



## Jones Lane Elementary School PTA 2017-2018 Committee Chair Handbook

**Welcome!** We're very happy that you have decided to be a Committee Chair for the 2018-2019 school year. We are looking forward to working with you this year.

Please contact the person(s) who chaired the committee last year if you are new to the position. This person is your best source for detailed information about your committee's responsibilities. Please discuss any major changes you would like to make to how your committee operates with the PTA President and 1<sup>st</sup> Vice President.

The 1<sup>st</sup> VP is your main contact person/support person for the year, if you have questions or need help (or need to know who held the position before you!). The following information should make your job a little easier. Please review and file these pages in a convenient location so you can refer to these materials throughout the year.

### Keys to a Successful, Stress-free Year:

1. **The PTA code for the school copier is 1629.**

Please let teachers make copies ahead of you if needed. If you need to hang posters, that is best done before or after school.

- For large copy runs (400+), please plan ahead to use the CopyPlus service whenever possible. Envelopes are in the main office. Please ask the front office staff, Mr. Solano or Mrs. Colbert for assistance filling out the envelope (CopyPlus no longer fills requests direct from PTAs so you will need Mr. Solano or Mrs. Colbert to assist you). **Allow about 2 weeks turnaround time to receive your copies.** The box will simply be returned to the front office; you'll need to check for it.
- Please leave about 20 extra copies of flyers sent home in the main office and in the PTA floor file (near the PTA bulletin board by the APR) so parents and staff can get extra copies if needed.
- **How Many Copies?** For flyers that need to go to every student, make 440 copies. If your flyer can be one per family, use the "Youngest or Only (YOO)" designation and make 335 copies. You can get the YOO numbers from Mr. Solano or Mrs. Colbert, or it is posted in the copy room. Then when stuffing the teachers' mailboxes, put a note on your flyers saying "youngest/only, please." Then older siblings will not get a flyer. This saves paper and ink. A sheet listing the class counts is available in the copy room.

2. **PTA meetings are always the first Tuesday of a month at 7:30 p.m.**

Meeting this year are set for: **9/4, 10/2, 12/4, 2/5, 3/5, 5/7.** Please mark your calendars with these dates. Your attendance is crucial. Please make every effort to attend and give the board and membership feedback as necessary. The PTA Volunteer awards will take place during JagFest.

3. **You will be asked to provide a committee update for the PTA meetings.**  
An email reminder will be sent out about one week prior to the meeting. Detailed information will be included in the agenda to allow more time for actual discussion. Meeting time will be reserved to resolve issues, not for report-outs.
4. **Volunteer Hours**  
Please remember to check in with the office if you are volunteering in the building. Each month you should send Jenny Robertson, Volunteer Coordinator, the total number of hours you volunteered that are not recorded through checking in at the front office. There is also a volunteer hours sheet you can sign at the monthly PTA meetings. Volunteer Coordinator Email: VolunteerCoordinator.JLESPTA@gmail.com
5. **PTA data and files are generally produced in Microsoft Word, Excel and Google Docs**  
These formats are preferred for user ease in file review, email, and transitions for future committees.
6. **Committee/Event Budgets**  
Budgets for all PTA Committees will be voted upon at the September PTA meeting. **A preliminary budget will be mailed out over the summer for your review.**
  - Please review your committee budget and contact the PTA Treasurer and President if you have any questions or if you wish to propose an increase.
  - Please do your best to track your expenses and stay within the budget allocated for your committee. Once the full budget has been approved by membership, any substantive changes must also be approved by the membership at a monthly meeting.
7. **Each PTA Committee has a mail folder in the PTA File Cart.**  
This cart is located in the copy room at school, against the back wall. Check it regularly for information. Please feel free to contact Board members whenever needed via email. We will attempt to get back to you within 24 hours.
8. **PTA Flyers, Announcements and Other Communications**  
As your event approaches, it should be publicized to the school community. Every event should prepare flyer(s) and announcements for our social media site.
  - “Jones Lane Elementary School PTA” should be printed at the top of all PTA documents. When possible, please use the Jaguar paw print logo or another Jaguar graphic. There is a simple document template available that uses this formatting. Contact the 1<sup>st</sup> VP for a copy. Jaguar graphics are posted on the “Chairs/Volunteers” page of the PTA website.
  - Create the flyer or compose an announcement in both English (front) and Spanish (back). MS Word has a “translate” wizard under the “Review” tab that lets you copy and paste your text into the translator, then copy/paste the Spanish text back into your document. We are attempting to streamline the English/Spanish

translation process and are in need of volunteers to proofread Spanish language versions of fliers.

- Submit your flyer to the PTA President (1<sup>st</sup> VP if President is unavailable) and then to Mrs. Sample for approval. ALL FLYERS must be approved before distribution.
- After approval of your flyer, make 525 copies and distribute them in the teacher mail boxes to be sent home in backpacks. See #1 for details on copying.
- To put an announcement in the Sunday evening email blast or on Facebook, send the text to the PTA secretary (Wanda Flinn) and cc: the PTA president for approval. In order to be included in the Sunday evening Yahoo group message, the **fully approved** announcements must be received no later than the Friday before the post date. E-announcements do not need approval by Mrs. Sample, just the PTA President.
- **Note:** *Please allow 2-3 days for review and approval of flyers. If you are looking to have the flyer or announcement out by a certain date, please include that information when you send it for approval and then send it to the PTA secretary.*

#### 9. **PTA Bulletin Board**

Some larger events can also use the PTA bulletin board, located across from the APR, to promote their event. The 1<sup>st</sup> VP manages the schedule for the bulletin board.

#### 10. **Rental Space**

The PTA Secretary rents rooms in the school for PTA use during events. Rooms within JLES that are available include the All Purpose Room (lunch room), media center, gym, classrooms, and field space. We cannot rent the kitchen, Dayline studio, or walkways, nor use school technology such as the Promethean boards. Room rental costs should be considered when finalizing your event budget.

Event dates and locations are reserved during the summer. If you are chairing a new event that requires space, send a request to the PTA President and PTA Secretary.

#### 11. **Vendor Contracts need to be reviewed and approved by the PTA President**

All vendor contracts (food trucks, entertainment, merchandising) entered into by your committee must be signed by the PTA President in order to be valid. In addition, please obtain the following three insurance forms from the vendor before submitting the contract for approval:

- The vendor's certificate of insurance referencing the additional insured rider that lists Maryland PTA
- A copy of the vendor's additional insured endorsement showing that the Maryland PTA has been added to their insurance
- The Hold Harmless Agreement

Sample copies of these forms can be found on the JLES PTA website on the "Chairs/Volunteers" page. Any tax forms should be reviewed and submitted by the Treasurer. Please send copies of the vendor insurance forms to the PTA president along

with the contract to be signed. If you are using the same vendor from an event earlier in this year, we may already have their insurance paperwork on file - check with the PTA President.

12. **Waivers**

All students must have a copy of the “Parent’s Approval and Student Waiver and Participants Waiver” on file in order to participate in any PTA events. Similarly, all parent or student volunteers must also complete the form before volunteering. The waiver form template can be found on the JLES PTA website under “membership.” We try to collect waivers at the start of the year.

13. **Food at Events**

If you are selling food at a PTA event, please make an effort to include options for food (not just candy), such as chips, popcorn, cookies, drinks, etc.

As a reminder, the school food policy is:

- Store-bought food only in its original packaging with the manufacturer’s ingredient list for review
- No homemade food
- Nut free – which means
  - Label must not list any type of nut products or nut oils in the ingredient list
  - Label disclaimer must not indicate that the product “may contain nuts”, “is manufactured in a facility that processes nuts”, or “is manufactured on machinery that also processes nuts”

Please contact Mrs. Sample if you have questions regarding the school food policy.

14. **For volunteer help, please contact Volunteer/Room Parent Coordinator**

The Volunteer Coordinator, Jenny Robertson, can help you coordinate and find those extra helping hands. She can also create a sign-up genius for your event if needed. Volunteers are generally solicited via sign-up genius and the Sunday email blast a few weeks before the event. You can also use students looking for SSL hours where applicable.

15. **Expenses/Getting Reimbursed**

Keep a record of all your committee’s expenses. You are expected to stay within your committee/event budget. Contact the President for any overages.

- Submit all disbursement forms to the PTA Banking Secretary. Disbursement forms can be found in the “Treasurer” folder in the PTA cart in the copy room, or on our website under the “Chairs/Volunteers” page. Keep a copy of the form and receipts for yourself. We strongly encourage submission of forms and receipts via email to [bankingsecretary.jlespta@gmail.com](mailto:bankingsecretary.jlespta@gmail.com) however you can also leave a copy of the documents in the Treasurer’s folder in the JLES copy room as well. Disbursements take about 2 weeks to be fulfilled however it may be faster if the forms are received electronically.

- All deposits will be made through the Banking Secretary along with a detailed deposit form. Deposit forms can be found in the “Treasurer” folder in the PTA card in the copy room, or on our website under the “Chairs/Volunteers” page. The cash/checks and forms must be transferred in person to the Banking Secretary at an agreed upon location. Please contact the Banking Secretary (bankingsecretary.jlespta@gmail.com) directly to arrange the transfer.
- **All receipts should be submitted within 2 weeks of the completion of your event.** Then, please also cash your check within 2 weeks. This helps keep our accounting up-to-date and provides a more accurate picture of the PTA finances each year.

### Executive Committee:

The JLES Executive Committee is made up of the elected officers listed below. Feel free to contact any of us as you need information or assistance. We prefer that all PTA communications be sent to the JLES Gmail accounts below. This will help keep us organized and allow for easier transitions when new people take on these roles.

<b>President</b>	<b>Jen</b>	<b>Legge</b>	President.jlespta@gmail.com
<b>1st Vice President</b>	<b>Stacy</b>	<b>Kravitz</b>	vicepresident.jlespta@gmail.com
<b>Fundraising VP</b>	<b>Sarah</b>	<b>Weinstein</b>	fundraising.jlespta@gmail.com
<b>Secretary</b>	<b>Wanda</b>	<b>Flinn</b>	secretary.jlespta@gmail.com
<b>Treasurer</b>	<b>Annette</b>	<b>Golub</b>	treasurer.jlespta@gmail.com
<b>Banking Treasurer</b>	<b>Jane</b>	<b>Gingrich</b>	bankingsecretary.jlespta@gmail.com

### Board of Directors/ “Core Vote”:

The JLES PTA Bylaws provide for a Board of Directors to consist of the PTA elected officers listed above, our MCCPTA delegate(s), the principal or a representative appointed by the principal, and “Core Chairs” selected by and representing the various committee chairpersons. The Board of Directors will meet regularly throughout the year instead of only the Executive Committee. When voting for the Core Chairs, you should consider voting for someone who can represent you and your opinions and someone who represents those who are currently underserved/underrepresented on the PTA.

The Core Chairs will be selected at the September PTA meeting. **Please plan to attend!** This meeting is also an opportunity to discuss and vote on the PTA budget, ask questions about the nitty-gritty of running a committee, and hear about the year’s events and initiatives.

### Reference Materials:

These documents can be found on the PTA website, <http://www.joneslaneppta.org/>

- JLES PTA Officers and Committee Descriptions
- JLES PTA Calendar
- JLES PTA Committee Roster
- JLES PTA Budget
- JLES PTA Bylaws
- Insurance Forms: Certificate of Liability, Additional Insured, and Hold Harmless

**Thank you for agreeing to volunteer your time to the PTA.  
We are looking forward to a wonderful year!**

– Your PTA Executive Committee

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