

Salt Brook PTA

2023-24 Committee Guide

General Info

Thank you for volunteering to lead an activity or event at Salt Brook. If there is one overriding objective that we should keep in mind, it is to include all members and support all students. By working together on volunteer committees, we have a unique opportunity to build bridges of mutual respect among our students, parents, teachers, staff and administrators that far outlast our individual efforts. Thank you for what you do and also, for how you do it. This guide is not meant to manage or limit you, but to assist you in your efforts.

- **CONTRACTS:** Please do not commit the PTA to a contract without PTA Board approval.
- **INSURANCE:** The PTA carries insurance coverage; check with a Board member if you have any questions or concerns about your committee's activities.
- **NURSE:** If your event may impact any student's health or safety, please check with the school nurse during your planning stage to avoid any misunderstanding or mishap.
- **STAFF INVOLVEMENT:** If you would like a member of the Salt Brook staff to be involved in your event let your PTA VP contact know in September, so we can submit a list of projects to Mrs. Drexinger to pass along to the teachers. Email your PTA VP contact with the event dates and a brief overview of how the teacher(s) would be involved. (emails for all at the end of this guide).
- **PHOTOCOPYING:** PTA volunteers should use the large copier in the copy room. A PTA code is no longer necessary. PTA paper is labeled and stored on top of the small file cabinet in the copy room. Please use double-sided copying whenever possible, to save paper. If you notice we have run out of PTA paper please contact the PTA President(s).
- **YEARBOOK:** Please support the Yearbook Committee by advising them of the date and time of your event, if it will be a good photo opportunity, and by providing them with photos of your event. Ask the yearbook committee for further direction on how to upload your photos.

Supplies and Building Usage

ALWAYS CHECK THE PTA SHELVES BEFORE YOU SHOP!

- Numerous supplies as well as storage space are available on the PTA shelves in the Custodians' Room, downstairs and next to the Cafeteria. Please make sure you put things back where you found them after you are done. Please clean any platters and tablecloths that you use before returning them to the shelves.
- General Items you may find on the PTA shelves: Red plastic table cloth rolls (they may be in a long box, that falls behind the bins), other small items to give away, **cups, paper plates, napkins, plastic utensils**, water jugs, carafe coffee maker, Coffee supplies (sugar packs, stirrers), Chafing dishes and racks, office supplies, the tiger costume (please discuss using Tiger Costume with PTA president(s) before doing so)

BUILDING USAGE

- Facility Use forms have been completed by the PTA President(s) for each event on the PTA calendar. If your dates or times change you need to contact your PTA VP contact so we can get admin approval and we need to amend that facility use form.
- If you need specific equipment; tables, chairs, microphones, etc. please email your PTA VP contact so they can contact the custodian to set those things up.
- Please make sure that you leave the building as you found it. Clean up any trash, put misplaced items in the lost and found and wipe down tables.

FOOD TRUCKS

All food trucks must have board approval 1 month prior to the event.

- Events involving food trucks must first obtain a temporary food vendor permit from the New Providence Board of Health. The Board of Health code states that these permits must be applied for at least fifteen (15) days prior to the scheduled event. **Fees for any non-profit organizations will be waived.**

Volunteers/Registration

VOLUNTEERS

Before your event, you will receive an email from your VP contact with a list of people who have volunteered for your event in advance. If you don't receive the list before you start your planning, contact the VP.

- Contact those who volunteered in advance and give them first priority to sign up to help.
- If your volunteer needs are more complicated (shifts, multiple days or food donations) please use the website <https://www.signupgenius.com/> to create a volunteer sign up page and send the link to your volunteers and the Technology Chair so we can add it to any event pages, Facebook posts or email blasts. Instructions are in the appendix.
- If your event needs additional volunteers, please spread the word. You may also include requests for volunteers in our weekly blast or on Facebook.
- Please contact all volunteers who have expressed an interest in your Committee, let them know how to help, and thank them for volunteering. Please reach out after the event to volunteers to encourage them to continue volunteering next year.

REGISTRATION

- If you need to register students for an event, or gain permission from parents for students to participate, a great way to do this is using google forms. This will also provide you with a spreadsheet with info for everyone registered. Please see the appendix for instructions to create a form. Consult the VP before you do to see if there is already one created that can be adapted for your event.
- If you need to sell tickets or are selling specific items, please contact the Technology Chair(s). They will help you set up a "store" in Membership Toolkit.

Financial

Please contact the Treasurer with any finance related questions.

BUDGET

- A copy of the Salt Brook PTA 2023-2024 budget is included in the appendix. Each committee's budget has been established based on prior history of the event. Recognizing the numbers that are there, the committee chair's goal is to stay within the budget. If you think you might need to go over budget, or think there will be a significant change, please let one of the executive board members know.
- At the conclusion of your event, please advise the PTA Treasurer and President(s) if there are new factors which need to be taken into account when establishing next year's budget for your event. An example would be services or items provided for your event as a donation or at a discount which will not be available in the future.

REIMBURSEMENT

- A copy of the PTA Reimbursement Form is located on our website. Please complete the form and submit it to the Treasurer via email along with scans or pictures of any receipts.
- Checks cannot be issued if pictures or scans of the receipts/invoices are not included with the PTA Reimbursement Form.
- All reimbursement checks will be mailed to your home, please include your mailing address on your form. In the event that your check is a vendor payment, please indicate on the form if we should mail to the vendor, drop off the check to you/arrange for you to pick it up, or leave the check in the office for the day of your event.
- Checks require 2 board member signatures. Please allow at least 3 school days from when the reimbursement is submitted to when the check can be sent out. If you need a check sooner please contact the treasurer.

START UP CASH

- If your event will require \$200 or less in start-up cash (e.g. concession sales), email the treasurer *at least two days prior* to arrange to pick up “The Cash Box”. We routinely keep a cash box with \$200 in small bills to be used for small events. When your event is complete, return the cash box with all money collected to the Treasurer.
- If your event will require more than \$200 in start-up cash to make change (e.g. Book Fair, Spring Fundraiser, Family Fun Night) please fill out the “Start Up Funds” form at *least seven days prior*. The form can be found on our website. Once you’ve filled out the form, email it to the Treasurer and arrange for pick up.

CHECKS AND CASH COLLECTING

- If you’ll be collecting large amounts of cash or checks: Please be sure to include a breakdown of the money for the treasurer. As a resource, the “PTA Money Counting Form”, located on our website, can be utilized when submitting the checks or cash for deposit. This form will provide a breakdown of the monies being handed in, and will help validate the accounting for the event. Cash and checks need to be itemized by amounts (i.e. 15 checks at \$10 each totaling \$150, 20 \$1 bills totaling \$20, etc). You can enter the information in the form and then arrange to get the cash and checks to the Treasurer.
- Try to complete the money counting form and hand over cash and checks to the Treasurer as soon as possible after your event – within a week if possible. It’s easy to misplace and checks kept for too long can create problems for parents and the PTA. Also, the PTA Board officers are covered by our insurance policy when holding onto deposits in case of theft, etc. and committee chairs are not.

- If you'd like to use the credit card swipers, please email the Treasurer to arrange. The swipers can only be used in an area with adequate wifi or cellular coverage (e.g. NOT inside Salt Brook School) and require a download of the Square app on your phone.
- You can also utilize the Salt Brook PTA's Venmo account as a form of payment at any event. Our username is @saltbrookpta. If you would like a copy of our Venmo's QR code, please contact the Treasurer. If you allow Venmo purchases please be sure to tell the person submitting the payment to include a note that explains what the purchase is for. This is the only way we can account for the charges.

TAX EXEMPT

- The Salt Brook School PTA is a tax exempt organization. We should not be paying sales tax for our supplies, especially the more significant ones. Please utilize our tax exempt benefit as often as possible to further the impact of the budget.
- A copy of the tax-exempt form is available to download on the Salt Brook PTA Webpage. Note: the online version does not include the tax exempt code for security purposes. The code is **EO-237-214-642/000**, with an effective date of **5/19/69** and an issue date of 05/15/19, which must be entered in the box in the upper right hand corner before the form can be used for purchases.
- Keep in mind that some retailers may not accept your personal credit card for payment when utilizing the school tax-exempt form, so be prepared with cash. Some online vendors (i.e. Oriental Trading) already offer tax-free purchases. The tax-exempt form cannot be utilized at BJ's or Costco, because your member information will not match the tax-exempt account. The PTA also has a handful of tax-exempt accounts at local establishments like Taylor Rental, A.C. Moore, Best Buy, Special Tees and Staples. In most cases the account number is the school phone number **908-464-7100**. These vendors may bill the PTA directly for purchases, but committee chairs utilizing the account must still submit a reimbursement form along with receipt to document the event expense.

Publicizing Your Event

Method	Timing	Contact
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PTA website – Start with this! Your event can have its own page on our site with all the pertinent details, links to tickets and your sign-up-genius volunteer page. There is often already a page that just needs updating.	Please give us at least 3 weekdays to get your page created. We can show you prior pages for updating, and/or send along all the information you'd like to see on the page along with any external links (sign up genius, registration pages, etc.) Turnaround may be quicker.	Diana Ettinger ettingers4@gmail.com
Tickets/Registration – if you need to sell tickets or register kids/parents before your event, let us know and we'll get everything set up to conduct those transactions online. You can also set up your own google form or sign up genius for registrations if you aren't collecting money.	Please give us at least 3 weekdays to get this set up. Turnaround may be quicker.	Diana Ettinger ettingers4@gmail.com
Email Blast – a weekly newsletter that goes out Fridays during the school year with upcoming PTA events. Please provide a brief summary of your event and links to your website/registration, etc.	Please send requests by Wednesday at noon to be included in the blast on Friday.	Christine Stramandinoli cstramandinoli@gmail.com
Facebook – the Salt Brook PTA facebook page has 100's of followers. It's a useful way to remind folks about your event, or ask for volunteers, but it won't reach everyone.	Please post to this page as needed. Page administrators will need to approve (usually same day) before the post goes live. If you have questions use contact provided.	Diana Ettinger ettingers4@gmail.com
Room Parents – If your message needs to be targeted or tailored by grade or by classroom, we can use the room parents to forward an email onto the parents in their classes. This method should only be used sparingly, so we will help you determine if it makes sense.	Please give us at least 1 week to get this set up. Turnaround may be quicker.	Leeanna Gendron leeanna13@msn.com
In-school announcements – if your event would benefit from getting the word out to the kids, we can ask for a mention in the morning announcements. This method should only be used sparingly, so we will help you determine if it makes sense.	Please give us at least 1 week to get this set up.	Anne Looney alooney2@gmail.com

AFTER YOUR EVENT THANK YOUS

- Please acknowledge the hard work of your committee members via a written and/or public thank you. You may also ask the PTA Secretary to do so at the next PTA meeting.
- If you would like to thank the custodial staff after your event, you can bring them snacks or a treat or a note. Non perishable food can be left in the office or the staff room (with office permission). The PTA provides two annual gifts to the custodians, for the holidays and at the end of the school year, monetary gifts are not necessary after individual events.

REPORTS

- When your committee's activity/event is complete, please type-up your notes, advice, experiences, so that next year's Committee Chair can run your Committee more easily.
- Save all documents related to your event in the appropriate folder in the PTA Shared Drive (if you have access) or email to saltbrookpta@gmail.com.
- Report about your event to the PTA at the next general meeting. If you can't attend, please e-mail an update to the PTA Secretary and she can read it for you at the meeting.

SUCCESSION PLANNING

- To facilitate continuity and training, try to enlist other volunteers who may consider co-chairing or taking over the committee the following year. Having folks on board who have worked on the event before helps year to year. Including new people who have younger children is also a great way to involve more people, and provide continuity for our events. If you know you won't be returning, it's a great help if you recruit your replacement!

Other Contacts/Misc.

- Please contact the President/Vice President(s) with any publicity related questions.
- The PTA has over 30 committees and over 100 Co-Chairs. **In order to avoid over taxing the Principal and Vice Principal with PTA details we ask that you funnel all PTA contact with the front office through the President/Vice Presidents(s) who will contact the appropriate people and then either respond to you or have the office respond to you directly.** Thank you for your cooperation and understanding in this matter.
- You may always contact the PTA President and/or the PTA board members with any other questions about your event. If you need something new or special approved, please contact the PTA president(s)

PTA EXECUTIVE BOARD

President:	Anne Looney alooney2@gmail.com
Vice President:	Katie Colon kathrynocolon@gmail.com Sushma Mandava sushma.m18@gmail.com
Secretary:	Christine Stramandinoli cstramandinoli@gmail.com
Treasurer:	Carly Spary carlyspary@gmail.com
Technology Chair:	Diana Ettinger etters4@gmail.com

Using “Sign Up Genius” for Volunteers

- Go to <http://www.signupgenius.com/>
- Click "Create a Sign Up"
- If you have never used SignUp Genius, fill in the New Member Registration fields to create a login. (if you have ever signed up using SignUpGenius, just login)
- Fill in fields on Create a Sign Up page.
- Click Continue.
- Choose whatever Theme Design you like best. Click Continue.
- Choose which type of signup you need. If you need Time slots filled, choose Time Slots, If you need donations, select "one time" to enter various items in a list.
- Enter the date, location and time slot details you need.
- Click Continue.
- Enter the Time Slots and select the # of volunteers for each time slot.
- Click Continue.
- Select your notification preferences and click continue/Preview.
- Make sure it all looks correct.
- Click "Proceed to Invite & Publish" at the top if you are finished. Click "Edit Further" if you wish to make changes.
- If you know of volunteers who want to sign up, enter their emails and click "Take my signup live and send my invites."
- If you don't have any volunteers yet, just click "Take my sign up live but don't send emails."
- Copy the link on the next page and that's the live link to view and share.

For a More Detailed explanation: [Detailed Instructions](#)
This link provides a tutorial: [YouTube Instructions](#)

Creating a Google Form

Helpful for registration, permission, surveys and feedback.

[Step by Step Instructions](#)

[Video Tutorial](#)

Please note: If a parent is logged in to their child's school google account rather than their own, they will not be able to access the form due to security restrictions, so if they cannot access your form, ask about this! This may also be the case if they are using a work computer.

Financial Forms

You can find the following forms on our website under Committee Resources in the About Tab (<http://www.saltbrookpta.com/committee-resources.html>)

- Budget
- Reimbursement Form
- Money Counting Form
- Start Up Funds
- PTA Tax Exempt Form
- Food Truck Permit Form

Other Resources and Forms

PTA WEBSITE: saltbrookpta.com

- You will find events pages for current active events here
- Other things you will find: Meeting minutes, contact information, fundraising information, NPSD and Salt Brook communications, policies and more!