

PTA Board & Committee Chair Job Descriptions

What helps to make Franklin such a great community? Our parent volunteers of course! Franklin School takes great pride in its tremendous parent volunteer support. You can really make a difference!

We hope that the following information will help you find a role and answer your basic questions about how to join in Franklin School's volunteer effort.

Contents	page
- Introduction & Overview of a PTA Role	2
- PTA Board Descriptions	3
- Committee Chair Descriptions	5
- Classroom Role Descriptions	11
- Frequently Asked Questions about Volunteering	13

Thank you for your contribution to our community!



Introduction & Overview of PTA Roles

Franklin School is a wonderful community because of its extensive parental support and the volunteer contributions of people just like you! Job descriptions for PTA board and committee chair roles are on the following pages. To get you started, here are the answers to a few commonly asked questions:

What PTA board positions are available?

PTA board positions are open to any Franklin parent and do not require previous board or PTA experience. If you are interested in a PTA board position for the following school year, you should contact the parliamentarian or a nominating committee member in January or February.

How do PTA board positions get filled?

A nominating committee, coordinated by the current parliamentarian, is elected in January of each school year. This committee then seeks out nominees for each board position and presents a slate of candidates to the membership at the March PTA meeting. Board elections are conducted at the April PTA meeting.

How do PTA committee chair positions get filled?

Once a PTA board is elected, the PTA president for the following school year will begin seeking individuals to fill committee chair roles. If you are interested in a PTA committee chair position for the following school year, you should look for announcements in the *Franklin Falcon*, or talk to the President-Elect in April or May.

What are the basic and shared job responsibilities of board members and chairs?

- Help to recruit and train your successor
- Keep binders up-to-date; maintain good files
- Attend PTA meetings whenever possible

What are the basic job responsibilities of board members?

All of the above, plus:

- Attend board meetings scheduled as needed throughout the school year
- Act as liaison between President and board and those Chairs who fall in to your subject area (e.g. VP-Fund Raising needs to serve as liaison between PTA Board / President and chairs of walk-a-thon, carnival and gift wrap).

What kind of files should I keep?

It is a great help if you create and/or audit a binder for your position and to have a short orientation when you hand it over to your successor. An ideal binder contains a summary of the position, a calendar or timeline for your job or event, your budget, vendors used, ideas you tried and liked or didn't like, fliers you created, feedback you received, and anything else you think would help your successor to get a good start.

Board Position Descriptions

President

Time Commitment:	4-8 hours per week
Busiest Times of Year:	Busiest at the beginning of the year but flattens out quite soon; additional special projects as desired

- Manage overall objectives and strategies of PTA
- Act as liaison between parents and principal / staff
- Recruit all PTA Committee Chairs
- Create agenda and facilitate monthly PTA meetings
- Create agenda and facilitate about 3-4 PTA board meetings
- Write a periodic "PTA News" bulletin for the *Franklin Falcon*
- Create a mailing for all Franklin parents in August
- Create school calendar and budget with Principal and Treasurer
- Speak at Back to School Night and other events
- Attend (or designate someone else to attend) monthly PTA Council meetings, a consortium of the PTA Presidents from all BSD schools that meets in the District Office. Some evening work is involved with this group, too.

VP – Library

Time Commitment:	50 hours across the school year
Busiest Times of Year:	Early in school year for creating schedule and training

This role is primarily to organize and mobilize volunteers for the library. It involves creating a volunteer schedule, training new volunteers, working with the librarian to implement or assist in library activities (e.g. book groups or events), and providing back-up when volunteers are unable to come in.

VP – Fundraising

Time Commitment:	2 hours per week; much more during peak times
Busiest Times of Year:	Around our three major fund raisers – carnival, walk-a-thon and fall gift wrap sale.

Recruit and support committee chairs for key fund-raising events. Continue to monitor success of fund-raisers and to recommend changes to fund raising objectives and strategies at Franklin.

VP – Technology

Time Commitment:	20-30 hours per year
Busiest Times of Year:	First few weeks of the school year

The VP-Technology is responsible for recruiting volunteers and composing a schedule to staff the computer lab with parents during lunch hour. The chair can also be available to assist the Media Tech with any technology needs that may arise in the lab. Computer experience is not required, but general computer knowledge is helpful.

VP – Hospitality

Time Commitment:	5-8 hours per month
Busiest Times of Year:	On-going

Recruit committee of helpers and focus on making all parents feel welcome at Franklin. This includes hosting several events during the school year including a back-to-school

reception for PTA board and staff, a back-to-school coffee, Founder's Day, teacher luncheons during holidays and at end of year, Halloween party, PTA meetings.

VP - Parent Outreach

Time Commitment:	8-15 hours per year
Busiest Times of Year:	Several weeks surrounding events

As part of a district-wide committee, organizes a Franklin-sponsored parent education evening event. These events are held at BIS and each school in the district sponsors one event a year. Additionally, if time and interest permit, can also coordinate Franklin School parent education events.

VP-Support Services

Time Commitment:	3-6 hours per month
Busiest Times of Year:	Back-to-School but also on going

Serve as a year-round clearinghouse to fill PTA volunteer needs. Coordinate volunteer recruitment for a back-to-school coffee and mid-year art coffee with tables, information people and sign up sheets. Maintains database of volunteers and provides these to board members and chairs as needed. Help other volunteer coordinators (technology, library and yard duty) to coordinate the schedules and demands on their volunteers.

Recording Secretary

Time Commitment:	30 hours per year
Busiest Times of Year:	Following each PTA meeting

Take minutes at PTA meetings. Forward to president for review, and then submit minutes for inclusion on website and on bulletin boards. Make copies of the minutes for the next PTA meeting so they can be approved by the membership.

Treasurer

Time Commitment:	100 hours per year, including attending PTA meetings. Tax return (done by hand) takes about 4 hours
Busiest Times of Year:	Beginning of the year due to learning curve; some summer work getting budget ready for Fall

With the president, generate the PTA budget. Prepare the annual tax return. Inform committees of budgeted funds. Pay bills and reimbursements as required. Oversee ongoing PTA finances, ensure adherence to approved PTA budget. Prepare and present budget report for each PTA meeting.

Financial Secretary

Time Commitment:	Unavailable
Busiest Times of Year:	On-going

Record deposits that come in to Franklin. Send donor acknowledgement letters.

Historian

Time Commitment:	Minimal
Busiest Times of Year:	Spread throughout year

Keep records of programs and events at Franklin. Take photos all year for a slide show at the start of the following year; archives all photos. Tracks volunteer hours.

Auditor

Time Commitment:	Up to 8 hours per year
Busiest Times of Year:	During two annual audits

Twice a year, examines and prepares report on the PTA financial books. Gives report at following PTA meeting.

Parliamentarian

Time Commitment:	40 hours, without amending any bylaws
Busiest Times of Year:	On-going

The first and foremost job/role of the Parliamentarian is: **Be There**. You need to be at all PTA general meetings and all the PTA board meetings. Your role is to ensure all present act within Bylaws, and within some approximation of parliamentary procedure (Robert's Rules). The second role is: **Chair the Bylaws Committee** and review bylaws and standing rules annually. Formal adoption of new bylaws is an every-other-year thing. This is a good early year task. The third role is: **Manage/oversee the Nominating Committee Process**. Once the Parliamentarian forms the committee, s/he remains available to assist them at their request. However, the Parliamentarian meets with the committee only if she has been elected to the committee.

Committee Chair Descriptions

Franklin's Liaisons

BCE Rep

Time Commitment:	Monthly BCE Board meetings and PTA meetings
Busiest Times of Year:	On-going

Sit on the board of the Burlingame Community for Education for 2-3 years. Report to the BCE on happenings at Franklin and to Franklin on the things BCE is working on. Help with recruiting for BCE functions and roles at Franklin.

Communications

Public Relations

Time Commitment:	Unavailable
Busiest Times of Year:	Surrounding newsworthy events

Primary role is to publicize school events. At the beginning of the year, school publicity representatives attend a district media reception to meet local reporters and photographers and receive information on media resources. Serve on the district communications committee which meets occasionally throughout the school year to improve overall communications within the district and to review and update district information materials.

Franklin Falcon

Time Commitment:	Unavailable
Busiest Times of Year:	On-going

Assist school secretary with assembly of the weekly bulletin which goes home with all students. Compose weekly volunteer schedule of 2-3 volunteers to collate and staple the *Falcon*. E-mail reminders to those signed up to help.

Webmaster

Time Commitment:	Unavailable
Busiest Times of Year:	On-going

Maintain Franklin's web presence by updating web information and beautifying the site.

Bulletin Boards & Signs

Time Commitment:	about 1 hour per week
Busiest Times of Year:	On-going

Change the sign in front of the school to reflect goings-on for the week. Update the fliers hanging on bulletin boards at both school entrances.

Directory

Time Commitment	About 60 hours in total
Busiest Times of Year:	August – September

Compile data collected from the PTA President, Head Room Rep Chairperson, Community Care Chairperson, and the school Secretary to compose school directory. Work with PTA President and school Secretary for any changes in content or format. Arrange for professional printer (that you choose) to have materials printed and collated. The Directory Chairperson also distributes the directory to the families using labels printed by the school Secretary.

Fund Raisers

Bake Sales

Time Commitment:	3-4 hours per sale
Busiest Times of Year:	December and June

Solicit and package treats for sale at the school's winter and spring concerts. Recruit workers and work at the sale during the events.

Gift Wrap Sale

Time Commitment:	moderate to large during time of sale
Busiest Times of Year:	September - November

Publicize and run this large fall fundraiser. Organize large amounts of sales data, recruit work groups to compile and place orders and organize gift wrap on arrival to school. Follow up on any problems. Good job for a team.

Book Fairs

Time Commitment:	Unavailable
Busiest Times of Year:	Very intense for the weeks surrounding the Fair

Coordinate the marketing, sales, set-up and tear-down, staffing, inventory control, and overall operations of our Fall and Spring Book Fairs. A team of chairpeople is preferable.

Carnival

Time Commitment:	Unavailable
Busiest Times of Year:	January – May

Coordinate our largest community-building event and fund raiser. Fill key positions and manage a Carnival committee and the Carnival budget. Good job for a team

Walk-A-Thon

Time Commitment:	Lots of work for a short period of time
Busiest Times of Year:	Planning starts in late August; event is in October

Coordinate the first fund raiser and community builder of the school year.

Free Money for Franklin (formerly ESCRIP)

Time Commitment:	5 hours per month
Busiest Times of Year:	On-going

Coordinate outreach to Franklin families, educating and encouraging them to sign up for cash back to Franklin through a variety of community sources and E-SCRIP. Handle renewals, collect and analyze usage reports. Be creative about signing up new families.

Franklin Coop

Time Commitment:	Few hours per month
Busiest Times of Year:	On-going

Organize sales of Franklin insignia products. Order, sell, and control inventory.

PTA Membership

Time Commitment:	Up to 8 hours
Busiest Times of Year:	September

For each membership drive, develop letter for Franklin Falcon, stamping membership envelopes for distribution, collecting envelopes, recording membership names for printing at later date in bulletin. Collect, count, and deposit money with financial secretary. Develop bulletin notices to list and thank all paid members. Good job for parent working daytime hours.

Volunteer Coordinators

Yard Duty

Time Commitment:	Couple of hours per month
Busiest Times of Year:	September, then on-going

Recruit for yard duty volunteers. Establish a volunteer schedule. Send out e-mail reminders. Orient yard duty parents via e-mailed notices.

Room Rep Coordinator

Time Commitment:	Couple hours a month
Busiest Times of Year:	On-going

Assemble a list of potential room reps for all teachers. Orient Room Reps. Conduct 2-3 additional meetings each year around BCE Dinner Dance Auction donations and Teacher Appreciation Week. See "Classroom Roles" for more information.

Honorary Service Awards – *Must be a past recipient.*

Time Commitment:	Unavailable
Busiest Times of Year:	April – May

Form committee to publicize nominations and select annual honorary service award recipients.

Creating Community

Dad's Club

Time Commitment:	Unavailable
Busiest Times of Year:	Unavailable

Coordinate a group of Dads who want to contribute to Franklin while supporting PTA goals and raising funds for Franklin. Also coordinate work crews for heavy physical labor projects. Coordinates pizza nights during book fairs, winter pancake breakfast and spring carnival barbecue.

Fall Community Building Event

Time Commitment:	Unavailable
Busiest Times of Year:	September

Coordinate a fun, FREE community building event for the entire Franklin community early in the fall.

Health & Safety

Time Commitment:	about 10-20 hours a year
Busiest Times of Year:	Start of year

The two basic responsibilities are ensuring that lice checks are done and that each classroom has updated disaster supplies. If someone with time, interest, and resources takes on this role, they can be as innovative as they wish in promoting health and safety among students and families.

Beautification

Time Commitment:	4-6 hours per year, if no special projects
Busiest Times of Year:	On-going

Making Franklin School a nice place to be! Organize weekend work party for a "school beautification project" that could be clean-up, maintenance, improvement (for example, plant trees, clean up flowerbeds next to classrooms, or freshen up the bathrooms). Time is generally after school, weekends.

Wee Care

Time Commitment:	Monthly collection drives
Busiest Times of Year:	October – May

This job is to organize school-wide monthly food drives for a local charity food pantry. The week before a collection begins, the district Wee Care coordinator will e-mail you suggested bulletin blurbs to be reviewed and forwarded to the school secretary. Publicize the collection with pre-made banner and distribute classroom boxes. Collect and deliver the food to the shelter at the end of each drive.

International Club

Time Commitment:	Unavailable
Busiest Times of Year:	On-going

Ensure the needs of all families in our Franklin community are represented; Serve as liaison between PTA and international families. Coordinate translation of key materials.

Academic Programs

Math / Science Enrichment

Time Commitment:	20 hours total annually
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Busiest Times of Year:	around events
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Coordinating math and science events funded by the PTA to provide hands-on lab experiences for the students of the school. Duties also include researching programs, scheduling events, recruiting and organizing parent volunteer helpers.

Music

Time Commitment:	1-2 hours weekly
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Busiest Times of Year:	On-going
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Assist the band teacher with copying music and setting up the music classroom once per week for band. Attend weekly band rehearsals to help with student and music director needs. Communicating with parents about rehearsals and scheduling changes.

Art

Time Commitment:	About 20 hours per year
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Busiest Times of Year:	art month in post office, January
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Coordinate Franklin's month to hang art in the post office (rotates each year with the other Burlingame schools). Hang art for school-wide art events such as late January community coffee.

Adopt-A-Book

Time Commitment:	2 hours per month
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Busiest Times of Year:	ongoing
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A fun position that can easily be held by a "working" individual as most of the job requirements can be handled at home. The Adopt-A-Book chair works with the librarian and keeps an inventory of the adoptable books (purchased by librarian with PTA monies), writes blurbs in bulletin for available books, does the paperwork when books are adopted, and distributes the adopted books.

After School Enrichment

Time Commitment:	Minimal
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Busiest Times of Year:	When Burlingame Parks & Rec is putting together its quarterly schedule
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Serve as liaison between Franklin and Burlingame Parks & Rec to establish schedules, handle logistical requirements, and promote after school programs on campus.

New Parent Mentoring Program

Time Commitment:	about 40 hours spread over summer and at start of year
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Busiest Times of Year:	Start of year
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Work with school site council representative to welcome new families to Franklin School at the beginning of the school year via the mentoring program. Recruit parent mentors, orient them and compose mentor groups. Be continuing resource to mentor parents.

Fifth Grade Coordinator - 5th grade teachers should be asked for input first before this position is recruited ...

<i>Time Commitment:</i>	Considerable
<i>Busiest Times of Year:</i>	Throughout the year, heaviest in May-June

Responsible for 5th grade group activities which fall outside what the usual classroom reps would handle. This includes communication with the fifth grade parents about special events, recruiting volunteers to help load the bags on the buses for Outdoor Ed and for set-up, preparation of supplies and clean-up for Colonial Day. The remainder of the responsibility is geared toward graduation week and includes coordinating a committee and producing the 5th grade yearbook; planning the BBQ/swim party; coordinating the graduation ceremony and reception, and coordinating the food, set-up and clean-up volunteers for both events; ordering class t-shirts; preparing and printing the graduation program and certificates. I have had numerous people offer to help me out. You need only one or two people to coordinate everything throughout the year, and then gather the volunteers as they are needed.

Assemblies

<i>Time Commitment:</i>	Few hours to research and contract
<i>Busiest Times of Year:</i>	2-4 assemblies per year

Investigate and recommend to the Principal and PTA President 2-4 school assemblies per year. Book and manage these events.

Teacher Appreciation Chair

<i>Time Commitment:</i>	6 hours per school year
<i>Busiest Times of Year:</i>	On-going

The Teacher Appreciation Chair is primarily responsible for delivering 3 to 4 small, thoughtful gifts to the Franklin teachers and staff during the school year. These gifts are separate from the activities surrounding Teacher Appreciation Week, which is generally coordinated by the Room Rep Coordinator and carried out by the Room Reps. They are intended to be inexpensive but thoughtful reminders of how much we appreciate their work throughout the year. The job entails coming up with creative ideas for gifts, putting together the gifts, and delivering them to the teacher/staff mailboxes.

Classroom Positions

The room co-reps have a long list of tasks, and for that reason, at least two people for each classroom are needed to share the job. Duties can vary greatly depending on the needs and desires of each teacher and changing school-wide needs and events. Those interested in being room reps should notify the PTA room rep coordinator the first week of school. The coordinators make lists of those interested to be shared with the teachers. The teacher then selects the room reps from the list.

Once selections are made, the room reps should write a letter to all parents introducing themselves, explaining their roles, and asking for whatever help they might need with their tasks. The following are some of the duties which may be included in the role of Room Representative:

Room Rep

Time Commitment:	can be several hours per week
Busiest Times of Year:	Peaks and valleys throughout the year

Coordination of classroom activities

- Class trips – Recruit parent drivers, chaperones
- Class parties – Halloween, winter holidays, Valentine’s Day, 100th Day, end of year, etc.
- Scholastic Book Orders – Collect orders, distribute materials, etc.
- Teacher Appreciation Week – Grade level planning and contributions

Correspondence / Communication

- Request donations of money, food or help for parties or special events
- Keep an accounting of money collected, purchase teacher gifts, cards, etc.
- Recruit parents for special projects like art projects, Power Builders (grades 2-5)
- Help find parents to work in the library, computer lab, yard, when the class is there.

Lice checks

- Coordinate lice checks four times per year after school breaks – Opening of school, after Winter Break, after Ski Week, and after Spring Break.

Attend meetings with other Room Reps about three times per year. Topics for these meetings will include:

- Orientation
- Teacher Appreciation Week

Creating community in the classroom family

- Welcoming all new Franklin families to the classroom and to the school.
- Responding when a life cycle event takes place in the family of one of the classroom students. This might include coordinating meal delivery to families who have just had a birth or death in the family.
- Creating a community feeling among the parents in the classroom. Here are some suggestions:

- At the start of the school year, create an e-mail list of all classroom parents and distribute it to make connecting about classroom events and requests easier.
- If a family new to Franklin is in your classroom, give a call to welcome them. Invite them to a Franklin event or PTA meeting. If you can, find a “buddy” for all new families who the new family can call with any questions or ideas.
- Organize events for all families in your class to get to know each other. These can be very simple, such as a play date in a playground or on big toy after school in the first week of school, or inviting all parents to meet at Starbucks after drop-off one morning or having a Mom’s Night Out for your class at a local restaurant.
- Be aware of opportunities to organize events for all families, like during parent-teacher conference week when all students in class (early and late birds) get out of school at the same time.
- Assist the PTA committee chair of “Free Money for Franklin” to register families in your class at escrip.com and to inform them of other ways that our community partners give back to Franklin.
- Coordinate the BCE Dinner Dance auction item donation from the classroom.

Frequently Asked Questions about Volunteering

Budget

How much money may I spend?

Almost all PTA Board Members or Chairs have a budgeted amount of PTA funds, and a letter is generated by the treasurer for each committee or event which gives information about these monies. If you plan to spend more than your budgeted amount, you need to get prior clearance from the Treasurer or President.

Reimbursement

In order to be reimbursed for expenses from your budgeted committee expenses, the reimbursement process is as follows:

If your purchase has not yet been made, fill out the check request form (available in the Office in the PTA box), and put it in the PTA Treasurer's mailbox, who will write the check directly to the vendor for you. If your purchase has already been made, fill out the reimbursement form and put in the PTA Treasurer's mailbox. A check will be made and mailed to your home.

Many Franklin volunteers very generously donate from their pocketbooks as well as of their time. If you do want to, please read the section about donations below.

Donations

Making Them

Many PTA volunteers pay for things related to their roles out of their own pockets. If you give the financial secretary a receipt or some description of these expenses a letter may be generated for tax purposes. It is also important that you document how much you spent of your own money and place it in the materials you hand over to your successor so PTA knows the real cost of events and programs and the following year's budget may be adjusted accordingly.

Seeking Them

In past years, there was concern that local businesses were being overworked for donations and we needed to focus our efforts as a District. The current policy stands now that we can solicit and acknowledge donations from families / and businesses directly related to our school (e.g. A mom works at a construction company, a Grandfather owns a local restaurant, etc.). It would be best to check with the VP Fund Raising before you solicit these donations to be sure that the

potential donors have not already been asked to contribute for another district event.

Franklin Falcon

How do I get an announcement in to the *Franklin Falcon* (a.k.a. Thursday bulletin, newsletter)?

To ensure it makes it in to that Thursday's edition, make sure you submit your announcement or message to the school secretary by Monday morning. Space is limited so please try to keep it concise and be aware that editing may need to be done.

How do I get a flier in the *Franklin Falcon*?

If you have already made 525 copies of the attachment (see "Copies" below), you can give them to the school secretary by Wednesday morning for inclusion in the next day's *Franklin Falcon*. For conservation of paper, we encourage double-sided or even half-page fliers, so if possible, give the master copy to the school secretary by Monday morning of the week you want the flier inserted and she will combine it with others for the week for copying.

Are there any rules about what can go in to the *Franklin Falcon*?

The District has established ground rules for bulletins at each school. These include:

- You can not support a political candidate (e.g. in a school board or City Council race). Only select political statements (e.g. response to a ballot proposition), pre-approved by the District, can be included.
- Advertisements or company names cannot go in. This includes when a company sponsors a program or event, or offers a discount to all families at Franklin.
- 503B non-profit organizations can advertise in the bulletins.
- The PTA can privately advertise (e.g. by phone, e-mail or postcard home) events at company locations or discounts or fund raisers. But nothing that goes home with kids can contain any form of blatant or covert advertising.
- Fliers that you'd like to have placed in the bulletins at all elementary schools in the district have to be approved by district office and can be sent directly to the district superintendent.

How do I get something translated for the *Franklin Falcon*?

We are fortunate to have families from diverse backgrounds and cultures enriching our community. The VP Support Services maintains a list of parents willing to translate materials and communications in to the primary languages spoken at Franklin for inclusion in the *Falcon*. The school secretary can also give you a breakdown of primary languages spoken by Franklin parents in a specific school year.

How do I make copies?

Using the machines at school is far cheaper than using Kinko's or other copy shops; it costs PTA three cents per page. If you make the copies yourself, get an orientation to the machines from another PTA member if needed and do it during a time which the teachers are not needing the copiers. Afterward, please give a tally of how many sheets you used to the school secretary so she can charge us accordingly. To conserve paper, please try to keep inserts to the *Franklin Falcon* two-sided whenever possible.

Do I need to track volunteer hours?

The PTA strongly encourages you to keep track of your volunteer hours. This helps us when we have to recruit for your position in the future, when we apply for Distinguished School status, and when we report to California State PTA.

There are a few ways that you can record your volunteer hours:

- Sign in at the school office when you are on campus to volunteer. Write the name of the program or project you are working on in the log there (Signing in at the office also helps protect our children's security and helps emergency personnel if there is an emergency while you are on campus).
- Keep a log of your hours in the binder that you will pass along to your successor. Share a copy with the PTA President or Historian.

How do I recruit more volunteers for committees or special projects?

There are several ways to get the help you need. Here are some:

- Contact the VP-Support Services.
- Staff a table at the Back to School Coffee or January community coffee.
- Announce your needs at the next PTA meeting.
- Write an announcement for the *Franklin Falcon* (see that section above).
- Just ask. Many people don't volunteer because they don't know that their help is needed. A direct person-to-person request is the most effective recruitment tool.

How do I get helpers from BIS/BHS?

Students at Burlingame Intermediate School and Burlingame High School are an excellent volunteer resource. They are able workers when assigned to appropriate tasks and are happy to get community service credit hours by helping with projects at Franklin. You can request student helpers for events by contacting the VP-Support Services. It is important to these students that you submit a list of names and hours for credit to the our school secretary who will then generate credit letters on school letterhead to and send them to the referring school contacts.