



KBES PTA 2019-2020

Committee Chair Handbook

Revised August 2019

Board Contacts

President: Paul Soporowski
kbesptapres@gmail.com 386-453-3621 (cell-call or text)

Vice President: Kari Kirkpatrick
kbesptavp@gmail.com 484-343-3172 (cell-call or text)

Vice President of Communications/ Volunteer Coordinator: Renee Solderitch
kbesptavolunteer@gmail.com 484-264-8267 (cell-call or text)

Secretary: Wendy Juniper
kbesptasec@gmail.com 484-809-2542 (cell-call or text)

Treasurer: Bobbi Bromley
kbesptatreas@gmail.com 484-510-0500 (cell-call or text)

Welcome! We would like to thank you for offering your time to help us coordinate our PTA events. It is people like you who make our PTA and school what it is today. We have a few procedures that need to be followed to ensure that the event will run smoothly.

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PTA Meeting Dates

General PTA meetings will be held at 7 pm in the KBES library on the following dates:

- Monday, September 9, 2019
- Monday, October 7, 2019
- Monday, November 4, 2019
- Monday, December 9, 2019
- Monday, January 6, 2020
- Monday, February 3, 2020
- Monday, March 2, 2020
- Monday, April 6, 2020
- Monday, May 4, 2020

*Meeting reminders will be communicated via Facebook, Remind App, and Schoology.

The PTA Board will be meeting at additional times as needed. These Board meetings will be announced and Committee Chairs with an upcoming event are encouraged to attend these meetings as needed to discuss your event/activity.

Committee Reports: Committee chairs are to give an update at the General meetings before and after the event. If you have a project in the works or have just finished a project, please email a report to the PTA Secretary and the PTA President by the 1st of the month of a General meeting to ensure it makes it into the PTA Reports. If you can attend General meetings in person, it is much appreciated.

Chairs/Co-chairs: We have designed the sign up to make sure everyone who wants to be involved has an opportunity and also so that others are not getting overwhelmed. As Chair or Co-Chair it is requested that you reach out to those who have signed up to volunteer at your event so as to 'break the ice'. This will give you an opportunity to answer any logistical questions that may exist and devise a processes that will work best for your committee. If you need further contact information, please ask the Board. Committee chair and co-chair emails are listed on the KBESPTA.org website. Communication is always the key to success. The board is always here as a resource also.

Event Publicizing & Media

Newsletter

All submissions for the PTA Newsletter should be emailed to the PTA Secretary, by the 21st of the preceding month. Please either type your information directly in your email or in an editable Google Doc.

PTA Website

Our Kbespta.org website is regularly updated with events but if you would like something in particular added, please email the PTA Secretary and the PTA President at kbesptapres@gmail.com.

Social Media

If you would like an event posted to the KBES PTA Facebook Page, please reach out to the PTA Volunteer Coordinator or the PTA Vice President. The KBES PTA Facebook page should be a 'one-stop shop' for all PTA-related event information. The Kenneth N. Butz, Jr. Parent Page on Facebook can be posted to by anyone.

Flyers/Copies

All correspondence that will be sent out to parents must first be sent to the President/Board to proofread. Items may be emailed or left in the PTA mailbox (just notify the PTA President via text or email to check the box). Please get the flyer to the Board for approval 3 weeks before the event. Note: some items may require advanced notice. This way the finished item is copied and distributed to the families at least 2 weeks before the event. **If your event requires money to be collected, please indicate on the form that fees can be collected via Cash, check payable to KBES PTA, or PayPal.** Please communicate with the Board if you have experience making copies at the school or will need assistance. Again, please leave us time to educate you in the use of copier or make arrangements. Also, please keep in mind the District's green policy. If possible utilize Facebook pages and Schoology request. Contact the board to assist with a Schoology request from the Principal. Use a half sheet of paper if possible. Copies are only available in black and white. Colored paper is available.

Event Planning Information

Event Dates & Times

Please refer to the calendar for event times/dates. These start times have been approved by the principal and/or District and must be followed.

Committee Chair Contacts

Committee chair/co-chair names and emails are listed on the PTA website at www.kbespta.org.

Facility Use Forms

All forms have been filled out by the President/Board and filed with the District for all of our events. Therefore, if you need to schedule a meeting, change a day/time of an event from what is listed on our calendar, please notify the PTA president at least 6 weeks before. Any changes must be approved by

the principal. Also, please communicate with the Board if you need additional set up (tables, extension cords, chairs). The PTA president has copies of all forms and can share with you what was submitted. **It is the chair's responsibility to communicate any additional needs at least 4 weeks in advance so custodial staff can plan appropriately.** If you are heading an event that was newly added, please communicate with the President to assure the facility use form has been completed.

Food During Events

If you will be planning and purchasing food for a school day or evening activity, please discuss plans at least 4 weeks in advance with the PTA President and Volunteer Coordinator as we must follow the District's rules to assure food safety.

Supplies/PTA Room

Need cups, plates, napkins, tablecloths, markers, tape, glue, crafts, balloon weights, trays, crafts, etc?...we probably have it. Please, check the PTA Room before purchasing supplies.

Evaluation Form

Within 2 weeks of the end of your event please complete Event Evaluation Form. Please return it to the PTA President or leave it in the PTA mailbox. This information is needed to help plan for the future.

Questions

The PTA Officers are always here to help. Contact information for the Board is available on the first page of this document and on the PTA website at www.kbespta.org.

Obtaining Event Volunteers

Sign-Up Genius

We are using Sign Up Genius for all volunteer or item donation requests. It is the chair or co-chair's responsibility to create the sign up (earlier the better) and share it with the Volunteer Coordinator at least 3 weeks prior to the event. She will recommend any adjustments and then will publish it for you to get it out to our volunteers (at least 2 weeks prior to event). This way YOU will receive the notifications if someone signs up or can no longer make it. If you are lacking volunteers and think it would be beneficial to have the sign up sent again, please contact the Volunteer Coordinator. In addition to Sign Up Genius, requests will be posted on the KBES PTA Facebook Page, the Kenneth N. Butz, Jr Parent Page, and on the Remind App.

High School Volunteers

If you are requesting DAYTIME volunteers such as cheerleaders, football players, basketball players, all requests must go through the HS Principal, Mr. Davis, for approval. If your request is for an evening event, you may contact the coach.

Event Finances

Soliciting Donations

The Community Coordinator is available to assist with soliciting local or national vendors for donations to offset our expenses and to also help market our supporters. If there is no Community Coordinator, or if you wish to obtain your own donations, please communicate with the PTA Secretary and the PTA President so that vendors can be tracked to prevent multiple asks and also so vendors can be appreciated via FB, website, or signage at an event.

Requests for Reimbursement

Please see 2019-2020 Budget Report for the budget set aside for your event. If you have any questions, please ask the PTA President or PTA Treasurer. *Expense budget allotments must be strictly adhered to.* You are volunteering your time and talents. You are not expected to finance the event. Please submit your receipts or if you are making a donation please inform the Board. Knowing what an event accurately costs helps us to budget for the future. Please include the original receipt and have a reimbursement/check request form filled out. **Requests must be submitted within 30 days of purchase or the event date.** Make an extra copy for your records. Forms can be emailed to the treasurer or left to her attention in the PTA mailbox. **REIMBURSEMENTS RECEIVED WITHOUT THE PROPER FORM and RECEIPTS WILL BE RETURNED TO YOU.** Extra forms are in the PTA room and on the KBES PTA website.

Cash/Checks Received

All cash received from an event is to be counted and a DEPOSIT form is to be filled out and signed. All deposits should be counted by **two people** and then given to the treasurer within 5 days of the event or collection. Make an extra copy for your records. Please indicate if some payments were made via PayPal and the PTA Treasurer will verify receipt. If the PTA Treasurer is not available, then the deposit can be given to the President or to the school secretaries to be secured in the school safe. Email or text the PTA Treasurer to let her know when you leave deposits. Extra forms are in the PTA room and on the website. Please use a system (preferably an excel spreadsheet or written record) to track cash/check numbers, items ordered, etc in case of questions. All checks and cash are for deposit only.

Additional Treasurer's Tips

Copies of all forms can be found in the PTA room, attached to this email, and on the KBES PTA website.

PTA Expense/Reimbursement Form

Must be submitted with the required receipt or invoice. Attach all receipts or copies of receipts. If a vendor is to be paid directly, attach the vendor invoices. Please sign the invoice and indicate that it is approved. Make sure all pertinent information is filled out on the Request form. All checks must be signed by 2 officers. Therefore, please give us at least 2 weeks notice when a check is needed. The PTA can only pay via check, no cash.

Starting Cash

If your event requires starting cash (Holiday Shop, Family Fun Night, Membership Dues during Open Houses, 50/50 Drawings), please inform the treasurer 1 week in advance. Starter cash will be locked in the school safe. Arrangements will be made for the money to be released to you and for the return to the safe. Totals will be verified and signed for upon receiving & returning the starting cash. The PTA has a cash box & money bags available.

Deposits

Checks should be made payable to **KBES PTA**. A PTA Deposit Form must accompany the deposit. All deposits should be counted by **two people** and both sign the Deposit Form. The treasurer will then verify that the amount is correct before depositing it. The treasure will notify you via email (if provided on deposit slip) that the money was received and verified. All deposits should be delivered to the treasurer or left in the safe in the school office. Please notify the PTA Treasurer when you leave a deposit in the safe.