



Dear MTZ Elementary Families,

The Community Club board would like to welcome all new and returning students and families back to school. As we gear up for another exciting and enriching year at our schools, we would like to extend a warm invitation to all of you to become an essential party of the Community Club.

### What is Community Club & Who Can Join?

The Mt. Zion Elementary Community Club is an organization of dedicated parents and teachers of Mt. Zion Elementary School students (Pre-K through 6<sup>th</sup> Grade). Our primary objective as a Community Club is to foster a supporting and thriving community within each school through assisting teachers and building staff with projects, volunteering within the schools, and hosting events that fundraise for the direct benefit of every elementary school child.

### Community Club Activities, Events & Fundraisers

The Community Club hosts several events and fundraisers throughout the year to raise funds that impact the students attending the Mt. Zion Elementary Schools. These events include the Fall Festival, Mother/Son Event, Father/Daughter Dance, Spring Fling, Teacher Appreciation Week, Book Fairs, Color Fun Run, Play Day, and more! These events provide fun, family-friendly activities for students to enjoy with their families while also raising funds for the schools. Last year, after one of our most successful fundraising years, we were able to give almost \$17,000 total back to the schools at the end of the year! These funds are being used to update playground equipment, support assemblies/programs, cover or reduce field trip expenses, and more!

### Become a Volunteer – Why YOU Should Get Involved

We understand that juggling work, family and personal commitments can be quite time-consuming, but we believe that every small contribution can make a significant impact. We welcome any level of commitment you can offer. The Community Club operates with a small board and your help is greatly appreciated to ensure each event and fundraiser is successful. Whether you prefer to assist in planning, setting up, or even hosting a station during an event, every contribution counts, and we value each one of them.

Participating in the Community Club not only supports the events, but it also allows you to form connections and friendships with other parents, teachers and staff who all share a common goal of nurturing a positive learning environment for our students. More information on upcoming volunteer opportunities is included in the attached documents, as is the contact information for our board members. Please do not hesitate to reach out with any questions.

Thank you!

The 2023-2024 Community Club Board

## **2023 – 2024 Community Club Board Members**

General Community Club Email		<a href="mailto:mtzelementarycc@gmail.com">mtzelementarycc@gmail.com</a>
Chairman	Renee Menegay	Email: <a href="mailto:neaneacc@gmail.com">neaneacc@gmail.com</a>
McGaughey Co-Presidents:		
• Kindergarten	Vacant	
• 1 <sup>st</sup> Grade	Bridget Ruholl	Email: <a href="mailto:bdinghi@gmail.com">bdinghi@gmail.com</a>
Grade President	Staci Waller	Email: <a href="mailto:swaller1418@gmail.com">swaller1418@gmail.com</a>
Intermediate President	Katie Casper	Email: <a href="mailto:kacasper42@gmail.com">kacasper42@gmail.com</a>
Treasurer	Katy Holtfreter	Email: <a href="mailto:katy.shaffer2@gmail.com">katy.shaffer2@gmail.com</a>
Secretary	Kaitie Kunzeman	Email: <a href="mailto:kekunzeman@gmail.com">kekunzeman@gmail.com</a>

*\*Board positions are held for two 1-year terms unless no other candidates are willing to run for that office. A call for nominations for the following year will be conducted during the Winter (3<sup>rd</sup>) meeting of the school year followed by voting at the Spring (final) meeting of the school year.*

## **2023 – 2024 Community Club Teacher Representatives**

McGaughey	Ms. Perry
Grade	Mrs. Wilson
Intermediate	Mrs. Brinkoetter

*\*Teacher representatives are appointed by their respective school principals.*

## **2023 – 2024 Community Club Meetings**

*\*All meetings are held in the Mt. Zion Grade School Library @ 6:00pm*

Summer/1 <sup>st</sup> Meeting	Monday, August 28, 2023
Fall/2 <sup>nd</sup> Meeting	Monday, November 6, 2023
Winter/3 <sup>rd</sup> Meeting	Monday, February 5, 2024
Spring/4 <sup>th</sup> (Final) Meeting	Monday, May 6, 2024

*\*Meeting agendas and minutes can be located on the Mt. Zion District website on the Community Club homepage (under the parent section).*



Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

Email: \_\_\_\_\_

Grade(s) of child(ren): \_\_\_\_\_



Check all activities/events of interest:

<b>Event/Activity</b>	<b>Willing to Chair?</b>	<b>Willing to Volunteer?</b>	<b>Willing to donate supplies?</b>
Fall Festival (Sept 16)			
Holiday Cookie Trays (Dec 11)			
Mother/Son Event (Jan 27)			
Father/Daughter Dance (Feb 24)			
Spring Fling (Mar 16)			
Color Fun Run (May 11)			
Box Tops			
You Rock Club			
Fundraisers			
Other Volunteer Opportunities			

*\*Please turn this form into one of the Community Club board members, or your school's office in an envelope with "Community Club" written on the front.*



Make sure to join our MTZ ELEMENTARY COMMUNITY CLUB Facebook Group to stay up to date on activities, events and volunteer opportunities!

## Mt. Zion Community Club Board Descriptions/Responsibilities



### Chairman:

- Prepares agenda items & runs all meetings of the Community Club
- Oversees any event committees and coordinates the work of all officers/committee chairs
- May appoint committee chairpersons for events
- Oversees and/or runs all Community Club Fundraisers
- Chairs or Co-Chairs at least one club event during the year, in the absence of event chairs
- Hosts an onboarding meeting with new Board Members prior to the first meeting of the year

### School Co-Presidents:

- Works closely with school principals to discuss and get approval for any upcoming events or activities impacting their school
- Coordinates Room Parent volunteers and any additional volunteer needs requested by the principals for their schools
- Assists room parents with teacher appreciate activities
- Hold an informational meeting for all room parents following the first meeting of the school year
- Maintain & distribute room parent information to each room parent
- Chairs or Co-Chairs at least one club event during the year, in the absence of event chairs

### Treasurer:

- Receives all the monies of the club and makes deposits
- Pays all club bills
- Presents a Treasurer's Report at all regular meetings
- Ensures the books are audited annually and are available for audit at any time
- Provides a monthly written statement to the board

Secretary:

- Drafts the agenda based on the chairman's recommendations
- Record minutes of all meetings
- Responsible for any correspondence for/from the club
- Ensures agendas & minutes are available to the general parent body (posted on the district website)

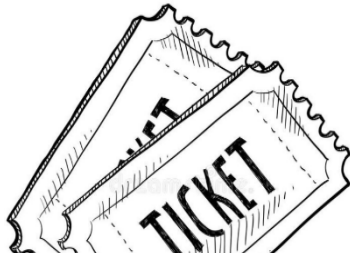
Teacher Representatives:

- Represent the building staff at all regularly scheduled meetings
- Communicates information from the Community Club to the staff of their building
- Facilitates correspondence from their building staff to the Community Club

*\*\*A full list of responsibilities and duties can be located in the Community Club bylaws which are posted on the district website on the Community Club homepage (under the Parent section).\*\**

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## **Community Club Event Chair/Volunteer General Information**



### **Fall Festival:**

- An annual event typically held at one of the Elementary Schools for all students, families and community members. The event is typically held on a Saturday in September or October and is comprised of several activities which have included, carnival-type games, cookie/cake walk, silent auction, mini pumpkin decorating, snacks/concessions, etc. The Chair(s) for this event is responsible for finding a location, planning activities/games, gathering needed supplies, securing volunteers to help the event, and marketing. Volunteers will be needed to help with set up and tear down, running individual carnival games, working at check-in/concession stations and donations of supplies.

### **Holiday Cookie Trays:**

- In December, a small committee delivers cookies and treats to our elementary schools for teachers and staff. Chair(s) would organize distribution, secure cookie/treat donations and possibly coordinate volunteers if needed. Volunteers may be needed to help with assembly and delivery of trays. If donations in excess of what is needed for each of the three schools are received, trays may be taken to the other schools, district office and/or bus garage.

### **Mother/Son Event:**

- An annual event, typically held in January, for Mothers (or caregivers) to spend a night out with their son(s). This event does not have a set "theme", so the sky's the limit (any ideas will need to be approved by the principals prior to proceeding). Chair(s) will be responsible for brainstorming an idea & getting it approved, organizing and planning any activities, contracting a guest to perform (if applicable), gathering needed supplies, determining if there will be any food included or available, securing any needed volunteers, and marketing the event. Volunteers may be needed to help with set up and tear down, running any games or activities, and helping with any food distribution (if applicable).

### Father/Daughter Dance:

- An annual event, typically held in February or March, for Fathers (or caregivers) and their daughter(s) to dress up, dance, take pictures, and have some fun. Typically, a new "theme" for the event is chosen each year. The chair(s) will be responsible for determining the theme, gathering needed supplies and decorations, determining if there will be any food or snacks included or available, securing music for the dance, and marketing the event. Volunteers may be needed to help with set up and tear down, photo booth monitoring, and helping with food distribution (if applicable).

### Spring Fling (Intermediate Only)

- The Spring Fling is an event held at the Intermediate School each spring for 4<sup>th</sup>-6<sup>th</sup> grade students. There are multiple activities throughout the school for the students to participate in. Examples of activities include: games, inflatable obstacle courses/activities, photo booths, and more! Chair(s) are responsible for determining the theme, gathering needed supplies and decorations, planning food selection/availability, securing volunteers, and marketing the event. Volunteers will be needed to help run individual activities and games, to monitor other area(s) of the schools, and for food distribution.

### Color Fun Run

- Color Fun Run is a community event held in May at Fletcher Park. The run/walk event is open to all members of the community and involves colored chalk stations throughout the run/walk route. Chair(s) are responsible for securing the venue, determining and marking the route, organizing sign-ups and packets, obtaining snacks/drinks for after the race, ordering shirts, securing volunteers and marketing the event. Volunteers will be needed to help with check-in, snacks/drinks, chalk stations, timing, etc.

### Box Tops

- The Community Club continues to receive funds from Box Tops for Education when applicable items are purchased and then uploaded to the app. Hard copy receipts are no longer accepted; however, a volunteer or chair could help communicate information regarding box tops to help maximize contributions to the club.

### You Rock Club (Grade Only)

- You Rock Club is a special quarterly event for Mt. Zion Grade students to reward good behavior. Games are set up and small prizes are given to participating students. Chair(s) will organize games, obtain prizes, and secure volunteers. Volunteers will be needed for each session (2<sup>nd</sup> grade and 3<sup>rd</sup> grade) to run individual games.