



Tahoe Expedition Academy

TAP OVERVIEW

Tahoe Expedition Academy

Association of Parents 2024-2025

TAP Goals

For the 2024-2025 School Year, TAP's measurable goals are as follows:

Support the Teachers and Staff

- Provide a room parent for every grade level by Sept 2024.
- Coordinate and purchase "tokens" of appreciation for teachers to be gifted from crews.
- Achieve an 85% positive staff response to feeling appreciated through a survey in June 2024.

Build and Connect the CommuniTEA

- Host and promote at least four all school CommuniTEA building activities by June 2024.
- Contact each new family and personally invite them to attend at least one event during the year.

Represent Parents to the Board of Trustees

- Schedule regular meetings between TAP Executive TEAm and TEA Leadership Staff to share ideas.
- Have members of the TEA Leadership (Staff and Board of Trustees) attend TAP Town Hall meetings to hear concerns directly from parents.

Support TEA Leadership in delivering on TEA's Strategic Goals

- Serve as a sounding board to TEA leadership when requested throughout the year.
- Support TEA fundraising initiatives including the Gear Market, Annual Giving Campaign and Spring Gala.

General Information

TAP Programs

Teacher and Parent Support

- Room Parent Program
- Parent Enrichment: Book Club/Speaker Series
- TEA-Sized Fundraisers: Artsonia Fundraiser and Minted
- Staff and Faculty Appreciation Program

Community Building

- New Family Ambassador
- TAP Town Halls/Speaker Series
- "What's on TAP" newsletter to parents
- CommuniTEA Meet-Ups (ParentSquare Group)

Membership and General Meetings

All parents/guardians are automatically members of TAP. TAP Town Hall meetings will be held five times throughout the year (September, November, January, March, and May) and are open to all communiTEA members. TEA staff and leadership team members are encouraged to attend the TAP meetings. At each meeting, TAP volunteers are asked to give reports on their roles and programs; a guest presenter will briefly speak on a school or community topic, and updates regarding upcoming events and activities are provided. Meetings are intended to serve as a forum for sharing information, giving feedback, and building community. There is time at the end of each TAP meeting for parents/guardians and other attendees to ask questions and provide comments. Meeting dates and times will be listed in the Parent Square calendar.



Tahoe Expedition Academy

Volunteer Opportunities

Parent/guardian volunteers enrich the life of our school and provide invaluable help to our programs and daily life. While parents/guardians are not required to volunteer at our school, we need and appreciate the time volunteers spend supporting our teachers, communiTEA, and students. Just like our students, we strive to be a communiTEA of crew members, not passengers and rely on everyone's help. While there are specific volunteer roles that we need to fill each year, opportunities to help out also come up throughout the year. More information on volunteer opportunities for the 2024- 2025 school year are provided on the following page.

Useful TAP Information and Links

In Parent Square, under the "Links" parents and staff can find TAP information including a directory of current volunteers, a description of volunteer roles, TAP's programs, TEA-Sized Fundraisers, and a Relocation Guide (great for anyone new to the area).

TAP Contact Information

If you have questions, please contact Katie Hoopengardner at TAP@tahoeexpeditionacademy.org

TAP Program Descriptions & Volunteer Roles

Are you looking to volunteer?

If so, please contact Katie Hoopengardner at TAP@tahoeexpeditionacademy.org or at ktbouch@yahoo.com.

TAP Executive Committee Volunteer Roles

TAP Executive Committee members are volunteers who advise and oversee TAP, working to realize its mission. Duties may include transacting business between meetings in preparation for TAP meetings, establishing and overseeing committees and coordinators to conduct the work of TAP, developing TAP's annual budget, managing TAP communications, establishing fundraising programs, approving routine bills and preparing reports, and making recommendations to the TAP membership. The Executive Committee collaborates with all TAP volunteers, works closely with the TEA-Sized Fundraiser program, helps determine guest presenters at TAP meetings, manages TEA's Outstanding Parental Participation (TOPP) recognitions, and manages or coordinates other TAP programs.

President

The President will preside over meetings of TAP and the Executive Committee; serve as TAP's primary contact and liaison between TAP and the Head of School and TEA Leadership Team; represent TAP at TEA Board monthly meetings; write updates for the Board Meetings; coordinate the work of all TAP committee members, and stay informed of parent volunteer activity. The President is kept abreast of event committees and coordinators so that the purpose of TAP is served. The President will act as the gratitude writer and will coordinate and write thank-you notes on TAP's behalf to exemplary parent volunteers and FUNdraiser event hosts. The President works with the Head of School and the TEA Marketing department as the primary point of contact.

Vice President

The vice president recruits, coordinates and supports Room Parents for the school. S/he prepares or reviews and approves all room parent communications, and room parent requests must go through the VP. Additionally, the VP shall assist the President and carry out the President's duties in his or her absence or inability to serve. S/he attends TAP meetings and works with committee chairs to support their efforts.



Tahoe Expedition Academy

Treasurer

The Treasurer serves as custodian of TAP's finances, collects revenue and or donations, pays authorized expenses, reconciles accounts, updates the budget monthly, tracks income into different restricted funds, submits a year-end financial report, assists with an annual audit, and holds all TAP financial records. The Treasurer works with any FUNdraisers hosted by parents to make sure the funds will be collected appropriately and event records (e.g., prizes, raffle winners, leftovers, etc.) will be tracked and captured at the event.

Secretary

The Secretary takes attendance, records minutes, and brings copies of any pertinent information to TAP meetings. The Secretary is the editor and publisher of the What's on TAP e-newsletter. It is up to the Secretary to decide the frequency of the e-newsletter. The Executive Committee reviews meeting minutes and What's on TAP before they are published on TAP's Parent Square Group.

New Family Ambassador

Is dedicated to helping new families feel welcome and informed as they integrate into our communiTEA. S/he personally welcomes each new family, connects them to their room parents and other resources as appropriate, and touches base with them throughout their first year, S/he is available to answer questions and give direction as needed. Throughout the year the NFA coordinates with the Executive Committee, and specifically the CommuniTEA Building Ambassador, to offer activities that bring families together.

CommuniTEA Building Ambassador (CBA)

In collaboration with the TAP Executive Committee, the CBA will provide opportunities, through social activities, that bring parents and families together. Events may include picnics, beach days, monthly hikes/snowshoe outings, evening meet-ups for drinks, trivia night, or bingo night, etc. The CommuniTEA Building Ambassador will be supported by a team of other volunteers that will take on the coordination of specific activities. The CBA will work in coordination with the New Family Ambassador.

Teacher/Staff Appreciation Coordinator

The Teacher/Staff Appreciation Coordinator organizes the provision of gifts and various tokens of appreciation to teachers and staff throughout the year. There are two primary times for this effort - before Winter break and before/during the Celebration of Learning. The program is funded through parent donations, which are collected in the fall or upon a family's arrival to TEA. The Appreciation Coordinator defines and manages the program and works with a team of other volunteers, ES VP, ES Room Parents, and MS/HS VP to help with the implementation of the program efforts.

Teacher and School Support Programs and Volunteer Roles

Room Parents

Room Parents support the needs of the crew leaders, serve as the "lead" volunteer, and the liaison between crew leaders and parents at the request of the teacher. Responsibilities vary but may include helping with communications, coordinating volunteers for class needs, and supporting school-wide events/needs. Room Parents coordinate class gifts and faculty/staff appreciation in conjunction with the Teacher/Staff Appreciation Coordinator. They help "welcome in" new families, serve as class representatives to TAP and, at their option, attend TAP meetings. Room Parent volunteers are typically requested by teachers in August.



Tahoe Expedition Academy

Other Parent Volunteers

These volunteer positions will most likely be in a virtual capacity if needed at all.

- **ES Music Room Parent.** The ES Music Room Parent helps the music teacher organize the PreK-6th grade Winter Concert and potluck, TEA's Who's Got Talent, and ES PreK-6th grade Spring Concert.
- **ES Art Parent.** The ES Art Parent assists the ES Art Teacher with displaying art before events, mounting art, Kids Kreation Fundraiser, and a TAP liaison for TAP-funded art projects.

Artsonia Fundraisers

Artsonia is a creative fundraising opportunity in which ES students' art is transformed into usable products for purchase. The Artsonia volunteer is also the ES Art Parent and works with the Art Teacher to capture the ES school art to upload on the website. The volunteer coordinates communication with the company and parents using the TAP newsletter posts. The volunteer helps distribute the artwork to student backpacks when it is delivered.

Graduation Lead & Committee

If requested by TEA Leadership, under a Graduation Committee Lead, the Graduation Committee plans, coordinates, and executes the end-of-year 12th-grade graduation. Preferably volunteers include a 12th-grade parent to lead the committee and several 11th grade parents to serve on the committee.

Fieldwork Appreciation Goodie Bags

After overnight fieldwork, TAP likes to show some appreciation in the form of "goodie bags". This token of appreciation often includes a bottle of beer and a few snacks. Under the teacher appreciation coordination room parents will put these goodie bags together and deliver them to teachers at the end of fieldwork. Volunteers may be asked to donate the drinks/food if funding is not available through the teacher appreciation program.

Community Building Programs and Volunteers

CommuniTEA Activities

CommuniTEA Building volunteers will work with the CommuniTEA Building Ambassadors to organize parent gatherings . Gatherings may include hiking, happy hour, trivia night, local concerts, mountain biking, kayaking, snowshoeing, paddle boarding, etc. The volunteers will plan and post the events on the Parent Square CommuniTEA Meet-up Group and in WOT.

Fundraising Crew

Fundraising volunteers will contribute their time or resources to brainstorm, organize, implement, and execute fundraisers, including our TEA GEAR Market, Annual Giving Campaign, and the TEA Gala throughout the year in direct support of the school.

TAP Financial Integrity Policy

TAP Budget Transparency

- The TAP budget will be reviewed at every TAP Executive Committee Meeting.
- On a quarterly basis, the Treasurer will meet with TEA Business Management staff to transfer funds as needed and check the books for accuracy.
- At least once per semester, TAP will report TAP expenditures to the parent community. This reporting may be through a write-up in What's On TAP; it may include pictures of Staff Appreciation gifts; a list of school equipment that was purchased with TAP funds; and/or may identify from what events the funds originated.
- Any funds rolled over from the previous year will stay in the same restricted funds category.



Tahoe Expedition Academy

Restricted Funds

TAP funds are restricted for the intent for which the funds were raised for with no exceptions. There are three TAP restricted funds.

Teacher and Staff Appreciation

Money collected for Staff Appreciations is only to be used for food, drink, and gifts for school teachers and staff. It is to be spent equally for each staff member regardless of the position of the teacher, administration, or support staff.

School Projects

Funds raised at a parent-hosted or TAP FUNdraiser event may only be spent on school projects, classroom needs, recess equipment, etc. The funds are to be distributed equally between ES and MS/HS, as much as possible. It is the responsibility of the TAP Executive Committee to seek 100% approval on the spending of these funds. Approval can be captured using ParentSquare Forms. *See Fundraisers below.*

Tap Expenses

Funds derived from TEA Sized Fundraisers may be spent on TAP activities open to all parents including all-parents TAP general meetings, parent education nights, refreshments at open parent events, stickers for parents at Back-to-School events, etc. These funds may not be used for any event that excludes certain parents such as TAP Executive Committee Meetings and parent meetings that are exclusive to ES or MS/HS parents.

Protocol for Use of Funds

Teacher/Staff Appreciations

- For Staff Appreciations, the Teacher/Staff Appreciation Coordinator is to meet with the President and Treasurer to determine a spending amount for the “Welcome Back” teacher gift to be spent and reimbursed in September.
- For subsequent gifts, the Teacher/Staff Appreciation Coordinator is to submit an Appreciations Plan and Budget to the TAP Team at the beginning of the year. Once the TAP Team approves the plan and budget with 100% of the TAP Executive Committee approval, the Teacher/Staff Appreciation Coordinator can execute its Appreciation Plan.
- Voting on use of funds must be recorded in meeting minutes or through a ParentSquare approval form. Reimbursement must only occur for purchases within the Appreciation budget. If expenditures are in excess of the approved budget, an additional TAP Executive Committee vote is needed.

School Projects

- Once a project proposal and budget is approved by the TAP Executive Committee, a 100% approval of the TAP Executive Committee is needed prior to making purchases for the project.
- Voting approval must be recorded in meeting minutes or through a ParentSquare approval form.
- Reimbursement may not occur until the TAP Executive Committee vote shows 100% approval.
- Reimbursement must only occur within the project budget. If expenditures are in excess of the budget, an additional TAP Executive Committee vote is needed.



Tahoe Expedition Academy

TAP Expenses

- A simple majority approval vote by the TAP Executive Committee is required for approving the spending of TAP expenses.
- Reimbursement may not occur until the TAP Executive Committee vote shows a majority approval.
- Voting must be recorded in meeting minutes or through a ParentSquare approval form.

TEA Sized Fundraiser Event Integrity Protocols

Protocols Prior to the Fundraiser

- Treasurer must meet with the Fundraising Event organizer to review and confirm the data that needs to be gathered from the event, including the patron names, how much each patron paid, purchased items, list of prizes with values, list of prize winners, leftover prizes, etc. This may mean an additional volunteer or two are necessary at the event to capture this information.
- Treasurer must work with the Fundraiser Event organizer to create an Event Budget that contains both the estimated budget numbers and actual numbers. The Event Budget is to be stored in the Treasurer's Google drive folder.

Protocols during Event

- Treasurer or other designated person will oversee and verify that the event data collection process is smooth and event data is being captured appropriately.
- Treasurer or other designated person will assist the TEA Business Officer in counting the funds, if necessary.

Post-event Protocols

- The Treasurer will acquire the data from the event, confirm data with Event Organizer, capture the actual costs in the event budget, and scan the raw data (ledger) into a Google drive folder.