



FTS PTA Chairperson Handbook 2011-2012

Thank You!

Thank you for chairing a committee for FTS PTA. Our children benefit immensely from the work that you and your committee do. You are what make FTS PTA successful. We hope to work towards implementing the mission of the NJPTA in our committees this year.

The mission of NJPTA:

- To support and speak on behalf of children and youth in the schools, in the community, and before governmental bodies and other organizations that make decisions affecting children;
- To assist parents in developing the skills they need to raise and protect their children; and
- To encourage parent and public involvement in the public schools of this nation.

The following pages will provide you with some administrative guidelines as well as some insight into PTA philosophy and how you can include it in coordinating our committees.

Working with your Committee

A Committee Chairperson needs to keep in mind that they are a member of a team and as such they need to communicate with all members of their committee. This means meeting with your committee, making sure everyone knows one another, identifying and maintaining roles and responsibilities and communicating the status of your projects. In addition, you and your members should understand all administrative protocol including, but not limited to copying, reimbursement, Use of Facilities, approvals, etc.

Another important element in running your committee is to be mindful of other upcoming events so as not to compromise the work of another

committee. Communication regarding scheduling, soliciting donation, etc. is important so one committee does not hinder another. Do not publish dates or plans until the President has approved them.

Keep the lines of communication open. Asking people for their opinions and ideas, and delegating responsibilities to committee members make people feel included. We all need to work together to make any project a success. Every volunteer has unique talents. Try to understand each team members' skills and experiences so you can utilize them to the best advantage of the committee. (Ex. One person may be good at designing flyers, while another may feel very comfortable soliciting local vendors for donations.)

We hope you will find that the following pages contain all the information you will need to run your committee successfully. If you find you need any further assistance please do not hesitate to ask your PTA board. Thank you for volunteering and have fun!

Your Chain of Support

As a Committee Chairperson you report to the President. You are responsible for the entire management of your committee and/or event. It is your responsibility to communicate with your committee, follow administrative protocol and obtain any required approvals and/or permits your project or event may need. It is your responsibility that you stay within the approved budget for your committee. Listed below are some necessary responsibilities and approval procedures.

1. All Chairpersons must be PTA members for liability purposes and to maintain PTA voting privileges.
2. All Chairpersons should attempt to regularly attend PTA meetings. If you are unable to attend the meeting, please send a representative that can speak for your committee. If you or a representative is not able to attend, please send a report via email to the President.
3. Monthly updates of committee progress should be forwarded to the President, via email for inclusion in the PTA meeting agenda (even if there aren't any updates, please indicate "No updates"). Please try and send your update at least 2 days before the PTA meeting. Please forward updates to crossingcreeksfarm@embarqmail.com.

4. All functions and dates must be approved by the President and School Superintendent to make sure there is no scheduling conflict with another event. A Facility Use Application must be filled out, submitted to and approved by the Board of Education for all functions within the school.
5. The President should be informed of all meetings with the School Superintendent prior to occurrence.
6. Committee Chairperson should contact the President to resolve any outstanding issues.
7. Any PTA flyer being distributed to the school, including staff, requires an approval from the President and the Superintendent before making copies for distribution.
8. Chairperson should maintain neat, complete and accurate files as well as completed Committee Reports that can be forwarded to future Chairpersons.
9. Check request forms and deposit forms are included in your Committee folder and must be filled out and submitted to the President for signature and then to the Treasurer for processing. If you are requesting reimbursement, receipts must be attached and submitted as well.
10. The President is the only individual authorized to sign any PTA contracts, agreements, or other documents that put a financial or other obligation on the PTA.

Cash Advance request, cash box, cash receipts

1. A Check Request form must be submitted to have your cash advance or start-up money on hand for an event. Please remember to obtain all signature approvals prior to submission. To ensure enough funds are available, you should submit the request a **minimum of 7 days** prior to the event to the President then to the Treasurer. The Treasurer will write you a check that will need to be cashed and broken into appropriate denominations.
2. Please make arrangements with the Treasurer to pick up a cash box.

3. Post event, all money must be counted by at least two committee members immediately following the event. This activity should be overseen by the Chairperson, if possible. Deposit of funds form must be completely filled out. Return form, cash box and money to Treasurer no later than **two days after the event**. You are accountable for the money until it is returned to the Treasurer.

Check Requests for Reimbursements

1. In order to get reimbursed for expenses you have incurred on behalf of your committee, a check request form must be completed. All necessary **receipts must be attached**. Check requests must be signed by the President. You can submit authorized forms to the Treasurer in person or via the PTA mailbox located in the main office. It is highly recommended to keep a copy for your records.
2. All check requests must be legible, all receipts must be attached and added up correctly. **Do not include sales tax**. All expenses should be applied to the correct committee or line item. If the check request does not meet these criteria, the Check Request will be returned. All expenses must be submitted **no later than 7 days after your event** has concluded. Please allow 1-3 weeks for checks to be issued.
3. A letter stating our PTA's Tax Exempt Id# is included in your committee folder. Please use it for all your purchases. The PTA **will not reimburse you for sales tax**. Please cash all checks promptly. In working with a limited number of funds, it is important that the books reflect the actual monies on hand.
4. Checks will be dispersed at PTA meetings or call PTA Treasurer to make other arrangements.

Your Budget

1. Budgets are set at the August meeting prior to the beginning of the new fiscal year which begins September 1. The general membership votes on the budget for all committees. It is your responsibility to know and manage your approved budget. You should track your budget appropriately, identify and report any deviations from plan, and adjust your forecast accordingly.

2. If your committee requires additional funding for its project, or if you are seeking money for something that is currently not funded, you must complete a Budget Request form. You will need to ask the Treasurer for this form. The form must be approved by the President and then identified as an agenda item for the next PTA meeting at least 2 weeks prior to the meeting.
3. At the PTA meeting, you will need to explain the need for this change and a vote will then be taken. (All budget requests for reallocation of PTA funds require approval of the PTA general membership.) Please do not go over budget without this prior approval by the general membership. PTA cannot reimburse chairpersons if the membership votes the request down. A request for funding will not be considered unless this procedure has been followed.

Use of Facilities

1. A Facility Use Application is required in order to use the school building any time. Submit this form to officially reserve your date. Don't forget to include setup/rehearsal times, and or any additional setup needs (i.e. table for snacks in the lobby, table and chairs set-up)
2. The Facility Use Application must be approved by the Franklin Township Board of Education so plan well in advance of your event. The BOE meetings are listed on the www.fts.school.org website, and in the student directory.
3. Once completed, the form must be returned to Rose Kasperkoski (Executive Secretary at the school) by the Wednesday before the next BOE meeting.
4. Once the BOE approves the request, the school will mail you a copy of the Facility Use Application to your home.
5. Save a copy for your files. You must have a copy of the Facility Use Application on hand on the day of the event.
6. If we are unable to use school for the PTA event, please contact the President who will provide guidance for finding an alternate location.

Copy Request & Distribution

1. All PTA communications must have the "FTS PTA" printed visibly on them. **If it is a fundraising event you must state for what you are fundraising** (ex. Shoprite cards benefit PTA middle school fundraising for 6th grade.)
2. All necessary approvals (President and Superintendent) must be obtained prior to copying or emailing.
3. Copies may be made using the school copier after school hours. If that is not convenient for you, you can contact the School Secretary, Ranae Pellegrino, to arrange another time.
4. Copies must be made for the youngest child of each family only. Contact the School Secretary, Ranae Pellegrino, for these numbers.
5. Unless otherwise approved, all correspondence will go in the Thursday folder, so please have all copies completed no later than 12:00 noon on Wednesday for distribution that week.
6. Please be considerate of printing costs. Note the following:
 - a. Consider using half sheets flyers when appropriate
 - b. Consider printing on both sides of the paper
 - c. Use colored paper sparingly as it costs extra.
 - d. Maybe just an email to the PTA membership is enough
 - e. Maybe just being on the PTA website is enough
7. **All flyers that you would like distributed via email or posted on the FTS PTA website must be sent to the webmaster, Patti DeVletter at pdevletter@embarqmail.com. Please allow 2 days for distribution.**

Committee Folder Contents

Your folder will include the following:

- PTA Committee Report
- PTA Check Request form
- PTA Deposit of Funds form
- PTA Budget Request form
- Sales and Use Tax Exempt form
- Franklin Township Board of Education Facility Use Application
- Past flyers, committee reports, etc.
- Copy of Approved budget for 2011-2012

Preparing committee folders will help you get organized, share information, and gives you a place to keep new information and notes about the event. **These folders should be returned to the PTA when the event is completed or at the end of the school year.**