



Marion Jordan PTA Committee Procedures

2017-2018

The Marion Jordan PTA appreciates your time and hope that these guidelines will assist you in having the best event possible!

1. PLANNING YOUR EVENT:

- a. Please submit dates and times for your event to the PTA President. All event dates should be submitted ASAP, ideally within the first month of the school year. The PTA President will forward them to the principal, and will receive the approved date and times from the principal.
- b. Once the date and times have been approved, if required, the Committee Chair(s) needs to complete a building-use form and Hold Harmless Agreement (available in the main office or online at mjpta.org).
- c. Committee meetings being held during school hours within the school building do not need the building-use forms; however, any meeting held at MJ during school hours with non-PTA members (i.e. vendors/sales) should be communicated to the main office via email once they are scheduled. Any committee forums open to the general school population that are held at MJ also require the building-use forms, as well as PRIOR approval of the date to ensure that a PTA board member and/or the school principal (or assistant principal) are able to be in attendance.

2. MARKETING YOUR EVENT:

- a. PICTURES: Please email your pictures to the president. The president has a folder shared with the Principal and Communication committees, to drop PTA event pictures in and get principal approval prior to using in PTA communications. All photos of students, need approval by the principal before PTA use.
- b. FACEBOOK: The facebook chair typically looks at upcoming events and will post your event as it draws near. You may also post directly. The facebook chair will approve post before it is visible.
- c. WEBSITE: The website chair typically looks at upcoming events and will post your event as it draws near. If there is a specific way you would like your event displayed on the website, please email the website chair your specifics.
- d. JORDANAIRE: The Jordanaire chair typically looks as upcoming and past months' events to develop the Jordanaire. The chair will email you if they need any additional information for communicating your event. Please take that time to communicate with the Jordanaire chair by going to a google spreadsheet used to add specifics to Jordanaire. Below is link, must be filled out a week prior to Jordanaire's issue date. <https://docs.google.com/spreadsheets/d/1XTJojZtnBHSO6FPMR8pUFGyDvlpjgTZsm5Do02N6M7rQ/edit?ts=59947673#gid=0>

- e. **WEEKLY UPDATES:** Weekly Updates are used by PTA to communicate to the MJ community upcoming events and dates. Weekly Updates will happen on Sundays. Your event will be included in the weekly update if it happens during the upcoming week. If you have specifics that needs to be included, please fill out the spreadsheet at https://docs.google.com/spreadsheets/d/1Ti_dssXce-AGITQu88P2vVrSdypM92WJY_TUd5HwlGg/edit?usp=sharing no later than the Wednesday prior to the Update's issue to communicate what you need included for each week. We would like to keep the updates targeted to the upcoming weeks event; however, understand if we need to give parents more reminders. The PTA will reserve Wednesday email blasts, for emergency and/or targeted information/reminders only.
- f. **FLYERS:**
- i. Reprographics office is located at the District 15 offices (main floor, back of the building), 580 N 1st Bank Drive, Palatine, (847) 963-3000.
 - ii. ALL flyers must be approved by Mrs. Grosch. Submit your event flyer to the PTA President. The President will forward to Mrs. Grosch, so that she knows the PTA President has seen and approves the flyer. Please note that there may be edits/revisions to your original flyer per Mrs. Grosch.
 - iii. Once approved, the Committee Chair(s) will need to complete the Reprographics order form (available at mjpta.org under forms) to be signed by Mrs. Grosch & PTA President. Please email the form & specifics of the request to the PTA President who get signed by principal and send the flyer to Reprographics to be printed.
 - iv. For all-school events, when only one flyer per family is needed, please order 350 copies; generally in black & white ink, with the option of colored paper available at the Reprographics. If every student needs to receive a flyer, please order 500 copies.
 - v. If your Committee wants a specific color not found at the Reprographics office, please note that change in your email to the President. Please purchase your preferred color, and deliver them to the Reprographics office prior to the printing request.
 - vi. The Committee Chair(s) will need to up the copies at reprographics and deliver to school. (MJPTA will notify you when it's ready).
 - vii. For distribution at MJ: please count out each classroom's totals, and label them with each teacher (see Google Drive or ask the main office for the current classroom list). ***PLEASE ASK THE MAIN OFFICE if they prefer to fill the teachers' mailboxes with the flyers; otherwise the Committee Chair(s) may leave them in each teacher's mailbox.
 - viii. For flyers to go home in Friday backpack mail, THEY MUST BE IN THE MAIN OFFICE BY WEDNESDAY.

3. SUPPLIES:

- a. If you need tables, chairs, power cords, coat racks, etc., please email Mr. Normann directly with your requests, dates and times, and location(s) of your event.
- b. If you need serving supplies, please check the PTA Workroom closet for tablecloths, plates/cups/napkins, utensils, etc. before purchasing your supplies.
- c. If you need drinks, you have the option of ordering milk/juice from the District 15 food services; please contact the lunch coordinator at MJ.
- d. If you need food and/or other drinks, please consider purchasing @GFS, and reference the MJ account.

- e. Any other purchases should be made with the tax-exempt letter; please submit your Committee Expense Voucher form, with all receipts attached, to the Treasurer. Please keep detailed information if you are organizing a fundraiser; the Treasurer's Guidelines will provide you with the policies and forms specific to fundraisers.

4. REIMBURSEMENT OF EXPENSES PAID

- a. All requests for expenses incurred must be accompanied by an **EXPENSE VOUCHER**.
- b. Expense Vouchers can be found on the PTA web site, in the PTA workroom at school or you can contact the treasurer directly..
- c. Expense Vouchers must be signed by the Committee Chairperson and the PTA president.
- d. Supporting receipts must be included with the completed expense voucher.
- e. Completed Expense Vouchers need to be submitted within two weeks of payment.
- f. All completed Expense Vouchers may be dropped off at school in the treasurer's folder located in the PTA workroom.
- g. Payment will be sent via backpack mail unless a self addressed, stamped envelope is included with the voucher.

5. COMMITTEE CASH COLLECTIONS

- a. At event
 - i. At the conclusion of your Committee event, if money has been collected it must be counted by at least two people (i.e. Committee chair, PTA President, Treasurer).
 - ii. A **DEPOSIT VOUCHER** must be signed verifying the amount for deposit.
 - iii. Deposit Voucher form may be found on the PTA Forms tab at mjpta.org or hard copies are in the workroom at school.
 - iv. The money and voucher must either be given to the Treasurer for immediate deposit or put in the school safe until it can be given to the Treasurer for immediate deposit.
- b. Other Cash Received:
 - i. committee chairs are responsible for keeping accurate records of cash and checks received by their committee and submitting along with a deposit voucher.

If you have any questions about any of these procedures or need an update, please contact president at any time. Thank you!