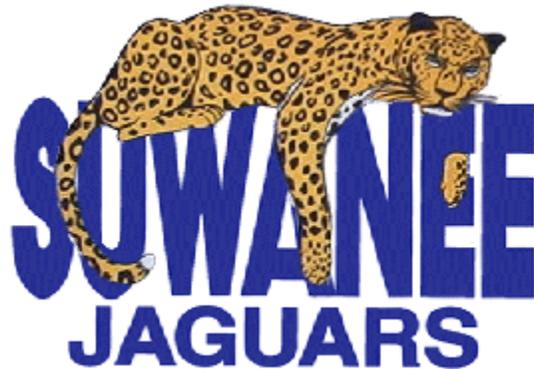


Suwanee Elementary PTA

Procedure Manual

2019-2020



2019 – 2020 Committee Chair General & Financial Information

It is time for another great year at Suwanee Elementary – thanks so much for serving on the PTA Board of Directors (aka BOD). We as a PTA BOD, Suwanee Elementary administration, teachers, parents and students are encouraged to work as a team. The key to great teamwork is communication and with effective communication between the BOD and school admin, we will make Suwanee Elementary a better place for all.

The beginning of each school year is a good time to review some basic information and policies that will help you understand how to get things done. Therefore, **we ask each of you to review the following**. And as always, whether you are old or new to the BOD, if you have any questions, please remember to ask someone on the Executive Committee – we are here to serve you!

WHO ARE WE?

Let's start at the beginning by defining who comprises the PTA Board of Directors. The BOD is made up of the Executive Committee (the elected officers: The president, 4 vice presidents, secretary and treasurer), all PTA Committee Chairs (all of you), plus a member from the school's Administrative staff (Principal or Assistant Principal).

COMMITTEE REPORTING & DESCRIPTIONS:

The committees have been divided between the Vice Presidents for ease of reporting and information dissemination. They are members of your team and will assist you throughout the year. Your VP is also your main point of contact with the PTA/School (at a minimum, *please copy your VP on communications* that are not directly sent to them, i.e., if you have questions for someone else). Do not schedule meetings directly with the principal. Always go to your VP and they will follow up with the administration.

Dely Anthony

Communications (Memberhub)
Fundraising
Hospitality
Room Representative
School Improvement
School T-Shirts and Spirit wear
Yearbook

Nadine Louis

Earning for Learning
Legislative & Advocacy
Media Center Liaison
Spirit Nights
Family Engagement

Tammy Noh

Arts and International Night
Arts In Education
Multicultural Society
Reflections
Literacy Night (Story Night)

Lisa Taylor

Fall Festival
Fifth Grade Events
Holiday Shop
Jaguar Jump into Summer
Membership
Science Night

2019 - 2020 PTA COMMITTEES:

- **Arts in Education** – oversees arts-related programming at the school, including scheduling of AKS-related artists and performers for all grade levels.
- **Arts and International Night** – planning and coordination of Suwanee Arts and International Night.
- **Communications** – oversees the communications plan for the PTA including social media, Memberhub newsletters, remind 101 and Principal Express.
- **Curriculum Enrichment-** works as a liaison between school and PTA to ensure the success of curriculum related nights (Storytime, Arts and International Night and Science Night)
- **Earning for Learning-** coordinates and promotes various programs to earn money for the school (BoxTops, Kroger Plus Cards, Publix, Amazon Smile, etc).
- **Fall Festival** – plans and coordinates a school-wide, community event that includes vendors, games, activities, rides, etc.
- **Family Engagement** - builds and strengthens relationships between schools, families, and community by achieving Model PTA status for the local unit PTA, taking the Model PTA Challenge, and applying for the Georgia PTA Hearst Family-School Partnership Award.
- **Fifth Grade Events** – coordinates year-round activities specifically for the fifth grade class, including the end of the year Fifth Grade Celebration.
- **Fundraising** – coordinates, organizes and runs the annual PTA fundraiser.
- **Hospitality** – oversees programs to appreciate or provide support for school staff, including monthly Staff Appreciation breaks, and Teacher Appreciation Week.
- **Legislation & Advocacy** – acts as a liaison between parents and Georgia PTA and/or elected representatives to communicate updates on legislation relevant to the PTA.
- **Media Center/Technology** – coordinates volunteers for Media Center events (Book Fair, weekly helpers), as well as ad hoc needs to support Book Room and/or Technology.
- **Membership** – manages all membership efforts for the PTA, including the development of materials and programs to solicit new members from families and others in the community and maintenance of the membership database.
- **Multicultural Society Committee** - Helping parents of diverse cultural background be actively involved in our various school events and to promote understanding of unique cultural and ethnic differences.
- **Reflections** – coordination of the National PTA Reflections program for the school (solicitation, receipt, and judging of materials and coordination of recognition event).
- **Room Representative** – develops and distributes the Room Rep guidelines, conducts annual Room Rep meeting, and communicates with Room Reps throughout the year to coordinate events at the school and/or find volunteers from each class for various PTA events.
- **Spirit Nights** - coordinates family fun nights that include different restaurants and other events, including Skate Night and Sky Zone.
- **Spiritwear** – handles the procurement and sales of all spirit-related merchandise for the PTA, including working with vendors on idea development and bid solicitation, ordering and managing inventory, and selling merchandise at PTA events throughout the year. Also oversees and supports the school with the selling of class shirts.
- **Yearbook** – oversees the creation and distribution of the school’s annual yearbook, including working with a vendor to develop the yearbook, selling the yearbook at events throughout the year, taking and receiving pictures of students and school events.

NOW WHAT? FIRST STEPS:

Binders/Folders:

So, now you are a Committee Chair and you need to determine what that Committee is going to do this year for the school. As a start you hopefully have received a Binder/Folder/Dropbox Link for your Committee. If not, you will create one as you go. These notes are critical to your success – we ask that you keep notes about your Committee in your notebook as well as online. Please include a list of your Committee members (Team Leaders and Volunteers), all PTA Board Meeting agendas and minutes, any General Information handouts (such as this), a copy of our By-Laws, as well as copies of your Plan of Work and Budget.

These are a great resource for you throughout the year and are a great help to your successor. Additionally, should there be a need during the year for someone to take over your Committee, this information will be their guide.

Plan of Work:

All Committee Chairs should fill out Plans of Work for their Committee. These plans highlight the resources needed for Committee programs throughout the year. This could be one plan that encompasses the entire year (and is best for something where there is only one goal, i.e., Yearbook) or can be multiple plans for each event or activity your Committee plans.

The Plan of Work needs to include name of event, intended audience, a budget to cover all expenses, an income goal (where appropriate), who and how many people are required to make the plan work, what publicity or advertising is needed, key dates, and all other pertinent information (“Actions”). You should turn copies of your Plans into your Vice President and keep a copy in your Binder. Use last year’s plans as a starting point or feel free to ask your VP for help. Also – we don’t expect you to figure everything out for the entire year right now, because you are going to want to meet with your committees once the school year begins. For those who will need committee volunteers, this outline should include when/where you plan to host your first committee meeting (these dates will be published to PTA members interested in volunteering). **All formal Plans of Work will be due to your VP by July 26th.**

Volunteers/Committees:

As a committee chairperson, you should recruit help, i.e., form a committee. You can do this by asking friends and neighbors or by recruiting individuals at the school (on Open House Day or during the Curriculum Nights). Some of you will need more help than others, but it’s always a good idea to find at least one committee member (this person could step in for you in the event you can’t make a meeting or event or might be a great person to step into the Chair role in the future).

Please keep track of all volunteers who help out with your committees. We will ask for a list of names and contact information at the end of the year so that all volunteers may be recognized/thanked for their help by the PTA as a group. **Committee funds may not be used to purchase gifts for committee members.**

Nametags:

You will be receiving a nametag for your Committee at the first or second BOD meeting. This nametag should be worn anytime you are at the school in service for your Committee – particularly at all PTA-sponsored events, but also in your day-to-day service at the school. Even though you have this nametag, you will still need to sign-in at the front desk each time you enter or leave the school. Please keep up with your nametag – this is what will identify you as a PTA volunteer.

Board Meetings:

The PTA Board of Directors includes the Executive Committee (officers), Committee Chairs, and usually a few Teacher, Staff, or members of the Administration. The Board meets at **9:30a.m.** on the **second Wednesday of the month** in the PTA Room at the school, Executive Committee Meetings will immediately follow at 10:30 a.m. Dates are: 7/14 (at 6:00 p.m.), 8/14, 9/11, 10/9, 11/13, 12/11, 1/8, 2/12, 3/11, 4/8, 5/13. December and May will be board luncheons and therefore will likely start later than 9:30a.m.

The purpose of the Board Meeting is to carry out the organization's business, including voting for expenditures, proposing new ideas and suggestions, approving the budget, and general discussion related to the school, our committees, and other PTA-related topics. While attendance is not mandatory for every member each month, attending is the best way for you to stay informed and have a voice and vote with the PTA. When your Committee has business to address, you must be present at the meeting. Please try to be there as often as possible.

Your VP will be communicating with you regularly – at least once a month before the Executive Board Meetings to get an update on your Committee. In order to speak or bring up new business regarding your Committee at the Board of Directors Meeting, you will need to notify your Vice President AND the Secretary of your intent **no later than 48 hours prior to the meeting** so that your Committee can be listed on the Agenda. If you are not able to attend the meeting, please let your VP know.

COMMUNICATION:

PTA Mailbox

Each Committee Chair and Executive Officer has a folder in the PTA Mailbox, which is in the PTA file cabinet in the PTA Room. **Please be sure to check your folder on a regular basis.** Communications sent to the school for your Committee or from other PTA Board Members will be placed in your folder. Additionally, extra forms and supplies can be found in the PTA file cabinet. Please contact our Secretary if you see a need for an additional folder or if one is missing.

Email

We utilize email, Memberhub and text to communicate to you, the PTA Board, as well as to all of our General PTA Members. We ask that you communicate primarily to your designated Vice President – your VP will in turn pass your general questions, requests for information, or suggestions to the appropriate individuals and/or to the Board at large. Exceptions would be for specific questions to the Treasurer or Secretary – but even then you should **always copy your VP** so that they are in the loop.

When you'd like to send an email or a post to General PTA members to advertise an upcoming event or seek feedback, please send your request to the President (and copy your VP) and the communications chair.

Finally – keep in mind that using the PTA email lists for personal solicitations of any nature (parties, home businesses, etc.) is strictly forbidden.

Use of PTA Name and Logo

Any time you communicate about your Committee or an activity/event that your Committee is sponsoring, you should use the PTA logo and tagline. This includes all flyers, emails, postings, posters/signage, etc. used before or during an event. We want to build the PTA "brand" at our school so that everyone knows what the PTA does and is responsible for. This helps highlight some of the benefits of joining the PTA and being involved as a PTA member. School and PTA logos can be found on Dropbox\PTA Presidents\Administrative\Logos and Graphics.

Flyer Printing

Please utilize our Communications chair by asking her to post on the website, Facebook, Memberhub, Principal Express and/or via email. **All flyers and communications to be sent home to the parents must be approved by the President and your VP before they are printed and distributed.** For fast turnaround, please email your flyers to your VP. Please try to allow at least one week for the approval process. Once approved, you may print your flyers (using one of the options below) and then distribute them via the Teacher Mailboxes in the Teacher Workroom. Flyers get sent home with students on Fridays, to ensure they will make it in time, please have them in Teacher mailboxes by lunchtime on Thursdays.

Copying Options:

The copiers at school are for minimal copying only (less than 50 pages). Please use the copiers in the teacher workrooms, not the copier in the Front Office. You will need to get paper from the PTA room. Our code for the copier is **4215**. **Please make sure you clear your code** by pressing the orange and yellow “clear” buttons simultaneously when you have completed your copies. Please do not share this code with others – including teachers or parents.

Large quantities of copies must be taken outside the school for copying. Our primary vendor for copies is: Postal Plus (Town Center Park) 770-271-4222 postalplus@gmail.com

Rates and rules are as follows:

- You may send in materials to be copied via email – please send in complete instructions (1 sided vs. 2 sided, what color paper, etc.). Complex jobs should be hand-delivered to the shop.
- Be sure to ask for the “Suwanee Elementary PTA” rate.
- Postal Plus has a list of approved committee chairs that are able to charge copies to the Suwanee PTA account. You will need to sign the log with your name and committee so the funds can be taken out of your committee’s budget.

Proofreading

Because we want to make sure we “put our best face forward” anytime we communicate on behalf of the PTA, please make sure to proofread your submissions to the website, Facebook, email distribution, flyers, posters, or other media used for your Committee. This is one of the key reasons why we have an approval process in place before information is distributed –**always copy your VP on all requests.**

School Website/Principal Express

We are fortunate to have a PTA website and links on the school’s website (listed under “For Parents” top center of the homepage). If you’d like to see something added to the website for your Committee, please send your request to our Communications Chair. She will make sure the content is approved by the PTA Executive Board and School Administration and will work with the school’s Webmaster to have the information added to the website. The website is a great way to communicate with students and parents – especially to let them know of upcoming events.

Additionally, we will continue to use the school’s Principal Express each week to send out updates and reminders of PTA events and activities. Submissions should be turned in to the Communications Chair by 3:00 pm on Wednesday for inclusion on the following week’s email.

WORKING WITH OUTSIDE SERVICES:

Contracts

Several Committees require the use of outside companies for various services (i.e., purchasing Spirit Wear from an outside vendor). In **ALL** situations where a contract must be signed before services are rendered or whenever a company requires a commitment of resources from the PTA (money and/or time), the **President MUST sign the contract or make the agreement** – no other Executive Board Member, School Administrator/Teacher, or Committee Chair is authorized to do so. This is a National PTA rule and there are no exceptions.

When you have a need a President to sign a contract or make a verbal agreement with a company, please contact them via phone or email (if contacting via email, please remember to carbon copy your Vice President). As with everything else, please try to give them as much advance notice as possible.

Event Scheduling Request Forms

Please use an **Event Scheduling Request Form** to help facilitate securing staff for events, as well as any other service or resource required by the school for events held at the school. **You MUST fill out an Event Scheduling Request Form and turn it in to your VP with as much notice as possible prior to an event (at least two weeks before the event).** The VP will turn the form into the Administration, who then approves/denies the request and distributes information to all staff involved. Make a copy of the event form for yourself as you will not get the original back. This form may be found in the PTA file cabinet at school or from the front desk at school. This year the form is on pink paper.

FINANCIAL INFORMATION:

Non-Profit Status:

The PTA is a non-profit organization that is separate and distinct from our school or school district. Our goal is not to make money for profit, but instead to generate only enough income that will allow us to operate the organization and fulfill our mission. As such, we have rules in place to ensure that we maintain this status.

One benefit of being a non-profit organization is that items we purchase that we plan to resell (i.e., Spirit Wear, food for specific events where we sell it back to the public, etc.) are available for purchase tax-free. We have a letter from the State of Georgia that grants us this privilege. If you find yourself in need to purchase items that we will be reselling, please contact the Treasurer for a copy of the letter.

Budgets:

One of the first tasks you need to accomplish as a Board Member is to develop a budget for your Committee for the 2019-2020 school year. You should develop it by looking at what your Committees spent last year and with thoughtful consideration of the plans you'd like to implement this year (i.e. the Plan of Work for your committee). **Your preliminary budget is due to the Treasurer (copy to your VP) by July 26th.** Use the ***PTA Plan of Work Budget Form*** for this purpose. All input will be submitted to an overall PTA Budget which will be approved at our first General PTA meeting at Curriculum Night. Once approved, it is imperative that you spend within your budget – that is – **spend no more than is noted on your Committee's line item and only on those items outlined within the Plans of Work you have submitted.**

We understand that you may not know all of your plans for the year by July 26th. If at any time a Committee is in need of additional funds OR finds that it has additional funds that will not be spent, please bring those needs or funds to the attention of your Vice President and the Treasurer. Budgets may be amended throughout the year, pending Board and General Membership approval, so please speak up!

Money Handling

The procedures for taking in money for the PTA's use will be as follows:

1. **If you are conducting an event or activity where you will be collecting money, please notify the Treasurer at least a week prior so that she may give you Receipt Books, a Cash Box, Transaction Sheet Forms, Check Stampers, or anything else you will need for your event.**
2. As cash or checks are taken in, records should be kept to verify what has been sold (membership form, yearbook order, spirit wear sold, etc.). Notes should be made on these records reflecting how it was paid (cash or check#) and the amount. The initials of the person taking the money should also be notated on the receipt.
3. Checks should be made payable to "**Suwanee Elementary PTA.**" It must say PTA – our funds are separate and distinct from school funds. Checks need to be written in blue or black ink, since bank scanners can't read red ink.
4. **Notations to be made on checks received should include *purpose* (membership, yearbook, spirit wear, etc.), the *child's name*, and *teacher*.** Checks should be immediately stamped with the PTA "For Deposit Only" stamp.
5. When administratively possible, a cash receipt should be issued for all cash received from parents or others. These receipts should include the **amount received, purpose** (membership, yearbook, spirit wear, etc.), the **child's name**, and **teacher** and the **initials of the person** taking money. If this is not possible, a "**PTA Transaction Sheet**" must be used for your event and a tally kept for each transaction.
6. No matter how money is presented, at the end of the event/day, the Committee Chair and the President (or pre-approved Co-Counter) will count the receipts and record on a "**Cash Verification Form**" all of the monies collected. This form must be signed by both counters. This should be compared to the records kept in #1 and #4 above.
7. The Treasurer will then count the deposit and make note of this on the "Cash Verification Form".
8. The Treasurer will deposit the funds into the PTA bank account that day, if possible. A copy of the deposit receipt from the bank and Cash Verification Form will be put into the Committee Chairs folder for further verification of the funds being deposited.
9. It is the responsibility of the Committee Chairs to verify the accuracy of the Treasurer's Reports that are presented at the Board Meetings. If there are any discrepancies, bring it to the Treasurer's and President's attention immediately.
10. When creating a deposit form, if you have more than 300 checks, you must split the deposit into 2 separate deposits. The bank will only accept deposits of 300 checks or less.
11. All chairs collecting money need to make deposits in a timely fashion. Turn in all checks received each Friday for deposit. This will cut down on bounced checks and calls from parents asking why their checks have not been cashed.

Expenditures

The Treasurer makes disbursements as authorized by the President, Executive Board or the General Membership in accordance with the authorized budget. This means that **ALL** expenditures must fall within your authorized budget amount and your approved "Plan of Work".

To request a disbursement (check paid to vendor for services rendered/to be rendered or a reimbursement to you or other committee member for money already spent), please observe the following:

1. **ALL check requests must have a completed "Check Request Form" accompanied by the ORIGINAL receipts or invoices relating to the request.** Check Request Forms are available in the PTA room in the PTA file cabinet or can be downloaded from Dropbox\PTA Presidents\Administrative\Forms-Information\Check Request Forms. **This must be within 30 days of the expenditure.** The Committee Chair must approve the check request before it is submitted for payment. This ensures that funds are not being disbursed without the chair's authorization.

2. Once this form is filled out and signed by the Committee Chair, it should be turned in with the original invoice/receipt attached and placed in the **Treasurer's Folder** in the PTA file cabinet in the PTA Workroom or turned in to the Treasurer personally. When submitting a reimbursement form with receipts, please identify PTA purchases from personal purchases on the receipts to clarify the amount to be reimbursed. Please email the treasurer and let her know when you place a request in her folder. It is recommended that you keep a copy of all receipts and submitted check request forms for your committee folder.
3. **All requests that are turned in to the Treasurer's folder (or to the Treasurer) by the end of school on Tuesday each week will be processed and back in your folders (or wherever you have requested) by noon the following Monday.** If there is an urgent situation or unusual timing, please call or email the Treasurer to work something out.
4. For any event requiring a cash box with cash to begin the event, the committee chair is responsible for submitting a check request for the amount of cash needed **at least one week in advance**, indicating the purpose for the request, e.g. Petty cash for event change box. The check request will be charged to the event income line. At the end of the event record the amount of the petty cash on a separate line on the cash verification form and include in the total cash received.

FINAL THOUGHTS:

Please don't hesitate to call or email any member of the Executive Board when you have doubts, particularly your Vice President. We are all here to help each other and make this a great year for the Suwanee Elementary PTA!

Notes: