



# **VCS Ambassador Handbook**

**2019-2020**

Dear VCS Ambassadors,

Thank you for volunteering your time and energy to our Vermont Commons community!

As a VCS Ambassador, you serve many important roles:

- liaison between faculty, staff and the VCS community
- organize and assist in community-building
- help to organize social events
- spearhead faculty and staff appreciation
- support school-wide events
- support outreach in the broader community

This handbook contains information intended to help you better understand the role.

Thank you again for your contribution and collaboration in building our VCS community.

We look forward to working with you this year!

~The VCS Ambassador Team

# VCS CLASS AMBASSADORS LIST 2019-2020

## **Ambassador Leaders - any questions, contact:**

Cathy Townsend

Pauline Tyler

## **Grade Leaders**

6TH TBD

7TH Hollie & Rob Foley

Katharine Cohen

8TH Gillian Ehrich

9TH Jennifer Hall

Era MacDonald

10TH Susan Ames

11TH Andrea Bergstein

Pauline Tyler

12TH Joanne Vacarro

Mario Trabulsy

# VCS Ambassador Overview

## VCS Ambassador Role

### Liaison

- Welcome new families to the VCS community by introducing yourself, encouraging involvement, and offering information (with Jill Strawbridge)
- Help inform families about school activities and encourage involvement

### Social events

- Grade-specific Social Event(s) (parent-only or family-wide). Sept + 1
- School-wide Bonfire
- Fall Festival
- Winter Social (ie. Trivia Night)
- Spring Social
- Community Coffee monthly

### Faculty and staff appreciation

- Organize lunch (food donations, set up, clean up) and gift card drive

### School-wide events

- Arts Night - a showcase of student art and musicians
- Sibling Day
- Grandparents Day
- Peru Host Families
- Evening of Readings
- School Play
- Field Day - end of school sports, games and BBQ lunch at Oakledge Park
- Graduation

### Outreach in the broader community

- Attend community events and support recruitment
- Help with social media outreach
- Open House /Open Classroom

### Number of Ambassadors

A minimum of 2 Ambassadors per grade is suggested

### Time Required

The level of involvement varies according to the time you are willing to give and fluctuates during the year depending on the calendar of events.

Ambassador Meetings occur twice per month.

# Year At-A-Glance Calendar

## September

- Grade Social (Parent / Family)
- Bonfire
- Community Coffee

## October

- Fall Festival
- Community Coffee

## November

- Community Coffee

## December

- Sibling Day Dec. 5
- Arts Night Dec. 19
- Faculty and staff appreciation Dec. 20
- Community Coffee

## January

- Peru Host Families January 17-31
- Community Coffee

## February

- Winter Social - Trivia Night Feb. 12
- Open House Feb. 16
- Evening of Readings Feb. 18
- Community Coffee

## March

- Community Coffee Mar. 8 @ 8:30am
- Evening of Readings Mar. 12
- Open Classroom Mar. 17
- School Play Mar 20-21

## April

- Grandparents Day Apr. 3
- Open Classroom Apr. 7
- Community Coffee Apr. 16 at 2:00pm

## May

- Open Classroom May 5
- Spring Parent Social tbd
- Community Coffee May 14 @ 8:30am
- Arts Night May 28

## June

- Field Day June 11
- Graduation June 12

## **NOTES:**

### **Class List**

To get your class list emails, contact Steve Lausier

[slausier@vermontcommons.org](mailto:slausier@vermontcommons.org)

Emails are to be used for school purposes only.

### **Food Allergies**

There are severe allergies in the VCS community. Always consider food allergies when hosting or helping to organize an event with food. Donated items should be allergy-friendly and well-labeled.

### **Care for the Planet**

We encourage recycling and composting whenever possible.