Woodward Academy Parent Community Frequently Asked Questions

NOTE: We ask that the Parent Community does not contact Facilities, Dining or IT directly concerning requests for meetings or events. WA has a work order system that is used by the school offices; therefore the school offices or the Parent Community Liaison, Lin Pahl, will process your requests.

Facilities:
Randy Stitt, Director
Building and Grounds Maintenance

Services provided through work order submitted by Lin or school Admin Assistant:
- Set-up including tables, chairs, platforms, risers, sign holders and small tents.
- Laminating and printing of signage for large events such as Super Goober Day.
- Transport items to and from the Parent Community Storage area

Business Office:
Carrie S. Gordon '99, Senior Accountant
carrie.gordon@woodward.edu
(404) 765-4024

Parent Community Treasurers are to contact Carrie Gordon with questions regarding SunTrust, PC accounts, etc.

Dining and Catering Services:
Carol Cottrell, Dining Services Director
Bernard Norton, Dining Services Asst. Director
Katie Hutchison, Catering Manager
Lavern Bailey, Events Administrator

Dining Services asks that parent-organized events remain (as far as possible) just that! However, Woodward Dining & Catering Services are able to assist for the preparation of your special events in several ways, subject to other school commitments and availability of items.

What Can We Help With?
- Food & beverages (certain approved calendar events only).
- Paper Products (disposable plates, bowls, silverware and napkins).
- Linen Tablecloths (a small variety of colors and sizes. Note, we generally do not stock disposable tablecloths).
- Coolers of ice.

What is the Process to Order Services?
- Check out a small sample of some of what we offer at http://www.woodward.edu/uploaded/support_files/PC_Catering.pdf
- We can customize to meet all other needs.
- Make sure that your event and the need for our catering services has first been approved and communicated to us via the appropriate channels.
To get answers to specific questions (e.g., pricing and availability of items, logistics, etc.) to help determine your event needs please contact your school office or PC Liaison, Lin Pahl, and provide a contact number or email address. A member of our catering team will then contact you to discuss. Always copy your school event administrator on such requests to keep them informed.

Dining Services requires at least one business week’s notice for food & beverage orders for basic events, and considerably longer for very large events requiring more planning (at least 3-4 weeks).

Due to order lead times, we require two weeks’ notice for Mayfield’s Ice Cream orders (the large 3-gallon tubs).

How to contact Dining Services:
- All requests for Dining/Catering Services are to go to the school office if you are chair of a school event. Committees-at-Large are to bring all your requests to the Parent Community Liaison, Lin Pahl.

IT Department:
Lee Connor, Assistant Vice President of IT & Transportation
Dan Morris, Assistant Director of Institutional Technology
Patty McIver, Web Manager

Need help with your device?
- Parents are welcome to visit the student IT help center.
- Location: IT building (next to Richardson Hall)
- Hours: 8 A.M. to 2 P.M., Monday through Friday

Services provided:
- The Woodward IT Department provides support for all wireless networks, projectors, and sound systems across the campus. Most of our common meeting spaces have a sound system and a projector with computer installed.
- Presenters are encouraged to bring materials on a USB drive when using a computer and projector.
- Please ensure you include your technology requirements when making your reservations for meeting spaces with your school office or PC Liaison, Lin Pahl.
- Works with Lin Pahl to manage PC web updates, mass emails and social media.
- Also outlet for e-cycling of technology for the school's community, email ecycle@woodward.edu.

Initiatives for 2015-2016:
- New carpool service website, to assist our families in finding carpool matches online
- Piloting a new learning management system called Haiku in the Middle School

Marketing and Communications (MarCom):

Here are a few helpful suggestions when preparing Parent Community publications, emails, etc.

TIMES:
- Correctly list times as a.m. and p.m.
- DO not need to say 12:00 p.m. or 3:00 p.m., just 12 p.m. and 3 p.m.
- If the time span is all within a.m. or all within p.m., no need to list it twice. It would be 12 to 3 p.m. or 9 to 11 a.m.
- However, if the time cuts across, you would put both, e.g., 11 a.m. to 3 p.m.

DATES:
- We do not use a “th” so it would be September 24 and not September 24th. September 11 and not September 11th.
- Nouns do not need to be capitalized unless they are proper. No need to capitalize snow cones or concessions or snacks in Carnival Snacks, etc.

STUDENT PHOTOS/NAMES:
- WN, PS and LS student photos can be displayed listing the initial of their first name and entire last name.
- MS and US student photos can be displayed listing both their first and last name.
Parent Community Communications:

- All PC school division newsletters will be sent as a link in the PC President’s newsletter. They should be submitted by school chairs in Smore format by the specified monthly deadlines.
- Include the Parent Community logo.
- Use word links instead of long URLs when possible
- For sign ups, consider Sign Up Genius. If using Google Docs, please share document with Lin Pahl.
- Protocol for sending the Smore newsletters:
  - Approval of Smore by school division administration
  - Send newsletter to Randi Zelcer and Pramoda Gorjala for review by monthly deadline
  - Make corrections or changes if needed; then Randi will send the newsletter to Lin Pahl for approval/edits
  - Lin will send final copy to Patty McIver for formatting and delivery
- Newsletter schedule:

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<th>Approximate date to be delivered</th>
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Monetary Collections for PC events:

- As of August 21, 2015, Senior Administration has requested that the Woodward Academy Parent Community follow policy regarding monetary donations.
- We are **NOT TO ACCEPT ANY MONETARY DONATIONS prior to November 1, 2015**. This period, at the beginning of the school year, is when Advancement promotes the Woodward Fund. Any other requests for money at this time can cause confusion among our parents.
- After November 1, 2015, we will need specific approval from Administration. More details are to come regarding the approval process.
- Cash donations for PC events are discouraged. If cash is accepted, a receipt must be provided. Checks are an acceptable alternative as well as an online method of collection such as Eventbrite.
- When treasurers issue contracts for PC events, amounts >$500 require verbal approval from the PC President. Contract amounts >$5,000 must be co-signed by the PC President.
The Parent Community Storage Room is located in Rosser Court behind the Civic Area of Woodruff Dining Hall, beside Admissions.

Lin Pahl has a key to this storage area. Please borrow this key for checking out items during business hours (7:30am to 4:00pm).

Red Parent Community tablecloths and aprons will be stored at the nearby home of Past PC President Rochelle Andrews to keep better track of these items.

Should you or your parent volunteers need the red tablecloths and aprons for PC functions, you may contact Rochelle directly by mobile text (770-235-8782) or email (LRA1996@yahoo.com). Please provide Rochelle at least 3 days notice as there could be multiple events taking place around the same time. If the cloths require washing after use, please launder before returning to Rochelle.