



GUIDELINES FOR PTA CHAIRS AND COMMITTEES

Thank you for volunteering to head up a committee! Our programs would not be possible without our generous volunteers.

Budgets: Please take careful note of your committee's budget, which is posted to the PTA website. Prior to having volunteers purchase items for which they will be reimbursed, always clearly advise them of the total amount they are able to spend. If the total expenses exceed the committee's budget, the PTA general membership must approve the additional expenditure at its next meeting.

Donation Requests: Although your committee may have an expense budget, it's a good idea to be resourceful whenever possible. There are many area businesses eager and willing to donate items. Can't hurt to ask.

Check Requests/Reimbursements: Any time a committee chairperson or member needs to be reimbursed for personal expenses or requires a check to pay a vendor, the following procedures must be used:

1. Complete the check request form (available at the PTA website).
2. Requests must be signed/approved by the committee chairperson.
3. Attach all receipts to the completed check request and submit to the PTA Treasurer no later than 14 days after your event. If the request is not submitted by this time, it will not be paid.

FYI: The PTA does not give reimbursements for sales tax. Please ask the treasurer for a copy of the current year tax-exempt letter.

Contracts: ALL contracts must be signed by PTA Co-President Sunita Lindberg. This is a national PTA rule. When submitting the signed contract to the vendor, please also provide copies to the Treasurer and Co-Presidents.

Room Reservations: To reserve space for a meeting or event, please coordinate well in advance with Peggy Dzigan (mary.dzigan@cusd200.org) in the Whittier office.

PTA Communications to School Community: With the exception of certain hard copies that are sent home in each child's Friday Folder, all PTA communications to the school community come in the form of an eBlast. If you have information that needs to be communicated to the school, then please send them to PTA Co-President Jen Banowetz (bigpicturemedia@comcast.net) with at least a two-day lead time for all requests.

Makin' Copies: Whenever possible, please have copies for distribution made at district print shop (at the School Services Center, next door to Whittier) via Jeff Ebbert (Jeffrey.Ebbert@cusd200.org, 630-682-2230). This is by far the easiest and most cost-

effective way to make copies. **Please do NOT have copies made at outside vendors (Kinkos, AlphaGraphics, etc.) unless Jeff is unable to help you first. We cannot reimburse for outside printing without prior permission.** Allow three to four extra days for printing to be completed. Whittier PTA has an “account” at the district office, so all you have to do is email him the details of your printing request, attach documents to copy (as PDFs) and ask him to put the job on the Whittier PTA tab.

After correspondence is approved and you have hard copies, please submit sorted and counted (by classroom) copies to the Whittier office (which can provide the most recent classroom counts) by NOON on Thursday to ensure submission in that week’s folders. Be sure to include a few extra copies.

Paper Supply: If using the school copier, be sure to use only PTA paper. All copy paper is located in the PTA cabinet—do not use the school’s inventory. The key for the PTA cabinet is kept in the office. THE PAPER IS STORED IN A BLUE FILING CABINET IN THE COPIER ROOM. If the paper has run out and you need to finish your printing job immediately, please contact Jeff Ebbert in the District Office. He will supply you with paper and bill the PTA. Do not buy paper elsewhere—the district paper is MUCH cheaper.

PTA Mail: Occasionally your committee may receive correspondence from various sources. This mail is put into the PTA mailbox located in the school office. Please check the box at least once a month. Be sure also to check your e-mail.

Annual Report: The Annual Report template can be found on the PTA website. Feel free to complete it electronically and email it back to PTA VP of Committees. We ask you to please have these completed before the last day of school. The report should include details like how many volunteers were needed, what supplies and physical setup were used, pertinent contact info, etc. This will be a great help to anyone who takes on the committee in the future. Please include successes to be repeated as well as suggestions for improvements.

PTA Membership and Meeting: All PTA Committee Chairs must be members of the PTA. If you have any questions regarding your membership status, please contact PTA VP of Membership. All PTA Committee Chairs are asked to attend at least one PTA meeting during the year.

Yearbook Pictures: If your committee runs an event, please make sure someone on your committee takes pictures for the yearbook, which should then be forwarded to the Yearbook Chair.

BE SURE TO SHARE THIS INFORMATION WITH ALL YOUR COMMITTEE MEMBERS! It is extremely important that we have everyone following these procedures—it will make everyone’s job much easier—as well as save time and money. Thank you!