

**Potomac Elementary School
Volunteer Guidelines
2009-2010**

Thank you for volunteering at PES for this school year. All of your efforts are greatly appreciated by Potomac Elementary's Parent/Teacher Association, the teachers, the administration, and especially the children. This is a great opportunity to get to know and to work with other parents in your child's class as you volunteer for PES activities. Your contribution to the school and the children is invaluable. In addition, there are many wonderful programs at PES that are sponsored by the PTA, such as Club Potomac, Back-to-School Picnic, Spring Fair, Field Day and many others. These programs round out the fun experience your child will have here at PES. Without you, these programs would not be possible.

We hope that you will enjoy this fun and rewarding experience. If you ever have any questions about any of the attached responsibilities, please do not hesitate to contact any one of us on the PTA Board, at any time, for any reason.

Kind Regards,

Jill Trone
PES PTA President
Room Parent Coordinator

Susan Danziger
VP of Programming

Tammy Goldberg
VP of Fundraising

What does it mean to be a Potomac Elementary volunteer?

- PES room parents play a key role in communication. They may be asked to contact parents if volunteers are needed for a specific event or to remind parents of upcoming PTA events and activities.
- PES room parents provide assistance to the classroom teachers, when requested. Examples include: arranging in-class volunteers, organizing holiday parties (i.e. Halloween, Valentine's Day), field trips and community service activities.
- PES room parents are encouraged to involve other class parents with any activities/tasks at the school (i.e. monthly PTA meetings, class parties/events, field trips, teacher appreciation lunches, parent social, etc.). This communication with the parents should be ongoing and can be done via telephone or e-mail.
- PES volunteers are key to our success as a whole. We thank you for giving PES your time and talents to help make your child's educational experience as rich and fulfilling as possible.
- Every committee chair is asked to handle funds collected (cash and checks) responsibly. There are standard procedures that must be following included in this packet.
- Every committee chair should have a note/end of year report to write up what they did that includes contact information (see attached form) and should be submitted to the VP of Programming or VP of Fundraising.

Room Parent Responsibilities

1. Teacher Appreciation Lunches:

About once a month, the PTA provides a teacher appreciation lunch for the faculty and staff. On various occasions, the PTA may ask room parents to help find volunteers to bring various side dishes or desserts to compliment the theme of the month.

2. Assist with class parties and other activities:

Please contact your classroom teachers in the beginning of the year to discuss parties and other needs. The teachers will let you know if they need your help inside the classroom and what they would like you to provide. Room Parents who help with parties at Halloween and Valentine's Day may ask for a parent donation not to exceed \$20 per child, to cover all food and details needed for both parties. Food for class parties should be pre-packaged and not homemade, as well as nut free.

In lieu of monthly birthday parties, birthdays are recognized with an announcement on the daily news, a birthday pencil and recognition in the classroom.

You may also be asked by the teachers or someone from the PTA to assist (or find someone to assist) with class related activities such as field trips, class community service activities and fundraising activities.

3. PTA Activities:

The PTA may call room parents for assistance in finding volunteers, making calls or helping out with school events. In the past, this has included e-mailing the parents in your class to remind them of events, to seek additional volunteers or share school information.

4. Teacher Gifts:

Room parents may collect for an organized class gift if desired.

5. General:

When volunteering in the classroom, please maintain the confidentiality of all students. What you hear and see in the classroom stays in the classroom.

Volunteering Responsibilities

1. Fundraising Events:

Tammy Goldberg, VP of Fundraising, is available for guidelines and any assistance you may need. All expenditures and collected funds should be given to Tammy for review and submission to the Treasurer.

2. Programming Events:

Susan Danziger, VP of Programming, is available for guidelines and any assistance you may need for those events not intended to generate income. All expenditures and collected funds should be given to Susan for review and submission to the Treasurer.

3. Handling of Funds:

All funds (cash and checks) should be handled responsibly. The cash and checks must be recorded by the program/fundraising chair of the event on the PTA Deposit Receipt Form which should be signed by the fundraising chair person and the PTA member that verified the amounts. Cash and checks, with the attached PTA Deposit Receipt Form, are submitted within seven (7) days to the VP of Fundraising or VP of Programming.

All receipt(s) should be submitted through the committee chair for reimbursement. The PTA Reimbursement Request Form is submitted to the VP of Programming or VP of Fundraising which will be submitted to the Treasurer for reimbursement.

4. Vendor Relationships:

To get the most favorable terms, maximize opportunities and coordinate communication, all contact with vendors should be coordinated through the VP of Fundraising and/or VP of Programming.

5. General:

- If a room(s) needs to be reserved before or after school for an event, please contact Jill Trone to reserve the room as soon as possible. There is a small fee charged by the county for use of the room(s) that must be paid by the PTA prior to the event.
- Chairpersons please complete an end-of-year form for you committee and submit to the VP of Fundraising or VP of Programming to document vendors and programs from year to year

General Information

1. General Information:

- All volunteers should sign in the “volunteer sign in log” in the black book located in the office
- Volunteers should wear a sticker or name badge indicating they are a visitor/volunteer
- Our PTA website is PESPTA.org. It has all pertinent information regarding upcoming events, PTA meeting dates and available programs as well as PTA Board names and contact information.
- Mustang E-mail is our weekly communication to all parents who subscribe. To subscribe, please send an email to: mustange-mail-subscribe@yahoogroups.com with the name of your child(ren) and grade(s).
- For a calendar of all events, please contact Jill Trone or Mrs. Linda Goldberg.

2. Communication:

With students and parents:

- Morning announcements are made daily. Contact Mr. Schorr (Media Specialist) 24 hours in advance with the message you would like broadcasted.
- The Potomac Beat (5th grade television program broadcast live every Friday) where students can remind the school of upcoming fundraisers and events. Please contact Mr. Schorr.
- Flyers may be distributed to communicate to students and copies made and placed in teachers' mailboxes (30 copies) per teacher. Please remember that all correspondence must be approved and initialed by Mrs. Linda Goldberg in advance of photocopying.
- Mustang Mail is sent to all families at PES every Tuesday. Contact Jeanne Srour (srou10301@comcast.net) by Monday at 11am, with a write up or attachment to include.
- Mrs. Linda Goldberg has a weekly newsletter where programs/fundraisers can be highlighted. Please contact Lynn in the office for that information.

With teachers:

- Email them! Each teacher has an e-mail address they check on a daily basis. You can find the addresses on the MCPS/Potomac Elem School website.
- Ask Tina or Lynn in the office to make an announcement before or after school when students will not be interrupted.
- Put a flyer in their mailbox.
- Ask Mrs. Linda Goldberg to highlight topic at a staff meeting.

PTA Meeting Dates

Executive Board	General Membership
September 4th, 2009	September 9, 2009*
September 30, 2009	October 6, 2009
October 28, 2009	November 3, 2009
December 2, 2009	none
January 4, 2010	January 5, 2010
January 27, 2010	February 2, 2010
February 24, 2010	March 2, 2010
March 24, 2010	April 7, 2010
April 28, 2010	May 4, 2010

**All meetings are scheduled from 7:00-8:30pm and
are held in the all purpose room.
Babysitting and light food will be available.**

PTA Executive Board 2009-2010

President	Jill Trone	jilltrone@comcast.net
Executive VP	Liza Durant	durant8@verizon.net
VP Fundraising	Tammy Goldberg	tammygoldberg@aol.com
VP Programs	Susan Danziger	sbdanziger1@aol.com
Secretary	Jeanne Srour	srou10301@comcast.net
Secretary	Lynne Connolly	connolly.ct@comcast.net
Treasurer	Shuchi Mathur	shuchimathur@yahoo.com
MCCPTA Rep	Colleen Greer	colleen.greer@verizon.net
MCCPTA Rep	Julie Conrad	jrconrad@comcast.net

**Potomac Elementary School
2009-2010
Cash Procedures**

Procedures for Handling Funds:

The following process must be followed for all PTA sponsored events.

Purpose - to ensure all funds are accounted for properly and the necessary individuals are notified of the amount collected.

Process –

- All cash and checks must be counted by the program/fundraising chair of the event and another PTA member
- The cash and checks must be recorded by the program/fundraising chair of the event on the PTA Deposit Receipt Form which should be signed by the fundraising chair person and the PTA member that verified the amounts.
- The chair person should make three copies of the PTA Deposit Form and two copies of all checks to be distributed as follows:
 - the signed original of the form is attached to the cash and the original checks to be submitted to the VP of Fundraising or VP of Programming
 - a copy of the form is sent to the current PTA president
 - a copy of the form and a copy of each check are kept by the program/fundraising chair
- The cash and checks, with the attached PTA Deposit Receipt Form, are submitted within seven (7) days to the VP of Fundraising or VP of Programming
- The VP of Fundraising or VP of Programming will forward the funds to the Treasurer. The treasurer will initial the receipt form.
- The Treasurer must deposit the funds within 72 hours of receipt.
- At monthly PTA Board meetings, the Board will review funds deposited in the prior month for completeness and accuracy.

**POTOMAC ELEMENTARY SCHOOL
PTA DEPOSIT FORM**

Date: _____

Account/Activity: _____

Purpose: _____

Money received from: _____, (your name)
for the purpose indicated above.

Deposit Amount: _____

DEPOSIT MAKEUP

Checks: \$ _____ **Total # of Checks:** _____
(Please make copies of checks and remove staples.)

Dollars: \$ _____ **\$1** _____ **\$5** _____ **\$10** _____ **\$20** _____

Coins: \$ _____ **Pennies:** _____
Nickels: _____
Dimes: _____
Quarters: _____

Grand Total: \$ _____

(Your signature)

Phone #: _____

E-Mail: _____

Received by: _____

Title: _____

Date: _____

Deposit Date: _____

Potomac Elementary School 2009-2010 Reimbursement Procedures

Procedures for receiving reimbursement of funds:

The following process must be followed for all PTA sponsored events.

Purpose - to ensure all funds for reimbursement are properly documented.

Process –

- Expenditures must be approved by the committee chair before purchase. Consequently funds must already be budgeted in the current year's PTA budget. Funds will not be reimbursed after the fact.
- Once funds are spent, the receipt(s) should be submitted through the committee chair for reimbursement.
- The person requesting reimbursement should complete the PTA Reimbursement Request form which should be signed by the fundraising chair person or Mrs. Goldberg, if the request is from a teacher or staff person.
- The PTA Reimbursement Request Form is submitted to the VP of Programming or VP of Fundraising which will be submitted to the Treasurer for reimbursement.
- Once the Treasurer has received the request form, a check will be issued within 5-7 days. If a check is not received in a timely fashion, please contact the VP of Programming or VP of Fundraising to research the whereabouts of the check.

POTOMAC ELEMENTARY SCHOOL
PTA DISBURSEMENT REQUEST

Date: _____

To the Treasurer:

Pay to the order of: _____

Put in school mailbox: Yes _____ **No** _____ **Mail to:**

Amount: \$ _____

Budget Line Item: _____

Purpose: _____

Itemized expenses: _____

Total number of receipts attached: _____

***NOTE: NO DISBURSEMENT WILL BE MADE WITHOUT
PROPER SUPPORTING DOCUMENTATION***

**Please staple original receipts to this form prior to forwarding to the treasurer,
or for teachers, Mrs. Goldberg.**

Requested by: _____
(Print Name)

(Signature)

Approved by Mrs. Goldberg: _____
(Teachers Only for school supplies)

Phone #: _____

E-mail: _____

Paid by check number: _____

Date: _____

Funds disbursed by: _____
(PTA Treasurer's signature)

PTA Committee End of the Year Report

Committee _____

Chairperson(s) _____

School Year _____ *PES staff contact/sponsor* _____

Names of Committee Members

Brief description of committee:

Local contacts: (names and phone/emails)

Money needed from PTA with a description

Fundraisers
