

Waldorf School of Baltimore



Class Parent and Class Liaison Handbook 2011-2012

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CLASS PARENT RESPONSIBILITIES: AN OVERVIEW

Parents support the life of the class and school community in many ways. Most parents realize how busy we all are and are willing to do a small share. All teachers and staff at the school appreciate the practical, emotional, and spiritual support that parents can provide.

Class parents are the communication and organizational link between the class teacher and parents of the class.

Both class parents and class liaisons are critical to clear communication within and in support of our school community. The *class parent* (or class parents—classes may have more than one) represents the practical support that parents give the teacher and class. The *class liaison* serves as a link between the teacher and parents for communication and concerns. It is always helpful for class parents and the class liaison to talk to each other and to the teacher frequently to increase awareness of the daily life of the classroom.

Class parents are a communication and organizational link specifically between a teacher and parents of the class. Class parents work with the teacher on events (such as festivals, the Holiday Fair, Children’s Garden workdays) or fundraising that the class needs to do, helping to successfully coordinate those tasks, but not necessarily execute them. Class parents also communicate with parents in the class—or identify parents to coordinate communication—via phone calls, e-mail, or other appropriate means, about class events and fundraising.

Support available for class parents includes the teacher, class liaison, parent body of the class, and the PA. Class parent(s) work with the teacher to define the role and tasks for the year. Those typically include the following responsibilities, which will vary from the Children’s Garden, to Grades 1–8, and to the Upper School:

- **Prepares for the beginning of school**—Contacts the teacher before the beginning of school to determine if any tasks need to be completed before school starts, and helps plan work days, if needed. Welcomes new families to the class.
- **Helps the teacher organize class picnics or socials**—Class get-togethers are held at the beginning and end of the year, just before or after school begins and closes.
- **Helps the teacher communicate dates for class meetings**—Offers to take minutes for the teacher to distribute to parents after the meeting.
- **Attends monthly PA meetings**—Exchanges information concerning class events and fundraising efforts.
- **Engages the class in school fundraising**—Organizes class participation in school fundraising. Shares fundraising ideas, concerns, or feedback with the PA’s Fundraising Team.
- **Gets involved in whole-school events**—Organizes class participation in whole-school events. Each class is responsible for various elements of the Holiday Fair and May Day/Grandparents Day.
- **Thanks parents**—Thanks parents for their volunteer work during the year.
- **Teacher gifts**—Organizes gifts at Christmas and the end of year for the class teacher and any specialty teachers.

CLASS LIAISON RESPONSIBILITIES: AN OVERVIEW

Recognizing a parent's commitment to and understanding of Waldorf education, the teacher selects a parent to be the class liaison. The class liaison serves as a bridge, facilitating the connection of families in the class to the teacher and to the school. The class liaison helps keep communication open between parents and the teacher.

Support available for the class liaison includes the teacher, class parents, and school chairs.

To increase awareness of the daily life of the classroom, the class liaison and class parent(s) need to talk to each other frequently.

The class liaison works with the teacher to define the role for the year. In general, the class liaison has the following responsibilities:

- Supports ideas and activities that contribute to healthy connections among the parents, teacher, and school.
- Understands how the school operates and where to direct issues and concerns.
- Maintains confidentiality.
- Develops and maintains effective connections with parents in the class.
- Encourages parents to talk directly to the teacher.
- Supports the teacher and parents in mutual problem solving and communication.
- Develops an understanding of the needs of the parents and relays these needs to the Parent Education Committee in order to support the efficacy of their Programs.

To fulfill these responsibilities, the class liaison does the following:

- **Develops and maintains connections with the parents**—Is available and visible, when possible, during times when parents are at the school (that is, at class meetings, school events, and drop-off and pickup).
- **Works with the teacher**—Checks-in with the teacher, at least monthly, to become aware of how he/she might assist the teacher. Talks with the teacher about how to deepen parent understanding of important class or age transitional points.
- **Works with the class parent(s)**—Maintains regular communication and works in conjunction with the class parents. Working as a team allows the class liaison to support effective handling of class matters and responsibilities.
- **Attends class meetings**—Attend class meetings, which are wonderful resources—a way of developing parent understanding of the educational program and a forum in which to broadly address questions.
- **Attends monthly PA meetings**—Shares ideas or concerns with the goal of creating and maintaining healthy connections among the parents, teacher, and the school.

DIRECTORY OF CLASS PARENTS & CLASS LIAISONS
2011-2012

Class/Grade	Class Parent	Class Liaison
Butterfly	Jo Keller Jennifer Keady	Jen Baumgartner
Willow	Christina Sundvall- Bartolomeo Erin Purdie	Jen Baumgartner
1 st	Jo Keller	Alex Williams
2 nd	Liora Hill	Rene Bookoff
3 rd	Rebecca Hanson Reid LaClair	Tia Thompson
4 th	Marlo Thomas DeNeia Johnson Diane Schwartz	Jane Emory
5 th	Laurie Anderson Will Anderson	
6 th	Kelly Emerson Laura Freitag	Judith Geller
7 th	Jane Wolfrum Mark Garner	
8 th	Rick Kunkel Johanna Biehler	Kimberly Field
9 th	Valerie Grays	N/A
10 th	Alyssa Albinak	N/A
11 th	Randi Reiss-McCormack	N/A
12 th	Fredye Gross	N/A

SUSTAINABLE SCHOOL EVENTS AT WSB

Thank you for volunteering to steward an event at WSB! We're all striving to make every event at our school sustainable and GREEN... you can help. Green strategies for events range from implementing composting and recycling to creating a zero-waste event. Considerations include what kinds of products are purchased and where, the type of packaging, and their proper disposal. Communicating the strategies chosen can be accomplished by training, written communication, signs posted at the event, and even a dedicated volunteer who will help people find the proper destination for their trash at the event.

WSB has a new Sustainable Event Products Inventory (see sample list at end) to help all events be green. To help you use affordable, sustainable products without running all over town, some one-time use green products can now be purchased at cost through the School. There are also materials (i.e. tablecloths) you may need that the School already has for your use. The Facilities Manager, Terry Williams is the person to contact for information; he can be reached at 410-664-7714.

STRATEGIES

- 1. TRASH** Effective communication of the proper procedure for disposal of trash at an event must be a priority. Creating trash receptacle stations that are clearly labeled will help ensure proper use of our established system. Durable, reusable signs are available; ask Terry Williams for these signs if they are not with the trash cans. If it is possible, a smiling, enthusiastic, informed volunteer (including students) should be on duty at each station to help direct event attendees on proper waste disposal procedures.
- 2. BIN & BAG IT** Compostable items should be placed in biodegradable bags (available in small and large through the Sustainable School Event Products Inventory). Each bag should be used efficiently (compostable bags are expensive). Both types of bags are available from the School. Recyclables should be put in bins (not plastic bags).
- 3. PLAN IT** Please coordinate your waste handling plans with Terry Williams so that your volunteers know how and where trash and recyclables should be left after an event.
- 4. FEED THE WORMS** Specific plans for any compost will be needed as it is not picked up by the City trash service. *Whole Foods* has agreed to partner with WSB to handle compost from our major annual events; Alejandra Lorenzo-Chang is this program liaison. For any other event, check with Terry Williams as to how to handle compost.
- 5. SUPPLY THYSELF** Plates, cups, knives, forks, spoons, bowls, table coverings, and napkins are common items used at special events. The School has collected a number of tablecloths, utensils, baskets, vases, etc. that you might use; check with Terry Williams to determine what is available. You are responsible for cleaning items and returning them ready for use. Borrowing durable items for serving food and drinks that can be cleaned is an ideal green solution as well. If it is not possible to use durable serving ware and cloth, the next best option is to use recyclable and compostable alternatives. Choose compostable items if they are likely to be used for food so that cleaning can be avoided (items to be recycled typically need to be clean of food). Check which products are available through the School's new Sustainable Event Products Inventory; see Terry Williams to make arrangements for your event.
- 6. GET BULKY** - An item's packaging should be considered before it is purchased. Minimizing packaging and buying items that come in recyclable or reusable packaging will cut down on the waste. Buying in bulk

can reduce packaging and save money: buy large bottles and pour drinks into cups; avoid individually wrapped products. Plastic shopping bags and wrapping should be collected separately from other recyclables in a single large bag.

7. **BEAUTIFY** - Be conscious of avoiding materials in decorating for events that will end in the trash. Sticks, stones, shells, potted plants, glass, silks, lights, etc. are more sustainable choices than paper, balloons, or plastic items. Cut flowers can be used around the School after the event and eventually composted.
8. **CATER TO THE EARTH** - If possible, use eco-conscious catering services. Green catering practices include using recyclable or compostable serving ware and packaging, offering off-site composting service, serving natural, local or organic food, and serving finger food to avoid the need for serving ware entirely. WSB has worked with Classic Catering People, Plates Café, and Woodberry Kitchen when striving to be green; ask in the Development Office for other recommendations.
9. **GIVE A COLD SHOULDER** - Avoid plastic coffee stirrers, straws, any Styrofoam products, single serving juice boxes, small plastic bags (waxed bags are compostable!) and any other items that are not necessary and cannot be easily recycled or composted.
10. **AIM FOR ZERO** - Striving to put on a zero-waste event can be a fun challenge; it requires extra communication to event participants. A common strategy is to only provide receptacles for recyclable and compostable waste. All other waste must be taken with the event participants to be disposed of at their discretion.
11. **CLEAN UP YOUR ACT** - For event clean-up, coordinate with Terry Williams. Environmentally preferable products should be used. Disposable paper products such as paper towels should be avoided; reusable sponges and cloth or microfiber rags are best.

By planning ahead you can help to make every WSB
event a model of sustainability!

Easy Checklist:

- Match your list of event products needed with the School's new Sustainable Events Product Inventory; arrange with Terry Williams (410-664-7714) to borrow re-useable items and/or to purchase at cost one-time use items.
- Discuss the guidelines with your planning group. Educate your shoppers, decorators and set-up crew well ahead of time.
- Coordinate your waste handling plans with Terry Williams; he can give detailed instructions on how to be green.
- Educate your clean-up volunteers ahead of time.
- Arrange for informed volunteers (parents and students) to guide event attendees in the art of green waste handling (if not, be prepared to have someone "fish" through the waste at clean-up time to ensure proper disposal).
- Return all unused supplies in designated bags to Terry Williams for credit.

WSB's Sustainable Events Products Inventory

Save time and effort trying to find sustainable supplies for your event.

Check with Terry Williams to arrange purchase.

Typical items in stock may include:

- Cups
- Coffee stirrers
- Plates (6")
- Plates (9")
- Hot soup bowls
- Napkins
- Utensils
- Compost waste bags

Thank you for being a Friend to the Earth!

2011-2012 Major Events Calendar

OCTOBER

21 Harvest Festival 3:30-5pm Behind the Tamarind Building

NOVEMBER

11 Lantern Walk 5pm Children's Garden / 6:30 pm Grades 1-4

15 PA Meeting 7:00pm Class Parents and Liaisons , Music Room, Tamarind Bldg, 7:30-8:15
All Parents.

DECEMBER

3 Holiday Fair- All School Activities 10am-4 pm Tamarind Building- (With December 2 preparations) (Snow date: December 4)

JANUARY 2010

19 PA Meeting 7:00pm Class Parents and Liaisons, Music Room, Tamarind Bldg, 7:30-8:30
All Parents welcome.

FEBRUARY

MARCH

15 PA Meeting 7:00pm Class Parents and Liaisons, Music Room, Tamarind Bldg, 7:30-8:30

All Parents welcome.

APRIL

MAY

4 May Day / Grandparents Day (8:15 am – 1pm)

JUNE

2 Graduation - Class of 2012

7 Eighth Grade Celebration

Thank you!

CLASS PARENT RESPONSIBILITIES

CHILDREN'S GARDEN

The following is a list of activities in which your child's class will be involved. Remember: The class and school are depending on you to help with these activities during the year. We hope this work in community with the class parents brings you joy and a great sense of accomplishment. Thank you for stepping forward to take up these responsibilities!

Given that the Waldorf School of Baltimore is a Maryland Green School, we encourage you to think sustainably in every aspect of your tasks. Plan ahead to make your event green; refer to the "Sustainable School Events at WSB" guidelines for suggestions.

Think about the simple steps you can take: Choose natural materials and minimal/compostable packaging in your projects; coordinate with Facilities Manager Terry Williams to make your decorating, meal service, waste handling and cleanup as green as possible; be sure all of your volunteers have the instructions they need ahead of time. Get creative: How GREEN can you go?!

SEPTEMBER

Autumn Garden—Help teacher enlist parents or grandparents to fill the three character positions for the Autumn Garden. Enlist volunteers to decorate.

DECEMBER

Holiday Fair—Coordinate and manage a preschool-aged children's activity. See instructions.

APRIL

Spring Garden—Help teacher enlist parents or grandparents to fill the four character positions for the Spring Garden. Enlist volunteers to decorate.

JUNE

End-of-Year Picnic or Social—May be held before or after school closes.

HOLIDAY FAIR: PRESCHOOL-AGE ACTIVITY

Description

Enlist the help of your class's parents to coordinate and manage a children's activity aimed at preschool-aged children. (For the location of this activity, please check with HF Coordinators.) Previously successful activities have included candle dipping, playing a fishing game, making felted stars, rolling candles, decorating candles, gnome making, creating felt bracelets and necklaces, sifting for treasure, and making pine-cone bird feeders. Please consider the whole experience and create a complete scene with ambiance and décor. You may create your own activity as long as you coordinate with the other Children's Garden classes to prevent doubling up.

Post Event

Submit a summary of your class's experience on the feedback form, which will be provided to you. Include any pointers or recommendations for future years. This information will be very helpful to next year's Children's Garden parents, as well as the Holiday Fair planning team

CLASS PARENT RESPONSIBILITIES

1ST GRADE

The following is a list of activities in which your child's class will be involved. Remember: The class and school are depending on you to help with these activities during the year. We hope this work in community with the class parents brings you joy and a great sense of accomplishment. Thank you for stepping forward to take up these responsibilities!

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SEPTEMBER

Bean Bags—Bean bags are used for arithmetic lessons in the classroom. The teacher may request that parents sew the bags. Bean bags are made from baby wale corduroy (to prevent slippage) in two different colors—one of each color per child, approx. 4" x 4" square, filled with popcorn kernels. For more details, please talk with the teacher.

OCTOBER

Harvest Festival—Provide drinks and coordinate and set up the refreshment table. All parents of students in grades 1–5 will be asked to bring a dish to share. See instructions below.

NOVEMBER

Flute Cases—Kits for the cases are made and distributed to each parent for finishing. See instructions below.

DECEMBER

Holiday Fair—Staff the Spring Garden Store. See instructions below.

MAY

May Day/Grandparents Day—Organize and manage the bake sale and plant sale. See instructions below.

JUNE

End-of-Year Picnic- the class will invite 8th graders and their families. Because 8th graders are very busy at this time of year, check with the 8th grade class parents for dates.

HARVEST FESTIVAL (1ST GRADE)

Description

Provide drinks and coordinate refreshment table. Festival will be held from 3:30pm–5pm on the field behind the Tamarind Building.

Preparation

Buy drinks for the festival, such as juices, cider, flavored waters, etc. Keep in mind that many parents prefer low-sugar options. You may bring bottles or buy powdered mix and prepare it in large containers. Be sure water and ice are available. Plan on approximately 75 attendees.

Parents of students in grades 1–5 will be asked to bring a dish to share. To keep this event green, those parents are requested to bring utensils, plates, cups, etc., for their own family and any extras to share.

Day of Event

- Set **up** the drinks at the refreshment table. Two tables will already be set up with tablecloths: One is for drinks and the other for potluck dishes that grades 1–5 parents will bring. Help pour drinks

Post Event

Note on these pages any changes or pointers regarding this event for future years. This information will be very helpful to next year’s class. Submit your remarks at the end of the event to the PA

FLUTE CASES (1ST GRADE)

The children usually begin playing their flutes in December, so it’s a good idea to get the cases ready in November. You will buy the materials and put together “kits,” which will then be finished by each parent for his/her own child.

Cases measure 16.5" x 6.5". Buy enough felt to make one case per child.

Also needed are the following: One button per kit; embroidery floss for stitching the sides; sticky-backed felt (for name tags); and a fabric pen.

Each kit should include (in a plastic bag):

- one 16.5" x 6.5" piece of felt with a rounded top (draw a line across the top to show where the felt should be folded)
- one button
- floss
- one rectangle of sticky felt with child’s name written on it using a fabric pen
- directions (be sure to include a “return to teacher date”)

Instructions

Fold straight edge of felt up to line. Stitch up both sides. Cut a buttonhole in rounded top, align, and sew button onto case. Stick name tag toward the bottom front of the case.

This is just a general guide .Consult with your teacher to see if he/she has any specifications. You may want to ask the teacher how “personalized” the cases can be. Parents may wish to use their own buttons, etc. Consider making extra kits for a new student.

HOLIDAY FAIR: SPRING GARDEN STORE (1ST GRADE)

Description

Coordinate staffing the Spring Garden Store with Store Manager Shelly Hackman. The school store is currently located in the Children's Garden level of the Tamarind Building.

On the day of the Holiday Fair, however, the store relocates to a larger space for its expanded merchandise. The store manager and crew, assisted by 5th grade parents, will relocate the store on Friday afternoon/night before the Holiday Fair. Extra hands are always appreciated at the end of the Holiday Fair to help move items back to the store's permanent location.

Preparation

Recruit 1st grade parents to staff the store while the fair is open. You will need three volunteers per hour, starting at 9:30am until 4:30 pm. A sign-up sheet is a good approach, but you will need to be firm if some time slots don't get filled. Last year, the class parent simply assigned each family to a time slot and anyone who needed to change times, could arrange a trade with another family and just let her know. That system worked well for that class. It is NOT possible to watch your children while working a shift. Advise parents to arrange for a grandparent, friend, etc., to be on child duty while the parents are working at the fair.

Day of Event

Volunteers will total merchandise, accept payment, and wrap purchases in tissue. The store manager will provide cash boxes, change, receipt books and training.

Post Event

Submit a summary of your class's experience on the feedback form, which will be provided to you. Include any pointers or recommendations for future years. This information will be very helpful to next year's 1st grade class, as well as the Holiday Fair planning team.

MAY DAY/GRANDPARENTS' DAY BAKE SALE AND PLANT SALE (1ST GRADE)

Description

Organize and manage the bake sale and plant sale. Check with the school's Development Office in February for more information about May Day planning.

Preparation

1st grade parents provide the baked goods. Suggested baked items are cookies, brownies, blondies, whole cakes, and pies. Bag and price all items. Keep in mind that chocolate melts easily on hot days. In past years, Matt Williams (Daphne, Willow Room Asher) has donated plants and is a resource for wholesale plants.

Day of Event

- Setup begins at drop-off time (8:15am). The tables will already be in place. Depending on the type of plants being sold, you may use one or both tables for the baked goods. Make sure trash cans are close by.
- Sale takes place immediately following the May Pole Dance and continues until approximately 1:30pm.
- Clean up the tables at the end of the event.

Post Event

Note on these pages any changes or pointers regarding this event for future years. This information will be very helpful to next year's class. Submit your remarks at the end of the year to the PA

CLASS PARENT RESPONSIBILITIES

2ND GRADE

The following is a list of activities in which your child's class will be involved. Remember: The class and school are depending on you to help with these activities during the year. We hope this work in community with the class parents brings you joy and a great sense of accomplishment. Thank you for stepping forward to take up these responsibilities!

Given that the Waldorf School of Baltimore is a Maryland Green School, we encourage you to think sustainably in every aspect of your tasks. Plan ahead to make your event green; refer to the "Sustainable School Events at WSB" guidelines for suggestions.

Think about the simple steps you can take: Choose natural materials and minimal/compostable packaging in your projects; coordinate with Facilities Manager Terry Williams to make your decorating, meal service, waste handling and cleanup as green as possible; be sure all of your volunteers have the instructions they need ahead of time. Get creative: How GREEN can you go?!

AUGUST

Class Picnic or Social—May be held before or after school begins and at school or at a home or public place. The class picnic or social is a family event, so be prepared for siblings as well as class members and parents. Have a backup plan in mind if it rains!

OCTOBER

Harvest Festival—Provide, set up, and lead games and activities—something fun and exciting! See instructions.

DECEMBER

Holiday Fair—Coordinate and install decorations. See instructions.

St. Lucia Play—Bake St. Lucia buns. See instructions.

JUNE

End-of-Year Picnic or Social—May be held before or after school closes.

HARVEST FESTIVAL (2ND GRADE)

Description Provide, set up, and lead games and activities.

Preparation

- Decide on games appropriate for 1st through 5th graders. Activities such as pumpkin painting, sack races, bobbing for apples, or scarecrow-making are fun.
- Obtain materials needed through purchase and/or donations. The WCA provides pumpkins for painting and straw for scarecrow-making (parents need to bring old clothes).

Day of Event

- Set up the games or activities. The festival is open from 3:30pm–5pm in the field behind the Tamarind Building.

Post Event

Note on these pages any changes or pointers regarding this event for future years. This information will be very helpful to next year's class. Submit your remarks at the end of the year to the PA

Description

Coordinate and create decorations for the Holiday Fair, using existing materials and donations. Install everything the day before the fair. Decorate the following areas of the Tamarind Building: outside the front entrance, main lobby, Children’s Garden lobby, hallways (3), stairwells (2) and centerpieces for the diner and café tables. Check with the Holiday Fair Coordinator on the number of café tables to prepare for.

Preparation

Discuss the decorations with the Holiday Fair Coordinator, such as theme, reusing decorations in storage, etc. Pull materials and colors from nature—something wintery. Each class, including the Children’s Garden, will make holiday crafts that are often used to decorate the hallways. Communicate to each class teacher the theme (if applicable) and date on which you will collect decorations from each class. Do this several weeks before the fair and maybe send a follow-up reminder. Please contact the Holiday Fair Coordinator if special consideration is needed for expenses. *Any expenses must be pre-approved by the Holiday Fair Coordinator.*

Parents make up the decorating committee and create the overall vision. Together as a class, you can meet a number of times at different homes to make the decorations—a get-together that is a good community-building exercise and is fun.

Day Before Event Tasks

The installation takes place the day before the fair, starting in the morning. Contact THE Director of Administration, Larry Snyder, to see which areas are available at which times for setup and decorating. Most decorations are hung from ceilings or lighting fixtures. You may consider using fishing line and large bent paperclips to hang from the ceiling. The school has one very tall ladder (contact Facilities Manager Terry Williams), but you will probably need several more. If you attach decorations on glass, there is a special tape the school wants you to use.

It is advisable to start decorating during the school day. For example, you may be able to decorate the Tamarind Building lobby during Morning Lesson, when few children are moving about the hallway. Check first with Larry Snyder to make sure this is okay!

Try to organize your time well, because this is a time-consuming job. Remember that the 5th grade needs to set up tables as well, so you will be working in the same space.

ST. LUCIA BUNS (2ND GRADE)

Description

Make enough for the entire school, including the Children’s Garden, staff, and teachers (approximately 260). You may use any recipe you like or the one that follows. Many recipes call for just a bit of saffron. Because saffron is expensive, you might consider buying one container and distributing the necessary amount to each baker in a plastic bag. This approach will save everyone from buying it.

The class teacher may want the class to bake some of the buns during school. He/she may ask for parent volunteers to help with this task.

St. Lucia day takes place in December, just after the Holiday Fair. It is a busy time for 2nd grade, so you may want to have your bakers all lined up and ready to go well ahead of time to avoid a last-minute crunch.

St. Lucia Cats

The “cats” are curiously shaped buns traditionally served in Sweden at the dawn of St. Lucia’s Day. They are great favorites with young and old.

Yields 12 buns.

Ingredients

1 tablespoon active dry yeast	½ cup evaporated milk, undiluted
¼ cup warm water (105°–115°F)	6 tablespoon unsalted butter
3½–4 cups flour	½ teaspoon salt
pinch saffron	currants
1/3 cup sugar	sugar
1 egg	Glaze: 1 egg beaten with 1 tablespoon water

Preparation

1. Dissolve yeast in warm water. Set aside for 5 minutes.
2. Combine 2 cups flour, saffron, sugar, egg, evaporated milk, butter, and salt. Mix thoroughly.
3. Add enough remaining flour to make a soft dough. Knead on lightly floured surface until smooth—about 10 minutes.
4. Place in greased bowl, turning to coat top. Cover; let rise in warm place until double—about 1 hour.
5. Punch down dough. Divide dough into 12 equal pieces. Roll each piece into 12-inch rope. Shape by bending rope into a V, curling ends.
6. Place on greased baking sheet. Cover; let rise in warm place until double—about 20 minutes. Place a currant in each curl. Make glaze. Brush buns with glaze and sprinkle with more sugar.
7. Bake in a preheated 350°F oven about 25 minutes or until done. Cool in wire rack.

CLASS PARENT RESPONSIBILITIES

3RD GRADE

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Think about the simple steps you can take: Choose natural materials and minimal/compostable packaging in your projects; coordinate with Facilities Manager Terry Williams to make your decorating, meal service, waste handling and cleanup as green as possible; be sure all of your volunteers have the instructions they need ahead of time. Get creative: How GREEN can you go?!

OCTOBER

Harvest Festival—Clean up. See instructions.

DECEMBER

Holiday Fair—Run Rudolf's Diner and raffle off the afghan made in handwork class.

See instructions below.

JUNE

End-of-Year Picnic or Social—May be held before or after school closes.

HARVEST FESTIVAL (3RD GRADE)

Description

Clean up the refreshment table and potluck table and any trash or recyclables from the field behind the Tamarind Building. The festival is held on that field from 3:30pm–5pm.

Preparation

Recruit volunteers.

Day of Event

Cleanup starts when the Harvest Festival is over and most everyone has left. Keep the following in mind:

- Make sure trash cans and recycling receptacles are close by during the festival.
- Remove all decorations (you may want to keep them as this will be your job next year!).

Post Event

Note on these pages any changes or pointers regarding this event for future years. This information will be very helpful to next year's class. Submit your remarks at the end of the event to the PA.

HOLIDAY FAIR: RUDOLF'S DINER (3RD GRADE)

Description

Run “Rudolf’s Diner,” the primary food service for the Holiday Fair. Running the diner includes planning the menu, shopping for and soliciting grocery donations/gift cards, setup, cooking, serving approximately 400–500 people, and cleanup. The Diner is located in the Tamarind Building in the Children’s Garden. You may use the kitchen there, and the first two classrooms (the Sunflower Room and the Willow Room) are where the café tables will be.

Preparation

IT IS ADVISABLE TO START PLANNING THE MENU
AND SOLICITING DONATIONS IN SEPTEMBER

- **Plan the menu**—Due to limited kitchen and serving space, a simple menu offering two entrées (with or without meat) and a couple of sides has proven successful. Past offerings have included chili (with or without meat); goulash soup; vegetable soup; macaroni & cheese; red beans & rice; and the like. Be sure to have at least one entree vegetarian and plan to use seasonal ingredients. Don’t ask Whole Foods for tomatoes and strawberries! Think about drinks and bread selections. Assemble 100 bag lunches for kids.
- **Solicit grocery donations and/or gift cards**— Coordinate soliciting all goods (food, drink and paper etc.) from local businesses with Development Manager June Fletcher-Hill. She has a list of previous years’ solicitations and letter templates. Think about adding something from your class’s students in each solicitation letter, like a picture or a short note. Track each donation carefully so appropriate thank you’s are made.
- **Recruit volunteers** for setup; kitchen staffing; food distribution; cleanup; signage (menu and identification signs); and bookkeeper. It is suggested that shifts run 2 hours both the day before and the day of the event.

Supplies—In addition to ingredients for menu items, the following a list of supplies used at past fairs:

- 1,000 napkins
- chafing dishes or hot food plates
- 2 large crockpots
- 2 ladles
- power strip extension cord
- very large serving bowls
- approximately 50 lbs. of ice
- sharp knives for food prep
- cutting boards
- one or two large food processors
- paper towels
- hot oven mitts
- several large ice chests (approx. 5)
- aluminum foil to wrap carryout food or to warm food

- paper bags (or plastic) used for carryout

Read WSB’s “Sustainable School Events at WSB” guidelines carefully before soliciting donations or buying supplies.

Use compostable items, or at least recyclable ones.

We are aiming for ZERO TRASH!

Day Before and Day of Event

Rudolf’s Diner will serve between 11am and 3pm. Typically, three 8-foot tables are used for the diner. On the day before the fair, you may choose to assemble the kids’ lunches and prepare some or all of the dishes to be served on the day of the fair. Compost all food scraps. Complete all setup, including signage, the day before the fair.

Post Event

Coordinate thank you letters with June Fletcher-Hill. Submit your remarks at the end of the year to the PA via Betsey Gilbert at 1008betsey@gmail.com.

Note: 2008’s diner sales totaled \$2,200. 2009’s were \$1,800.

Your goal for 2011 is **\$2,200.00**. You can do it!

HOLIDAY FAIR: AFGHAN RAFFLE (3RD GRADE)

Description

Raffle off the afghan made in handwork class.

Preparation

Arrange in October to have photos taken of the students knitting the afghan. Make a poster for display at the Holiday Fair. Sales ahead of the event are key to your success.

Coordinate sale of tickets outside of school in the weeks before the Fair by

- printing tickets in early November
- giving each class student 100 tickets in an envelope with instructions and a flier to take home for Thanksgiving; they likely can sell that many to their family and neighbors!
- having a table at the Thanksgiving assembly to sell tickets as people arrive and leave
- communicating easy ways for students to pick-up more tickets as they sell the ones they have

Day of Event

Staff the ticket sale table at the fair. Have roaming students selling tickets, but please consider a way to avoid different students asking the same people multiple times, which has happened before.

Announce the winner at the fair at 3pm.

Note: previous sales totaled between \$1,400 and \$1,600

Your goal for 2011 is **\$1,800.00**. You can do it!

CLASS PARENT RESPONSIBILITIES

4TH GRADE

The following is a list of activities in which your child's class will be involved. Remember: The class and school are depending on you to help with these activities during the year. We hope this work in community with the class parents brings you joy and a great sense of accomplishment. Thank you for stepping forward to take up these responsibilities!

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Think about the simple steps you can take: Choose natural materials and minimal/compostable packaging in your projects; coordinate with Facilities Manager Terry Williams to make your decorating, meal service, waste handling and cleanup as green as possible; be sure all of your volunteers have the instructions they need ahead of time. Get creative: How GREEN can you go?!

OCTOBER

Harvest Festival—Buy or make and set up decorations for tables and surrounding areas. See instructions.

DECEMBER

Holiday Fair—Run the Children's Shopping Room. See instructions.

JUNE

End-of-Year Picnic or Social—May be held before or after school closes.

HARVEST FESTIVAL (4TH GRADE)

Description

Buy or make decorations for the tables and surrounding areas of the festival, which is held from 3:30pm–5pm on the field behind the Yellowwood Building.

Preparation

Think harvest festival decorations: pumpkins, flowers, gourds, mums, Indian corn, asters, and cornstalks.

Day of Event

Decorate the festival area and tables. Place tablecloths on the refreshment table and the potluck table (parents will be bringing dishes to share).

Post Event

Note on these pages any changes or pointers regarding this event for future years. This information will be very helpful to next year's class. Submit your remarks at the end of the event to the PA.

HOLIDAY FAIR: CHILDREN'S SHOPPING ROOM (4TH GRADE)

Description

Run the Children's Shopping Room in the 4th grade classroom in the Tamarind Building.

Preparation

- Collect handmade items for sale in the Children's Shopping Room. Items should be from natural materials, with a Waldorf aesthetic, and with a thought given to the environment. There is a binder of ideas to get you started, we suggest you start over the summer. Your class teacher can also make suggestions. If you really get organized you could be done before the school year starts!
- Run ads in the *Weekly* for items made by other parents and staff and organize the collection and storage of items that come in early.
- Price items between 1 and 5 tickets separating the items by price in different locations (that is, on separate tables).
- Recruit 4th grade parents/grandparents to staff the store for 2-hour shifts. Schedule shifts of 4 parents at a time to wrap items. An extra 1 or 2 parents need to remain in the room as shopping consultants for very young children. Those parents can rearrange the items throughout the day as things sell. The more 4th grade parents in the room, the better able we are to keep the children's frenzy energy to a minimum!
- Ask parents to bring in lots of old shopping bags so that children may place their purchases in them. Request donations of wrapping paper, gift bags, tissue paper, tape, scissors, etc., because you will be wrapping each purchased item. It is suggested that as many people as possible bring in their own supplies, because—as happened one year—the supplies may run out.
- Decorate the tables, creating magical scenes to display the items. Ask for playsilks, linen tablecloths, and old sheets to use as tablecloths, use wood branches, mobiles, baskets and ask the owners if they'd like those items returned or if you can save them for next year. We have eliminated the use of plastic tablecloths and anything disposable for the displays. Create price signs.
- Decorate the room with branches, snowflakes, and the like to create ambiance. This is a Waldorf experience and should feel special to the children. Use party lights, silks on the windows, and so on to soften the light. Avoid use of fluorescent lighting, if possible.
- Everything must be laid out and completely set-up the night before the event.

Day of Event

- The shopping room is open from 10am–4pm. Use the desks for displays and borrow additional desks if necessary from the 3rd grade classroom. You are responsible for returning these when you clean up. Cover the doorway with silks to maintain the children's shopping privacy. The children will be purchasing items with tickets, so you don't have to worry about making change.

- You will want to have 4 wrapping stations. One idea is to use paper bags decorated with stamps, go green and use newspapers or get creative for a unique look. A ribbon rack will keep ribbon from getting tangled, and tape dispensers are helpful. Have staplers handy. Only use re-usable ribbon.
- Monitor the door. You may need to remind parents that this is a shopping room specifically for the children. Parent shopping consultants are available in the room to assist smaller children.
- Invite the 3rd grade Class Parent in to see the room set up and general layout.
- After the fair, make a list of leftover inventory and pack all remaining items away safely for next year. Have boxes on hand and take everything including leftover wrapping paper into the basement storage. Return the room to its original layout, sweep the classroom floor, and you are finished!

Post Event

Submit a summary of your class's experience on the feedback form, which will be provided to you. Include any pointers or recommendations for future years. This information will be very helpful to next year's 4th grade class, as well as the Holiday Fair planning team.

CLASS PARENT RESPONSIBILITIES

5TH GRADE

The following is a list of activities in which your child's class will be involved. Remember: The class and school are depending on you to help with these activities during the year. We hope this work in community with the class parents brings you joy and a great sense of accomplishment. Thank you for stepping forward to take up these responsibilities!

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Think about the simple steps you can take: Choose natural materials and minimal/compostable packaging in your projects; coordinate with Facilities Manager Terry Williams to make your decorating, meal service, waste handling and cleanup as green as possible; be sure all of your volunteers have the instructions they need ahead of time. Get creative: How GREEN can you go?!

OCTOBER

Harvest Festival—Provide security. See instructions.

DECEMBER

Holiday Fair—Provide setup. See instructions.

JUNE

End-of-Year Picnic or Social—May be held before or after school closes.

HARVEST FESTIVAL (5TH GRADE)

Description

Provide security at the festival, which is held in the field behind the Tamarind Building from 3:30–5pm. It is very important that all festival-goers remain in designated areas.

Preparation

- Place a notice in the *Weekly* before the festival to advise parents that they must be responsible for their children at the festival and ensure that their children remain within designated areas for the festival.

Day of Event

- Clearly mark the boundaries of the festival area.
- Assign parents to monitor those boundaries.

Post Event

Note on these pages any changes or pointers regarding this event for future years. This information will be very helpful to next year's class. Submit your remarks at the end of the event to the PA.

HOLIDAY FAIR: SETUP (5TH GRADE)

Description

Setup includes setting up all tables and chairs, moving/setting up the Spring Garden Store, installing interior and exterior signage, and setting out recycling centers.

Preparation

Recruit volunteers—It is suggested that you have a sign-up sheet requesting volunteers for four areas:

- Tamarind Building (for tables/chairs & signs, 1 team for each floor)
- Spring Garden Store moves after 1pm on Friday; class parent needs to coordinate with Store Manager Shelly Hackman and Lisa Bechmann, Butterfly Room teacher.

This approach may help ensure an even distribution of volunteers. You need to coordinate with the 2nd grade decorating representative to find out when he/she will be installing decor in the buildings.

Day Before Event

Setup can begin right after school on the Friday before the fair and extend into the evening, if necessary. Setup entails the following:

- Set up tables/chairs (eating and vendor tables) in the Tamarind Building. If chairs are removed from any of the classrooms (that is, for the puppet show), check that they are labeled in advance (see Ed Meade). Set up recycling centers (this is new—check the “Sustainable School Events at WSB” guidelines on page 57 and with the PA’s Green Team); the Holiday Fair Coordinators will provide you with a detailed setup chart.
- Help move/set up the Spring Garden Store (see Store Manager Shelly Hackman).
- Install the interior signs in the both buildings (often suspended from ceiling tiles by fishing line).

Post Event

Submit a summary of your class’s experience on the feedback form, which will be provided to you. Include any pointers or recommendations for future years. This information will be very helpful to next year’s 5th grade class, as well as the Holiday Fair planning team.

CLASS PARENT RESPONSIBILITIES

6TH GRADE

The following is a list of activities in which your child's class will be involved. Remember: The class and school are depending on you to help with these activities during the year. We hope this work in community with the class parents brings you joy and a great sense of accomplishment. Thank you for stepping forward to take up these responsibilities!

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DECEMBER

Holiday Fair—Perform cleanup. See instructions below.

JUNE

8th Grade Celebration: Responsibilities to be announced at a later date.

End-of-Year Picnic or Social—May be held before or after school closes.

HOLIDAY FAIR: CLEANUP (6TH GRADE)

Description: Clean-up/remove/break down all decorations, tables, chairs, tablecloths, stage, trash, compost, recycling, and signage in the Tamarind Building. Sweep floors. The HF Coordinator will provide a detailed list.

Recruit volunteers—every family is expected to help. Parents can bring their (non-preschool age) children to help, but all at least one parent from each family should be present. The more hands on deck, the quicker it goes! Assign parents to one of five areas: outside, each floor (3), the stairwells.

Day of Event

Cleanup will begin at 4:15pm, after the fair ends. Cleanup entails the following:

- Take down all fair décor and signs from the Tamarind Building hallways, lobbies and stairwells. Check with the HF Coordinators regarding which decorations are to be kept in storage for the next year, how to label them, and where to put them. All signs are kept
- Take down the tables and chairs and load onto carts or return them to classrooms (and Tamarind Building lobby and classrooms, including Eurythmy room). Classroom chairs will be marked to help you find where they belong.
- Stack rented tables in the designated place.
- Bag trash, compost, and recyclables, and remove to appropriate places.
- Mop and/or vacuum (Tamarind Building classrooms, music room, hallways).
- Cheerlead: Keep morale up and set a time goal for finishing. Celebrate your achievements!

Post Event

Submit a summary of your class's experience on the feedback form, which will be provided to you. Include any pointers or recommendations for future years. This information will be very helpful to next year's 6th grade class, as well as the Holiday Fair planning team

CLASS PARENT RESPONSIBILITIES

7TH GRADE

The following is a list of activities in which your child's class will be involved. Remember: The class and school are depending on you to help with these activities during the year. We hope this work in community with the class parents brings you joy and a great sense of accomplishment. Thank you for stepping forward to take up these responsibilities!

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AUGUST

Class Picnic or Social—May be held before or after school begins and at school or at a home or public place. The class picnic or social is a family event, so be prepared for siblings as well as class members and parents. Have a backup plan in mind if it rains!

DECEMBER

Holiday Fair—Coordinate and manage the Children's Activity Room. See Instructions.

JUNE

8th Grade Celebration- Responsibilities to be announced at a later date

End-of-Year Picnic or Social—May be held before or after school closes.

HOLIDAY FAIR: CHILDREN'S ACTIVITY ROOM (7TH GRADE)

Description

Coordinate and manage the Children's Activity Room (for the location, please check with the Holiday Fair Coordinators - it might be your own classroom). Some activities that were done in the past have included jump-rope making (the school owns three machines for this), hair wrapping, beading bracelets, playing nerf sports, doing gingerbread decorating, kite paper stars, and making corn husk dolls. You may decide on your own activities as long as they are unique from those crafts being done in the Children's Garden activity rooms.

Post Event

Submit a summary of your class's experience on the feedback form, which will be provided to you. Include any pointers or recommendations for future years. This information will be very helpful to next year's 7th grade class, as well as the Holiday Fair planning team.

CLASS PARENT RESPONSIBILITIES

8TH GRADE

The following is a list of activities in which your child's class will be involved. Remember: The class and school are depending on you to help with these activities during the year. We hope this work in community with the class parents brings you joy and a great sense of accomplishment. Thank you for stepping forward to take up these responsibilities!

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AUGUST

Class Picnic or Social—May be held before or after school begins and at school or at a home or public place. The class picnic or social is a family event, so be prepared for siblings as well as class members and parents. Have a backup plan in mind if it rains!

DECEMBER

Holiday Fair—8th grade parents help students run two dessert cafés. See instructions, respectively. Students sell their handmade scarves.

MAY

May Day/Grandparents' Day—8th grade parents and students run the lunch sale. See instructions.

JUNE

8th Grade Celebration To be announced

8th Grade Gift

HOLIDAY FAIR: DESSERT CAFES (8TH GRADE)

Description

The 8th grade runs both the Tamarind Garden Café and the snack stand. Running these cafés includes planning the menu, soliciting donations, baking, setting up, serving, and performing cleanup. The Tamarind Garden Café is located in the Willow Room in the Children's Garden level and the snack stand (needs a better name!) is located in the second floor lobby of the Tamarind building.

Let the HF Coordinators know what your table needs are. In the past, two 8-foot and two 6-foot tables were used in the Garden Café, and one 8-foot table was used for the snack stand. Tablecloths will be provided and you are responsible for returning them to the school laundered and on a hanger the following week.

In the past, each location has provided coffee (regular and decaf); mocha coffee; tea; hot chocolate; and desserts. Feedback from previous fairs tells us we need to add some savory treats to this list also. Baked cheese sticks, bagels, crackers - whatever you like. Desserts are donated (past donors include Trader Joe's and Ms. Desserts) or made by families. Desserts include cakes, brownies, muffins, cookies, breads, pies, etc. Mr. and Mrs. Snyder will also bake, if asked nicely! Encourage the use of organic ingredients and reusable packaging. Check with the 3rd grade, which is running Rudolf's Diner next door to the café, to make sure you do not offer the same foods. As always, it is more beneficial to try to get donations for the food and drinks.

Please make every effort to be environmentally aware when deciding on product.

Use compostable or at least recyclable paper goods, and organic or natural, fair trade ingredients, where possible.

Refer to the "Sustainable School Events at WSB" guidelines for details.

You will need to request volunteers to sign up for work shifts. Remember to recruit people for Friday night to complete setup and Saturday cleanup after the event, as well as to cover the hours of the fair. Keep in mind that you have two locations to staff!

Consider doing a dry run on Friday night to head off any Saturday morning surprises!

If you can, please try to keep records of supplies, prices, amounts, and tips on how you handled the cafés. It would also be good to know which types of items sold well. Any information received will be added to this write-up for the benefit of those who come after you. *Thank you!*

Coffee

In the past, coffee has been donated by Zeke's which brought 4 full containers of pre-brewed coffee. 1 lb. bags were also sold during the fair. Use 4 pounds of regular and 2½ pounds of decaf as a guide. If brewing your own coffee, **the coffee pots must be turned on at 8:30am on the morning of the fair to ensure enough warm water by opening time.**

In prior years, the drinks setup in the Garden Café included the following: 60-cup coffee maker for regular coffee, 36-cup for hot water, 24- to 36-cup for decaf, and a large cold drink holder with cold water for coffee brewing.

The snack stand setup consisted of 24- to 36-cup maker for regular, 24- to 36-cup for decaf, 24- to 36-cup for hot water, and a large cold drink holder with cold water for coffee brewing.

Prices

The following are a guideline. Check with the Holiday Fair Coordinators pricing concerns. You may take tickets for food payment.

Bagels with topping \$1.00

Cookies \$0.50 (for 2)

Bars/small muffins \$0.50

Large muffins \$1.00

Specialty cakes & pies \$2.00–\$2.25/slice

Coffee/tea \$1.00 (I think we can up this to \$1.50 this year)

Hot chocolate \$1.50

Mocha drink ($\frac{1}{2}$ amount for one cup
[or $\frac{1}{2}$ packet] of hot chocolate mixed
with $\frac{2}{3}$ cup of coffee) \$1.50, or \$1.75
with whipped cream

Supplies

Here is a list of supplies you may need. Please use organic dairy and grains whenever possible. You will need to modify this list depending on which food items your class decides to offer.

- bagels and cream cheese
- half & half (5 quarts)
- milk ($2\frac{1}{2}$ gallons)
- soy milk ($\frac{1}{2}$ box)
- hot chocolate powder in bulk
- evaporated cane juice
- (1 bag)
- cans of whipping cream (5)
- compostable hot cups (1,000)
- compostable cold cups (500)
- compostable paper plates (small: 750–1000; large: 300)
- compostable forks/spoons/knives (1,000)
- napkins (1,000)
- food service gloves
- pie cutters/servers (3 at each site)
- sharp knives for slicing cakes (2 at each site)
- knives to spread cream cheese (2 at each site)
- plastic wrap
- sugar substitute (consider stevia or honey)
- plates/trays for serving display
- drink coolers with faucets for water (one at each site)

Post Event

Submit a summary of your class's experience on the feedback form, which will be provided to you. Include any pointers or recommendations for future years. This information will be very helpful to next year's 8th grade class, as well as the Holiday Fair planning team.

**MAY DAY/GRANDPARENTS' DAY
LUNCH SALE (8TH GRADE)****Description**

Coordinate the purchase of items, or solicit donations of items, for the lunch sale. Run the sale. **Check with the school's Development Office in January for more information about May Day planning.**

Post Event

Note on these pages any changes or pointers regarding this event for future years. This information will be very helpful to next year's class. Submit your remarks at the end of the event to the PA.

CLASS PARENT RESPONSIBILITIES

9TH & 10TH GRADES

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SEPTEMBER – JUNE

Special Duties as Assigned by Teachers

DECEMBER

Holiday Fair—Coordinate the Silent Auction. See instructions below.

MAY

12 Grade Graduation- Responsibilities will be announced

HOLIDAY FAIR: SILENT AUCTION

Description

Coordinate the school's Silent Auction to be held at the Fair. Solicit items from your class and from the wider school community. Run ads in The Weekly to gather items. Catalog items in a spreadsheet for tracking purposes. Write thank you letters to the donors. Determine starting bid and bid increments, then print bid sheets. Create gift certificates when necessary. Collect payment from winning bidders when the auction closes at 3pm and continue to track down bidders till all items have been paid for and claimed or delivered. See HF Coordinator for all necessary documents.

Your goal is \$2,000.

Day before

Cover the auction tables (location tbd) with tablecloths, silks etc. Set up a clipboard for each item with a pen and the item's bid sheet. Display the items behind the clipboard. Make sure everything is ready to go on Friday before 5pm.

Post Event

Submit a summary of your class's experience, including any pointers or recommendations for future years. This information will be very helpful to next year's 9th & 10th grades, as well as the Holiday Fair planning team.

CLASS PARENT RESPONSIBILITIES

11TH GRADE

The following is a list of activities in which your child's class will be involved. Remember: The class and school are depending on you to help with these activities during the year. We hope this work in community with the class parents brings you joy and a great sense of accomplishment. Thank you for stepping forward to take up these responsibilities!

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Note in a document any changes, comments or pointers regarding these events for future years. This information will be very helpful to next year's class. Submit your remarks at the end of each event to the PA.

SEPTEMBER–JUNE

Special Duties As Assigned by Teachers

DECEMBER

Holiday Fair- Parents staff the Admission tables for the Fair. Students create a class project. See instructions

JUNE

12th Grade Graduation- Responsibilities will be announced

HOLIDAY FAIR RESPONSIBILITIES

11TH GRADE – ADMISSION TABLES AND CLASS PROJECT

Parents: 11th grade parents are responsible for staffing the admission tables for the Fair from 9:30am till 4pm. Time slots should be allotted to each family, with everyone having the option to find someone to trade should the assigned time not be convenient. Hour and a half shifts are preferable, but the length of the shift will depend on how many parents you have in total. All parents should be encouraged to dress for the cold and will be provided with emailed instructions beforehand and all supplies on the day.

Students: Students create a whole experience that caters to younger children. They work with the US art teacher to brainstorm ideas and plan the space and activity. Students are responsible for set-up the day before, working during the Fair and breaking everything down after the Fair is done. This is a great opportunity to showcase the students' creativity, but the class parent should be prepared to encourage, motivate and assist where necessary.

CLASS PARENT RESPONSIBILITIES

12TH GRADE

The following is a list of activities in which your child's class will be involved. Remember: The class and school are depending on you to help with these activities during the year. We hope this work in community with the class parents brings you joy and a great sense of accomplishment. Thank you for stepping forward to take up these responsibilities!

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Note in a document any changes, comments or pointers regarding these events for future years. This information will be very helpful to next year's class. Submit your remarks at the end of each event to the PA.

SEPTEMBER- JUNE

Special Duties as Assigned by Teachers

DECEMBER

Holiday Fair—Staff the Admission Tables and Assist 12th grade with their activities.

MAY / JUNE

12th Grade Graduation- Responsibilities will be announced

HOLIDAY FAIR 12TH GRADE

ADMISSIONS TABLES & CG ACTIVITIES

Parents: 12th grade parents are responsible for staffing the admission tables (gate) for the Fair from 9:30am till 4:30pm. Time slots should be allotted to each family, with everyone having the option to find someone to trade should the assigned time not be convenient. 2hr shifts are the norm, but the length of the shift will depend on how many parents you have in total. Responsibilities include selling admission, giving out maps, selling event tickets, providing and checking hand stamps and providing general fair information.

Students: Students create a whole room full of several activities that cater to younger children. They work with the US art teacher to brainstorm ideas and plan the space and activity. Students are responsible for set-up the day before, working during the Fair and breaking everything down after the

Fair is done. Each activity should have materials and some decor to provide ambiance. Suggested activities include gnome making, felt necklaces, gingerbread decorating, treasure hunting, wet felting balls, sewing yarn balls - there is no limit! The school owns some limited supplies - other materials will have to be collected from families or received as a donation. This is a great opportunity to showcase the students' creativity and personalities, but the class parent should be prepared to encourage, motivate and assist where necessary.

We engage in many different forms of Fundraising for the school.

1. **SCRIP** Support our school without spending an extra dime. Daily purchases with a SCRIPS card make money for our school in a way that is nearly hassle-free. Our goal is to have 100% participation using this EASY Fundraiser. Setting up an account is easy and there are instructions in the WSB Weekly. Please email wsbscrip@gmail.com for more information or checkout the SCRIP website at www.shopwithscrip.com.
2. WWW. SCHOOLPOP. COM
3. Giant Bonus Bucks
4. Good Search Engine
5. Campbell's labels for education
6. Box tops for education
7. Recycling Printer, Copier Cartridges and Cell phones
8. Change for Change- the Giant Treasure Chest in the lobby of the Tamarind building- this money will go towards a golf cart for Terry Williams maintenance needs.

We need your help in promoting all of our Fundraising Efforts!!