

Alpharetta Elementary PTA

Committee Chair Handbook 2010-2011

We welcome you as a **Committee Chair** for the AES PTA. Your efforts throughout the year make our school a place where the education of all children is enhanced. We appreciate your commitment and willingness to serve. We have the greatest confidence in your abilities and the unique perspective you can offer each committee. We are here to be of assistance to you in any way we can.

Thank-you for volunteering!

Available Documents

There are several documents for committees to use as tools for successful planning and record keeping. Please don't reinvent the wheel - use the tools that are available!! It is so important to document all your committee does, not only for this year, but for years to come. The better you plan, the easier your job will be. If you have any suggestions, please contact the co-presidents because your opinion is important to us!

- [PTA Plan of Work](#)
- [Budget Transaction Journal](#)

Communication Procedures

Inter-PTA Communication:

- **Mailboxes:** Every PTA Officer and Committee Chair has a designated mail folder in the **PTA file box**. This file box is located in the hall to the right just outside of the conference room. **Please note: It is moved to the location of the General Membership/Board meetings on the days of those meetings.** Mail should be checked and picked up at least weekly. Please use the PTA mailboxes as a means of distribution for written communication to other PTA Officers and Committee Chairpersons and check your own mail on a regular basis.

School Wide Communication

- **Approval procedures for ALL school wide communication:**
 - This includes: flyers, Eagle, Wings, Marquee, email blast, website
 - Vice-President in charge of the area being discussed
 - Co-President
 - Principal **5 days prior** to desired distribution
- **Flyer Distribution:**
 - **Flyer Approval:** A copy of all memos, flyers, etc. (including email blasts) should be given to your area VP, Co-Presidents, and the School Principal **prior** to distribution. Please leave a copy with the Secretary to the Principal

five days prior to the desired distribution date with a note indicating that approval is needed. Leave your name, phone number and e-mail address for approval to be sent. Additionally please give the staff at the front desk a copy of any correspondence being sent out.

- **Approved Flyer Distribution:** Flyers that have been approved to send home with all students should be placed in the **teacher mailboxes** which are currently located in the hall behind the main office (outside of the Principal's office). A current **Class Count** can be located on the bulletin board near the teacher mailboxes, in the Teacher Workroom, or one may be obtained from the Front Office.
- **Announcements in "Eagle Wings:** Announcements for publication in the weekly newsletter "Eagle's Wings" must be emailed to Pam Ferguson at ferguson@fultonschools.org by Tuesday before noon that same week for Friday's Eagles Wings.
- **Updates for the PTA Website:** Updates for the website should be in a "copy and paste format" and must be emailed to Stacey DiMarco at tsdimarco@gmail.com five days prior to desired publication date. Please note the date you would like your blurb posted.
- **Announcements on the Marquee:** If you have an announcement to put on the outdoor marquee, please see Pam Ferguson for the key and the letters.

Copying Procedures

COPY PAPER

White copy paper is stored at the school for your use. We will have our own supply of copy paper in the teacher workroom in the 4th/5th grade hall. Essentially, we will supply this workroom with enough copy paper to meet our needs for the school year and the school will also supply this room for their own use. This way, any paper available in the workroom can be used by all — including the PTA.

COPYING PROCEDURES

PTA communications that need to be photocopied can be done in two ways:

1. **Gestetner-** 50 or more copies should be done on this copier (located in the teacher workroom on the 4th/5th grade hall). Again, PTA supplied paper will be kept in this room, along with paper for the rest of the school's use. **(Note: Please track the number of copies you make on the Gestetner. There is a copy log posted on the end of the bookshelf closest to the Gestetner above the pencil sharpener.)**
2. **Large Copier in Teacher workroom on 4th/5th grade hall-** this copier is for use by AES staff and PTA. **(To ensure that the copy use from the large copier gets tracked back to PTA, please punch in code# 30009 when using it.)**

Also note that AES teachers, paraprofessionals, and staff have priority use of all school copiers. If you wish to use colored paper for copies you must purchase it yourself using your committee budget.

Access to PTA Trailer

KEYS

The locking File box (located in the office) is for the purpose of collecting correspondence and monetary transactions and requires a key to open it. The key is located in the Co-Presidents folder. The office staff also has a key to the File box. **Please** be diligent in returning the key to the file folder so others can have access to it. You can also check out a key to unlock the PTA trailer from the notebook located in the office. Please be sure to return the key promptly when you are finished so others can get it when they need it.

REQUEST FOR PARTNER ASSISTANCE

When planning for committee activities, Community Partner assistance may be advantageous in the provision of goods or services. In order to consolidate requests, we ask that these needs be communicated to the Partners in Education Chairperson as soon as possible (preferably by the spring before the coming school year.) **Partners will ONLY be approached for assistance for school-wide, PTA-sponsored events. Partner communication MUST be done by the Partners in Education Chairperson.**

DOCUMENTATION OF ACTIVITIES

1. *ONGOING DOCUMENTATION*

In an effort to better prepare future Committee Chairpersons at AES, please document committee activities throughout the year. This documentation should be kept in your PTA Notebook under section marked "Committee General Information". In addition, please periodically review your Job Description (under section marked "Job Description") to make changes as necessary. Please give these changes to the Co-Presidents.

2. *END OF YEAR DOCUMENTATION*

All efforts should be made to document your activities during the current year for the next chair person. It is most helpful if this is saved on a CD for future committee members.

Financial Procedures

Budget Accountability: Each Committee Chair is accountable for maintaining and tracking their expenditures. All expenditures are required to stay within committee budget.

- **Budget Overage:** Please review your budget and plan accordingly. If you anticipate expenses over budget, you must get prior approval from your area VP and a Co-President.
- **Budget Amendment:** You have one opportunity within the school year to get your budget changed. You will need prior approval from your area VP and a Co-

president. The Budget Amendment will be voted for adoption at Bingo Night in February.

- **Committee Transaction Journal:** Please track your Committee's income/expenses using the Committee Transaction Journal, which you may download from the PTA website at: www.AlpharettaElementaryPTA/wp-content/uploads/2010/07/Committee/Budget_Transaction_Journal.xls. This information will be helpful when planning future budgets and to compare to the transactions recorded by the Treasurer.
- **Copies:** Please keep copies of all receipts, Check Requests, funds for Deposit forms, etc. with your Transaction Journal in your Committee notebook.

Financial Forms:

- **Carbon copy paper forms** - Funds for Deposit Form and Check Request Form are available in the PTA cabinet in the PTA corner outside the conference room.
- In addition, either of these financial forms can be obtained from the PTA Treasurer.

Funds for Deposit:

- All money collected for the PTA should be counted by the appropriate Committee Chairperson and verified by a second counter before turning over to the PTA Treasurer.
- Money should be accompanied by a ***Funds for Deposit Form***.
- **Counters:** Please note, this form requires signatures from both counters in two places: under the "Cash Count" area and under the "Check" area. In addition, the Committee Chairperson must complete the "Deposit Totals" and provide the deposit break-down detail in the "Credit the deposit..." section, located at the lower right. Funds for deposit should be organized (i.e. coins rolled, dollar denominations grouped, and any tape or staples removed from checks), bundled with both copies of the *Funds for Deposit form*, and enclosed in an envelope.
- **The Vault:** If the Treasurer is not immediately available, please leave money in the PTA safe located in the School Office Vault. If counting is not possible at the time of collection, organize the funds as best as possible and have them placed in the vault until you can return at a later date to complete this process. Be sure to indicate where money should be allocated so they can be credited on the budget correctly. No money should ever leave school grounds. Pam Ferguson can place deposits into the PTA safe deposit for the treasurer to pick up. Please call the Treasurer or one of the two Co-Presidents and let them know you have put a deposit in the safe.
- **Keep a Copy for Committee Records:** Please keep a copy of this form for your records. Upon completion of the deposit, a copy of the *Funds for Deposit form* will be returned to the appropriate committee chairperson for storage in the PTA notebook.

Request for Reimbursement:

- **Request for Check Form:** All check requests should be submitted to the Treasurer on a *Request for Check Form*. Copies are available in the PTA cabinet in the PTA corner outside the conference room or can be obtained from the PTA Treasurer.

- **Approval signature must be obtained before submission by either Co-President or appropriate VP.** Be sure to code requests properly so that the budget will be accurately charged and sign the form yourself. Put in Treasurer's mail folder and paper clip actual receipts to the form.
- **Keep a Copy for Committee Records:** Please keep a copy of this form for your records. Once the check has been processed, the check and a copy of the *Request for Check* form will be returned to the appropriate committee chairperson for storage in the PTA notebook.

Petty Cash Request:

- **Request for Check Form:** All petty cash requests should be submitted to the Treasurer on a *Request for Check Form*. **Please submit this form at least one week prior to your event for processing.** Copies are available in the PTA cabinet in the PTA corner outside the conference room or can be obtained from the PTA Treasurer. Please fill out this form as follows:
 - 1) Make check payable to: Asli Reinsch – for Petty Cash
 - 2) Amount: Petty cash needed
 - 3) Committee/Purpose: Petty Cash needs for “XYZ” Event
 - 4) Notes Section: 1) Denomination of bills/coins that you will need; 2) Date and time of the event when petty cash is needed.
- **Approval signature must be obtained before submission by either Co-President or appropriate VP.** Be sure to code requests properly so that the budget will be accurately charged and sign the form yourself. Put in Treasurer's mail folder. On the day of the event, the Treasurer will bring the cash box to you on the date and time you stated on the *Request for Check* form. After the event is over, the *Funds for Deposit* form will need to be filled out with the cash remaining and returned back to the Treasurer for deposit.

Updated 08/13/10