

VOE PTA Board of Directors and Committee Chairpersons Procedures and Information 2018-2019

Valley Oaks PTA Purpose

- To promote the welfare of children and youth in home, school, community and place of worship;
- To raise the standards of home life;
- To secure adequate laws for the care and protection of children and youth;
- To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth;
- To develop between educator and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social and spiritual education.

Websites

VOE PTA has its own website which can be found at www.valleyoakspta.com. The website provides you with up-to-date information on board and committee members, current fundraising efforts, access to our online store, PTA forms, PTA calendar, volunteer opportunities and more. VOE also has its own website which can be found at <http://voe.springbranchisd.com>. This website has the school calendar, teacher and curriculum information and also links to our PTA website.

Communications & Distribution Procedures

Eblasts

Eblasts are email distributions and are the responsibility of the E-Communications chair. If you need information to be emailed to our PTA membership/distribution list, please send your request to communications@valleyoakspta.com and also copy the PTA president at president@valleyoakspta.com. *All emails that are distributed must be pre-approved by the PTA president.* Please allow several days for this process. Note in your request the date you would like the information to be sent as well as how many weeks the information should be included in the eblast. Emails are sent once per week, typically on Sunday, so plan accordingly. Ideally your information will be sent to the e-communications chair by the Friday before it needs to go out. Please note that we cannot send out eblasts to advertise events that are not PTA sponsored, even if they benefit VOE in some way. Examples include, but are not limited to, holiday shows, service offerings, etc.

Emails

- To PTA Board of Directors – The PTA board consists of parents, teachers and administrators. In communications to the board regarding PTA matters, please use professionalism and discretion when sending and replying to emails. When sending emails to the entire board, please Bcc the recipients. Also, please DO NOT reply all to emails unless a reply to all is warranted.
- To Teachers – Emails to be sent to teachers asking for their time, energy or effort need to be approved by the PTA president prior to sending. As a matter of practice, emails sent to teachers asking for effort on the part of the teachers should not be sent on a Friday afternoon.
- To Room Parents – Emails sent to the room parents to be passed along to the parents in the classes need to be grade or class specific. The room parents disseminate the information. They do not work for the PTA and are not responsible for completing PTA projects. As with teacher emails, please avoid sending emails/requests on Friday afternoons.

Meetings with Administrators/Teachers about PTA Matters

No meetings should take place with school administrators or teachers regarding PTA matters without the knowledge of the PTA president. Following such meetings, please provide a brief summary of what was discussed at the meeting to the president within one week.

Social Media

VOE PTA has both a website and Facebook page. We encourage you to visit our website often and, if on Facebook, like our page.

VOE PTA follows the Texas PTA Social Media Policy, as follows:

Our purpose for having these outlets is to promote PTA membership and events, direct traffic to our website, provide accurate and up-to-date information, and offer resources to all parents and PTA members. All content posted to the website must be approved by the PTA president first. While the ability to post on the FB page is limited to only the PTA president, others can comment in response to posts. Content will be monitored but we expect that committee chairs and members honor the following Texas PTA content guidelines when commenting on FB or sending something for posting to the website:

- Be civil, cordial, appropriate and relevant
- Be inclusive for all groups by avoiding PTA “speak”
- Do not include or post documents intended for PTA members only
- Do not endorse, promote or solicit on behalf of a business, product or service
- Do not include comments or posts used as advertising, explicit or implied
- Do not endorse a candidate or political party

Flyers

- Teachers to Send Home in Friday Folders - Any flyers or documents to be distributed via the student Friday Folders need to be *approved by the principal and the PTA president*. Once approved, you must have the flyers copied in the correct amount for each class’ student count and in the teacher boxes no later than 2:00pm on Wednesday of the week to be distributed. Teacher mailboxes are located in the Teacher Workroom with the copy machine. Please provide an additional 1 to 2 copies per class for parents/guardians that do not live at the same address. Give a copy of the flyer to the office front desk as well. Finally, all flyers need to be sent to the PTA president as a PDF to place on the website.
- Flyers/Signs Posted on Campus - No flyers or signs may be hung around the school without the permission of the VOE Principal. Once a flyer has been approved by the principal and the PTA President for distribution, please consult the principal and/or his administrative assistant, on allowed placement and method of placement within the school. If you would like to place a flyer or information of any sort on the PTA bulletin board, please contact the PTA president for permission. Lastly, any flyers/signs placed around the school must be removed in a timely fashion following the event.

PTA Committee Mailboxes

Each committee has a mailbox in the Teacher Workroom within the shelves sectioned off for the PTA. Please check your box regularly for snail mail, forms, money and other items that parents deliver directly to the school.

Collecting Forms from Teachers

If your committee collects forms and/or money from teachers, please have teachers return them to your committee’s mailbox in the Teacher Workroom. Please alert teachers that they can place collected forms

in the box marked with your committee's name. Any envelopes included with your form should be labeled with your name and committee name, to ensure teachers can get it to the correct committee.

VOE Marquee

- General Messages – If your committee would like to post something on the marquee pertaining to an upcoming event, please email the principal's assistant, Karen Purvey, at lesley.morrow@springbranchisd.com with your request and the duration you would like it posted. Please also copy the PTA president on this request. If approved, the message will be posted within one week. Please plan accordingly to fit your time frame.
- Birthday/Special Occasion Messages – Birthday and Special Occasion Messages are sold by the PTA in two ways.
 - 1) Starting on September 15th of the current year through September 15th of the following year 1 spot per week will be made available and announced via eblast. All families interested will notify the marquee chair of the week they would like to post a message. If more than one family is interested in the same week, a drawing will take place and the name drawn will be awarded the desired week for a message. The winning family will have up to one week to pay before the runner-up is given the spot.
 - 2) A second spot per week will be up for sale at the PTA Auction. Each spot will go to the highest bidder. Any remaining spots after auction will be opened up via the sign-up program described above.

Volunteers

Committees Needing Volunteers throughout the Year:

- RIF – Reading is Fundamental
- Hospitality
- Auction
- Outreach
- Volunteers in the Front Office
- Yearbook
- Jamboree
- Book Fair (Fall and Spring)
- Beautification
- Reflections
- Food Drive
- Healthy Lifestyles
- Boosterthon
- Sister Schools
- Spirit Night

If you are interested and available to volunteer for any of these committee events, please directly contact the chairperson listed on the roster or visit the website for specific opportunities.

Obtaining Volunteers for Events

To secure volunteers for an event or other committee activity begin by creating a Sign-Up Genius for your event. Select the button in order to take the sign-up "live" but do not enter any emails to send out the Sign-up to specific people. Copy and paste the Sign-up link and send the link to both the webmaster and e-communications/eblast chair. Volunteer opportunities will be posted on the website through the

volunteer tab under "Get Involved". The links will also be sent via eblast to everyone on the PTA distribution list. This procedure will allow everyone an opportunity to sign-up and be involved rather than just an exclusive group.

PTA Meetings

The PTA has board of director meetings and general meetings.

- PTA Board of Director Meetings are held at either 12:00 pm or 6:00 pm on the second Tuesday of the following months: September, October, November, January, February, April and May. All officers and all committee chairs and members should attend in order to ensure a quorum and allow for the business of our PTA to be conducted. All PTA members are invited and encouraged to attend these meetings. Your thoughts and contributions are always welcome.
- PTA General Meetings are held four times a year as required by our PTA Bylaws. The general meetings are held at 6:00pm during the following months: September, December, March and May. General meetings are held in connection with some other type of school program. Please refer to the PTA and School Events Calendar for specific meeting dates.

Volunteer Hours

It is important to report all volunteer hours associated with the PTA as the district looks favorably upon those schools with more volunteer hours when making decisions that affect campuses. Volunteer hours also help the district save money. So, if you volunteer at the school during school hours, give the front office your name and let them know you are a volunteer. They will print a badge and your volunteer hours will be recorded when you check out. These hours are automatically turned into the district. If you accrue volunteer hours in any capacity outside of school, please keep track of these and report them to our Volunteers in Schools Chair periodically or upon request. They can be sent to volunteers@valleyoakspta.com.

Financial Procedures

Expenditures and Reimbursements

- When at all possible, try to request an invoice from vendors for any expenses. Then, forward this invoice to our PTA treasurer for direct payment to a vendor.
- When an invoice is not possible, please try to limit personal expense reimbursements to less than \$100 at a time.
- When you need to be reimbursed for expenses incurred on behalf of the PTA, please complete a Check Request Form (found on our website or in the Teacher Workroom on the PTA shelf) and turn it into our PTA treasurer's box in the Teacher Workroom. A vendor invoice or itemized receipt MUST accompany all check requests. It is our PTA's policy that all checks require two signatures, so please allow up to 10 days for a check to be issued and plan accordingly.
- As a tax-exempt organization, we do not pay sales tax on our purchases. So please remember when paying vendors that the PTA will not reimburse PTA members for any sales tax paid. If vendors require documentation, the Sales Tax Exemption Certificate with our TIN# is available on the PTA website under "Forms" and in the Teacher Workroom.
- In an effort to be green and reduce superfluous expenses, please try to share as much information as possible electronically. If paper copies are required, copying should be done at VOE using our school copier and white paper. If a project requires colored copies, you are welcome to find a donor to underwrite that service instead of using budgeted funds. You are also always welcome to scan and email a color copy, but the PTA will not reimburse expenses for colored copies.

Financial Records and Budget

Each committee is in charge of keeping their own financial records which should include their budget, expenses incurred, and revenue made. Committees are expected to review the treasurer's report to assure that those records are reconciled with their own committee records. Please remember that expenditures must stay within the approved budget. If you believe your committee's expenses will exceed the allocated budget, the PTA will need to vote to determine whether the budget can increase. This must be done BEFORE incurring additional expenses beyond what was originally budgeted.

Fundraising

- Sales Tax - Various fundraisers are held throughout the year. Please remember that we must collect sales tax on the items sold unless the sale is made on one of the two designated Tax Free days voted on by our membership. This year these two days are Back-to-School-Fair and Auction. Tax is collected on most items that the PTA sells and is remitted to the State of Texas Comptroller annually.
- Payment methods – The PTA accepts cash, checks and credit cards (via online store and square readers). All checks should be made payable to “VOE PTA”.
- Event Funds–
 - Funds raised at an event should be counted and turned over to the treasurer in person as soon as possible using a Deposit Voucher (found on our website or in the Teacher Workroom on the PTA shelf). Deposits need to be given to the treasurer within 2 days of the event being held and monies being collected.
 - Please do not hold onto checks for any length of time. If needed, break up a deposit into multiple deposits and turn in checks already received to the treasurer. Then make another deposit as other checks are received. We cannot deposit checks dated more than 6 months prior to deposit date.
 - When completing the deposit voucher, please be sure to indicate whether the money relates to the “sale” of an item (taxable) or whether the money is a donation (non-taxable).
 - Always do a double count of cash by two different people. Two people must sign off on the amount.
 - Please itemize all checks and include totals for cash and checks. If you have many checks/cash, please use a spreadsheet to itemize the deposit.
- The treasurer has cash boxes, money envelopes, calculators, and square readers for you to borrow should your event need these items.

Plan of Work

Each committee needs to fill out a Plan of Work form by the October Board meeting. This is required by the Texas PTA. This form can be found on the VOE PTA website.