



1750 W. Thunderbird Road  
 Phoenix, AZ 85023  
 Thunderbirdhighschoolparentassociation.com  
 president@tbirdcpa.com

**Purpose:**

The Thunderbird High School Parent Association (TPA) is a 100% volunteer-run not-for-profit organization that exists to help Thunderbird High School students, teachers, administrators, and community.

**TPA Board Officers:**

<b>Board Position</b>	<b>Key responsibilities</b>
President	Drive the strategy and goals for each school year. Work with the Treasurer to propose the annual budget for Board approval Primary point of contact for Thunderbird High School Share responsibility for the bank account with the Treasurer Support all officers and members in their work
Vice-President	Support all committee chairs and members in their work. Back-up for President and Secretary
Treasurer	Work with the President to propose the annual budget for Board approval Provide monthly reports of current bank balance, fundraising, and expenditures compared with the plan and prior month.
Secretary	Organize the monthly meetings and agenda. Record all TPA decisions and action items

**Committee Chairs:**

<b>Position</b>	<b>Key Responsibilities</b>
Fundraising	Lead the team responsible for planning and producing the annual Golf, Auction and other non-Grad Night fundraising efforts.
Graduation Night Fundraising	Lead the team responsible for reserved parking spots, Casino Night, Ladies Night, and other Grad Night fundraising.
Graduation Night Party Chair	Lead the team responsible for planning, organizing, selling tickets, and managing vendor relationships.
Awards & Recognition	Work directly with Thunderbird Counseling Team and designated Thunderbird employee for the monthly awards and recognition certificates and the school year-end scholarships and awards.
Hospitality and School Support	Host the "Welcome Breakfast" in August, quarterly classroom supplies deliveries winter recognition activities, appreciation day activities (Principals, Counselors, Teachers, Admin, etc.) end of school year raffle prizes.
Thank-you	Create handwritten thank-you notes and recognition for businesses, volunteers, and others who help our TPA.
Newsletter	Create and send the bi-weekly TPA Top email newsletter
Social Media	Manage the Facebook, Instagram, YouTube, and any other social media channels and content.
Webpage	Maintain the ThunderbirdHighSchoolParentAssociation.com website
Events Calendar	Maintain the Events Calendar on the TPA website
Student Government Liaison	Maintain communication with Student Government to help coordinate TPA support for events that include Homecoming and Grad Night.
Outreach	Organize volunteers to host TPA information at sport games, performances and other on-campus events.



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## List of regular TPA activities

Month	Date	Description
July	Last week of July July 25th – 28th	Help rally volunteers to support Walk-Through Registration
August	First week of August August 3 <sup>rd</sup> 7AM	Host the “Welcome Breakfast” for Thunderbird employees
	First School Day August 7 <sup>th</sup> 7AM	Volunteer on campus to handout printed schedules and welcome students to campus on the first school day
	Mid to late August Aug 22, 2023 5PM	Help host the Open House event to welcome families, recruit volunteers, and support the school
	Mid to late August	Encourage attendance at games and performances
Sept/Oct	TBD	Help Thunderbird High School STUGO with the Homecoming events
Sept – May	Last Friday of the month	Host the Fun Friday lunch activities on the last Friday of the month
	Each month end	Student awards and recognition
Fall / Winter	Silent Auction Party	Sell tickets, recruit business donations, recruit business sponsorships, plan to bring as many people as possible to one of our key fundraising events.
	Family events on campus	TPA helps host FAFSA Night, Freshman Night, Senior Night, and other school organized events.
December	Mid-December	Tamales for Teachers – bring in tamales for all Thunderbird employees (teachers, administrators, maintenance).
Fall / Winter	Thunderbird Golf Classic	Sell tickets, recruit business donations, recruit business sponsorships, plan to bring as many people to the golf event as possible to another one of our key fundraising events.
Winter / Spring	Casino Night	Sell tickets, recruit business donations, plan to bring as many people as possible to this fundraising event.
Spring	Wine & Whiskey Night	Sell tickets and plan to sell out all available tickets to this event that raises funds for student scholarships.
Spring	Appreciation Events	Teacher Appreciation, Counselor Appreciation, Principal Appreciation, Maintenance Crew Appreciation, and any other Thunderbird employee appreciation events.
May	Graduation Practice Day	Organize decorating senior vehicles
	Grad Night!	Host the Project Graduation Grad Night Party!
	Teacher raffle	Provide prizes for the last day for Thunderbird employees on campus raffle available to all Thunderbird employees.