

## East Lake PTA Committee Chair Guidelines

### **Room Requests:**

For all meetings and events that take place in the school, a room request must be filled out. It is recommended that you do this as soon as you know when you will need a room, and no less than 1 week in advance. Make sure to include anything you will need (tables, chairs, garbage pails, LCD projector, etc.)

Room requests can be found in the PTA mailbox and should be given directly to Allison Goodwin in the general office so they can be approved by Mr. McKillop.

### **Flyers:**

Any communication that is sent home (via paper or email) must first be approved by at least one PTA co-President. Once they approve, they will give to Mr. McKillop for approval. Nothing can be sent out without these approvals.

You should aim to get flyers to the co-Presidents at least two weeks before you need them to be sent home.

### **Copying:**

Once approved, the co-Presidents will send flyers to the copy committee chairpeople with instructions on distribution (all children, boys only, girls only, etc.). A copy of each flyer will also be distributed to all staff members. In a few specific cases, committee chairs may be asked to send to the copy committee chairs directly (once approved). If this applies to you, we will let you know. All PTA flyers must be printed on yellow paper.

### **Website:**

In addition to being sent to the copy committee, all flyers will also be sent to the website chair for inclusion on the website. The website is going through a complete restructuring this summer, and we hope to make it a real resource that will also include a calendar that can be synced to everyone's calendars on their phones. In addition, we will include helpful forms for committee chairs on the website. The address is [www.eastlakepta.org](http://www.eastlakepta.org).

### **Committee Volunteers:**

Please make sure to keep an accurate list of who volunteers on your committee. This will be used to help us determine Field Day eligibility. You should send the list of who volunteers on your committee to both the First Vice President and the Second Vice President via email.

### **Identification:**

Please make sure you, and everyone on your committee is aware they need to have a photo ID to enter the building and they must sign in and out of the building during school hours.

**PTA Room:**

The PTA Room is where we store a lot of our supplies. It's very important that everyone put things back when they're done with them. Piling things up on the tables/floors creates a safety risk.

**Money Collection:**

Whenever possible, we will encourage sign-ups involving monetary transactions to be done online via CheddarUp. Chairs should work with the treasurer, who will set-up and manage the CheddarUp portion of the collection. We will continue to offer a cash pay option. Any cash collections will require that chairs send email confirmations (to those who sent it) that their money was received.

**Closing out Events:**

After each event for your committee, you should fill out an event completion form and submit it to the First Vice President.

If there were any monetary transactions, you must also submit all financial information to the Treasurer.

**PTA Meetings:**

It is required that at least one co-chair for each committee attend each PTA Meeting. Meetings are a chance for everyone to find out what's happening with your committee, if you need help with anything, etc. In addition, if a committee needs more money than is budgeted for, this is the only chance for you to get more money. Membership has to vote before anything can be added to the approved budget, and at least 20 voting members must be present in order to vote.

**Communication with Committee:**

Please CC both Co-Presidents and the 1st

Vice President on all communications to your committee, as all are considered members of all committees (except the Nominating Committee) per the PTA Bylaws.

**PTA Newsletter:**

The PTA Newsletter comes out twice a year. After each event your committee runs, you will need to write a brief article for the newsletter about your event and submit it to the chairs of the Newsletter Committee. You should also include photos from your event. The co-chairs for the Newsletter for the 2018-19 school year are:

*Diana Morales Suarez* 954.684.8475 [dianamorales0127@hotmail.com](mailto:dianamorales0127@hotmail.com)

*Tina Villalobos* 516.527.2530 [tinavemail@gmail.com](mailto:tinavemail@gmail.com)

