

**Parent Faculty Association
Community Policy and Procedure Guide**

Updated 04/20/2008

Contact Amanda Nagele, Development Department for ALL of the following services at ASP. anagele@asparis.fr

TO RESERVE – Facility Requests

- Performing Arts Center
- New Gym
- Field House
- US Cafeteria
- LS Cafeteria
- New, US, MS, LS Lobby & LS Atrium
- Conference Rooms (US Conf Rm, Café Conf Rm, & Pilar’s Board Rm)
- All space on campus

TO ORDER – Cafeteria Services

- Food service
- Beverage service
- Request suggested price list

TO ARRANGE I.T. SUPPORT

- For computers or sound system

TO ARRANGE MAINTENANCE

- For podium, tables, chairs or carpet tiles in New Gym and Field House
- Portable staging and outdoor cooking grill’s

TO CONTRACT MAINTENANCE, CLEANING & SECURITY

For every event on campus a contract must be signed by Jane Narich, Director of Admin. and Dev. and the PFA President for ASP employees. The PFA President and Treasurer have a copy of the guideline for estimates – last updated 12/2007.

Other Policy Guides and Procedures

Bio-Products provided by PFA:

The PFA supplies will be available to any member of the ASP community that requests them. Place orders through PFA Kitchen and Storage Manager. Forms are in mailbox behind reception or on our website. Detailed instructions are included.

PFA Fund Requests:

Fund requests for items outside of the school budget, that are beneficial to the children may be applied for by completing the PFA Fund Request form. Complete instructions are written at the top of the form.

PFA Reimbursement Requests:

Reimbursement forms are found on the website and may be applied for by completing the form and following the instructions written at the top of the form.

Head Liaisons: US, MS, LS additional funds:

All beverages for coffee's and open house are to be paid by the Director of each Division. Any additional food brought to these events will be paid for by the PFA. This is a separate budget item in total for all three schools.

Green Team Contact for Events:

2007/2008 the advisor for the Green Team is Anne Bayley at abayley@asparis.fr. Contact her about an event to have recycle bins for plastic and cans arranged.