A Committee Chair's Guide to Navigating PTA

Thank you for agreeing to be a SMS Committee Chair and please know that your time and energy are truly appreciated as we strive to make SMS stronger every day. To help make your job easier, we have compiled the following information on appropriate policies and procedures to assist you in your role. Please use the information as a guide to assist you as you interact with the volunteers on your committee.

LOGISTICS

- Communications - Your first line of communication will be with your VP. Your VP will reach out to you monthly to check in and report updates to the Board. Contact information for all Board members and Committee Chairs is HERE.
- Emails - For the Co-Presidents, please use the PTA email suttonpta@gmail.com, not personal emails.
- Need Volunteers?
  - First, reach out to our Parent Partners committee (suttonparentpartners@gmail.com) to see if they have parents to recommend.
  - Parent Partners can also create volunteer signups for you. These can either be done through our PTA Website (suttonpta.org) or Sign Up Genius, depending on what is needed. This includes signups for events (i.e. SignUp Genius) as well as RSVPs (i.e. Evite) and requests for information (i.e. Google Forms).
- Need a Flyer or Other Graphic Design Help? - Reach out to our graphic design team (heathers82@gmail.com and kenya_thompson1992@yahoo.com) for help creating materials or social media graphics.
- Sutton Source - please submit anything you need announced to parents to suttonsource@gmail.com (by Thursday) for inclusion in the Sutton Source on Sunday. Also send information you would like to be posted to Social Media chair (devon.mckee@gmail.com), and copy VP of Communications.
- Calendar - The SMS school calendar directly feeds the calendars on suttonpta.org and the Sutton Source. If you have information to be shared on the calendar, please send that information to Amanda Fielder at afielder@atlanta.k12.ga.us. Our PTA events calendar can be found HERE.
- Zoom - The PTA has a Zoom account which you are welcome to use for Committee Chair meetings. Email the Board Secretary for details.
- Suttonpta.org - If there is any information you would like to post on the home page or other pages of the suttonpta.org website, please email the VP of Communications at suttonsource@gmail.com.
- Elementary Communications - If you would like to get information to our feeder schools, send an email to our Feeder School Liaison chairs (mollyhargather@gmail.com & melc76@aim.com), and they will distribute all communications to the feeder elementary schools.
- Need Photography for an event? - Contact one of our parent photographers found HERE to help photograph events and create content for marketing materials or social media posts.

GOOGLE DRIVE

As a committee chair, part of your responsibility is to keep accurate records. These records will help keep track of your ongoing transactions and be utilized by future chairs as a reference source. Google Drive is used to store and share documents. Please reach out to the Secretary to ensure the applicable Google

Drive folder(s) are shared with you. Google shared documents enable us to see previous versions, share documents real-time and always have the latest version. Please keep your folder up to date! Accurate records will make transitioning to new chairs at the end of the year much simpler and more efficient.

Two items you may want easy access to are the QR codes for the main suttopta.org site as well as the Annual Fund page. Please note, QR codes are only appropriate for printed materials such as flyers or signage as they must be scanned by a phone. If you are going to email information or post to social media, do not use a QR code, use the website address listed below. If you are on your phone, viewing an email, you cannot click on a QR code, you need a website address link. Please just use these two options. If there are purchasing options (event tickets, fees, etc.) that you are trying to advertise, contact suttonpta.org@gmail.com to add the details and specific link to the main page under What's New.

- suttonpta.org qr-code.png
  - suttonpta.org
- annual fund qr-code.png
  - suttonpta.org/annualfund

PTA ROOM/MAILBOXES

The PTA Room is open and available to all PTA committee chairs and their volunteers. It is located around the corner from the Media Center of the Northside Campus. With our PTA funds, office supplies and other items have been purchased for your committee's use throughout the year. Please visit the PTA room prior to purchasing any supplies and to become familiar with what additional supplies which we may already have at hand. All purchases should be paid up front and use the reimbursement forms to submit a check request. For communication purposes, mailboxes have been set up in the PTA room to help facilitate communication between PTA leadership and committees.

Remember, the PTA room is used by all and there is no cleaning service. Take the scouting motto to leave it better than you found it. If you need to reserve another room to hold a meeting or any other event, please contact & coordinate with the school business manager, Ms. Amanda Fielder (afielder@atlanta.k12.ga.us)

BUDGET

Our general membership is required to vote on our proposed budget before it is finalized. We will provide this at our first PTA Meeting. If your committee has a budgeted line item, keep in mind these expenses should be approved by your Vice President and all efforts should be made to attain the lowest price possible.

DEPOSITS/REIMBURSEMENTS/SALES

Please see the procedures established by the PTA Treasurer and Financial Secretary on the PTA Website (suttonpta.org) under Our PTA: https://www.suttonpta.org/financialprocedures. Deposit forms and check request forms are also found here. Questions regarding deposits and check requests should be sent to SuttonPTATreasurer@gmail.com. Please reach out to determine the current timelines for

submission/reimbursement. If you need a check to pay a vendor, please know that it must be prepared by the Treasurer and signed by the President, so a week lead time is necessary.

We have credit card readers that can be used for In Person sales. This is the preferred method, instead of cash, as it is a seamless process with no deposits or petty cash needed! Tap to Pay is also available so you can just use your phone! Click HERE for the instructions but make sure to let the Treasurer know your plans in order to make sure everything is set up correctly.

COMMUNITY PARTNERS

If you know of anyone interested in being a community partner for SMS or have recommendations for a business that would be a great fit, please let our community partners team know. We would like to utilize partners as much as possible instead of paying out of pocket. Additionally, we can offer recognition in our newsletters, banners on our sports fields and more! Be sure to contact us anytime you use in-kind donations so we can track which partners are utilized in full and manage expectations accordingly.

PARENT RESOURCE CENTER

We have designated SMS – APS Parent Liaison, Gladys Rodriguez (bi-lingual) , who works with the PTA to achieve our overall goal of enriching the lives of our families who attend Sutton! She splits her time between both campuses. You can reach our liaison at gladys.rodriguez@atlanta.k12.ga.us.

ANNUAL FUND

At Sutton, your PTA membership is included in your Annual Fund donation. There is no separate Foundation. Sutton Middle School PTA is a 501(c)(3) charity and donations are tax-deductible. Your child's middle school needs your donations as much as your child's elementary school, so please donate with the same generosity you gave previously. Please let your friends know this too. At Sutton, Annual Fund donations and Chastain Parking revenue pay for so many in school items (teacher stipends, band, orchestra, art, dance, PE, guitar, media center resources, teacher appreciation, school grounds improvement, and more) and so many extracurriculars (stipends for coaches, club advisors, sports equipment, fall musical, spring talent show, and more)! Donations can be made online at suttopta.org.

We look forward to working with you and hearing your ideas. Please feel free to contact us throughout the year with any questions or concerns. We are always happy to meet with you in person, over the phone or via email! Email us at suttonpta@gmail.com. Thank you again for your service.