

Committee Volunteer Guidelines

COMMITTEE: _____ Budget: _____

Chair: _____ Co-Chair: _____

Prior Chair: _____ Shadow: _____

Dear Executive Board Member:

A big thank you for volunteering to lead a committee for Camp Avenue PTA. Your commitment to our students, teachers and school is appreciated.

Below are guidelines we have compiled to help make your job easier and also ensure consistency across all committee communications and activities. If you have any questions at any time, please contact the co-presidents: Chris Mitkish cmit67@aol.com or Michelle Lynch mishibel@aol.com

All committee chairpeople shall:

1. Be a paid member of the Camp Avenue PTA. You may fill out the Membership Form and send payment in with your child or sign up on line. All volunteers on your committee must also be paid members. Please contact Lisa Friedman erlifried@aol.com to confirm your volunteers are paid PTA members.
2. **NOT SIGN ANY CONTRACTS.** If your committee uses outside vendors for PTA services, you may not sign any contracts. Only PTA presidents are authorized to sign contracts on behalf of the PTA. This is a National PTA policy and is meant to protect its members. If you sign a contract, you are personally responsible and the PTA is not.
3. Provide an outline of expected expenses to the President before each activity for approval. Follow the treasurer's procedures and be aware of your committee budget. If you expect to go over your budget for any reason, you must get approval first before proceeding.
4. Include the Camp Avenue PTA logo on every flyer.
5. Follow the copy procedures and make sure that all flyers are reviewed by the co-presidents and then the principal prior to making copies and distributing and posting. The co-presidents must approve posting on our website, social media or distribution via class parents/email.
6. Be aware that the co-presidents are members of all committees except the Auditing and Nominating committees.
7. Advise the co-presidents when meeting with school staff on behalf of the PTA so that they can also attend, advise or send a representative.
8. Include all volunteers that sign up for your event for meetings, communication and the event itself.

TREASURER'S GUIDELINES AND PROCEDURES



Our Camp Avenue PTA Treasurer is CarrieAnn Paukowits – caortolani@hotmail.com 917-923-8670

1. Your budget is listed in the committee letter in your folder. If the budget amount does not seem reasonable for the activities you have planned, please review the plan of work and budget from the prior year by working with past chairperson. If you still feel you need to adjust your budget, please submit a revised budget, in writing, to the Executive Committee.
2. All budget increases must be voted on by membership at a PTA meeting. Be mindful of your timeframe if you want to discuss an increase in budget. Contact the co-presidents immediately if you want to discuss an increase.
3. Sales Tax Exemption – As a nonprofit, tax-exempt organization, Camp Avenue PTA is not required to pay sales tax on purchases for PTA use. Present the Sales Tax Exemption form to retailers when purchases are made. A copy is in your folder.
4. If you need to request a check to pay a vendor for an event, please fill out the **Check Request Form** which is in your folder. Copies of the **Check Request Form** are also available in the Treasurer's mail slot in the copy room at school and on the Camp Avenue PTA website. **** The treasurer will need this form at least one week prior to the date you require the check.**
5. If start-up cash is needed for your event, use the **Check Request Form** and the check will be made out to you. Please cash the check and use the fund for your event. All unused monies should be returned to the Treasurer using the **Transfer Of Funds Form**. (in folder)
6. If you need to pre-pay for items, please fill out a **Request For Reimbursement Form** (in folder). This form is also available in the Treasurer's Mailbox. **Please note: receipt (s) must be attached to receive reimbursement.**
7. If you are running a cash event, (for example, Book Fair, Bingo for Books) It is your responsibility to make arrangements with the treasurer to hand over the cash for deposit the same day or the next day. Please use the Transfer of Funds Form (in folder and in Treasurer Mailbox). Note: two people must count and verify the funds.



HOSPITALITY

If you need refreshments for volunteers the day of your event, please contact the Hospitality chair. If you are unsure as to whether your event requires refreshments, please ask the co-presidents.

BUILDING USE

1. If your event is held at Camp Avenue school or if you need to hold a committee meeting in the school, a Building Use Form must be completed and given to the school office. Pat Latona is your contact. Please make sure this is completed and handed in at least two weeks prior to the event.
2. If you need tables/chairs set up, draw up a diagram and leave it with a note for the custodians... you can leave this with Pat Latona as well. Make sure instructions are clear and include your name, number and the date and location of the event.

COMMUNICATION

1. Any flyers sent home via school/backpacks must first be sent to the co-presidents Chris Mitkish **cmit67@aol.com** and Michelle Lynch **mishibel@aol.com** for review and approval. Once the co-presidents approve, the flyer will be sent to our principal, Dr. Bromberg, **hbromberg@nmerrick.org**. Once all three have approved, you can copy and distribute your flyer.

2. All flyers must have the Camp Avenue PTA logo on it.



3. Photocopies may be made at the school however, only after 4pm on school days. The copier is located in the room across from the main office where you will also find the PTA mailboxes. Only white paper is available. The copier code is 17121. Be sure to clear the code when you are done. Be thoughtful when you make copies as the PTA does have to pay for them.

4. Once the flyers are done, leave the appropriate number of copies (collated) on the mail desk in the PTA basket marked "FOR DISTRIBUTION PTA". Leave two additional copies on top in a paperclip. These are for administration. Please do not enter the office area and leave flyers in the main office nor put flyers in the teacher mail slots.

EVENT PUBLICITY

1. When your event is scheduled to occur within 2 months of the next PTA meeting, we may put your event on the Meeting Agenda. We ask that you or a member of your committee attend the meeting to give an update, communicate any important information or request additional feedback. You will also be asked to provide a post event report as well.

2. PTA Events are publicized via paper flyers, Camp Avenue PTA emails, website and social media. Review the flyers from prior years and make sure you include all of the pertinent information, your email and phone number, date, time, location etc. Also include a section for volunteers to indicate they wish to help.

3. Our webmaster is Jen Shah **jen372@gmail.com** – all material that is posted on the website must be channeled through the co-presidents.

4. Our social media chair will help post flyers on Facebook and Twitter.

VOLUNTEERS

1. ALL VOLUNTEERS MUST BE MEMBERS OF THE CAMP AVE PTA AND DUES PAID BEFORE THE EVENT.

2. Please make sure you contact all volunteers that signed up for the event whether you feel you need the help or not. Each event/committee is an opportunity for our members to be involved and develop their knowledge so they may chair a committee in the future.

3. Coordinate with the co-presidents approximately 2 weeks prior to your event if you need to ask for additional volunteers. When you reach out for volunteers via social media, flyer etc., make sure you contact information is on the request.



More information.....

1. Each committee has one chair, that person is a member of the Executive Board and receives one vote. Co-chairs, shadows, prior chairs and volunteers are all part of your event committee and each member has a vote on the event committee.
2. After your event, please provide a report out and include any documentation, vendor information and flyers.
- 3 Our Nominating Committee is made up of 3 members from general membership and 2 Executive Board members. In the event that more than 2 people volunteer, there will be a closed ballot. The 2 people with the highest vote will be members of the Nominating Committee.

The success of your event/committee is not only in how well the event goes off but in how well you prepare the next chair and share your knowledge. You are part of a team and we are all here to assist you.



Here to help

Enjoy your role and know that your time and creativity is appreciated.

If you have any questions at all, please feel free to reach out one of the PTA co-presidents so we can help you.

**Chris Mitkish
516.376.6682
Cmit67@aol.com**

**Michelle Lynch
631.888.4210
mishibel@aol.com**