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**Creekside PTSA Committee Chair Planning Guide**

The purpose of this document is to help provide Committee Chairs with detailed instructions on how to plan, execute and wrap-up a successful PTSA event or program. Please read this document fully and direct any questions to your VP of Volunteers, who is happy to provide you with all the support you need! In this guide, you will find information on the following:

* Preparing A Planning Report
* Communications
* Budget
* Volunteers
* Marketing Plan
* Printing Needs and Supplies
* PTSA Contacts

Thank you for again for your volunteering your time and skills to the Creekside PTSA!

1. **Planning Report:**
* Each Chair will need to complete a Planning Report and have it signed off by the PTSA Board prior to spending any money. Please submit reports to your VP of Volunteers 30 days before the actual planning of your event begins.
* Each Chair will be scheduled to come present at a PTSA Board Meeting at least one month before the actual planning of your event begins. Board meetings begin at 7:00 PM and are scheduled for the following dates:

Thursday, September 8

Thursday, October 13

Thursday, November 10

Thursday, December 8

Thursday, January 12

Thursday, February 9

Thursday, March 9

Thursday, April 6

Thursday, May 11

Thursday, June 8

Please contact your VP of Volunteers to schedule a date.

1. **Communications:**
* Contact PTSA board with any questions. Contact information can be found at the end of this document.
* Use PTSA board to communicate with school and district staff. To minimize Creekside employee time devoted to activities outside of their role at the school, PTSA board streamlines all requests made to the school and its staff. Art Docents may work directly with classroom teacher.
* Contact PTSA Vice Presidents for communications and marketing questions.
1. **Budget:**
* The PTSA Members approve the budget. Please know your budget. You can find the 2022-2023 budget on the PTSA website or contact your VP of Volunteers.
* Your expenses must stay within your budget. Contact your VP of Volunteers if you think you might need additional funds PRIOR to going over budget.
* Keep your receipts. Turn these in along with a SIGNED Expense Reimbursement Form within 30 days of your event. It is fine to combine several expenses and submit at once under one form. Please staple original receipts to your form (right hand corner) and drop off in the PTSA basket in the school.
* Checks are processed weekly and will be mailed to the address on the reimbursement form.
* If you need petty cash for your event, please complete an Expense Reimbursement Form with the amount needed and submit to the Treasurer no later than 1 week prior to your event. Please also include the breakdown – 1’s, 5’s, change etc. Please remember the Event Chair needs to sign all reimbursements before they are submitted. The Treasurer will bring your cash to the event and it will be counted by two people prior to the start of the event.
* If you collect any money as part of your event, be sure to place all funds along with a completed Funds Received Counting Form (make sure you sign and date) in the safe located in the PTSA office. All funds received are required to be counted by two PTSA members and the Funds Received Counting Form requires TWO signatures. All funds should be counted as soon as it is received and submitted for deposit.
* PTSA Funds must:
* Never be deposited into the personal account of the treasurer or anyone else.
* Never be deposited into a school bank account.
* Never be deposited into the bank account of another organization.
* Never be placed into a safe belonging to the school.
* Never be kept in someone’s home.
1. **Volunteers:**
* At the beginning and throughout the school year, parent volunteers will express interest in volunteering for specific PTSA events and programs through our PTSA website and via volunteer sign-up forms.
* Contact the VP of Volunteers for an updated list of your volunteers any time you wish.
* Please contact all of your volunteers and use each of them in some way.
* Contact your VP of Volunteers if you need help finding additional volunteers.
1. **Marketing:**
* Determine your marketing approach. The PTSA has several options (listed below) to help you spread the word about your program. All programs will be marketed through our online methods of communication (eNews, Facebook, PTSA Website) and many programs will also use our offline channels.
* To streamline communications about your Marketing Plan, approximately 30 days prior to the date of your program you will receive an email from your VP of Volunteers requesting information about the marketing methods you would like to use and target dates for publication. Please contact your VP of Volunteers with any questions about Marketing.

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| **Type of Communication** | **Description** | **Recurrence** | **Deadline** |
| Website | PTSA websiteA place to include all event or program details | On-going | 1 week prior to wanting information on website |
| Weekly E-News | Electronic PTSA newsletter that is sent out to all families registered on the PTSA website. E-News articles should include highlights of the program or event. Can link to details on the website.  | Every week, published Tuesday  | By 5 PM Monday prior to publication.  |
| Facebook | PTSA Facebook page  | On-going | 1 week prior to desired publication  |
| Bulletin Board  | PTA bulletin board on the main floor, located past the office and the double doors.  | On-going  | 1 week prior to desired posting  |
| School Posters | Posters or signs hung around school.  | On-going  | As needed  |
| Kid Mail  | Printed flyers or letters that go home with students via their teachers. \*\* CAN ONLY BE USED IF APPROVED BY PTSA PRESIDENT | Weekly on Thursdays  | Kid Mail must be in teachers' mailboxes by noon on Wednesday (for distribution to students on Thursday).  |
| Room Parent Coordinator  | Email sent out by each Room Parent to each contact on each classroom list. \*\* CAN ONLY BE USED IF APPROVED BY PTSA PRESIDENT  | As needed  | 1 week prior to desired distribution  |
| Campus Visits  | Lunch time announcements Recess activities \*\* CAN ONLY BE USED IF APPROVED BY PTSA PRESIDENT | As needed  | 1 week prior to visit  |

1. **Printing:**
* Creekside Elementary has an account with Office Depot. If your event requires posters or flyers, we have discounted pricing set up with Office Depot (listed below) and they can bill us directly. Please remember this is part of your budget and you need to spend accordingly.

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| **Flyers and Posters\*** | **Paper** | **Other Services** |
| B&W copies 8.5x11 - $0.03 | Cardstock - $0.05 | Cutting fee - $2.00/stack (If you need ½ sheet or ¼ sheet flyers, please verify the cutting fee cost for the project.) |
| Color copies - $0.22 (Please do not ask for color copies unless you are having only a few made.) | 11x17 cardstock - $0.15 |  |
| 11x17 color poster\*\* - $0.44 | Colored paper - $0.02 |  |

\*There are approximately 700 students at Creekside. If you are having flyers made, please ask Office Depot to print in stacks of 25. This will make it easier for the school office to distribute to the classrooms.

\*\*There is no discount for larger posters. Depending on the size and finish it will cost $12.99 to $49.99.

* To use this service visit the Issaquah Office Depot Print Center to submit your order. Let them know you are with Creekside Elementary PTSA. Be sure they have your name and project listed on the order/invoice as the contact (very important – this is how we identify the charge and allocate to your budget).
* Have them print the receipt / order and check over it for accuracy.
* The receipt needs to be submitted to the Treasurer in the PTSA box located in the office. Please make sure budget category or project is written on the invoice.
* Please be sure to include the Creekside PTSA and Otter logos on all printed materials. You can find the logos at the top of this document.
1. **Supplies:**
* Before purchasing supplies, check with your VP of Volunteers and check the PTSA Room (the key to the PTSA room is in the School Office) as we may already have the supplies you need.
1. **Meeting Space and Facilities Requests**
* The PTSA President must pre-approve any use of Creekside facilities for PTSA purposes, including any classrooms, hallway activity area, the Creekside Library, or Multi-Purpose Room. A formal facilities request to the District is required to use the facilities at Creekside.
* The meeting space at Creekside for PTSA purposes is very limited. There is a small PTSA office at the school, but it can only accommodate 3 or 4 adults. If you would like to use this space, please contact the PTSA President. If you need a larger meeting space for your committee meetings, it is best to have your meeting in someone’s home, at a local coffee shop, or the public library.
* PTSA Clubs (e.g., Math Club, Destination Imagination) – The PTSA is able to reserve specific classrooms and hallway activity areas for our PTSA Clubs. Please contact the PTSA President to reserve this space for your club.
* PTSA Programs and Events – The PTSA President will reserve the facilities and any custodial service and kitchen techs for all PTSA Programs and Events. Please contact the PTSA President to confirm that a facilities reservation has been submitted and confirmed for your Program or Event.
1. **Status Reports:**
* Keep your VP of Volunteers informed and provide status updates throughout the planning process. Inform VP of Volunteers of committee meetings and cc: them on committee e-mails.
1. **During the Event:**
* Take pictures! Assign someone to take pictures of your event. The Communications team as well as the Yearbook Chair will want these.
* If your event involves serving food, a Food Handler's Permit is required. The PTSA Vice President obtains a permit each year. Please contact the VP to make sure she is present at your event.
1. **After the Event:**
* Send pictures to the Yearbook Chair and Vice-Presidents.
* Send an after event update to the Communications Team including the Communications, Website and Social Media Chairs. Please include a short recap of your event, some photos and a thank you to your volunteers.
* Remember to turn in your receipts and Expense Reimbursement Form within 30 days of your program.
* Complete an Event Follow-Up Form. Send this to your VP of Volunteers within 2 weeks of the end of your event or program. Remember to include what worked and what might be done differently next year.
1. **PTSA Forms:**

The following forms can be found [here](http://creeksideptsa.ourschoolpages.com/Page/Pta/Committee%20Chair%20Information) on the Creekside PTSA website under Committee Chair Resources (click on the Volunteers icon): Committee Chair Instructions, Planning Report, Expense Reimbursement Form, Funds Received Counting Form and Event Follow-Up Form.

1. **PTSA Contacts:**

Executive Board

President: Amy Miller, creeksideptsapresident@gmail.com

Co-VPs Membership: Lindsey Ebright, lindseyebright@gmail.com

Jaime Daniel, kleinj4@gmail.com

Treasurer: Rohani Jotshi, rohani.jotshi@gmail.com

Secretary: Nikki Edwards, nikkisedwards@comcast.net

VP Volunteers: Krista Wood, krista.m.wood@gmail.com

Co-VPs Fundraising: Grady Brumbaugh, gradybrumbaugh@gmail.com Jenn Ashton, jennashton21@gmail.com

VP Communications: Jen Nakamura, nakamura.jennifers@gmail.com

 Member-at-Large Katie Heady, kateheady@hotmail.com

 Additional Contacts:

E-News Chair: Jen Nakamura, nakamura.jennifers@gmail.com

Social Media Chair: Elissa Puckett, elissapuckett@gmail.com

Website Chair: Karen Rajtar, rillke01@hotmail.com