

# PTA Committee Chair & Coordinator Handbook (Updated, 2016)

## Your General Job Responsibilities

1. Understand the specific duties of your role and be aware of the timeline for the work to be done.
2. Contact the prior committee chair/coordinator and have them turn over all necessary information and the job binder. If you have any trouble with this, please enlist the help of your Director of Parent Volunteers contact in making this connection.
3. Communicate with Director of Parent Volunteers contact to discuss any new goals you have for your committee this year. It is *your job* to provide periodic updates to the Director of Volunteers about your committee's work. It's *the Director of Parent Volunteer's job* to be a helpful resource to you and make your job easier by providing info.
4. Ensure that you understand your budget for the year. Be sure you're clear on how to account for and submit expenses so they can be quickly reimbursed.
5. As a requirement of being a non-profit, the PTA needs to report on total volunteer hours donated each year. You'll be asked for this information so please keep reasonably good track of the hours you AND your committee/program volunteers donate during the year.
6. Plan early! Be sure that specific dates/times/facilities are reserved as early as possible because the school calendar (just like your personal one!) fills up quickly. Give yourself plenty of time to line up volunteers. Look at your budget early on so that any adjustments can be made in time to be helpful.

## Communication from Year to Year

One of the great things about the Stanley PTA is that there is always a fresh, energetic group of volunteers taking over a wide range of leadership roles every year. That jolt of new ideas and enthusiasm helps keeps the wheels moving! But with this huge positive is the reality there are imperfect transfers of information from one year to the next and this can lead to that "I'm reinventing the wheel" feeling that can be frustrating.

Hopefully you've had a good handoff meeting with your predecessor and you'll be able to pay it forward at the end of the year. If that didn't happen for you (ugh, sorry!), please help do it differently for the next person.

Having a good job handoff at the end of the school year is a core job responsibility for everyone. Here are a couple things to keep in mind during the year to help make that happen:

- Keep a timeline of when you sent out key communications or completed important tasks for your job.
- Save copies of any communications you post in Wildcat Weekly (with submittal dates).
- Maintain good records about how you spent your money and how well the budget covered your true needs for doing your job/running your program.

- Keep notes of “lessons learned” and suggestions for next year.
- Update and/edit the contents of your job binder and your job description so you can hand off just useful and up-to-date information to your predecessor. No job binder? Let this be the year on gets assembled!

## **Communication This Year:**

There are three main groups you’ll need to communicate with this year—your volunteers, PTA leadership and membership, and the Stanley community as a whole. Here are a few guidelines to help you along the way:

### **Your Volunteers:**

1. Your primary source for volunteers will be parents who signed up online during the Wildcat Day registration process. That spreadsheet will be forwarded to you shortly after Wildcat Day. Please reach out to those volunteers via email right away to let them know you have their contact info and will be in touch soon with details, etc. Staying in regular contact with your volunteers will make it easier to get help when you actually need it; don’t let your list go stale!
2. If you are short volunteers, there is a list of Volunteers at Large that can be contacted to help. If you need to broaden the search, you can submit an “ad” in the Wildcat Weekly, but please communicate with the Director of Parent Volunteers about this so we, as an organization, aren’t tripping over each other with lots of individual requests for volunteers.
3. You don’t really need to be told this, but just as a reminder--please be sure to thank your volunteers along the way! It’s appropriate after a big event or project to use Wildcat Weekly to thank people by name. It’s always great to acknowledge all the big hearts out there generously giving their time to Stanley, so please communicate when someone deserves a shout out.

### **PTA Leadership & Membership:**

1. For us to act as a unified, functional organization it’s so important that there’s periodic communication between committee chairs and coordinators and Executive Board contacts. Life gets busy, but quick email updates or phone calls to the Director of Parent Volunteers about your committee’s progress, problems, successes...is immeasurably helpful in managing our PTA and ensuring that one hand knows what the other one is doing. Please accept this communication piece as part of your core job responsibilities!
2. In addition to simply exchanging information, if you need MONEY, it’s critical you communicate with the Director of Parent Volunteers or the Treasurer. There is a formal process that needs to be followed for any new allocations of PTA money that takes some time to get approved. (Learn more under the “All Things Financial” section)
3. If you would like to discuss your program or event at a General Membership meeting, talk to the Director of Parent Volunteers so you can be added to the agenda.

### **The Stanley Community:**

1. The PTA President and the Principal must first approve all communications sent to the general Stanley community (including publicity information, flyers, etc.). There's a standard, automatic procedure for getting this approval when you submit your article or announcement to the Wildcat Weekly editor. Please refer to Wildcat Weekly submission guidelines for specific information about getting and announcement or article into the weekly e-newsletter.
2. The two roadside marquees on the Stanley campus are available for PTA announcements. Contact Asst. Principal, Brian Mangold: [bmangold@LAFSD.K12.CA.US](mailto:bmangold@LAFSD.K12.CA.US) regarding the availability of the two signs for advertising your event. He coordinates getting the announcement updated, as requested.
3. Be sure that your event or program is on the Stanley master calendar, if applicable. (Refer to the "Stanley PTA Calendar of Events 2015-16" to see what's already been calendared.) If you need to add an event, first talk with the Director of Parent Volunteers regarding timing. After that, email Nancy Kaye (David Schrag's assistant): [nkaye@LAFSD.K12.CA.US](mailto:nkaye@LAFSD.K12.CA.US) with all the details and request her to add your event(s).

### **Other Information:**

- To reserve a room on campus (like the library or the multi-purpose room) and/or to have a room set up for a meeting, please contact Nancy Kaye [nkaye@LAFSD.K12.CA.US](mailto:nkaye@LAFSD.K12.CA.US) in the Office. Nancy can do a preliminary check on the availability of facilities. However, you still need to complete a "Facilities Application and Permit" form, which are available in the Office. These forms need to be filed with the District. Once you have your form filed and approved, you will have a confirmed date you can advertise.
- You can use copy machines in the Office for PTA business. Please defer to school staff when using the machines and let them use them first. Prior to 8:30, morning break and lunchtime are NOT good times to try to make copies. Jobs requiring 100+ copies should be handled via Minuteman Press or Kinko's.
- Avoid involving Office staff in collecting checks or information or asking them to deal with handing out materials on your behalf. You can arrange to have a box or basket placed in Office for collection, if needed.

### **All Things Financial:**

Our Stanley PTA finances are governed by rules and procedures that protect our non-profit status and all of us as volunteers within the organization. Following the few rules highlighted below will keep us all out of trouble and make life easier for the PTA finance team responsible for accounting for all of our activities.

### **About The Budget:**

Each year (starting in the spring), the PTA gathers input to determine what projects it would like to support the following school year. Over the summer the Executive Board works within this framework to develop an annual operating budget that is presented to the General Association for approval at the first meeting of the new school year. As a Committee Chair/Coordinator you can provide invaluable input in setting an appropriate budget for your committee or program next year, with the goal of not tying up funds that will go unused or creating a situation where more funds are needed mid-year to complete necessary work.

PTA money cannot be spent unless it has been formally approved in our annual budget. Please be sure you understand the budget for your committee or program and live within it. If you feel your budget is insufficient for what you are tasked to accomplish talk with the Director of Parent Volunteers who will, in turn, talk with the PTA President.

A few things to understand about the process to increase budgets/release funds:

- A motion will need to be brought to the Executive Board (EB) for budget increases. The EB is authorized to approve budget increases up to \$750, which must then be ratified at the next General Association meeting. If the amount is greater than \$750, the EB must first hear the motion and then send it on to the General Association before it can be approved.
- Note that the Executive Board & General Association only meets every other month, so you need to *plan ahead* to allow enough time to get things approved at EB and/or General Association meetings.

#### General Notes:

- Unused budgeted money for a committee or program is not automatically rolled over from one budget year to the next. Similarly, all profits from PTA activities are placed into the PTA's *general fund*, and are not automatically earmarked for the program that generated the income. Every budget year is a "fresh slate" and budget allocations are made anew. This is a standard PTA rule.
- All contracts with outside vendors must be presented to the Executive Board and the General Association membership for approval. All contracts require two signatures. The PTA President must sign all contracts on behalf of the organization. Protect yourself by NOT signing contracts on your own for PTA functions.
- If you hire someone to come on campus to do something (anything) for the PTA, you must have the vendor complete a "Hold Harmless Agreement" and provide Proof of Insurance, naming 'Stanley PTA' as a certificate holder.
- If you are paying someone to provide a paid service for the PTA you must ask that contractor to complete an IRS W-9 form. We are required to report all monies paid to independent contractors for their services. (This is a standard request and a form we require before payment.)
- All activities sponsored by the PTA must be within the standards and qualifications of the California State PTA liability insurance. Check the list of Green Light Activities (on the website) to ensure that the activity under consideration is a "Green Light" activity. If the

activity is a “Yellow Light” activity, you must make sure that all necessary conditions are met. “Red Light” activities will not be allowed.

- PTA funds may NOT be used to purchase “thank you” gifts for committee volunteers. Sorry :(
- Honorariums (a small payment or gift) may be presented to individuals or groups who have provided a professional service to Stanley PTA and not charged their customary fee. Discuss with Director of Parent Volunteers if you are considering one and before you commit anything to the recipient.

### **Reimbursement Procedures:**

1. Complete a “Stanley PTA Request for Reimbursement” form for all check requests, including all checks to be made out to outside vendors. Forms are located in the Treasurer’s box in the Office and online. Please make sure it’s filled out completely and double-check your addition.
2. Be sure to attach original receipts for all expenses. If the payment is for a contract, be sure to attach the approved contract to the request. It is our Treasurer’s job to only approve request that have the appropriate supporting documentation. For checks going to outside vendors, please submit to the Treasurer one package including the following for payment: the Reimbursement Form, the invoice, contract copy, proof of insurance, ‘Hold Harmless Agreement’, and W-9 form.
3. If you are requesting payment for someone who performed a service for the PTA, you must attach the W9 form to the reimbursement request (See Notes section above for more info.) If this service was performed on-site you also need to attach a “Hold Harmless Agreement” form to the reimbursement request. Requiring this paperwork before payment is issued protects the PTA and is easier to obtain from the vendor because they’re motivated to be paid!
4. Please make a copy of your reimbursement request and your receipts for your records. (Snapping a quick photo of the paperwork with your smartphone is an easy way to do this.)
5. ***Please plan ahead*** and allow at least a week for checks to be issued. All reimbursements need to be processed by the Treasurer who then must obtain two Executive Board signatures before a check is released. When everyone’s working remotely and nobody’s working full time on PTA admin, this process just takes a while.

### **Special Considerations for Events/Committees That Collect Money:**

Contact the Assistant Treasurer before any cash-generating event to discuss who will be handling the money and to coordinate the collection and deposit procedures for your event. It is important that deposits are made in a timely manner (1-3 days after the event).

Committees that collect money often need cash box money. Using a Reimbursement Request Form, you may request money from the Treasurer. She/he will give you a check that you can deposit for cash. Remember to subtract the original amount “fronted” by the Treasurer for cash box change when you are tallying your income.

You may also request an “advance” if you need to make purchases for an event by using a Reimbursement Request Form. You need specify what the money is to be used for. You will be expected to turn in a copy of your original Reimbursement Request along with receipts and any change (or request for additional reimbursement) after you have made your purchases.

Remember to keep track of your income and expenses separately. You must deposit all revenues and request reimbursements separately. Do NOT take reimbursement for your expenses directly out of your revenues.

### **Handling Money & Making Deposits:**

1. Count the money collected. Have a second person count the money also. Be sure to roll all loose change and separate bills by denomination. Compute the total dollar amount for all checks collected.
2. Add the cash and checks to get a grand total.
3. Complete a “Stanley PTA Cash Verification & Deposit Form” to accompany all deposits. (Deposit Forms are located in the Assistant Treasurer’s mailbox cubby in the Stanley Office.) Make sure you note what event the money is from. Have the person who double counted the money sign her/his name also. Make a copy of the completed form and keep one for your records.
4. Put the entire deposit in the Assistant Treasurer’s box. If the deposit contains a large amount of cash, ask one of the school secretaries to place the deposit in the Office safe.
5. Please notify the Assistant Treasurer via email that you have left a deposit in her/his box or the Office safe. The Assistant Treasurer normally checks for deposits twice a week, but a quick note is helpful.

### **Donations:**

Please be certain to discuss any plans with Director of Parent Volunteers for soliciting local businesses and/or families for donations before you do so. This needs to be done with an

awareness of other projects and groups (i.e. LPIE and other parent orgs) that may also be planning to ask for donations.

All cash donations (from sponsors, etc.) must be credited to the appropriate event. All in-kind donations (gift certificates, items, etc.) must also be reported as the IRS considers them income. Donations valued over \$250 require certain acknowledgments. Please be sure to talk with the Treasurer before collecting donations so you understand the proper procedures for accepting them.

**Thank you for volunteering your time and energy with the Stanley PTA this year!**

For electronic versions of the resources mentioned in this handbook go to:

<http://www.stanleypta.org/committee-chair-resources.html>

**Stanley PTA Documents & Forms available online (see link above):**

1. Committee Chair & Coordinator Handbook
2. Committee Chair & Coordinator Contact List
3. Calendar of Events
4. Approved Annual PTA Budget
5. Reimbursement Request Form
6. Cash Verification & Deposit Form
7. Facilities Application & Permit
8. Hold Harmless Agreement
9. W-9 IRS Form
10. Red/Yellow/Green Light Activities Guide