



## PTA Committee Guidelines and Procedures 2017-2018

**\*\*\*Important: All of the following information can also be found on our website ([awrpta.org](http://awrpta.org)) and mobile app under PTA>>COMMITTEE RESOURCES**

### **ADMINISTRATIVE:**

- **PTA LIAISON:** You will have a VP (Amy or Rebecca) you can go to for any assistance. See COMMITTEE CHAIR form attached. If you do not know who your representative is.
- **PRIOR YEAR INFORMATION:** If you need information from previous chairs, please let us know. Do your best to keep a timeline and any other pertinent information to pass on to future chairs.
- **SET UP:** If your event has specific setup instructions or custodial needs (i.e. tables, chairs, etc.) please notify the custodial office as soon as possible and provide them with a list or diagram. Contact Vinnie Yanni ([vyanni@npsdnj.org](mailto:vyanni@npsdnj.org))
  - If your event needs to hold space or rooms in the school, you must fill out an **"Application for Use of School Building"** form which can be found in the main office.
- **VOLUNTEERS:** You will receive PDF versions of volunteer sign-up sheets for your committee (collected at various PTA events) as well as spreadsheets collected from online volunteer requests. Please reach out to these volunteers as soon as possible. We suggest you also create a sign-up genius to help organize your event. Please check with your liaison as one may already be created.
- **COPIER:** There is no more copy code for the copier at the school. The PTA is purchasing paper to supplement the school's paper, so committee heads may make necessary copies.
- **POST EVENT:** We are encouraging each committee to fill out a "POST EVENT SURVEY" which will be e-mailed to you by your PTA Liaison after your event.

## FINANCIAL

- **BUDGET:** You do not have to spend the entire budget your committee has been given. Do not exceed the budget your committee has been given. If you exceed the budget your committee has been given without prior pre-approval by the board, the extra expenses will not be reimbursed.
  - Please be diligent about checking what supplies the PTA may already have before utilizing your budget.
  - You no longer need to include “custodian tips” for your event. The PTA will cover the expenses and gift our custodial staff accordingly during the year
- **TICKET SALES:** If your event sells tickets or collects RSVPs, please reach out to your PTA liaison and we will create a link for you to add to your flier so that parents can purchase directly from the app “BOX OFFICE”. Let your board liaison know how often and when you want reports from the online purchases.
  - We are encouraging payment by check or online payment for all PTA functions, although cash is still accepted.
- **REIMBURSEMENTS:** Use [TREASURER FORMS](#) attached (or available on [awrpta.org](http://awrpta.org) or [PTA App](#)) if you need to be reimbursed for expenses or submit cash/checks from an event.
  - When making a deposit to the treasurer, you must make 3 copies of the deposit slip. Keep one for the committee records, give one to your Board Liaison, and send one with the deposit.
  - There is a locked box in school main office for the Treasurer. Please put your deposit (cash/checks) and deposit slip in an envelope in the locked box.
  - Reimbursement requests for expenses must be received within 2 weeks of the expense. You can then expect to receive your reimbursement within 2 weeks of receipt.
  - Taxes on any items cannot be reimbursed. Look for tax exempt form under Treasurer Forms.

## COMMUNICATION:

- **WEEKLY E-MAILS:** Please provide all information for weekly PTA e-mails to amy@awrpta.org Provide the “blurb” you want and which dates you want them to appear in e-mails. Please send on Sunday to be included in Tuesday’s email. It will be your responsibility to have it in on time.
- **EVENT FORMS:** Any flier created for your event must be in PDF form. Please see [SAMPLE PDF](#) attached and use that formula as best as possible when creating a new flier
- **E-MAIL ADDRESSES:** Please familiarize yourself with new e-mail accounts set up for you (see attached committee chair list) and include them if possible on your event flier. They are already set up so that any e-mail to that account goes directly to the personal account you’ve provided the PTA
- **FACEBOOK/APP:** Once your information is sent in PTA weekly e-mail it is automatically approved to be on Facebook and in app/website. If you want something different (or something more particular for either of these methods) please just let Amy know and she will relay information to Maria Deluca (facebook/APP coordinator) and Nikisha Hidalgo (website coordinator)
  - **APP PUSH NOTIFICATIONS:** Please take advantage of this helpful communication tool to reach parents. They can also be arranged through your PTA Liaison
- **PTA MEETING:** Let your Board Liaison know if you wish to address the PTA Meeting. We encourage all committee chairs to talk about their event at the PTA meeting prior to it.