

## COMMITTEE GUIDELINES

### CONTRACTS

*All contracts binding the PTA must be signed by one of the PTA Co-Presidents. Copies of all contracts must be approved by the Treasurer, Susan Higgins (higgins\_susan@yahoo.com)*

### FACILITY USAGE

Reserving Rooms: Committees needing space for after-school activities at Westbrook must reserve rooms via the Montgomery County Interagency Coordination Board (ICB) and pay any required space utilization fees. As soon as you know the date of your event and your space needs, please contact the ICB account manager – PTA Vice-President, Jesse Nickelson (jesse.nickelson@gmail.com) for assistance in reserving space.

ICB Costs: **Please note:** If your program uses school facilities, your program will be charged for room usage and any staff charges associated with your use of the facility. **When calculating the cost of your program or activity and determining the fees to charge students/parents, please make sure you are incorporating the ICB cost in your calculation.**

Working with the Front Office: Please contact Barbara Kahn (Barbara\_Kahn@mcpsmd.org) in the front office when your activity requires the use of school space during school hours, you wish to hold an assembly, or you require a mailbox (see below).

### FINANCIAL INFORMATION

We are attaching the 2015-2016 PTA budget. If you volunteered for a position that has a spending budget, please be aware of how much is in your budget. It is your responsibility to make sure your activity does not go over budget. If your committee wants to host an event not included in this budget, you will need to request additional funding from the PTA membership.

Income/Deposits: If you are handling a PTA-sponsored event that collects money, **funds should be submitted to the Treasurer for deposit as soon as possible and within five days of receipt of the cash/check.** If, for some reason, you need to hold onto cash/checks until your event deadline, please contact the Treasurer. **Chairpersons of evening PTA events such as Bingo Night, Carnival and the Book Fair should be in touch with the Treasurer when planning these activities.** Please submit all deposits using the attached deposit form.

Expense Reimbursement: If you need reimbursement for out-of-pocket expenses or want a third party check to pay for an event, please complete an Expense Reimbursement Form (attached and also found on the website or in the Treasurer's

mailbox in the school copy room across from the main office), provide all the required information, and attach any invoices or receipts and leave in the Treasurer's mailbox. Please keep up-to-date, accurate accounts by requesting reimbursement in a timely manner and no later than one week after the last day of school. Requests received after that date may not be eligible for reimbursement.

## **COMMUNICATION**

Listserv: It is expected that Committee Chairs will be on the Westbrook School Listserv. The Listserv is one of the most effective ways to communicate with the Westbrook community about your event or activities. To join visit:  
<http://groups.yahoo.com/group/westbrook-school/>

PTA Meetings: We encourage you to attend the PTA meetings, which generally take place the first Tuesday of every month at 7:30 p.m. These meetings provide an opportunity for committee chairs to promote upcoming committee events and solicit volunteers. If you are not able to attend a meeting and have an announcement you would like us to make on your behalf, please let us know. Prior to each meeting, we will email you to ask if your committee has anything to report to the PTA membership or would like to be added to the agenda.

PTA Patter newsletter: We encourage you to submit articles and/or photos to the PTA Patter about your event or activity. If you would like to submit an article for the Patter, please email it to Jennifer Lavorel ([lavorels@verizon.net](mailto:lavorels@verizon.net)).

Weekly Calendar: A calendar of activities for the week ahead is sent out through the listserv on Sunday evenings. Please contact Web Calendar Chairperson, Deborah Kalb ([deborahkalb@yahoo.com](mailto:deborahkalb@yahoo.com)) prior to your event to ensure that information about your event is included. Items to consider including on the calendar are dates of events/activities and deadlines for submission of forms, checks, etc.

Mailboxes: PTA mailboxes are located in the copy room across from the office, just to the left of the door. There is also a large, multi-slot box inside the Main Office for committee members to exchange forms with parents during the school year (*e.g.*, foreign language registration forms, Carnival t-shirt forms, etc.) If you would like a box, please work with the front office staff.

## **PRIOR YEAR FILES AND RECORDS**

Incoming committee chairs should contact the previous chair of their committee to obtain available files and records, and also to gain insight into what worked best and what didn't work in terms of their activities or events the prior year. In general, files and records should detail the committee's responsibilities and tasks to accomplish throughout the year.

Incoming chairs should also consider developing a list of pointers for the following year's chair including your thoughts about what worked well and what needs to change. Further, toward the end of the school year, it is your responsibility to create

a file that you can forward to the future chair of your committee. This file should contain a calendar of important dates or a timeline, copies of completed forms that required completion or submission for your activity, a list of suggestions/notes, and any other information you think would be useful to someone assuming your role. Please submit this file to your Co-Presidents or Vice-Presidents if you are not sure who will be taking over as Chair.

### **WESTBROOK PTA CODE OF CONDUCT FOR BEFORE- AND AFTER-SCHOOL ACTIVITIES**

Student participants in PTA-sponsored activities, *i.e.*, before- or after-school activities and classes, must complete and sign the Westbrook Code of Conduct agreement and obtain their parent or guardian's signature. Please be sure to include the Code of Conduct form when you send out enrollment information to families. Students who do not behave according to the agreement, as documented in the Parental Notification Form, may be subject to removal from the activity. The Westbrook Code of Conduct is available on the school website under PTA/extracurricular activities.

### **CONTACTING PTA CO-PRESIDENTS**

We are always available if you have questions or suggestions. Please do not hesitate to contact Orly ([orlyi@hotmail.com](mailto:orlyi@hotmail.com)) or Leyla ([leylakenny@gmail.com](mailto:leylakenny@gmail.com)) if you have questions. Thank you for your time and dedication to making Westbrook such a wonderful place for our children!

Attachments:

2014-15 PTA budget  
Deposit Form  
Reimbursement form