

# **North Bend PTA General Policies and Procedures for**

## **Volunteers and Committee Chairs 2022-2023**

### **Communication Flyers:**

1. Any school-wide papers sent home in backpacks must be approved by a PTA Officer, the Principal and the Office Administrator before distribution.
2. Any grade or class specific communication must also be approved by the classroom teacher.
3. Flyers need to go out at least 3 weeks prior to the event.

### **Photocopying:**

1. Photocopying should be done at the school in the volunteer copying area behind the library. Paper has been paid for by the PTA. Please write down on the "Paper Use Sheet" in the copying area that is hanging on the cork board by the door, with the number of pages used and mark it as "for PTA use". The school will charge the PTA.
2. To reduce our costs, please try to use double sided prints where possible.

### **Communication Emails:**

1. Any requests for emails to be sent out to all PTA members should be emailed to the PTA President with a note saying "please send this out to all members" and allow 3 days' notice to get the email sent.
2. Any request for messages to be sent out for PTA events in the Sunday night emails from the school, should be sent to the President by Wednesday, as time is needed to review and send it to the Principal, who's deadline to create the email is Friday morning.

### **Facebook Posts for Events to Our Group:**

1. Any requests from committee members to add events or sign up links to the Facebook Group should be sent to the President or Vice Presidents for approval and should be sent several days prior to the need for the posting so it can be approved.
2. Any posts of photos on the Facebook Group of students should have the parent's permission before you post it. You are always welcome to post your own child's photo.

### **Volunteering in the School/Where are PTA items located:**

1. When volunteering at the school, be sure to sign in and sign out on the computers in the office. In the event of an emergency, this is the way the school gets a head count of who is in the building.
2. Use the restroom in the Faculty Lounge when the need arises.
3. Please note when working in the school office to have respect for the staff's time and keep conversations to a minimum. Also, please bear in mind that the office has an open layout and sometimes office doors may be open or visitors are in the office, anything discussed by staff or overheard in the office of a confidential nature, should be kept confidential.

4. The PTA Closet is located in the 2/3 Pod on the right side of the hallway next to the bathrooms. This is where we keep all of our supplies. If you are planning an event that requires paper products, serving wear, etc., please check the closet first. These items are already paid for and may be used first before buying more items. The key for the closet is in the office in the drawer on the left of the mail box tower below our mailboxes.
5. Officer mailboxes as well as committee mailboxes are located on the left side of the mailbox tower by the sign in computer. If you run an event, please check here for any mail, committee manuals or flyers for your committee. The Treasurers mail box for reimbursement requests is here as well.

#### **Volunteering Sign Ups:**

1. If you are the chairperson of a committee, we encourage using our PTA website at nbePTA.com or Sign Up Genius for getting volunteers for all of your events. You can send the link for your signup sheet to the PTA President for advertising on the Facebook Group and on the Sunday Night Emails sent by school.
2. If you would like to volunteer for an event, please go to our website or use the Sign Up Genius link or if it is not available, contact a PTA Officer to find out how to help. If you would like to run a committee, please tell an PTA Officer as well. Our events are only successful because of the volunteers we have and we appreciate all who help us!

#### **Committees, Chairperson and Use of Facilities Form:**

1. Our PTA has many events throughout the year which are run by committees. Some committees host an event, while other of our PTA committees are non-event committees, which means they perform a specific function needed to run our PTA, but they do not host an event (i.e. Standing Committees such as Budget, Nominating, or BoxTops to name a few).
2. Any PTA member can join a committee and each committee should have a chair person or 2 co-chairs. This will be the main point of contact for the committee that will report to the PTA President.
3. Per our bylaws, all members of a committee, including the chairperson, must be a PTA member who has paid their yearly dues.
4. Each committee chairperson should apply for the Use of Facilities Form on hcps.org, under the forms section online at least 5 weeks prior to your event. This must be done for all events on school grounds and needs to be approved by the Principal and the School Board prior to the event. This is the responsibility of the Chairperson, but check with the PTA Board, many UOF's have already been submitted.
5. Each committee chair should attend the PTA meeting on the month or two prior to their event or function. The chairperson should present at the meeting the dates, times, activities planned, if food is served, locations and any additional needs. This is just a brief update on your event and where it stands. The committee chairs should also attend the PTA meeting following the event for a recap to the PTA general membership.
6. At the end of the school year, please take note of your committees' duties and any other pertinent information and return your report to the PTA officers so your notes may be passed on to the following year's committee for your event as their guide.

### **Money Handling:**

Money should be handled in the presence of at least one other PTA member until in the possession of the Treasurer or President with a signed cash receipt form or placed in the treasurer's box with a signed cash receipt form.

1. If a cash box is needed prior to the event, the PTA Treasurer should be notified at least 7 days in advance of needing funds.
2. School staff and faculty cannot handle PTA money. Arrangements must be made for a PTA member to be present to collect money.
3. Money should always be counted by two PTA members.
4. Money cannot go home with students. PTA members need to come to school to collect money.
5. Reimbursements for approved expenses will be made when both a Disbursement Request Form and accompanying receipts are received. Submit your expense reimbursement request as soon as possible.
6. Please note PTA's policy of not reimbursing expenses from a previous fiscal year. PTA fiscal year is from 7/1 to 6/30. Please allow two weeks for reimbursement.
7. As a chairperson, you are responsible for the overall costs of the program or event you are chairing. Know your budgets total cost so your event does not go over budget. Contact the PTA Treasurer if you do not know your budget, as well as last year's chairperson to get addition information on how to organize your event or program if necessary.
8. Wherever possible, try to seek the use of donations for event costs from the local business community. Food donations are possible through ShopRite if requested in writing 3 months prior to your event.
9. Be money conscious. We are a non-profit on a limited budget and need to be thrifty, resourceful and stay within budget.

### **Communication with Officers:**

1. As your PTA Officers, we want to help make every event we plan be a success and if you are a chairperson or volunteer for an event, thank you! If you ever need to get ahold of us, please contact us through [NorthBendElemPTA@gmail.com](mailto:NorthBendElemPTA@gmail.com)

President, Courtney Saylor

VP, Lacy Rowan

VP, Lindsay Ayres

Treasurer, Pam Moyer

Secretary, Katie Klemm

### **Running a Successful Event:**

1. Do your research! As you begin to plan, see what information you can find about the prior years' event, or consult with the chairperson from the last year. There will be a guide available from the PTA that has information on last years' schedule of events, vendor contacts, past flyers and other info. Look for the guide in the mailbox for the committee in the office.

2. Know your budget. Before hiring vendors or purchasing anything, know how much your event has to spend. Events must stay within the budget allotted for them. Be thrifty! Check to see if there are already items in the PTA closet available for you to use. We currently have a lot of paper products and silverware unused. Get food donations from local grocery stores where possible.
3. Create a [signupgenius.com](https://signupgenius.com) volunteer link and share the link on the PTA FB Group and Sunday night email. Look for volunteers you know to help.
4. Get the word out about your event! Send home flyers detailing the event, or RSVP's if needed as well as including QR codes on the flyer. Do your flyers early and have them approved by the PTA officers and Principal before sending home.
5. Fill out a Use of Facilities form online at least 5 weeks prior to the event. Any event at school needs approval in advance.
6. If you need help, ask! This is a team effort, so if you need help, please contact the officers.
7. Be creative! We are always looking for new and exciting events and ideas. If you're a chair person, make this your event. Any new idea, let's hear it!
8. Have FUN! We are all here to help all of our children have a wonderful school experience and great events. It is fun for them and should be for you too! Relax and have fun with it!