



Committee Chair Handbook (Revised August 2020)

2020-2021 EXECUTIVE BOARD

Co President	Sarah Belknap	President@northwoodpta.com	(404) 435-6688
Co President	Janelle Schittone	President@northwoodpta.com	(718) 781-3567
VP 1 - Students	Kelly Phipps	Vp1@northwoodpta.com	(757) 235-1400
VP 2 - Parents	Betsy Leach	Vp2@northwoodpta.com	(904) 806-0919
VP 3 - Business/Admin	Paul Giunta	Vp3@northwoodpta.com	(949) 235-4249
VP 4 - Community	Nicki Hubbard	Vp4@northwoodpta.com	(678) 754-8477
Treasurer	Julie Barrett	Treasurer@northwoodpta.com	(404) 217-7417
Secretary	Abbey Adler	Secretary@northwoodpta.com	(702) 496-4698
Parliamentarian	Debra Demmons	Parliamentarian@northwoodpta.com	(770) 713-7713

NORTHWOOD PTA DOCUMENT MANAGEMENT

Google Drive - Northwood PTA uses a google drive for all communications and emails @northwoodpta.com and Committee Chairs have a static email address that should be used for all PTA communications. All files necessary to your committee are saved in our "Team Drive" under your VP.

COMMITTEE CHAIR EMAILS

VP1 Kelly Phipps

Book Fair	Lauren Caldwell	Bookfair@northwoodpta.com	(404)403-2908
Field Day		Fieldday@northwoodpta.com	
Media Center	Jennifer Hazelwood	Mediacenter@northwoodpta.com	(404) 291-1871
Portraits	Nicole Cochran	Portraits@northwoodpta.com	(770) 241-2954
Reading Counts	Stacy Mikes	Readingcounts@northwoodpta.com	(678) 480-3095
Reflections		Reflections@northwoodpta.com	
STEM Day	Tonya Watt	Stemday@northwoodpta.com	(404) 229-2322

VP2 Betsy Leach

Family Engagement	Sarah Levin	Social@northwoodpta.com	(678) 733-5720
Hospitality	Torrey Linder	Hospitality@northwoodpta.com	(813) 300-2283
PNO: Movie Night	Beth Beach	Movienight@northwoodpta.com	(404) 556-3254
PNO: Music Night	Kristen Finley/Beth Beach	Musicnight@northwoodpta.com	(404) 693-4910
Room Parents	Regan Russo	Roomparents@northwoodpta.com	(770) 596-5911
Teacher Appreciation	Nicole Elstad	Teacherappreciation@northwoodpta.com	(404) 242-7888
Volunteer Coordinator / Hearing & Vision	Laura Sanchez	Volunteer@northwoodpta.com	(513) 884-5645
Yearbook	Jami Wells	Yearbook@northwoodpta.com	(678) 361-3197

VP3 Paul Giunta

5th Grade Graduation	Kelly Nigro	5thgrade@northwoodpta.com	(770) 231-4923
BINGO Auction	Lauren Caldwell	Bingoauction@northwoodpta.com	(404) 403-2908
Business Partners		Businesspartners@northwoodpta.com	
Earnings for Education/Box Tops		Boxtops@northwoodpta.com	
Membership/MT	Crystal Farr	Membership@northwoodpta.com	(770) 316-2096
School Supplies	Kelly Nigro	Schoolsupplies@northwoodpta.com	(770) 231-4923
Spirit Wear	Fran Conlan	PTAstore@northwoodpta.com	(404) 934-5788

VP 4 Nicki Hubbard

All Pro Dads	Eric Wickbold	Prodads@northwoodpta.com	(770) 827-4144
Caring and Sharing	Kim Maloney	Caring@northwoodpta.com	(404) 668-5802
Communications & Other Events	Nicki Hubbard	Communications@northwoodpta.com	(678) 754-8477
Dining for Dollars	Nicki Hubbard	Diningfordollars@northwoodpta.com	(678) 754-8477
Enrichment Week	Mary Brunson	Enrichmentfund@northwoodpta.com	(615) 428-9934
Event: Bingo	Tiffany Finney	Events@northwoodpta.com	(404) 307-9204
Event: FFN	Tiffany Finney	Events@northwoodpta.com	(731) 695-4935
Northwood Day (Landscape)	Daniela Deza	Landscape@northwoodpta.com	(770) 289-3271

Thank you for making the commitment to be a Chair for one of Northwood's vital committees! We welcome your time and talents and thank you in advance! What follows is some information to assist you as you conduct the business of your committee.

PTA BYLAWS

A copy of the PTA bylaws is saved in the TEAM Drives of google docs.

PTA ORGANIZATION

National www.pta.org
State of Georgia PTA www.georgiapta.org

Regional

District 10

North Fulton Council

***Centennial Cluster** Haynes & Holcomb Bridge Middle Schools, Centennial HS,
Hillside ES, Ester Jackson ES, Barnwell ES, Northwood ES

Local

Northwood ES PTA -unit

PTA COMMUNICATION

- PTA Executive Board members have “folders” sitting on the PTA office table. Most PTA communication is via email. Every committee chair has been assigned a “static” email that you can use to conduct PTA-related business. This helps tremendously with business continuity and helps us drive consistency with our parents and school staff. If you prefer to use a personal email, we recommend that you cc emails to your personal account but always have a copy in the static email folders. When your term is finished at the end of the year, the static email will be reassigned to the next chairperson, who will have access to your online files and email history.
- Please inform your VP or President(s) if you leave anything financially-related in a mailbox.
- When your committee’s activities are in full swing, you may have a PTA folder with your committee on it in the PTA room. If collecting money, check your box often. If you cannot, please stay in touch actively with your VP.

NORTHWOOD PTA CALENDAR

A copy of the school PTA calendar is saved in the TEAM drive and also on our Membership Toolkit app and online at www.northwoodpta.com *

* With so much up in the air this year, please be patient as we set and adjust dates based on ever-changing information from the county and NWES admin.

PTA MEMBERSHIP

Please know that the National PTA requires all volunteers working on behalf of the PTA, including committee chairs and room parents, to be members of their local (Northwood) PTA. You can easily purchase memberships in Membership Toolkit today!

PTA WEBSITE

As Northwood PTA strives to become paperless, our website - <http://www.northwoodpta.com> and <https://northwoodpta.membershiptoolkit.com> will be an invaluable resource for you. Visit the site for Board/ Committee Chair contact information, Calendar of Events, flyers, important forms, and much more.

SALES AND DIRECTORY

We will be actively using Membership Toolkit to manage parent directory, house our calendar and purchase spirit wear and tickets to events**

**If you are responsible for an event that will be selling advance tickets, please make every effort to coordinate with your VP at least 4 weeks in advance to have the ticket sales added to our portal, MembershipToolkit as this helps ease planning and process for your VP and our parents.

YEARBOOK

FYI, this year all yearbook sales will be handled online at the balfour website

During your event(s), please take pictures! Send pictures to yearbook@northwoodpta.com to be included in our yearbook.

WORKING AT SCHOOL (Once we are allowed back in)

- When volunteering at the school, always enter at the main entrance of the school, sign in, and wear a nametag to identify yourself. Please be aware that you will be asked to show your ID, so it's a great idea to keep it handy!
- ALL school volunteers must now REGISTER online 48 hours prior to being able to volunteer. Simply go to: <https://www.fultonschools.org/volunteer> and click on the "Click Here to Begin the Volunteer Registration Application" to begin the process. You must bring a photo ID to the school which will be scanned. From the website: "**All approved volunteers must re-apply for volunteer status every two calendar years.** Any previous volunteer in the district must re-apply for this two year period."
- In addition, the state has mandated a new law for all volunteers which requires child abuse training. All volunteers must be trained before they step into the role- there can be no exceptions here when it comes to the safety and security of our students. Both the appropriate form and training needed to be completed and can be found within the link above.

Please be mindful of the following:

- Only enter a classroom if it has been pre-arranged with the teacher / administration.
- It is difficult to accommodate preschoolers when volunteering in the building. If you have younger children, please make childcare arrangements where possible. Let us know if you have challenges. We're happy to help!
- The PTA office is stocked with many office supplies that you may use for PTA purposes. It's always a great idea to check here, first, before ordering.

EVENT PLANNING

- **Contracts** - When your committee role requires a contract/agreement to be signed, please contact your VP. PTA Presidents are the only board members authorized to sign agreements on behalf of Northwood PTA. Once signed, a copy of the contract must be placed in the President's and Treasurer's boxes in the PTA office.
- **Cafeteria Catering** - Please note that the Northwood cafeteria is a self-sustaining entity. If you are coordinating an in-school event with food, consider asking the cafeteria manager if they can provide food. Their prices are very reasonable.

- **Supplies** -You may need supplies such as cups, napkins, drinks, etc. for your event(s). Before purchasing, check with a VP or President. We may already have what you need! When necessary, please purchase as close to the necessary amount as possible to avoid waste.
- **Sam's Card** - PTA has a Sam's Club Card that is only linked to the Co-Presidents. If you wish to use Sam's for your supplies please arrange a time with a Co-President to help you. We're happy to do so!
- **Candy** - For events where concessions are sold, do not purchase "spray candy" as we have had issues with it at a few events. Also, chocolate (with the exception of plain M&M's) doesn't sell well. Other than that, fave fun!
- **Checks & Petty Cash** - Make every effort to inform your VP about 2 weeks before your event when checks are needed for vendors (e.g. pizza). This will give our Treasurer enough time to cut the check to present for payment. Your VP will also coordinate with the Treasurer to get petty cash for your event. We are committed to using our online payment processor for events and sales. If possible, set up an online store item to purchase tickets to your event, also coordinate food/drinks packages that can be paid for in advance. If you must sell items at your event, limit the use of change where possible.
- **Tax-Free Letter** - Northwood PTA is a 501(c)3 organization, and we can obtain goods tax-free from some vendors, who often require a letter of proof. Your VP can get you a copy of this letter to give to the vendors who require it. Please ask the vendor if they require the form or the letter.
- **Beta Club Volunteers** - All committees require adult volunteers, but some activities are appropriate for teenage volunteers as well. If you would like Beta Club volunteers at your event, contact our volunteer coordinator, Laura Sanchez, at volunteer@northwoodpta.com. She can coordinate the appropriate BETA volunteers. Please note that teenage volunteers need supervision and clear instructions!
- **Resource Officers** - Fulton county now requires our large events to have a resource officer. Coordinate the resource officer with the Presidents at president@northwoodpta.com.
- **Volunteer Coordinating** - if your event requires volunteer signups, send your request to Laura Sanchez at volunteer@northwoodpta.com. She will set up your event through our MembershipToolkit app and solicit volunteers. Your VP can get you a spreadsheet of all of the volunteers signed up for your event. Our app will also send reminder emails and also a thank you (If you ask Laura to set this up) when the event is over. Please note that you are in charge of managing your volunteers during the event. Where possible, it's nice to appoint a lead volunteer to help manage the night and flow of the event.
- **Popcorn** - Feel free to sell popcorn at your event! You can order a large premade bag of it from Aurora Theaters. One large bag makes 100 servings, and they are fabulous partners.
- **PTA Office** - At the end of an event, please please put away everything! The PTA room is very small and accommodates many of us, therefore, we need to be tidy for all of us.
- **Key Checkout** - If you need to enter the PTA office, please check with the front office to get the key. Once your event is completed please make sure all money and the PTA office is locked up.

RECRUITING VOLUNTEERS

Many committees rely on recruiting additional parent volunteers. As stated above, please email Laura Sanchez, Volunteer@northwoodpta.com. She will need a description of what you need the volunteers to do, when you need them (specific time slots, etc.), and she will help you coordinate with the list of volunteers that we have received. It is important that these volunteers be contacted as far in advance as possible before your event; and for your convenience in contacting volunteers, we asked for both an email address and a phone number from each volunteer during sign-up. ***Please try to ensure that you contact each and every one of these volunteers so they feel included!***

APPROVAL & PROCESS OF SCHOOL-WIDE COMMUNICATION

- **Mandatory Guidelines** - The following guidelines apply to any communication (email, flyer, BEST Blast mention, or post on social media) sent out on behalf of the PTA.
- **Approval** - All communication for school-wide distribution *must be sent to your VP* for initial approval.
- **Email Request** - All requests, INCLUDING FOR THE BEST, must be emailed to your VP with the following information. (Important: The BEST requests must be submitted prior to Wednesday the week the info is to be included.) Your VP will get the request approved and sent out.

COMMUNICATIONS REQUEST EMAIL

Subject: Communication Request – [EVENT NAME] and [DATE]

Send to: [YOUR VP]

Broadcast through: [MTK, Facebook, BEST (Lorraine Robinson, NW Reception)]

Date of event:

Send by: [how many weeks in advance?]

Repeat by: [frequency or repeat communication by?]

Audience: [First grade, whole school, parents/ faculty?]

Text:

Image:

Email Subject:

Facebook Post - Yes or No

Instagram Post - Yes or No + Image

From Address:

- A PTA President and the principal will then need to approve prior to distribution. This process takes time, so please start early—allow sufficient time for edits to be made before you make copies and distribute. The process usually takes 3-4 days. For something “brand new” (e.g., a flyer describing a new activity), it may take longer. E-communication is always preferred.
- **PTA Logo** - Many parents do not understand what Northwood PTA does. To better market the PTA to parents, we place the “Northwood PTA” logo on all PTA communications. The PTA logos are available on the google drive under TEAM folder.
- **E-communication is preferred.**
 - **Explorerevision** - Should you want something for your committee to be mentioned on “TV” in the morning, please discuss with your VP, then forward information to Allison Bauer, BauerA@fultonschools.org the school Media Specialist, at least a week prior to your event.
 - **The BEST** - If you want to place a blurb or special information in The BEST, get approval from your VP. **DEADLINE:** For the BEST, email request to your VP no later than the Monday night before the BEST is sent out.
 - **Northwoodpta.com, Facebook, Twitter or eblast** - for these tools, fill out the communication request (copy and paste from above) and email to your VP.
- **Copying Procedures (when absolutely necessary)** - Please conserve paper! Use half-sheets when you can and distribute an exact quantity (or “plus 1”).

BUDGET & SUBMITTING MONEY OR RECEIPTS

Our annual PTA budget is voted on at the first General PTA meeting of the school year. Specific budget allocations will be provided at the Committee Chair meeting. If you have questions, please contact your committee VP or a PTA President.

RECEIVING MONEY - *Funds Received Form*

- **Any checks or invoices must be mailed to the school's address - 10200 Wooten Road, Roswell, GA 30076 - not to your home address!**
- If you receive money at a PTA event, fill out a **Funds Received** Form. This form is included in your packet, available in the PTA room, and is linked to on the NorthwoodPTA.com volunteer page (www.northwoodpta.com/volunteer) under the Forms section.
- To prepare a deposit, two people (usually the Committee Chair and VP over the committee) count the money and sign the **Funds Received** Form. Write down exactly what category the money is to be credited to per the PTA budget. If you are unsure, ask your committee's VP or another Board member. If money collected is for more than one item/event, indicate the appropriate amounts for each item/event.
- If petty cash was used to make change at your event, when counting funds, count \$200 first. This is used to make change during the event, then at the end of the event, the \$200 in small bills and quarters is returned to the petty cash box to go back to the safe. Anything over the \$200 is counted as income from the event. It is important that we have small bills (mainly \$1 and some \$5) for the next event to be used for change at concessions.
- The money should immediately be turned over to the PTA Treasurer for deposit. Please follow the procedures on the "Preparing Deposits" document and **do not hold on to checks or cash!!** For example, if your event was on Friday, money should be prepared for deposit Monday, or Tuesday at the latest. During any event, money can be placed in the PTA safe by a PTA President or the Treasurer.

REIMBURSEMENT PROCESS - *Requisition for Purchase Form*

- The National PTA determined that we may only reimburse expenses by paper check. If you need to have a vendor pre-paid, either request a check (from VP, who will get it from the Treasurer) or you may write a personal check or use a personal credit card and request a reimbursement. We can not purchase items electronically and there is no PTA credit card
- **Please talk to your VP or a PTA President before spending funds.**
- **No money will be reimbursed without a receipt.**
- A **Requisition for Purchase** Form is required along with the receipt(s) when requesting reimbursement. This form is available in the PTA room, by the link on the NorthwoodPTA.com volunteer page (<http://www.northwoodpta.com/volunteer>) under the Forms section, or access it here:
https://docs.google.com/document/d/1m5TXooB2zWsmcep6NxG_oQ0Ck2TWz9OItxn0dFIEvR4/edit?usp=sharing
- Submit forms and invoices to Treasurer@northwoodpta.com or place in the PTA mailbox in the front office and then send a message to notify the Treasurer. Forms may also be remitted to a member of the Executive Board for transfer to the Treasurer. Please allow 7-10 business days from submission of this form for payment to be delivered to payee. Payments will be mailed to the payee's address via U.S. Postal Service.
- When a check is to be made out directly to a vendor, note it on this form.
- Please cash all reimbursement checks you receive ASAP!

THANK YOU/ACKNOWLEDGEMENTS

Please acknowledge the generous help, support, and contributions of people and businesses that make it possible for us to do all that we do to enrich our school. If you feel a person or business should be recognized, please email the PTA President. We try to consistently name these businesses in the newsletter, so we keep a running list; if a thank you letter should be sent, we can do that as well.

KEEP GOOD RECORDS TO PASS ALONG

We hope you will be a Chair for many years to come! But each commitment is only one year long. Besides doing your job this year, it is helpful if you maintain good records for future committee chairs. Please write a summary of your chair activities so we have a detailed description of how each committee operates. You can log this information on the committee chair final report which is located under the volunteer tab on www.northwoodpta.com. Some things you might log include:

- Timeline of activities
- Who you contact and why
- Where you gather donations if you needed donations
- How you set up things for your event/activity
- The cost and quantity of items you used

HELP IDENTIFY YOUR SUCCESSOR!

Each committee chair appointment is a one-year term. If you know you will not be doing this same job next year, please help Northwood find the next person to fill your shoes! Besides helping to find your successor, it would be wonderful if you could help groom her/him by involving the person in your committee activities at some point in the year. You will be contacted in the spring by your VP or our Nominating Committee to see what your intentions are for chairing your committee the next school year. We always hope that you will choose to continue to chair your committee, but second to this is getting an enthusiastic, trained replacement!

Please feel free to contact any Board member with any questions/concerns you have. Thank you for your time and commitment to Northwood!

Additional Resources:

www.pta.org, www.georgiapta.org, www.ptotoday.com