

Information for Committees

- Each event/program has a Planning Guide document available on our PTA website:
 - Direct link to the page: <https://sjlespta.org/event-program-planning-guides/>
 - Choose desired event from the list (they are in alphabetical order)
 - They are all commentable by anyone
 - Please fill in information about your event as you go
 - It is a great tool to communicate with other committee members
 - Everyone can see progress updates
 - It will make it MUCH easier for planning future years
- Communications to go out in email blast to whole school community
 - Email the Corresponding Secretary, via SJLES.PTAcommunications@gmail.com
 - Please email by Sunday for the information to go out in the weekly update (Mr. Notari usually sends it out by Monday or Tuesday, but the Corresponding Secretary needs to send it to him before that)
 - If you'd like something included, but the information will be delayed for some reason, just let the Corresponding Secretary know and they can potentially wait to send the weekly Newsletter
 - The Corresponding Secretary also handles the Facebook page and schedules the posts there as well. Those updates can be made at any time (not just weekly)
- Flyers
 - Coordinate with Corresponding Secretary or President to review the flyer before making copies
 - Bring in a copy of the form/flyer
 - Get paper from the PTA closet (on the shelf on the left hand side).
 - PTA closet key is with the front office staff.
 - Get PTA copy card from front office staff
 - Remove existing paper from the copier and insert PTA paper
 - Then make the desired number of copies
 - The list of how many students in each grade/class is posted in the mailroom behind the copier. It also shows how many are "youngest and only"
 - I think it makes sense to copy them in batches by grade instead of the total number. For example, make 87 copies for K to give to the K paras, then 93 copies for the 1st grade para, etc. That way you don't make 483 total copies and then have to count out how many are going to each grade.
 - Can label each with a post-it and give to the appropriate paraeducator
 - On the post-it, clarify if it is one for each student, or one for the Youngest and Onlys so they know who they should give it to
- In-School Announcements
 - If you would like any information to be included in the announcements over the intercom at school, contact Ms. Cintron at eun-chung_cintron@hcpss.org
- Marquee
 - If you want something to go on the marquee in the front of the school, email the volunteer who signed up for "Marquee"
 - Let them know what you want posted and a preferred post-by date. They will get it cleared with the administrators and get it up on the marquee for you.
- PTA closet
 - Can get key from front office staff (return key to them when you are done)

- Location: enter front door of the school, turn right at the first hallway (past the cafeteria), make a right again after the cafeteria, the closet door is on the left (the third door from the end of the hallway)
- Use “control f” (the find function) on this document ( PTA Closet Contents) to search what supplies we already have
- PTA Shoppers
 - If you need help getting supplies for your event, reach out to the people who signed up to be PTA Shoppers. You can ask the President how to contact them. Here is the PTA Reimbursement form so it is handy - [PTA Reimbursement Form](#)
- Reimbursement
 - If anyone buys supplies for an event/program, save the receipts and fill out the [PTA Reimbursement Form](#)
 - Email to our Treasurer at SJLEStreasurer@gmail.com or put the receipts and form in the PTA mailbox for them
- Financial and Compliance policies
 - Certain things need to be reported in a specific way or have special regulations
 - Gift card usage, Vendor contracting, and donation reporting are explained in this slideshow:  Policy presentation for committees.pptx
 - Here is a [template to use to display acknowledgement](#) to a sponsor at an event
 - Contact Treasurer at SJLEStreasurer@gmail.com with any questions
- Volunteer Needs
 - As you determine what volunteers you’d need for your event/program, contact our Volunteer Coordinator at SJLES.volunteer@gmail.com and they can help by sending out a sign-up genius or otherwise connecting with volunteers
- School Space Reservations
 - All events need to have the school room or space reserved through a county reservation system.
 - Contact the President or Vice Presidents to coordinate and make sure the PTA will be able to have access to the space you need.
- Grants
 - If you hear about any possible Grants that our PTA could apply for, email the President or Vice Presidents and they can connect you with the Grant Coordinator if one volunteered for the current year
- QR Codes
 - If you’d like a QR code for any flyers or other purposes, contact the web admin