

Maple Hills PTA COMMITTEE CHAIRS INFORMATION



All Committee Chair files are located in the metal filing cabinet to the left of the door in the PTA portable. Each file contains past information. Please read through the documents carefully as they can give you insights as to what did or did not work well in the past.

Reporting to the PTA Board:

All Committee Chairs are invited to attend all Board and General meetings, especially the ones before and after your event, program, or activity. Refer to the PTA calendar for exact dates. All meetings will be held in Rm. 506, SAGE room, at Maple Hills Elementary. You may contact PTA President Jennie Wildermuth at President@maplehillspata.com if you would like to attend a meeting.

Volunteers:

You will receive an e-mail containing all the volunteers who have signed up to work on the committee. This list will become available as soon as possible before the end of September. Your director will send the list to you or you can contact the Director of Volunteers.

Budget:

Each committee completes the Committee Plan of Action and Budget Proposal Form which is then presented to the Board for approval. You will receive your budget information from your Director or you can contact the Treasurer Laura Norris at Treasurer@maplehillspata.com. Please be careful not to exceed your budget. Permission must be given from the Board to exceed your budget by any amount before you go over. A budget is not an authorization to spend. It is the amount that has been allocated to a particular event, program, or activity by the General Membership. A reimbursement form is included in this packet and others are available on the shelf under the sign-in sheet in the hall. Once the form is completely filled out attach a receipt or invoice, please fold it and place it in the PTA safe on the counter in the office. All PTA expenditures must be documented with a receipt or invoice. If and when plans change with a committee which may impact the budget, approval must be obtained to spend funds not previously approved. Expenses incurred without prior approval may become a personal expense and may not be reimbursed by the PTA. ALL reimbursement requests must be turned in to the Treasurer by Thursday June 10th, 2010 or you will not be reimbursed. Treasurer has the right to question, challenge or ask for clarification of any reimbursement request.

Contracts:

Committee Chairs or Committee Members cannot obligate the PTA to an event, program, activity or any obligation, financial or otherwise, without approval of the Board of Directors. On occasion your committee may need to sign a contract with an outside company/vendor. For a contract to be valid, the following conditions must be met:

- 1 The person negotiating the contract has the authority to do so.
- 2 The Board of Directors has reviewed and authorized the contract.
- 3 The terms and conditions of the contract, including the fine print, are understood and agreeable to the PTA.
- 4 All contracts must be in writing and signed by two elected officers. One of which must be the President.

Handling Money:

Please remember that during your event, if you are selling any items, Only PTA Members can handle the money. Volunteers who are not PTA members cannot handle money or be a counter or signer on the Count Sheet. All money must be counted and signed for by at least two PTA Members.

Photo copying:

The PTA copy code is **(contact your Director for the new PTA code)**. Every copy you make must be documented. Each time you make copies for a PTA event, program or activity, you must write down how many copies you made and what it was for. Double sided copies count as two copies. Located on the wall by the copier by the office door is a sheet to fill out. PTA will reimburse for copies you make elsewhere, but for no more than \$.05 per sheet. When printing copies always use the Oldest Sibling count found in the office, the only exception would be for flyers that must be returned for each student i.e. Eagle Reader Calendars. The Oldest sibling list can be found on the wall behind staff mailboxes in the office. If you have any questions regarding this list please ask Sue or Patti in the office. When doing Oldest Sibling counts use the oldest sibling folders that can be found on the counter below this list. Then place these folders in the teacher boxes. You will also need to make 51 extra copies. Place one copy of every flyer into every staff mailbox, be sure to include both Secretaries and the Principal. An additional copy gets whole punched and placed into a notebook in the office. This notebook contains all flyers (not just PTA) that go home via "KidMail". This notebook is located on the short bookshelf across from Staff mailboxes. Again, any questions, please ask Sue or Patti.

Flyers sent home:

All flyers sent home from PTA must say **Maple Hills PTA** on it. If you would like an electronic copy of the new PTA Letterhead please e-mail Jennie Wildermuth at jenniewildermuth@msn.com.

It can either be at the top, for example:

Maple Hills PTA
Family Pizza and Bingo Night

or at the bottom, for example:

Science Fair, Sponsored by Maple Hills PTA

Communication is key:

Communication with staff and parents is our number one priority this year and that means communication with EVERYONE. Staff and Parents must be notified of upcoming events, programs or activities at least 3 weeks prior. The farther ahead the notification, and the more often, the better support we will have. Posters around the school and in the staff lounge and information on the Reader Board outside are great ways to communicate. Be sure to check with Patti or Sue in the office for permission to post signs, most PTA events are already on the Reader Board list with Patti but it is a good idea to double check. And please remember that no posters can go on the "diamond" walls in the hall. In the main hall is a display that says "Upcoming Events", this is a great place to put a flyer. Keep in mind that most teachers will only send home flyers on Mondays or Fridays so be sure to have your flyers in the teacher mailboxes before lunch on Monday or they may not go home until the following week. Morning Kindergarten gets out at 11:48am. You may have to deliver these flyers directly to the teacher if you want them to go home that day.

Newsletter Articles:

Articles for the monthly PTA Eagle Flyer Newsletter must be submitted by the 3rd Wednesday of each month. Submissions may be left in the PTA mailbox or sent directly to the Newsletter editor at Newsletter@maplehillsppta.com. There is no limit to how many pages the newsletter is so try to submit something monthly for your event, program or activity. Even after the event you may submit an article saying what a success it was or to say thank you to your volunteers.