

2007-2008 Maidu-Excelsior PTC Coordinator
“Recipe for Success”
Updated as of May 12, 2007

COMMUNICATE...

- **Make sure the PTC Secretary has your current phone and email address.**
 - If you don't check your email daily, please let us know and we will call you when we send out an email.
 - Please inform the PTC Secretary if you will not use email at all.
- **Communications with Parents**
 - **FLYER DEADLINE: Fridays at 4 p.m.** Procedures for fliers are in the *Coordinator Guidelines*.
 - **PTC Newsletter:** Write a short article about your event to raise awareness or recruit volunteers and send it to the PTC President.
 - **PTC Website:** MEPTC.org updates go through the PTC Secretary.
- **Check our Coordinator file box periodically**, and more frequently as it gets closer to your event date. The file under the front desks at both schools.
- **Keep your PTC Board liaison “in the loop”**. They report on the status of your event/program at the PTC Executive Board meetings.
- **Always feel free to contact the PTC Board** via phone, e-mail or the PTC mailbox
- **Keep notes and fliers you create in a folder** to transfer to the next coordinator.

LEARN FROM...

- **PTC Coordinator Guidelines** contain helpful advice and procedures.
- **Your best resources for guidance:**
 - Previous coordinators.
 - Your PTC Board Liaison. See the *Executive Board Liaison Assignment Sheet*.
 - MEPTC.ORG has got resources, forms, and calendar info for YOU!
- **PTC Calendar** to see when your event is scheduled and plan your calendar accordingly.

CONNECT WITH YOUR COMMITTEE RIGHT AWAY...

- **Contact all committee volunteers** as soon as possible after you receive names from PTC. Let them know when the event is and when things will gear up.
- **Recruit volunteers during Class Assignment Night** (or at other events).
- **Involve other Coordinators as needed.** Donations come through Community Resources, Donation thank-you's through Correspondence Coordinator, photos can be provided to the Maidu Historian or Excelsior Yearbook, etc.
- **If you are short on volunteers**, please contact the Volunteer Coordinator to discuss a possible mass e-mail.

TAKE CARE OF MONEY MATTERS...

- **Understand your budget by checking with your PTC liaison.**
- **The procedures for payments and deposits are** in the *Coordinator Guidelines*.
- **Request vendor checks or cash in advance** (e.g., for a cash box at an event). The Treasurer typically needs **7-10** days notice.
- **Plan to have two PTC volunteers** verify deposit amounts.

KISMIF – Keep It Simple, Make It Fun!!!

