

Important Information for Committee Chairs 2011-2012

Committee: _____

Chairperson(s): _____

VP you report to: _____

Contact info (phone& email): _____

Financial Information

1. Budgeted amount available to spend _____ or expected to earn _____.
2. To be reimbursed for expenses incurred, fill out a Reimbursement Request form. These forms are in a front folder in the PTSA box in the office. Fill out the form completely. Attach all receipts to the middle back of the reimbursement request form. No receipts, no reimbursement. Have the appropriate officer sign your reimbursement request form. If you are not sure who that is, please consult the Org Chart. Forms submitted without a signature for approval will not be processed.
3. Please cash your reimbursement checks in a timely manner to ensure our bookkeeping runs smoothly.
4. Don't fail to cash your check and assume the money is just being donated to PTSA. You are welcome to donate your amount of reimbursement, but you will still need to provide a receipt and get a procurement/donation form from the PTSA files or from the treasurer.
5. You must have approval from the *Board of Directors* before you spend more than your budget allows. Unapproved expenses incurred that exceed the budget are at risk of not being reimbursed. Board of Directors meet monthly so make sure you plan accordingly. Please contact your VP if you have questions about what is included in your budget.
6. If you collect money at an event you must fill out a money tally form which is located in the PTSA folders. Attach the checks or cash to the form and have two people count and sign the form. Both signers must be PTSA members. Please transfer the form and money to the Treasurer immediately after the event. Please do not include more than 28 checks per money tally form. For insurance reasons, ONLY PTSA MEMBERS can handle money. Students may not handle money in any situation.
7. If you need petty cash for your event, please fill out a petty cash form and give to the Treasurer with as much advance notice as possible. These forms are located in the front folders of the PTSA files in the workroom.
8. Do not hesitate to contact the Treasurer with any questions you have concerning your budget, reimbursements or deposits.

Contracts & Scheduling

9. Your event has been scheduled for: _____. Please contact your VP if there is an issue.
10. If your event is new and has not been scheduled, first check with your VP to determine a good time and then check with Kathy Conrad in the office to find dates. If your event is held after hours, you will need to fill out a building use form available from Kathy. Let Kathy know if you need janitorial assistance, tables, video/audio equipment, etc. Clean-up is PTSA responsibility.
11. Contact Kathy Conrad or Ann Yasui to schedule use of the bulletin board across from the office.
12. Contracts must be signed by your VP and one President. Make sure you allow time for signatures.

Communication

13. Make sure you keep open communication with your VP so they know what is going on at all times. They are there to help answer questions and solve problems. If your VP is unavailable, contact one of the Presidents.
14. Publicize your event! Put your event in the weekly newsletter: please refer to the "Guidelines & Instructions" in the newsletter and PTSA website for additional details about newsletter submission requirements. The newsletter goes out every Monday morning during the school year. Deadline for your posting in the newsletter is 5PM on the preceding Thursday. Have your VP review all flyers/postings prior to sending them to wilderptsa@hotmail.com for posting. Make sure you specify the week(s) that

you want your posting distributed. Lastly, any picture of a Wilder student requires parent approval before use in the newsletter. Photos for the yearbook should go to the Yearbook Chair.

15. If you are doing kid mail for you event, check with the office to determine the number of copies. You also need to get approval from your VP and one president, as well as the office staff, before sending home anything with the students.
16. It is your responsibility to make sure the information on the website is updated and accurate. Please send changes to your information to the Webmaster.

Volunteers

17. Contact the VPs of Volunteers if you have not received your list of parents who have signed up to help with your event. Let them know if you need additional helpers and they will get those for you.
18. Our volunteers are our backbone – treat them with TLC!!! Contact them as soon as you get your list and let them know when you will be contacting them further. Keep them in the loop or they may not volunteer again. If you have more than you need, make sure you let them know and then thank them for offering to help. At the end of the event, THANK them all over again.
19. All volunteers need to fill out a Volunteer Application Packets. This is a district requirement that all schools adhere to. The information may be found on the district website (www.lwsd.org) or in the Wilder office. It is good for two years. Chairs should encourage all volunteers to fill this out but are not responsible for policing this, the school is.

Procedure Notebook

20. The success of each project from year-to-year depends on recording the project in a 'notebook' to pass along. Please make sure you update the information regarding your program/event and send it to your VP.

Other Important Information

21. Check your PTSA folder in the office periodically for any information that may need to be passed on to you or your volunteers.
22. Before you order supplies for your event, check the PTSA bins in the storage closet in the Commons. Please use those supplies first.
23. Please try to attend the Board of Directors/General Membership meetings to provide updates on your program/event. If you are unable to attend, please make sure to give your VP an on-going update so they can give a report.

THANK YOU FOR ALL YOU DO!!!! Your time and effort in chairing this program/event is deeply appreciated!

Contact Information:

Co-Presidents	Heather Lund Joy Arnquist Becky Spelman	heatherlund@gmail.com joy@arnquist.net beckspel@hotmail.com
Treasurer	Heather Cramer	shelbystang@yahoo.com
Secretary	Joy Glassberg	joyocity@gmail.com
VP of Communications	Wade Brewer	wilderptsa@hotmail.com
VPs of Volunteers	Peg Jatekar Jennifer Vince	jatekars@hotmail.com jennifervince@msn.com
VPs of Enrichment	Tamara Goodwin Kristin Howard	tamaragoodwin03@verizon.net kristinhoward@gmail.com
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