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**Willow Springs**

**Elementary School**

**PTA**

**Coordinator Reference Guide**

**2017-2018**

Thank you so much for volunteering your time and energy toward helping make

Willow Springs a wonderful place for our children to grow and learn.

If you have questions or concerns, at any time during the year,

please contact the PTA VPs of Volunteers, listed below.

Prastavna “Prassu” Mehta Marci Sackie

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Thank you for volunteering to coordinate and lead a Willow Springs PTA-sponsored event or club this year! This Reference Guide contains information to help you implement your program within the Willow Springs PTA guidelines. Please be sure this information is accurate and up to date so interested volunteers and parents are able to contact you!

## **Role of the Coordinator**

The purpose of the Coordinator is to be:

* The main point of contact for the PTA board, interested parents and school staff for their activity or club.
* A coordinator of parent volunteers and positive leader in the group.
* A responsible steward of club dues and PTA funding.

## **Principles to Remember**

The principles that the Coordinator should remember are that he/she:

* Works with the PTA board to support the mission of the PTA
* Coordinates the event/club in a way that benefits our students and is transparent to the school community
* Should be courteous of the school staff and other groups when planning and communicating events/clubs
* Communicates event/club information effectively to the school and parents

## **Resources for Coordinators**

The following resources are available for Coordinators:

* **The PTA Board:** The Coordinator will be connected to be their primary point of contact for their event/club through the VPs of Volunteers and the PTA President. Please keep the VPs and president informed of important developments with your group and ask for assistance if needed. You can provide updates at the monthly PTA meetings to keep the school community informed.
* **Previous Coordinators:** Coordinators should gather necessary event information from previous years. Request assistance from last year’s coordinator or the VPs if necessary.
* **The PTA Closet:** Resources for various events and clubs are stored in the PTA closet in the cafeteria. The key can be borrowed from the front office to access your group’s materials. Areas have been set aside for specific clubs and events that require storage space and there are many resources that can be shared by multiple groups. Check the closet before purchasing supplies! Please respect labeled items and do not remove anything that is intended for another purpose. Please also leave the closet in good condition as many groups need to access their materials every week and find it challenging to reach their shelves.

**Please provide soft copies of Event information to the VPs of Volunteering after the event to pass on to future coordinators.** A database of information will be maintained so we do not have to reinvent the wheel every year.

## **Volunteers**

A sign up genius survey has been set up to match volunteers with events. Before the event, the PTA Board member will provide the Coordinator with a list of volunteers from this sign up (in excel) who are interested in working on the event. The Coordinator will contact the volunteers directly to share more details about the event and could set up additional sign up genius forms to manage the schedule. If necessary, Coordinators can also work with the Community Service Teen Coordinators to recruit middle or high school volunteers. Local teens do seek community service hours and can be a valuable addition to the team.

Coordinators should organize volunteers for the club/event and ensure that volunteers understand their role, giving guidance throughout the process.

## **Financial Responsibilities**

As a coordinator, your role includes careful stewardship of financial resources for the benefit of our students. Specific financial responsibilities include:

* Make every effort to ensure that the club/event stays within the assigned budget. As your program moves forward, please inform your PTA Board contact if you foresee issues with your budget.
* Keep all receipts for goods and services and a copy of forms submitted.
* Work with the PTA Treasurer for check deposits or cash that is needed prior to an event (i.e. coins for change, large deposits.) **Please do not leave deposits in the school office without informing the Treasurer ahead of time.** Encourage parents to pay online by credit card if possible.
* Collected cash must be counted by two people individually and totals noted. Cash should be given to the PTA Treasurer at the end of the event or arrangements made for another date. Please be available to give an account of all cash received.
* Inform the treasurer of any outstanding monies due after the event.
* Turn in reimbursement forms, “Willow Springs Request for Disbursement of Funds” to the treasurer as soon as possible (found on the PTA website under PTA forms tab or in the Treasurer’s mailbox). Be sure that the form is complete including approving signatures for clubs/events that have multiple purchasers. Forms may printed, emailed or scanned.
* Complete “Willow Springs Receipt of Funds” (found on the PTA forms page or in the Treasurer’s mailbox) for club dues or other earnings from events. Attach the “Checks Received Log” (webpage/mailbox) if there are more than 5 checks in your deposit. Work with the Treasurer to create an online store to collect club dues or event payments as much as possible.
* Submit forms to the treasurer by dropping it off in the Treasurer’s box or emailing the form with receipts.
* Use the tax exempt form for purchases- copies are located in the Treasurer’s mailbox on the left hand side of the front office. The PTA can pay a vendor directly by check if appropriate.

## **Building Use**

Coordinators should reserve space online for clubs and events. Using the FCPS.edu community building use page, select Willow Springs and choose the area in the school that is needed for your group. All building use must be coordinated through this site and coordinators will receive confirmation once approved. https://www.communityuse.com/SOA.NET/Controllers/PageController.aspx?productid=MC&pageid=CalendarMonth

Groups may reserve the lobby before or after school or the cafeteria before school or after 4pm on weekdays. Weekend use is allowed but custodial fees will be charged the group. For building use outside of this front school area, please work with Tracey Harbold (tlharbold@fcps.edu) in the office.

## **Custodial Staff**

It is important to provide plenty of notice to the custodial staff regarding upcoming events so that they can plan accordingly. Complete the details online when you fill out the building use request. Clubs that use space regularly should work with the custodians to find a comfortable routine.

For groups that meet outside of school office hours, a custodian is scheduled to meet the coordinator 5 minutes before the event/club time to unlock the building for your group. Please be sure that you arrive at the scheduled time or the staff may be working in another location in the building and unable to hear knocks.

Contact an Assistant Principal to confirm details for large events requiring custodial support and include information online when reserving the space.

# **Communication**

There are many ways to keep our school community informed about upcoming clubs and events. Please use as many of them as are practical to reach all the members of our school community**. You may forward your club/event information to the PTA President, who will distribute it to the correct people after approval from our Principal.** Please list which forms of communication you would like to use and provide appropriate content. Please allow a few days to obtain approval.

1. **Website**: The PTA strives to include all current information about upcoming events and clubs on the PTA website. Please inform the PTA President if you would like articles posted. **All flyers that are sent home should be posted on the website and reviewed by the president!** Some coordinators will need to work directly with the web company or the PTA Treasurer to add features for their events (such as online payment).
2. **Flyers or Forms** for Thursday folders
   * Paper flyers should be sent sparingly and limited to forms that need to be returned to school, when possible. Half page and 2 sided flyers are encouraged! All flyers that are sent home in hard copy should be posted on the PTA website for parent access.
   * All flyers that go into Thursday folders must be reviewed by the PTA President and approved by the Principal. This approval may be requested by email with the words “flyer approval requested”. In your message include the date of when you want the flyers to go home.
   * Deadline for inclusion in the Thursday folders is delivery to teacher mailboxes by noon Wednesday. Try to have information ready for approval by Monday.
   * The Coordinator or volunteer makes copies of the flyer for each classroom and places the class batches into the teacher mailboxes on the back wall of the office. The teachers have been instructed to use an “oldest and only” distribution unless otherwise informed. Class counts by “oldest and only” are posted above the copy machine in both copy rooms. You may attach the “oldest and only” slips found in the volunteers mailbox to remind teachers and parent volunteers of this policy.
   * PTA sponsored events should use the **YELLOW paper** located in the COPY ROOM. Please inform the PTA President if you notice the paper is running low. (each single page flyer will use almost 2 packs of paper!)
3. **Keep in Touch (KIT) messages**: For inclusion in the weekly PTA email notices, please send information to the PTA President and include the timing needed. Like the paper flyers, allow a few days for approval from our principal before the email can be sent. KIT messages are usually sent on Tuesdays, with content approved the Thursday or Friday before.
4. **WFOX News:** If you would like the students to share information about your program on the afternoon news program, the PTA President will contact the organizer with your content for the 6th grade news team. With notice, the students can write a script, though you may instead simply provide something for them to read.
5. **Lobby TV**: If you would like information included on the electronic message board, please inform the PTA President.

## **While in the building…**

Please observe the following guidelines for safety and courtesy while in the building:

* Be sure to sign in in the office and wear your nametag at all times
* Refrain from talking on your cell phone except in the front lobby
* Graciously allow staff to interrupt your copying job while you are volunteering
* Ensure the security of the students by not propping the outside doors open
* Please refrain from bringing younger siblings to activities held in the classrooms

Volunteers are welcome throughout the building after the conclusion of morning announcements (9:15 am) until afternoon dismissal. If you need to work outside of this time, please let the office know that you have made an appointment. This includes work in the copy room.

## **Clubs**

Working with students outside of school hours is an exciting (and scary) thing! Here are a few guidelines to ensure their safety and happiness.

1. **All students must complete a change of dismissal form** to stay immediately after school for a PTA club or Boy/Girl Scouts meeting. Coordinators should submit a packet including a list of students with the club dates and a dismissal change form for every child in the group to the office at least 3 days before the start of the club. The student list should be grouped by teacher and alphabetically and an email should be sent to the affected teachers informing them which students are staying for the club. Change of dismissal forms and the staff directory are found on the Willow Springs Elementary School site.
2. Coordinators should have a list of participants and emergency contact information for the children in attendance. It is courteous to give the parents your contact information for clubs that run outside of school office hours.
3. Many clubs have found registration to be simpler when using survey monkey.com or a sign-up genius to manage registration. This system allows parents to log in at a particular time to register their child and when the club is full, registration closes.
4. All clubs should get their registration form approved by the principal before sending it to parents, if it involves a parent or student signature. Many clubs include their club goals and required code of conduct in this registration.
5. If club dues are being collected, there needs to be language such as “though we plan to spend all of the dues collected on the students in the club this semester, if there is any money left over it will be donated to the general fund of the PTA for next year’s budget.” Building the cost of credit card payment into the dues is encouraged to allow parents to pay club dues online. Each club receives a budget from the PTA to support the purchase of items that will stay with the club from year to year, though the majority of the club expenses should be paid by student dues.
6. The coordinator needs to complete the ADM 24 form and submit it to FCPS (with assistance from the PTA President) each year. The form requires signatures from the club coordinator, vendor (if appropriate) and the principal and includes the ages and number of students, club dates and dues. The ADM form and online space reservation should be coordinated with a PTA board member to ensure the before and after school groups maximize the available meeting space. The form can be found here: (<https://www.fcps.edu/sites/default/files/media/forms/adm24.pdf>) and attach a copy of the flyer used to advertise the club, and must also request space through FSDirect ([https://www.fcps.edu/ resources/community-use- school-facilities](https://www.fcps.edu/resources/community-use-school-facilities))
7. Please check the WS PTA website to be sure that the information about your club is accurate!
8. The PTA clubs offered at school are only limited by the space available and parent volunteers. If there is a club that you would like to start at school, please bring it to the PTA for consideration! Our students appreciate the wide variety of clubs and our families understand the time and effort that the Coordinators exert! A parent volunteer is needed to coordinate any PTA club as a liaison with the school, but paying a company from FCPS’s list of approved vendors is an excellent way to bring new clubs to school.

## **Conclusion**

Thank you again for investing your time and energy in our children! Please take advantage of all the resources available to you to help make this an excellent year at Willow Springs!