



2011-2012 Kincaid PTA Procedures Guide

Executive Committee

Co-Presidents

Melody McDonald & Kelly Mellen
President@KincaidPTA.org

Vice Presidents

Education Enrichment: Suzanne McGhee
VPEducation@KincaidPTA.org

Family Involvement: Krista Brown
VPInvolvement@KincaidPTA.org

Kincaid Relations: John Vogt
VPKincaid@KincaidPTA.org

Finance: Dawn Bornstein
VPFinance@KincaidPTA.org

Treasurer

Cindy Smoak
Treasurer@KincaidPTA.org

Secretary

Valerie Harris
Secretary@KincaidPTA.org

Parliamentarian

Terri Stanley
Parliamentarian@KincaidPTA.org

Principal

Cheryl Mauldin
Cheryl.Mauldin@CobbK12.org

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PTA: Working Together for Kincaid

THANK YOU!

Thank you for serving the students, families, teachers, and staff at Kincaid Elementary this year! We appreciate your time, your experience, and your support.

The Executive Committee is here to provide direction, guidance, and encouragement for the activities planned and approved for this school year. The information in this Guide is provided to help you follow policies and procedures that ensure quality programs for our students and families while respecting each other and the Kincaid staff. Our primary priority is our students; as long as we remain focused on them, we can only succeed.

2011-2012 Kincaid PTA Goals

The Executive Committee established the following goals for this school year:

1. **We want you to join PTA!** We need your help to bring meaningful and fun programs and services to our students. Yes, this takes money, but we also need *you*.
2. **We want you to be involved.** By contributing your time and ideas, you are showing your child that s/he is important to you, to our school, and to the world.
3. **We want to recognize diversity & abilities, including everyone without *excluding* anyone.**
4. **We want to work together with families and the great Kincaid staff to provide quality programs to help our children succeed on all levels.**

All programs planned and delivered by Kincaid PTA should support at least one of these goals.

continued

How Kincaid PTA Fits into National PTA

National PTA

PTA, established in 1897, is the oldest and largest child advocacy organization in the United States. National PTA provides many valuable resources for PTA leaders; visit www.PTA.org for more information. To access certain parts of the website, you may need the password information from the back of your current year's PTA membership card. Check out www.PTAGreatIdeaBank.org for ideas for PTAs.

National Standards for Family-School Partnerships

- *Standard 1: Welcoming all families into the school community*
Families are active participants in the life of the school, and feel welcomed, valued, and connected to each other, to school staff, and to what students are learning and doing in class.
- *Standard 2: Communicating effectively*
Families and school staff engage in regular, two-way and meaningful communication about student learning.
- *Standard 3: Supporting student success*
Families and school staff continuously collaborate to support students' learning and healthy development both at home and at school, and have regular opportunities to strengthen their knowledge and skills to do so effectively.
- *Standard 4: Speaking up for every child*
Families are empowered to be advocates for their own and other children, to ensure that students are treated fairly and have access to learning opportunities that will support their success.
- *Standard 5: Sharing power*
Families and school staff are equal partners in decisions that affect children and families and together inform, influence, and create policies, practices, and programs.
- *Standard 6: Collaborating with community*
Families and school staff collaborate with community members to connect students, families, and staff to expanded learning opportunities, community services, and civic participation.

continued

PTA: Working Together for Kincaid *continued*

Georgia PTA

Georgia PTA was established in 1906 and currently has over 300,000 members. Visit www.GeorgiaPTA.org to find the best ideas bank, grant opportunities, and additional resources. To access certain parts of the website, you may need the password information from the back of your current year's PTA membership card.

9th District PTA

We are part of the 9th District PTA in Georgia, which includes all local units in the following counties: Carroll, Cobb (including Marietta City Schools), Douglas, Haralson, Paulding, and Polk.

East Cobb County Council of PTAs (ECCC)

Our PTA is part of the ECCC, along with 20 other elementary schools, 8 middle schools, and 6 high schools. This is our second level of contact should we have questions or concerns that cannot be resolved. The ECCC website, www.ECCCPTA.org, offers many resources and contacts for programs and events, as well as common issues. To access certain parts of the website, you may need the password information from the back of your current year's PTA membership card.

Sprayberry Cluster

Our PTA is part of the Sprayberry Cluster, which is comprised of all elementary and middle schools that feed into Sprayberry High School. We are fortunate to have a Heather Held serving as our Sprayberry Cluster representative this year. Heather, is our first line of contact should we have issues that cannot be resolved within our PTA.

Kincaid ES PTA, Local Unit #1884

Our PTA, Kincaid ES PTA, is considered a local unit. Our local unit number, which is on your PTA membership card, is 00001884, or #1884. The rules that govern our local unit are our bylaws. A copy of our bylaws should have been emailed to you as a committee member.

continued

PTA: Working Together for Kincaid *continued*

Organization of Kincaid PTA

Our local unit is organized into the following bodies:

- Executive Committee
- Board of Directors
- General Membership

Executive Committee

The Executive Committee is comprised of the principal, the parliamentarian, who is appointed by the president(s), and the elected officers (president(s), four vice presidents, one treasurer, and one secretary).

Our Executive Committee is:

Co-Presidents	Melody McDonald & Kelly Mellen
Vice Presidents	Education Enrichment: Suzanne McGhee Family Involvement: Krista Brown Kincaid Relations: John Vogt Finance: Dawn Bornstein
Treasurer	Cindy Smoak
Secretary	Valerie Harris
Parliamentarian	Terri Stanley
Principal	Cheryl Mauldin

Per our bylaws, the Executive Committee is charged with transacting all business referred to it by the Board, appoint standing committee chairs and members, approve the work of the committees, act in emergencies between meetings of the Board, and to make a report at each Board meeting.

continued

PTA: Working Together for Kincaid *continued*

Per the *2011-12 Georgia PTA Leadership Resource Guide*, the duties of the Executive Committee are to:

- Approve chairpersons and members of the standing committees.
- Approve the plans of work of the standing committees.
- Schedule board of directors and association meetings.
- Approve routine bills within the limits of the budget.
- Conduct the business of the PTA between board meetings.
- Develop goals for the association for presentation to the board of directors and general membership for approval.
- Make a report of the Executive Committee action items at each board of directors meeting.
- Keep minutes for Executive Committee meetings. The Executive Committee minutes are not read at general meetings or Board of Directors meetings, but committee actions are reported.

Board of Directors

The Board of Directors is comprised of the Executive Committee (elected officers, principal, and parliamentarian) and the chairs of standing committees. These are the voting members of the Board of Directors. For meeting and discussion purposes, Kincaid PTA invites the chairs of special committees to attend the Board of Directors' meetings, along with a Teacher Representative and a Foundation liaison. All Board of Directors' members must be members of our PTA.

Our Board of Directors is:

Executive Committee

Standing Committee Chairs

- | | |
|------------------------|-----------------------|
| Arts in Education | Character Education |
| Communications | Community Outreach |
| Diversity & Inclusion | Environmental Ed |
| Family Engagement | Financial Literacy |
| Health | Hospitality |
| Legislation & Advocacy | Math & Science |
| Membership | Reading & Writing |
| Reflections | Room Rep |
| Special Services | Volunteer Coordinator |
| Welcome Committee | |

continued

PTA: Working Together for Kincaid *continued*

Per the *2011-2012 Georgia PTA Leadership Resource Guide*, the duties of the Board of Directors are to:

- Transact necessary business in the intervals between association meetings and such other business as may be referred to it by the association.
- Create or dissolve standing or special committees.
- Present a report at the regular meetings of the association.
- Select an auditor or an auditing committee to audit the treasurer's accounts.
- Prepare and submit a budget for the fiscal year to the association for adoption.
- Approve routine bills within the limits of the budget.
- Fill all vacancies in office.
- Conduct hearings for removal from office.
- Keep minutes for Board of Directors meetings. The Board of Directors minutes are not read at general meetings, but committee actions are reported.

The Board of Directors does not have the authority to make or authorize expenditures that are not in the budget. All money spent must be voted on by the membership.

Committees: Standing and Special

Committees are the heart of the work our PTA performs, because they plan and promote the activities of PTA. Each committee has a definite purpose and is subject to the control and direction by PTA. Committees should reflect the needs of our PTA; it is highly recommend that the members and chairpersons of the committees reflect the membership of the unit and the breadth of the school community.

Standing Committees are defined as committees that require continuous service throughout the year or for a longer period of time. These committees are also voting committees, meaning that each chair (and co-chair) is allowed one vote during Board of Directors' meetings.

Special Committees are formed for a specific purpose. When the work is completed it automatically ceases to exist. These committee chairs are invited to attend the Board of Directors' meetings, but they are not allowed a vote.

continued

PTA: Working Together for Kincaid *continued*

Per the *2011-2012 Georgia PTA Leadership Resource Guide*, the duties of committee chairs are to:

- Present a plan of work to the Executive Committee for approval.
- Maintain a procedure book.
- Research and seek information in the content area.
- Attend local, council, district, state and national meetings whenever possible.
- Respond promptly to correspondence or requests and keep accurate files.
- Present reports at general meetings when requested.
- Give records, reports, procedure books and other materials promptly to successors.
- Provide an annual report (summary) based on goals defined for the committee work and achieved; programs, projects and events implemented throughout the year; evaluations of all; and recommendations for the upcoming chairperson and school year.

Additionally, we ask that you:

- Be a PTA member.
- Attend all PTA Board meetings, especially if you are a standing committee chair. If your committee has co-chairs, you must both attend as you are each allocated a vote. If you are a special committee, plan on attending at least the meeting the month before, of, and after your program. If you are unable to attend, please give a report to your VP.
- Attend PTA training meetings where applicable.
- Report on your committee to your VP on a regular basis.

Meetings & Deadlines

2011-2012 Meeting Schedule

Executive Committee Meetings	Board of Directors' Meetings	General Membership Meetings
August 2, 6:00pm	August 9, 6pm	August 18, 6-6:30pm
August 29, 9:15am	September 1, 6:30pm	
October 4, 9:15am	October 6, 6:30pm	
November 1, 9:15am	November 3, 6:30pm	
November 29, 9:15am	December 1, 5:30pm	December 1, 6:30pm
January 11, 9:15am	January 19, 6:30pm	
January 31, 10:30am	February 2, 6:30pm	
March 6, 9:15am	March 8, 5:30pm	March 8, 6:30pm
April 17, 9:15am	April 19, 6:30pm	
May 1, 9:15am	May 3, 5:30	May 3, 6:30

➔ **Note:** All Board of Directors' and General Membership Meetings are scheduled for Thursdays.

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Meetings & Deadlines *continued*

Cat Tracks Deadlines

Issue	Submission Deadline	Delivery Date
September 2011	Wed., Aug. 17	Friday, Sept. 2
October 2011	Wed., Sept. 21	Friday, Oct. 7
November 2011	Wed., Oct. 19	Friday, Nov. 4
Dec/Jan 2011-12	Wed., Nov. 16	Friday, Dec. 2
February 2012	Wed., Jan. 18	Friday, Feb. 3
March 2012	Wed., Feb. 15	Friday, March 2
April 2012	Wed., March 14	Friday, April 13
May 2012	Wed., April 18	Friday, May 4

Please e-mail all articles to Melody McDonald and Kelly Mellen at President@KincaidPTA.org by the submission deadline date above for approval.

Running a PTA Program

Step 1: Planning a Program

The PoW is the document used to capture your planned activities. You *must* include every program and event in your PoWs. Please think carefully about the goals of your committee and be as detailed as possible. It is important that you number your activities in order of priority. Use the Budget Worksheet to list what you will need to purchase to execute the activity and an approximate cost of each item.

If you need help, contact your VP. Once your PoW is complete, be sure to save a copy for yourself; then send to your VP, who will forward it to the Executive Committee for consideration.

The submitted PoWs are reviewed by the Executive Committee and the Budget Requests are reviewed by the Budget Committee; they are used to determine the financial needs of our PTA for the coming year. Per the bylaws, only work approved by the Executive Committee in a PoW can be executed. Your budget must also be approved by the General Membership before any money can be spent.

You will be notified of approved plans and tentatively approved budget amounts. The total proposed 2011-2012 budget will then be presented at the Executive Committee meeting for approval and then to the General Membership for final approval in August.

- ! **Important:** Do not spend any PTA money without prior approval until AFTER the August General Membership meeting. PTA cannot provide reimbursement for any activity or event that is not a part of an approved PoW and Budget Request.

If you want to add a program after the year's budget and programs have been approved, please see your VP or any member of the Executive Committee for advice on how to proceed.

- ➔ **Note:** The IRS requires that all 501(3)c organizations, such as PTA, maintain a minimum ratio of fundraisers to programs of 1:3. Our PTA must be careful to only raise money on those activities planned as fundraisers. If your committee is approved as a program to lose money, please make every effort to avoid raising money!

continued

Running a PTA Program *continued*

Step 2: Logistics

Once your PoW is approved, you can begin working on the logistics for your program.

Facility Request

If your program will take place at school, you will need to complete a Facility Request Form for each date. The Facility Request forms are available on the PTA website and next to the PTA mailboxes at school.

1. Complete a Facility Request form.
2. Make and keep a copy of the form for yourself.
3. Give the Facility Request form to your Vice President.
4. Upon approval from the VP, give a copy of the form to Sue Ambrose and Henry Landers. If the program will use the Media Center space, also give a copy to Gail Viars.

Please complete the form as soon as you have confirmation of the program date(s). Two weeks prior to your program, confirm the plans with Henry Landers. You can email Mr. Landers at Henry.Landers@CobbK12.org.

Volunteers

Estimate the number of volunteers – family and staff – you will need for your program. Review any emails or information from the Volunteer Coordinator for interested families; this information is collected at the beginning of the school year and it is our obligation to contact everyone who expressed interest in helping. If you are in need of additional volunteers, please contact Susan McCullough, Volunteer Coordinator at VC@KincaidPTA.org, who will help with requests for volunteers in Keynotes, E-messages, and other contact avenues.

Response Box

Some programs need a response from staff and/or families, such as a program with food or limited availability.

If your event requires a reservation, feedback, permission slips, and/or fees, you will need to provide a box for collecting the responses. You can designate a small box placed in front of the PTA mailboxes for this purpose; be sure to mark it well so teachers and staff know where to put the responses.

Contracts

Only the co-presidents can legally engage our PTA in a contract. If you are working with a vendor that requires a contract, contact Melody or Kelly immediately.

continued

Running a PTA Program *continued*

Step 3: Advertising/Promoting Your Program

You've planned the program, handled facilities and permissions, secured the resources, and now you're ready to let everyone know about it! We have many methods for advertising your PTA program, including:

- *Keynotes*
- PTA E-messages
- PTA website
- Bulletin board
- *Cat Tracks*
- Flyers
- Morning News
- Announcements
- Scrolling message board
- Outside marquee
- PTA Upcoming Events sign
- Messages for staff

When using any form of advertising for PTA, be sure to use your PTA email address, such as President@KincaidPTA.org, if possible. Include a phone number whenever possible. Consider making translated versions of your advertisement available and offering transportation.

Keynotes

A short 3-4 sentence description of your program can be publicized in *Keynotes*. Send your *Keynotes* submission directly to Sue Ambrose at Susan.Ambrose@Cobbk12.org by Monday at noon for inclusion in the Wednesday issue. Please copy President@KincaidPTA.org and your vice president so we are all aware of the information being shared.

E-Messages

To include information about your program in a PTA E-message, email your text to President@KincaidPTA.org; please copy your vice president. E-messages should be short and to the point, ideally no more than 10 lines. If you have detailed information, consider a short e-message with a link to the details on our website.

Website

Our PTA website, www.KincaidPTA.org, is the perfect place to publicize more detailed information about your program and to link to other information if necessary. You may also put the same information on the website as in *Cat Tracks*. Plan ahead as it takes a few days to put information on the website. Send your information for the website to President@KincaidPTA.org.

continued

Running a PTA Program *continued*

Bulletin Board

We have a dedicated PTA bulletin board in the cafeteria. The board measures 46-inches by 64-inches and is located in the cafeteria next to the vault, behind a bench. The board is divided into a larger section and smaller section; the smaller section is a permanent display of our monthly calendar, membership forms, cougar pride forms, and officer & committee contact lists. Be creative and make your bulletin board stand-out! This is a great place to advertise your program. Sign up for a spot on the Bulletin Board schedule with Valerie Harris at Secretary@KincaidPTA.org.

Cat Tracks

Our *Cat Tracks* newsletter is published nine times each year; see *Cat Tracks* deadlines under "Meetings & Deadlines" in this *Guide* for a list of submission deadlines and publication dates. Carefully time your articles with the publication dates to ensure adequate and accurate coverage of your program.

After you draft an article, email it to President@KincaidPTA.org. Melody or Kelly will email any recommendations, questions, or edits to you, and will give approval of the finalized article. At that point, forward the email to Ron Robinson at CatTracks@KincaidPTA.org for submission in the next issue of *Cat Tracks*.

Flyers

Although we do want to move away from paper-based communication, flyers are still our main mode of communication to our families.

- Creating a flyer
 - Need help? Ask. We have parents who want to help creating flyers.
 - Remember to always include the current theme & logo (Puzzle logo with theme "Kincaid PTA: Where Everyone Fits) *and* the Kincaid PTA/everychild.onevoice. logo. You can find these on the PTA website.
 - Always include contact information with a name, an email address, and a phone number. If possible, use a @KincaidPTA.org email address. Example: For more information about this program, contact Heather Voeltner, Membership Chair, at Membership@KincaidPTA.org or at 678-560-6918.
 - Consider how much space you will need for your flyer. Conserve paper whenever possible by using both sides of a half page.

continued

Running a PTA Program *continued*

- Approving a flyer
 - Send your flyer to President@KincaidPTA.org, with a copy to your vice president.
 - All flyers must also be approved by Mrs. Mauldin before distribution. After receiving approval from Melody or Kelly, either deliver a hard copy to the school office or email it to Cheryl.Mauldin@CobbK12.org.
- Copying a flyer
 - Copy your flyer onto PTA yellow paper. This designated color for 2011-2012 lets families know the communication is from PTA.
 - Most copies can be made at Kincaid. PTA paper is located under the PTA mailboxes; extra paper is stored in the shed. Make sure you use PTA paper, not school paper, for copies. Paper for flyers should be included in your budget for your event. Unless you are making ½-page flyers, you will need two reams of paper for single-paged flyer.
 - For PTA copying, use the standard copier in the Asteroid room off of the Media Center. When making over 50 copies, you will need to use the Gestetner in the Asteroid. There is no code, but you need to be familiar with making a Master and how to turn over the copies to print two-sided. Mrs. Bond is an excellent resource, but you can also check with your Committee Chair, VP, or anyone on the Executive Committee.
 - To save paper, make two-sided copies of multiple-page flyers or a half-page flyer whenever possible.
 - Consider if your flyer needs to go home with each student or only one per family. The office staff maintains a Family Distribution list that includes counts for the youngest family members; check with Mrs. Ambrose or Mrs. Stanley for the most current version. Be sure to add enough copies to cover the non-classroom-based staff, too.
- Distributing a flyer
 - *Wednesday* is the designated day for flyers to be put in the teacher mailboxes at school. Please respect this school rule to only send home flyers on Wednesdays.
 - Mark the top flyer with "one per family" or "one per student" to let the teachers know how to distribute.

Morning News

The school's Morning News program is another advertising venue for PTA events. If you would like to have information shared or a segment included in the morning news, email President@KincaidPTA.org and we will work with you to make that happen.

continued

Running a PTA Program *continued*

Announcements

The office staff makes announcements in the morning at the start of the school day and in the afternoon at the end of the school day. If you have information to be included in those announcements, send an email to President@KincaidPTA.org and we will forward that information to the office staff as approved.

Scrolling message board

The school has several scrolling message boards in operation throughout the school day. If you want to advertise on the scrolling message boards, email Gail Viars, Media Center Specialist, at Gail.Viars@CobbK12.org; please copy your VP and President@KincaidPTA.org.

Outside marquee

The school has a lighted marquee located on Kincaid Road at the main entrance to the school. This is mainly reserved for school information. To request to advertise a PTA program, fill out the Facility Request Form and email or give it to Mr. Henry.

PTA Upcoming Events sign

The PTA Upcoming Events sign is located in the car line circle. Promote your program by hanging a sign under Upcoming Events the week before your program, and then under This Week during the week of your program. If you need to have a sign made, contact Melody or Kelly. You will need to confirm that your sign is put out and is hanging in the appropriate area – This Week or Upcoming Events.

Messages for staff

If you have information that needs to be shared with the Kincaid staff, please send it in an email to President@KincaidPTA.org, and we will get it distributed.

continued

Running a PTA Program *continued*

Step 4: Program Time!

The time has come and your program is ready to go! All of your planning and pre-work will now pay off. Remember that you are not a committee of one – ask for help! Organize and delegate tasks. Volunteers want to help, so be sure to put them to work.

You will want to have:

- A schedule of activities, including set up and take down
- A list of needs – from volunteers to materials to contacts
- Your supplies from the shed

Our PTA owns a set of four walkie-talkies. If you will need these for your program, contact the co-presidents at least two days in advance so they can be charged up in time.

Allow ample time for set up. PTA events are popular, and everyone arrives early. When setting up during the school day, be respectful of the After-School Program (ASP).

Save all of your receipts. Keep notes and lists, and save them in the committee notebook (or create one!) for future committee chairs and program leads.

Step 5: Wrap Up

You did it! Congratulations on successfully running a PTA program. You're almost finished!

At the completion of a PTA program, the committee chair or program lead should complete and submit a Post-Event form. This form should be completed no later than two weeks after the event. Forms should be given to your VP, who will share them with the Executive Committee. You can find the Post-Event form on the PTA website.

Submit all receipts within two weeks of the event. See "Getting Reimbursed" in the next section for details on how to submit a Request for Check form.

When you return your unused supplies to the shed, be sure to label the bags and bins. ALL paper goods MUST be in closed plastic bags or bins with lids.

Celebrate your success! Post results, pictures, and volunteer thank yous in Keynotes, Cat Tracks, and on the website.

Be sure to update the committee or program notebook to help the next person who plans this event.

Financial Procedures

Collecting and Turning In Money

Some PTA programs will involve collecting money from families. PTA has strict procedures for how to handle that money, including the following:

- Review all checks for accuracy
 - Checks must be made out to Kincaid PTA.
 - The amount of the check must match the order form.
 - Checks must have a pre-printed name and address.
 - Checks must be signed.
- If the check is incorrect for any of these reasons, return the check and ask for corrections.
- If a check covers more than one thing (for example, two memberships, a T-shirt, and a directory) it must have a form or a list showing exactly what items the total amount covers and the amounts of each (\$10 Membership, \$15 t-shirt, \$2 Directory).

The procedures for verifying and turning in PTA money are:

1. Obtain a Verification of Funds form. They are available in the PTA mailbox area and on the PTA website.
 2. Complete the Date, Activity, and Budget Line/Committee information. For example, if you are counting money for Cougar Pride t-shirts sold at the Welcome Back Picnic, the Activity would be Welcome Back Picnic and the Budget Line is Cougar Pride.
 3. As soon as the event is over, you and one other unrelated, PTA member must count and verify the money received. The first person will separate and count the coins, cash and checks, fill out the form and sign it.
 4. The second person counts the coins, cash, and checks to verify the information on the form. Then the second person signs the form.
- **Note:** Both counters need to sign the form. Do not sign your own name twice! This defeats the purpose of having two people verify the money.
5. Make a copy of the completed Verification of Funds form for your program notebook as documentation of the funds you have collected.

continued

Financial Procedures *continued*

6. The form and money should either be placed in the PTA safe or handed personally to the Treasurer. This should immediately follow the event or activity. If you place the money in the safe, notify the Treasurer at Treasurer@KincaidPTA.org or call 770/977-4496.
- ! **Important:** Never hold PTA money! Never take it home to count later! Never use PTA money to make change! These rules are for your protection as well as for PTA's protection.
7. The Treasurer is the third counter of the money. The Treasurer will count the money and verify the information on the form.
8. You should complete this process for every batch of coins, cash, and checks you receive.

If you have any questions about these procedures, contact Cindy Smoak, our Treasurer at Treasurer@KincaidPTA.org or call 770-321-8587.

Getting Reimbursed

Sometimes you will make purchases on behalf of PTA; thank you. To get reimbursed, submit your original receipts within two weeks of the purchase, following these procedures. If you are not the committee chair, show all expenses to your committee chair prior to submitting them for payment as they are responsible for the overall committee budget.

- ! **Important:** Only expenses that have been approved in the budget can be reimbursed! Be sure to have approval before making purchases.
- **Note:** Many volunteers decide to make donations to PTA and not request reimbursements for funds spent. If you donate anything, please notify the Treasurer and make a note in your program notebook so future budgets include the donated items.
1. Obtain a Request for Check form. They are available in the PTA mailbox area and on the Kincaid PTA website. Checks should only be requested for items that are already a part of the approved PTA budget.
2. Complete all information at the top of the form. Attach all original documentation such as price quotes, invoices or receipts. Only original invoices and receipts will be approved for payment (no copies). Make sure that it is clear from the information provided why the checks should be written and to what PTA activity/committee it relates.

continued

Financial Procedures *continued*

3. Sign the form and place it in the co-presidents' mailbox for approval. The co-presidents will give the approved form to the Treasurer.
4. When your check is ready for pick up, it will be in the Treasurer's mailbox in the Red Check Request folder. Please sign and date the form in the folder before taking your check. If your request is urgent, contact the Treasurer to make special arrangements.
5. If you would like the Treasurer to mail the check to the vendor after it is processed you can make a note on the Check Request form and make sure that the address is included.
6. If you have a cash box for an event, you and another counter must verify the starting cash and enter the amount on the Verification of Funds form. To set up a cash box for an event, you can either:
 - Secure the petty cash needed for the cash box prior to the event, and then turn in the original receipt with the Request for Check form to be reimbursed.

OR

 - Submit a Request for Check form one week before the event to get a check from the Treasurer that can be cashed.
7. Do not ask a vendor to bill the PTA, unless you have prior approval to do so (such as with the School Store). If you are planning a purchase for your committee, check your budget to make sure it is an approved expense. If you do not have a copy of your budget, your Vice President can provide a copy for you. Without a Request for Check form and an approved budget line item, you could incur the unapproved expense.

Obtaining Checks for Vendors

If you request a check to be paid to a vendor and would like the Treasurer to mail the check directly, please make a note on the Request for Check form and include the mailing address. If you do not ask for the check to be mailed directly, it will be your responsibility to pick up the check and mail it to the vendor.

Housekeeping

Canopy

PTA owns a canvas canopy that can be used for PTA events. The canopy is stored in the shed.

- **Note:** The canopy is very heavy. Do not attempt to maneuver and set up the canopy without help.

Check with the PTA Secretary for scheduling the canopy. Be sure to put it away properly so it will be ready for the next event.

Coolers

PTA owns two bright-orange 10-gallon beverage coolers that can be used for water, lemonade, and tea; the coolers are stored in the shed. These coolers can be used for any PTA or school event. Check with the PTA Secretary for scheduling the coolers.

Please use the coolers whenever possible instead of purchasing bottled water. We can use of the cafeteria ice machine and sinks for filling, cleaning, and drying the coolers.

- **Note:** A full 10-gallon cooler is heavy so be careful! Follow proper lifting procedures and have help.

After use, clean the coolers with soap and water. DO NOT DRY them with paper or towels. Instead, allow them to *completely* air dry before storing. Once the coolers are *completely* dry, close the lids tightly and return to the shed.

Mailboxes

There is a mailbox for most Committees and Programs in the room next to the media center. Information about your committee and forms returned by families will be placed in these boxes. This room is open during school hours.

A locked Kincaid PTA dropbox is located next to the PTA bulletin board in cafeteria. The co-presidents, treasurer, and Terri Stanley (in the office) have a key to the dropbox. This dropbox can be used as a drop-off point for student forms but should NOT be used for money. Please use the safe under the PTA mailboxes for money.

Paper

PTA purchases paper to use for all copying; please do not use school paper for PTA use.

Some paper (both white and yellow) is located under the PTA mailboxes, with the bulk of it stored in the shed.

continued

Housekeeping *continued*

Shed

PTA has a storage shed located in the covered area at school. If you need access to the shed, your VP can give you the number to the combination lock.

Most supplies in the shed are grouped by committee. If you have questions about the use of another committee's supplies, contact the chair of that committee. Please be respectful of other committees' supplies and always err on the side of caution before using supplies you have not purchased.

There are many supplies available for general use in the "Supplies" cabinet. Please check both your committee's storage area and the supplies cabinet before purchasing additional supplies for your upcoming event.

All supplies should be returned to the shed in proper order after use. If you need additional supplies, check to see if you budgeted for them in your Plan of Work. If not, contact your VP to discuss.

- ! **Important:** DO NOT STORE FOOD in the shed. For example, do not store unopened bags of potato chips in the shed; although they are factory sealed, unwelcome nocturnal intruders have a keen sense of smell and have been known to party in the shed after hours. If your committee uses food supplies, napkins, plates, utensils, cups, and so on, place these items in storage bags so they will stay clean and usable.

Appendix

All of the following information is available on the PTA website, www.KincaidPTA.org:

- 2011-2012 PTA Committee List
- Kincaid ES PTA By-laws
- Forms
 - Facilities Request
 - Request for Check
 - Verification of Funds
- Logos