

2020-2021
Family Informational
Packet

Welcome to Westlake Academy and the Westlake Academy House of Commons! The House of Commons (HOC) is the 501(c)3 Parent/Teacher organization at Westlake Academy. We are looking forward to a GREAT new school year!

Unlike many PTO's, we do not charge a separate membership fee to join. Each parent at Westlake Academy is automatically a member of the HOC. However, we ask that each family make an annual contribution to support the efforts of the HOC. The HOC Annual Fee provides the funds necessary to cover annual operational expenses, including the HOC website, online store, Spirit shop, as well as HOC events and teacher appreciation. Due to the unusual circumstances of the 2020-2021 school year, the fee has been reduced to \$15 per family for the current school year. As a benefit of paying the Annual Fee, members receive full access to the online directory through Membership Toolkit.

As a member of the HOC, you can assist with fundraising projects, participate in educational and social programs, or volunteer your time to help show the teachers and staff at Westlake Academy that they are appreciated! Through our fundraising efforts, the HOC provides much needed support to the school to "fill in the gap" on needs that cannot be satisfied within the school budget - such as speakers, bleachers, senior bricks, smart boards, etc. We also host many teacher/staff appreciation events throughout the year which are supported by parents, which we believe is especially important during this school year!

We hope this packet will provide you with some valuable information to help you navigate the 2020-2021 school year. Inside this booklet you will find board contact information, event dates, fundraising information and information about how you can volunteer your time within the HOC and at events held at the school hosted by the HOC. Please consider ways you can help the HOC continue to meet the ongoing needs at Westlake Academy.

So take some time and consider how you want to plug in to the HOC! We look forward to your new ideas and fresh perspective!

Jenna Probst

Speaker (speaker@wahoc.org) of WA House of Commons

Neeta Darnule

Vice Speaker (vicespeaker@wahoc.org) of WA House of Commons

The purpose of the Westlake Academy House of Commons is building, serving, and supporting the Westlake Academy community and the fostering of a first class education for ALL Westlake Academy students.

Visit our website at wa-hoc.org and follow us on Facebook, Instagram, and Twitter to stay up to date on all HOC happenings and calendar events!

2020-2021 WAHOC Board of Directors

***** Due to the closure of school since March, the WAHOC elections for the 2020-2021 school year have been postponed until September/October 2020. At this time, most board and committee positions have chosen to stay within their roles until our official elections can be held once we return to school in person. If you have any questions, or would like to consider a board or committee position for the 2020-2021 school year, please contact any of our current board members listed below.**

Speaker

The Speaker of the House of Commons acts as a liaison between the board and Westlake Academy parents and staff. The Speaker presides at all HOC meetings and is automatically a member of each HOC committee. They coordinate/ support the work of the officers and committees so that the HOC's objectives can be met. For questions, contact Jennifer Probst at speaker@wahoc.org

Vice Speaker

The Vice Speaker of the House of Commons acts as an aide to the Speaker. They perform the duties of the Speaker in their absence, such as presiding over HOC meetings when the Speaker is not present. The Vice Speaker also works with school representatives on ways to support the House System at Westlake Academy. The Vice speaker advances to the office of Speaker the following school year. Contact Neeta Darnule (Speaker- Elect Oct 2020) at vicespeaker@wahoc.org

Treasurer

The Treasurer is responsible for and has custody of all funds, chairs the budget committee, and prepares the annual budget for adoption by the HOC.

Makes disbursements as properly authorized, prepares financial reports for each meeting, ensures taxes, insurance and other federal/state documents are completed and submitted by the due dates, and prepares the books for an annual audit. Serves two consecutive years. Contact Mattie McCoy at treasurer@wahoc.org

Secretary

The Secretary is responsible for preparing an agenda for each official HOC meeting, taking minutes, as well as distributing those minutes to be approved by board members in attendance. The Secretary is also responsible for maintaining the membership database and HOC bylaws and overseeing the school's online directory (Membership Toolkit). Contact Tammy Reeves at secretary@wahoc.org

Communications Director

The Communications Director oversees all HOC communication distributed to families and staff at Westlake Academy on behalf of the HOC. We currently use Constant Contact to communicate with families and staff on a weekly basis, as well as Facebook (Westlake Academy House of Commons), Instagram and Twitter (@WAHOC). Additionally, the Communications Director is responsible for maintaining our website (wa-hoc.org) Contact Rich Cordrey at communications@wahoc.org

Fundraising Director

The Fundraising Director coordinates the retail affiliate programs (Kroger, Tom Thumb, Amazon Smile) and holiday gift cards for teachers and staff. Also oversees the committees for Kids Rule the School Day, Box Tops, EPI School Supply orders, as well as Spirit Restaurant Nights at local restaurants. We welcome any additional ideas for fundraising and affiliate programs. Contact Emily Bocan at fundraising@wahoc.org

Social Events Director

The Social Director plans and organizes events that help develop a sense of community at Westlake Academy. Two festivals are hosted annually - Monster Mash in the fall and Bandana Bonanza in the spring. They also help oversee and support the Daddy/Daughter Dance and Mother/Son event committees. Parent volunteers are essential for making these events a

success! Contact Mary Beth Rhea at social@wahoc.org to get involved.

Volunteer Director

The Volunteer Director solicits and coordinates volunteers for HOC events and projects throughout the year using [signup.com](https://www.signup.com). Want to get involved? Don't know where to start? As opportunities arise, requests will be sent out to families to see if you are available to help. Jump in where you want, doing the activities you are interested in as your time allows! Contact Khyati Patel at volunteer@wahoc.org

Community Director

The Community Director is responsible for planning social events to welcome new families and build community within our school. Events include: Tears and Cheers, New Family Breakfast, New Family Social, New Family Mentor Program, Grandparents & Special Friends Day, and other parent gatherings. There are so many opportunities to get involved. We hope that each family finds the perfect fit. Contact Chandrika Dasgupta or Jessica Smith at community@wahoc.org

Teacher Appreciation Director

The Teacher Appreciation Director coordinates the "Welcome back to school" Teacher and Staff luncheon prior to school starting, as well as Teacher Appreciation week and monthly Teacher Appreciation events such as lunch or snacks in the break rooms or a happy hour at a nearby restaurant.

Want to get involved to show your teachers that you appreciate them? Help out our teacher appreciation committee. Contact us at appreciation@wahoc.org

Spirit Shop Director

The Spirit Shop Director is responsible for coordinating the production and sale of Westlake Academy Spirit Wear, as well as maintaining the mobile spirit shop. Spirit Shop is open several times per month and at special events. Please check the HOC newsletter or Facebook page for our current schedule. Contact Elizabeth Allen at spirit@wahoc.org

Historian

The Historian is responsible for photo-documenting Westlake Academy events and creating an annual scrapbook. Have some great pictures you want to share? Please email them to historian@wahoc.org

Committee Chairs/Coordinators

Room Parent Coordinator

Works as the liaison between room parents and the HOC, and helps support room parent activities at HOC events when needed.

New Family Mentor Coordinator

Assign new families to existing families throughout the year. Coordinate communications and answer questions that mentors or new families may have.

Spirit Night Chair

The Spirit Night Coordinator reaches out to local restaurants to find fundraising partners for HOC Spirit Nights. Once the coordinator locates a good partner, he/she works with restaurant management to determine an event date and the percent of sales the restaurant will donate back to the HOC. The coordinator also works with the Communications team to promote the event on Westlake Academy and HOC social media channels, weekly newsletters (the HOC weekly email and the Communique), and through grassroots efforts (bulletin boards and handing out flyers in car line).

Social Media Chair

Keeps social media accounts up to date including but not limited to Facebook, Twitter and Instagram

MYP Liaison

Works as a liaison between HOC, MYP administration and MYP parents to help with communication and coordination of 2-3 "meet & greets" for the MYP community.

Uniform Resale Chair

Coordinates the collection, organization and resale of donated used school uniforms. Resale shops are scheduled a few times throughout the school year and special events. Supported by the Spirit Shop Director.

Mother and Son Event (Chair/Co-chairs)

Organizes the annual Mother and Son event during the fall semester. Typically includes Nerf war/dodgeball games, along with dinner & snacks. Supported by the Social Director.

Holiday Tree

Coordinates the setup and decorating of our holiday decor and trees throughout the school common areas during the month of December, along with taking down and packing away the decor after the holiday break. Supported by the Volunteer Director.

Kidz Rule the Skool

Coordinates with the school a day in May where kids are chosen to take over the teacher's and staff's place for the day. Includes the selling of tickets and implementation of the raffle, along with making t-shirts and providing breakfast for the children. Supported by the Fundraiser Director.

Daddy Daughter Dance Chair/Co-chairs

Organizes the annual Daddy Daughter Dance held in February. Typically includes coordination of a theme for decorating of the MPH, arranging dinner/dessert, creation and selling of tickets, corsages and boutineers for the girls and their dads or "significant others". Supported by the Social Director.

Bulletin Board

Decorates and maintains the bulletin board at the entrance of the PYP commons throughout the year to provide any important information for PYP parents and students.

House of Commons Reference List

(listed in alphabetical order)

Bandana Bonanza (B2) - PENDING for SPRING 2021

B2, our spring festival, is scheduled for Saturday, May 1, 2021. It is an event for the entire family. In the past it has included food trucks, inflatables, face painting, petting zoo, etc. Many opportunities for corporate and family sponsorships (tax deductible as a 501(c)3 organization to the extent allowed by IRS rules). If you are interested in helping please contact our Social Director at social@wahoc.org

Communications/ Constant Contact

WAHOC sends out a weekly email with upcoming news and information. This is our primary method of communication. In addition, all up-to-date information regarding the House of Commons, events and school happenings can also be found on our website and is shared on social media. If you are not receiving our emails, please contact our Communications Director at communications@wahoc.org

Website

Check out our website at www.wa-hoc.org for all up-to-date information on HOC and school related events.

Social Media

Facebook - "Like" us on Facebook for up to date reminders for HOC and Westlake Academy events. www.facebook.com/wahoc/ or search for WESTLAKE ACADEMY HOUSE OF COMMONS.

Additionally, each class has a dedicated Facebook page administered by parents where they can share class-specific information. The class pages are named Westlake Academy Class of 20xx (enter appropriate graduation year).

Twitter - Follow us on our handle @WAHOC

INSTAGRAM - Follow us on at westlakehoc

Daddy Daughter Dance - PENDING FOR SPRING 2021

Scheduled for Saturday, February 13, 2021, this is a special event for PYP girls and their daddy or other significant male in their life. Normally, the second grade parents are in charge of making this night magical with the support of the Social Director. If you are interested in helping or have some great ideas please email social@wahoc.org

House Shirts

Entering students will receive one house shirt following their house assignment. These shirts can be worn on any Spirit Friday and are required for all PYP students to wear on Field Day (Pending for Spring 2021). Additional house shirts can be purchased through the Spirit Shop. For information on house shirts please contact Elizabeth Allen at spirit@wahoc.org

Monster Mash (M2) - Trunk or Treat Only for Fall 2020

M2, our Halloween-themed Fall Festival, is scheduled for Saturday, October 24, 2020. It normally includes a Trunk or Treat, costumes, games, haunted house, and much more. Currently, while still in planning stages, adjustments are being made for the safety of all attendees. If you are interested in helping with this fun event please contact our Social Director at social@wahoc.org

Mother Son Event - CANCELLED FOR FALL 2020

The Mother Son event is cancelled for the 2020-2021 school year. It is an event for moms and sons to enjoy a fun evening of nerf wars and dodgeball. If you are interested in helping with this fun event please email social@wahoc.org

Proposals/ Grants

Parents or staff may submit a funding request to the HOC. Proposals submitted may require coordination and/or approval from the appropriate staff at Westlake Academy. Proposal forms may be obtained from an HOC board member or through a link on the HOC website. The completed proposal and supporting documentation should be submitted to the Speaker at speaker@wahoc.org and will be discussed at the next appropriate HOC board meeting.

School Picture Day

Individual photos are scheduled to take place on October 5th, 2020. Senior Pictures are scheduled for October 12th, 2020. This is typically the first day of dress uniform. Class pictures and make up pictures typically occur in the spring. The HOC coordinates picture day and will need volunteers to help on these days.

Spirit Shop

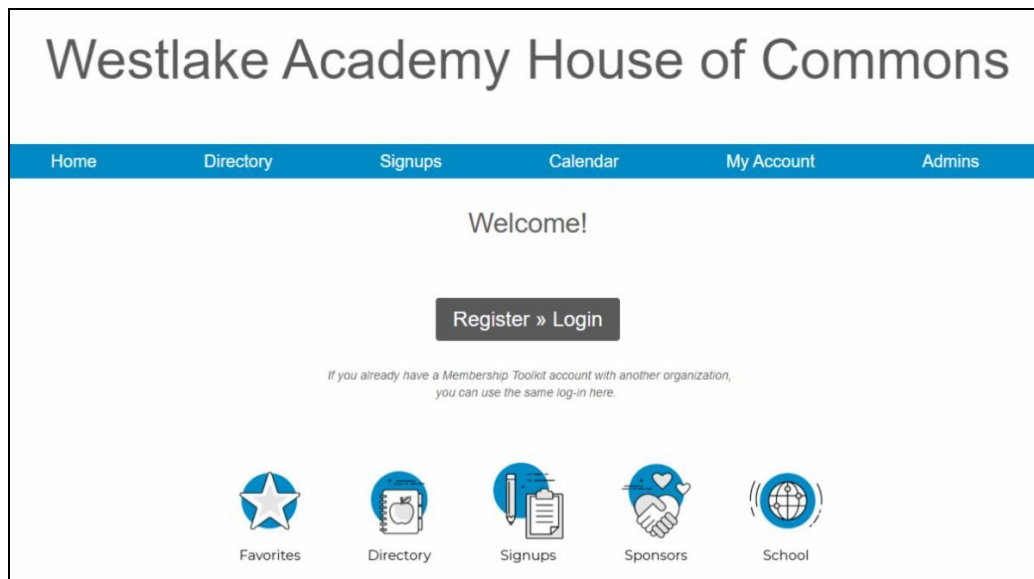
Our Spirit Shop for WA school spirit wear, house shirts & accessories normally operates out of the Spirit Shop trailer (typically located on the Arts & Science patio). It is open several times per month and at special events. In addition, we currently have a Facebook group for recurring live events and online sales. Please check our weekly HOC email or Facebook page for the current schedule. Spirit wear tops can be worn on Fridays with uniform bottoms. To be added to our Facebook group,

search WAHOC Spirit Shop or contact our Spirit Shop Director at spirit@wahoc.org

Resale

Kids grow like weeds. Help other WA families by donating your gently used uniforms to the HOC. We will host several “uniform resale” events throughout the year for WA families to purchase uniform pieces for \$5 or less. Parents can drop off their uniforms in the brown bin located on the left side of the PYP Commons between the fireplace and the library. For any questions, please contact our Resale Coordinator at resale@wahoc.org

Membership Toolkit - WA Online School Directory



Our online school directory is now on Membership Toolkit!

Westlake Academy families can stay connected with the community using Membership Toolkit, our new directory service. You can pay your HOC fee and get access to contact information for your childrens' friends and family!

As we kick off the new school year, we are working to update the online school Directory. If you have not yet received an email to update your information, we invite you to visit wahoc.membershiptoolkit.com to update your family info in your

Membership Toolkit Account. (If you have not previously set up your account, please follow the instructions below.)

During the update, you will also have the option to pay your annual HOC fee online. Paying the HOC fee will unlock full access to search the online directory. Please note that the HOC fee has been reduced to \$15 per family for the current school year.

Instructions for First Time Setup

Here's what you need to do:

- Go to wahoc.membershiptoolkit.com
- Click on the Register/Login button.
- Select "Create Account" and fill in the name, email, and password information. *Please use the email address on file with WA (where you received this message) to link to your existing family profile*
- Click "verify my email" and then check your email for a link to complete the process. The link expires in 2 hours. If you do not receive the email, check your spam or junk folders.
- Once you have verified your email address, log back in and finish the registration process.
 1. Complete the Parent/Family and Student Information.
 2. Complete the Directory/Publish Preferences.
 3. Once these forms are complete, you will be presented with the option to pay the HOC fee.

Once the Primary Account is set up, the Primary User can "invite" other email addresses to access his/her account. This allows the Secondary User to have their own login information, but still have access to the family account.

Questions? - Please don't hesitate to contact us at secretary@wahoc.org

Fundraising Opportunities - Shop For School

<https://wa-hoc.org/fundraising>

The HOC participates in a variety of programs and events dedicated to earning money for our school – while providing value to our families. Turn money you are already spending into Fundraising for Westlake Academy! Also, check out our website for specific links and/or forms to sign up for the various programs listed.

- Restaurant Spirit Nights
- House Shirt and Spirit Shop Sales
- Retail Affiliate Programs (Kroger, Tom Thumb, Mabel's Labels)
- Scrips
- Box Tops for Education
- Flipgive
- Amazon Smile

Amazon Smile



AmazonSmile is a simple and automatic way for you to support the HOC every time you shop, at no cost to you. When you shop at smile.amazon.com, you'll find the exact same low prices, vast selection and convenient shopping experience, with the added bonus that Amazon will donate a portion of the purchase price to your favorite charitable organization.

To shop at AmazonSmile simply go to smile.amazon.com from the web browser on your computer or mobile device. Choose **Westlake Academy House of Commons** as your charity of choice.

The AmazonSmile Foundation will donate 0.5% of the purchase price from your eligible AmazonSmile purchases.

Kroger



Link your Kroger Plus card to Westlake Academy to help WA receive funding through Kroger Community Rewards.

1) Go to **www.KrogerCommunityRewards.com** and create an account.

2) Once you create an account you will receive a confirmation email.

3) Activate your account via the link in the confirmation email and establish Westlake Academy House of Commons as the organization.

Tom Thumb



Through the Tom Thumb Good Neighbor Program, you simply fill out the Good Neighbor program form, including both your Rewards Card number and the school's exclusive charity number (WA Charity number: 10712), and return it to the Courtesy Booth. That's it!

From that point on, the purchase price of groceries will automatically be recorded to your Westlake Academy's Good Neighbor account, and a check for 1% of the total is sent directly to the WAHOC each quarter.

Flip Give



A new way to fundraise, Flipgive is an online shopping site that allows the school to get paid while you connect with the stores where you already shop. Go shopping online and locally with hundreds of popular brands to earn cash

back for our school.

www.flipgive.com/teams/93677-westlake-academy

Mabel's Labels



Keep items out of the lost and found while making money for Westlake Academy HOC!

Mabel's Labels is the best-known brand of durable labels for families. They're extremely durable, they're laundry, dishwasher and microwave safe – and 100% guaranteed.

Please visit campaigns.mabelslabels.com and search for our organization name to place your order and support our fundraiser.

Scripts



(Sign up using the WACode:355CDE9A22243)

Order gift cards for over 750 of the most popular brands at ShopWithScrip.com, from groceries to coffee to entertainment to gas. A percentage of each gift card purchased goes directly to Westlake Academy.

Box Tops



Did you know Westlake Academy earns 10 cents for every box top collected?

You can find box tops on hundreds of products you probably already have in your pantry or home. It's time to start earning prizes for turning in Box Tops to the PYP front desk or directly to your student's teacher.

**NEW THIS YEAR!! THE NEXT GENERATION OF BOX TOPS IS HERE.
BOX TOPS CAN BE SUBMITTED ON YOUR PHONE APP!!! NO MORE
CLIPPING...SCAN YOUR RECEIPT.**

locate the app here: <https://www.boxtops4education.com>

Spirit Restaurant Nights



Scheduled throughout the school year, dine-in or takeout with other WA families while the HOC earns a percentage of restaurant sales. If you own a restaurant or want to help please email fundraising@wahoc.org

Where do HOC funds go?.....

Here is just a small list of HOC hosted events, funded items, as well as many areas where HOC was able to lend its support last year, all of which would not have materialized without everyone's help and dedication:

- 1st Day of School Tears & Cheers
- Back to School Teacher Gift Cards
- New Family Breakfast
- New Family Social
- New Family Mentor Program
- Monster Mash Fall Festival & Pumpkin Contest awards
- Grandparents & Special Friends Day
- School Holiday Tree & Decorations
- Monthly Teacher Appreciation Lunches, Gifts & Happy Hour
- Teacher Appreciation Week Pie Deliveries from Judy Pie
- Mother/Son Nerf War-Dodgeball Event
- Daddy/Daughter Dance
- Spirit Nights at local restaurants
- School Picture Day
- School Directory
- Gallery Night Fund an Item & Spirit Shop Silent Auction items
- Graduate board
- Senior bricks
- Teacher of the Year Awards
- New WA Athletic Gear
- Supplies for Nurse's Office
- Contribution for Screenagers screening at Harkins
- MYP Breakfast at Meat U Anywhere
- DAWGS Appreciation Breakfast
- WA Faculty Gift Card Project
- Uniform Resale Shop
- Spirit Shop
- ...and so much more



Westlake Academy House of Commons Parent Volunteers

<https://wa-hoc.org/volunteer>

~We Need Your Help!~

Want to get involved? Don't know where to start? Contact the Volunteer Director to get added to our database.

As opportunities arise we will send out email requests to see if you are available to help. Jump in where you want, doing the activities you are interested in, as your time allows! Contact our Volunteer Director at volunteer@wahoc.org for any additional questions.

Even though many of our events are cancelled or postponed during this unusual school year, we'd still love to connect with you and will always appreciate your time and effort to help make this an amazing year for our teachers, staff, parents and students. We will also always appreciate input and ideas for future pending events later this year, as well as next school year.

Here is a list of our Annual Events where volunteers are always needed:

- New Family Breakfast**
- New Family Social**
- Picture Day
- Resale Shop
- Spirit Shop
- Monster Mash (Trunk or Treat)
- Bandana Bonanza
- Student Socials
- Teacher Appreciation
- Gift Cards Fundraising
- Sponsors/Donations
- Website
- Bulletin Board
- Daddy Daughter Dance
- Mother Son Event
- New Family Mentor Program
- Kidz Rule the Skool
- DAWGS (Dads of Westlakes Great Students)

**Cancelled for 2020

Westlake Academy House Of Commons Event Calendar 2020-2021 (UPDATED 8/17/20)

	<i>Event</i>	<i>Where</i>	<i>Time</i>
August			
** All HOC Events have been cancelled for August**			
September			
9/1/2020	WAHOC Monthly Meeting	via ZOOM	1:00pm
9/11/2020	New Family Coffee - POSTPONED	Dining Hall	SPRING 2021
9/18/2020	Room Parent Meeting	via ZOOM	TBD
9/26/2020	Mother/Son Event	MPH/Gym	CANCELLED
October			
10/6/2020	WAHOC Monthly Meeting	ZOOM	1:00pm
10/24/2020	Monster Mash - TRUNK OR TREAT	TBD	TBD
November			
11/3/2020	WAHOC Monthly Meeting	via ZOOM	1:00pm
11/20/2020	Grandparents Day	MPH / Gym	CANCELLED
December			
12/1/2020	WAHOC Monthly Meeting	via ZOOM	1:00pm
January			
1/12/2021	WAHOC Monthly Meeting	TBD	TBD
February			
2/2/2021	WAHOC Monthly Meeting	TBD	TBD
2/13/2021	Daddy Daughter Dance - PENDING	MPH	TBD
March			
3/2/2021	WAHOC Monthly Meeting	TBD	TBD
April			
4/6/2021	WAHOC Monthly Meeting	TBD	TBD
May			
5/1/2021	Bandana Bananza - PENDING	School Campus	TBD
5/4/2021	WAHOC Monthly Meeting	TBD	TBD



Family Mentor Program

[Click Here to Submit a Family Mentor Request Online](#)

Thank you for your interest in the Family Mentor Program. We will be matching new families with existing families to help new families get acclimated to Westlake Academy. We will do our best to match families with children of similar ages, so please be sure to include that information on your form. When a match has been made, the families will be provided with each other's contact information. The Family Mentor Program is a wonderful parent-to-parent connection, allowing for questions and curiosities about the school to be discussed in a casual, friendly forum.

For questions, please contact us at our email address newfamily@wahoc.org

_____ We are a new family

_____ We are an existing family

Parent(s) Name: _____

Phone: _____

Email: _____

Student(s) & Grade: _____
