



Parents' Independent School Network, Inc.
www.pin-inc.org

October 5, 2017

Dear PIN Reps and Community Service Coordinators,

Each year PIN recognizes the importance of honoring the outstanding community service work conducted by our member schools. We acknowledge these efforts by awarding monetary grants and special recognition certificates. It is our hope that your school will participate.

You, as a designated PIN Rep., have a very important role in this process. Included in this email are the things you need to successfully “get the ball rolling” at your school. Your first step is to share the materials with the person(s) responsible for coordinating community service projects at your school. Please forward the application and criteria to the appropriate person at your school and follow-up with them to ensure a timely application. Applications received after midnight on March 7, 2018 are not eligible for awards of any kind.

Process Timeline:

- | | |
|------------------|---|
| December 1, 2017 | Dues must be paid by your school and received by PIN by Dec. 1st in order to be eligible for a Community Service Award. |
| March 7, 2018 | Community Service Applications must be emailed by midnight to the Community Service Coordinator for your division. |
| April TBD | Applications will be reviewed by the decision committee |
| April 25, 2018 | Awards will be presented at the final PIN meeting, hosted by Charles River School, Dover, MA |

We encourage all of our member schools to take advantage of this wonderful opportunity to apply for grant money or special recognition. Please visit the PIN website for the application and criteria.

Please address any questions about this process to:

Upper Schools: Karen Lapsley, K.Lapsley@verizon.net

Lower/Middle Schools: Hubert Williams, Hubert.Williams@gmail.com