



Cedar Wood Elementary

PTA

Parent Teacher Association 7.3.3

Committee Chair Handbook 2020-21

Thank You for deciding to fill a leadership role for the Cedar Wood PTA! Our programs are made possible because people like YOU have decided to volunteer your time and energy to make it happen. Cedar Wood is such a wonderful school for our kids because of these efforts!

Included in this packet is general information for all PTA committees, but hopefully you have inherited additional information from the previous chairperson. If you have any questions, please reach out to a member of the Board of Directors. We are here to help you have a successful year!

Executive Committee	Name	Email
Co-President	Beenish Iqbal	President@cedarwoodpta.org
Co-President	Krista McKee	President@cedarwoodpta.org
1st VP	Irene Hansen	Whalewalk@cedarwoodpta.org
2nd VP	Amy Weiher	Whalewalk@cedarwoodpta.org
Co-Secretary	Deb Dutta	Secretary@cedarwoodpta.org
Co-Secretary	OPEN	
Treasurer	Johnathan Stellato	Treasurer@cedarwoodpta.org
Board of Directors		
Advocacy (Legislation)	Clarissa Phillips	Advocacy@cedarwoodpta.org
Communications/Webmaster	Marisa Wolters	Communications@cedarwoodpta.org
Family Fun	Paula Smith	FamilyFun@cedarwoodpta.org
Family Fun	OPEN	
Membership	OPEN	membership@cedarwoodpta.org
Room Parent Coordinator	Heidi Asplund	RoomParent@cedarwoodpta.org
Volunteer Coordinator	Kim Combs	Volunteer@cedarwoodpta.org

Committee Volunteers

Will you be using a committee of volunteers? At the beginning of each year we send out a Volunteer Sign-Up Sheet in the back-to-school packet for parents to sign up to help with events and committees. The Volunteer Coordinator will forward those names and email addresses to you once they are compiled into a spreadsheet.

Once you have your list of volunteers, please **contact them** to let them know that you have their names and appreciate their help! Even if your event is not until later in the year, let them know you have their information and will contact them closer to your event!

Are you in need of more help? There are many ways to recruit additional support. For specific events that require more volunteers you can ask the Volunteer Coordinator to create a Sign-up Genius for your event and then publicize that link. If only a few people are needed, consider posting a request using our PTA Facebook page or including that in the Weekly. Both Presidents have access to the FB page, so send us an email and we can get your information up!

After your PTA event, make sure to send your volunteers a **thank you!** There are many ways to do this, Thank You cards (located in the office), a thoughtful email or send a short blurb to be posted on Facebook or in the Sea Wolf Weekly. Please also keep a list of all volunteers you used throughout the school year so we can honor them at the end of the year. Volunteers are the heart and soul of PTA, so we want them all to know how much we appreciate them!

Facility Usage

Please send an email to the PTA Presidents to reserve a space on campus for events. They will check availability with the office and they are responsible for filing a facility usage request with the District to reserve space such as cafeteria, gym or library after school and on weekends. Other community organizations also use the school facilities during these times so availability is not guaranteed. Let PTA Presidents know as soon as you have an event that would need a reservation.

Flyers

This year all flyers will reach our CW families through PeachJar emails. The Cedar Wood office manager, Stephanie Ortiz Contreras sends out all of the Peach jar communications. Please note: No fundraising or business promotion via peachjar.

- Make sure you have permission for the event from the PTA Presidents prior to creating a flyer.
- Flyers should include: Who, What, Where, Why and any other important information.
- ALL peachjar fliers must include the following:
 - All PTA flyers need to have the **PTA logo** on them to distinguish them as PTA events. (Logos can be found on the PTA website or in our shared drive of our G Suite.)
 - “Everett Public Schools has neither reviewed nor approved the program, personnel, activities or organizations announced in this flier. The participants agree to protect, indemnify, and hold harmless the district, its elected and appointed officials, employees, agents, staff and volunteers, from any and all claims, liabilities, damages, expenses, or rights of action, directly or indirectly attributed to the activities. Permission to distribute this flier should not be considered a recommendation of the program by the school district. This is not a school district sponsored activity.”
- Once your flyer is ready, send a copy to Stephanie and CC the PTA Presidents for approval. Stephanie and Mr. Rhodes will do their best to approve flyers for truly time sensitive information, but we want to do our best to avoid last minute issues so please allow 1 week for them to approve.

****ALL flyers being sent for approval must be in PDF format****

General Publicity

There are lots of ways to get the word out about PTA events in addition to flyers!

Sea Wolf Weekly: Our Weekly newsletter is sent out to all paid PTA members each Sunday. Please send over any announcements to the presidents by Thursday for it to be included in the next Weekly.

Facebook: Send in a short message and/or picture to Cedar Wood PTA email and one of the FB administrators can post.

Signs/Banners: Signs and banners around the entry to the school campus are good reminders for both kids and parents. Image to be sent to the presidents, so that they can forward to Stephanie for approval before posting.

PTA Website: The website is a good place to put larger amounts of information or information for programs that are on-going. For example, Whale Walk information or Community Partners programs. Contact our Webmaster, Adnan Ahmed if you would like something posted on the website.

Display Case: sign up in the hallway near the library to create a display that students will see when coming and going to the library.

Reader Board: Stephanie controls information posted on our reader board. She will use the Sea Wolf Weekly to gather information. If you need something posted on the board, send it to her.

Kiss and Go: Enlist the help of kids to hold posters and wave at families during drop-off to get attention for your event! Dressing up is always fun!

Committee Budgets and Money Matters

Spending Your Budget

Each committee has a budget which was established in the spring of the last school year. New committee chairs will want to meet with the former chair to see how the funds were spent previously but this does not mean that you have to use the funds in the same way. This will serve as a guideline as you plan ahead for your committee work during the year.

For each event/project that your committee is responsible for you will need to fill out a Committee Plan of Action form, this can be found in the shared drive on G Suite. Once filled out you need to submit it to the Presidents via email for approval. Once approved you will be able to continue with your plans and begin spending your budget.

Please note: We have many items available in our shed at the school, please check with the Presidents for an inventory list before you submit your plan of action.

Committee Plan of Action		Washington State PTA everychild.onevoice.®	
Name of committee:			
Chairperson name:		<input type="checkbox"/> New	<input type="checkbox"/> Returning
Chair email/phone:			
Name of program or event:		Date of program or event:	
Committee meeting dates:			
List committee members:			

When the membership approves the PTA budget, it is authorizing the board of directors to spend PTA funds. **This is not an authorization for a committee to spend funds.** Each committee is responsible to formulate a plan and budget, and present these to the board of directors prior to raising or spending any funds.

After your Event

After your event you will need to complete a Committee Program Evaluation form, which can be found in the shared drive in G Suite. This form will help us with budgeting and planning for the same event the following year. This form needs to be completed and emailed to the PTA Presidents within 2 weeks after your event.

Committee Program Evaluation	
<p>Please submit this form within two weeks following completion of the event/program/fundraiser or at the end of year for all year programs. Return this form to the member of the PTA Board of Directors responsible for the program and retain one copy for the program notebook.</p>	Date: _____
Event/Program Name:	
Program Chair Name:	
Contact Information (email/phone):	_____
How many hours did you spend as the chair for this event/program?	
What additional volunteers (people & hours) are needed for this event/program?	

Reimbursements

After a purchase is made, you will need to fill out a Request for Reimbursement form and turn it in with your **original receipt** to the Treasurer, Jonathan Stellato. The reimbursement forms are available on the shared drive in G Suite.

 <p>Cedar Wood Elementary PTA Parent Teacher Association 7.3.3</p>	<p>2020-2021 Reimbursement Check Request Form</p> <p>Treasurer@cedarwoodpta.org (All requests are subject to PTA Board approval)</p>
<p><input type="checkbox"/> All original itemized receipts must be attached to process request. <input type="checkbox"/> Reimbursements may only be processed for purchases made in the current PTA fiscal year. <input type="checkbox"/> Submit this form to the PTA Treasurer, Jonathan Stellato. <input type="checkbox"/> Keep a copy of this form and receipts submitted for your records.</p>	
<p>PTA Activity: _____</p>	
<p>Purpose of Expense: _____ _____ _____</p>	
<p>Total Amount of Purchases (requested reimbursement): \$ _____</p>	

Receiving Money

Many programs will be collecting money whether it's a one-time event or a form sent home for on-going programs:

- Whale Walk donations
- Aquasox
- Birthday book club
- Book fair
- Family Fun nights
- Spirit wear
- Yearbook sales
- Membership
- WatchDOGS

All money collected (checks and cash) is to be tallied by a **PTA Board Member and one additional committee or PTA member** and recorded using an Income Receipt form. These forms are available in the shared drive in G Suite. For one-time events, the money should be counted and recorded immediately following the event. For on-going committees (ex. birthday book club) the money should be counted and recorded as soon as possible.

 <p style="text-align: center;">Cash Income Summary Receipt</p> <p style="text-align: center;">Treasurer@CedarWoodPTA.org</p> <p><input type="checkbox"/> Record/submit all monies collected to the CW PTA Treasurer.</p> <p><input type="checkbox"/> Counted/signed by 2 PTA members (1 must be a Board member).</p> <p><input type="checkbox"/> Please keep a copy of this Income Summary for your records.</p> <p><small>*This form should only total cash. For checks please use the Check Income Summary form.</small></p> <p>Date: _____</p> <p>Program: _____ = \$ _____</p> <p>Split Detail: _____ = \$ _____</p> <p style="margin-left: 40px;">_____ = \$ _____</p> <table style="width: 100%; margin-top: 10px;"> <thead> <tr> <th></th> <th style="text-align: center;"><u>Qty.</u></th> <th style="text-align: center;"><u>Amount</u></th> </tr> </thead> <tbody> <tr> <td>\$100's</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">\$ _____</td> </tr> <tr> <td>\$50's</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">\$ _____</td> </tr> <tr> <td>\$20's</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">\$ _____</td> </tr> <tr> <td>\$10's</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">\$ _____</td> </tr> </tbody> </table>		<u>Qty.</u>	<u>Amount</u>	\$100's	_____	\$ _____	\$50's	_____	\$ _____	\$20's	_____	\$ _____	\$10's	_____	\$ _____	 <p style="text-align: center;">Cash Income Summary Receipt</p> <p style="text-align: center;">Treasurer@CedarWoodPTA.org</p> <p><input type="checkbox"/> Record/submit all monies collected to the CW PTA Treasurer.</p> <p><input type="checkbox"/> Counted/signed by 2 PTA members (1 must be a Board member).</p> <p><input type="checkbox"/> Please keep a copy of this Income Summary for your records.</p> <p><small>*This form should only total cash. For checks please use the Check Income Summary form.</small></p> <p>Date: _____</p> <p>Program: _____ = \$ _____</p> <p>Split Detail: _____ = \$ _____</p> <p style="margin-left: 40px;">_____ = \$ _____</p> <table style="width: 100%; margin-top: 10px;"> <thead> <tr> <th></th> <th style="text-align: center;"><u>Qty.</u></th> <th style="text-align: center;"><u>Amount</u></th> </tr> </thead> <tbody> <tr> <td>\$100's</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">\$ _____</td> </tr> <tr> <td>\$50's</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">\$ _____</td> </tr> <tr> <td>\$20's</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">\$ _____</td> </tr> <tr> <td>\$10's</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">\$ _____</td> </tr> </tbody> </table>		<u>Qty.</u>	<u>Amount</u>	\$100's	_____	\$ _____	\$50's	_____	\$ _____	\$20's	_____	\$ _____	\$10's	_____	\$ _____
	<u>Qty.</u>	<u>Amount</u>																													
\$100's	_____	\$ _____																													
\$50's	_____	\$ _____																													
\$20's	_____	\$ _____																													
\$10's	_____	\$ _____																													
	<u>Qty.</u>	<u>Amount</u>																													
\$100's	_____	\$ _____																													
\$50's	_____	\$ _____																													
\$20's	_____	\$ _____																													
\$10's	_____	\$ _____																													

The completed form and money should then be put into the lock-box in the front office which will be collected by the Treasurer and deposited into the PTA account.

**If you have any further questions please don't hesitate to reach out:
Presidents@CedarWoodPTA.org**