



## The Purposes of the PTA (National)

- To promote the welfare of children and youth in home, school, community and place of worship;
- To raise the standards of home life;
- To secure adequate laws for the care and protection of children and youth;
- To bring in closer relation the home and school, that parents and teachers may cooperate intelligently in the education of children and youth; and
- To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental and spiritual education.

## The Mission of the PTA (National)

- To support and speak on behalf of children and youth in the schools, in the community, and before government bodies and other organizations that make decisions affecting children;
- To assist parents in developing the skills they need to raise and protect their children; and
- To encourage parent and public involvement in the public schools of this nation.



Harford County Council: [www.hccpta.org](http://www.hccpta.org)

Maryland PTA: [www.mdpta.org](http://www.mdpta.org)

National PTA: [www.pta.org](http://www.pta.org)

# Records Retention Schedule

Please make note of any of these items you may come in contact with this year, and help the Executive Committee by turning in appropriate documents, noted with retention requirements, and associated dates.

## PERMANENT STORAGE

- Annual audit reports
- Articles of Incorporation
- Canceled checks, for important transactions (e.g., taxes, contracts)  
Checks should be filed with papers pertaining to the transaction
- Corporation reports filed with the Secretary of State
- Legal correspondence
- Equipment owned by PTA
- Insurance records:
  - Accident reports
  - Claims
  - Policies
  - Certificates
- Ledgers
- Minute books
- PTA Charter
- Tax documents:
  - Exempt status
  - Group exemption
  - Letter assigning IRS Employer
- Identification Number (EIN)
  - State and federal tax forms, as filed
- Correspondence with state or federal agencies
- Trademark registrations

## 10 YEARS

- Financial statements (year-end)
- Budgets
- Grant award letters of agreement

## 7 YEARS

- Accounts Payable Records
- Cash receipt records
- Checks (other than those listed for permanent retention)
- Expired contracts and leases
- Invoices
- Purchase orders
- Sales records
- Inventories of products and materials (updated yearly)

## 3 YEARS

- General correspondence
- Employee records (N/A)
- Employment applications (N/A)

## 1 YEAR

- Bank reconciliations
- Correspondence with vendors
- Duplicate deposit slips





## Committee Chair Guidelines



**Membership:** All chairpersons must be members of the PTA. Please encourage all of your committee members to join the PTA. Membership forms are available in the PTA section of the Prospect Mill Elementary website, in the school office or from membership chair Beth Pelletier.

**As a committee chair, YOU are a member of the PMES PTA Board of Directors.**

**Procedure Books:** All committees are required to keep detailed procedure books to help future committee chairs understand what to do. See next page for a suggested list of Procedure Book contents. **Your Procedure Book should be turned in to the PTA Secretary** after your committee's activities have been completed for the year. You need not wait until June to turn in your book. Procedure books are property of the PMES PTA.

**Contracts:** All PTA contracts must be approved by the Executive Committee and signed by the PTA President. Please contact executive committee members (Danielle Spigler, Fran Downes, Beth Pelletier & Loren Rainwater) for approval and Danielle Spigler if you need a contract signed.  
[president@prospectmillpta.org](mailto:president@prospectmillpta.org)

**Executive Committee Representative:** According to our PMES PTA Bylaws, your President is an ex-officio member of your committee (which means he/she may show up at meetings, offers ideas and suggestions, but doesn't do any substantial work. ☺) **Please make a point of keeping your President in the loop by inviting her to meetings, copying her on important correspondence and giving her regular verbal reports.** This will help your Executive Committee Representative write her brief monthly reports on all active committees.

### Letters of solicitation:

**Solicitation letters must be approved by the PTA Executive Committee** before they can be distributed to parents, community members and others. Email all Executive Committee members to obtain approval.

### PTA meetings:

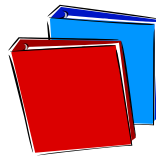
**Committee chairs are expected to attend all general PTA meetings.** It is especially essential when your committee is active, both before and after an event. This is an important way to share information and get questions answered, as well as to recruit help. If you cannot attend a meeting, please inform the Executive Committee as soon as you are aware that you will not attend, and to provide a committee report to be shared on your behalf.

### School Property Use:

If your committee will be using any of the facilities at Prospect Mill Elementary School, the PTA must obtain approval and file a Use of Facilities form with HCPS for each event. Please contact Beth Pelletier for details and the timeline on this procedure. [vpmembership@prospectmillpta.org](mailto:vpmembership@prospectmillpta.org)



# Suggested Procedure Book Contents



Your Procedure Book should include enough detail that **someone else could run your committee without asking you any questions**. Each Committee's book will be a little different, but most should include the following sections:

**A. Committee Chair Basics** (prepared by the Executive Committee)

- Committee Chair Guidelines: A brief recap of important committee chair procedures policies
- Suggested Procedure Book contents
- PMES PTA Bylaws

**B. Committee Chair Instructions:**

- Timetable or list of what to do and when
- Notes from meetings
- Other relevant "how to" information

**C. Budget:**

- Budget Procedures (prepared by Executive Committee)
- Committee Budget Summary
- Expense Tracker
- Copies of all receipts/invoices

**D. Communication:**

- Communication Procedures (prepared by Executive Committee)
- Flyer Procedures (prepared by Executive Committee)
- Copies of flyers, newsletter articles, etc. as well as dates sent

**E. Committee Members/Key Contacts:**

- A list of names, phone numbers and emails of your committee members
- Contact information for vendors, suppliers, speakers, guests etc.

**F. Other Information:**

- Menus, Supply List and/or Contracts
- Copies of relevant paperwork to help future committees see what you did

**G. Reimbursement Request Form/Cash Receipt Form** (included in this packet)

**H. A Flash Drive with digital documents.** Finally, please copy all committee documents and files to the enclosed PTA Flash Drive. Include all relevant paperwork, flyers, etc. that you have used throughout the year. Please turn in this flash drive to make it easier for the next chair to follow in your footsteps. No need to reinvent the wheel! ☺

**Don't let putting together your Procedure Book stress you out!**

If you are struggling with what to include or how to write it down, contact Danielle Spigler at [president@prospectmillpta.org](mailto:president@prospectmillpta.org). We are also preparing our own procedure books and we can help you to put your book together if you need assistance.



Committee Chair Instructions should include everything an incoming Chairperson should know. We realize this means some extra work for you, but it really is necessary for future committee chairs to follow your lead, and be successful in years to come.

- **Use whatever format makes sense for your committee:**
  - ✓ Committee Plan of Work
  - ✓ Monthly Timetable (see attached template – also available as a Microsoft Word Document on the PTA website and your flash drive. See “PTA Procedure Book Forms” )
  - ✓ Countdown Timetable
  - ✓ Committee End-of-Year Evaluation
  - ✓ List of tasks
  - ✓ Your own format
- **Include as much detail as possible:**
  - ✓ If you are an experienced chair, try to remember all of the questions you had the first time you worked on the committee.
  - ✓ Keep notes as you go along – it’s too easy to forget the little, but critical, steps later.
  - ✓ Don’t assume something is too obvious or simple to include. Better to have extra information than not enough! ☺
  - ✓ Include all helpful paperwork (e.g. budget info, flyers, contact information) in the relevant sections of your book.
- **Be sure to include copies of all pertinent documents**
  - ✓ Receipts
  - ✓ Cash Receipt forms
  - ✓ Reimbursement Request forms
  - ✓ Contracts
  - ✓ Menus & Shopping lists
- **Helpful information pertinent to your committee, such as:**
  - ✓ How many gallons of ice cream did we order? How much was actually used?
  - ✓ How many prizes did we order? Was it enough?
  - ✓ When was a good time to set up? How many tables did we use?
  - ✓ Who did I talk to about getting equipment/supplies?
  - ✓ How did we advertise the event?
  - ✓ How many people attended? Was there another event that impacted attendance?

If you have questions or need ideas, contact Danielle Spigler. We want to make this process as user-friendly as possible – both for you and for future chairs. While this may require a little extra effort this year, we are confident that this will streamline the process for all future volunteers.



# Communication Procedures



## Information that needs to be communicated to Parents may include:

1. Information about events:
  - Publicity for an upcoming event – 1-2 months in advance
  - Recap of past month's event
2. Dates, times and locations for events
3. Requests for volunteers and donations
4. Thank you messages to those parents, staff and others who made special contributions to the success of the committee

All correspondence that goes through the school (via teachers, students, Panda Press, or PTA website) must have prior approval from the PTA Executive Committee. This may be accomplished via email with all 4 board members copied on the correspondence.

## We have 5 ways to communicate with Parents:

### 1. Panda Press

The BSJ is published at the beginning of each month by the school, with a portion dedicated to PTA news. If you would like something added to the next issue, please email the Executive Committee with the information by the third week of the month for the following month's issue.

### 2. The PMES PTA website

The website is updated regularly. There is a calendar with upcoming events, and we have the ability to post copies of flyers, add links to pertinent websites, conduct polls, collect information, and collect payment via Paypal. Plan accordingly and request your website addition in advance.

### 3. Flyers sent home with students (see next page for detailed procedures)

### 4. Prospect Mill PTA Facebook page

Any member of the group page may post information by writing a comment on the wall of Facebook page. The page is CLOSED, meaning only members who have been added by a current member can view information on this page.

### 5. Email

We currently have capability to email all parents who have opted to be added to the Mail Chimp groups list. If you would like to send out a message to all PMES parents on Mail Chimp (only those who opted-in) send your message, ready to go, to [webmaster@prospectmillpta.org](mailto:webmaster@prospectmillpta.org). Your message will be approved by a PTA Executive committee member, it will go out to everyone on the list. All replies will come directly to your email.



# PMES PTA Quick Reference Guide for Fliers



## Creating your flyer

1. Create your flyer in Microsoft Word (or another program that works for you)
2. SAVE as a Word Doc. (so you can edit if need be)
3. THEN, SAVE AS a PDF also. (this will be UNEDITABLE, so make sure you save as a Word doc, too.) PDF is the format we need to send it to Print Shop to maintain any formatting, and to publish online.
  - SAVE AS
  - SAVE AS TYPE (pull-down menu)
  - Choose PDF.
  - SAVE (the Adobe window should open automatically once it saves for your to view it as a PDF.)

## Your Flier MUST include the following:

- ✓ Name of Event
- ✓ Date & Time of Event
- ✓ Cost (if any)
- ✓ If anything needs to be sent back to school, include a tear-off.
  - a. Include how to address the envelope (ie: *PMES PTA – Laps for Learning*)
- ✓ Deadline for sending in items
- ✓ Contact information for Committee Chair (full name, email and/or phone number)
- ✓ PTA Logo (it's on your flash drive, and attached here if you need it again)



## Approval and Printing

- ❖ Once your flier is done, email it to the PTA Executive Committee in both PDF & editable form.
    - (DO NOT email school personnel for approval – we will do that.☺)
- Include in your email how you would like it copied.
- ✓ When would you like it distributed?
  - ✓ To whom will it be distributed? (Youngest? All students? Just a certain grade?)
  - ✓ Colored paper?
  - ✓ Other instructions (double-sided? Stapled? Half-sheet?)

**We MUST send all fliers to Print Shop for duplication this year.**

**We are not mass-copying single page items in the building this year.**

It takes approximately two weeks for items to come back, so PLEASE plan accordingly.

- ❖ If your flier is approved, we will send to print shop. If changes need to be made, we will let you know.
- ❖ When your copies arrive, TAC has offered to distribute fliers to the teachers/students.
- ❖ If you would like something different to happen (ie: if you plan to give them out at an event, etc.) please let us know in your email.



### Questions?

Need help creating a flyer, getting things to fit on the page or making pictures fit without moving all your text?  
Contact Danielle Spigler for help. [dspigler@hotmail.com](mailto:dspigler@hotmail.com)



### **TIP: Pictures help people remember your flier!**

**But, are your pictures/clip art moving your text all over the place and messing up your flier? Try this!**

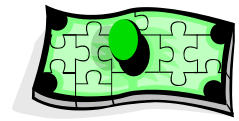
Right Click on the picture. Choose TEXT WRAPPING. Select IN FRONT OF TEXT.

The picture should float in front of all your other information. Drag it & move it where you want it.

If there is WHITE on your picture that you want to be TRANSPARENT, click on the picture. Choose FORMAT at the top. Choose RECOLOR (on the left) then SET TRANSPARENT COLOR. Click on the white part of the picture you want to be transparent. ☺ Any and all WHITE in your image will become clear.



## Budget Procedures



Your committee's budget has been approved and is listed on the first page of this Procedure Book. If you need additional funds, contact your PTA Treasurer and we will try to find a way to increase your budget.

**Please do not solicit additional funds from parents, local businesses or other sources.** We are a well-funded organization and we have strong support from our parents and our community. In order to maintain our good standing we need to be careful about how and when we ask for donations. The Executive Committee must approve all fundraising and all funds must go through the PTA Treasurer. **There are no exceptions to this policy.**

**Expenditures:** When you have expenditures, you may either request a check from the PTA account or make purchases using your personal funds and request reimbursement.

**All requests for checks and/or reimbursement must include the following:**

- **Original** Receipts and /or bills
- A completed Reimbursement Request Form (available on the Documents tab of the PMES PTA website )
- Committee Chair signature on the appropriate line.

Submit your completed expense voucher forms to the Treasurer, via the PTA mailbox in the office. You may also contact Fran Dowes directly to arrange a mutually convenient time to deliver the forms/funds.

**Income:** When you have income from an event, you must turn in all funds, after you have properly recorded your income as needed for your committee.

- Money must always be counted in the presence of TWO PMES PTA members. Both members must sign off on the Cash Receipt form.
- Income should be turned in as soon as possible following your event. You can complete a "Cash Receipt" form, available on the PTA portion of the PMES website. Please be sure to double-check your totals, and put all funds in a sealed envelope.
- Turn your money in to the treasurer. Per PTA policy, money cannot be left in the PTA mailbox in the office, and not in the school safe. Please contact the Treasurer to arrange a mutually convenient time to turn in your funds.
- Year-end income must be submitted by June 14, 2013. Since the fiscal year ends on June 30, 2013, all income must be accounted for before the books can be closed and audited.

**A few things to remember:**

- Committee Chairs are responsible for monitoring their committee's expenditures and ensuring that the committee stays within its budget. Please make sure that anyone submitting vouchers for your committee has first routed them through you for approval. See the Budget Worksheet and Expense log to track your budget and expenses.
- Non-fundraising reimbursement request forms must be submitted within 30 days of incurring the expense. This allows the PTA to monitor the entire budget and re-direct funds where appropriate. Unanticipated expenses throw a wrench into the works.
- Expenses for fundraisers must be submitted within one week of the event. This allows the PTA to report net profit figures accurately and on a timely basis.
- Year-end expenses must be submitted by June 14, 2013. Since the fiscal year ends on June 30, 2013, all expenses must be accounted for before the books can be closed and audited.

Questions? Contact the PMES PTA Treasurer. [treasurer@prospectmillpta.org](mailto:treasurer@prospectmillpta.org)





## \*\*\*COUNTDOWN TIMETABLE SAMPLE\*\*\*

### ***Meetings Timetable***

#### **Summer/Early Fall:**

- *Determine number of meetings for the year*
- *Set up a tentative schedule*

#### **2-3 months before each meeting:**

- *Confirm speaker and topic (if there is one). Get available dates from speaker. Try to have at least 3 or 4 options – the school calendar is pretty busy.*
- *Check for availability of meeting space (Media Center or TAC room?) with Fran Downes. Also check with PTA Board of Directors to confirm that there are no other PTA events that evening.*
- *Confirm date and ask Fran Downes to submit an “Application for Facilities Usage” form.*
- *Send out “Save the Date” email to your committee members.*

#### **1 month before each meeting:**

- *Ask PTA President to see if the back of Lunch menu is available on the Friday before the meeting. If so, that’s a great place to advertise the meeting.*
- *Call speaker to see if s/he needs any equipment (podium, computer hook up, screen etc.)*

#### **3 weeks before each meeting:**

- *Create flyer (see PTA Flyer procedures) and submit it to PTA Executive Committee for approval.*
- *Include information about distribution date, and to whom, etc.*

#### **2 weeks before each meeting:**

- *Send out reminder email to committee list.*

#### **Day before event:**

- *Call speaker to re-confirm and make sure s/he has directions to the meeting location. Confirm any equipment or other needs.*
- *Send out reminder email to committee list.*

#### **Day of event:**

- *Arrive at least 20 minutes early to make sure room is set up. If event is not set up properly, find a custodian and ask for help with setup*
- *Post extra signs to help people find the meeting location – many of our meetings are attended by people who are not familiar with our schools.*
- *Greet speaker and discuss any time parameters or other issues (e.g. meeting must end by 9 p.m., hold Q&A to the end)*
- *Introduce speaker and announce any time parameters or other issues as discussed with speaker.*
- *Thank speaker at the conclusion of the meeting. Don’t leave until everyone else has left the room*

#### **Day after event:**

- *Write a thank you note to speaker. PTA letterhead is available from PTA Executive Committee if needed. Please submit proposed letter to Executive Committee for approval and to request letterhead.*
- *Complete event evaluation form, to make note of what worked, what didn’t work, how much was purchased/ordered and if it was enough, too little, etc.*



# Committee Plan of Work 2013-2014



Name of Committee: \_\_\_\_\_

Chairperson(s): \_\_\_\_\_

## Activities Planned

Date	Activity	Location

Budget Allotted \$ \_\_\_\_\_ Expected Income \$ \_\_\_\_\_

\_\_\_\_\_ **Check here if using school facilities.** *You MUST contact the Vice President to complete a Building Use Form. This must be done FAR in advance of your event to allow time for approval.*

Approximate number of volunteers needed \_\_\_\_\_

**Will you need to print flyers? (circle one) YES NO**

*All flyers must be printed via Print Shop through HCPS. Must be sent to Exec. Committee for approval 3 weeks prior to the date you intend to send them home.*

**Will you need an ALL-CALL from Mr. Cook prior to your event? (circle one) YES NO**

*All-Calls must be requested, via email to the Exec. Committee 10 days prior to the date of the call.*

**Will you need a DONATION REQUEST letter on PTA letterhead to solicit donations? (circle one) YES NO**

*Please request your letter from the Executive Committee and allow 1 week for the letter to be completed and returned to you. Include any pertinent information in your email request.*

**Goals** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Supplies & Support Needed**

\_\_\_\_\_  
\_\_\_\_\_

**Vendor/Supplier and Contact Name (if applicable)**

\_\_\_\_\_

**Email Contact for Vendor** \_\_\_\_\_

**Phone/Address of Vendor** \_\_\_\_\_

**Date of Contract/Agreement** \_\_\_\_\_ **Length of Contract** \_\_\_\_\_

**Additional Information**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Plan Approved by** \_\_\_\_\_ **Date** \_\_\_\_\_  
**(President)**

***Per PTA Bylaws, no funds can be released or reimbursed  
for any PTA committee until the Plan of Work is approved by the President.***



# 2012~2013 Monthly Timetable

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## Committee

Summer/August

September/October

November/December

January/February

March/April

June/End of School Year



# PTA Expense Log 2013-14



**Committee Name** \_\_\_\_\_

**Committee Chair** \_\_\_\_\_

The purpose of this form is to help you keep track of your expenditures as the year progresses. If this format doesn't make sense for your committee, please use an alternative that does.

Expense	Amount	Submitted By
Total	\$0.00	
BUDGETED AMOUNT	\$0.00	
Over/Under Budget	\$0.00	

**This form may be downloaded from the PTA website.  
Please email a completed copy of this form to the  
PTA President & Treasurer within 2 weeks of completion of your  
committee activities for the year.**





## PMES PTA Board of Directors

### Contact Sheet 2013-2014

Please complete the following for your committee and return to PTA President.

Committee Name \_\_\_\_\_

Committee Chair \_\_\_\_\_

*(check preferred method of contact)*

\_\_\_\_\_ Email Address \_\_\_\_\_

\_\_\_\_\_ Cell Phone \_\_\_\_\_ Text? (circle one) YES NO

\_\_\_\_\_ Home Phone \_\_\_\_\_

Home Address \_\_\_\_\_

Child \_\_\_\_\_ Teacher \_\_\_\_\_

Child \_\_\_\_\_ Teacher \_\_\_\_\_

Child \_\_\_\_\_ Teacher \_\_\_\_\_

Days you CANNOT meet in the evenings Su M T W Th F Sa

Days you CANNOT meet in the daytime Su M T W Th F Sa

I prefer to have meetings... (include any/all pertinent information - day, evening, weekends, day of the week, etc.) \_\_\_\_\_

I think it is important to volunteer because \_\_\_\_\_



# Committee Year-End Evaluation 2013-2014



Committee Name \_\_\_\_\_

## Committee Members & Contact Information

Name	Contact Info (email or phone)

Final Expenditures: \$ \_\_\_\_\_ Final Income: \$ \_\_\_\_\_

How did the activity implement at least one of the PTA goals? \_\_\_\_\_

Did the activity meet the needs of:    parents   students   teachers   community   (circle all that apply)

What worked: \_\_\_\_\_

What didn't work: \_\_\_\_\_

Suggested Improvements: \_\_\_\_\_

Signature of Chair \_\_\_\_\_ Date \_\_\_\_\_

*\*remember to evaluate the event/activities, not the committee. ☺*



Prospect Mill Elementary School PTA, Inc.  
2013-2014  
Cash Receipt

Date: \_\_\_\_\_

Names of 2 PTA Members  
submitting funds: \_\_\_\_\_  
\_\_\_\_\_

Name of event/item for which  
funds were collected: \_\_\_\_\_

Budget category: \_\_\_\_\_

Executive Committee Member  
verifying amount collected: \_\_\_\_\_

Amount Collected:

\$	Checks
\$	Currency
\$	Coins
\$	TOTAL

*Please track all monies received in Excel spreadsheet provided with your procedure book, including name, amount, check number and date received. Include a copy with this form.*

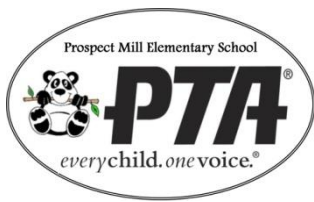
**Remember: TWO PTA members should always be present for all counting of money.**

**Both people should initial this sheet.**

Please submit this form, along with all funds, to Fran Downes.

Do not leave money in the PTA mailbox or the school office/safe.

Contact Fran to arrange a mutually convenient time. [treasurer@prospectmillpta.org](mailto:treasurer@prospectmillpta.org)



**Prospect Mill Elementary School PTA, Inc.**  
**2013-2014**  
**Reimbursement Request Form**

Pay to the order of \_\_\_\_\_ Amount \$ \_\_\_\_\_

*Charge to: (check one)*

<input type="checkbox"/>	Beautification
<input type="checkbox"/>	Bring In/Give Back
<input type="checkbox"/>	Carnival
<input type="checkbox"/>	Classroom Support Fund
<input type="checkbox"/>	Community Nights
<input type="checkbox"/>	Cultural Diversity
<input type="checkbox"/>	Per-Student: Grade _____
<input type="checkbox"/>	Hospitality
<input type="checkbox"/>	Laps for Learning
<input type="checkbox"/>	Other
<input type="checkbox"/>	Patriot Program: Grade _____
<input type="checkbox"/>	Reflections
<input type="checkbox"/>	Spiritwear
<input type="checkbox"/>	Staff Appreciation
<input type="checkbox"/>	Yearbook

Submitted by	
Committee Chair Signature	
Approved by: (president or treasurer)	
Paid by	
Check #	
Date Paid	
Balance Remaining in Budget	
\$	

Purpose:

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**Itemize expenses and attach receipts. Submit to Fran Downes, Treasurer.**  
***Loose receipts without a reimbursement request form cannot be accepted.***