



Meeker Elementary PTA 5.7.30 Committee Chair Guidelines

Thank you for chairing an event/program committee for Meeker PTA! We want to be your resource so your project goes smoothly and successfully. The following list should answer most of your questions. If not, don't hesitate to ask - that's what we're here for! We look forward to working with you!

- **Interaction with Principal and Office Staff:** We must keep interruptions to the principal and office staff to a minimum. Whether you have a question about a process, do not understand a procedure, or just need to know where to locate something, **please contact your supervising board member first.** (See enclosed document entitled "Committee Chairpersons and Oversight" to see what area your event/program falls under.) Most of the time, board members will know the answer or can direct you accordingly. If the question can not be answered by the board member, it will be escalated to the PTA president to handle. Exceptions to this rule would be for an emergency or if the office staff asks something of you.
- **Interrupting Classroom Curriculum Time:** Please avoid interrupting classrooms during curriculum time except for scheduled events (such as art docent instruction, membership ice cream parties, or cookie dough deliveries). Otherwise, use teachers' mailboxes in the main office to distribute flyers, newsletters, etc. If you believe you have a need to interrupt the classroom for any reason, you must first get approval from the PTA president (by emailing ptameeker@yahoo.com). Thank you for helping us protect the precious learning time of our students.
- **Committee Chair Requirements:** All committee chairs must be current PTA members.
- **PTA Office Key:** The PTA office should remain locked when not in use. The key is available in the main office (second drawer from left behind counter). Please sign in when using it and sign out when finished. A complete list of rules and responsibilities for checking out the key can be found in the drawer. Please familiarize yourself with these procedures if you plan on using the PTA office.
- **Supplies:** Please be aware that PTA supplies and school building supplies are separate entities. Your committee budget should be used to purchase specific supplies for your project. Basic office supplies including copy paper, tape, etc. are available for use in the PTA office. For small copying projects, use the PTA paper you need and return the leftovers. If you must use Meeker workroom supplies, be as frugal as possible.
- **Printing:** The District Print Shop is the most cost-effective way to make bulk copies for all-school distribution. District Print Shop forms are available in the PTA office in the hanging files on the right side of the counter. Complete the form, including "Bill PTA" followed by your committee name (i.e. "Bill PTA - Book Fair") in the "Budget Account No." field in the upper right corner of the form. Submit to the principal for approval. **Please plan for 1-2 week turnaround time for completion.**
- **Budget:** The money spent is not our own, so please use your budgeted amount carefully. We realize there are times when you may exceed your budget. If you anticipate this, you must **first** get approval from the Board. Otherwise, the treasurer may thank you for your donation.
- **Reimbursement:** All reimbursements require a Request for Payment form along with a receipt. Blank forms are available in the PTA office in the hanging files on the right side of the counter. Attach receipts to the back of the form, stapling them to the top right side. Get signed approval for your reimbursement from the board member overseeing your committee, and submit the reimbursement form to the PTA Treasurer. (The treasurer has a file in the main office and a mailbox in the PTA office.) Every attempt will be made to issue reimbursements within one week of receiving them. Unless other arrangements are made, checks are tacked to the wall next to the door on the inside of the PTA office (in an envelope with your name on it).



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- **Money Handling:** For events that require handling money, you **MUST** be a current PTA member. **NO EXCEPTIONS!** This is a standard safeguard to protect PTA. After each event where money is collected, two people must count the money and sign the deposit slip (copy enclosed). Place your deposit in the PTA safe deposit drop box located in the PTA office.

- **Start-Up Cash:** If your event requires a cash box and change, please notify the PTA Treasurer at least one week before the event to allow time to get money from the bank.

- **Volunteers:** If you need help finding volunteers, please contact our Volunteer Coordinator Sharon Hedman (see below). The more lead time you provide, the more likely we are to locate volunteers.

- **PTA Board Meetings:** PTA board meetings are usually held the second Tuesday of each month at 7:00 pm in the school library. We will do our best to honor the one hour meeting time. If you have information to share or a need to discuss, we encourage you to request time on the agenda. Email ptameeker@yahoo.com with the request no later than four days before the scheduled board meeting.

- **PTA General Membership Meetings:** There are usually four General Membership meetings each school year. Anyone is welcome to attend these meetings, and all members have a voice and a vote. We're always open for suggestions that make Meeker even better for our students!

- **Post-Event/Project Summary:** Please complete the Post-Event/Project Summary worksheet (attached) and submit it to the President soon after your project or event. If possible, plan to attend the next PTA board meeting to report on how things went. We want to build on what worked and what didn't for next year.

**Thanks again for your participation. Volunteers like you make Meeker a great place for our kids.
Please contact us with any questions.**

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