Mendham Township HSA Policy & Procedures for MTMS Lead Parent

The role of MTMS Lead Parents is to help their grade with fundraising as well as to support teachers with curriculum-based programs. The VPs of Middle School are your liaison with Dr. Ciccone and the school.

**Why Fundraise?** The goal is to lower the cost of the Washington D.C./Hershey Park trip for families.

Lead Parents are required to discuss/email any fundraising ideas with the HSA, via the VPs of Middle School before proceeding with the event. The role of the VPs of Middle School is to ensure that the focus remains on the HSA’s main fundraisers which raise money to benefit all students in the district. Grade Level Fundraisers should not compete with HSA fundraisers.

The HSA budgets $3000 for the 8th Grade Graduating Class. The HSA contributes $2700, toward the 8th grade class Washington D.C. trip. In April, this money plus what the class has raised since the end of 4th grade, is given to the school to lower the cost of the Washington D.C. trip. The remaining $300 is used for a bagel breakfast on the last day of school and for refreshments after the 8th grade graduation ceremony.

The HSA holds money raised for all the middle school grades. Starting at the end of 4th grade, any money earned is deposited in that class’ account for the Washington D.C. trip. The class account is labeled with their middle school graduation year. That money is then held by the HSA until April of their middle school graduation year.

Fundraising for the Washington D.C. trip begins at the end of 4th grade with the end of year party and lawn signs (if sold). The big fundraiser for 7th grade is Balloons in June for the graduating class. Any grade can hold fundraisers as needed. Keep in mind that fundraisers benefit the whole class not just those who volunteer and participate. All fundraisers must meet HSA guidelines and all paperwork and/or licenses must be completed. For instance, 50/50 raffles are not permitted in private residences. The grade is responsible for license fees and must complete post event paperwork when required, along with any additional fees. All fundraising flyers should state that the proceeds go towards the Washington D.C. trip.

**The 8th Grade Graduation Party.** All funds raised after mid-April of your graduating year (but not before) can go towards the 8th Grade Graduation Party. After discussing fundraising ideas with the HSA, the 8th Grade Lead Parents coordinate all fundraising to provide for the 8th Grade Graduation Party. Fundraisers after April will clearly state that the proceeds go towards the 8th Grade Graduation Party. The 8th grade parents hold the earned funds to provide for the graduation party. The HSA does not get involved with the graduation party money. The HSA is not involved in any way and bares no responsibility and/or liability for the party, it is completely handled by the 8th grade parents.

**What All Middle School Parents need to know.** At the end of 4th grade, any money raised (via 4th grade party and/or Lawn Signs), will go into an HSA account for your class. The account name is based on the middle school graduation year, Class of 202x. Going forward the class, via Lead Parents, will work with the HSA to organize Fundraisers and all of the profits will go into the account specifically for that class. These fundraising profits will accumulate over the next four years to help fund their 8th Grade Washington, D.C./Hershey Park Trip and food for the 8th Grade Picnic (but not the 8th Grade Graduation Party). This actually makes a difference – a past 8th Grade Trip would have cost $675 per student; instead it cost $533 per student. The HSA also donates $2,700 towards the Trip. However, the more a class raises, the lower the cost to families for the Trip. So think of it as a lay-away plan, over the next 4 years (up to April of your graduating year), when you see a fundraiser earmarked for your class, make sure to buy the signs or participate in the fundraiser in order to lower that 8th Grade Trip cost (you'll only get 2 weeks to make out the big check). All funds raised after mid-April of your graduating year (but not before) can go towards the 8th Grade Graduation Party. The 8th Grade Lead Parents coordinate all fundraising to provide for the 8th Grade Graduation Party. Fundraisers after April will clearly state that the proceeds go towards the 8th Grade Graduation Party. These 8th grade parents hold the earned funds to provide for the graduation party.

**What 5th Grade Lead Parents need to know.**

• 5th Grade Ice Cream Social **-** The 5th grade Lead Parents start Middle School off with an Ice Cream Social after locker setup. The Lead Parents are responsible for purchasing enough ice cream (sandwiches, pops) for the 5th grade as well as extra for potential siblings. You should also purchase a small quantity of a dairy free alternative. You will be provided with the combined class lists from 4th grade and an Ice Cream Social flyer. Any flyer that is sent out to MTMS must be approved by Dr. Ciccone. Ms. Perrotta will send the flyer to new 5th graders. The VPs of Middle School will provide you with the most current class headcount as the start of school nears, as well as the paper work to turn into the Treasurer to be reimbursed for the ice cream. You will be given a budget to work with.

• Field Day – VPs of Middle School will reach out to you about helping with Field Day. We hand out ice cream during lunch.

• Holiday Hot Chocolate – VPs of Middle School will coordinate with you about getting volunteers to help out the morning of the half day before winter break.

• January Concert – Ask for refreshment donations from 5th grade families via Signup Genius. Make sure adults are in the MPR prior to 5th graders arriving to supervise portions. It is right before lunch and the kids are hungry. Parents are welcome to stay with their child for lunch.

• Heritage Day **–** Coordinate with Ms. Ryan. Need to make sure parents only send in small portions of food. Should try to encourage kids to pick one of their nationalities that is less popular. No heating elements (i.e. hot pots, warming trays, etc.) are allowed. Dishes should be sent in at the serving temperature. Pans of food should be smaller than 9x13, every child is bringing in food.

**What 6th Grade Lead Parents need to know.**

• Field Day - VPs of Middle School will reach out to you about helping with Field Day. We hand out ice cream during lunch.

• Holiday Hot Chocolate – VPs of Middle School will coordinate with you about getting volunteers to help out the morning of the half day before winter break.

• Greek Festival – Coordinate with Mr. Ferenc.

**What 7th Grade Lead Parents need to know.**

• Field Day - VPs of Middle School will reach out to you about helping with Field Day. We hand out ice cream during lunch.

• Holiday Hot Chocolate – VPs of Middle School will coordinate with you about getting volunteers to help out the morning of the half day before winter break.

• 8th grade Shakespeare Festival – Send out a Signup Genius to 7th grade parents to help out the night of Shakespeare so 8th grade parents can enjoy the event.

• Balloons in June – get 7th grade parents to sell and deliver balloons before graduation. Do not deliver while 8th grade is in D.C.

• 8th grade Graduation – get 7th grade parents to help setup graduation refreshments and some years, chaperone the graduation party.

**What 8th Grade Lead Parents need to know.**

• Field Day - VPs of Middle School will reach out to you about helping with Field Day. We hand out ice cream during lunch.

• Holiday Hot Chocolate – VPs of Middle School will coordinate with you about getting volunteers to help out the morning of the half day before winter break.

• Shakespeare Festival – 8th grade parents work with the 8th grade Language Arts teachers: handle invitations, costumes, decorations, and food.

• Bagel Breakfast – Provide/arrange for bagels for the 8th grade class the halfday of graduation. HSA funded.

• Graduation Refreshments – Purchase light refreshments for after the graduation. HSA funded.

• Graduation Party – 8th grade parents are responsible for all aspects of the graduation party. The lead parents can decide if they would like to lead the party committee. Any parent that would like to help with the party should be included. Contact district transportation to arrange for transportation to the venue from graduation.