

Dear Middlebrook PTA Committee Member,

I would like to welcome back all returning committee members and a special welcome to all the new members. I am looking forward to working with you and making the school years a huge success.

I wanted to take this opportunity to provide you with some information and important dates. Please continue to read, as some things have changed from prior years. A copy of this letter is to be kept in the committee binder/folder for future reference.

In addition to the specific responsibilities contained in the individual job descriptions for your committee, there are certain guidelines that pertain to all chairpersons.

Event Selection

If your committee is responsible for a specific event, such as Bingo or Holiday Boutique, please complete a "**Facility Use Form**" and return it to Mrs. Dunn as soon as possible. Once approved, you will need to advise the custodial staff of the date, time and any room or set-up needs. This is to prevent any conflicts with other school functions that you may not be aware of. Please provide me with a copy and keep one for your records.

Budget

As chairperson you are in charge of your committee's budget. You are free to use the amount in your line item to carry out the responsibilities of your committee as you see fit.

Always check the PTA room first for items such as paper goods, coffee, tea and other event leftovers.

It is the chairperson's responsibility to approve the expenditures of your committee members and submit reimbursement requests to the Treasurer. Please spend wisely and stay within the approved budget. If it is necessary for you to seek additional funds, please try to anticipate this need early on. The Executive Board is very limited in what it may approve. Any additional spending requests must be approved at a PTA meeting. To eliminate any potential problems, approval must be granted prior to the money being spent.

In order to comply with IRS regulations, the following rules must be followed regarding treasury related PTA activities.

Vouchers for Reimbursements: A voucher must be completed and submitted with the original receipt to be reimbursed for PTA expenses. The entire voucher (white and yellow copies) must be submitted. The yellow copy will be returned with the payment. Completing and signing the voucher indicates that the board member has verified the expense/invoice. If you purchase items for another committee, that chairperson must approve the expense and sign the voucher. All vouchers with appropriate backup should be placed in the treasurer's mailbox in the PTA workroom. Properly submitted vouchers will be paid in one week. Payments will be returned to your PTA mailbox unless otherwise instructed. Please remember to check your mail!

Start up Cash: It is the responsibility of the appropriate committee to advise the treasurer of the need for start up cash for an event and to get change from the bank. Minimum advance notice of at least one week will help to ensure that you have the money on time. Typically, the need is for about \$75 to \$100, depending on the event. Usually, the necessary amount is listed in your notebook with the appropriate breakdown of change. If the information is not in your notebook, please call the treasurer and based on prior years financial records, she will suggest an amount. Remember, a voucher must be submitted.

Deposits: For moneymaking events, it is the responsibility of the committee chairperson to count the cash and checks and to record the total of the deposit on a voucher. When the treasurer makes the deposit, she runs a tape of the dollar amounts and gives it to the bank with the deposit and deposit slip. She does **not** keep track of the person who made out the check or the check #. That is the committee's responsibility. **The board member should make a spreadsheet, for their records, listing writer of check, check # and \$ amount.** The voucher should list the amount of cash, coin, and checks. All paper money should be banded and change rolled. Do not mix the dollar denominations in the bands. Bands and change rolls are available in the PTA workroom. The treasurer will re-count the money to confirm accuracy and make the deposit. If there is an error, she will contact you.

Teacher Advisors: A note requesting money or payment will not be accepted. A voucher with the original receipt/invoice must be submitted for payment. A check will be paid to a company with the appropriate invoice or paid to a faculty member provided that the original receipt/invoice shows payment made. Turnaround time is approximately one week.

Please remember -Payment will not be made if there is no voucher and no original receipt/invoice. Signatures are a must!!

PTA Meetings

We encourage **everyone** to attend the meetings. If you are not able to attend, please make every effort to have your committee represented. Although a portion of each PTA business meeting is set aside for committee reports, you are not obligated to give a report at every meeting. Our hope is to make each meeting as quick as possible but still be productive!

You will need to give a report if:

1. You want formal approval for a new idea or plan or vendor change.
2. You need additional funds approved.
3. You want feedback on an idea.
4. You want to ask for additional volunteers or pass around a sign-up sheet.
5. Provide an update on what your committee has been doing.

Remember PTA meetings are filled with useful information for all parents. You will receive updates on what is happening throughout the school - news you won't hear anywhere else. You can ask questions and voice your opinions. You can decide how to raise money for the school and - even more importantly - how to spend it. Bring a friend. The more people the more results.

Notices/Flyers

Each committee is encouraged to send out notices regarding upcoming events, fundraisers or announcements. Please note, however, that we are trying to reduce the amount of paper usage so please consider using a half sheet for your notices/flyers. **.Mrs. Dunn must approve ALL notices prior to distribution.** You can email them to her at dunni@trumbullps.org.

All PTA notices/flyers are to be copied on blue colored paper (located in the PTA room).

The words "Middlebrook PTA" must be visible on the top of all flyers.

All notices should also refer everyone to the Middlebrook website for information (www.middlebrookpta.com). Therefore, a copy of the approved flyer should be emailed to Osman.yorulmaz@gmail.com to add to the website.

A copy of each flyer must be three-hole punched and placed in the binder marked "PTA Notices" in the school office. A second copy is to be placed in the file cabinet of the PTA Room and a final copy should be pinned on the PTA bulletin board (located beside the teacher's lounge).

When possible please use a **half** sheet of colored blue paper for your notice and send it out on the family list, which will be posted above the copy machine in the PTA Room. **Please limit your reminders to 1 only with regard to your event.** Rule of thumb would be to send out a flyer 2 weeks prior to your event and once again the week of only if necessary. Keep in mind that reminders will also be sent via the E-Mail Notification System and posted on the website.

Any announcements, requests for help, thank you notes and committee updates may be put in the Middlebrook Newsletter.

Committee Binders

All committee binders are available for pick up in the PTA Room.

Each committee is assigned a binder to aid them in carrying out their duties for the school year. The committee chairperson is responsible for the upkeep of that binder. By the end of the school year, your binder must contain the following material.

- 1 An updated job description, adding, deleting or correcting as necessary.
- 2 A summary of the year's events.
- 3 Copies of any newsletter announcements or flyers.
- 4 A record of money spent with proper documentation (such as receipts and vouchers).
- 5 Project timelines
- 6 Notes on the success or failures of ideas attempted.
- 7 Suggestions for future ideas
- 8 Names, phone numbers and pamphlets of vendors used or solicited.

Most importantly,

If you feel your committee size is inappropriate (whether too large or small), document your reasons why and notify one of the co-presidents.

If you feel your committee's budget should be adjusted for the next year, please contact the treasurer so the change can be considered when the formulation of the budget is discussed.

Lastly, pursuant to our by-laws we are going to structure the PTA and the PTA Board this year so that we have easier channels of communication. The by-laws concerning committees is as follows:

- Each standing committee shall have (1) primary chair. The term of office of a committee chair shall be (2) years or until the selection of a successor.
- The chair of each committee shall present a plan of work to the executive board for approval. No new committee work shall be undertaken without the consent of the executive board.