

Date: \_\_\_\_\_

Committee/Event Name: \_\_\_\_\_

Committee Budget for Expenses: \_\_\_\_\_

Projected Profit (income minus expenses, if applicable): \_\_\_\_\_

Dear \_\_\_\_\_:

Thank you for volunteering to chair a committee for FWES PTA. Simply put, without your help all the things the PTA provides for our students and faculty would not be possible.

We have compiled a list of PTA guidelines that will help answer any questions you have. We are requesting that from each committee, one co-chair take the time to quickly summarize the major highlights of your event/committee to help with any transitions for next year and to give the PTA Board a more accurate forecast for next year. There is a simple form and a sample from years past on the last pages of this packet.

Upper Dublin School District must approve all PTA activities that occur on school property to insure the safety of all students. To help with this change and to protect our parents, all committee expenditures and contracts over \$500 must be approved by a PTA board member. If a PTA board member is the committee chair, then another PTA Board member will be contacted for approval.

Thanks for your cooperation, please do not hesitate to contact any of the PTA Board members. The contents of this packet will be available on our website, [www.fwpta.org](http://www.fwpta.org).

Sincerely,  
the PTA Board  
[www.fwpta.org](http://www.fwpta.org)



## General PTA Committee Guidelines

1. Committee chairs typically report to the current 2nd Vice President. Any questions/concerns you have regarding your committee can be brought to any board member.
2. Please contact and make use of all the committee volunteers whose names have been give to you---they want to help and will make your job easier. Sometimes meetings seem to be more attended if they are held outside of school hours—but see what works best for your group.
3. Please have a co-chair or committee volunteer attend the PTA meeting prior to your event to help inform the FWES community. If no one can attend, please e-mail any board member with pertinent information to be read during the meeting.
4. Remember to use the Friday Folder, PTA email blasts, website and FWES PTA Facebook to promote your event, details on how will follow on the 'How do I..?' page.
5. Talk with our head custodian, about any requests regarding set-up and clean-up for an event at least one-two weeks prior to your event. There will be additional expenses to be aware of if your event is held after school hours on school property, particularly on Saturday or Sunday.
6. Remember to check the PTA mailbox in the main office for any correspondence regarding your event—we also have three plastic drawers in the main office that can be used to help collect orders or forms. If you are organizing a sale of some kind, it is wise to always have 1-2 volunteers in charge of collecting mail/forms from the main office every day.
7. Please use the Treasurer forms on [www.fwpta.org](http://www.fwpta.org) (under Forms, Flyers, and Links) to receive reimbursements or cash for your event, and to process payment directly to a vendor. Simply handing in a receipt with a note is not enough and will delay your request. Email our treasurer if there is a form waiting to be picked up at the FWES office.
- 8. Committee chairs are responsible for maintaining accurate financial records regarding their committee. Please use the summary outline provided (or any other form that you use) to highlight the major expenses /incomes for your committee to report back to the PTA board.**
9. Special instructions for costs/contracts over \$500: Once you have determined the final bid amount, please send the contract or estimate to a PTA board member in writing either by email or back-pack mail. Please allow at least three days to receive approval for the expense.

## How Do I . . . ?

**Get into the PTA office and where is it?** The PTA office is on the main hallway, almost directly across from the fish tank. The key is located on the black mail bin for the PTA (in the office) on a yellow taxi key chain. We share the office with Mr. Green, our PE teacher so it's best to knock if you see the light on!

**Print out flyers?** Once you have a flyer designed, get approval from PTA President. Please go to the main FWES office and request copies at least 3 days before you need them. Copies will be then placed in the black PTA bin for you or for distribution for Friday folders.

**Get tables or chairs for my event?** Talk with the Head Custodian two weeks before the event because they sometimes need to use tables/chairs from other schools. Remember to request cash to tip custodians for clean up if needed.

**Put flyers in Friday Folder?** The FWES main office collects items to go in the Friday folders. Once you have them printed, take them to the main office and ask where the Friday Folder collection is and place it there. Email the Friday Folder Distribution chairs to let them know you have material for the Friday folder that week as early as possible. Sometimes Friday folders come home on other days, if Friday is a day off---keep an eye on the school calendar.

**Send out an email?** Type up what you want sent and send it to the PTA President. It saves time to format the email yourself versus asking "can you type up something up that says . . ." FWES PTA tries to limit school-wide email communication to once a week.

**Get info to Facebook? To [www.fwpta.org](http://www.fwpta.org)?** Please e-mail your requests to a PTA Board Member and ask them to forward to the Facebook and/or website committees. These are great resources to use for forms and to promote events.

**Use the kitchen/chiller/oven facilities?** Coordinate cafeteria use with cafeteria manager through the school office. The PTA has purchased two large coffee makers for committee/event use. Contact PTA Board Member to coordinate use.

**Get reimbursed? Request cash for a change box or tips? Have the PTA directly pay a vendor?** All of these can be done with forms from our website, [www.fwpta.org](http://www.fwpta.org).

Hard copies are also in the black PTA bin in the office. Please allow for adequate time to get checks signed (ours need two signatures). Emailing the PTA Treasurer about your specific monetary request after you have completed the form will speed up the process. Completed forms can be dropped off in the black PTA bin in the FWES front office.

**Have a morning/afternoon announcement read at school?** This is a great way to generate student excitement at school. It works best to have a parent voice read it instead of a voice they hear every day. Get permission first from the PTA President school Principal through email. For the morning announcements, arrive at school by 8:30am and for afternoon arrive by 3:20pm and please, since the beginning and end of school days are typically the most chaotic, let the front office staff know what you want to do at least 48 hours in advance.

**Get another question answered?** Call or email any member of PTA board!

## **Useful Tips for Your FWES PTA event or committee**

**Cash Box:** can be found in gray cabinet in PTA office

**Thank you cards/envelope:** gray cabinet in PTA office

**Plates/napkins/plastic cutlery/water bottles/raffle tickets:** gray cabinet in PTA office. But please make sure another committee has not spoken for those materials before you count on them for your event. Check with PTA Board members.

**Three Drawer Bin:** front desk in FWES main office, great for collecting order forms, sales. Make sure no other committee is using a drawer before labeling it with your own event!

**Large Coffee makers:** contact PTA Board Member

**Simple Carnival games:** located in basement storage at school, ask school custodian

**Tables, chairs, orange cones, electric extension cords:** ask Head Custodian to use school property

**Front Display case:** use this to help promote event or sale! Schedule use of this with PTA Board

**Laminator:** could be used to help create a more permanent poster advertising event. Talk with front office staff with your request.

**Purchasing Tips:** PLEASE PLEASE don't forget to ask your volunteers for help in saving money by purchasing items at Sam's or Costco, Five below, and clip those AC Moore and Michael's coupons in the Sunday papers! Every little bit does add up to make a difference!

## **Summary of Committee/Event**

**Committee/Event Name:**

**Date:**

**Significant Costs:**

**Significant Income:**

**Profit:**

**Key People To Contact:**

**Key Decisions:**

**Thoughts For Next Year:**

**SAMPLE**  
**Summary of Committee/Event**

**Committee/Event Name:** *Room Parent Luncheon*

**Date:** *September 27, 2013*

**Significant Costs:** *Budget \$400*

**Significant Income:** *\$0*

**Profit:** *\$0*

**Key People To Contact:**

*Previous years have used Dresher's Shop n Bag - Marissa Kaminski at 215-628-8055*

**Key Decisions:**

*TO DO before: Check with principal for a date, try for before back to school night. Touch base with school facilities to ensure enough seating. Seven tables were used last year; 5 for seating, 2 for food. Send out paper invites in mailbox to remind teachers. Send email reminder to room parents.*

*FOOD: Contact Marissa (above) directly and have food delivered 45 minutes before first lunch to allow enough time for set up. Ordered 2 tuna, 2, turkey, 3 italian 3 ft hoagies—almost ran out due to other non teaching staff coming in to eat. Had three large bags of chips and one pretzel—was sufficient. Had two fruit trays; only one was eaten.*

*DRINKS: 2 diet, 2, coke, 2 sprite, 1 ginger ale, 2 gallons of water(one more would be better for next year. Definitely 4-5 diet for next year.)*

*PAPER: used paper tablecloths, napkins, utensils, paper plates. Check to see PTA stock in grey cabinet before purchasing more.*

*DESSERT: committee made cookies to bring in—or 1 cookie tray & 2 tubs of bite sized brownies*

*OTHER: Used fresh flowers on the tables; nice touch. One 5lb bag of ice, used an ice bucket for drinks*

**Thoughts For Next Year:**

*More diet soda, plan on some extra servings for other staff, reduce fruit amount. \$400 budget was sufficient.*