

Maidu-Excelsior PTC (2010-11) COORDINATOR GUIDELINES

(Updated June 3, 2010)



- 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: **F5 at Maidu.** 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. **PTC Mail Box.** There is a designated PTC Mail Box at each school. You'll find it with the teacher mail boxes. The school secretaries automatically route all incoming PTC mail/forms/flyers to this PTC mail box. If your program or event requires parental response, a flyer for sign up/registration (i.e. RSVP for event, volunteers needed request etc.), order forms or money to be collected (i.e. movie night, school directories, T-shirts, etc.) **this is where your completed forms will be placed when they are turned in. It is YOUR responsibility to check this mailbox for any correspondence or information pertaining to your assigned area.** This is especially important around the time of your event or sign up deadline.
- VI. **Volunteer lists:** At Class Assignment Night and Back to School Night, parents have the opportunity to sign up as a volunteer for various PTC events. After Class Assignment Night and Back to School Night, these lists are compiled by the PTC Volunteer Coordinator and those volunteers interested in helping in your particular area 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.)**
- VII. **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.
- VIII. **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.
- IX. **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 (F5 at Maidu) and the District Storage Unit for available items. Attached, you will find a list of inventory/supplies located in F5 and available on the PTC website www.meptc.org. You may get some ideas for your event just by looking at this list.
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.

X. **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 (Maidu F5). 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.

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

XII. **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 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 or 396-7823

Maidu distribution coordinator - Angela Raffin, a_raffin@yahoo.com or 797-8997

Excelsior distribution coordinator – Sherilyn Petterson, spetterson@surewest.net or 773-9074

*****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, www.meptc.org. **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 Maidu F5 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.