

PTA CHAIRPERSON INFORMATION:

Rockwell Elementary PTA thanks you for volunteering!

Emails for VPs, chairs, and the Board (President, Treasurer etc...) are found at www.normanrockwellpta.org

Visiting the school during the school day:

Whenever you enter the building during the school day you MUST sign in and out at the office. Even if you're only running in to pick up supplies ,if you go ANYWHERE - other than straight to the office and back out of the building - you must sign in when you get there and out when you leave.

Supplies:

PTA supplies/closet: There are hole punches, scissors, power cord, paper clips, etc in the PTA cabinet in the Safety Patrol Room. As well as construction paper, card stock and yellow/purple 11x14 copy paper. The patrol room floor must stay clear at all times.

There is a PTA closet in the hallway of the first grade corridor. Your event supplies are kept here. The key is in the mailroom. *If you need help, contact your VP. A second PTA closed is located in the hallway behind the library, food supplies are kept there (cups, plates, napkins, gloves) if you notice supplies are getting low let the next event chairperson know.

Building Use Form:

If you will be using a room at the school for your event (classroom, gym, library, anything) – even if it's just a meeting, you must fill out a **Building Use Form** asap with Kerry Bauman in the office. The form is on our PTA Website (forms and docs section) or she can provide you with one. If it is a weekend event (spelling bee, chess tournament, etc) then a form will need to be completed in the office, as custodial fees would be needed for weekend events. *Please run event concept (dates, times, details, flyers) past the **principal** – especially if you're planning something new.

Announcements/Communications:

-Announcements for your program or event can be made via articles in **the Bugle Newsletter, the PTA website (www.normanrockwellpta.org), the reader board, and/or our Norman Rockwell PTA Facebook page!**

-Send your short articles and other requests to rockwellbugle@gmail.com by Thursday for the **Bugle Newsletter** on the following Monday. Some articles will be shortened/edited as needed. Some will be re-run if they are still relevant.

-You may still want to do a **paper flyer** for your event or program. If you do, please consult with Kerry Bauman (in the office) regarding how many students we currently have enrolled so you know how many flyers to make. She keeps a notebook in the office, with how many flyers to leave in each teacher's mailbox that you can use. Make a few extras to post on the bulletin board by the office and make sure the principal gets one. If you send a digital copy of the flyer to the webmaster **it can be posted online too.**

-**Printing** can be sent to the district printing office (in the warehouse area near Willows Rd.) Email Helen Baxter (hbaxter@lwsd.org) with your requests and PDF of the job. She can send you prices if you have questions. They can do colorful paper, black and white, double sided, stapled, brochures....etc....pretty much anything the other print centers do. You will need to pay by check. You can also use FedEx Office if you choose. There is a WA State PTA discount so bring your PTA card with you!

-**Posters:** You may also make posters to place around the school for your event. There is a special tape that the office has for posting things on the bricks (just ask the office staff). No other tape works in the weather. Sometimes this is a good activity for Student Council...have them make posters (you may need to provide the materials)!

-**Website sign ups for programs:** families can sign their students up for program participation through the website. To make this happen send the sign up specifics to the webmaster.



www.normanrockwellpta.org

Volunteers (Finding them and keeping them!):

-The **PTA website** is keeping track of people who exhibited interest in your program or event when they filled out their online first-day packet! The webmaster can help you access this list with a shared report.

-Once you have access to your shared report, **contact the interested people** (asap) prior to planning your event. Make an introduction now... keep any communication moving to assist with building your team later. The number one volunteer complaint is when they offer to volunteer and then no one contacts them.

-The webmaster can set up an **Online Sign-Up** for your event (please give plenty of lead time as she has an outside job too!). You can email this sign up to all the interested volunteers on your list, plus provide a link to the Bugle for recruiting extra volunteers and they can sign up online. These sign ups can be re-used from year to year, using the website this year means you won't have to reinvent the wheel next year.

-Make it clear in your communications that volunteers **must be approved by the district**. They can go on the LWSD site and complete their application online or get one in the school office.

-To check your volunteers, the following is recommended by Christina Robison at LWSD:

1. If it's just a few names, Kerry can look them up for you kbauman@lwsd.org
2. If it's a long list, you can send Christina the names to check crobison@lwsd.org
3. It helps to put them in alpha order by last name. Remember, some parents do not use their "legal" name, but that is what is in the volunteer database. You will be able to download the list of parent sign-ups from the website as a CSV file.

-After your event, it is nice to **recognize the time and commitment** they gave via recognition in the Bugle, an email, or a hand-written note. Showing your appreciation will help them want to volunteer next time!



\$ Money Matters:

-If your event requires **cash handling**: please make sure you are a current PTA member (with membership dues paid for the year) and anyone handling money is as well. (This language should be in your sign-up announcements too). Note: They don't have to be a board member, just someone who is a paid PTA member.



-If your event requires cash handling, **cash boxes** etc...there is a certain protocol: Download from the PTA website (PTA button, Forms & Docs) a request for cash boxes and submit to our treasurer and your VP at least 5 business days in advance of your event to arrange for cash. Two current PTA members must count the cash at the end of the event and fill out the cash log. Please arrange with either the two presidents or the treasurer to receive the cash from you within 24 hours of the event (and the cash boxes are never to be out of your possession). It's really best to have them get it by the end of the night if possible.

-If people **write a check**, please fill out the Cash Receipts Log, listing all the checks and totaled by two PTA members. If this is an online event (but someone opts to pay by check), the treasurer will be the one to mark the people PAID on the PTA Website, not the chairperson.

-If you have an event or program that can be sold online (such as tickets to the musical or yearbooks), please **email our webmaster** well in advance of the event, so she can "set up a sale" for you on the PTA website. You will have access to the reports as will the treasurer. PayPal charges a fee of 2.9%+.30, so take this into account when setting your online prices.

Reimbursements:

You will be given a budget to work with. Please submit any reimbursements and receipts (or copies) to the treasurer as soon as your event is over. Reimbursement forms are found on our website www.normanrockwellpta.org. Click on the PTA button and then Forms and Docs. Turn in to the Treasurer's mailbox in the office (above the teacher mailboxes). There will be a **deadline of June 6th** for all reimbursements to be due, so events at the end of the year need to be turned in asap.

Keep good notes!

-Keeping good notes on your event or how to run your program is always good for the next chairperson! Or, if you run the event again, you will remember what you did the prior year.

Finding your replacement?

-Many chairs like to "own" their event...meaning they just run it the entire time they are at Rockwell. If your time is coming to pass on the baton (whether it's been one year or 5 years), please do what you can to find your own replacement and/or train someone to take over if you know it will be your final year. This helps the PTA tremendously so we're not scrambling to find new people.