



ENFIELD - ERDENHEIM

HOME & SCHOOL PARTNERSHIP

♦ Building Community ♦

Proudly supporting the School District of Springfield Township

Enfield Grade Level Lead Guide 2026-2027

Our Grade Level Leads (GLLs) are an important element of the EEHSP organization. Each year, we select two volunteers per grade to serve as community-building partners who foster strong connections among our families, staff, and students. As a GLL, you will help bring our Spartan spirit to life by working with your fellow GLLs to organize the following -

- **Grade-Level Event:** Coordinating and hosting an evening event for students.
 - Kindergarten and 1st Grade - Combined event in which each student can bring their VIP to the event (to be held in January)
 - 2nd Grade - Single grade event in which students can bring their family to the event (to be held in April)
- **Teacher Lounge Takeover:** Planning a staff appreciation effort to treat Enfield teachers and support staff.
- **Spring Carnival Basket:** Gathering donations and assembling a raffle basket on behalf of your grade level.

Grade Level Leads work directly with the Vice President of Grades to support the EEHSP mission of cultivating an inclusive, active Spartan community. Please reach out to me at any time if you have any questions!

With thanks,

Megan Jones

VP of Grades - Enfield

vicepresident-enfield@eehsp.org

Grade Level Lead Responsibilities

Kindergarten and 1st Grade - Combined Grade Level Event

This event is designed to provide students with a memorable evening where each child invites one special VIP (parent, grandparent, family member, or other important adult) to enjoy a night of music, dancing, and fun together.

The K-1 event should take place in January in the Enfield gym and cafeteria.

To share the workload, the Kindergarten and 1st Grade Level Leads will divide responsibilities including:

1. Decorations and event setup
 2. Snacks and refreshments selection and purchasing
 3. Entertainment and Vendors
 4. Activities and Photo Opportunities
 5. Volunteer Coordination (High School Students Preferred)
 6. Any additional event logistics as needed
- **Budget:** Up to \$3,000
 - Ideally the \$3,000 budget should cover all or the majority of the event. If you need to charge for the event, please keep costs to \$5 or less.
 - If charging a fee, please include a note in your promotions that anyone who needs help paying for the event should contact the school social worker for support from the EEHSP (please refrain from contacting them regarding other students needs):
Valerie Snyder (Enfield) - valerie_snyder@sdst.org
 - All billing and/or contracts should be sent to treasurers@eehsp.org and presidents@eehsp.org for review, signature, and payment.
 - **Date/Time:**
 - Held at the school after school hours (weekday) - Selected date must be approved by EEHSP presidents prior to approval by school principals
 - Check our master EEHSP calendar to avoid overlap of already scheduled [events](#)
 - Enter your event date and information on the [Grade Level Event & TLT Calendar](#). Ensure events are spaced at least two to three weeks apart from Erdenheim grade level events to account for families that have children in both schools. (You can toggle between Grade Level Event

and Teacher Lounge Takeover calendars using the tabs at the bottom of the page.)

- **Event Theme:** Working in conjunction with Vice President Enfield vicepresident-enfield@eehsp.org, each year, the K-1 Grade Level Leads will work together to determine the theme for the VIP Dance. The inaugural leads have the opportunity to establish the tradition and create a memorable event that future leads can build upon. The theme should be fun, inclusive, age-appropriate, and encourage participation from students and their chosen VIPs.
- **Event Planning**
 - Email EEHSP presidents presidents@eehsp.org to get approval of your idea/date/location (please copy vicepresident-enfield@eehsp.org).
 - Email building principals for their approval. Be sure to include the desired theme and date. Please copy vicepresident-enfield@eehsp.org and presidents@eehsp.org on these communications.
 - Once approved, your VP of Grades will submit your request to the Facilities Director for district approval.
 - Information needed:
 - Date
 - Time (including set up and break down)
 - Tables and Chairs Needed
 - Trash Cans Needed
 - Electrical Needs
 - Principals have requested that GLLs touch base with them again a week before the Grade Level Event to confirm details
- **Communication:**
 - GLLs are responsible for creating their own event graphics. Start by creating a Save-the-Date as soon as your event is confirmed (if it is less than 6 weeks away, and you're ready to, you can just create it as an Invitation and RSVP vs. a Save-the-Date) to help get your grade excited! **Create your design using [Canva](#) (this helps us to translate documents).** Be sure to include the following in the graphic:
 - Include the "Who, What, When, Where (and Why if necessary)"
 - Include this text line on your graphic: Sponsored by the Enfield-Erdenheim Home and School Partnership (EEHSP)
 - Provide contact info: "Questions? Please email presidents@eehsp.org and vicepresident-enfield@eehsp.org" - since this will be going out to approx 350 families, we would ask to refrain from using personal emails on this invitation.

- Send a draft copy of graphics to both presidents@eehsp.org and communications@eehsp.org for review and approval.
 - Once approved, please share the graphic via Canva with presidents@eehsp.org (for translation purposes).
 - Create a Google RSVP form on the EEHSP shared drive under Grade Level/Roomparents to collect RSVPs. A guide to do so is [here](#).
 - Please save your Save-the-Date, Invite and create a Google RSVP in your grade level folder in the [EEHSP Shared Drive](#) under 2026-27.
 - Once approved, please notify vicepresident-enfield@eehsp.org who will distribute your save-the-date and/or invite and RSVP by:
 - sending a dedicated school email to all K-1 families
 - requesting a backpack mailer
 - posting event to your grade-specific Facebook group
 - [Kindergarten, Class of 2039](#)
 - [1st Grade, Class of 2038](#)
 - When you have scheduled your event, e-mail communications@eehsp.org and presidents@eehsp.org so that EEHSP can add any relevant information to our master calendar and communications.
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2nd Grade - Individual Grade Level Event

This event is designed to provide students with a memorable evening where each child and their Family enjoy a fun night together. The 2nd Grade event should take place in April and can be held off site (not at Enfield).

To share the workload, the 2nd Grade Level Leads will divide responsibilities including:

2. Decorations and event setup
 2. Snacks and refreshments selection and purchasing
 3. Entertainment and Vendors
 4. Activities and Photo Opportunities
 5. Volunteer Coordination (High School Students Preferred)
 6. Any additional event logistics as needed
- **Budget:** Up to \$1,500
 - Ideally the \$1,500 budget should cover all or the majority of the event. If you need to charge for the event, please keep costs to \$5 or less.
 - If charging a fee, please include a note in your promotions that anyone who needs help paying for the event should contact the school social worker for support from the EEHSP (please refrain from contacting them regarding other students needs):
Emily Duffy (Enfield) - emily_duffy@sdst.org
 - All billing and/or contracts should be sent to treasurers@eehsp.org and presidents@eehsp.org for review, signature, and payment.
 - **Date/Time:**
 - Held outside of the school after school hours (weekday) - Selected date must be approved by EEHSP presidents.
 - Check our master EEHSP calendar to avoid overlap of already scheduled [events](#)
 - Enter your event date and information on the [Grade Level Event & TLT Calendar](#). Ensure events are spaced at least two to three weeks apart from Erdenheim grade level events to account for families that have children in both schools. (You can toggle between Grade Level Event and Teacher Lounge Takeover calendars using the tabs at the bottom of the page.)

- **Event Theme:** Working in conjunction with Vice President Enfield vicepresident-enfield@eehsp.org, each year, the 2nd Grade Level Leads will work together to determine the theme for the event. The inaugural leads have the opportunity to establish the tradition and create a memorable event that future leads can build upon. The theme should be fun, inclusive, age-appropriate, and encourage participation from students and their chosen VIPs.

- **Event Planning**
 - Email EEHSP presidents presidents@eehsp.org to get approval of your idea/date/location (please copy vicepresident-enfield@eehsp.org).

- **Communication:**
 - GLLs are responsible for creating their own event graphics. Start by creating a Save-the-Date as soon as your event is confirmed (if it is less than 6 weeks away, and you're ready to, you can just create it as an Invitation and RSVP vs. a Save-the-Date) to help get your grade excited! **Create your design using [Canva](#) (this helps us to translate documents).** Be sure to include the following in the graphic:
 - Include the "Who, What, When, Where (and Why if necessary)"
 - Include this text line on your graphic: Sponsored by the Enfield-Erdenheim Home and School Partnership (EEHSP)
 - Provide contact info: "Questions? Please email presidents@eehsp.org and vicepresident-enfield@eehsp.org" - since this will be going out to approx 175 families, we would ask to refrain from using personal emails on this invitation.
 - Send a draft copy of graphics to both presidents@eehsp.org and communications@eehsp.org for review and approval.
 - Once approved, please share the graphic via Canva with presidents@eehsp.org (for translation purposes).
 - Create a Google RSVP form on the EEHSP shared drive under Grade Level/Roomparents to collect RSVPs. A guide to do so is [here](#).
 - Please save your Save-the-Date, Invite and create a Google RSVP in your grade level folder in the [EEHSP Shared Drive](#) under 2026-27.
 - Once approved, please notify vicepresident-enfield@eehsp.org who will distribute your save-the-date and/or invite and RSVP by:
 - sending a dedicated school email to all 2nd Grade families
 - requesting a backpack mailer
 - posting event to your grade-specific Facebook group
 - [2nd Grade, Class of 2037](#)

- When you have scheduled your event, e-mail communications@eehsp.org and presidents@eehsp.org so that EEHSP can add any relevant information to our master calendar and communications.

Teacher Lounge Takeover

The six (6) Grade Level Leads (Kindergarten, 1st Grade, and 2nd Grade) will coordinate between themselves to surprise our amazing Enfield staff with a "Teacher Lounge Takeover" where you will provide a special treat/snack break on behalf of K-2 families and the EEHSP. The Teacher Lounge Takeover happens **TWICE** during the school year (once between October-November / once between February-March).

- **Budget:** Up to \$250 for each TLT (for about 80 people). Please submit a check request for all personal reimbursements [here](#).
- **Theme:** GLLs will pick a theme and snack (see assigned seasons below if you want to theme it to a season). Please check the [Grade Level Event & TLT Calendar](#) to avoid duplicating themes for your school.
- **Schedule:** Choose a date within the following months and **submit to your VP of Grades to approve with Principals**.
 - Once approved by the Principals, GLLs should enter their TLT date and theme on the [Grade Level Event & TLT Calendar](#).
 - Please also submit the date and time you plan to set up (*without giving details of the theme to keep it a surprise!*) to the school's administrative assistants Judy Jones- judith_jones@sdst.org & Laura Million - laura_million@sdst.org)
 - Fall : October-November
 - Spring : February-March
 - Please note: The principals of each school provide a treat to staff in the lounge on the first Friday of each month so be sure to not overlap when selecting a date.
- **Set-Up:** Please coordinate with your K-2 partners to set up between 9-10 am. Please check in midday for any necessary refills and then clean up by 4pm. Email your school admin assistants, cc'ing the Principals, a minimum of 3 days in advance to remind them of the event and any table needs you may have (the lounges already have tables in them that we're able to use, but if you need others they can be set up). Please include a sign that includes "Sponsored by the xx grades and the Enfield-Erdenheim Home & School Partnership". [Canva](#) is a great resource for creating signs. EEHSP has sign

holders and other supplies you may need (to request these supplies, email presidents@eehsp.org).

Spring/Carnival Grade Level Basket

Each grade will coordinate a carnival raffle basket from your grade level to help raise money for the EEHSP!

- A school wide monetary collection will take place with each grade receiving an equal budget. (Ideal basket value ~ \$200)
- GLLs will choose a theme (please check [this](#) form to ensure you are not duplicating another grade's theme and add your theme to the list) for their grade's basket and put a raffle basket together accordingly.
- Please ensure that your basket is wrapped in cellophane (Larger items may be set up as a display. Example: Coolers, Beach Chairs, etc.)
- More information will be provided as we approach the Carnival date!
 - 26'-27' Carnival Date is Sunday May 16th, 2027