

## Committee Chairperson Handbook

Thank you for being a Committee Chairperson! We hope this information will help make your job a little easier. One of your PTSA Vice President's will be your committee liaison. The role of the V.P. liaison is to lend support and promote as much creative and organizational freedom to our chairperson as possible while still staying within our Best Practices and legal requirements. He/she is your contact person to ask for guidance and help along the way. Most importantly, *have fun!*

**Board of Directors** – As a committee chairperson, you are now a PTSA Board member. It is very important for you to attend our monthly PTSA meetings so that we are ensured of having quorum. Quorum is necessary to vote on budget changes, policy changes and new officers.

**Committee Binder** – Your committee has a binder full of all of the pertinent information that you will need to run a successful event. Your binder should include PTSA forms for money deposit and reimbursement, a committee budget, committee timeline, a recap from previous years, and Hoofbeat Newsletter article samples. You are welcome to keep this binder at home with you but please return it within two weeks after your event has finished. Please keep the information up to date as you go along so that the next person can have the best tools to work with.

**Communications** – You will be communicating with the school, your committee volunteers and your PTSA V.P. liaison. In September, we conduct our PTSA membership drive and volunteer sign-up. At the end of the month, you will be provided a list of volunteers who have expressed an interest in working on your committee. Once you receive this list, please create an email distribution list for your committee and then email your volunteers to thank them for their interest and that you will be back to them at a later date with more information.

There may be a time when you need to communicate with the school office or a staff member. In order to insure no misunderstandings or overlapping of efforts as well as being respectful of the staff's time, please **run your questions, scheduling requirements, comments, etc. through your liaison BEFORE you contact the school office, teachers or principal with your committee business.**

**Committee Incoming mail** – Each committee has their own file folder located in the PTSA room. All incoming mail that pertains to your committee or any correspondence that pertains to your committee will be placed in this folder. It is recommended that you check your committee file folder once a week when your committee is idle and every other day when your committee is active.

**Copies** – All flyers and documents must be printed on PTSA paper and the copier located in the PTSA room. The cost of the copies are tracked and charged to each committee. There is a tracking form located on top of the copier. Please log the number of copies you made and your committee name. The copier is for PTSA business only and is not to be used for personal reasons. The copier requires a code that can be obtained from your V.P. liaison. Once you receive this code, please keep it in a safe place and do not share it with anyone.

Sometimes outsourcing is necessary but it must be pre-approved by your V.P. liaison. (This also applies to any paper products used other than that which is found in the PTSA office supply). **If it is not pre-approved, reimbursement will not be available.** The Renton School District has a print shop that is used for very large jobs. Again, please discuss this possibility with your V.P. liaison before you proceed.

**Flyers and documents** – You will be creating flyers or documents to distribute to the students for take home. Your V.P. liaison must approve all flyers and documents before they can be printed and distributed. Simply email an attachment of your document to your V.P. and he/she will respond to you with the go ahead. **Please make sure one copy of all distributed work product is placed in the collection box located on top of the black file cabinet in the PTSA office.**

**Finances** – Your committee may require you to collect or handle money. There are certain procedures and guidelines in place for you to follow.

- 1) **Budget** – Your committee has a budget! Please review the numbers before you start your committee. If you feel the budget may need adjusting, please discuss it with your V.P. liaison and he/she will communicate with the PTSA Treasurer for possible adjustment.
- 2) **Collecting money** – You will receive cash and checks. You are responsible for these funds so please keep them in a safe place! You are required to keep a good record of what you have collected. This record should include the names, phone numbers and check numbers of what you have collected. Credit card receipts should contain the cardholders name, account number, expiration date, zip code, phone number, amount to charge, event name and any other information the treasurer may request at the time of your event. A deposit should be made with the PTSA Treasurer a minimum of once a week. You can find a deposit voucher in the PTSA room, online at [www.hazelwoodpts.org](http://www.hazelwoodpts.org) or in your committee binder. Please restock your committee binder if you should run out. Before submitting your checks, cash and deposit voucher to the PTSA Treasurer, make a copy of the deposit form for your committee binder. It is also a good idea to photo copy the checks but not mandatory.

- 3) **Spending money** – You may have to purchase items for your committee. These purchases must be reasonable and fit within your committee budget. You will pay for the items with your own personal credit card or check/cash and then submit a reimbursement form to the treasurer. A copy of the form can be found in the PTSA room, online at [www.hazelwoodptsa.org](http://www.hazelwoodptsa.org) or in your committee binder. Only original receipts will be accepted so please make copies of them before you turn them in. Once you have completed the form, submit your form and original receipts to the PTSA Treasurer file folder located in the PTSA room. Please make a copy of the form to retain in your committee binder.
- 4) **Reimbursements** – Requests for reimbursement must be submitted within 30 days of your event closing. You can expect your reimbursement within 5-7 days after you have submitted your receipts to the Treasurer unless you have made a prior arrangement with him/her. All purchased items are the property of Hazelwood Elementary PTSA. **Gifting volunteers with committee budget money is strictly prohibited. If your committee members feel that they would like to gift someone, they are free to do so at their own expense.**

**Hoofbeat articles** – Our PTSA Hoofbeats newsletter is distributed the first week of each month. From time to time, you will be asked to submit an article pertaining to your committee. Sample articles from previous years can be found in your committee handbook or obtained from your V.P. liaison. Duplicating is allowed! All articles must be submitted to your V.P. liaison by the 15<sup>th</sup> of the previous month. Simply email an attachment of your article to your V.P. liaison and he/she will review and forward it on for print.

**PTSA Room** – This room is available for all PTSA members and is located next to the school gym. The PTSA room is your work room and contains the copier and copy paper, all office supplies, committee file folders, current budgets, committee chair listings and much more. Remember, the copier is for PTSA use only and cannot be used for personal business. The copier code can be obtained from your V.P. liaison.

**PTSA Outgoing Mail** – Sometimes it is necessary to do a mailing. Envelopes are available in the supply cabinet located in the PTSA room. You will also find a return address stamp with “Hazelwood PTSA” and the school address on it. If you had to purchase postage, please submit the original receipt with your reimbursement form to the PTSA Treasurer.

**PTSA Meetings** – You are encouraged & expected to attend the monthly PTSA general and/or board meetings. They are held at 7pm on the second Tuesday of each month in the school library. It is most important for you to attend when your committee is active so that you can provide an update on your committee's progress. When reporting on your committee's progress, please be concise. We follow "Robert's Rules" and Washington State PTA guidelines at our general and board meetings to help facilitate debate and formal voting.

**Resources** – Most of our individual committee's supplies are in the tote containers located in the PTSA office. Overflow for Fun Run, Carnival and Dance can be found in the upstairs 3<sup>rd</sup> grade hall closet at the end of the hall on the left. The Golf Putt-Putt and Ring Toss games are located in the E-Prep container. Some other items can be found in the kitchenette located in the cafeteria/commons area.

We have die-cuts available to use for lettering projects. They are located in the Professional Development room. We have logos and display cases to help with our committee work. We can use the Hazelwood Reader Board to communicate, with prior approval from the front office. This approval must be obtained through your V.P. liaison.

**Volunteers** – These folks are your lifesavers so treat them well! In September or October, you will be provided a list of volunteers who have expressed an interest in working on your committee. Once you receive this list, please create an email distribution list with their names and then email your volunteers to thank them for their interest and that you will be back to them at a later date with more information. Please refer to your committee timeline as to when you should contact your volunteers for specific duties pertaining to your committee.