

# Maidu-Excelsior PTC (2008-09) COORDINATOR GUIDELINES

(Updated 5/12/08)



- I. **Coordinator Folder or Binder.** Locate the Coordinator binder or folder compiled by the past Coordinator. It should provide detailed information on previous years' programs.
- II. **Volunteering on Campus.** Sign in at the front desk. Please note that, if you bring small children with you, Excelsior does not allow them in the office past the reception area. At Maidu, please do not take younger siblings past the mailbox area, and always watch your young children to assure their safety.
- III. **Teachers' Lunchroom.** At Excelsior, no one other than staff is allowed in the teachers' lunchroom during lunch, between **12:00 and 1:00 p.m.** At Maidu, if at all possible, please do not use the teachers' lunchroom during lunch, between **11:40 a.m. and 1:00 p.m.**
- IV. **PTC Room.** The PTC has its own room: **P4 at Excelsior.** Feel free to use the room for committee meetings and other PTC related work. The room key can be checked out from the front office. Call the PTC President to reserve the room.
- V. **Coordinator File Box.** There is a file box at each school near the front desk with files set up so that Coordinators can receive information sorted out of the main PTC mailbox. The boxes have a file for each Coordinator, Board Member, Blank Forms and Inventory. Treasurer Forms for checks or reimbursement may be filled out and left in the Treasurer File for processing. **Reimbursement checks will be placed in your Coordinator File.** Please check your file(s) periodically, and more frequently around the time of your event or activity. After First Day Welcome and Back to School Night volunteer lists will be sent via e-mail to you. **(NOTE: Please contact everyone on your volunteer list as soon as possible, as volunteers will forget or lose interest if you wait to contact them.)**
- VI. **Budget.** The PTC budget for the school year is determined in June of the previous year. It will have the budgeted expenditures and income (if applicable) for your event or activity. Contact your PTC Board liaison for your budget.
- VII. **Facility Reservations.** A ***Facilities Request Form*** must be completed to reserve a classroom, library, MPR or any location on campus. If you need to reserve space at Maidu or Excelsior for your event, please reserve it as soon as possible. On the same form, you may also request equipment, such as chairs, tables, speakers, white board, etc. ***Facility Request Forms*** are included on the meptc.org website, and in the offices at both schools.
- VIII. **Food/Supplies.** Your Coordinator folder or binder should indicate the food and supplies required in previous years. Before you purchase any items please check the PTC room (P4 at Excelsior) and the District Storage Unit for available items. You may get some ideas for your event just by looking at these lists.  
In addition, many vendors have donated food/supplies in the past. This information should be in your Coordinator folder or binder.  
If your committee solicits donations, please fill out the **Donations Form** available on the website and send copies to those listed on the form. For your reference, our tax-exempt IRS number is 68-0391325.
- IX. **Leftover Food/Supplies.** Anything leftover from your event can possibly be used at another upcoming PTC event or saved for next year, if not perishable. Please let your PTC Board Liaison know if you have leftover food/supplies that can be used for upcoming events. Extra supplies can be stored in the PTC room (Excelsior P4). Perishable food can be donated to a charity, such as St. Vincent de Paul. (Call Jennifer at 781-3303). The school principals also sometimes know of individual family needs.

X. **Photos.** Please take pictures and send them to the website coordinator or yearbook coordinator. Photos are also helpful in the file.

XI. **Advertising your event**

\*\*\*\*\***PLAN AHEAD**\*\*\*\*\*

Start 4-6 weeks before your event

My event date is \_\_\_\_\_ Start advertising \_\_\_\_\_

1. **Get on the monthly event calendar.** Send the information to the PTC President the month before your event. Also list any response deadlines.
2. **Create a newsletter paragraph.** Send the newsletter item to the school secretary or PTC President by the Friday before the Wednesday newsletter.
3. **Make a flyer** for electronic distribution. Only if your event needs responses or more detail, should you prepare a paper flyer. If it absolutely must go out in paper form, prepare it in black and white and place it in the distribution boxes at the relevant school. The paper flyers must be in the distribution box by **Monday at 3pm**. At Excelsior, the school secretary must review the flyer first.
4. **Email a copy to . . .**
  - a) your board liaison for review
  - b) [MaiduExcPTC@eureka-usd.k12.ca.us](mailto:MaiduExcPTC@eureka-usd.k12.ca.us) for posting on the E-news web site
  - c) the school secretary or PTC President depending on when it is to go out
5. **Other advertising methods: Sandwich boards** (Maidu-kept in staff lounge, Excelsior kept in office store room) with posters can be placed out for drop-off and pick up times. Please make arrangements to have them put away each day. **ConnectEd** is the automated telephone system; arrangements can be made with the principal for getting events broadcast via ConnectEd.

**DISTRIBUTION DEADLINE 3 PM THE MONDAY BEFORE THE FLYER IS TO GO OUT IN THE WEDNESDAY FOLDER.**

**If you miss the deadline, then immediately email or call the following coordinators:**

**Board liaison and e-News coordinator - Tami Lynch, [tamicam@surewest.net](mailto:tamicam@surewest.net) or 396-7823**

**Maidu distribution coordinator - Leigh-Ann Reinero, [lreinero@comcast.net](mailto:lreinero@comcast.net) or 782-1963**

**Excelsior distribution coordinator – Sheryle Washburn, 780-7806**

\*\*\*\*\***Remember to plan ahead**\*\*\*\*\*

**XIII. MONEY GUIDELINES**

**1. Payment Requests.** Blank forms can be obtained from the PTC mailbox, green folder at both schools or downloaded from the PTC website. **REQUESTS ARE PICKED UP FROM THE PTC MAILBOX BY THE TREASURER EACH WEEK. PLEASE ALLOW 7-10 DAYS FOR PROCESSING.**

- a. **Personal Reimbursement.** School volunteers and staff who directly pay for approved supplies or services on behalf of the Maidu / Excelsior PTC must submit their original, itemized purchase receipts with a ***Reimbursement Request Form***.
- b. **Vendor Payments or Cash Box–Change Fund.** All other funds needed from the PTC General Account are to be requested using a ***Vendor Check Request Form***. Either a vendor’s invoice (bill for services) must be attached to the form, or the change fund option must be selected if setting up an event cash box.

*NOTE: All payment requests should be made within 30-days of event occurrence. Missing receipts, invoices, or other information will cause a delay in request processing. For cash boxes, it is the Coordinator’s responsibility to obtain necessary change (bills and coin) for their cash box. Boxes can be obtained from Excelsior P4 storage.*

**2. Money Collection.** Blank forms can be obtained from the PTC mailbox, green folder at both schools or downloaded from the PTC website. **DEPOSITS ARE PICKED UP BY THE TREASURER EACH WEEK. PLEASE NOTIFY THE TREASURER BY TELEPHONE OR EMAIL WHEN MONEY HAS BEEN LOGGED IN AT THE SCHOOL OFFICE.**

**Deposits.** PTC Coordinators collecting funds for their events (checks, bills, and coin) must submit all money with a *Deposit Itemization Form* to either school secretary. **DO NOT LEAVE ANY MONEY IN THE PTC MAILBOX.**

- Ensure all checks are made payable to **Maidu / Excelsior PTC**;
- Ensure all fund totals are verified by two separate PTC volunteers;
- Carefully follow all detailed instructions on the form.

**3. Donations.** If your event has obtained donations, please complete a *Donation Form* and give a copy to the Treasurer. Write a thank you note on PTC letterhead.