



Helpful Tips for PTA Committees

Thanks so much for all you do to create a special place for our kids to learn and grow.

Below are some tips to help you along the way. And if you should think of any additional tips that would help out the majority of the committees, please be sure to contact the president elect to have them added.

PTA Board Meetings: Take place in the Library at 7:00 pm the first Monday of each month, except September which is later and in January there is no meeting. Please consult the schedule for actual dates. Everyone is welcome! They are a great way to find out what is happening at TES. The principle or vice principle often give very informative reports and updates regarding school happenings. On the flip side, if there is a PTA Board Meetings you are unable to attend and you have milestones coming up with your committee, please email a quick update to the President to report at the meeting.

Training: Besides your notebook, be sure to ask past chairs any questions and what their experiences were. They are going to be your best source of information to streamline the process and are always willing to give you advice. If you have any other questions, never hesitate to ask the President or applicable Executive Committee member.

Forms: PTA forms are located in the front office near the PTA mailboxes and some are online

- PTA's Nonprofit Tax Exempt Letter (Many vendors can waive tax and sometimes will even give a nonprofit break if asked.)
- Disbursement Request Form (also on PTA website)
- Bank Deposit Form (also on PTA website)
- **Use of Facilities Request Form** (Ask Front Desk - *******Must be filled out for programs and/or events happening anywhere on school grounds.**)

Copying: The copier at school for PTA use is in the very back nook of the copy room. Please use the PTA entry code (TESPTA on the number pad) to make your copies and order any needed color paper ahead of time through the PTA president. **Be sure to give copies of flyers to front desk and Ms Patterson incase parents call for info.**

Ways to Recruit Volunteers:

- Orientation Packets (contact the volunteer chair in early August.)
 - *Volunteer Sign Up Survey or
 - *Stand Alone Flyer that you create or update
- Flyers in back packs
- Room Parent email distribution List - (available after Back to School Night)
- Signals Newsletter (Contact Signals Chair for deadline)

Ways to get out word to parents and/or students about your program/event: There are many ways to get information out to the TES community, but have a timeline in place. Other committees and school events may be going on simultaneously.

- Signals (Contact Signals Chair prior to 1st Monday of each month.)
- PTA Website (Contact Website Chair)
- School Website when applicable (Contact TES webmaster)

- Room Parent email distribution List (contact Room Parent Chair)
- Flyers in back packs (In teacher's mailboxes by Friday 10 am for next week)
- School Marquis (Contact Front Desk)
- PTA Marquis (PTA moveable Marquises that can be put in horseshoe)
- AM or PM Announcements (Inquire at Front Desk. Have a short script)
- Morning TES News (Write a script for Ms Hillsman to give to her 5th team.)
- Connect Ed (Contact Principle - can even send out to selected grades if planned ahead.)
- Posters - children often like to help make posters for upcoming events

Storage: The PTA storage area is the green metal shipping container located behind the auditorium beside the green bin. Since all the committees share this space, it is all of our responsibility to keep it neat and organized.

Supplies: Please feel free to contact other committees to see if they have supplies that might double for your event. Often decorations based on the schools yearly theme can be used for more than one event. The PTA President can always point you in the right direction.

Items the PTA has on hand:

- Four 6' foot folding tables - check green storage and/or lobby.
- 2-3 folding shade awnings - check green storage bin
- Large Coolers - check green storage bin
- Ribbon - check beside PTA Mailboxes
- Ice & water can be obtained from cafeteria's ice machine
- cash boxes, adding machines and deposit stamp - check with treasurer

Custodial Support: If your program/event needs extra tables, chairs or a special set up, be sure to get a request into the custodial and meet with them at least a week or two before the event. Keep in mind that the custodial staff works in shifts, so you may want to know who will be working the time of your event. You may also want to cc: Mr Seward or the administrative contact on your memo as well so that she is aware of it. Get reminder to both custodial person and administrative person the day before event.

Money Matters:

Accepting Payments for you committee or event: The PTA only accepts, cash and check and has supplies for events that accept funds. Cash boxes, adding machines, deposit stamp, etc. (When you see a credit card machine there will be a vendor involved.)

Deposits: Please be sure to double check your total cash and check receipts twice with an adding tape, make sure all checks are stamped with the TES PTA deposit stamp on the back and fill out a deposit form (available on website) before turning into treasurer.

Reimbursements: When you have receipts for reimbursing, please be sure to fill out a disbursement form (available on website), staple receipts to it and turn into the treasurer. Not filling out the Disbursement form will slow down your payment. Due to the audit procedures, if the treasurer has to fill out the disbursement form, she is not able to sign the check.

Petty cash for events: If your event needs to start off with petty cash, please contact the previous chair for a recommended amount. Then submit a disbursement form with the needed amount to the treasurer. You will receive a check that you can cash at First Market Bank in Martins Grocery prior to the event. Make sure you have the recommended, ones, fives, coins, etc.