

2023-2024 ISF PARENT NETWORK BOARD
Volunteer Self-Nomination Form

Print Name: _____

Email Address: _____

WhatsApp Phone Number: _____

**I present myself as a nominee for the following position(s) to be appointed by the
2023-24 ISF Parent Network Executive Board:**

COUNTRY REPRESENTATIVES

- International Representative (Liaising with Country Reps to establish cultural events and celebrations, including Taste of the World on May 25, 2024)
- Representative for Country: _____

KINDERGARTEN AND PRESCHOOL

- KG Class (A, B, C) Representative
- PS Class (A, B, C) Representative
- KG/PS Grade Level Representative (Representing all KG/PS for parties, field trips, decorating, etc.)

PRIMARY SCHOOL

- Grade 1 Class (A, B, C) Representative
- Grade 1 Grade Level Representative
- Grade 2 Class (A, B, C) Representative
- Grade 2 Grade Level Representative
- Grade 3 Class (A, B, C) Representative
- Grade 3 Grade Level Representative
- Grade 4 Class (A, B, C) Representative
- Grade 4 Grade Level Representative

MIDDLE SCHOOL

- Grade 5 Class (A, B, C) Representative
- Grade 5 Grade Level Representative
- Grade 6 Class (A, B, C) Representative
- Grade 6 Grade Level Representative
- Grade 7 Class (A, B, C) Representative
- Grade 7 Grade Level Representative
- Grade 8 Class (A, B, C) Representative
- Grade 8 Grade Level Representative

HIGH SCHOOL

- Grade 9 Class (A, B, C) Representative
- Grade 9 Grade Level Representative
- Grade 10 Class (A, B, C) Representative
- Grade 10 Grade Level Representative
- Grade 11 Class (A, B, C) Representative
- Grade 11 Grade Level Representative
- Grade 12 Class (A, B, C) Representative
- Grade 12 Grade Level Representative

Please select all that apply:

- I am a Parent Network member (required).
- I will attend the AGM on June 23, 2023 from 8:30-10:30 at ISF (encouraged).

Monthly board meeting scheduling preference

- 8:30-9:30 at ISF on these weekdays (select all that apply)
 - Monday
 - Tuesday
 - Wednesday
 - Thursday
 - Friday
- Online meetings in the evening (7-8pm)
- Other: _____

Signature: _____ **Date:** _____

Submit via email to ParentNetwork@isf.sabis.net or place in the PN's lobby drop box by **June 29, 2023**.

Vacant positions will be advertised at **ISF Welcome Day on Friday, August 25, 2023**. Board appointments will be confirmed via email.

ISF Parent Network

Description of Volunteer Benefits and Duties

Benefits of Volunteering as a Class or Grade Level Representative

As a member of the Parent Network board serving in the volunteer roles of Class Representative and/or Grade Level Representative, your input shapes every Parent Network activity during the school year. You are closely connected with ISF faculty as we cooperate on initiatives. You will be the first to know about PN activities, have the first opportunity to participate, and are a trusted voice within our parent community. Every CR and GLR will have a special badge insert with their position and WhatsApp QR code so that as you meet new parents, they can easily recognize you as a member of the board and join your group chat.

CLASS REPRESENTATIVE (CR)

- The CR is the first point of contact for the parents in a class. The CR has access to emails of all parents in class to use to coordinate playdates and activities for the class outside of school. These emails may not be used for personal reasons (i.e. to invite children to a birthday party for a select group within class, advertise personal business, etc.).
 - The CR sends an introductory email to all parents in the class at the start of the school year. A template is provided for customization. The email introduces the CR and Parent Network.
- When asked by the AQC or PN Executive board members, class representatives may request volunteers for field trips, on campus celebrations, event volunteers, volunteers for holiday decorating assistance, etc.
- While there is already a grade level WhatsApp chat group, the class representative may choose to create a chat group just for their class if there is interest. Sometimes class assignments, projects, and other information will vary from class to class and so this may be helpful if you have an active group of parents on WhatsApp.
 - Send timely reminders specific to your class and foster positive communication
 - For academic and behavioral questions, always refer parents to the emails of the AQC, counselors, etc. These emails are in the Student Parent handbook.
- Use collected monetary donations to provide a gift to the teacher before the Holiday Break and in June before the end of the school year.
- Each class is given a budget of €3 per child (amount is shared with you at the start of the year and does not change even as students withdraw and enroll) to use for initiatives to support the students. This may include: classroom supplies, supporting class projects and celebrations, costs associated with the events and playdates you set up outside of school, etc. We provide training for use of funds, including how to claim reimbursement from the allocated funds for your class.

GRADE LEVEL REPRESENTATIVE (GLR)

- The GLR is a parent who is **also a Class Representative** for a class within the grade. In addition to the CR duties below, the GLR assists in any full-grade initiatives such as PS/Grade 4/Grade 12 graduation, and planning and creating advertisements for whole-grade activities/events/playdates.
- **The GLR will be the Class Representative for any class within their grade level that does not have a parent volunteer for the position of class representative.**

COUNTRY REPRESENTATIVES

...are provided with a budget for cultural awareness and celebrations (list available). Payout takes the form of reimbursement via bank transfer after expense form and invoices are submitted. Country Reps work through the PN International Representative as the liaison to coordinate details and logistics with ISF.

Please let us know if you have any questions! ParentNetwork@isf.sabis.net.