

F-M A BETTER CHANCE MONTHLY CALENDAR 2013-2014

JULY/AUGUST

July 4 – Pancake Breakfast at St. Ann’s Church. St Ann’s Church and Christ Church sponsors. **Michael Johns**

TREASURER: Prepare financial statement for Sept. meeting. Pay taxes, Send budget to National. Prepare budget for upcoming year. Send to National.

RD’s: Send letter home welcoming parents with forms:

1. Final grades from new scholars
2. Copy of birth certificate or passport
3. Record of immunizations
4. Dental form from school (optional)
5. Physical form from school
6. Fairground Physician forms (3 pages)
7. Our forms: Student Medical Authorization
Parental Permission Form
School Permission Form
Medical Insurance Form
Driving/Travel Form
8. Copy of Insurance cards

RDS FOLLOW UP 2 WEEKS LATER BY EMAIL AND/OR PHONE
(FORMS DUE AUGUST 15)

CHAIR

1. Letter of introduction with Scholar Handbooks to families. Tell families date of return. (Sunday, 9/2 for all scholars)
2. Find out which committee heads will re-new, which committees need new chairs
3. Letter to Parents – Send letter for contributions for year.
4. Email Board to get volunteers for cleaning day 8/9/13
5. Write thank-you notes to both churches for July 4th breakfast and volunteer thx if outside of board.

HOST FAMILIES

1. Write thank you notes to host families, new host families as needed

HOUSE/RDs

1. Plan for repairs, painting, cleaning, check vacuum cleaners for working condition, etc.
2. Jeff Conkling (Down to Earth) – rug cleaner.

AUGUST

August 1 – Beginning of fiscal year Aug. 9- Anaren Service Day 8-11:30

Cleaning, blinds, clean rooms from 2nd floor down to main rooms, clean kitchen and pantry. They will supply cleaning materials. We supply rags and vacuum cleaners and food.

Cleaning crew from board if needed to finish what Anaren didn't get to.

RDS/STAFF

1. Training if needed,
2. Prepare house for girls: shopping, decorating, room assignment
3. Complete and send in free lunch forms, one for each student

CHAIR/ACADEMIC

1. Meet with academic chair and advisors, set up plan orient new advisors, Academic chair, get dates for all college prep tests for advisors, set policies, etc.
2. E-mail board about Welcome Back board and host family picnic on Sept. 11, get commitments on what bringing.
3. Check with Wanda regarding Fayetteville Festival
4. Meet with Student Selection re conference info regarding dates of app review
5. Notify Robin at Christ Church about dates needed?

HOST FAMILY CHAIR

1. Make sure all host families are in order. Background checks, handbooks, etc

HOUSE/STAF3

1. Contact Jerome Co. to service fire extinguishers.
2. Change batteries on smoke detectors, including hard-wired detectors.
3. Change hard-wired detectors 2013-2014
4. Call Doug Mapstone to check & service boiler and heating system

COMPLIANCE

Send insurance/etc to National

SEPTEMBER

Sept. 3- Scholars return
 Sept. - First day for returning scholars(except Link Crew which begins Sep 3)
 Sept. 3/4- First house meeting–review Scholar Handbook. MANDATORY ATTENDANCE BY ALL SCHOLARS AND STAFF.
 Sept. 5- NO SCHOOL-Rosh Hashanah
 Sept. 7—Link Crew Dance
 Sept. 8– Welcome Back picnic – Mill Run Park
Sept. 11 - First board meeting 7:30 – 9 at Christ Church next to ABC house
 Sept. 15- First visit to Host Families
 Sept. 23—Senior Parent Night(AA/RD attends)

RDs

1. Take pictures at Y for member card for new scholars/staff.
2. Arrange for fire drills in house.
3. Be aware of deadlines for ACT/SAT/PSATs
 Note: 10th graders can take in October, Juniors must take.

CHAIR/FINANCE /MAILING CHAIR

1. Check envelopes to make sure have enough for donor mailing
2. Check on envelopes/etc for mailing, order more if needed(Cheryle)

NEWSLETTER: Get ready for Fall mailing

ACADEMICS

Make note of standardized test dates, college fairs
 SENIORS START COLLEGE APPLICATION PROCESS

OCTOBER

Oct. 1 – House meeting
 Oct. 4– Middle of 1st marking period(Look for interim reports)
Oct. 4- ABC Welcome Back Dance
 Oct. 10-OPEN HOUSE (ACADEMIC ADVISORS ATTEND)
 Oct. 11 – No school – Staff Development/ Columbus Day(Note: some scholars may go home)
October 9-Board Meeting
 Oct. 10 – East Side College Night @ FMHS
 Oct. 12 VHA Community Service Day (AM) – Michael Johns?
 Oct. 17- NHS Inductions

HOUSE

Check furnace, chimney liner, etc.

FINANCE/CHAIR/MAILING

Write fund-raising letters

NOVEMBER

Nov. 5 – House meeting
Nov. 8– End of 1st marking period
Nov. 11 – No school – Veteran’s Day
Nov. 13 - Board meeting
NOVEMBER --TOPSPIN NYC
Nov. 15-Donor Mailing @ house
Nov. 26- Scholars go home for Thanksgiving after 7th(Early dismissal)
Dec 2-School Resumes

MAILING/BOARD

Send out donor mailing November 15.

TRANSPORTATION

Arrange rides for scholars to bus station, leaving on Nov. 22, returning on Nov. 27

RDs/NEWSLETTER

Submit ads to yearbook for seniors

DECEMBER

Dec, 2—School Resumes
Dec. 4 – House meeting
Dec. 9,10,11 1ST Quarter Conferences SCHOLARS/ACADEMIC/STAFF/BOARD
Dec. 11 – Board meeting
Dec. 14 – Middle of 2nd marking period (interims)
Dec. 20- Scholars go home after 7th period

ACADEMIC -- College bound Scholars hand in college applications

TREASURER – fill out 941 and WT4B forms

TRANSPORTATION

Arrange rides for scholars to bus station, leaving on Dec. 20, returning on Jan 5, 2013.

JANUARY

Jan. 5- Scholars return
Jan. 6- School resumes
Jan. 7 – House meeting
Jan. 8– Board meeting
Jan. 20- NO SCHOOL--MLK Jr Day
Jan. 31—No School Staff Development
Jan. 31- End of 2nd marking period

ACADEMICS/RDs

Seniors complete FAFSA and CSS
Start summer program discussions

PERSONNEL

Mid-year staff evaluations, RD and RAs, determine staff needs, start staff recruiting process, resign MOUs, etc.

STUDENT SELECTION

Applications are available for review from National
Begin Review process

FEBRUARY

Feb. 3- Junior parent night—Academic advisors/staff
Feb. 4 – House meeting
Feb. 12 – Board meeting
Feb. 11,12,13 2nd Quarter conferences SCHOLARS/ACADEMICS/STAFF/BOARD
Feb. 14- Scholars go home after 7th period
Feb. 23- Scholars return
Feb. 24- School resumes
Feb. Black History Month assembly TBD

TRANSPORTATION

Arrange rides for scholars to bus station, leaving on Feb. 15, returning on Feb. 24.

PERSONNEL: Follow up on staff decisions

MARCH

March 1- Dance Marathon
March 4– House meeting
March 12 – Board meeting
March 14– Middle of 3rd marking period
March 21-No School– Staff Development Day

TREASURER

Tax forms: 941, WT4B forms, and Employees Quarterly Federal Tax form

TRANSPORTATION

Arrange rides for scholars to bus station, leaving on March 28, returning on April 7

STUDENT SELECTION: Set up interviews, visits

APRIL

April 7—House meeting

April 9 – Board meeting

April 11- End of 3rd Marking period

April 14,15, 16 3rd Quarter conferences

April 17-Scholars go home for Spring Break

April 27-Scholars return

April 28-School Resumes

TRANSPORTATION

Arrange rides for scholars to bus station, leaving on March 28, returning on April 7

ACADEMICS

Focus on college plans/visits with Juniors

STUDENT SELECTION: Set up interviews, visits

MAY

May 6– House meeting

May 14- Board meeting

May 10– Junior prom

May 26– Memorial Day – No school

May 29- Awards night

ACADEMICS: SAT/ACT

STUDENT SELECTION: Prospective students visit

Make sure get immunization records for accepted new students

NOMINATING/BOARD: Recruit new board members

CHAIR/BOARD:

1. Sign up to bring food for final board meeting/celebration dinner

2. Let board know about July 4 breakfast, get volunteers

RDS/CHAIR

***Send letter home to parents – students must go home the day after last exam, except for seniors who wait for graduation**

JUNE

June 1 – Senior ball
June 3 – NO SCHOOL--Final house meeting: girls write thank you notes to host families, teachers who wrote recs for them, anyone else who has done something special for them
June 4- Final board meeting – pot-luck dinner, presents for seniors/staff,etc
June 12– End of 4th marking period-Last day of classes
June 20- Graduation.

TRANSPORTATION

Make arrangements for students to go home **the day after their last exam.**

RDs:

Students pack up personal things, clean rooms, do chores, fill out check-out list and show to RDs before leaving. RD's & RA's check rooms, common areas.
Students return calculators.
Students return house keys
Students return cameras to front hall bookcase.
Arrangements for families of graduates

TREASURER fills out 941 and WT4B forms

PERSONNEL:

End of year staff evaluations

Dates to be determined:

Staff meetings, please report to chair
Lunches with RDs and chair/vice