



**Simpson
Elementary**

PTA

'24-'25 Volunteer Handbook + FAQ

For more information, please refer to the PTA website at www.simpsonpta.homestead.com

PTA STRUCTURE

The Simpson Elementary PTA Board currently consists of 8 Executive Board members and more than 60 Committee Chairs overseeing over 35 committees, which together make up the PTA Board.

- The Executive Board is comprised of 3-4 Executive Officers and 6 Vice Presidents. The officers include 1 or 2 Co-Presidents who share the responsibility of managing the operations of the PTA, a Secretary, and a Treasurer.
- The 6 Vice Presidents manage the committees that fall under their separate categories.
- Our Committee Chairs run all operations of their committees and are instrumental in keeping our PTA successful.

IMPORTANT TOOLS

Google Drive

Each committee chair has a PTA email associated with your position. We encourage you to use this email to share information. Please keep in mind that the PTA emails will be shared with your successor, so keep them PTA friendly.

Please save all forms, event recaps, notes, planning and information in your folder on the Google drive. This will save your hard drive space and make sharing information easy.

SignUpGenius

PTA uses SignUpGenius (www.signupgenius.com) to solicit and organize volunteers for events. Each committee is responsible for creating their own SignUp Genius, which will need to be reviewed and approved by the co-presidents prior to publishing. When creating a SignUp Genius please be as specific as possible, almost unnecessarily so. Parents are busy and tend not to sign up if they don't know thorough and exact details.

FREQUENTLY ASKED QUESTIONS

What is expected of Committee Chairs?

For more information, please refer to the PTA website at www.simpsonpta.homestead.com

You are responsible for managing all aspects of your committee including communications, creating- copying- and distributing flyers (if needed), managing your committee's budget, contacting volunteers and updating your Vice President of your progress.

When and where are the PTA meetings? Do I have to come?

Most PTA Executive Board meetings are held on the first Friday of every month at 9:30 AM in the PTA trailer (located behind the school next to Star Field). **ONLY the Executive Board is required to attend all monthly Board meetings;** however, all Committee Chairs are welcome to attend any and all of these meetings. Your Vice President will email you a few days before each Board meeting to ask for an update on your committee's activities so that s/he can pass that information along to the Executive Board. S/he may ask you to attend one or more meetings during the planning, actual event, and follow-up month of your committee's event(s) so that you can personally update the Board on your activities.

All members of the PTA Board are encouraged to attend the PTA General Membership meetings. These meetings are more of a presentation where the co-presidents update the school community/general PTA members on progress and goals.

The dates for the 2024-2025 school year are:

- August Curriculum Night for PreK – 2nd grade (goal : budget approval)
- August Curriculum Night for 3rd – 5th grade
- February prior to Starry Starry Night (goal : mid-year update, and introduce the nominating committee)
- April prior to Kindergarten Sings (goal : announce and approve new Executive Board for next year)

How long are the PTA Executive Board meetings?

Our goal is for all monthly PTA Board meetings to last no more than 1½ hours. *Board meetings are for presenting plans, not developing them, so discussion about specific committee plans should be made by committee members in their individual meetings.*

Who has to approve a committee's plans?

Committee, including their VP when and where needed, should discuss to develop plans (always copy the VP on all committee correspondence so that s/he can remain in the loop on committee activities). Once a plan is in place, it needs to be forwarded to both of the PTA Co-Presidents for approval. The Co-Presidents will then get the school's approval for dates and plans that affect students. Be sure to plan far enough in advance to allow time for the review and approval process. Please allow one week for the approval process.

Does everything in writing need to be approved, and by whom?

For more information, please refer to the PTA website at www.simpsonpta.homestead.com

All PTA committee correspondence (fliers for distribution to students/families) must be approved by the PTA Co-Presidents, Maxine McClure (co-president2@simpsonpta.org) and Jordan Mallory (co-president1@simpsonespta.org), who will then request final approval from Dr. Connery either via email, or during co-president/Principal meetings which occur every other week. Please allow one week for the approval process. You will be notified when your document has been approved. *Please note that the PTA logo should be on all communication items, as well as the year of your event.* Logos are located in the PTA Google drive. When designing fliers that will go home in Friday Folders, please keep in mind that the copiers at school ONLY print in b&w. Announcements shared via our digital channels can of course be in color.

Any contract with a vendor *must* be signed by one of the PTA Co-Presidents. Any contracts for inflatables, or any other activity that present a potential physical liability issue requires proof of insurance from the vendor that must be reviewed by the school's bookkeeper to ensure compliance.

How do I distribute fliers?

All correspondence to be distributed through Friday folders must go through this process:

- 1) Be approved by the PTA Co-Presidents who will then seek approval from Dr. Connery
- 2) Be in the teacher mailboxes by **Tuesday by 12:00 PM** of that week (committee chair or member must make copies and stuff mailboxes)

Please leave a copy in the staff workroom in the teal folder that can be found in the PTA box.

Where are the PTA and Teacher/Staff mailboxes?

The teachers/staff mailboxes are located in the Staff Workroom next to the Clinic. This is also where the PTA mailbox is located.

How can I make copies?

Copiers are located in the staff workroom – just past the clinic on the first hallway to the right. White paper is available for use. If planning to use colored paper please communicate that to the VP/Co-Presidents when submitting the flier for review so that Dr. Connery can be made aware. If using colored paper you will need to bring it with you (usually 2 reams for the whole school) when you run copies, the cost for paper can be reimbursed through your committee's budget. Please keep in mind that if you plan to run copies at school, the copiers only print in B&W, if you wish you print in color you'll need to print offsite and ensure that there's room in the committee's budget to cover the cost.

To use the copier enter PTA code 1632 - a student quantity list by class should be available in the copy room. It's easiest to run 25 copies for each general education class, Special Education classes vary widely in numbers.

Use the copiers between 9:00 – 11:00 AM on Tuesday, when the workroom is less crowded. Also, please be considerate of Barb O., who does all the copying for the teachers and is very busy on the copiers. If they are occupied, please come back at a later time.

How do I publicize information via the website, Star News, morning announcements or on the marquee sign?

The PTA can advertise events and happenings via any/all of the following communication vehicles:

Please note all deadlines and appropriate contacts for communications:

Website (www.simpsonpta.homestead.com) We encourage website use, so please forward updated information to Maxine McClure at co-president2@simpsonespta.org.

Star News Newsletter If you would like something in the monthly Star News newsletter, you can submit the information via a Google Form (as you'd like it published) - the link is on the PTA website. **Deadline - One week prior to the first of the following month**

PTA Facebook Only content directly relating to PTA business can be shared via the PTA Facebook page. Please draft your post and one of the co-presidents will approve your post within 24-48 hours.

Parent Square Please draft your Parent Square message and any digital graphics and submit them to the VP and co-presidents, along with the exact date and time the Parent Square should be shared. The co-presidents will request approval from Dr. Connery and ask for the Parent Square to be scheduled. The PTA cannot schedule Parent Square announcements, Dr. Connery's assistant schedules these.

What is the PTA policy concerning gifts?

PTA funds may not be used for gifts to Simpson staff. The PTA cannot directly provide gift cards to teachers.

What is a committee's budget amount?

The PTA's approved budget for each school year is always available on the PTA website. While most committees have their own budget, some committees expenses are covered under general categories. If you have questions about your budget, please contact the VP and/or the co-presidents. A committee's respective budget should be kept in mind throughout the planning process. Budgets are FIRM.

May I solicit donations from businesses for PTA projects?

A committee may solicit donations from area businesses for PTA committee projects. Please submit a list of companies you wish to contact to a PTA Co-President before you begin

For more information, please refer to the PTA website at www.simpsonpta.homestead.com

solicitation. The school, as well as another PTA committee may have contacted or be in the process of working with a business. We do not wish to confuse/over burden our local sponsors.

How can I get reimbursed for PTA expenses?

Expenses are reimbursable up to the line item amount in each committee's budget. Each committee chair is responsible for managing their budget. PTA-related expenses incurred during the business of running your committee will be reimbursed to you upon approval from a PTA Co-President and the Treasurer.

To collect reimbursement, complete a *Check Request* form found on the PTA website under the category **PTA Forms**. Place your completed form with original receipt(s) attached in the PTA box in the vestibule, or PTA mailbox in the workroom. Once the expense is approved, a check will be mailed to you.

The PTA will also pay invoices directly, instead of reimbursing your personal monies, with the invoice attached to a Check Request form.

Follow the same procedures as stated previously. Allow two weeks for checks to be cut and distributed. *Once you have received your check, please deposit it within five days.*

How do I submit funds collected by my committee?

All deposits should be submitted with the **Funds Verification Form** found on the PTA website under the category **PTA Forms**. Submit deposits and a completed form to the PTA Treasurer (treasurer@simpsonpta.org). Deposits should be turned within one day of your event to the Treasurer or a Co-President.

Two people *must sign* the Funds Verification Form, and they cannot be related. The second signer must *physically count* the money. Include a list of all checks included in the deposit with your submission.

It is VERY important that no money is left at school. Please take all money with you after your event. If you are not comfortable with this, please pass your funds to the Co-Presidents or Treasurer.

How can I share a new idea?

We are always looking for new ideas and people willing to see them to completion! If the idea is part of your committee, go ahead and gather information. If your idea does not fall under your area of responsibility, approach the appropriate chair or VP to develop a plan for researching the idea. Once you have a plan, ask to be put on the agenda at a monthly Executive Board meeting. Please prepare a brief presentation with details on costs and manpower. A motion must be made and seconded to accept, reject, or continue

For more information, please refer to the PTA website at www.simpsonpta.homestead.com

investigating the proposal. Discussion and a call for a vote will follow. Please remember that the PTA is a separate entity from the school.

What if I still have questions?

Don't be afraid to ask! Ask your VP, one of the PTA co-presidents, other Board members, or the school's front office personnel. They are invaluable resources, and always willing to answer your questions.

THANK YOU FOR VOLUNTEERING!