



ENFIELD - ERDENHEIM

HOME & SCHOOL PARTNERSHIP

— ♦ Building Community ♦ —

Proudly supporting the School District of Springfield Township

Erdenheim Grade Level Lead Guide 2026-2027

Our Grade Level Leads (GLL) are an important element of the EEHSP organization. Two volunteers from each grade are selected to help serve as community-building partners who foster strong connections among our families, staff, and students. Our GLLs are responsible for organizing and executing a Grade Level Event for their grade's students and their families; hosting a Teacher Lounge Takeover where you will surprise Erdenheim teachers/staff with a special treats/snacks; and coordinating a Grade Level Raffle Basket for the EEHSP Spring Carnival. All of these events are designed to build community among our Spartan families and staff.

Grade Level Leads will work directly with our Vice President of Grades to organize these initiatives. Please reach out to me at any time if you have any questions!

With thanks,

Caroline Shuman

VP of Grades - Erdenheim

vicepresident-erdenheim@eehsp.org

Grade Level Lead Responsibilities

Grade Level Events

Create a social event for your grade that brings families and students together to further build their relationships!

- 3rd Grade (theme *CAN CHANGE YEARLY*: 25'-26' Light and Sound - science show followed by a glow dance party/DJ) - time to be determined by 3rd grade teacher lead and EEHSP Presidents/Vice President - Erdenheim
- 4th Grade (theme *YEARLY* : planet showcase - prismatic magic laser light show, 4th grade planet projects on display, telescopes, craft) - time to be determined by 4th grade teacher leads and EEHSP Presidents/Vice President - Erdenheim (typically held the last week of February/first week of March)
- **Budget:** Up to \$1,500 (for each grade)
 - 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 (Erdenheim) - 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:**
 - Event may be held at the school after school hours (weekday) or offsite (any day) - Selected date must be approved by EEHSP Presidents prior to approval by school principals if event is being held at the school.
 - 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 to account for families that have children in multiple grades. (You can toggle between Grade Level Event and Teacher Lounge Takeover calendars using the tabs at the bottom of the page.)

- **Event Theme:** We recommend that you coordinate with your Grade Level Teacher Leads to discuss relevant educational theme tie-ins, such as a science night, social studies, art or music experience, etc. Teachers are NOT expected to participate in the events, but are welcome to if they wish.
 - ERDENHEIM:
 - 3rd: william_miller@sdst.org
 - examples: Fire and Ice science show, light and sound science show and glow party
 - 4th: kimberly_dallinga@sdst.org and william_fikioris@sdst.org
 - yearly event to showcase planet projects
- **Event Planning**
 - Email EEHSP Presidents presidents@eehsp.org to get approval of your idea/date/location (copy Vice-President of Grades - Erdenheim).
 - Email building principals for their approval of an on-site event (off-site events do not require principal approval). Be sure to include the desired theme and date. Please copy vicepresident-erdenheim@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.
 - Principals have requested that GLLs touch base with them again a week before the Grade Level Event.
- **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 (your first name) at (your email address)."
 - Send a draft copy of graphics to both presidents@eehsp.org and communications@eehsp.org for review and approval (copy Vice-President of Grades - Erdenheim).
 - Once approved, please share the graphic via Canva with presidents@eehsp.org. (for translation purposes).
 - Create a Google RSVP form in your Grade Level Folder on the EEHSP shared drive 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 distribute your save-the-date and/or invite and RSVP via:
 - E-mail to Room Parents for them to distribute. A full list of Room Parents can be found [here](#). ***Please ask the Room Parents to also CC their teacher so they also know it's happening, as they are also invited with their families!***
 - Post the event to your grade-specific Facebook group and respond directly to questions.
 - [3rd Grade \(Class of 2036\)](#)
 - [4th grade \(Class of 2035\)](#)
 - 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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Teacher Lounge Takeover

Surprise our amazing Erdenheim staff with a "Teacher Lounge Takeover" where you will provide a special treat/snack break on behalf of your grade and the EEHSP.

- **Budget:** Up to \$250 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 so keep it a surprise!*) to the school's administrative assistants Cheryl Luxton - cheryl_luxton@sdst.org & Aimee Samtmann - aimee_santmann@sdst.org)
 - 3rd Grade : February-April
 - 4th Grade : October-December
 - 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 GLL partner to set up between 9-10am. 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 grade 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).
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Spring/Carnival Grade Level Basket

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