

**2016-2017 School Year
September 2016**

Dear Committee Chair:

Welcome to the Stoneleigh PTA Executive Board for the 2016-2017 school year. We are thrilled that you are bringing your time and talents to the work of the Stoneleigh PTA. Attached are several resources to help assist you in managing the work of your committee this year.

- One page committee plan of work
- PTA calendar
- Board members

Committee chairs are responsible for the action and activities of the PTA including planning, communication, and ensuring board approval of activities.

General committee chair responsibilities include:

- Attending monthly PTA meetings and reporting activities
- Becoming a member of the PTA
- Providing notice of all meetings to all committee members, including the PTA President and 1st VP of Programs
- Working closely with other committee chairs so duplication will be avoided and programs can be strengthened by new ideas and manpower
- Seeking board approval (via the Plan of Work) before taking any action
- Seeking approval of the SES principal and PTA 1st VP of Programs before distribution of public announcements.
- Preparing newsletter updates

PTA Executive Board Meetings

Monthly Executive Board meetings are usually held the second Thursday of each month beginning at 7:00 p.m. in the Stoneleigh Library. All Stoneleigh parents and staff are invited to attend these meetings. Committee chairs should plan to regularly attend the PTA meetings in order to ensure a quorum is present at each meeting to conduct PTA business.

Program Planning and Implementation

Anne Blanchard is our 1st VP for Programs and is available to assist you with all issues related to program planning.

Plan of Work

In order to carry out any program for the PTA, a Plan of Work must be submitted to our VP of Programs each year. It is required to ensure that our PTA remains in good standing as a PTA at the state level and to ensure a wise use of our



resources. We have streamlined the Plan of Work this year. The template for the *Committee Plan of Work* is attached.

When complete, we would prefer to receive the documents electronically. No program can be carried out and no expenses reimbursed without an approved Plan of Work. This document also serves as a record of committee activity that can be handed off to future committee chairs.

Calendar

All dates for PTA events must be on the PTA calendar and approved by Mrs. Hollenbeck, our school principal. Please review the attached *2016-2017 PTA Calendar* to ensure that your events are listed.

Facility/Building Use

Use of the Stoneleigh School building requires the completion of the BCPS Facility Use Form and approval by both Mrs. Hollenbeck and central BCPS staff. Facility use approval can take up to 4 weeks, so it is essential that you complete the facility use request as soon as your event date is approved. The online request can be found here:

<http://www.bcps.org/apps/FacilitiesUse/Login.aspx?ReturnUrl=%2fapps%2ffacilitiesUse>. You must create an account to access the online request form, which only allows for request of the cafeteria and gymnasium.

For any other rooms requests you need to fill out a hard copy form. Those forms are available from Mrs. Wingerd in the main office. **It is important to note that no invitations or registration forms for events can go out to students until building use is approved.**

Volunteers

Gerri Nichols is our 2nd VP for Volunteers. She compiles all volunteer forms and contacts each committee chair with a list of people interested in working on your committee. Committees with immediate volunteer needs in the fall will be compiled first. Please contact each volunteer on your list as soon as you receive it regardless of when your actual committee work will begin. It is important that our volunteers know that they have been assigned to a committee and have an opportunity to get involved as soon as possible. During the school year if you have additional need for volunteers, please contact Gerri.

Signup Genius

Create a signup genius to gather volunteers for your event or program. Please use the "formal" template and attach the Stoneleigh pta logo that can be found on <http://stoneleighpta.org/about-the-pta/pta-forms=templates/>. Once created the signup genius should be posted on our website and sent to committee volunteers. Please contact Director of Communications Alex Bull about

posting. Sign up genius to be posted the following week must be submitted to Alex no later than 5pm the Friday before.

Crowd Control

State law requires that events where more than 50 people are gathered require someone onsite who has completed the State Fire Marshal's Crowd Manager online training. The training can take up to 2 hours and lasts for 2 years. The training costs \$19.95 and will be reimbursed to you from the PTA. **It is highly recommended that all committee chairs that hold events take the crowd manager training.** Please submit a copy of your completed Crowd Manager training certificate with your Committee Plan of Work if your event is likely to include more than 50 people. If your event is likely to include 250 people or more you must have an additional volunteer in attendance trained as a Crowd Manager. The link to Crowd Manager training is:
<https://crowdmanagers.com/training/>.

Marketing/Communications

There are many ways to get the word out about your committee events/efforts and this is essential so that Stoneleigh parents and staff understand the important work of the PTA. We are a Green School so we should strive to send out all PTA materials electronically when appropriate.

Ways to publicize your event include:

- *Prior to printing any hard copies of flyers, posters, or banners, please show your final draft to your assigned VP for proofreading.
- *Stoneleigh PTA Newsletter:* Published via email/web weekly on Tuesday, the Newsletter carries brief announcements about all upcoming Stoneleigh academic and PTA events. It is the primary communication vehicle for all purposes including: advertising (pre-event), communicating about your event once it has happened, and recruiting and thanking volunteers. To keep the newsletter friendly and readable, please keep the message succinct. Newsletter messages about your event should be submitted via the [communications form](#) by 5pm on Friday of the week before you want them published. Messages for the Newsletter will be limited to 500 characters and may be edited for content.
- *Stoneleigh Email List:* A secondary vehicle to be used when your message missed the Newsletter on Tuesday, the email list can be used for items such as final notices about events, changes in time/date due to weather, etc. To demonstrate respect for our parents' time, we will send stand-alone e-blasts in the following instances only:
 - For emergency information (e.g., school closures due to weather)
 - Time-sensitive district or school-related information (e.g. changes to MSA or PARCC testing)
 - At the specific request of the principal

- *Stoneleigh PTA website:* stoneleighpta.org is the best forum to exhibit general information about your committee and the additional details of your upcoming events that could not fit in the newsletter announcement. Your committee's web page and the PTA home page with upcoming events are available to Stoneleigh community at all times. Request updates to your committee's web page by sending details to stoneleighpta.comms@gmail.com.
- *Stoneleigh PTA Facebook/Twitter:* Facebook posts do not reach as broad an audience as the newsletter, but can be used to supplement other communications efforts. Using the communications form <link to form>, indicate that you would like a Facebook post with your event communications. Facebook posts can be scheduled so the earlier we have your event information, the better we can schedule the posts. Remember, we have no control over the Facebook algorithm and cannot control who sees the post. It is best to use it as a secondary vehicle.
- *Backpack Flyers*:* While we try to do as much as possible online, we should send paper flyers to those parents who have requested them. There are templates for flyers, both half and full page, on the Communications section of the website (here: <http://stoneleighpta.org/about-the-pta/pta-forms-templates/>). Please create a flyer, after approval, send to Vp of Volunteers Gerri Nichols for printing. Flyers must be sent to Gerri the Friday before distribution. You will then receive the copies back the following Tuesday. Mrs. Tinkler in the school front office has the list by class. Use this to distribute flyers to the teachers school mailboxes. This must be completed by Wednesday. Teachers distribute on Thursday. Please send to your committee's VP for approval. as these must also be approved by Mrs. Hollenbeck.
- *Posters*:* These may be placed around the school to advertise your event. Please check with Vp of Programs about putting your poster up. He/she will confirm with Mrs. Hollenbeck.
- *Stoneleigh Room Parents:* Stoneleigh Room Parents are volunteers in our children's classrooms who signed on to help organize and participate in "classroom activities" (versus PTA events). Therefore, we ask Board members to limit their use of Room Parents as a communication vehicle to class or grade-level specific events as much as possible. General, school-wide fundraisers and other community-wide events should focus on the other, above-mentioned communication vehicles. In all cases, please limit requests to Room Parents to one communication per event. All requests to forward information to Room Parents should be sent to the Vp of Volunteers Gerri Nichols.

The PTA is also interested in publicizing our work more broadly to the community through newspapers and community websites. A former SES parent Courtney

McGee currently writes for the Towson Times for Stoneleigh and would happily take column ideas at courtmcgee@gmail.com. The column runs every two weeks, so giving one month's notice is appreciated.

Supplies

There are many PTA purchased supplies in the SES volunteer room – napkins, cups etc, decorations. Please take a quick inventory before you purchase additional materials. If you use the last of something, please let Anne Blanchard know.

Storage

The PTA has a locked file cabinet and storage closet in the SES volunteer room. There are also open shelves that can hold tubs. There will be space for each committee to store a reasonable amount of materials. If you want to store materials at school please contact Vp of Programs Anne Blanchard.

Financial Procedures

Expense Reimbursements

When seeking reimbursement for PTA expenses approved through the Plan of Work, please complete a disbursement form within 60 days of purchase; attach original receipt(s) and obtain signature/approval from Vp of Programs. It can then be forwarded to the PTA Treasurer Greg Dildine who has a mailbox in the SES Office. The disbursement form can be found on the PTA website or can be emailed by Greg.

Check Requests

For a check needed to pay an invoice or in advance for payment at time of service, fill out a disbursement form, attach invoice, and obtain approval/signature from Vp of Programs. It can then be forwarded to PTA Treasurer who will pay invoice or cut and distribute check.

It is important to know that two officers' signatures are required on all PTA checks, so please provide the Treasurer with sufficient notice to issue checks and obtain signatures.

Please note that the PTA is **not** exempt from paying sales tax on any items purchased for use.

Collections

When collecting money for an event, obtain cash boxes from the PTA treasurer. After the event follow these guidelines for handling cash:

- Create/utilize a tally sheet (you may create your own tally sheet) to track the money and checks collected.
- Complete the deposit form found on the PTA website by counting the money and securing cash in envelope(s) with total count written on deposit form/tally sheets and sign. Make sure to include checks in the deposit form.
- Committee chairs should then give the deposit form/tally sheets and money/checks to Anne Blanchard for verification and deposit.
- As a point of procedure - The person making the deposit should return the **original** bank deposit receipt ASAP to the PTA Treasurer's mailbox.

Corporate Donations/Fundraising Checks

Checks should be made out to: Stoneleigh Elementary PTA and sent directly to school:

PTA Treasurer
% Stoneleigh Elementary School
900 Pemberton Rd.
Baltimore, MD 21212

Contracts

The PTA President must sign all contracts for PTA events. Please contact Melissa Baker if you need a contract signed.

Committee History

It is important for committee chairs to keep files (either electronically or in a notebook) with information about your committee's activities. Please keep important papers such as contracts, agreements, budgets, flyers, plan of work, building use requests, newsletter articles etc. It is also very helpful to your successor if you are able to include a running timeline to help planning in future years. At the end of the school Vp of Programs and pass along your notebook or flash drive with electronic copies. It will be very much appreciated.

Questions

Throughout the year you may have questions, PTA officers are here to support your work and are willing to discuss any questions or issues you may have. Please use us as a resource.

Melissa Baker - PTA President - president@stoneleighpta.org
Anne Blanchard - 1st Vp of Programs - vpprograms@stoneleighpta.org
Gerri Nichols - 2nd Vp of Volunteers - stoneleighpta2ndvp@gmail.com



Lynne Mastervich - 3rd Vp of Membership - stoneleighptamembership@gmail.com
Alex Bull - Director of Communications/Sec. - communications@stoneleighpta.org
Greg Dildine - PTA Treasurer - stoneleighptatreasurer@gmail.com

Thank you for all you do to make SES an amazing place for our students to learn and grow.

Sincerely,
Melissa Baker