

LAKWOOD HIGH SCHOOL

INTERNATIONAL BACCALAUREATE  
PARENTS ASSOCIATION

**Playbook**

May 2022



# Table of Contents

Welcome .....	1
Overview .....	2
Structure and Duties .....	3
Chair .....	3
Chair Elect .....	3
Secretary .....	3
Treasurer .....	3
Fund Raising Chair .....	3
<u>Committees and Leadership Positions</u> .....	4
Treasurer Oversight .....	4
Fundraising Marketing/Corporate Sponsors .....	4
Short Term Fundraisers .....	4
King Soopers Card Donation Program Administrator .....	4
RaiseRight Donation Program Administrator .....	4
After School Library Program .....	4
Membership .....	4
Newsletter .....	4
Social and Special Events .....	4
Hospitality/Staff Appreciation .....	5
LHS - IBPA Website .....	5
Social Media .....	5
Exam Proctor Coordination .....	5
Scholarship .....	5
Scholarship Elect .....	5
Senior Banquet .....	5
Nominating .....	5
Class Advocates .....	5
LHS IB Secretary .....	6
LHS IB Coordinator .....	6
Planning and Scheduling the LHS – IBPA Calendar .....	7
Financial and Academic Year .....	7
Administrative Planning with LHS IB Staff - July .....	7
Planning Meeting with LHS – IBPA Board and Committee Chairs – July/Early August .....	7
Awareness of Other Organizations/Holidays .....	7
Process for Scheduling Events .....	8
Board Meetings .....	8
General Meetings .....	8
Social Events .....	8
Hospitality/Staff Appreciation .....	9
Communications .....	10
Lakewood High School IB Secretary .....	10
School Messenger and Tiger TV .....	10
Gmail .....	10
Zoom .....	10
Social Media .....	10
YouTube .....	10
Newsletter .....	10
LHS – IBPA Website .....	11
SignUpGenius .....	11

LHS – IBPA Survey .....	11
Account Access Credentials .....	11
Financials and Membership .....	12
Financial Year .....	12
Banking and Financial Oversight.....	12
Budget and Reporting .....	12
Methods of Payment .....	12
Jeffco Schools 1024 Account .....	12
Federal and State Filings.....	12
LHS – IBPA Scholarship Award Payments .....	13
Membership Tracking .....	13
Fundraising.....	14
Tiger Prowl .....	14
Amazon Smile .....	14
Corporate Sponsorship for IB Scholarships .....	14
Short Term Fundraisers .....	14
LHS – IBPA Scholarship Drive .....	15
<u>Fundraising for IB and AP Test Fees</u> .....	15
King Soopers Community Rewards.....	15
RaiseRight .....	15
Branded T-Shirts and Stickers, etc.....	16
After School Library Program .....	17
Angel Fund .....	17
Teacher Wish List.....	17
LHS – IBPA Scholarship .....	17
Scholarship Timeline .....	17
Scholarship Selection Committee Qualifications.....	18
IB Senior Banquet .....	19
General Timeline – Senior Banquet Committee.....	19
General Timeline – Senior Banquet Program .....	20
LHS – IBPA Attrition and Recognition .....	22

## Appendices

Appendix A - Bylaws.....	23
Appendix B - Calendar.....	26
Appendix C - Board Meeting Agenda.....	27
Appendix D - Meeting Minutes Format Process Document .....	29
Appendix E - Chalk Festival Process Document .....	31
Appendix F - LinkedIn Tutorial .....	33
Appendix G - Example Newsletter .....	48
Appendix H - Website Process Document .....	57
Appendix I - Example Survey.....	58
Appendix J - Example Budget and Process Document .....	73
Appendix K - IRS and CO Secretary of State Filing Process Document .....	75
Appendix L - Membership Tracking Process Document .....	77
Appendix M - Corporate Sponsorship for Scholarships Process Document .....	79
Appendix N - King Soopers Program Process Document .....	81
Appendix O - RaiseRight Program Process Document .....	84
Appendix P - Scholarship Process Document .....	87
Appendix Q - Senior Banquet Process Document .....	93

# Welcome

Greetings LHS – IBPA members!

The Lakewood International Baccalaureate Parents Association (LHS - IBPA) is a proud supporter of our Lakewood family: school, students, parents, administrators, support staff, and teachers.

We're a great communication resource for students and families to access current information and updates regarding the highly-regarded International Baccalaureate and IB Prep program at Lakewood High School.

The LHS - IPBA is a positive, energetic and interactive forum for sharing information and ideas about the International Baccalaureate program and its amazing students.

We plan, fund, and coordinate academic and social opportunities for students, parents, and teachers to interact and share their valuable experiences in pursuit of the high academic excellence that is the cornerstone of the IB program.

Following are organizational information, notes, and recommendations for your reference. The compilation is based on input from current and past volunteer members of the LHS – IBPA board of directors, committee chairs, and membership.

Many thanks and best wishes to you as you support the ongoing mission of the LHS – IBPA:

***Empower Students, Support Faculty,  
Promote Academic Excellence.***

# Overview

In 1933, Lakewood High School opened at the current site of the JEFFCO Open School at 10th and Wadsworth. The inaugural graduating class was 25 students.

In 1958, Lakewood High School moved to its current address at 9700 W. 8th Avenue, Lakewood, CO, 80215.

The Lakewood High School IB Program was authorized by the International Baccalaureate Organization on July 5, 1996. It is one of the longest established IB programs in Colorado, second only to the George Washington High School program which was established on April 1, 1984.

On April 28, 1999, the International Baccalaureate Parents Association was established via ratification of initial bylaws. The bylaws were subsequently revised and adopted in 2004. A copy of the LHS – IBPA bylaws is provided in Appendix A.

In May 2009, the Lakewood High School IB Parents Association awarded the first IB scholarships.

On October 12, 2012, the LHS – IBPA was awarded Public Charity Status and exempted from federal income tax under section 501(c3) corporation of the Internal Revenue Code, tax ID number 46-1450238. It was subsequently registered as a Colorado Nonprofit Corporation on the same date.

On February 7, 2019, the LHS – IBPA received approval to mail at the Nonprofit Standard Mail prices by the United States Postal Service, authorization number 1827222.

Organizational membership is open to any parent(s) or guardian(s) who have a student enrolled in the International Baccalaureate Program at Lakewood High School.

The mailing address is:

LHS - IBPA  
9700 W. 8<sup>th</sup> Ave.  
Lakewood, CO 80215

# Structure and Duties

The LHS – IBPA is governed by a Board of Directors, consisting of the following elected officers:

- Chair
- Chair Elect
- Secretary
- Treasurer
- Fund Raising Chair

Duties are outlined in the bylaws and responsibilities are summarized, below. Officers perform their duties for a one-year term, typically from July 1<sup>st</sup> to June 30<sup>th</sup> of the following year.

## **Chair**

Prepares agendas and presides at all meetings of the members and the Board of Directors; calls all special meetings and appoint chairs of standing and ad-hoc committees; is an ex-officio member of all committees and approves all communications of a general nature sent out in the name of the LHS - IBPA; performs such other duties as directed by the Board.

## **Chair Elect**

Performs the duties of the Chair if the Chair is absent or unable to perform the same; succeeds to the office of the Chair at the end of the term of office and shall perform other duties as directed by the Board.

## **Secretary**

Keeps an accurate record of the proceedings of the members meetings and of the Board; conducts the correspondence of the LHS - IBPA and Board; collects and records all amendments to the bylaws and standing rules of the LHS - IBPA; responsible for giving notice of the date and time of all special Board meetings; oversees the annual board and committee chair succession process.

## **Treasurer**

Accounts for all funds of the LHS - IBPA; reports to the Board and membership at each meeting or when requested by the Board; utilizes QuickBooks software to keep an accurate record of deposits and expenditures; prepares a budget for Board approval; keeps an accurate record of membership for voting purposes, shall make the same available upon request to the Board and/or nominating committees; maintains contact with the LHS Financial Secretary and works with that person to provide accurate reports for the organization; acknowledges tax deductible monetary donations to the LHS – IBPA scholarship drive via individual email letters to the donors.

## **Fund Raising Chair**

Coordinates, facilitates, and oversees fundraising activities of the organization.

### **Committees and Leadership Positions**

The Board may create committees as needed for the work of the Association. Current committees are summarized, below.

#### **Treasurer Oversight**

Provides financial oversight to the treasurer, has access to the LHS – IBPA First Bank account for financial review purposes.

#### **Fundraising Marketing/Corporate Sponsors**

Produces LHS - IBPA marketing materials, identifies potential corporate donors, interfaces with businesses to solicit and secure donations.

#### **Short Term Fundraisers**

Planning and oversight of short fundraisers, typically with restaurants such as iPie, STACK Subs, Chipotle, Jamba Juice, Noodles & Company, Chick-Fil-A, Buffalo Wild Wings, etc.

#### **King Soopers Card Donation Program Administrator**

Maintains and tracks the King Soopers donation card program, produces monthly and/or quarterly reports, interfaces with the RaiseRight donation program administrator and the LHS-IBPA treasurer. NOTE: Advanced knowledge and experience with Excel/Google spreadsheets and formulas is required.

#### **RaiseRight Donation Program Administrator**

Maintains and tracks the RaiseRight donation program, produces monthly and/or quarterly reports, interfaces with the King Soopers donation card administrator and the LHS-IBPA treasurer.

#### **After School Library Program**

Organizes, recruits, and directs the LHS Library Program after hours volunteers.

#### **Membership**

Communicates membership benefits, recruits new members, interfaces with the LHS - IBPA treasurer.

#### **Newsletter**

Produces the LHS - IBPA newsletter four times per school year (generally September, December, March, and May).

#### **Social and Special Events**

Develops and coordinates LHS - IBPA social events.

**Hospitality/Staff Appreciation**

Organizes and directs LHS Staff Appreciation and provides refreshments for Diploma Night; is typically co-chaired.

**LHS - IBPA Website**

Maintains and updates the LHS - IBPA website (Weebly), interfaces with LHS web master.

**Social Media**

Maintains and updates the LHS - IBPA Facebook and Instagram pages.

**Exam Proctor Coordination**

Organizes, recruits, and directs the volunteer exam proctors for spring IB and AP testing; utilizes SignUpGenius (February - April time frame).

**Scholarship**

Maintains and updates the requirements for the annual LHS - IBPA scholarship application, recruits qualified reviewers, directs the review and selection process (February – April timeframe).

NOTE: The Scholarship chair may not be the parent of a LHS senior.

**Scholarship Elect**

Succeeds to the position of the Scholarship Committee chair at the beginning of the following school year.

**Senior Banquet**

Organizes, communicates, and directs the annual LHS - IBPA hosted senior banquet for graduating IB seniors; is typically co-chaired (February - May time frame).

**Nominating**

Organizes and directs the process of filling board and committee chair member positions, as well as oversees the board election process (February - April time frame).

NOTE: Over the past few years, the volume of volunteers for board member (and committee chair) positions has not required a board election. Rather, the LHS – IBPA secretary starts a succession process in February by asking existing board and committee chairs to volunteer for positions for the next school year. Remaining openings are then advertised to IB families, starting with incoming freshman families, then to current freshman, sophomore, and junior families via School Messenger email.

**Class Advocates**

Advocates for and interfaces with LHS IB families and students, by specified class year - Senior, Junior, Sophomore, and Freshman.



**LHS IB Secretary**

Consultant to the LHS – IBPA, attends board meetings, interfaces with LHS faculty and staff and IB families on behalf of the LHS - IBPA.

**LHS IB Coordinator**

Consultant to the LHS – IBPA, attends board meetings, interfaces with LHS faculty and staff and IB families on behalf of the LHS - IBPA.

# Planning and Scheduling the LHS – IBPA Calendar

## **Financial and Academic Year**

The LHS – IBPA financial and academic year starts on July 1<sup>st</sup> and ends on June 30<sup>th</sup> of the following year.

## **Administrative Planning with LHS IB Staff - July**

An administrative planning meeting to review and reserve important LHS – IBPA board and general meeting dates and events on the Lakewood High School calendar is conducted between a board officer (typically the chair) and the LHS IB coordinator and IB secretary in the July timeframe (when LHS staff return to school).

This is an important meeting because it provides the opportunity to discuss the upcoming year and schedule LHS – IBPA activities to avoid conflicting with other LHS activities and events. Equally important is awareness of traditional LHS week-long dedicated events which include ROAR week/Homecoming (September), Prom (April), and Teacher Appreciation/Graduation (May). Scheduling LHS – IBPA social events or fundraisers during these weeks is not recommended.

An example of a LHS – IBPA calendar is provided in Appendix B.

## **Planning Meeting with LHS – IBPA Board and Committee Chairs – July/Early August**

At least one planning meeting with board members, committee chairs, and LHS IB staff should be conducted by an IBPA board member shortly after meeting with LHS IB Staff (July/early August). This meeting serves to make introductions, review the upcoming year's base calendar of events as discussed with the LHS IB Staff, and make plans for additional events, such as social and staff appreciation events.

Subsequent to this meeting, the Social/Special Events and Staff Appreciation committee chairs may actively recruit volunteers via communication via LHS – IBPA Facebook and Instagram accounts and through School Messenger email to IB families and conduct a separate planning session in the August/September timeframe.

## **Awareness of Other Organizations/Holidays**

It is important to be aware of other support organizations (sports and band booster clubs, PTSA, etc.) which may be conducting individual fundraising activities. For example, avoid scheduling a LHS – IBPA fundraising event on the same day as a volleyball team fundraiser. To become aware, check the LHS calendar, which is found on the LHS homepage, reach out to other organizations, check with LHS - IBPA members or IB families who have an involved student, or check with the LHS assistant principal responsible for Activities.

Similarly, prior to scheduling events it is important to check for any major or religious holidays that fall within the dates you are considering. For example, when scheduling a Staff

Appreciation event which would provide lunch or treats, it would be advisable and considerate to avoid religious holidays that require fasting.

### **Process for Scheduling Events**

The process for scheduling a LHS – IBPA event (including off-site events such as restaurant fundraisers) requires a proactive formal written request to the LHS assistant principal responsible for Activities. The form may be found in the assistant principal’s office. The assistant principal will review the request and approve or deny it. If approved, the assistant principal will post the activity on the LHS general calendar and reserve space/designate LHS resources for support, as needed. Approval also includes permission to post flyers in the school. This process applies to all organizations associated with LHS.

### **Board Meetings**

LHS – IBPA board meetings are held on the first Wednesday of each month (August through May) from 5:30 – 7:00 pm. For the past several years the meetings have been conducted online via Zoom, which has taken the place of in-person meetings.

Examples of a LHS – IBPA board meeting agenda and meeting note format are provided in Appendices C and D.

### **General Meetings**

LHS – IBPA general membership meetings are held on the second Wednesday of the month, either online via Zoom or in-person in the LHS Lecture Center. General meetings are held in September, October, January, February, March, and April.

Topics are educational and focus on aspects of the IB Prep (freshmen and sophomores) and IB Program (juniors and seniors) and/or health and welfare of the IB student and community.

Examples are:

- IB Best Practices (panel of IB students and a parent)
- Stress Management (external speaker)
- Mental Health and Wellness (external speaker)
- First Year College Experience (IB graduates)
- Extended Essays (IB coordinator and senior IB students)
- IB Impact on College (LHS counselors)

Notes, presentations, and selected recorded sessions (posted on You Tube) of past events may be found on the LHS – IBPA website under “Notes and Newsletters”.

### **Social Events**

Getting to know each other and making friends is important, especially for freshman students and families. The idea of social events is popular and consistently requested via LHS - IBPA surveys.

The LHS - IBPA has sponsored both in-person and online social events, including LHS – IBPA booths at Back to School Night and the Tiger Prowl 5K run, LHS Chalk Festival, Chili Cookoff, Ice Skating at Belmar, and Online Bingo. It has supported the LHS Film Festival via advertising and gift cards for prizes. Other activities such as a group hike, roller skating, and study sessions have been discussed.

Sponsoring social events is an area of opportunity and development that take a fair amount of planning and work. Success is contingent on volunteers to support the Social Events chair.

A process description of the LHS Chalk Festival is provided in Appendix E.

### **Hospitality/Staff Appreciation**

Staff appreciation events are held at LHS three to four times during the school year and typically involve treats or lunches for the faculty and staff (approximately 130 people). Post COVID, smaller more contained food offerings have taken the place of large potluck layouts. This adjustment is appreciated by the staff and reflects the shift to post pandemic operations.

Fundraising to IB families, specifically for staff appreciation, via SignUpGenius has been successful in the past, and donations have been sufficient to support the events. Sign-ups may be created via the LHS – IBPA SignUpGenius account.

The Hospitality Committee also provides refreshments to IB graduates and families on IB Diploma Night (January).

# Communications

## **Lakewood High School IB Secretary**

The IB secretary is a member of LHS' administrative team. In addition to other duties, the IB secretary works closely with the IB coordinator and LHS faculty/staff and supports daily IB program operations. The majority of LHS – IBPA marketing materials, documentation, banners, stickers, and other assorted support materials are stored in the IB secretary's desk area. The LHS – IBPA works directly with/through the IB secretary to coordinate, consult, and communicate LHS – IBPA activities.

## **School Messenger and Tiger TV**

The LHS – IBPA works with the LHS IB secretary who distributes information, announcements, and news to IB families via the School Messenger email system. The same process is followed for communication via the LHS in house Tiger TV system.

## **Gmail**

The Google mail addresses for the LHS – IBPA are:

Main contact: [lakewoodibpa@gmail.com](mailto:lakewoodibpa@gmail.com)

Finance: [IBPAFinance@gmail.com](mailto:IBPAFinance@gmail.com)

King Soopers Community Rewards: [ibpa.ks.giftcard@gmail.com](mailto:ibpa.ks.giftcard@gmail.com)

RaiseRight: [ibpa.ks.giftcard@gmail.com](mailto:ibpa.ks.giftcard@gmail.com)

Scholarships: [ibpascholarships@gmail.com](mailto:ibpascholarships@gmail.com)

NOTE: In order to monitor and respond to emails sent to the main contact email address ([lakewoodibpa@gmail.com](mailto:lakewoodibpa@gmail.com)) the account is set up to forward all emails to the chair. The chair then responds or forwards the emails to the applicable board or committee chair for review and response.

## **Zoom**

Board and some general meetings are conducted online via the Zoom platform. The LHS – IBPA does not have an account, rather, the platform is provided as a courtesy by a current board member.

## **Social Media**

The LHS – IBPA Social Media chair maintains social media accounts with LinkedIn, Facebook, and Instagram. Lakewood IB graduates are encouraged to stay in touch with the LHS – IBPA through these accounts. A tutorial on creating a LinkedIn account is provided in Appendix F.

## **YouTube**

The LHS – IBPA posts recorded general meetings via its YouTube account.

## **Newsletter**

The LHS – IBPA Newsletter chair produces an electronic newsletter, typically in September, December, March, and May. It is distributed via links in School Messenger email and social

media accounts. It is also accessible via the LHS – IBPA website in the “Notes and Newsletter” page.

An example of a LHS – IBPA newsletter is provided in Appendix G.

### **LHS – IBPA Website**

The LHS – IBPA website is provided via the Weebly platform and is managed by the Website committee chair. The Website committee chair provides updates on a monthly basis or as needed. The website may be accessed at <https://lakewoodibpa.wixsite.com/lakewoodibpa>

A process document is provided in Appendix H.

### **SignUpGenius**

The LHS – IBPA maintains a SignUpGenius account which is used for fundraising and volunteer sign ups.

### **LHS – IBPA Survey**

The LHS – IBPA is interested in feedback and input from IB prep and IB program families. Since 2019 an annual survey has been administered by the LHS - IBPA chair via the Survey Monkey platform. Survey results are shared via links in School Messenger email, social media, and on the LHS – IBPA website under “More”, “Survey”.

An example of a survey is provided in Appendix I.

### **Account Access Credentials**

The list of all account access credentials is maintained by the LHS – IBPA board chair, secretary, and treasurer.

# Financials and Membership

## **Financial Year**

The LHS – IBPA financial and academic year starts on July 1<sup>st</sup> and ends on June 30<sup>th</sup> of the following year.

## **Banking and Financial Oversight**

The LHS – IBPA maintains a checking account through FirstBank. The treasurer and treasurer oversight are named parties on the account. In the absence of a treasurer oversight volunteer, the chair will fill this position.

## **Budget and Reporting**

The LHS – IBPA treasurer prepares a budget in July which is reviewed and approved at the first board meeting of the year. The budget contains standard line items which reflect the activities of the LHS – IBPA. The King Soopers Community Rewards program provides the majority of the funds used to defray IB and AP test fees and supports the annual LHS – IBPA scholarships. Subsequently, the treasurer produces and presents a financial summary at each monthly board meeting. QuickBooks software is used to track and manage all LHS – IBPA financial activities.

An example of a budget and process description are provided in Appendix J.

## **Methods of Payment**

Current forms of payment to the LHS – IBPA First Bank account are via check, PayPal, credit card, SignUpGenius, and GoFundMe. The LHS – IBPA typically makes payments via check, Zelle, or Venmo.

## **Jeffco Schools 1024 Account**

The LHS – IBPA has a dedicated account within the Jeffco Schools financial system. The account number is 1024 and is used to process payments that are received via the Jeffco Student Fee Payment account. Payments include the \$20 annual LHS – IBPA membership fee (to be included as an optional fee in the 2022-2023 Jeffco Student Fees) and tickets to the IB Senior Banquet.

The 1024 account is also used to pay authorized vendors to the LHS – IBPA. For example, IB senior families pay for their tickets to the IB Senior Banquet via their Jeffco School Student Fee account. The payments are kept within the 1024 account. The LHS financial secretary then disburses payment to the venue providing the banquet (a vendor previously authorized by the LHS financial secretary) from the 1024 account.

## **Federal and State Filings**

The LHS – IBPA treasurer is responsible for filing the IRS 990-N annual postcard on-line (tax exempt organization, less than \$50,000 receipts annually) prior to May 15<sup>th</sup> and the Colorado Secretary of State period report annual filing (\$10 fee) prior to July 31<sup>st</sup> of each year.

A process description is provided in Appendix K.

**LHS – IBPA Scholarship Award Payments**

LHS – IBPA scholarships award payments are made directly to the university or college that the recipient is attending. The recipient is responsible for submitting a Scholarship Release Form to the LHS – IBPA treasurer, who will then submit the scholarship payment to the recipient's university or college. The form is available through the LHS IB secretary.

**Membership Tracking**

The LHS – IBPA treasurer tracks membership manually via receipt of checks and through a report that is generated by Paypal when membership is paid electronically. The treasurer reports total memberships at the monthly board meetings.

A process description is provided in Appendix L.



# Fundraising

## **Tiger Prowl**

The Tiger Prowl is a 5K race at Lakewood High School that is sponsored by the Lakewood Foundation at the beginning of the school year (September). Participants are allowed to designate the LHS – IBPA as the recipient of their race fees. Proceeds are sent by the Lakewood Foundation to the LHS – IBPA via the LHS IB secretary in the form of a check in the October/November time frame.

## **Amazon Smile**

The LHS – IBPA is an authorized charity for the Amazon Smile program (account name: Lhs-lbpa). Amazon donates a percentage of purchases to the LHS – IBPA and sends proceeds in the form of a check to Lakewood High School on a quarterly basis. The IB secretary will send the check to the treasurer for deposit.

Anyone who has an Amazon account is eligible to designate the LHS – IBPA as their recipient.

More information may be found on the LHS – IBPA website homepage.

## **Corporate Sponsorship for IB Scholarships**

The LHS – IBPA is open to corporate sponsorship for IB scholarships at the \$1K and above level. Volunteers are needed to work with the LHS – IBPA Marketing/Corporate Sponsors chair. A process document may be found in Appendix M.

## **Short Term Fundraisers**

The LHS – IBPA has successfully raised funds via single events sponsored by local restaurants. Eligibility requirements are typically shown on a restaurant's website. LHS – IBPA volunteers work with the LHS – IBPA Short Term Fundraiser chair to apply and obtain approval from a particular restaurant, create electronic and printed flyers, and interface with the LHS IB secretary and LHS – IBPA Social media chair for advertising.

Proceeds from the fundraiser are typically sent in the form a check to Lakewood High School. The LHS IB secretary will send the check to the LHS – IBPA treasurer for deposit.

Information on prior restaurant fundraisers is found in the 2018-2022 LHS – IBPA documents under "Fundraisers" which is stored in the LHS – IBPA Google drive. The LHS – IBPA secretary may be contacted for access.

NOTE: Please see "Awareness of Other Organizations" and "Process for Scheduling Events" under "Planning and Scheduling the LHS – IBPA Calendar" in this document for reference when planning short term fundraisers.

### **LHS – IBPA Scholarship Drive**

The LHS – IBPA conducts an annual scholarship drive from December through April. The drive is advertised via the LHS – IBPA website, December and March LHS – IBPA newsletters, School Messenger emails, and on LHS – IBPA social media accounts. Donations are accepted via check, PayPal, and credit card. Additionally, the crowdsourcing platform GoFundMe has successfully been used. The LHS – IBPA maintains a GoFundMe account for this purpose. Named and corporate sponsored scholarships are available at the \$1K and above level.

Scholarship information may be found on the LHS – IBPA website under “More”, “Scholarship”.

### **Fundraising for IB and AP Test Fees**

#### **King Soopers Community Rewards**

The LHS – IBPA is an authorized charity for the King Soopers Community Rewards Program (NPO number: PY624). King Soopers donates a percentage of purchases to the LHS – IBPA and sends proceeds in the form of a check to Lakewood High School on a quarterly basis. The IB secretary will send the check to the treasurer for deposit.

Proceeds from the King Soopers Community Rewards are used to pay for the cost of IB and AP tests.

A LHS IB family must be a member of the LHS – IBPA to be eligible to participate in the King Soopers Community Rewards program. Participants must claim their portion of the quarterly donation within three months of a particular quarter. After establishing accounts with King Soopers Community Rewards and the LHS - IBPA, they do this by accessing their King Soopers account to view the donation credit they have received. They then submit a claim electronically to the LHS – IBPA King Soopers Community Rewards Donation Program administrator. Upon receipt, the administrator moves their credit to their LHS – IBPA account. Funds are then transferred to the LHS financial secretary when IB test fees are due.

IB families must submit a payment request for AP test fees to the LHS – IBPA treasurer, who will then transfer their funds to the LHS financial secretary when AP test fees are due.

Unclaimed and excess funds above total AP and IB test fees are transferred to the LHS – IBPA general fund.

Information, including individual account balances, may be found on the LHS – IBPA website under “More”, “King Soopers Community Rewards”.

A process description is provided in Appendix N.

#### **RaiseRight**

The LHS – IBPA is an authorized charity for the RaiseRight (formerly ShopWithScrip) Donation Program. RaiseRight pays a rebate on gift cards used to purchase items at retail stores.

Rebates are electronically reported, by participant, by RaiseRight and reconciled by the LHS – IBPA RaiseRight Program administrator in conjunction with the LHS – IBPA treasurer.

Proceeds from the RaiseRight program are used to pay for the cost of IB and AP test fees. A LHS IB family must be a member of the LHS – IBPA to be eligible to participate in the RaiseRight donation program.

Funds are then transferred to the LHS financial secretary when IB test fees are due. IB families must submit a payment request for AP test fees to the LHS – IBPA treasurer.

Excess funds above total AP and IB test fees are transferred to the LHS – IBPA general fund.

Information, including individual account balances, may be found on the LHS – IBPA website under “More”, “RaiseRight”.

A process description is provided in Appendix O.

**Branded T-Shirts and Stickers, etc.**

Selling branded items, such as t-shirts and stickers, has been discussed and debated on numerous occasions. IB student feedback overwhelmingly indicates that students are not interested in purchasing IB or IBPA branded clothing. Stickers have been produced and sold successfully, although revenue is small.

## After School Library Program

LHS - IBPA volunteers staff the After School Library program, which allows Lakewood High School to keep the library open for ALL students until 5:00 p.m., Monday through Thursday. This program provides a safe place for students to go after school until they can catch a ride home, if they have no computer access at home and need to use a computer, or if they just need a quiet place to study. One parent volunteer will staff the library from 3:10 until 5:00 each day and can easily read or do other work during that time. Volunteers can sign up for whatever day(s) work for them. Some volunteers work only 2 or 3 shifts during the entire school year, and some like to volunteer several times a month.

## Angel Fund

The LHS – IBPA provides financial assistance for AP and IB test fees to IB students who might not otherwise afford them. The IB coordinator communicates the opportunity to IB students and presents any requests to the LHS – IBPA during a monthly board meeting. The requests are discussed and approved or denied at a LHS – IBPA board meeting.

## Teacher Wish List

LHS IB faculty is encouraged to present requests for financial assistance about their IB class needs to the LHS – IBPA. Past purchases have included renewal of IB licenses for IB classes, Co2 meters for Biology, and scientific calculators.

## LHS – IBPA Scholarship

The LHS – IBPA awarded the first IB scholarships in May 2009 and have done so annually since. The LHS - IBPA scholarships are determined each year by the members of the LHS - IBPA Scholarship Selection Committee and are awarded/announced at the IB Senior Banquet in May.

Scholarships are determined based on **merit**, although other criteria such as financial need is considered. The Scholarship Committee selects the highest caliber IB students who demonstrate the ethos of IB.

### **Scholarship Timeline**

The scholarship timeline is January through May. Fundraising begins in December; the scholarship application is refined in February; the online application link is released to IB seniors in March via advertisement on the LHS – IBPA website, School Messenger email to IB families, and posts on LHS – IBPA social media; applications are due at the beginning of April; the Scholarship Selection Committee reviews applications and meets to assess, deliberate, and determine award recipients, as well as the monetary value of each scholarship; scholarships are

awarded at the IB Senior Banquet in May. Recipients then complete a form with their university or college name, address, and student ID and the scholarship award is sent directly to the school.

### **Scholarship Selection Committee Qualifications**

The qualifications and commitments required for a selection committee:

- Willingness to spend time individually to review the application materials provided to you in advance of the review meeting (estimated 4-10 hours depending on the number of applicants over a month-long period)
- Willingness to utilize our selection criteria, rubric, and numeric rating and share personal notes to document the process and decisions made in determining the award winners
- Being available for the final review and deliberation meeting in late April or early May, via Zoom for 2021 (typically 2-3 hours)
- Ability to work with others respectfully in a team environment
- Openness to revealing any conflict of interest with potential scholarship applicants
- Understanding the need for strict confidentiality, fairness, objectivity, and nondiscrimination within the scholarship selection process
- Acknowledge this double-blind review process where neither the identity of the applicants nor the selection committee are identified during the review process to each other

Ideally, a diverse group of 5-7 selection committee members is desired, who may include:

- Current LHS Staff or Counselor
- LHS Pre-IB Freshman or Sophomore Parent
- LHS IB Alumni or Alumni Parent
- Lakewood Community Member familiar with the LHS IB Program
- LHS - IBPA Parent Member
- LHS - IBPA Scholarship Committee Chair or Co-Chairs

A process description and scholarship application instructions are provided in Appendix P.

# IB Senior Banquet

The IB Senior Banquet, hosted by the LHS – IBPA, is a celebratory event to honor graduating IB program seniors. It is traditionally held at a hotel or banquet hall and features a formal dinner, entertainment by IB seniors, tributes to LHS IB graduating seniors, faculty and staff, speakers, academic cord awards, and presentation of LHS – IBPA scholarships.

The event is funded primarily through ticket sales to graduating IB seniors and their families and any donations that are received specific to the banquet. LHS IB faculty/staff and two IB student ambassadors are invited to attend at no cost. Their ticket costs are traditionally covered by the monies generated by ticket sales to IB families. Historically, attendance is around 300. One important function of the Senior Banquet Committee is to ensure that the ticket price covers the overall cost of the venue/dinner and faculty attendance while staying affordable for the IB graduates and families. The 2022 ticket price was \$38 (which was possible due to a large donation).

NOTE: In accordance with COVID-19 safety protocols, the Banquet was held on-line in 2020 and as a graduate-only, in-person event in the LHS auditorium in 2021. It was livestreamed to families. For the 2021 Banquet, the potential to hold it outside in the LHS parking lot was discussed and, ultimately, rejected. Unpredictable Colorado weather was the main reason. Infrastructure rental costs (large tent to cover the stage) and seating logistics were also contributing reasons.

## **General Timeline – Senior Banquet Committee**

The Banquet timeline is February through May. The Senior Banquet Committee begins planning activities in February, which includes a call for volunteers, and initiates discussions with the venue about space, table and stage layout, potential IB Art displays, food and beverage options and cost, audio visual infrastructure and cost, parking availability, and anticipated taxes and service charge(s). The venue then provides a quote with options and pricing. The Banquet Committee also communicates with the LHS financial secretary to confirm that the venue is an authorized vendor.

NOTE: The contract is between Lakewood High School and the venue. Taxes are paid. Tickets are not tax deductible.

In March, the Banquet Committee reviews the venue's quote, and determines the ticket price and the total tickets allocated per family and presents this information to the LHS – IBPA for discussion and approval at the April board meeting. Upon approval, the Banquet Committee negotiates a contract with the venue, which is then sent to the LHS financial secretary for approval, authorization, and subsequent submission of a down payment, via check, to the venue.

Additionally, the Banquet Committee conducts a walkthrough of the venue with the LHS IB coordinator and the IB senior student ambassadors. They also design the invitations and RSVP form, and work with the LHS IB secretary, who distributes the invitations to the IB senior families.

In 2022, the invitation and RSVP form was created and distributed electronically, which eliminated the cost of printing and postage. IB senior families submitted their RSVP/number attending and individual entrée selections via Google form and then purchased the tickets via their senior's Jeffco student fee page within the Infinite Campus system (a two-step process).

Questions from IB families were submitted via email to the main LHS – IBPA email ([lakewoodibpa@gmail.com](mailto:lakewoodibpa@gmail.com)) and forwarded to the Banquet Committee for review and response back to the IB family. For the future, creating a dedicated IBPA Banquet email (gmail) for IB family questions would streamline this process.

Note: Ticket allocation is generally five tickets per family, including the IB senior. Historical data reveals that some IB families purchase less than five tickets while other families request more than 5 tickets. Families requesting tickets above the limit of 5 are placed on a waiting list for the additional tickets. The Banquet Committee then advises these families on availability and purchase instructions in the week or few days prior to the banquet.

In May, the Banquet Committee provides a progress report at the LHS – IBPA board meeting. One to two weeks prior to the banquet, the Banquet Committee works with the LHS IB secretary and financial secretary to create the banquet program (hard copy), reconcile RSVPs and payments, communicate the final call for tickets to IB senior families, finalize a seating chart, and meet to create table centerpieces for the venue, if necessary. They also manage the “day of” activities, which includes overseeing the set-up, check in and confirmation of previously designated dinner selections, and directions to table assignments.

The banquet is held in mid-May, prior to Lakewood High School graduation.

### **General Timeline – Senior Banquet Program**

The Senior Banquet Program timeline is January through May. The Program consists of the evening's events and a printed program and is developed by two LHS IB senior student ambassadors and the LHS IB coordinator. Student ambassadors are selected in their junior year and traditionally attend the senior banquet that year (at no cost). In their senior year, they meet monthly with the LHS IB coordinator from January through March to discuss and plan the Program's events, recruit IB graduating senior speakers and performers, and communicate with the Senior Banquet committee.

In April, the student ambassadors meet to finalize the evening's events and request college or university selection/after graduation plans, such as internship or gap year information from graduating IB seniors. This information is included in an insert in the printed program.

In May, the student ambassadors, in conjunction with the LHS IB coordinator, submit a soft copy of the printed program to the Jeffco Print Shop via the LHS IB secretary and conduct one rehearsal with all program participants prior to the banquet.

The student ambassadors serve as emcees during the banquet.

Process and informational descriptions and a program example are provided in Appendix Q.



## LHS – IBPA Attrition and Recognition

The LHS – IBPA is fortunate to have the support of LHS IB families, who regularly volunteer to fulfill leadership positions with the organization. Ultimately, most board members, committee chairs, and volunteers attrit out of the organization upon the graduation of their students, i.e., “graduating with your senior”. Some IB parents and guardians continue to serve after their student(s) graduate, much to the gratitude of the LHS – IBPA.

It is customary to recognize departing volunteers with a verbal thank you at the conclusion of the final board meeting and at the senior banquet, and in written form in the final School Messenger email, social media posts and May LHS – IBPA newsletter. No other form of recognition is necessary.

## Appendix A - Bylaws

### BYLAWS OF THE LAKEWOOD HIGH SCHOOL INTERNATIONAL BACCALAUREATE PARENTS' ASSOCIATION (revised and adopted 2004)

#### ARTICLE I

##### Name and Mission

1.1 Name. The name of the organization is the International Baccalaureate Parents Association (IBPA). The IPBA is affiliated with Lakewood High School (LHS), Jefferson County, Colorado.

1.2 Mission. The IBPA supports the students of Lakewood High School, their teachers, and their school by providing:

- A forum for sharing information and ideas about the International Baccalaureate (IB) program and its participants;
- A collective voice for IB interests and concerns;
- Financial support for academic enhancement programs, materials, and instructors;
- Opportunities for students, parents, and teachers to interact and share their experiences so as to provide a support system for IB students in pursuit of the high academic excellence that is the cornerstone of the IB program; and
- Volunteer support of IB program components.

#### ARTICLE II

##### Membership

2.1 Members. Association membership is open to any parents) who have a student enrolled in the International Baccalaureate Program at LHS and pays annual membership dues.

2.2 Meetings.

2.2.1 Membership Meetings. Membership meetings will normally be held monthly during the school year.

2.2.2 Annual Members Meeting. The annual members meeting, at which the election of the Board of Directors will take place, shall be held in April.

2.2.3 Special Meetings. The Chair may call special meetings, as necessary.

2.3 Notice. Notice of meetings will be provided in the newsletter, by email or on the website.

#### ARTICLE III

##### Board of Directors

3.1 Board Role and Size. The Board of Directors (Board) is the governing body for the IBPA and is comprised of the following officers:

- Chair
- Chair Elect
- Secretary
- Treasurer
- Fund Raising Chair

The Coordinator of the IB program is an ex-officio member of the Board.

3.2 Meetings. The Board shall normally meet monthly during the school year at an agreed upon time and place.

3.3 Board Elections. The Chair shall appoint a Nominating Committee by February to prepare a slate of nominees. The slate of nominees shall be presented to the members at the annual meeting. Newly elected Board members shall attend the May Board meeting.

3.4 Terms. Each officer is elected for a one-year term.

3.5 Quorum. A quorum will consist of at least three members at a meeting. At any meeting in which a quorum is present a majority shall be sufficient for any action to be approved.

3.6 Notice. Notice of Board meetings shall be provided to the Board one week prior to the meeting date, via email or telephone.

3.7 Duties of Officers.

- The Chair shall preside at all meetings of the members and of the Board of Directors. The Chair shall call all special meetings and appoint chairs of standing and ad hoc committees, is an ex-officio member of all committees and approves all communications of a general nature sent out in the name of the IBPA. The chair performs such other duties as directed by the Board.
- The Chair Elect shall perform the duties of the Chair if the Chair is absent or unable to perform the same. The Chair Elect shall succeed to the office of Chair at the end of the term of office and shall perform other duties as directed by the Board.
- The Secretary shall keep an accurate record of the proceedings of the members meetings and of the Board. The secretary shall conduct the correspondence of the IBPA and Board; shall collect and record all amendments to the bylaws and standing rules of the IBPA; shall be responsible for giving notice of the date and time of all special Board meetings.
- The Treasurer is the accountant of all funds of the IBPA. The treasurer shall report to the Board and membership at each meeting or when requested by the Board, shall keep an accurate record of deposits and expenditures, shall prepare a budget for Board approval, shall keep an accurate record of the membership for voting purposes, shall make the same available upon request to the Board and/or the nominating committee. The treasurer will maintain contact with the LHS bookkeeper and work with that person to provide accurate reports for the organization.
- The Fund Raising Chair shall coordinate, facilitate and oversee fundraising activities of the organization.

3.8 Vacancies. Board vacancies shall be filled by appointment by the Board for the remaining term of office.

3.9 Resignation and Termination. Resignation from the Board must be in writing and received by the Secretary. A Board member may be removed for any reason by a unanimous vote of the remaining Board members.

3.10 Special Meetings. Special meetings of the Board shall be called upon the request of the Chair or three members of the Board. The Secretary shall provide notice by email or telephone one week in advance of the date of any special meeting.

**ARTICLE IV**  
Committees

The Board may create committees as needed for the work of the Association. The following are Standing Committees.

- Fund Raising Committee
- Library Committee
- Membership Committee
- Newsletter committee
- Social Committee
- Staff Appreciation Committee

Standing Committees shall deliver a report of activities to the members on a monthly basis or when requested by the Board. Committee chairs are welcome and encouraged to attend Board meetings in a non-voting capacity.

**ARTICLE V**  
Voting by Members

The normal decision process shall be through consensus with open discussion. Any member can request a vote at any time by making a motion at a member meeting. A simple majority of members present at the meeting is required for affirmation of such motion.

**ARTICLE VI**  
Conflict of Interest

No part of the net earnings of the IBPA shall be used to benefit the officers or other private persons with the exception of scholarship monies awarded to individual students based on merit or need for IB related expenses.

**ARTICLE VII**  
Amendments and Revisions

These bylaws maybe amended or revised by a simple majority at the Annual Members Meeting. Members need to be notified of proposed changes one month in advance by newsletter, email or on the website.

**ARTICLE VIII**  
Dissolution

Upon the dissolution of the IBPA, the Board shall, after paying or making provisions for the payment of all the liabilities of the IBPA, give the remaining assets to the IB program at LHS or to the general fund at LHS.

# Appendix B - Calendar

## LHS – IBPA 2021-2022

Year at a Glance

**\*\*All Board and some General Meetings will be facilitated via Zoom \*\***

### AUGUST

17 – Freshmen Orientation

18 – First Day of School

### SEPTEMBER

1 – Board Meeting; 5:30-6:30 pm

8 – General Meeting; LHS Lecture Center, “5 Best IB Practices/Meet the Board”; 6:30-8:00 pm

15 – Staff Appreciation; LHS

29 – Social Event: LHS Chalk Festival, LHS West Patio; 3:45-5:30

### OCTOBER

6 – Board Meeting; 5:30-6:30 pm

13 – General Meeting; “IB – What to Expect, A Parents Perspective/Q & A with Ms. Kramer”; 6:30-8pm

18/19 or 25/26 – IB Information Night; 6:30-8:00 pm

### NOVEMBER

3 – Board Meeting; 5:30-6:30 pm

10 – General Meeting; “Mental Health and Fitness for Teens and Parents with Culum Walsh”, 6:30-8:00

16 – Staff Appreciation

22 to 26 - Fall Break

30 – Online Bingo; Zoom; 7-8 pm

### DECEMBER

1 – Board Meeting; 5:30-7 pm

4 – IB Application Day; LHS, IBPA Panel

20 – iPie Pizza; All Day; 5807 W 38<sup>th</sup> Ave, Wheat Ridge

23 to 1-4-2022 - Winter Break

### JANUARY

5 – IB Diploma Ceremony; LHS Auditorium; 7-8 pm

6 – Board Meeting; 5:30-6:30 pm

12 – General Meeting; “Grads Tell All”; 6:30 – 8 pm

### FEBRUARY

2 – Board Meeting; 5:30-6:30pm

9 - General Meeting; “Extended Essays”, LHS Lecture Center, 6:30-8 pm

16 – Staff Appreciation

23/TBD by Volunteer Response – Social Event: Chili Cookoff; LHS West Atrium, 6-7 pm

### MARCH

1 – LHS - IBPA Scholarship Application Process Open to IB Seniors

2 – Board Meeting; 5:30 – 6:30 pm

9 – General Meeting; “IB and College”; 6:30-8 pm – Ms. K to talk to LHS counselors

21 to 25 - Spring Break

### APRIL

1 – LHS - IBPA Scholarship Applications Due; 5:00 pm

6 – Board Meeting; 5:30-6:30 pm

7/TBD – General Meeting; 6:30- 8:00 pm,

13 - Staff Appreciation

11 or 13 – Incoming Freshman Class of 2025 IB Meeting; 6:30-8 pm

TBD – Social Event: LHS Film Festival, 7-9 pm, Alamo Draft House, 4255 W. Colfax

### MAY ALL MONTH - IB & AP EXAMS – PROCTORS NEEDED

4 – Board Meeting; 5:30-6:30 pm

17 – Senior Banquet; Denver West Marriott, 5-9 pm

21 – LHS Graduation, North Area Athletic Complex (Arvada), 2 pm

27 – Last Day of School

# Appendix C - Board Meeting Agenda

LHS – IBPA Board Meeting

May 4, 2022

5:30 - 7 pm

Zoom Meeting ID = xxx

Agenda

*Timeframe: 30 Minutes*

## Recognition/Thank You!!

- LHS – IBPA – \$100 in gift cards in support of the LHS Film Festival (IB Film)
- 2022 IB Senior Banquet Organization

Approve 4-6-2022 Meeting Minutes	All
Treasurer/Membership Report	Name
• Scholarship Drive Update	
King Soopers and RaiseRight	Name
Social Media	Name
Staff Appreciation/Hospitality	Name

*Timeframe: 60 Minutes*

Senior Banquet	Name
2022-2023 Succession	Name
2022 LHS – IBPA Survey Update	Name
Scholarship Committee Update	Name
• Confirm total award amount for 2022 scholarships	

## Upcoming Events

- 5-17 Senior Banquet, Marriott Denver West

Roundtable	All
------------	-----

**This has been a great year!  
MANY THANKS TO ALL!**

## Action Items

Task	Who	Due
Provide response to the LHS Senate and sponsor regarding their request for support of Teacher Appreciation week		4-7-2022
Reach out to parent volunteer for 2022-2023 IBPA treasurer position and provide update on his interest.		4-15-2022
Send email communications to all parents about: <ul style="list-style-type: none"> <li>- IB/AP Test proctor volunteering needs</li> <li>- IBPA succession</li> </ul>		4-15-2022
Send an email to parents of IB sophomores about volunteer positions for IBPA		4-15-2022
Complete IB Banquet timeline <ul style="list-style-type: none"> <li>- "Save the Date" for IB Banquet on 4/11</li> <li>- Invitations for IB Banquet on 4/20</li> <li>- 1 week left for RSVP reminder on 5/4</li> <li>- Final reminder to RSVP on 5/9</li> <li>- Final RSVP date is 5/11</li> </ul> Provide final numbers to Marriott 5/14		4-11 to 5-14-2022
Confirm total award amount for IB Senior Scholarships		5-4-2022
Create centerpieces and seating arrangements for IB Banquet		5-16-2022
Create IB Banquet program		5-17-2022
Social hour to celebrate the end of the year and thank the LHS – IBPA board and committee members		May/June 2022
Plan a fall meeting for IB juniors and parents to refresh them on what expect in the IB program and explain IA, CAS, Extended Essays as well as remind them of the benefits of RaiseRight and King Soopers.		9-1-2022

Appendix D -  
Meeting Minutes Format Process Document

**LHS IBPA Board Meeting Minutes  
October 3, 2018**

Meeting was called to order at 5:40 p.m.

**Guidelines:**

- Alert a co-chair if you need to leave early so we can discuss your subjects first.
- Duration 1 hour. Extended discussions curtailed.
- Please print the follow-up chart (end of document), circle your tasks, and bring notes to the next meeting.

Attendance:

Present	CC

**TOPIC:        Approve Minutes (Chair)**

Notes . . .

**TOPIC:        Recognition and Chair Report (Chair)**

Notes . . . .

**TOPIC:        Treasurer’s Report (Treasurer)**

Notes . . .

**TOPIC:        Calendar Review (Chair)**

**TOPIC:        King Sooper’s Cards (Name)**

**TOPIC:        Website (Name)**



**TOPIC: Amazon Smile (Name)**

**TOPIC: Short-term Fundraising (Name)**

**TOPIC: Long-term Fundraising (Name)**

**TOPIC: Staff Appreciation (Name)**

**TOPIC: Miscellaneous (Name)**

Next Board Meeting:

Follow-Up Items:

Task	Who	Due

Meeting was adjourned at 7 p.m.

Respectfully submitted,  
xxxxxx  
IBPA Secretary

## Appendix E - Chalk Festival Process Document

<b>Topic</b> Chalk Festival at LHS Social event for all LHS students and families, sponsored by the LHS - IBPA
<b>Author</b> <i>Name, contact email, and number</i> Ann Fletcher 720-371-6924 wheatridge1@msn.com
<b>Timing</b> <i>Frequency of occurrence (monthly, quarterly, annually). If an event, in which month, day, and time?</i> September/early October, Friday, 4:00-6:00 pm West Patio
<b>Communication</b> <i>Email, FB, IG, Sign Up Genius, URLs, Posters, etc. Do not include usernames or passwords.</i> Email from IB Office, Sign Up Genius, Facebook, Instagram, Posters at school
<b>Estimated Budget</b> <i>Overall and cost breakout</i> \$350 - \$200 chalk - \$150 awards
<b>LHS Staff Contacts</b> <i>For coordination, authorization. Use titles rather than names.</i> Vice Principal – Activities                      Janitorial Staff IB Secretary and Coordinator                      Music Department Art Department – Drawing/Painting
<b>LHS – IBPA Volunteer Requirements</b> <i>For planning, staffing, and support</i> 1 - 3 volunteers to manage student check-in, chalk distribution, awards, and clean up.
<b>Special Requirements</b> <i>Skills, training, tools, supplies</i> Sound Machine from Music Department Musical playlist via iPhone or Android LHS- IBPA banner
<b>Detailed Description/Timeline</b> <i>Deliverables/sequence of activities. Include tips or "do" or "don't" advice.</i> 3 weeks prior to event: <ul style="list-style-type: none"><li>- Submit event request to LHS Vice Principal – Activities</li><li>- Work with Drawing/Painting Art Department teacher to create an event poster using student artwork and to assemble the judging panel (Art teacher head judge + 1-2 LHS teachers/staff)</li><li>- Purchase 50 Crayola sidewalk chalk sets @ \$2.50 - \$3.00 each (Walmart, Target, etc.)</li><li>- Purchase materials and create awards for the categories of School Spirit,</li></ul>

## Originality, Creativity, Best in Show

### 2 weeks prior to event:

- Meet with IB Secretary and Janitorial staff to confirm table/sound machine set up
- Create Sign Up Genius sign up page for LHS students
- Advertise via email, Facebook, Instagram and event poster
- LHS students sign up via Sign Up Genius – individual and team entries allowed
- Create musical playlist

### Day of Event:

- Produce Sign Up Genius sign up list and assign square numbers. If less than 50 students/teams assigned, allow for walk-ins when event starts
- Set up check in/chalk distribution table with LHS – IBPA banner

### Schedule:

- 2:30 pm: Janitorial staff will set up two tables for check in/chalk distribution and awards display. Tape the IBPA banner to one table.
- 2:30 pm: Draw 3' x 3' squares on the West patio, number each square 1-50
- 3:45 pm: Festival begins, start music, student check in/chalk distribution
- 4:00 – 5:00 pm: Student drawing time, Judges review artwork
- 5:00 – 5:15 pm: Judges compile results with LHS – IBPA volunteers
- 5:10 pm: LHS – IBPA thank you/remarks and head judge announces winners
- 5:15- 5:30 pm: Clean-up/donate leftover chalk to the Art Department

### Tips:

- In addition to music, the sound machine will be used for remarks and announcing award results
- Be prepared for walk-in student artists
- Students will come to the festival as their after-school activities end (sports)
- See the Vice Principal – Activities if you plan to include food trucks. She has a number of contacts.
- Take pictures of the students working on their squares, the completed squares, and award recipients for publication in FB, IG, and the LHS – IBPA newsletter.

Appendix F -  
LinkedIn Tutorial

# How to Create a LinkedIn Profile

Created by Lakewood High School IBPA Parents

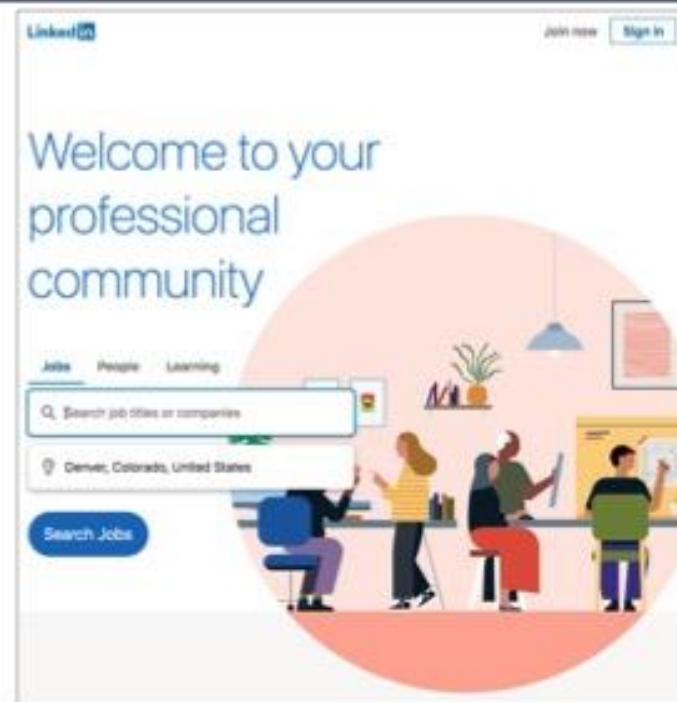
- Ann Koerner
- Marilee Clark
- Judi Gee
- Ann Fletcher
- Joellen Kramer

April 2020



# Agenda

1. What is LinkedIn
2. Why? What's In It For Me?
3. Tips on Creating a LinkedIn Profile
4. Build Your Network
5. Examples & Resources
6. Any Questions?



# What is **LinkedIn**

?

*"Connecting the world's professionals"*

LinkedIn is a social platform designed for professional networking.

It is the world's largest professional network with over 660+ million users in over 200 countries.

It started in 2003 and was purchased by Microsoft in 2016 for \$26 billion.

LinkedIn offers the ability to:

- **Hire.** Attract talent and recruit candidates.
- **Market.** Market to a professional audience.
- **Sell.** Offer opportunities for selling efforts.
- **Learn.** Keep skills current.

Minimum age requirement is 16+ years old.

# What's In It For Me?

**1. Stay in touch and build your network early.**

- Classmates, teachers, employers, mentors, family, alumni, friends, etc.

**2. Create a professional online presence.**

- Highlight your key skills and keep your resume updated with new positions and achievements

**3. Find new opportunities.**

- Discover and apply to internships or job openings. Learn about career paths that might interest you.

# 9%

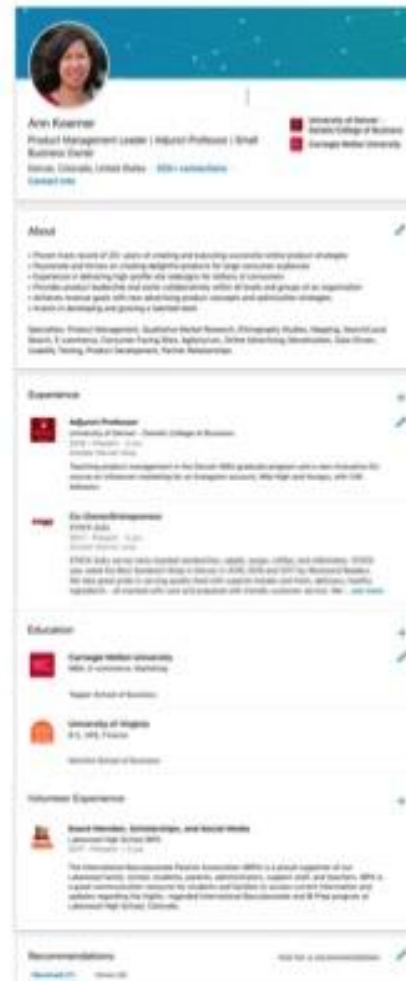
of high school students use LinkedIn, meaning those who do have a better chance of standing out from their peers.”

\* <https://www.linkedin.com/press/high-school-students-use-linkedin>



# Anatomy of a LinkedIn Profile

*\* are recommended for completion. The other sections are optional.*



Profile Summary \*

Experience \*

Education \*

Activities, Honors, Volunteer Organizations

Recommendations

# Tips for Your Profile

*What are 3 words that describe you?  
What do you want to be known for?*



**Photo:** This photo should be a headshot, from your shoulder level up, facing forward, smiling. It should be a polished, quality photo and include just you (no friends) in appropriate clothing. Your senior portrait might work.

**Headline:** This should be a short phrase that summarizes what you've done and what you're interested in doing in the future. "Student" is perfectly fine.

**About/Summary:** Share your story in a succinct, engaging way. Highlight your experience and goals. Write it in first person ("I", "my"), so that it's stronger. Avoid using slang. Add expanded names to lesser-known acronyms.

Some formats to consider:

- 1-2 paragraphs
- A Specialties list
- 5-6 bullet points

Use "keywords" to help your profile and key skills appear in search results. Introduce yourself – show a bit of your style and personality!

**Contact Information:** Use a professional email, eg. FirstLastName@gmail.com or your school .edu email

7

# Tips for Your Profile - Experience

**Charitilly DECA**  
2 yrs

**Membership Director**  
Jun 2018 - Jun 2019 - 1 yr 1 mo  
Second year as an officer for Charitilly DECA, in the 2018-2019 school year. My inclusive and enthusiastic persona makes me the best fit for this position.

**Treasurer**  
Jul 2017 - Jun 2018 - 1 yr  
DECA prepares leaders and entrepreneurs for careers and education in marketing, finance, hospitality, management, and other business areas.

**Student Volunteer**  
Inova Fair Oaks Hospital  
May 2017 - Jun 2019 - 2 yrs 2 mos  
Fairfax  
Selected among 15 out of 55 applications, Inova Fair Oaks Hospital volunteers are often the first hospital representatives with whom a family member speaks. Whether giving directions, answering the phone or offering support to patients and staff, volunteers help us provide the highest quality, compassionate care to the diverse communities we serve.

**Chair & Representative**  
Fairfax County Student Advisory Council  
Aug 2017 - May 2019 - 1 yr 10 mos  
Elected by students to represent Charitilly High School at monthly FCPS meetings. Works to provide a voice for the underprivileged and resolve current issues within the community.

**Intern**  
Fairfax County Government  
Jan 2018 - Mar 2019 - 1 yr 3 mos  
12000 Government Center Parkway, Fairfax, VA 22035  
Participated in a paid internship with the Fairfax County government to become more educated as an engaged student and leader within the community. Analyzed county government data and statistics and presented findings through coherent graphs and pictures over PowerPoint to

**Work:** List noteworthy work positions that you've held. This includes summer internships (paid and unpaid), part-time jobs, research assistant, or entrepreneurial or freelance work. It's okay to have 1-2 positions to start.

If you don't have work experience, consider including school organizations relevant to your college studies or career aspirations. As you gain more work experience, you will trim this section to include only jobs that are relevant to your career path.

**Volunteer:** List your volunteer organizations (eg. non-profit, tutoring, sports, etc.) with a short description of responsibilities, involvement, or leadership roles.

**Description:** It is important to know that organizations are looking for people that can deliver results. Hiring decision makers look for tangible, verifiable results. Adding proven results provides depth to your work and volunteer experience and makes you stand out.

Examples:

- X Club President, 2019-2020. Led two food drives which resulted in the contributions of two tons of non-perishable food to the Lakewood High School food pantry.
- Golf instructor, X Course, 2019-2020. Instructed 75 five and six year old children on golf basics.
- Emcee, 2019 Lakewood High School International Baccalaureate Association Senior Dinner. Co-wrote and emceed the evening's program for 300+ graduating seniors and their families and LHS staff.
- Graduate, Colorado Outward Bound, 2019-2020. Successfully completed a two week off-the-grid camping trip.

# More Tips for Experience and Activities

**Honors and Awards:** List any formal recognition or select nominations that you've received in school or out of school.

*Examples: National Merit Scholarship, Employee of the Month, etc.*

**Projects:** Highlight projects that you may have excelled in or received recognition. Keep in mind, you will be making them publicly available for view. You can include a URL link.

*Examples: Competitions, research projects, presentations you've given, photos/videos, news articles about you, etc.*

**Organizations:** This is where you list clubs or extracurricular activities. Include those that have significance to your resume. It should not be exhaustive of all your activities. Recommend no more than 6 for your initial setup.

*Examples: DECA, Key Club, Honor Societies, Athletics, etc.*

**Skills:** Give thought to the skills that you want to be endorsed by people that you connect with. These skills should be relevant to what you enjoy doing and the field you intend to pursue professionally. Your top 3-5 skills will appear with your profile. Be prepared to discuss your skills in an interview and back it up with stories.

*Examples: Research, Leadership, Presentation Skills, Data Analysis, Writing, Journalism, Debate, etc.*

**Language:** List another language if you're comfortable having a conversation in a professional setting.

# Tips for Education & Recommendations



Choose the Lakewood Tiger one!



**Education:** Pick "Lakewood High School, Colorado." Go Tigers!

The **Recommendations** feature allow you to get written statement from people you've worked with or your boss. You decide who you want to ask and can preview and Accept the recommendation before you decide to share it on your profile.

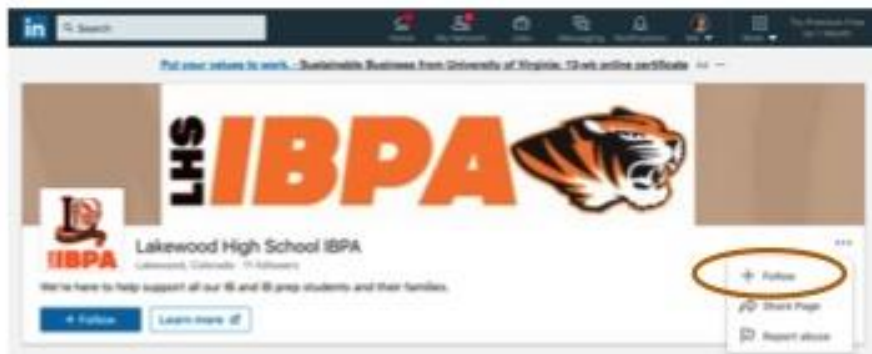
You can also decide later if you want to hide an old recommendation from your profile, which may come in handy as your profile evolves. It is not recommended to ask family or friends, unless there was also a professional relationship. This is optional.

Starting out your journey, look to gather recommendations from these adults:

- **Teachers.** They can attest to your work ethic in the classroom.
- **Summer jobs.** This includes starting your own neighborhood mowing business to working at the pool.
- **Organizations.** They can speak to your leadership shown.
- **Community Leaders.** They have seen you in action.

Many companies look at Recommendations as letters of recommendations and it may help speak to your journey in future job interviews.

# Adding Interests



**Interests:** Search for "Lakewood High School IBPA" or go to <https://www.linkedin.com/school/lakewood-high-school-ibpa/>

Click on the ... and click "+ Follow."

This will allow you to easily find IB classmates and alumni!

Follow other influencers, companies, schools and groups and see their updates in your News Feed.

## Final Tips

1. Be honest. Be professional. Don't embellish. This is your professional reputation.
2. Decide if this is the best time to create a LinkedIn profile for **YOU**. It is great to start early and start building your network, but it is your decision if the timing is right for you.
3. Research other LinkedIn profiles to get ideas, see what you like/don't like.
4. You don't have to fill out every section. Just Summary, Work, Education is fine. It's okay to keep it simple.
5. Proofread. You first. Then get a trusted friend, parent, mentor, or teacher to read it.
6. Keep it updated. Try to remind yourself to check it at least once every year.

### Pro Tips:

- Check "Settings" to decide what information is shown to whom. As LinkedIn says, **you're the boss of your account.**
- Create your own [custom LinkedIn URL](#). Keep it simple and classy. Include it in your resume.
- Use LinkedIn to [search for internships or jobs](#).

# Build Your Network

85% find their job via networking.



© 2014 CareerBuilder. CareerBuilder is a registered trademark of CareerBuilder, Inc. All rights reserved. CareerBuilder, Inc. is an Equal Opportunity Employer. All other trademarks are the property of their respective owners.

## Create Connections

Try to personalize your invitation with a few sentences. This will help make you more memorable and increase the likelihood that your invitation will be accepted.

- Start with friends, classmates, teachers, mentors, alumni.
- Reach out to parents of your friends. They are out in the world making a difference. Learn what they do and ask to connect. Remember, their industry might not directly interest you, but maybe one of their 1,500 connections might. That's the whole idea of getting connected.
- Connect to your community leaders, speakers, and ministers, and frankly, anyone that you meet that makes an impression on you.

It's a great way to follow-up and build your network for the future!



# Examples and Resources Utilized

LinkedIn Examples of High School/College Students:

<https://www.linkedin.com/in/romanoscott/>

<https://www.linkedin.com/in/annie-w-918a72132/>

<https://www.linkedin.com/in/nialartey/>

Resources:

<https://www.linkedin.com/pulse/linkedin-tips-high-school-students-judy-schramm/>

<https://blog.collegevine.com/how-to-use-linkedin-in-high-school/>

<https://smartsocial.com/power-of-linkedin-students/>

<https://collegeinfo geek.com/linkedin-summary-examples-for-students/>



## Any Questions, Tigers?

We're here to help and wish you good luck!

Insert a comment  
or  
email [lakewoodibpa@gmail.com](mailto:lakewoodibpa@gmail.com)

# Appendix G - Example Newsletter

LAKWOOD HIGH SCHOOL LHS - IBPA NEWS

LHS - IBPA

LAKWOOD HIGH SCHOOL

September 2021

IB NEWS

## CALENDAR

**9-29 3<sup>rd</sup> Annual LHS Chalk Festival**  
4 - 6 pm, LHS West Patio

**10-6 Board Meeting**  
5:30 - 7 pm, Zoom

**10-13 General Meeting "IB – What to Expect, a Parent’s Perspective/ Q&A with Ms. Kramer”**  
6:30 - 8 pm, Zoom

**10-18 and 10-19 IB Information Night**  
6:30 – 8 pm, LHS

**11-3 Board Meeting**  
5:30 – 7 pm, Zoom

**11-10 General Meeting “Mental Health and Fitness for Parents and Teens”** 6:30 – 8 pm, TBD

**11-16 Staff Appreciation, LHS**

**TBD Social Event – Online Bingo**  
6:30-7:30 pm, Zoom

**11-22/26 Fall Break**

**12-1 Board Meeting**  
5:30 – 7 pm, Zoom

**12-4 IB Application Day, LHS**

**12- 20 iPie Fundraiser, All Day, Infnitus Pie**

**12-23/ 1-4 Winter Break**



## IB COORDINATOR NOTES

Welcome back IB Tigers! It is so great to see you all in person and have some sense of “normalcy” beginning the 2021-22 school year! I want to extend a warm welcome to our new IB prep 9th graders and any other students who were learning remotely last year and are back in the building. It’s hard to believe our first six weeks is already over. Our seniors are beginning to work on their Internal Assessments and will register for their IB exams this week. They will submit their Extended Essays on Oct. 11<sup>th</sup>- quite an accomplishment! IB Juniors are working hard in their first year of the Diploma program. I went into IB 11 English classes a couple of weeks ago and shared information about what to expect in the Diploma program as well as explained the CAS requirements. Juniors will register for their IB exams in the next couple of weeks. We anticipate students will take exams in person this May.

I am excited to share some new things happening this year:

- **The IB Instagram page is live!** Please follow us @lakewood\_ib. To share your fun pictures, DM @lakewood\_ib. We love to see our IB students in action
- **IB Ambassadors-** We have an excellent group of seniors this year who are working to promote the LHS IB program and provide community building activities for our students. They are currently working on an activity for our IB Prep 9<sup>th</sup> and 10<sup>th</sup> graders, an IB senior retreat and have established a Student Resource hour on late start black days from 7:30-8:20 in room A117. Students can get help with classwork, homework, and general LHS questions. Our IB/IB prep students can talk with upper class students about the IB program, course pathways and anything else IB. Please encourage your student to take advantage of this great resource. A HUGE thank you to our IB Ambassadors!
- **IB Junior/Senior Google classrooms and Remind messages-** One of the (few) good things to come from COVID last year was finding ways to keep students informed. I created an IB Google classroom and a Remind class, which provided a way for me to share important information with students. This year, there is an IB Senior (class of 2022) and an IB Junior (class of 2023) Google classroom and Remind. If your student has not joined the Google classroom and/or Remind, please have them see me.
- **Academic Pathways page on the IB website:** Parents have asked for more information on the various IB academic pathways; ask and you shall receive! Check out the “Academic Pathways Information” tab on the IB webpage for course selection guidance.

As always, if you have any questions, please email me. Best regards and here’s to a great year!

Joellen Kramer

IB Coordinator

[Joellen.Kramer@jeffco.k12.co.us](mailto:Joellen.Kramer@jeffco.k12.co.us)



The International Baccalaureate Program aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

**2021-2022  
LHS – IBPA**

**Board**

**Ann Fletcher**  
Chair

**Ann Koerner**  
Secretary

**Carolyn Last**  
Treasurer

**Committee Chairs**

**Amy Swanson**  
LHS – IBPA Website  
King Soopers Program

**Tara Sawinski**  
ShopWithScrip Program

**Kim Hughes**  
**Lori Avery**  
Social Media

**Mike Tully**  
Short Term Fundraisers

**Sheri Visani**  
**Natasha Lamas**  
Library Prg Coordinators

**Ann Fletcher**  
Newsletter

**Michele Short**  
Staff Appreciation

**Bretton Utz**  
Exam Proctor Coordinator

**Nancy Dempsey**  
Scholarship

**Dorrie Weining**  
**Diane Koziol**  
Senior Banquet

**Class Advocates**

- 2022 **Jen Matteson**
- 2023 **Petra St. George**
- 2024 **Nancy Dempsey**
- 2025 **Carol Fabbri**

**Joann Giusto**  
**IB Secretary**

**Joellen Kramer**  
**IB Coordinator**

**FROM THE CHAIR**



Dear IB and IB-Prep Families,

Welcome back to all IB prep Sophomores, and IB Juniors and Seniors! A special WELCOME to our class of 2025 Freshman! It is great to begin another school year!

Now in its 25<sup>th</sup> year, Lakewood High School’s IB program guarantees to enrich our students’ high school experience and provide opportunities for growth that will shape their lives. Its success and continuity are directly related to the leadership and vision of Principle Dan Bock, IB coordinator Joellen Kramer, and the entire LHS staff. Thank you!

Last year, the LHS - IBPA pivoted to meet the challenges of a COVID-19 world. We adjusted our approach to continue to provide value to the LHS IB community, while operating safely and effectively. We came away with some interesting observations, most notably that some meetings actually work well on-line. Accordingly, all board meetings will continue to be conducted via Zoom. General meetings and social events will be a mix of on-line and in-person, depending on the topic.

The Library After School Program is back! IB families volunteer to staff the LHS library from 3:15 – 5 pm, Monday through Thursday. This supports all LHS students who need a place to study, do homework, or wait for a ride home.

This summer, we met to plan for the school year and enjoyed a fun kickoff meeting with the 2021-2022 board and committee chairs. A big thank you to all who joined! We have new and returning members, all with a plethora of experience and a dedication to support our IB families. Thank you for sharing your time and talents! Thank you, also, to those who recently answered a call for volunteers – we will be connecting with you soon.

We are excited to sponsor the 3<sup>rd</sup> Annual LHS Chalk Festival on Wednesday, September 29<sup>th</sup> from 4-6 pm on LHS’ west patio. Please encourage your student to participate by signing up [here](#) by Tuesday, September 28<sup>th</sup>.

Please plan to join us at our general meetings from 6:30-8 pm on October 13<sup>th</sup>, “IB – What to Expect, A Parent’s Perspective/Q&A with Ms. Kramer,” and November 10<sup>th</sup>, “Mental Health and Fitness for Teens and Parents”. The full LHS – IBPA 2021-2022 calendar may be found on our website [here](#).

The LHS-IBPA is dedicated to empowering students, supporting faculty, and promoting academic excellence. We rely on annual membership dues (\$20), fundraising efforts, and the work of our valuable volunteers. Our membership goal is 100% of IB and IB prep families. For information and to join, please click [here](#).

Thank you again for your ongoing support and participation! It is always a great day to be an (IB) Tiger!

Ann Fletcher  
2021-2022 LHS - IBPA Chair  
[lakewoodibpa@gmail.com](mailto:lakewoodibpa@gmail.com)

**3<sup>RD</sup> ANNUAL LHS CHALK FESTIVAL, SPONSORED BY THE LHS - IBPA**

It's back and it's in-person!!! Come to the LHS west patio on **Wednesday, 9-29-2021 from 4-6 pm!!!** All LHS students are welcome to participate, either as individual artists or in teams. **Sign up [here](#) by Tuesday, 9-29-2021.**

We will provide chalk and a 3' x 3' square. Drawing time is from 4-5 pm. Awards will be announced by IB Art teacher Gwen Ahlers at 5:30 pm for the following categories:

- School Spirit
- Originality
- Creativity
- Best in Show

We cannot wait to see the chalk art from our creative and talented Lakewood Tigers! Families, please come to support your student artist – bring your cameras!!



**A WORD FROM THE LHS COUNSELING TEAM**

Hello Parents/Guardians of LHS Students:

The College Fairs of Greater Denver (CFGD) is hosting a virtual college fair. **Tuesday, September 28th** there will be free workshops providing information about financial aid, writing the college essay, finding your college fit, scholarships, first generation college applicants and much more.



On **Wednesday and Thursday, September 29th & 30th** there is the virtual college fair (open the poster link below for more details on dates/times). Although there are other virtual fairs happening this fall, this is the one Lakewood Counseling is choosing to highlight. We hosted this fair in our gym pre-pandemic. Students/parents **MUST REGISTER** for the fair and workshops in **ADVANCE!** You can do this below by clicking into the website for the CFGD- Strive Scan. Please do some research to make an informed decision about which panels will benefit you the most and which colleges you would like to visit at the fair. All the workshops should be recorded so you can watch them from the CFGD website at a later date.

We hope you can take advantage of this amazing opportunity!

[2021 College Fair Infographic - Proof \[3\].png](#)

<https://www.strivescan.com/greaterdenver/>

**UPCOMING LHS – IBPA GENERAL MEETINGS**

**OCTOBER 13, 2021**

**“IB – WHAT TO EXPECT, A PARENTS PERSPECTIVE AND Q&A WITH MS. KRAMER”**



Despite everything you have researched about the IB program you still might be confused or have questions about how things work. You are not alone!

This general meeting provides a perspective on the LHS IB program from LHS – IBPA senior parent Ann Fletcher and will offer a forum to ask questions/ receive answers from LHS IB coordinator Joellen Kramer.



Please plan to join us for an interactive Zoom session from 6:30 – 8 pm. A link will be distributed via email prior to the meeting.

**NOVEMBER 10, 2021**

**“MENTAL HEALTH AND FITNESS FOR TEENS AND PARENTS”**

Culum Walsh, a Certified Academic Life Coach and Professional Certified Coach will speak about three ways that you can improve your and your child's mental health. Each third of the program includes a 10-minute Q&A.

First, Culum will present about the relationship between mental health and physical health, and he will share common warnings signs of mental health challenges among teens. He will make recommendations for improving both physical and mental health that are bite-sized and manageable.

Next, it's no secret that we all have an Inner Critic, that voice in our heads that is out to sabotage our success. The Positive Intelligence Program for Families is a practical method for dealing quickly with the saboteurs that prolong unwanted feelings and stop us from moving forward. Culum will outline simple and clear steps that empower you to deal quickly with negative emotions and create new openings for action.



The final third of the content is a demonstration of a coaching tool that is simple, powerful, and fun. Come with the most important people in your life in mind. Be prepared to take notes. Culum will guide the entire group through a clear process that could transform your relationships.

Attendance is free but registration is required.  
Watch for a sign-up link in October!

**STAFF APPRECIATION – SEPTEMBER “WELCOME BACK”**



How great was it to know that our teachers were able to return in-person this year! We are so appreciative of them and their dedication!

To recognize the fact, LHS – IBPA Hospitality/ Staff Appreciation chair, **Michele Short and her family** placed sticky pads with a welcome message in each teacher’s mail slot.

Those details mean a lot!!



**SEPTEMBER GENERAL MEETING – “FIVE BEST IB PRACTICES”**

**THANK YOU!!** What a great in-person general meeting we had on September 8<sup>th</sup>! Many thanks to our IB Prep/IB student panel: **Fiona, Torrey, Olivia, Ross, Jenna, and Henry**. We appreciate our students for sharing and for their honest, funny, and insightful responses...so impressive!

Big thanks, also, to the parents who participated!

Please find a summary here [Notes & Newsletters](#).



2021 TIGER PROWL

*THANK YOU to all who designated the LHS – IBPA for your registration fees!!*



*It was a blast, and we look forward to sharing the final donation number as soon as it is released.*



LHS – IBPA is a 501(c)3 organization --- Tax ID Number 46-1450238



## FAMILY RESOURCES

These days, the amount of school information coming home via email/text/phone can be overwhelming. Sometimes, as parents, you might wonder about what your student is doing in IB or IB Prep...and you do not know who to ask, where to turn, or how to find an answer to your question.



A group of LHS - IBPA parents have created several ways to stay informed and expand the IBPA community on social media! We encourage you to take advantage of these **family resources** and expertise to help support your students and the IBPA family. In these interesting times, it can be helpful to stay connected!

**Facebook Page:** We have created a Facebook page that shares reminders and helpful information for upcoming IBPA meetings and events. [Like us on Facebook @LakewoodIBPA](#)

**Facebook Group:** We also have a **private Facebook Group** if you're more comfortable asking questions or getting advice that is only seen by members in the group, your fellow IBPA parents, both new and experienced. [Join the group here](#) or search for Lakewood IBPA Parents.

**Instagram:** Our [Instagram @LakewoodIBPA](#) account shares IBPA reminders and information, similar to our Facebook page.

**LinkedIn:** Connect with the [Lakewood IBPA professional community](#) by following Lakewood High School IBPA and add Lakewood IB students, alumni, and families to your growing network. We look forward to connecting with you!

## PLEASE JOIN THE LHS - IBPA!

Now you can easily sign up for IBPA membership online!

Simply click on the tiger paw and use our secure online-payment system.



**Your \$20 IBPA membership goes a long way each year!**

Our modest dues enable the LHS - IBPA to help Lakewood's renowned IB program in many significant ways. So if you're not already a member, please join today.

**The LHS – IBPA is a 501(c)3 organization – Tax ID Number 46-1450238.**

***Thanks for making a difference!***

**Special Note to Families of Seniors:** For your senior to be eligible to apply for a scholarship from the LHS - IBPA in the spring of graduation year, a parent or guardian must be a member by February 1<sup>st</sup> of that year.

**It is Always a Great Day to be an (IB) Tiger!**

COMMUNITY REWARDS PROGRAMS

*A Benefit for LHS – IBPA Members Only!*



Did you know that you can effortlessly earn contributions to defray your student’s AP and IP test exams?



The LHS – IBPA is pleased to offer two programs for member to earn credit towards IB and AP testing fees while also supporting the organization.

10% of the overall donations from both programs will be allocated to the LHS-IBPA general fund and you must be a member of the LHS – IBPA to take advantage of this opportunity!

Information on Kings Soopers is available [here](#) and ShopWithScrip [here](#). Please use SWS enrollment code 91AA3BEF64982.

*Thank you to everyone who participates in these programs! Please look at the new ways ShopWithScrip has made participation even easier!*

*and*



***Support the LHS - IBPA effortlessly by shopping at [smile.amazon.com](https://smile.amazon.com).***

Amazon donates .5% of the price of your eligible AmazonSmile purchases to Lakewood IBPA (Lhs-Ibpa) when you select it as your charity organization.

**It costs nothing extra, and it is just like shopping normally on Amazon!**

To get started, click [here](#).

**RESOURCES**

To strengthen support for IB and IB prep families, we have added resource links to the newsletter. We hope they will come in handy. If you have a link you would like to recommend, please submit it to [lakewoodibpa@gmail.com](mailto:lakewoodibpa@gmail.com)

**Mental Health**

<https://robbyies-hope.com/>  
<http://www.thesecondwindfund.org/>  
[www.cwcgirls.com](http://www.cwcgirls.com)  
[Home - Colorado Crisis Services](#)

**College Planning/Career Readiness**

<https://lakewood.jeffcopublicschools.org/counseling>  
<https://www.naviance.com/>  
<https://www.nacacnet.org/>

**Student Aid**

<https://studentaidhelp.ed.gov/>

**International Baccalaureate Organization**

<http://lhstigerib.weebly.com/>  
<https://www.ibo.org/>

**Gifted and Talented**

[https://www.jeffcopublicschools.org/programs/gifted\\_talented](https://www.jeffcopublicschools.org/programs/gifted_talented)  
[HOME | TerryBradleyGifted](#)

**Stress Management**

[https://www.nagc.org/sites/default/files/PHP\\_dec2017\\_Mindfulness-Kane.pdf](https://www.nagc.org/sites/default/files/PHP_dec2017_Mindfulness-Kane.pdf)

**Academic Coaching**

[The Paradigm Shift of International Academic Life Coaching for Students \(humanbyhuman.com\)](#)



## Appendix H - Website Process Document

<p><b>Topic</b> Lakewood IBPA website maintenance</p>
<p><b>Author</b> <i>Name, contact email, and number</i> Amy Swanson <a href="mailto:amymswanson@hotmail.com">amymswanson@hotmail.com</a> 303-915-7886</p>
<p><b>Timing</b> <i>Frequency of occurrence (monthly, quarterly, annually). If an event, in which month, day, and time?</i> Usually monthly, plus occasional other posts. Heavier at start of school year</p>
<p><b>Communication</b> <i>Email, FB, IG, Sign Up Genius, URLs, Posters, etc. Do not include usernames or passwords.</i> Website: <a href="https://lakewoodibpa.weebly.com/">https://lakewoodibpa.weebly.com/</a> Maintenance: <a href="https://www.weebly.com/login">https://www.weebly.com/login</a></p>
<p><b>Estimated Budget</b> <i>Overall and cost breakout</i> \$0</p>
<p><b>LHS Staff Contacts</b> <i>For coordination, authorization. Use titles rather than names.</i> IBPA Secretary, IBPA Coordinator</p>
<p><b>LHS – IBPA Volunteer Requirements</b> <i>For planning, staffing, and support</i> Update existing content with new dates, include new posts for new information</p>
<p><b>Special Requirements</b> <i>Skills, training, tools, supplies</i> Should be computer literate. No special programming skills are needed but you must be comfortable working in a browser and following directions and help text. If you are comfortable formatting a word document with pictures and text you can do this.</p>
<p><b>Detailed Description/Timeline</b> <i>Deliverables/sequence of activities. Include tips or "do" or "don't" advice.</i> Update website with new dates and chair people at the beginning of each year. Post general meeting presentations or links and events monthly.</p>

LHS - IBPA

LAKEWOOD HIGH SCHOOL  
International Baccalaureate Parents Association

*2021 LHS - IBPA  
Survey Results*

*April 22, 2021*



LHS - IBPA is a 501(c)3 organization ---Tax ID Number: 46-1450238

## Background

The LHS - IBPA is here to support all IB Prep and IB Program students and their families.

The 2021-2022 LHS – IBPA board is interested in input and feedback from IB and IB prep parents and guardians, specifically:

- Interest on IB and other topics for monthly general meetings; anticipated attendance
- Interest on social and special events and ideas for remote events
- Volunteers for LHS – IBPA leadership and support opportunities
- Additional areas of support by the LHS – IBPA
- Overall rating of the organization

SurveyMonkey was utilized to ask 10 questions, which solicited feedback, input and ideas from IB Prep and IB Program families.

The anonymous survey was open from March 24, 2021 through April 20, 2021 and was accessible via links contained within email notice/updates from the LHS IB office, LHS – IBPA website, and LHS – IBPA Instagram and Facebook accounts.

77 respondents provided feedback. Multiple answers were allowed, and questions could be skipped.

Significant input and feedback was received – thank you!

### Next Steps

The LHS - IBPA board and LHS IB staff will review the survey results and discuss potential opportunities to implement recommendations

Access to survey results will be available via the LHS - IBPA website <https://lakewoodibpa.weebly.com/meeting-notes-and-newsletters.html>

## 2021 Survey Summary

77 respondents via web and social media post links, down from 110 respondents to the 2020 survey

Greater preference for online vs. onsite general meetings

Top three traditional general meeting topics of interest:

- IB Impact on College Admissions
- Extended Essay
- CAS (Creativity, Activity, Service)

Requests for information:

- IB program milestones/deliverables
- IB curriculums and course pathways
- Higher level course prerequisites
- Resources for planning

Strong awareness of the King Soopers and ShopWithScrip community rewards programs

Student Support – Consistent interest in ways to support students in a post pandemic environment:

- Study habits/preparation
- Mental health
- Social opportunities/bonding/mentors

Significant reduction in suggestions for remote social events coupled with a preference for in person engagement.

Top three traditional social event areas of interest:

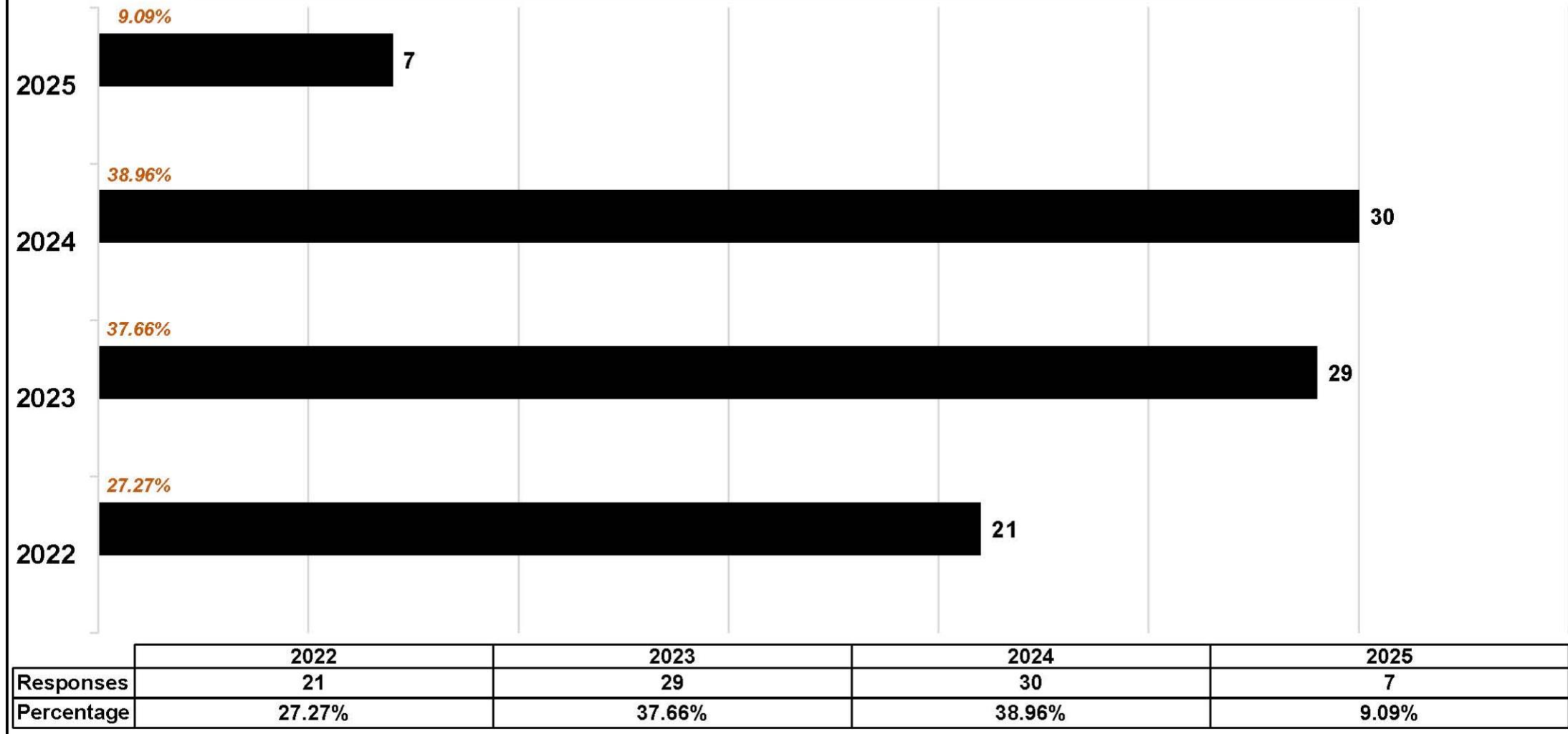
- LHS Film Festival
- Chili Cookoff
- Ice Skating at Belmar

Continued family interest in volunteering to support LHS – IBPA events and admin, volume down from 2020 responses

Shifting to remote events for the 2020-2021 school year was successful. 2021-2022 mandate: Successfully shifting back to a balance of in-person and remote events/meetings.

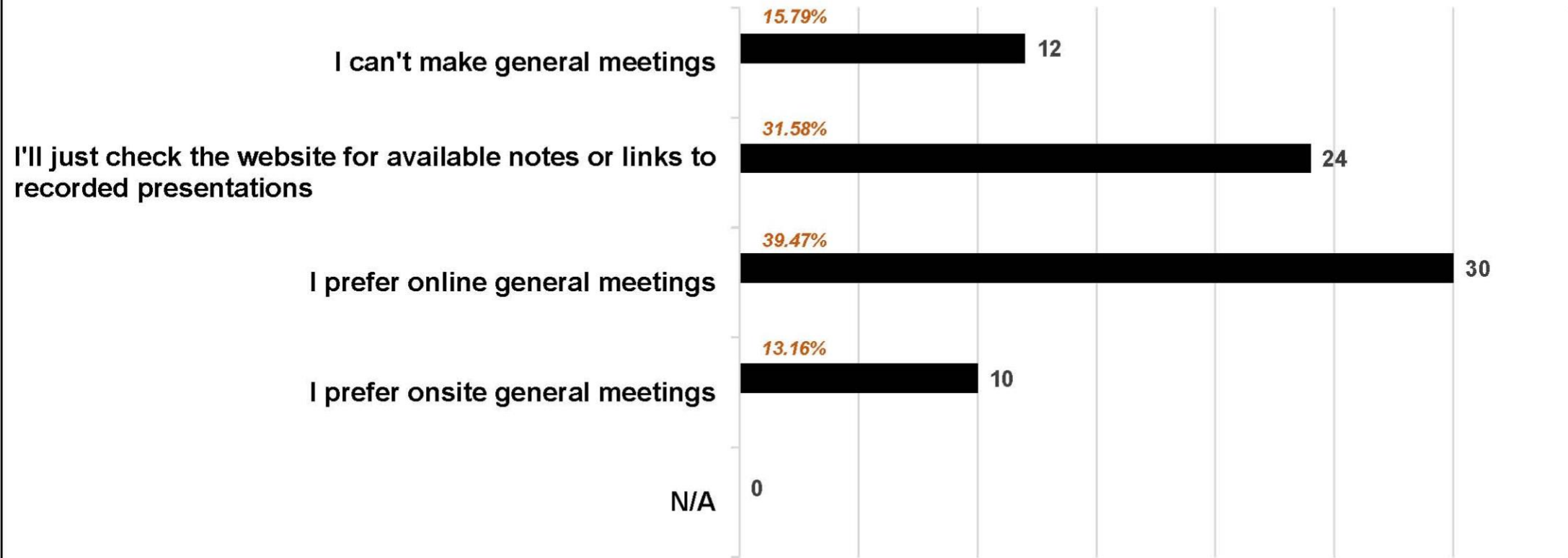
2021 LHS – IBPA overall support rating of 3.56 points on a five-point scale - Increase over the 2020 overall support rating of 3.25.

**1. In what year will your student graduate? For families with multiple students, please check the years that your students will graduate.**



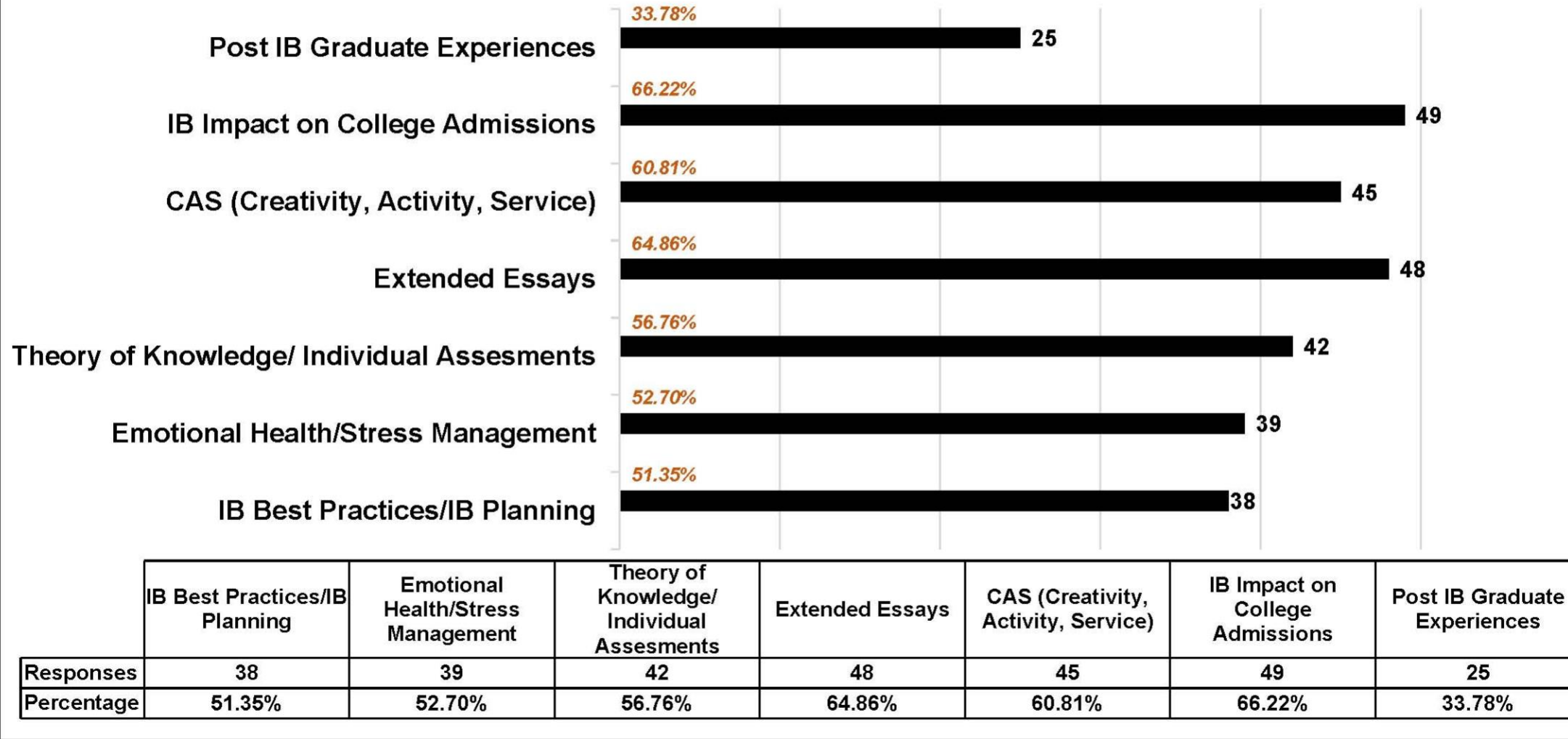


**2. How interested are you in attending monthly general meetings? Meetings are generally held during the first Wednesday of the month, from 6:30-8pm during the months of Sep, Oct, Nov, Jan, Feb, Mar.**



	N/A	I prefer onsite general meetings	I prefer online general meetings	I'll just check the website for available notes or links to recorded presentations	I can't make general meetings
<b>Responses</b>	0	10	30	24	12
<b>Percentage</b>	0.00%	13.16%	39.47%	31.58%	15.79%

3. Monthly general meetings have traditionally focused on the topics, below. Please select all meeting topics that you would plan to attend.



**4. What other topics would you like to see addressed at general meetings?  
Please provide a few details.**

**IB Program – What to Expect and How to Plan**

More information, especially in the areas of :

- Schedule planning for completion of IB requirements starting freshman year
- Prerequisites for higher level classes
- How the pre-IB program works for 9th and 10 grades
- How the IB program works for 11<sup>th</sup> and 12<sup>th</sup> grades
- Timeframes for important IB dates and deadlines
- How support works for the Extended Essay and CAS
- Role of the counselors
- IB subject pathways: STEM pathway options, humanities options, etc.
- IB graduation ceremony

**IB General**

- How does IB foster the love for lifelong learning and curiosity?
- How is the IB program recruiting historically underserved kiddos?
- IB academic decision making when changes in programming occur by administration, throughout the years
- IB Program curriculum vs technical education and Advance Placement (AP) classes

**Testing**

- IB exams and other assessments
- Tips for IB test prep

**College**

- Strategizing for college and volunteer opportunities
- College application process
- Advice for highly selective colleges and how to align course planning for all 4 years of high school

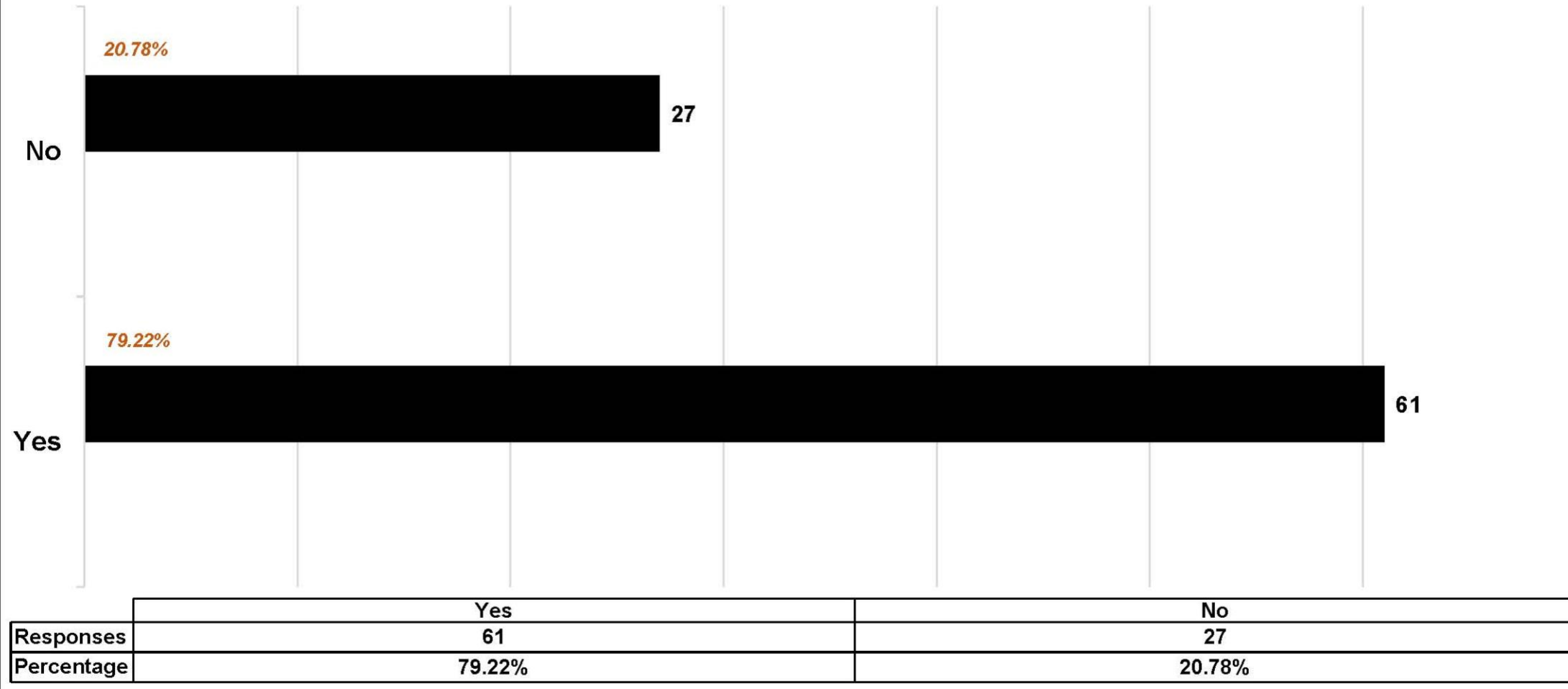
**Career Planning**

- Career introductions

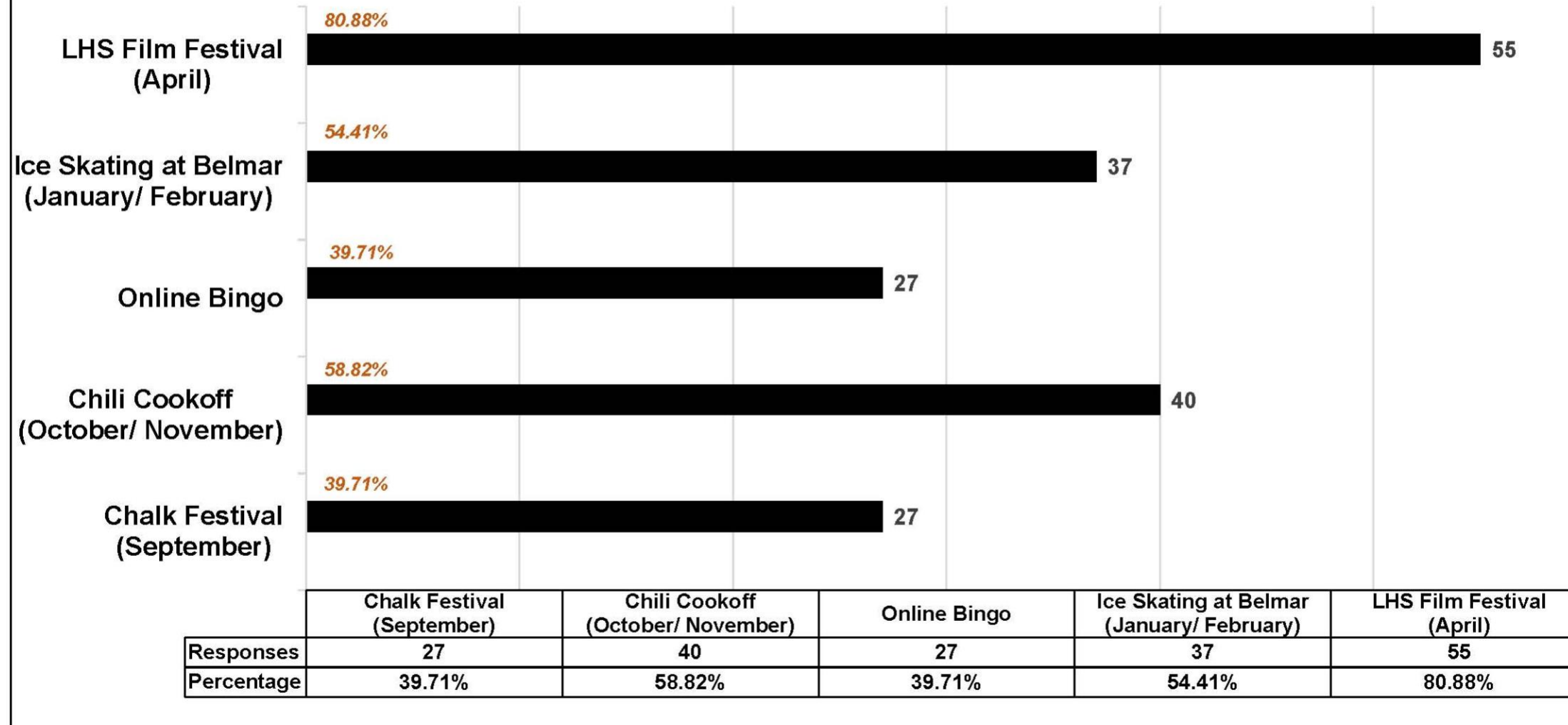
**Support**

- How parents can support their students
- How can home best support our student's continued global knowledge
- What is the "heartbeat" of The Lakewood IB program and how can parents best support it?
- Ways to partner with IB teachers (both students and parents)
- Study habits for success
- Fun social opportunities/bonding for students
- Ways for students to develop relationships with classmates
- Activities outside of IB
- More suicide prevention awareness

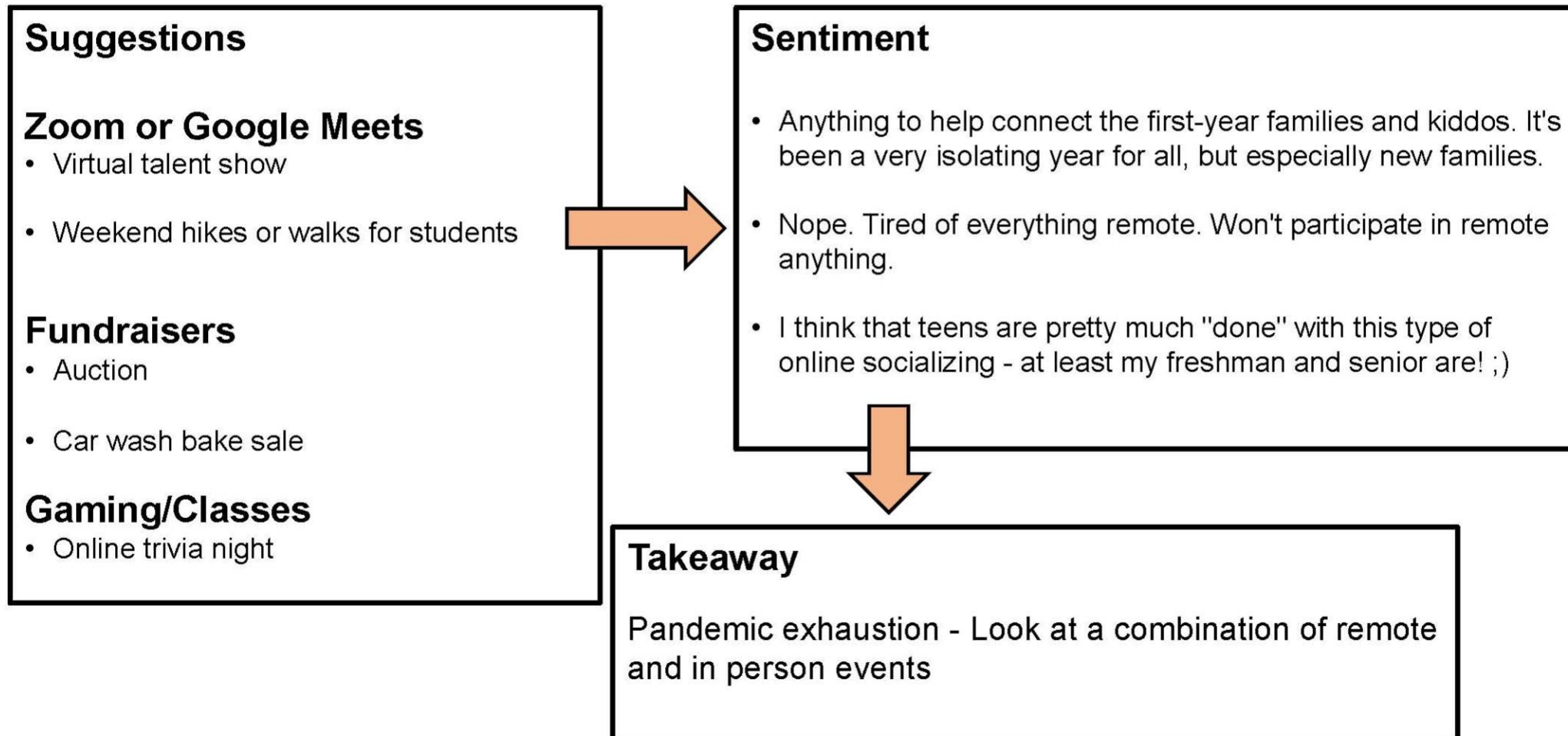
**5. Are you aware of the Kings Soopers and ShopWithScrip community rewards programs available for LHS – IBPA members? Information may be found on the LHS – IBPA website under “More”.**



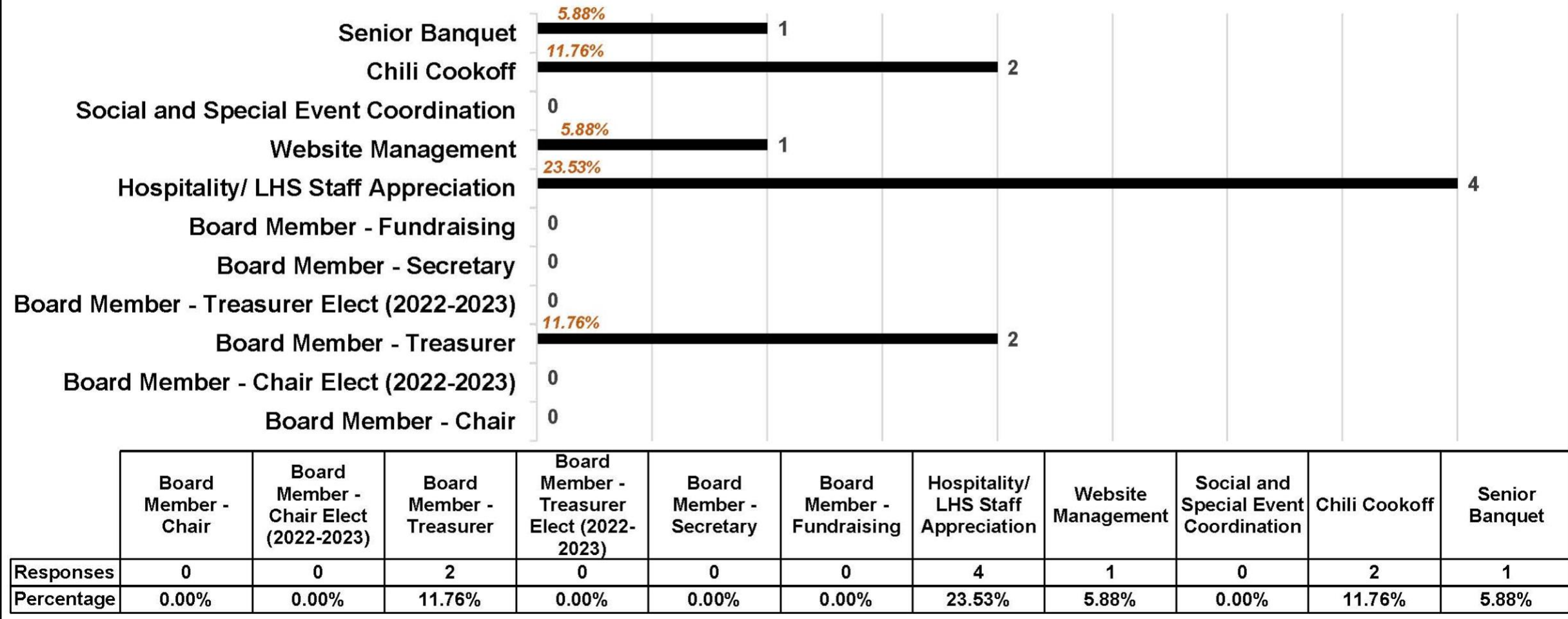
**6. If we are able, the LHS – IBPA would like to sponsor social events during the 2021-2022 school year. Which activities interest you? Please select all that apply.**



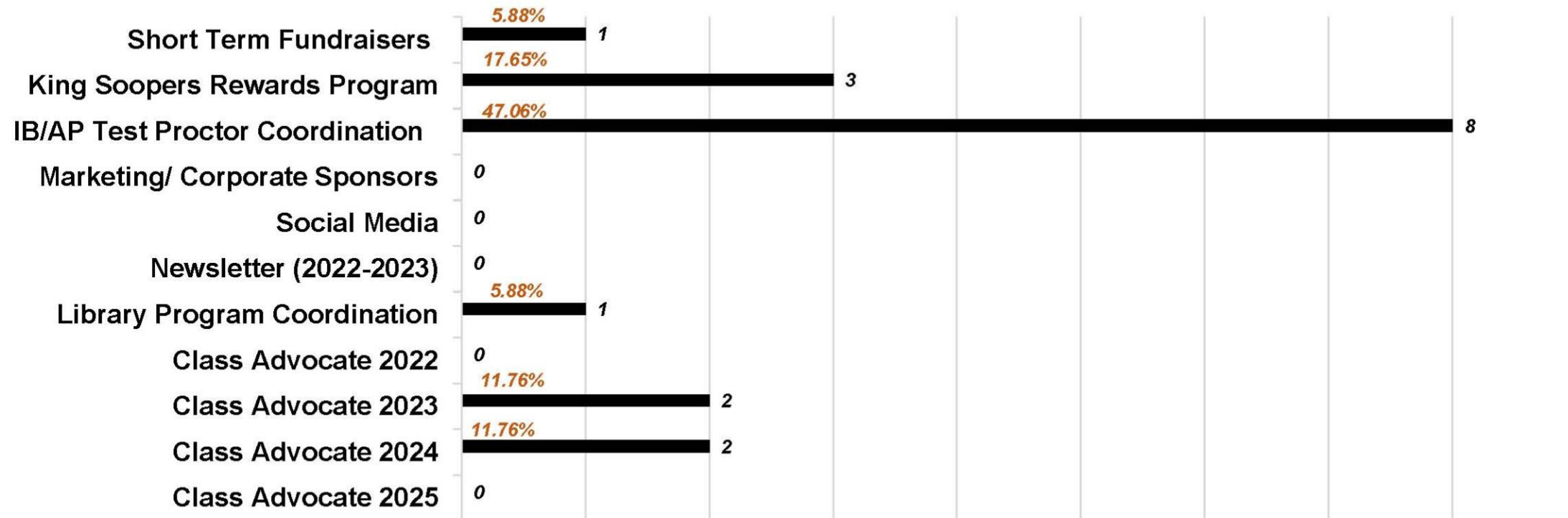
7. Do you have any suggestions for social or special events that could be facilitated remotely? Please provide a description and your name, email, and contact number if you are interested in coordination.



8. Are you able to volunteer for a leadership position with the LHS – IBPA? Time requirements range from 1-15 hours per month, on average. Please select all that apply and provide your name, email address, contact number and a few details about yourself.



8. Are you able to volunteer for a leadership position with the LHS – IBPA? Time requirements range from 1-15 hours per month, on average. Please select all that apply and provide your name, email address, contact number and a few details about yourself.



	Class Advocate 2025	Class Advocate 2024	Class Advocate 2023	Class Advocate 2022	Library Program Coordination	Newsletter (2022-2023)	Social Media	Marketing/ Corporate Sponsors	IB/AP Test Proctor Coordination	King Soopers Rewards Program	Short Term Fundraisers
Responses	0	2	2	0	1	0	0	0	8	3	1
Percentage	0.00%	11.76%	11.76%	0.00%	5.88%	0.00%	0.00%	0.00%	47.06%	17.65%	5.88%



**9. What additional support can the LHS – IBPA offer to you or your student(s)?****Membership**

- I think it has been unclear to me whether 9th and 10th grade parents/students can join the parent association or events since the program doesn't officially start until junior year and also with pandemic and remote learning this year has been different.

**Communication**

- Better communication with parents
- Improve messaging so pre-IB families feel included
- 9th and 10th grade families would benefit from meetings and information about the program well before the spring of sophomore year registration time.
- Regular communication surrounding changes in IB testing and diploma due to global pandemic would be great.

**Counselors**

- Help with choosing classes and pathways
- Advocacy for student experiences in unique times. While we are not all aligned on expectations, mental health of students needs to be taken into consideration when decisions on planning are made.

**Community**

- Tiger prowl meet greet and walk together. More community building with parents and students
- Social support for introverts
- More opportunities for social connection between first-year kiddos.

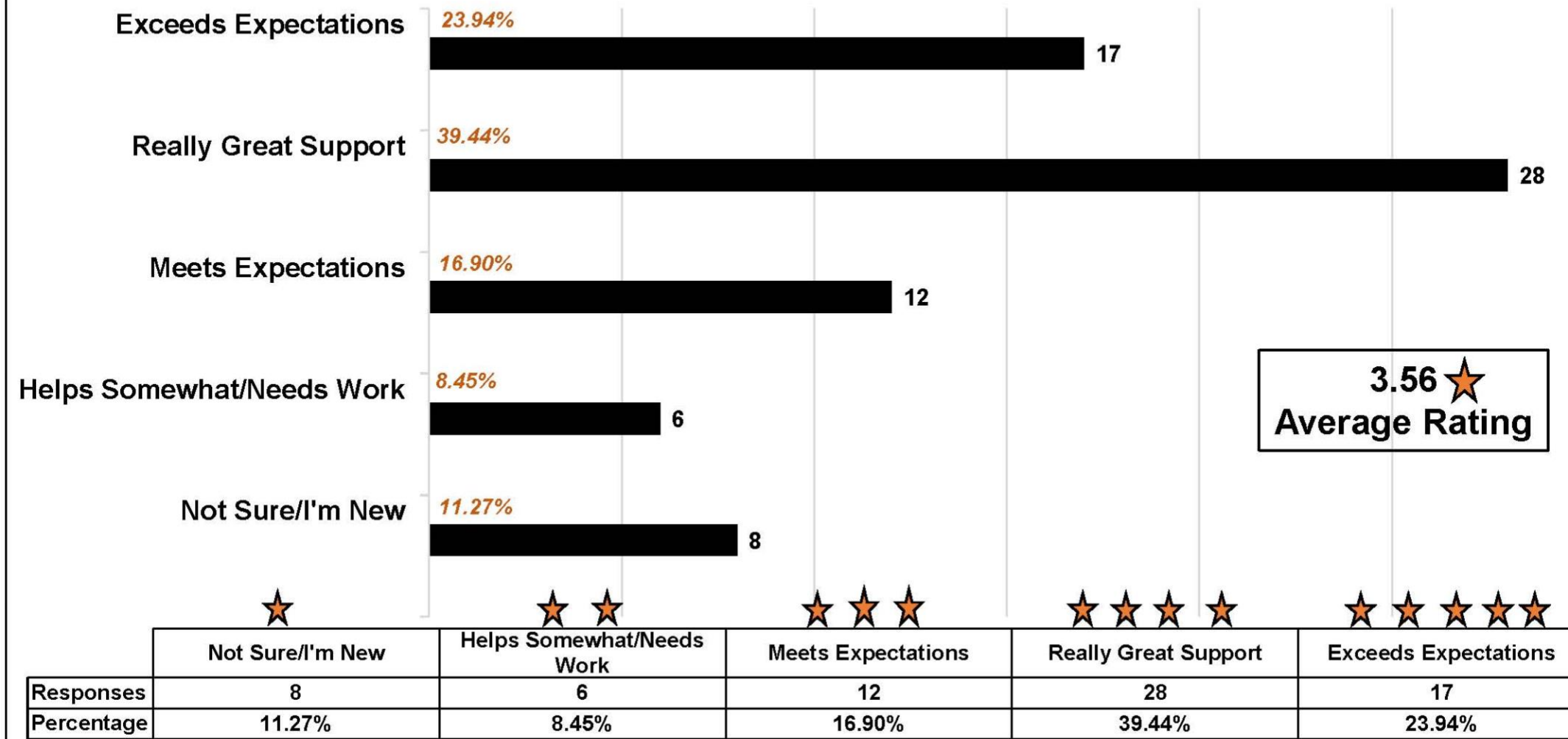
**IB Program**

- A general timeline overview of key dates, major assignments/milestones, and deadlines for an IB student junior and senior years would be helpful for planning purposes.
- I would like some more information about CAS and IAs.
- Just understanding the early process would be helpful.

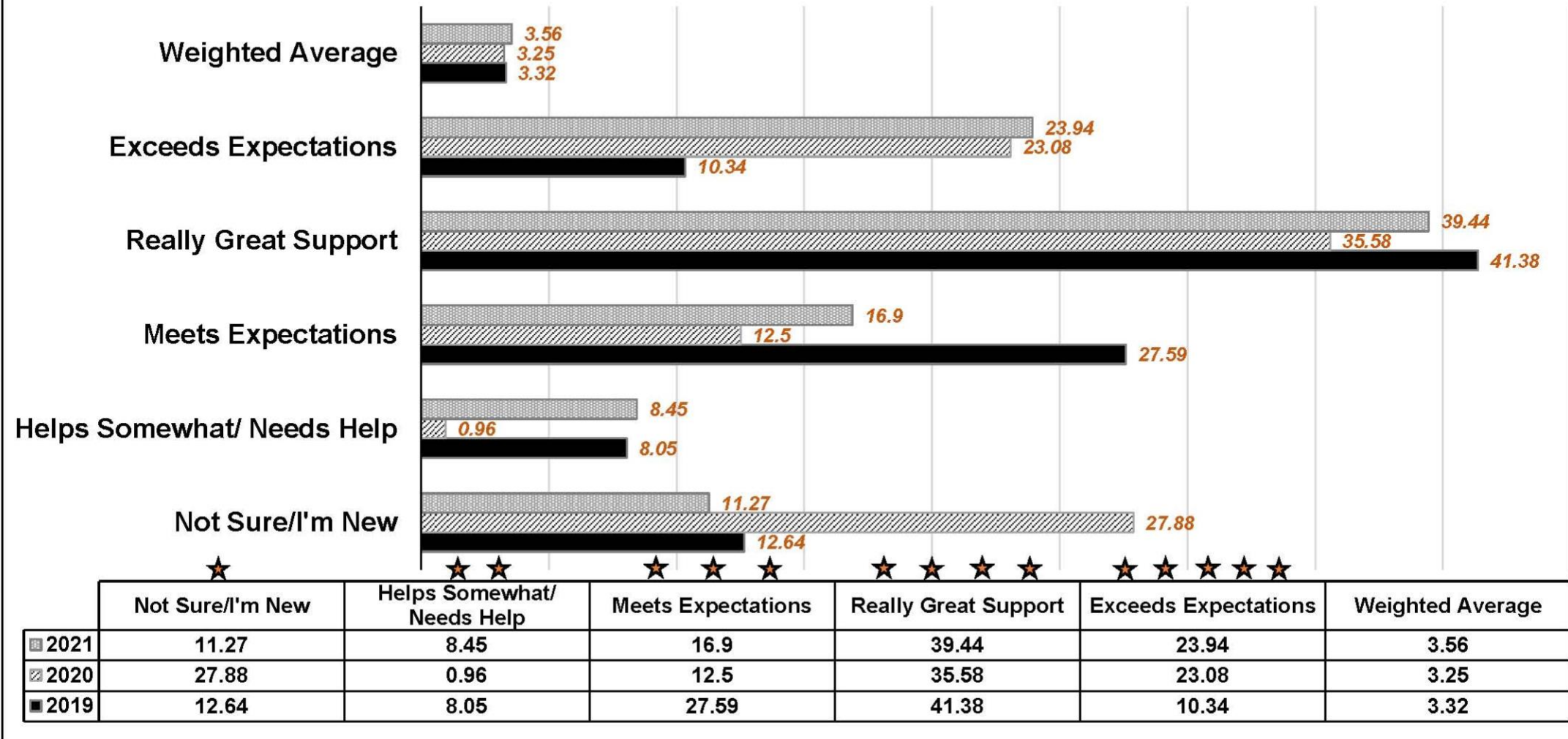
**Student Partnership**

- Partner each incoming freshman family with buddy families and students in their junior year. Sophomores should have buddies in their senior year. Buddy students could then have a set of welcoming duties and exchanging of contact info so that younger students had a few points of contact to go to with questions.

10. How would you rate the LHS – IBPA in terms of support of the Lakewood High School IB community?



LHS - IBPA Comparative Survey Ratings By Percent of Response  
2019 to 2021



LHS - IBPA is a 501(c)3 organization ---Tax ID Number: 46-1450238

## Appendix J - Example Budget and Process Document

### LHS IBPA - Summary

as of 6/3/22

**Cash**

LHS (1024 IBPA account)	\$	2,173.83
First Bank	\$	24,526.40
Venmo	\$	-
PayPal	\$	-
		\$ 26,700.23

**Liabilities**

Fundraising \$ Owed to Families (KS & SWS)	\$	(6,217.31)	
Scholarship Payable	\$	(14,400.00)	(includes 2 from 2021)
Prepaid Dues (2022-2023)	\$	(220.00)	
Restricted Income for Scholarships	\$	-	
Available Cash	\$	5,862.92	

*FYI as of 6/3/22*

<i>KS&amp;SWS funds currently claimed by families</i>	\$	4,916.02
<i>Reimbursed to families since June 2018</i>	\$	26,448.28
<i>Remaining funds donated to scholarships since June 2018</i>	\$	3,714.90

**Income**

	<b>ACTUALS</b>	<b>BUDGET</b>	
	<u>7/1/21-6/30/22</u>	<u>7/1/21-6/30/22</u>	<u>Variance</u>
Senior Banquet donations (includes \$742.50 from 2021)	\$ 17,727.72	\$ 500.00	\$ 17,227.72
Dues	\$ 1,900.00	\$ 2,500.00	\$ (600.00)
Unrestricted (Fundraisers/Amazon Smile/10% KS&SWS)*	\$ 809.52	\$ 1,200.00	\$ (390.48)
King Sooper Card Income - (unclaimed funds) - Restricted	\$ -	\$ 4,000.00	\$ (4,000.00)
Scholarship Donations - Restricted (Drive)	\$ -	\$ 2,000.00	\$ (2,000.00)
Angel Fund	\$ 595.00	\$ -	
Staff Apprec. Donations less expenses	\$ 169.11	\$ 625.00	\$ (455.89)
Tiger Prowl	\$ -	\$ 500.00	\$ (500.00)
LHS Senate - Teacher Appreciation Week	\$ 2,202.00	\$ -	\$ 2,202.00
	\$ 23,403.35	\$ 11,325.00	\$ 11,483.35

**Expense**

Angel Fund	\$	350.00	\$ 1,500.00	\$ 1,150.00
Bank & PayPal Fees	\$	115.83	\$ 150.00	\$ 34.17
EE Support	\$	800.00	\$ 750.00	\$ (50.00)
Operations/Printing, Postage, Computer	\$	10.00	\$ 400.00	\$ 390.00
Scholarships (LHS-IBPA donated from general funds)	\$	2,630.92	\$ 6,000.00	\$ 3,369.08
Senior Banquet (Venue & Jeffco Print Shop)	\$	14,811.39	\$ 200.00	\$ (14,611.39)
Social Events (January Diplomas, Chalk Fest, Bingo, General Mtg, etc.)	\$	490.00	\$ 1,000.00	\$ 510.00
Teacher Wish Lists (gift cards for film festival)	\$	100.00	\$ 950.00	\$ 850.00
LHS Senate - Teacher Appreciation Week	\$	2,202.00		
Unallocated funds for contingency	\$	-	\$ 350.00	\$ 350.00
		\$ 21,510.14	\$ 11,300.00	\$ (8,008.14)

**Net Income**

\$ 1,893.21      \$ 25.00

*\*Note:*

<i>Amazon Smile</i>	\$	169.02
<i>10% ShopwScrip</i>	\$	33.42
<i>10% King Soopers</i>	\$	-
<i>Chick-Fil-A (145.99); Chipotle (136.31) Stacks (109.15)</i>	\$	391.45
<i>Other Donations</i>	\$	215.63
<i>Total</i>	\$	809.52

<p><b>Topic</b> Financial reports</p>
<p><b>Author</b> <i>Name, contact email, and number</i> Carolyn Last, <a href="mailto:cislast@comcast.net">cislast@comcast.net</a>, 303-956-4289</p>
<p><b>Timing</b> <i>Frequency of occurrence (monthly, quarterly, annually). If an event, in which month, day, and time?</i> monthly</p>
<p><b>Communication</b> <i>Email, FB, IG, Sign Up Genius, URLs, Posters, etc. Do not include usernames or passwords.</i> Click or tap here to enter text.</p>
<p><b>Estimated Budget</b> <i>Overall and cost breakout</i> Click or tap here to enter text.</p>
<p><b>LHS Staff Contacts</b> <i>For coordination, authorization. Use titles rather than names.</i> Click or tap here to enter text.</p>
<p><b>LHS – IBPA Volunteer Requirements</b> <i>For planning, staffing, and support</i> Click or tap here to enter text.</p>
<p><b>Special Requirements</b> <i>Skills, training, tools, supplies</i> Click or tap here to enter text.</p>
<p><b>Detailed Description/Timeline</b> <i>Deliverables/sequence of activities. Include tips or "do" or "don't" advice.</i> The P&amp;L and Balance Sheet reports from QuickBooks are used to update the monthly reports (using the template in the Excel file). The King Soopers and RaiseRight spreadsheets (shared with the <a href="mailto:ibpafinance@gmail.com">ibpafinance@gmail.com</a> account) are also used for monthly updates.</p>

Appendix K -  
IRS and CO Secretary of State Filing Process Document

<p><b>Topic</b> IRS 990-N annual filing (tax exempt organization, less than \$50,000 receipts annually) Colorado Secretary of State period report annual filing</p>
<p><b>Author</b> <i>Name, contact email, and number</i> Carolyn Last, <a href="mailto:cislast@comcast.net">cislast@comcast.net</a>, 303-956-4289</p>
<p><b>Timing</b> <i>Frequency of occurrence (monthly, quarterly, annually). If an event, in which month, day, and time?</i> IRS – May 15 CO Sec. of State – before July 31</p>
<p><b>Communication</b> <i>Email, FB, IG, Sign Up Genius, URLs, Posters, etc. Do not include usernames or passwords.</i> IRS – need to set a reminder since the IRS does not send one CO Sec. of State - sends reminder email to <a href="mailto:ibpafinance@gmail.com">ibpafinance@gmail.com</a></p>
<p><b>Estimated Budget</b> <i>Overall and cost breakout</i> Click or tap here to enter text.</p>
<p><b>LHS Staff Contacts</b> <i>For coordination, authorization. Use titles rather than names.</i> Click or tap here to enter text.</p>
<p><b>LHS – IBPA Volunteer Requirements</b> <i>For planning, staffing, and support</i> Click or tap here to enter text.</p>
<p><b>Special Requirements</b> <i>Skills, training, tools, supplies</i> LHS-IBPA can lose IRS tax exempt status if 990-N is filed late 3 years in a row.</p>

**Detailed Description/Timeline** *Deliverables/sequence of activities. Include tips or "do" or "don't" advice.*

IRS:

fiscal year: January through December

<https://sa.www4.irs.gov/eauth/pub/login>

Colorado Sec. of State:

File periodic report for LHS- IBPA 20121567761

File form to change registered agent

## Appendix L - Membership Tracking Process Document

<p><b>Topic</b> Tracking membership through dues paid</p>
<p><b>Author</b> <i>Name, contact email, and number</i> Carolyn Last, <a href="mailto:cislast@comcast.net">cislast@comcast.net</a>, 303-956-4289</p>
<p><b>Timing</b> <i>Frequency of occurrence (monthly, quarterly, annually). If an event, in which month, day, and time?</i> Monthly</p>
<p><b>Communication</b> <i>Email, FB, IG, Sign Up Genius, URLs, Posters, etc. Do not include usernames or passwords.</i> Email</p>
<p><b>Estimated Budget</b> <i>Overall and cost breakout</i> Click or tap here to enter text.</p>
<p><b>LHS Staff Contacts</b> <i>For coordination, authorization. Use titles rather than names.</i> IB LHS Secretary helps connect student names with parents when there are questions.</p>
<p><b>LHS – IBPA Volunteer Requirements</b> <i>For planning, staffing, and support</i> Click or tap here to enter text.</p>
<p><b>Special Requirements</b> <i>Skills, training, tools, supplies</i> Attention to detail</p>
<p><b>Detailed Description/Timeline</b> <i>Deliverables/sequence of activities. Include tips or "do" or "don't" advice.</i> Paypal &amp; IBPAfinance emails are sources of information.</p> <p>Emails from membership information entered on the IBPA-LHS website and emails from Paypal are sent to <a href="mailto:ibpafinance@gmail.com">ibpafinance@gmail.com</a>. Enter contact and dues information from both emails into QuickBooks. Then file emails in gmail folders ("labels"): Membership and Paypal.</p> <p>Periodically publish a membership list to the LHS – IBPA board and the LHS IB secretary.</p>



(Excel file copied into this document as an example.)

Membership Tracking					
Parent_Last	Parent_First	Student_Last	Student_First	Graduation Year	Leave student last name blank if same as parents.
Doe	John		Jane	2022	
Smith	Mary		John	2025	

Appendix M -  
Corporate Sponsorship for Scholarships Process Document

<p><b>Topic</b> Corporate Donations</p>
<p><b>Author</b> <i>Name, contact email, and number</i> Judi Gee 720-289-6034 <a href="mailto:milehijudi@gmail.com">milehijudi@gmail.com</a></p>
<p><b>Timing</b> <i>Frequency of occurrence (monthly, quarterly, annually). If an event, in which month, day, and time?</i> Year round – planning in the fall, outreach starts in fall and all year long</p>
<p><b>Communication</b> <i>Email, FB, IG, Sign Up Genius, URLs, Posters, etc. Do not include usernames or passwords.</i> Email, video, conversations, social media – linkedin, facebook as applicable</p>
<p><b>Estimated Budget</b> <i>Overall and cost breakout</i> Click or tap here to enter text.</p>
<p><b>LHS Staff Contacts</b> <i>For coordination, authorization. Use titles rather than names.</i> Principal, IB Coordinator, Leader Video Production, others as needed for outreach to corporations</p>
<p><b>LHS – IBPA Volunteer Requirements</b> <i>For planning, staffing, and support</i> 1-2 volunteers to create a business plan – target companies or groups for donations IBPA Board Members – input on target audience and introduction</p>
<p><b>Special Requirements</b> <i>Skills, training, tools, supplies</i> Click or tap here to enter text.</p>

**Detailed Description/Timeline** *Deliverables/sequence of activities. Include tips or "do" or "don't" advice.*

Mid Aug – Mid Oct

- research and choose local companies to target
- IBPA Board meeting agenda - scholarship \$, sources from last year
  
- determine \$ goals
- develop a plan for corporate donations
- develop a plan for individual contributions
- explore matching contributions
- discuss Fish Bowl draws at fundraisers to obtain parent information
- revisit the promotional video

Mid Oct – Feb

- define outreach campaign and letters, follow up materials
- send out email / letters in the mail
- make calls, network with other Lakewood IB Families,

Mar – May

- assess goals vs actual
- revise plan as needed

Appendix N -  
King Soopers Program Process Document

<p><b>Topic</b> King Soopers Community Rewards Program Management</p>
<p><b>Author</b> <i>Name, contact email, and number</i> Amy Swanson amymswanson@hotmail.com</p>
<p><b>Timing</b> <i>Frequency of occurrence (monthly, quarterly, annually). If an event, in which month, day, and time?</i> Monthly, Quarterly, and Annually</p>
<p><b>Communication</b> <i>Email, FB, IG, Sign Up Genius, URLs, Posters, etc. Do not include usernames or passwords.</i> Email</p>
<p><b>Estimated Budget</b> <i>Overall and cost breakout</i> \$0</p>
<p><b>LHS Staff Contacts</b> <i>For coordination, authorization. Use titles rather than names.</i> None</p>
<p><b>LHS – IBPA Volunteer Requirements</b> <i>For planning, staffing, and support</i> Program Coordinator</p>
<p><b>Special Requirements</b> <i>Skills, training, tools, supplies</i> Intermediate/advanced Microsoft Excel experience</p>

**Detailed Description/Timeline** *Deliverables/sequence of activities. Include tips or "do" or "don't" advice.*

Here is a basic schedule:

Quarterly:

Around the 10<sup>th</sup> of the month after quarter end (January, April, July, October) King Soopers will send an email with our earnings. Forward this to the president and treasurer. This is your prompt to send out a reminder email for people to submit their claims. Then, of course, people do submit them, and they have to be validated. I try to do this once a week at the beginning of the quarter and then once a month afterwards.

At the end of the calendar year the IB test fees are due. Get a list from the IB Coordinator of all the students testing. Compare this to the list of balances for juniors and seniors. Deduct the IBPA membership fees for any family that has not joined in the year. Send the list of credits to the financial secretary at the high school and to the LHS – IBPA treasurer. Make sure to deduct the credits from the student balances in the report that is accessible to the participating families.

At the end of the school year review the list of graduating seniors with excess balances. Send them a quick email and confirm there are no younger siblings to transfer the balance to. Deduct any excess balances from the account of the senior and notify the LHS – IBPA treasurer of the total amount that can be transferred to IBPA funds. (This may disappear since the KS program is so much less rewarding than it used to be. You will probably still have a few students that participate in their earlier years but then do not continue in IB. Any excess funds from them get transferred back to LHS - IBPA as well.) If this doesn't happen right at the end of the school year that is fine.

## *Check your King Soopers Card Balance*

You should receive a family number when you submit your earnings from King Soopers. Look in the list below and find the balance next to your family number. This balance will include rewards earned on all of your cards and expenses from all of your students. Use the scroll bar on the right side of the frame below to scroll down.

Family Number	Starting balance June 2018	Rewards Earned by gift card (ended 3/31/19)	KS Community Rewards earned since 4/1/19	RaiseRight Earnings	Reimbursements since June 2018	Balance
16	\$358.88	\$495.00	\$376.87	\$0.00	\$1,012.00	\$218.75
22	\$53.00	\$292.75	\$156.07	\$0.00	\$450.98	\$50.84
26	\$61.25	\$102.50	\$0.00	\$0.00	\$163.75	\$0.00
32	\$88.50	\$30.25	\$0.00	\$0.00	\$118.75	\$0.00
33	\$301.00	\$232.50	\$0.00	\$0.00	\$533.50	\$0.00
34	\$125.50	\$75.00	\$170.56	\$0.00	\$266.87	\$104.19
36	\$215.50	\$223.50	\$0.00	\$0.00	\$439.00	\$0.00
38	\$122.00	\$382.25	\$0.00	\$0.00	\$504.25	\$0.00
40	\$40.50	\$180.00	\$87.24	\$0.00	\$223.10	\$84.64
43	\$50.00	\$90.00	\$46.03	\$0.00	\$119.00	\$67.03
54	\$621.80	\$298.00	\$0.00	\$0.00	\$919.80	\$0.00
66	\$221.25	\$215.00	\$98.63	\$0.00	\$534.88	\$0.00
95	\$225.00	\$300.00	\$136.29	\$29.25	\$690.54	\$0.00
102	\$0.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.50
105	\$0.00	\$30.10	\$65.79	\$0.00	\$74.75	\$21.14
106	\$0.00	\$175.00	\$45.80	\$0.00	\$205.47	\$15.33
108	\$0.00	\$50.00	\$14.90	\$0.00	\$64.90	\$0.00
111	\$0.00	\$161.75	\$0.00	\$0.00	\$161.75	\$0.00
112	\$0.00	\$75.75	\$140.53	\$0.00	\$216.28	\$0.00
114	\$0.00	\$450.50	\$265.55	\$0.00	\$716.05	\$0.00
115	\$0.00	\$118.50	\$66.72	\$0.00	\$185.22	\$0.00
116	\$0.00	\$226.50	\$266.85	\$0.00	\$493.35	\$0.00
117	\$0.00	\$126.22	\$202.11	\$788.53	\$743.95	\$372.90

## Appendix O - RaiseRight Program Process Document

<p><b>Topic</b> RaiseRight fundraising program</p>
<p><b>Author</b> <i>Name, contact email, and number</i> RaiseRight customer service. <a href="http://www.raiseright.com">www.raiseright.com</a></p>
<p><b>Timing</b> <i>Frequency of occurrence (monthly, quarterly, annually). If an event, in which month, day, and time?</i> Ongoing...on the first of the month Run reports monthly</p>
<p><b>Communication</b> <i>Email, FB, IG, Sign Up Genius, URLs, Posters, etc. Do not include usernames or passwords.</i> Market via IBPA Facebook and Instagram and monthly emails from IBPA to membership</p>
<p><b>Estimated Budget</b> <i>Overall and cost breakout</i> \$0</p>
<p><b>LHS Staff Contacts</b> <i>For coordination, authorization. Use titles rather than names.</i> none</p>
<p><b>LHS – IBPA Volunteer Requirements</b> <i>For planning, staffing, and support</i> Run reports monthly, work with King Soopers coordinator so all fundraising money is accounted for together. And also work with IBPA Treasurer to confirm auto-deposits</p>
<p><b>Special Requirements</b> <i>Skills, training, tools, supplies</i> Need to be able to work with google docs and online forms</p>

**Detailed Description/Timeline** *Deliverables/sequence of activities. Include tips or "do" or "don't" advice.*

The LHS-IBPA RaiseRight account is already set up and deposits are done automatically monthly.

Need to run reports:

- Login to RaiseRight account

- Go to Coordinator Functions, then Reports

- Run Report – Rebate Summary by Family

  - Put in the current month date

  - Run in Excel

  - Copy and paste in the google form for RaiseRight

  - The google form is currently managed by the King Soopers coordinator



## *Check your King Soopers Card Balance*

You should receive a family number when you submit your earnings from King Soopers. Look in the list below and find the balance next to your family number. This balance will include rewards earned on all of your cards and expenses from all of your students. Use the scroll bar on the right side of the frame below to scroll down.

Family Number	Starting balance June 2018	Rewards Earned by gift card (ended 3/31/19)	KS Community Rewards earned since 4/1/19	RaiseRight Earnings	Reimbursements since June 2018	Balance
16	\$358.88	\$495.00	\$376.87	\$0.00	\$1,012.00	\$218.75
22	\$53.00	\$292.75	\$156.07	\$0.00	\$450.98	\$50.84
26	\$61.25	\$102.50	\$0.00	\$0.00	\$163.75	\$0.00
32	\$88.50	\$30.25	\$0.00	\$0.00	\$118.75	\$0.00
33	\$301.00	\$232.50	\$0.00	\$0.00	\$533.50	\$0.00
34	\$125.50	\$75.00	\$170.56	\$0.00	\$266.87	\$104.19
36	\$215.50	\$223.50	\$0.00	\$0.00	\$439.00	\$0.00
38	\$122.00	\$382.25	\$0.00	\$0.00	\$504.25	\$0.00
40	\$40.50	\$180.00	\$87.24	\$0.00	\$223.10	\$84.64
43	\$50.00	\$90.00	\$46.03	\$0.00	\$119.00	\$67.03
54	\$621.80	\$298.00	\$0.00	\$0.00	\$919.80	\$0.00
66	\$221.25	\$215.00	\$98.63	\$0.00	\$534.88	\$0.00
95	\$225.00	\$300.00	\$136.29	\$29.25	\$690.54	\$0.00
102	\$0.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.50
105	\$0.00	\$30.10	\$65.79	\$0.00	\$74.75	\$21.14
106	\$0.00	\$175.00	\$45.80	\$0.00	\$205.47	\$15.33
108	\$0.00	\$50.00	\$14.90	\$0.00	\$64.90	\$0.00
111	\$0.00	\$161.75	\$0.00	\$0.00	\$161.75	\$0.00
112	\$0.00	\$75.75	\$140.53	\$0.00	\$216.28	\$0.00
114	\$0.00	\$450.50	\$265.55	\$0.00	\$716.05	\$0.00
115	\$0.00	\$118.50	\$66.72	\$0.00	\$185.22	\$0.00
116	\$0.00	\$226.50	\$266.85	\$0.00	\$493.35	\$0.00
117	\$0.00	\$126.22	\$202.11	\$788.53	\$743.95	\$372.90

## Appendix P - Scholarship Process Document

<p><b>Topic</b> IBPA SCHOLARSHIP COMMITTEE</p>
<p><b>Author</b> <i>Name, contact email, and number</i> 2021-2022: Nancy Dempsey, 303.619.4087, <a href="mailto:ndempsey@comcast.net">ndempsey@comcast.net</a> 2020-2021: Ann Koerner, 303.501.9722, <a href="mailto:annkoerner@gmail.com">annkoerner@gmail.com</a></p>
<p><b>Timing</b> <i>Frequency of occurrence (monthly, quarterly, annually). If an event, in which month, day, and time?</i> January – May. Annually. Drive begins December. Scholarship opens March 1ish and closes April 1ish. Review and deliberation during mid-April to mid-May. Winners announced at IB Banquet.</p>
<p><b>Communication</b> <i>Email, FB, IG, Sign Up Genius, URLs, Posters, etc. Do not include usernames or passwords.</i> IB Website and Mailings, IBPA Facebook and Instagram, GoFundMe</p>
<p><b>Estimated Budget</b> <i>Overall and cost breakout</i> IB usually contributes an amount to the funds available for award. \$10,000 awarded in 2021. \$150 +/- for food for deliberation meeting.</p>
<p><b>LHS Staff Contacts</b> <i>For coordination, authorization. Use titles rather than names.</i> IBPA Coordinator and Secretary LHS Counselor for Committee Questions</p>
<p><b>LHS – IBPA Volunteer Requirements</b> <i>For planning, staffing, and support</i> Committee Chair – 20 - 25 hours with application preparation, intake, redacting, rubric development, reviewing applications and leading deliberation meeting and post-award follow up and attending banquet</p>
<p><b>Special Requirements</b> <i>Skills, training, tools, supplies</i> Scanning, Adobe Acrobat, EXCEL, Google Drive and Forms</p>

**Detailed Description/Timeline** *Deliverables/sequence of activities. Include tips or "do" or "don't" advice.*

December – May. Fundraising for scholarship begins in December, scholarship application is refined in February, application is released to IBPA seniors in March; applications are due after Spring Break; Scholarship Committee reviews applications and meets to assess, deliberate and award funds; applicants are notified of award at IBPA banquet in May. Students then complete a form with their college name, address and student ID so the scholarship awards are sent directly to the school.

We also moved the student application online in 2021 on a Google Form: <https://forms.gle/F7iLx8ErwKdHNERJ8>. We also created [ibpascholarships@gmail.com](mailto:ibpascholarships@gmail.com) to communicate with students and to receive letters of recommendation.

We also created a description of the IBPA Scholarship Committee for the committee members. This document outlines the roles, responsibilities, potential committee member profiles, conflict of interest and confidentiality agreement.

[https://docs.google.com/document/d/1pKeWCiJlzCh\\_2x2EzIP8X9VheYDNAP2ZqhUiwk3VXw/edit?usp=sharing](https://docs.google.com/document/d/1pKeWCiJlzCh_2x2EzIP8X9VheYDNAP2ZqhUiwk3VXw/edit?usp=sharing)

GoFundMe: There are 3 steps to setting up a GoFundMe and you have to complete it each year.

1. Create the GoFundMe page to collect donations. This includes a picture and description, and you'll get a URL to share.
2. Confirm our charity status by submitting a copy of our bank statement (that includes the name of the authorized signer) and a copy of that person's drivers license. [https://support.gofundme.com/hc/en-us/requests/new?ticket\\_form\\_id=360001350511](https://support.gofundme.com/hc/en-us/requests/new?ticket_form_id=360001350511)
3. Sign-up for WePay (2020) or PayPal Giving (2021) to actually collect and transfer the funds to our bank account. You'll need help from our treasurer for this step.

# Instructions for LHS - IBPA Scholarship Application

Online Submission Deadline: 5:00 p.m., Thursday, April 1, 2021

[SUBMIT HERE](#)

## APPLICANTS:

- Read all instructions carefully prior to submitting your application online.
- You must have ALL required documentation ready BEFORE application is submitted.
- Application must be submitted in one session – you will not be able to save your entries. **NO LATE OR INCOMPLETE APPLICATIONS WILL BE ACCEPTED!**

This award is **merit-based**, although other criteria is considered. The Scholarship Committee selects the highest caliber IB students who demonstrate the ethos of IB.

This process is highly confidential, thoroughly considered, and applicants are not personally identified during review and deliberation.

Scholarship winners will be announced at the IB Senior Banquet in May, 2021.

## Application Checklist:

- Your family was an LHS - IBPA member for the 2020-21 school year
- Typed resume, cv or activities list
- Typed essay response of 500 words or less
- List of colleges or universities that you have applied to/been accepted
- Copy of LHS unofficial transcript
- Letter of Recommendation

## For Extracurricular Activities and Employment:

Please upload a **typed** resume that describes extracurricular activities you have been involved in over the past 4 years, both at school and outside of school, as well as all work related and other obligations, responsibilities and passions.

## For the Essay Question:

Please upload a **typed** essay of 500 words or less in response to the prompt below:

The aim of the IB programme is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world. The IB learner profile represents 10 attributes valued by IB World Schools. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities.

Which trait from the Learner Profile do you identify with most? Why and how have you exhibited this trait as an IB student at LHS? Share a personal experience or story that illustrates this trait.

**For the Letter of Recommendation:**

Provide a letter of recommendation from a teacher, coach or adult that includes insights about you personally, reflects on your specific achievements and contributions, and exemplifies the qualities that make you worthy of this scholarship award. Please request your recommender email their letter directly to the Scholarship Committee Chair at [IBPAScholarships@gmail.com](mailto:IBPAScholarships@gmail.com).

**For Colleges I have been accepted to and am considering attending.**

Complete and upload this table with your application submission.  
Please do not include your name on this page.

A. Name of College or University	B. Anticipated Yearly Tuition (with Room and Board)	C. All Financial Aid, Grants & Scholarships received and anticipated (include dollar amounts and renewability) as of the date of your submission.	D. Remaining Balance (Column B minus C)

If you have any questions, please contact the Scholarship Committee Chair at [IBPAScholarships@gmail.com](mailto:IBPAScholarships@gmail.com). Thank you and good luck!

## **IBPA Scholarship Committee Roles & Responsibilities**

The IBPA Scholarships are determined each year by the members of the IBPA Scholarship Selection Committee and are awarded/announced at the IB Senior Banquet in May.

Scholarships are determined based on **merit**, although other criteria such as financial need is considered. The Scholarship Committee selects the highest caliber IB students who demonstrate the ethos of IB.

We appreciate your time and energy to support our Lakewood IB Senior Scholarship program.

Below are the qualifications and commitments needed to be a part of the selection committee:

- Willingness to spend time individually to review the application materials provided to you in advance of the review meeting (estimated 4-10 hours depending on the number of applicants over a month-long period)
- Willingness to utilize our selection criteria, rubric, and numeric rating and share personal notes to document the process and decisions made in determining the award winners
- Being available for the final review and deliberation meeting in late April or early May, via Zoom for 2021 (typically 2-3 hours)
- Ability to work with others respectfully in a team environment
- Openness to revealing any conflict of interest with potential scholarship applicants
- Understanding the need for strict confidentiality, fairness, objectivity, and nondiscrimination within the scholarship selection process
- Acknowledge this double-blind review process where neither the identity of the applicants nor the selection committee are identified during the review process to each other

Ideally, we'd like a diverse group of 5-7 selection committee members who may include:

1. Current LHS Staff or Counselor
2. LHS Pre-IB Freshman or Sophomore Parent
3. LHS IB Alumni or Alumni Parent
4. Lakewood Community Member familiar with the LHS IB Program
5. IBPA Parent Member
6. IBPA Scholarship Co-Chairs

We hope you understand the seriousness and confidentiality needed for the task of selecting award winners. Your objectivity ensures that recipients are selected in a fair and consistent way. Scholarship committee members bring the benefits of their life experiences, diverse outlooks, knowledge of extra-curricular activities, and human touch. We hope you will find this experience rewarding and inspiring as you see a glimpse of our talented future generation and know you are helping these IB students reach their educational goals.

### **Confidentiality Agreement**

By agreeing to be a member of the IBPA Scholarship Selection Committee, I agree to keep confidential all information that pertains to the applications, to carefully guard scholarship applications and to protect the privacy of all scholarship applicants and recipients. All application documents will be deleted and destroyed after the review and deliberation meeting.

I agree to treat the committee's deliberations and recommendations as confidential and will not disclose information to anyone outside the committee at any time, before, during or after my service on the committee.

- By checking this box, I agree to the IBPA Scholarship Selection Committee Confidentiality Agreement.

### **Conflict of Interest**

By agreeing to be a member of the IBPA Scholarship Selection Committee, I agree that I do not have a conflict of interest with any of the scholarship applicants. A conflict of interest may occur if a committee member exerts influence to select a relative or family friend without considering objective criteria for the scholarship. All awards must be objectively based on stated criteria without regard to other factors not contained in the application. In case of a potential conflict of interest, I will immediately notify the Chair of the Scholarship Committee and refrain from influencing the discussion and decision-making process.

- By checking this box, I agree to the IBPA Scholarship Selection Committee Conflict of Interest policy.

## Appendix Q - Senior Banquet Process Document

<p><b>Topic</b> IB Banquet student program</p>
<p><b>Author</b> <i>Name, contact email, and number</i> Joellen Kramer/j303-982-7121/jmkramer@jeffco.k12.co.us</p>
<p><b>Timing</b> <i>Frequency of occurrence (monthly, quarterly, annually). If an event, in which month, day, and time?</i> We determine Jr. banquet ambassadors the year before. I contact them around Jan. of their Senior year to start planning the banquet program.</p>
<p><b>Communication</b> <i>Email, FB, IG, Sign Up Genius, URLs, Posters, etc. Do not include usernames or passwords.</i> Email and in person with ambassadors and student participants. The Jr. ambassadors are also in touch with the IBPA member in charge of the banquet</p>
<p><b>Estimated Budget</b> <i>Overall and cost breakout</i> 0</p>
<p><b>LHS Staff Contacts</b> <i>For coordination, authorization. Use titles rather than names.</i> Joellen Kramer- see above</p>
<p><b>LHS – IBPA Volunteer Requirements</b> <i>For planning, staffing, and support</i> None- other than working with the IPBA parent in charge of the banquet.</p>
<p><b>Special Requirements</b> <i>Skills, training, tools, supplies</i> None</p>



**Detailed Description/Timeline** *Deliverables/sequence of activities. Include tips or "do" or "don't" advice.*

Jr. ambassadors meet with Mrs. Kramer in Jan. to discuss planning. Mrs. Kramer puts them in touch with the IBPA parent in charge of the banquet.

Meet again around Spring Break – mid March to discuss program and recruiting volunteers.

Mid April- meeting with student volunteers to go over program requirements.

Meetings as needed with students, ambassadors, IBPA parent to secure program

At least 1 rehearsal before the banquet.

\*\*Need to choose 2 juniors who will serve as ambassadors for the next year and make sure to invite them to the banquet so they can see how the program runs.

Example Checklist (created in Excel):

<b>Senior Banquet</b>	<b>Details</b>	<b>Owner</b>	<b>Due</b>	<b>Status</b>
<b>Venue</b>	Booked and confirmed via signed contract that is sent to LHS IB Finance Secretary for approval			
<b>Deposit Paid</b>	LHS Financial Secretary			
<b>Food</b>	Planned - buffet set-up			
<b>Headcount</b>	Final count to venue 3-5 days before banquet - don't forget to add IBPA volunteers, 2 Jr Ambassadors and pianist, if needed to head count.			
<b>A/V Equip</b>	TV, Projector, Microphones, piano, podium, stage			
<b>Invitations</b>	Create and send to Graduate's families, teachers/administrators/counselors 122 graduates + 65 teachers/admin/counselors - Send 4 weeks prior and ask for RSVP 1 week prior to banquet			
<b>RSVPs</b>	Senior Banquet Committee and IB Secretary track responses, send reminders to families			
<b>Banquet Program Committee</b>	<p>IB coordinator to meet with this group, will have program completed and ready to go to the printers by mid April</p> <p>Will plan thank you speeches for teachers</p> <p>Will plan the program details, select talent who will speak etc.</p> <p>Video slide show freshman pic and senior pic</p>			
<b>Program and attending college inserts</b>	Jeff Co Print Shop 303-982-2228			
<b>Honor Cords</b>	IB Coordinator			
<b>Decorations</b>	Need a committee, if necessary - Need to put center pieces on the tables, decorate the check in table, the honors cord table and the teachers tables. Venue provides			

<b>Senior Banquet</b>	<b>Details</b>	<b>Owner</b>	<b>Due</b>	<b>Status</b>
	linens			
<b>Volunteers Day of Event</b>	Set up: 2-4, Check-in: 2-4 adults across 2 tables w/lists			
<b>Seating Arrangements</b>	Will be determined when final or almost final RSVPs come in. Presenters, IB board members, teachers in the front. Seating chart created by Banquet Committee and IB Secretary week prior to banquet.			
<b>Art Display</b>	Coordinate with LHS IB Art teacher			
<b>IB Senior Class Gift</b>	Ask seniors			
<b>Flowers</b>	As necessary			
<b>Scholarships</b>	Presented by the IB Scholarship Committee Chair			
<b>Programs</b>	Printed one week before banquet; include attending college insert - info provided by IB Coordinator			
<b>Reserve Next Year</b>	Reserve a date for next year's banquet with the venue			

Example Costing Worksheet - (created in Excel)

<b>Costs</b>	<b>Numbers</b>	<b>Notes</b>
Venue Charge		Room, food & beverage, centerpieces, etc.
AV		
Taxes & Service Charges		
Jeffco Print Shop		Banquet programs and insert
<b>Total per person</b>		
# attendees=300		Contract minimum
Senior Banquet Donations		
		Taxed because the event charged for tickets
<b>Total venue Costs</b>		
<b>Ticket Price Determination</b>		
Paying Attendees		
# grads		
# attendees/grad (family members and friends)		Typically limited to 4 in addition to the grad
<b>Total paying attendees</b>		
Comped Faculty/Staff and Junior Ambassadors		<b>**Needs to be covered by ticket price</b>
Faculty/Staff		
Junior Ambassadors		
<b>Total non-paying attendees</b>		
Cost per attendee		To cover all costs (including non-paying attendees)
<b>Suggested ticket price</b>		

Lakewood High School  
2022 International  
Baccalaureate Senior Banquet



*Words of Welcome*

*LHS-IBPA Chair Ann Fletcher*

*Introduction of Hosts*

*Jenna Koerner and Noah Schuster*

*Departmental Recognition*

*English*

*Camila Self Pina*

*Spanish*

*Haven Hill-Schmick*

*French*

*Sayre Husken*

*Chinese*

*Chau Nguyen*

*Film*

*Fenris Zimmer*

*Performance #1 The Therapist directed by Fenris Zimmer*

*Theater*

*Grace Matteson*

*Art*

*Kutad Duzgun and Annika Miller*

*Math HL*

*Amelia Reddinger and Noah Pouliot*

*Math SL A&A*

*Shivam Pathak and Jorge Soto Jr.*

*Math SL A&I*

*Ella McCray*

*Performance #2*

*Tate Last, Liam Sullivan & Remy Allen*

*Biology*

*Henry Grotheer*

*Chemistry*

*Emerson Ostrander*

*Physics*

*Sebastian Melancon*

*Environmental Systems and Societies*

*Riley Sawinski*

*Performance #3 String Quartet  
Can't Help Falling in Love*

*Lainey Graham, Henry Grotheer,  
Sebastian Melancon and  
Paige Machermer*

*Business*

*Joren Good*

*Anthropology*

*Talisa Lin*

*Psychology*

*Olivia Gilchrist and Jade Preisser*

*History*

*Charles Prokop*

*TOK*

*Lainey Graham*

*Awards and Remarks*

*Administrative Recognition*

*Jenna Koerner and Noah Schuster*

*LHS-IBPA Scholarships*

*Nancy Dempsey*

*The Jim Fernald IB Scholarship*

*Ana Schultz &  
Derrick Peterson*

*Principal Remarks IB*

*Daniel Bock*

*Coordinator Remarks*

*Joellen Kramer*

*Honor Cords*

*Daniel Bock and  
Joellen Kramer*

*Closing Remarks*

*Jenna Koerner and  
Noah Schuster*

INTERNATIONAL IB BACCALAUREATE

*The IB Senior Banquet is hosted by the Lakewood High School International Baccalaureate Parent Association.*

*The LHS-IBPA Scholarships are funded through a scholarship drive and other fundraising efforts. The committee determined awards through double-blind review of submitted applications. Donations are tax deductible.*

# LAKEWOOD HIGH SCHOOL

COMMITMENT TO EXCELLENCE

---

*LHS-IBPA Board  
Ann Fletcher - Chair  
Carolyn Last - Treasurer  
Ann Koerner - Secretary  
Joellen Kramer - IB Coordinator  
Joann Giusto - IB Secretary*

*Thank you to:*

*The IB Senior Banquet Student Committee:  
Jenna Koerner and Noah Schuster*

*The IB Senior Banquet Parent Committee:  
Dorrie Weinig, Diane Koziol and Jennifer Matteson*

*A special thank you to the 2021-2022 LHS - IBPA Board,  
Committee Chairs, and Volunteers!*

*A very special thank you to our board members who are  
graduating with their seniors.  
Your service is appreciated and you will be missed!*

*Lorri Avery  
Ann Fletcher  
Carolyn Last*

*The Jeffco Schools Print Shop, for  
its continued support of LHS-IBPA*

*All parents and family members!*



## 2022 International Baccalaureate Senior Banquet

*May 17, 2022  
Denver Marriott West  
Check-in: 5:00 p.m.  
Dinner: 5:30 p.m.*

---

# CLASS OF 2022