |
| eNotes / zipNotes | MSPA Webpages |
| Volunteer Coordinator | Sports Liaisons |
| …. Grade Level Comm Chairs | Apps/Web Tools |

| VP Parent Resourcing | (Sook Jung) |
| Class Historians/Photographers (MS) | Event Resources |
| Grad Night (Grade 12) | Grade Level Teams |

| VP Parent Education | (Amy Burnett) |
| Common Ground | Menlo Parent Groups |
| Parent Education | Parent Education Conference |

| VP Faculty/Staff Support | (Julie Herlihy) |
| Arts Alliance (US) | Dance Concert |
| Drama Liaisons | Faculty/Staff Children’s Holiday Party |
| Faculty/Staff Appreciation Luncheons | Holiday & Spring Concerts Liaison Latte Mornings Writers Week |

| VP Community Outreach | (Ruth Housebold) |
| Community Cooks | Community Service Learning |
| Equity, Inclusivity & Diversity | Peninsula Bridge Fun Run Peninsula Bridge Valpo Bowl |
| Spanish Language Resource | Special Olympics |

| VP Community Building | (Sheri King) |
| Admissions Open Houses | Holiday Decorations |
| Hospitality | Grandparents’ Day Menlo Cares |
| Homecoming |

| VP Student Enrichment | (Jill Aufricht) |
| Connections Beyond Classroom (US) | Campus Store Merchandise Support |

| VPs Nominating | (Liz Weingart & Jenn Miller) |

| Co-Presidents Elect | Jennifer Jeffries US Rita Parasnis MS |
Primary Communication Resources

- Grade Level Web Pages
- eNotes/zipNotes
- eBlasts
- Third party applications (Signup.com, Paperless Post)
- Volunteer submissions – Google Sheet
Grade Level Web Pages

- Team contacts
- Upcoming dates
- Photos / Flickr
- Other helpful links

Senior Class News

The Countdown to Graduation Has Begun!
Here's the 2019 Graduation Countdown. It covers everything you need to know about senior events between now and graduation. Check back for updates and reminders.

Senior Parent Spring Checklist:
2. Read the 2019 Commencement newsletter with important information on graduation logistics and Grad Night.
3. Ask your senior for the 10 complimentary graduation announcements they received during advocacy on April 18. Share them with your friends and family.
4. Senior Moms, it's not too late to buy tickets to the Class of 2019 Senior Moms' Spring Lunch on Thursday, May 30, 1200 pm.
5. View Senior Class Panorama Prom Photos.
6. Mark your calendars with the events listed below.

Sixth Grade News

Welcome to the Sixth Grade (Class of 2025) Webpage!
Sixth Grade News is your source for key dates and information. Please consult this page often for important announcements, key dates, and information for the Class of 2025!
eNotes (US) and zipNotes (MS)

• Submission deadlines
  – eNotes: Wednesday at noon (enotes@menloschool.org)
  – zipNotes: Friday at noon (zipnotes@menloschool.org)

• Content guidelines
  – Keep it brief!
  – Don’t include student names
  – Re-submit each week if content will change
  – Refer to the style guide

• Announcements can run for three weeks
  – ”Save the dates” can run before that
**Upcoming Events**

**AP Exams**
TODAY, Monday, May 9- Friday, May 13. See the detailed schedule here. Students should arrive at least 15 minutes before the exam. Students who receive special accommodations should check with Ms. Gray for their testing location.

**Menlo Parent Panel Discussion: Launching Your Teen into the College Years**
TONIGHT, Monday, May 9, 7:00-8:30 pm, Stent Family Hall. Come hear Menlo parents with college-aged children discuss details they wish they knew before their teen left for college. Open to all Menlo parents with content most relevant for parents of Juniors and Seniors. Moderated by Upper School Counselor, Tracy Bianchi.

**Biotech Research Presentations**
Wednesday, May 11, 5:30 pm, Martin Family Hall. Come hear about original research performed by Menlo students on a wide range of topics including the biology of regeneration, stem cell differentiation, the relationship between alcohol and depression, preventative and treatments for breast and prostate cancers, and more. Refreshments will be provided.

**Upper School Outdoor Spring Musical: Only Two Shows Left!**
A Funny Thing Happened on the Way to the Forum
Thursday, May 12 (special tribute to alumni) and Friday, May 13 (special tribute to seniors), 8:00-10:00 pm, Upper School Quad. Tailgate starts at 7:00 pm. Don’t miss the riot set in Rome. Tickets $5/students and $10/adults on sale now and at the gate.

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**News & Announcements**

**Mandatory Meetings: Girls Basketball, Boys Soccer, and Girls Tennis**
Returning varsity and JV players of respective sports will learn key information regarding summer and off-season training, camp opportunities, the upcoming season schedule, as well as holiday practice, game, and team trip information.

- **Girls Basketball:** Friday, Apr. 29, 12:30-1:00 pm, G06, John Payne
- **Boys Soccer:** Monday, May 2, 12:30-1:00 pm, G06, Marc Kerrest
- **Girls Tennis:** Monday, May 2, 12:30-1:00 pm, G07, Bill Shine

**Faculty and Staff Appreciation Spring Luncheon: Fresh Food Wanted!**
Wednesday, May 4, 11:00 am-1:30 pm, CADC patio. Time to celebrate and give thanks to our faculty and staff. Our theme is Farm to Table, and we are looking for fresh produce, salads, baked treats, and some cooked dishes (recipes provided) to complete the luncheon. Please sign-up here. Questions? Contact Karen Clancy or Jennifer Jeffries.

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**Grade Level News**

**Grade 9 News**

- Freshman Class webpage

**Spring College Fairs**

- Saturday, Apr. 30, 1:30-4:30 pm, NACAC Spring College Fair, SF National College Fair, at the Cow Palace.
- Thursday, May 5, 6:00-8:00 pm, WACAC College Fair, Mission College, Santa Clara.

**Freshman Community Cooks**
Sunday, May 1, 2:30-7:00 pm. Students will prepare a meal at the Leopold home in Menlo Park and then serve it at First Step for Families in San Mateo. Freshmen can email Alison Leopold to sign up. Space is limited.
Third-Party Applications

• Volunteer management: Signup.com
• Invitations: Paperless Post
  – Include start times and end times
  – Be mindful if RSVP really needed
  – Send draft to Wendy before sending
    • MS also send draft to Lucie McGrath ??
• For Signup.com and Paperless Post, can use existing grade level e-mails (see Wendy McAdam for account info)
• Grade-level team members should go through grade-level communication lead
Budget

• Budgets are reasonable for pulling off simple and inclusive community-building events

• Budget questions? Talk to Brian Goler

• Brian will send periodic budget updates

• Event “creep”? Talk to Devon or Christina
Spending Guideline Highlights

• Read guidelines online (Two versions: committee and grade level)

• Utilize free resources when possible (venues, decor & equipment, invite websites, etc)

• MSPA won't pay for hired labor (bartenders, servers, valets), alcohol, gifts for MSPA volunteers

• Tipping: Max of $200 per event (preferably by check)
Check Requests

• Use the check request form: 1 form → 1 check

• Submit forms within 30 days of event via email or USPS (details on form)

• Normal turnaround time <1 week; checks >$1k require two signatures so allow more time

• Catering and equipment rental must be paid by MSPA directly regardless of amount and require a completed W9
Finance Forms

Forms & Files

Be involved. Stay informed. Find what you need.

Menlo Dictionary
New to Menlo or just need a refresher? Use the Menlo Dictionary page to help navigate our terminology and resources.

Looking for Handbooks
Enter “handbook” in the Search Box above or click here.

2018-2019 MSPA Meeting Agendas and Minutes
- MSPA US Meeting Minutes - August 29, 2018
- MSPA MS Meeting - September 12, 2018 - Service Week Presentation
- MSPA Joint Meeting - November 7, 2018
- MSPA US Meeting - January 10, 2019
- MSPA MS Meeting - January 30, 2019
- MSPA Joint Meeting - March 13, 2019
- MSPA US Meeting - May 1, 2019
- MSPA MS Meeting - May 8, 2019

MSPA Budget/Finance
- General Budget & Spending Guidelines
- Grade-Level Budget & Spending Guidelines
- MSPA Reimbursement Form: Word / PDF
- Committee Budget and Expense Tracking Form: Word / PDF
1. Visit smile.amazon.com
2. Designate "Menlo School" as your charity (not "Menlo School and Menlo College")
3. Add smile.amazon.com to iOS home screen
4. Make all Amazon purchases through smile.amazon.com

Amazon donates 0.5% of purchase amount to Menlo
OTHER RESOURCES
Nuts and Bolts

Event Planning

• Calendaring
• Space Reservations
• Volunteer Recruitment
• Facilities Needs
• Catering
• Ticketing
• Invitations

– Event Resources
Nuts and Bolts

Calendar:
• Krystle Green, calendar@menloschool.org

Facilities:
• Jeff Healey, facilities@menloschool.org

Security:
• Access to MSPA Cages, 650-799-4993

Communication:
• Wendy McAdam, wendymcadam@mac.com
MSPA Storage - “The Cage”

• MSPA Storage has a lot of reusable event and party supplies. Please use them!!
  – Tablecloths, vases, theme decorations
  – Basement (under clock) by Whitaker Lab

• Supplies are for all MSPA committees to share
  – Reserve items early with post-it notes
  – Take only when needed
  – Sign out on clipboard
  – Return promptly

• Contact VP Parent Resourcing Sook Jung with questions
You rock!

YOU'RE THE BEST AROUND