
Chair Guidelines

The purpose of this document is to help provide Committee Chairs with detailed instructions on how to plan, execute and wrap-up a successful PTA event or program. Please read this document fully and direct any questions to your PTA Director who is happy to provide you with all the support you need!

Planning the Event

- Chair Folder/USB
 - Each program should have a Chair Folder and USB. You can get yours from your Director or from mailbox in the PTA Room (aka Popcorn Room).
 - There should be notes from previous years in your folder and on your USB.
 - Talk with the previous Chair as needed. If you need to know who the previous Chair is, contact your Director.
- Program Planning/Request for Funds Form
 - Program Planning/Request for Funds Forms are REQUIRED based on WA State PTA Bylaws.
 - Turn your completed form into your Director no later than Thursday, October 1, 2015. If you need help, don't hesitate to contact your Director.
- Budget
 - The PTA Members approve the budget. Know your budget! You can find it on the [PTA website](#), or contact your Director.
 - You must stay within your budgeted expenses. Contact your Director if you think you might need additional funds PRIOR to going over budget.
 - Keep your receipts. Turn these in along with your SIGNED Expense Reimbursement Form within 60 days of your event. After 60 days, the PTA thanks you for your donation. 9
 - If you need petty cash for your event, please complete a Petty Cash Request Form. Contact the Treasurer at least a week prior to your event with a SIGNED Petty Cash Request Form.
 - If you collect any money as part of your event, be sure to place all funds along with a Counting of Funds Form in the safe in the PTA Room. Counting of Funds forms require TWO signatures.
- Donations
 - If you intend to ask for donations, please reach out to the Sponsorships Chair PRIOR to asking. The Sponsorship Chair will provide guidance on who has been contacted and/or donated already. We don't want to ask the same businesses too much!

- If you obtain any donations, track the details - kind of donation and monetary value - and send to the Sponsorship Chair within 2 weeks of your event. Depending on value, the PTA may recognize the donor (Facebook, banners) according to the [Sponsorship Program](#).
- Volunteers
 - The Communications Team will set up a shared report so you can pull an updated list of your volunteers via the PTA website any time you wish. If you do not have access to this report yet and need it, contact the Communications Director.
 - Please contact all of your volunteers and use each of them in some way.
 - Contact your Director if you need help finding additional volunteers.
- Marketing
 - Determine your marketing approach. The PTA has several options to help you spread the word about your program.

Type	Definition	Frequency	Deadline	Contact
Website	PTA website. A place to include all Event or Program details.	On-going	1 week prior to wanting information on website	Website Chair
eNews	Electronic PTA newsletter that is sent out to all families registered on the PTA website. eNews articles should include highlights of the Program or Event. Can link to details on the website.	Every other week - published on Thursday or Friday	By 5 PM Sunday prior to publication. Check with your Director for publication dates.	eNews Chair
eBlast	Graphic e-mail sent out to families registered on the PTA website.	As needed; usually sent on Mondays or Tuesdays	1 week prior to desired publication	eBlast Chair
Bulletin Board	PTA bulletin board located outside the Sunny Hills Office.	On-going	1 week prior to desired posting	Bulletin Board Chair
School Posters	Posters or signs hung around school.	On-going	As needed	School Office
Kid Mail	Printed flyers or letters that go home with students via their teachers. ** CAN ONLY BE USED IF APPROVED BY PTA DIRECTOR AND DEAN OF STUDENTS **	Weekly on Thursdays	Kid Mail must be in teachers' mailboxes by noon on Wednesday (for distribution to students on Thursday). Requests should be to your Director no later than Monday	Obtain approval from your Director. They will get approval from Dean of Students.

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			at 10 AM to ensure approval.	
Room Parent Coordinator	e-Mail sent out by each Room Parent to each contact on each classroom list. ** CAN ONLY BE USED IF APPROVED BY PTA PRESIDENT AND PRICIPAL **	As needed	1 week prior to desired distribution	Obtain approval from your Director. They will get approval from President who will get approval from Principal. Send information to Room Parent Coordinator Chair once approved.
Campus Visits	Lunch time announcements Recess activities	As needed	1 week prior to visit	Obtain approval from your Director. They will get approval from Dean of Students.

- Registration
 - If your program requires attendees to register, contact the Website Chair at least one week prior to wanting the registration to go live. Be sure to include as many details as you can in the initial request.
- Contracts
 - If a contract is needed for your program, TWO signatures from the Executive Committee are required. At least one of them must be the President's.
- Copies
 - Copies should be made at FedEx Kinkos. The Issaquah School District has a contract with them for 3.8¢ for black and white copies and 37¢ for color copies.
 - Use ID # 0520882103
- Supplies
 - Before purchasing supplies, check with your Director and check the PTA Room and PTA Portable (the key to the portable is in the School Office) as we may already have the supplies you need.
- Status Reports
 - Keep your Director informed. Provide your Director with status updates throughout your program. Invite your Director to meetings and cc: them on e-mails as requested by your Director.

During the Event

- Take pictures! Assign someone to take pictures of your event. The Communications team as well as the Yearbook Chair will want these.
- If your event involves serving food, a Food Handler's Permit is required. The PTA Vice President obtains a permit each year. Please contact the VP to make sure she is present at your event.

After the Event

- Send pictures to the Yearbook Chair.
- Send results to the Communications Team.
 - Send a picture and a short blurb about your event to the Facebook Chair.
 - Send an article to the eNews Chair and Website Chair recapping your event and thanking your Chairs.
- Remember to turn in your receipts and Expense Reimbursement Form within 60 days of your program.
- Help us improve the program next year.
 - Complete a Post Event Evaluation Form. Send this to your Director within 2 weeks of the end of your event or program.
 - Update your Chair Folder/USB and return it to your Director or put it in your mailbox in the PTA Room. Remember to include what worked and what didn't!

<p>2015-16 Forms</p>	<p>Program Planning/Request for Funds Petty Cash Request Form Counting of Funds Form Expense Reimbursement Procedures Expense Reimbursement Form Post-Event Evaluation Form</p>	
<p>2015-16 Directors and Programs</p>	<p>Kym Clayton - Advocacy/ISF ISF Representative</p>	<p>Stephanie Shipley - Secretary Recognition</p>
<p>Kina Yukish – Communications Director Bulletin Board eNews eBlasts Facebook Website</p>	<p>Kim Spataro - Community Outreach Grounds Beautification Food Allergy Support Holiday Gift Giving Humanitarian Outreach Lost and Found Parent Ed/Special Needs Thanksgiving Food Drive</p>	<p>Michelle Sullivan - Curriculum Support Art Docent Art Walk Bus Greeters Eager Reader Emergency Preparedness Gift-a-Book Library Assistant Coordinator On-line School Supplies</p>

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		Picture Day Reflections Room Parent Coordinator Vision and Hearing
Kavitha Peters - Fundraising After School Movies Scholastic Book Fair Barnes & Noble Book Fair Box Tops Dine with Sunny Hills Passive Fundraising Mixed Bags/Brax Cups Mustang Spirit Wear Sponsorships Walk-a-Thon Yearbook	Emily Loney - Events Art Fair Family Bingo Night Dancing Through the Decades Popcorn Fridays Science Fair Screen Free Week Spring Ice Cream Social Staff Appreciation	Nicole Lees - Membership Kinder Connect Tears and Cheers Student Directory

2015-16 Executive Committee	Jaime Menold – President Lindsey Hatch – Vice President Stephanie Shipley - Secretary Ayana Meissner - Treasurer
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2015-16 Additional Contacts	Kina Yukish – Communications Director Amanda Rench - Website Chair Kate Murray - eNews Chair Kina Yukish - eBlast Chair Shelby Morton - Bulletin Board Chair Cheryl Furey - Yearbook Chair Kavitha Peters - Sponsorships Chair April Miklautsch - Room Parent Coordinator
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