



Evergreen Mill PTA

Committee Chair FAQ's, Tips & Guidelines

2018-2019

THANK YOU FOR VOLUNTEERING!

Our hope is that you'll find this a helpful guideline as well as a reference of reminders to keep your event running smoothly! We've tried to compile a Frequently Asked Questions [FAQ] for you! That said, please do not ever hesitate to reach out to any one of the PTA Board Members at any time with questions, concerns, feedback or ideas! We're to help you!

PTA Membership

All Committee Chairs are required by our bylaws to be active PTA members so please make sure you join the PTA as soon as possible and mark your calendar for the monthly PTA meetings, your attendance and support is crucial to our success!

Contact information for the 2018-2019 school year:

PTA Executive Committee

President

Mike Grafton

Cell: (703) 554-7426

Email: Michael.Grafton@yahoo.com

Treasurer

Beth Weatherford

Cell: (703) 585-8051

Email: bhealy0620@gmail.com

Vice President

Jessica Stinnette

Cell: (703) 576-2127

Email: thestinnettes@gmail.com

Secretary

Vanessa Simon

Cell: (434) 409-6457

Email: vesimon08@gmail.com

School Administration

Principal

Michael Pellegrino

School office: (571) 252-2900

Email: michael.pellegrino@lcps.org

Assistant Principal

Daniel Lani

School office: (571) 252-2900

Email: Daniel.Lani@lcps.org



FAQ's of Committee Chairs

PTA MEETINGS: When are they and how often?

- How long does a PTA Meeting last?
- Can I bring my kid[s]?
- What is the purpose of the meeting?

GETTING HELP:

- Where can I find details on the event previously put on by another committee chair?
- Is there a physical folder for each event in the school office?
- How do I find volunteers?

FLYERS:

- Do I have to create the flyer?
- Who needs to approve the flyer before printing?
- How soon before the event should a flyer go out?

COPIES:

- How do I make copies?
- What paper should I use?
- Where is the class list for flyer distribution?
- Who else needs a copy of the flyer?

MARKETING THE EVENT:

- How do I get the word out to the widest audience?
- What if a form needs to be signed and returned?
- What if I want an event added to the PTA calendar?
- Can I use PTBoard.com for payment?

BUDGET & REIMBURSEMENTS:

- Do I have a budget for my event?
- What if we fall below our budget?
- What if our budget wasn't large enough?
- How do I get reimbursed?
- Where do I place my completed reimbursement form & receipt[s]?
- What if I need a check to pay a vendor?

COLLECTING MONEY FOR EVENT + CASH BOX REQUEST

- Who should checks be made payable to for PTA events?
- Should I hold onto money collected prior to an event?
- How can I get the money to PTA Treasurer, Beth, soonest?
- What if I can't get Beth the money within 24 hours of the event?
- How can I get a cash box for my event?
- Do we have an ability to accept online payments?
- What about leftovers from an event?

BUILDING PERMIT – USING THE SCHOOL FOR EVENTS:

- How can I reserve the cafeteria or other room in school for an event?
- How advance should I reserve the room?
- Can I also request table and chair set up, audio, etc?
- Who is responsible for providing cleaning supplies for end of event?
- Who is responsible for clean up after the event?
- Do we have use of the School Kitchen?



FAQ's Answered

PTA MEETINGS:

- **When are they and how often?**
 - Typically, the 1st Monday of every month at 7pm and are held September – June.
- **How long does a PTA Meeting last?**
 - We are cognizant of everyone's busy schedules [& bedtimes!] and try to keep to 1 hour.
- **Can I bring my kid[s]?**
 - Of course! Meetings are held at Evergreen Mill Elementary school library and we often have kids sit quietly in a corner and read or do their homework.
- **What is the purpose of the meeting?**
 - We not only recap past events at the school, we more importantly discuss upcoming events and ask you ensure you're at the PTA meeting that is prior to the event you host to discuss expectations as well as any needs you may still have. We always welcome fresh ideas and also use this time to hear from the Principal & Vice Principal with anything they have an update on.

GETTING HELP:

- **Where can I find details on the event previously put on by another committee chair?**
 - **Dropbox!** When you volunteered to be Chair of a Committee you should've been sent access to a dropbox folder pertaining to your event from years past for reference.
 - If you did not, just ask any member of the PTA Board to send you this link.
 - Our goal is to keep this updated year after year so your contribution to it is key!
 - Keep flyers, newsletter content, important mail, budgets, and committee meeting info, points of contact, summary of events, etc. handy for reference this year and next. At the end of your event, please upload all documents to the PTA dropbox so it can be given to your successor before the end of the school year.
- **Is there a physical folder for each event in the school office?**
 - **Yes!** Each committee chair has a folder in the top drawer of the PTA file cabinet located in the Teachers' Lounge. Please check it regularly - mail, reimbursement forms, returned forms, etc. will all be placed in your folder. *Especially important for if you have a sign up form that is returned by parents and/or student*
 - Make sure to check this folder regularly prior to your event!
- **How do I find volunteers?**
 - Our Vice President and Volunteer Coordinator, Jessica Stinnette (thestinnettes@gmail.com), organizes information from our Volunteer Sign-up Forms and will supply you with contact information for your committee volunteers.
 - Try to get in touch with everyone on your volunteer list either by email or phone as soon as possible to establish a line and get the ball rolling.
 - If you can, please ensure each phone call or email is returned within 48 hours.

FLYERS:

- **Do I have to create the flyer?**
 - **Yes!** A previous flyer to reference will likely be in the dropbox, but have fun getting creative!
- **Who needs to approve the flyer before printing?**
 - ***This is very important*** All flyers and other written information to be sent home with students must be pre-approved by PTA President, Mike Grafton and then by Mr. Pellegrino, prior to print and distribution.



Please contact Mike as soon as possible if you would like to send a flyer home. He will review the document, get approval from Mr. Pellegrino, and let you know if changes are required. Please wait until he gives you the go-ahead before you copy and distribute your flyer.

- **How soon before the event should a flyer go out?**
 - In order to have a flyer go home in a Friday folder, you should plan on getting it to Mike by no later than Monday evening of the same week. That should give enough time for the approval, translation, and copying process.

COPIES:

- **How do I make copies?**
 - Please use the school copier for all copying. If for any reason you would like to pay to have copying done elsewhere, please contact the PTA Treasurer, Beth Weatherford (bhealy0620@gmail.com), before doing so.
- **What paper should I use?**
 - **Not the School's white paper!** All PTA paper will be clearly marked, found on the far right set of cabinets in the main office copy room.
 - Please be sure to place the PTA paper in Tray 4 of copier, remove it upon your copying completion and replace it with the white paper that was in it.
 - Only use paper and supplies designated for the PTA. The labeled PTA cabinet contains copy paper and other PTA office supplies.
 - If you notice the paper supply is low, check with one of the custodians to verify that the PTA paper is not in the storage room. For any issues regarding the paper supply, please contact Jessica Stinnette.
- **Where is the class list for flyer distribution?**
 - There is a copy list in the copy room that lists how many students are in each class.
 - Please make enough copies so there is one for each teacher plus a few extras per class.
 - We recommend flyers are placed in the teachers bins [at the front of the main school office] before Thursday afternoon to allow teachers time to place in Friday folders.
- **Who else needs a copy of the flyer?**
 - Please place an extra copy of all approved documents in each principal's mailbox and give copies to each secretary for her records.
- ***Special Note:** When using the copy machine please give teachers priority, followed by parent volunteers who are copying on behalf of a teacher.
- ***Special Note:** Always remember to sign in and out of the book at the office – and tell your committee members to do the same. Virginia PTA tracks school volunteer hours.

MARKETING THE EVENT:

- **How do I get the word out to the widest audience?**
 - We want to always ensure everyone knows about the event for a great turnout!
 - Make sure to distribute your paper flyer in enough time for people to plan for the event.
 - Please contact Jessica Stinnette or Vanessa Simon with the approved flyer/form in pdf format to post to any of the following and allow at least one week for posting online:
 - **Facebook:** Evergreen Mill Elementary School PTA page
 - **School Website:** <https://www.lcps.org/site/Default.aspx?PageID=45357>
 - **EMES PTOBoard Website:** <https://evergreenmills.ptboard.com/>
 - **School Newsletter**
 - **Email Announcement**
 - **Bulletin Board Poster or Announcement**



What if a form needs to be signed and returned?

- Any form that you are sending home to be returned by parents should also be posted on the website for parents to download.
- Make sure to check the PTA filing cabinet weekly for your folder event returned forms.
- **What if I want an event added to the PTA calendar?**
 - If you are adding an event date to the calendar, please double check to make sure that your date was added to the PTA calendar on the website. Please let Mike know if you need to add a date to the calendar or make a change.
- **Can I use PTBoard.com for payment?**
 - Of course! If your event will be utilizing PTBoard.com for payment, please confirm with Mike to make sure that it is posted appropriately on the website and the link is working.

BUDGET & REIMBURSEMENTS:

The Check Reimbursement & other Paper forms are in the top drawer of the PTA filing cabinet, or you can download a Check Request/Reimbursement Form from the PTA website under "Forms."

- **Do I have a budget for my event?**
 - Should you have any questions on your event or program budget, discuss with Treasurer, Beth Weatherford. Spending is pre-approved at the beginning of the school year by the PTA so we must plan to spend within those approved limits.
 - Manage your event or activity budget as if it were your own. Communicate budgetary parameters to your entire committee, set spending limits before the first dollar is spent, and have a clear plan as to who will be purchasing items for the event. If you are unsure of your budget or if your committee's budget is shared with another committee, contact Beth to determine what your budget amount is.
- **What if we fall below our budget?**
 - **That's always a win!** Minimize costs where possible and be thrifty and creative. For example, always check the PTA supply closet or with Jessica before purchasing items for your event. If you don't find the supplies you need, first try Office Depot, where the PTA gets a significant discount. Please contact Beth to get the Office Depot discount card before you make any purchases. Please keep your Office Depot receipts and turn them in to Beth along with the Office Depot card ASAP.
- **What if our budget wasn't large enough?**
 - If in the rare event you and your committee feel that it is necessary to increase your budget after the annual PTA budget has been approved, please contact Beth and Mike to see if a) we have other options to help you reach your committee's objectives or b) the budget increase is one that fits the PTA's mission and c) is affordable. If they recommend that your budget increase be considered for a vote by the membership, you will need to present your request at the next PTA General Membership meeting. Please contact Vanessa to be added to the meeting agenda.
- **How do I get reimbursed?**
 - We really appreciate the fact that our chairs are willing to use their own funds to initially purchase items for their event. We want to make sure that you get reimbursed.
 - **Please save your original receipts, as they are required for reimbursement.**
 - **Please complete the check reimbursement form, as it is required for reimbursement.**
 - All reimbursement requests for an event need to be submitted to Beth Weatherford as soon as possible, and no later than 30 days after the event.
- **Where do I place my completed reimbursement form & receipt[s]?**
 - Please tape your original receipts to a blank 8 1/2 x 11 sheet of paper and circle the items for which you seek reimbursement. Please submit your receipts and the signed request for reimbursement form to Beth in the PTA mailbox at the front office. Please give Beth a heads-up that you will be submitting your reimbursement request.



*Special note: Please do not wait until the end of the school year to submit your reimbursement requests (unless your event occurs at year's end)! Our fiscal year ends on June 30th, 2019, and the treasurer is not authorized to reimburse after that date.

- **What if I need a check to pay a vendor?**
 - If your purchase requires the PTA to issue a check to a vendor, please submit all bills/invoices as soon as you get them, along with a signed Check Request/Reimbursement Form, so that Beth can pay the vendor prior to their payment due date.
 - *Special Note: all contracts with vendors must be reviewed and signed by Mike Grafton.

COLLECTING MONEY FOR EVENT + CASH BOX REQUEST

- **Who should checks be made payable to for PTA events?**
 - When you are collecting money please have all checks made out to **EMES PTA** and, if possible, ask the check writer to indicate on the memo what the check is for (e.g. "Spiritwear.") Those writing checks should write them for each individual fundraiser.
- **Should I hold onto money collected prior to an event?**
 - Make sure you have a system in place to safeguard any monies that come in from your event and to keep track of those funds on an Excel spreadsheet. Contact Beth to get a copy of the spreadsheet template. Ideally, turn in all monies within 24 hours of your event's conclusion. If you have an event that takes place over several days, please turn in monies to Beth on a regular basis.
- **How can I get the money to PTA Treasurer, Beth, soonest?**
 - Please make arrangements to personally deliver the funds to Beth, and she will count, verify, and deposit them. She will send you a spreadsheet via email detailing a breakdown of the money and the amount deposited.
 - DO NOT LEAVE MONEY IN THE PTA MAILBOX NOR IN ANY UNSECURE LOCATION! Never leave money unattended – even for a second!
- **What if I can't get Beth the money within 24 hours of the event?**
 - The PTA now has a safe at the school. Please contact Beth if you need to leave funds there (for example, if you are unable to meet with Beth to transfer the funds that evening -- make sure that you fill out and sign the spreadsheet and put the funds in an envelope, clearly marked!) Funds (such as cash and checks) that come in via classrooms will be immediately placed in the safe by one of the PTA officers. Please contact Beth or Mike to access the safe.
- **How can I get a cash box for my event?**
 - Some events have been pre-approved in the budget to collect funds that will require a cash box. If your event is one of those, please contact Beth at least one week ahead of time to get the cash for making change. She will either give you a stocked cash box on the day of the event or write you a check that you can cash to obtain change (\$10s, \$5s, \$1s and coins as dictated by your needs). You are responsible for the safety of the cash box and its contents. When you turn in your funds from your event, you will need to account for the starting cash on a separate spreadsheet.
 - **Do not let children or other unauthorized persons handle the cash!**
- **Do we have an ability to accept online payments?**
 - **Yes!** You can pay through evergreenmills.ptboard.com and click on 'form and payment' and a flyer for that event should appear if it's available. Add to your cart and pay online.
- **What about leftovers from an event?**
 - Any leftover supplies that were purchased by the PTA belong to the PTA. Paper and other office supplies should be returned to the PTA closet. Unopened, non-expired food items (such as candy, soda, water or chips) can be turned over to the next person providing or selling food at an event. Small amounts can be donated to the EMES staff. Please contact Sarah if you have any questions about what to do with leftover supplies.



BUILDING PERMIT – USING THE SCHOOL FOR EVENTS:

How can I reserve the cafeteria or other room in school for an event?

- Please contact Mike Grafton to determine if a form has already been completed for your event or to create a new form. Your building use form should include a request for any space inside the school walls and the school grounds that you will be using, not just the cafeteria and multi-purpose room (example: include the hallways or any outside areas you may be using). Make sure you include set-up time, clean up time, and if you will need a custodian. Always double-check the information on the Building Use Form with Mr. Lani in the office at least 30 days prior to event.

How advance should I reserve the room?

- A Building Use form must be completed at least 30 days prior to your event and approved prior to holding an event at the school.

Can I also request table and chair set up, audio, etc?

- **Yes!** Contact Assistant Principal Mr. Lani in advance if you need tables, extension cords, audio system, microphones, PE equipment, microwaves, carts, or any other school-owned property. You are responsible for taking care of those items while in your possession.
- If you are setting up for an event after school hours or on the weekends, you need to make arrangements for maintenance/custodians to be there to let you in and/or lock up after you are finished.

Who is responsible for providing cleaning supplies for end of event?

- All cleanup materials, such as paper towels, should be part of the event budget and brought to the school. We cannot use the kitchen supplies.
- Please check the PTA closet in the main office for supplies or contact one of the PTA officers before you purchase anything.

Who is responsible for clean up after the event?

- You are responsible for making sure you have a sufficient cleanup crew. Jessica Stinnette can help make sure your volunteer needs are met.
- You and your event crew are responsible for wiping down all tables and putting them away, taking down decorations, putting borrowed school equipment away in the proper location, putting PTA items back in the PTA closet, sweeping and mopping up floors as necessary. The custodians will assist with this process.
- When using the school tables, please use table covers to protect them and for easy cleanup. The PTA has several plastic tablecloths located in the PTA closet. They should be wiped down before being folded and returned to the PTA closet.
- ***Special Note: Always leave the school the way you found it or cleaner!**
 - The custodian is here to assist us and should not be left with a huge mess.

Do we have use of the School Kitchen?

- Use of the kitchen in any aspect needs to be cleared with the principal before your event. We are NEVER allowed to use the ovens or any of the heating devices in the kitchen. To do so without a paid cafeteria worker on site is against Loudoun County School rules!

ADDITIONAL NOTES FOR COMMITTEE CHAIR:

- If you are using multiple locations in the school or outside during an event, it is important to have an adult present in all locations at all times.
- If, as Committee Chair or Coordinator, you are **not** able to be at the event from start to finish, please let the PTA President and the Principal know who will be in charge in your absence.
- At no time should children be in the school storage areas or kitchen unless supervised by an adult.
- You are responsible for taking down any posters or any other information located through the school once your event is over.



Evergreen Mill Elementary School PTA

Check Request/Reimbursement Form

Date: _____

Person Requesting Disbursement: _____

Reason for Request: _____

(Event/Committee Supported) _____

Check Payable to: _____

Address (if needed): _____

Amount of Request: _____

Signature: _____

All receipts/invoices must be attached

To Be Completed By PTA Treasurer

PTA Officer Approval: _____

PTA Treasurer Approval: _____

Check #: _____

Date Paid: _____

Amount Paid: _____

Budget/Line Item charged: _____



Evergreen Mill Elementary School PTA

Building Use Request Form

1	LOUDOUN COUNTY SCHOOL BOARD			
2	21000 Education Court			
3	Ashburn, Virginia 20148			
4				
5	Application For Community Use of School Facilities and Grounds By All Non-School Users			
6	<i>(Submit Completed Application Directly to School/Facility Requested for Use)</i>			
7	The Undersigned hereby makes application on behalf of:			
8	(Full Name of Organization - DO NOT ABBREVIATE)			
9	for special use of:	School, for		
10		(Name of School)	(List Type of Activity)	
11	on:	, from	AM/PM to	AM/PM
12	(Day of Week)	(Month / Day / Year)	(Hours of Use)	(Hours of Use)
13				
14	Number of Persons Expected to Attend: _____		Number of hours facility will be used (include set-up/take-down): _____	
15				
16	Space Requested: _____			
17				
18	Will Admission Be Charged?	Fees Collected?	Donations Solicited?	
19	If "Yes", Please Explain: _____			
20				
21	Will Anything Be Sold?	If "Yes", What?		
22	<p style="font-size: small; margin: 0;">The Undersigned certifies that he/she is familiar with Rules and Regulations of Loudoun County School Board for Community and Local Use of Public Buildings, and that such Rules and Regulations and Statutes will be enforced by said user. The Undersigned accepts for the user the full responsibility for any and all damages to school property caused by said use, and for the prompt settlement of claims for such damage. If the School is not notified of a cancellation of a permit by an organization, the Undersigned will be responsible for payment of all fees even though the building or grounds were not used.</p>			
23				
24				
25	<p style="font-size: small; margin: 0;">INDEMNIFICATION AGREEMENT: In consideration of the Loudoun County School Board granting to the Undersigned the privileges to use certain facilities of the School Board, the Undersigned, if more than one, jointly and severally, hereby agree to indemnify and save harmless the Loudoun County School Board and all employees and members thereof from any and all claims, causes of action, demands, suits, or actions at law and in equity for any loss or personal injury suffered or received by any person arising out of or occurring during the use of any facilities owned or maintained by Loudoun County School Board in connection with the use of said facilities.</p>			
26	<p style="font-size: small; margin: 0;">In the event of any claim being asserted, the School Board agrees to give the Undersigned written notice thereof as soon after such claim is asserted as is reasonably practical.</p>			
27	**** PLEASE WRITE CLEARLY ****			
28				
29	Signature:	Title:		
30	(Printed Name - Contact Person)			
31	Address of Contact Person: _____			
32				
33	Telephone Numbers: (HOME)	(BUSINESS/CELL)	Date Application Filed:	
34				
35	Signature:	Title:		
36	(Person/s Submitting Application)			
37	E-mail Address: _____			
38	(Relationship to Group)			
39	NOTE: If application is processed through the County of Loudoun Department of Parks and Recreation the signature of the Director of Parks and Recreation must be secured below.			
40				
41	Signature:	Title:	Director	
42	(Loudoun County Department of Parks and Recreation)			
43	The above application has been reviewed in the light of the Rules and Regulations governing school facilities and grounds use in Loudoun County, and the application is:			
44			Approved	Not Approved: _____
45				
46	Signature: _____	Approximate Fees: (NOTE: Two-Hour Minimum)		
47	(Principal/Facility Administrator)	Space Requested: _____		
48	Title: _____	Supervision/Custodial: _____		
49				
50	Date: _____	Total Approximate Fees: _____		
51				
52				
53	Copy To:	Assistant Superintendent for Support Services	Organization Requesting Facility Use	School/Facility
54				
55	Revised: November 2010			