



# DESPTA Chair Guidelines 2016-17

Thank you for volunteering to be a program or event chair in support of the DES PTA! This document contains important information that you need to know to be a successful chairperson!

## **What to know about your event or program:**

The following pieces of information are needed for a successful event:

- The VPs who are responsible for your event
- The date, time, and location
- The budget
- The previous chairs, and any notes they may be able to provide
- The ICB (room rental) permit information

## **Chair Folders:**

Most communication is done via email and the PTA website, but each event chair has a folder located in the file drawer in the credenza in the front office. Any events that have forms to be returned or checks sent in are put into the event folder. You'll also find deposit and reimbursement forms in this file drawer. Please make sure to check the folder for your event or program periodically.

## **Event Announcement Guidelines:**

Here are the ways to announce your event or program:

- 1) **The PTA Weekly Reminder email and Website** - Email your event announcements and flyers to the PTA President (Sue Gottlieb) so it can be uploaded to our website. Upcoming events will be shown online on the calendar and included in the *Weekly Reminders* email that are sent to the listserve. Links to flyers can be included in the weekly email.
- 2) **Backpack Flyers** - **All backpack flyers must be approved by the principal.** This can take some time, so plan ahead and submit your flyer to the President who will submit it to the Principal for approval. Previous years flyers are kept on the website, and on our PTA Dropbox document site, so your VPs can provide that for you.

## **Space and Equipment Availability**

**Permits for School Facility Use:** If your event occurs outside of normal school hours, the PTA President or DES has requested a permit for use of school facilities. Check with your program Co-VPs for the approved permit start and end time. Make sure that set-up and clean-up are conducted within the approved time. The PTA pays hourly to use school facilities for our events. Note that the permit cost will be deducted from your



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program budget.

**Building Services:** For events at DES, e-mail building services with specific requests (set-up of tables, chairs, trash cans, etc.) or complete the building services form found in your PTA folder. If your event is at NWHS or Lakelands, contact the school directly for building services requests. Food and drinks must be confined to the APR, unless specifically permitted by the school (such as for Muffins for Mustangs and Donuts for Darnestown).

## **Budget Guidelines**

**Approved Budget:** Annually, each event is given a budget. Your VPs will be able to give you the budgeted amount for the event. This is the maximum amount to spend without pre-approval. Remember that every dollar spent must be matched by a dollar earned through our fundraisers. Local business are often willing to donate supplies to PTA events—so please don't be shy about asking. If we receive any donations for an event, please make sure our Correspondence Secretary knows so a Thank You can be sent.

**Note that PTAs are no longer eligible for tax free purchases.**

**Reimbursements:** Submit your reimbursement request into the PINK Treasurers Folder in the front office PTA credenza. A completed Reimbursement Request (see Important Forms tab on the PTA website) must be used. For the treasurer to issue a reimbursement check an invoice or receipts reflecting the requested amount must be attached AND the correct budget category must be circled.

For major expenses paid directly by the PTA, please notify the Treasurer by e-mail in advance of submitting the request.

**Depositing Funds:** Please complete a deposit form (see Important Forms tab on the PTA website) when submitting all cash and checks to the Treasurers. Circle the correct budget category when completing a deposit form. All funds from an event must be submitted to the Treasurer within 5 days. When depositing large sums, please consider hand delivering the deposit to the Treasurer rather than leaving in the PINK Treasurer folder.

## **Recruiting Volunteers**

The best way to recruit volunteers is to ask friends—the next best way is in a request on our PTA listserve. Recruiting volunteers to staff the event 2-4 weeks leading up to the event generally has the best response rate. Consider using the website Signup.com to allow people to sign up to bring in items or for specific time slots for an event.



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**Teen volunteers for SSL credits.** Use the teens as needed, and make them earn their hours. Remember to give your SSL volunteers clear responsibilities and guidance. After your event, provide your teen volunteers with a signed SSL form verifying hours of volunteer service. It is helpful to have generic SSL forms copied and ready in advance, so that you do not have to write-in the event information by hand for each volunteer. The SSL form can be found here: <https://www.montgomeryschoolsmd.org/departments/forms/pdf/560-51.pdf>. The form requires the following tax exempt ID: 526070735.

Keep in mind that the teens need to be mature enough to handle their responsibilities and that some teens may need adult supervision to stay 'out of the party' while they are working. Any teen volunteer that causes a behavior problem at a PTA event should not be allowed to volunteer again, unless significant gains in maturity are obvious.

In addition, please ensure the safety of the teen volunteers by assigning an adult volunteer to stay at the event until all teen volunteers have departed from the event.

## **Student Conduct/Behavior Management**

Parents are in charge of children during PTA events, not school staff or event volunteers. However, event volunteers should not stand by while unsafe or disrespectful behavior occurs. Send children who are behaving inappropriately back to their parents, and deputize teen SSL volunteers to do the same. Also keep in mind that unoccupied children are more likely to misbehave, so try to structure events to keep children busy!

We are using the following wording on all event flyers:

This is a family event. No drop-offs permitted. Children must be supervised by a responsible adult.

- Guardians are responsible for monitoring and addressing all behaviors of their children during PTA-Sponsored events.
- Students are expected to conduct themselves in a respectful and responsible manner during all activities and programs.
- Students' behavior expectations are consistent with the pillars of character counts: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship.

## **Staff Participation**

Our school staff members and their families get complimentary admission and food at our PTA events, so please remember to invite them, and leave money in the budget to cover the costs of their tickets and meals, etc. The best way to invite them is through e-mail with a follow-up invitation in their mailbox (send through your program Co-VPs). At the event, please keep an eye out for the staff to make sure that they know that we appreciate them for coming! Please make a point of personally thanking them.



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## **Event Wrap-Up**

Please help make it easier for the next event or program Chair.

- 1) Keep your notes as a how-to guide for future Chairs.
- 2) Complete the DES PTA Event and Program Template (see Important Forms tab on the PTA website).

## **GRATITUDE:**

We want to make sure we THANK and RECOGNIZE all of the people who helped with an event.

- 1) Email the PTA Vice President (Maria Theurer) AND the Correspondence Secretary with the list of event volunteers to be thanked. Volunteers will be recognized in the Thankful Thursday emails sent by the Vice President and with an e-Thank you card by the Correspondence Secretary.
- 2) The Mustang Magazine - We will repeat the thank-yous in the Thankful Thursday emails in the Mustang Magazine.

NOTE about events at DES: We generally give our school building services personnel a Thank You to show our appreciation for their extra efforts during PTA events. (Remember to include this in your budget). Please coordinate these thank-yous with our Correspondence Secretary.

**THANK YOU. THANK YOU. THANK YOU. THANK YOU. THANK YOU.**

It takes an extraordinary volunteer to Chair an event or program. Without you, our success as a PTA would not be possible. The PTA appreciates your time and talent—and the students are so fortunate to benefit from all of your hard work. Please know that the PTA Executive Board, especially, extends gratitude towards your commitment to DES!



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## SHORT CUTS FOR CHAIRS

<b>If you need . . .</b>	<b>Then . . .</b>
Budget Information	1. Contact Program VPs
Send a Listserve message	1. Send to Program VPs
Send home a Backpack Flyer	1. Send to President
To recruit Volunteers	<ol style="list-style-type: none"> <li>1. Ask friends</li> <li>2. Write-up volunteer needs and send to Program VP's</li> <li>3. Consider an online signup tool such as signup.com</li> </ol>
Thank Volunteers	1. Send list of volunteers to Vice President and Correspondence Secretary
A Reimbursement	<ol style="list-style-type: none"> <li>1. Complete Reimbursement Request by attaching receipts &amp; circling the correct budget line</li> <li>2. Place request in pink Treasurers Folder</li> </ol>
Make a Deposit	<ol style="list-style-type: none"> <li>1. Make arrangements with Treasurer for deposit</li> <li>2. Submit Cash/Checks along with Deposit Form</li> </ol>
Help managing student behavior	<ol style="list-style-type: none"> <li>1. Post behavior expectations on flyer and reminders at event</li> <li>2. During event, remind parents of expectations</li> <li>3. During event, seek out help from PTA Board Members</li> </ol>
Invite Staff Members	<ol style="list-style-type: none"> <li>1. Draft e-mail invitation and flyer</li> <li>2. Submit to Program VPs for distribution</li> </ol>
Building Services at DES	<ol style="list-style-type: none"> <li>1. Submit building services form found in PTA Forms folder</li> <li>2. Thank all Building Services Personnel for extra efforts</li> </ol>
Building Services at NWHS or LPMS	1. Call school directly to make arrangements
Make notes for the next Chair	<ol style="list-style-type: none"> <li>1. Complete the DES PTA Event and Program Template</li> <li>2. Send form to Program VP's</li> </ol>