NORTHWOOD ELEMENTARY PTA

Committee Chair Handbook

(Revised July 2025)

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! Following is some information to assist you as you conduct the business of your committee.

2025-2026 EXECUTIVE BOARD

PTA Board 2025-2026			
Co-President	Angie Claeys	president@northwoodpta.com	(574) 344-0156
Co-President	Kristen Dankovich	president@northwoodpta.com	(561) 542-5466
Secretary	Katie Pontrelli	secretary@northwoodpta.com	(925) 878-1387
Treasurer	Sharon Perrin	treasurer@northwoodpta.com	(678) 933-8435
Parliamentarian	Jennifer Weaver	parliamentarian@northwoodpta.com	(336) 803-0788
VP 1-Students	Maggie Pitts	Vp1@northwoodpta.com	(912) 381-4641
VP 2-Parents	Annie Klaw	Vp2@northwoodpta.com	(631) 793-7644
VP 3-Business/Admin	Keeley Clements	Vp3@northwoodpta.com	(404) 936-2425
VP 4-Community	Allie Van Sant	Vp4@northwoodpta.com	(609) 489-1517

NORTHWOOD PTA DOCUMENT MANAGEMENT

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

2025-2026 COMMITTEE CHAIR

VP - 1 Students			
Book Fair	Melissa Blanton	bookfair@northwoodpta.com	(404) 593-1323
Media Center	Melissa Blanton	mediacenter@northwoodpta.com	(404) 593-1323
Reading Counts	Miranda Wiggleston	readingcounts@northwoodpta.com	(404) 281-7598
Reading Counts Helper	Vicki Cerri	readingcounts@northwoodpta.com	(770) 337-2637
Reflections	Anna Devlin	reflections@northwoodpta.com	(706) 980-5969
STEM Day	Lauren Ramdeen	stemday@northwoodpta.com	(770) 361-7548
Ice Cream Social	Claire Stinson	events@northwoodpta.com	(404) 226-6755
Hispanic Engagement		engagement@northwoodpta.com	
AU Engagement	Meggan Vasquez	ausome@northwoodpta.com	(404) 429-7736

VP - 2 Parents			
Family Engagement	Jacqueline Henley Katherine Peoples	social@northwoodpta.com	(678) 642-9204 (336) 613-9626
Hospitality & Teacher Appreciation	Melissa Branigan Melissa Burns Vicki Cerri Katie Pontrelli	hospitality@northwoodpta.com teacherappreciation@northwoodpta.com	(678) 232-6160 (404) 579-3161 (770) 337-2637 (925) 878-1387
Movie Matinee	Claire Stinson	events@northwoodpta.com	(404) 226-6755
Music Night		events@northwoodpta.com	
Room Parents	Ryann Jablonski	roomparents@northwoodpta.com	(404) 307-9204
Volunteer Coordinator	Maggie Pitts	volunteer@northwoodpta.com	(912) 381-4641
Yearbook	Kathyrn White Stephanie Dover	yearbook@northwoodpta.com	(770) 241-2696 (678) 469-1767

VP 3 - Business/ Admin			
5th Grade Graduation	Meggan Vasquez	5thgrade@northwoodpta.com	(404) 429-7736
Silent Auction		silentauction@northwoodpta.com	
Business Partners	Kelsey McKeaige	businesspartners@northwoodpta.com	(678) 416-6120
School Supplies	Kristen Newmark	schoolsupplies@northwoodpta.com	(770) 846-7706
Spirit Wear	Cameron Wood Sue Ellen Brown Alison Peterson	spiritwear@northwoodpta.com	(678) 520-1793 (404) 376-6371 (615) 497-2066
Membership	Sarita Rosemond	membership@northwoodpta.com	(410) 903-9012
PTA Website	Kristen Dankovich	website@northwoodpta.com	(561) 542-5466
Legislative	David Johnson	legislation@northwoodpta.com	(678) 571-5112

VP 4 - Community			
All Pro Dads	Ryan Devlin	prodads@northwoodpta.com	(706) 217-9853
Caring and Sharing	Emily Gilead-Loukaka	caring@northwoodpta.com	(678) 640-5922
Communications/Social Media	Katie Pontrelli	communications@northwoodpta.com	(925) 878-1387
Dining for Dollars	Shara Lessing	diningfordollars@northwoodpta.com	(561) 308-0868
Enrichment Week	Debbie Disney	enrichmentfund@northwoodpta.com	(678) 226-9309
Bingo	Melissa Branigan Shelley Staton	bingo@northwoodpta.com	(678) 232-6160 (770) 355-3257
Family Fun Night		events@northwoodpta.com	
Sustainability	Hallie Kush	sustainability@northwoodpta.com	(585) 703-6900
Sports Fundraising & Events	Mark Weaver	sports@northwoodpta.com	(478) 335-8290

Northwood Elementary		
Principal	Heather Rucker	ruckerh@fultonschools.org
Assistant Principal	Michelle Levine	levinem1@fultonschools.org
Administrative Assistant	Nicole Sickle	sicklen@fultonschools.org
Bookkeeper	Cheray Lynch	lynchcl@fultonschools.org
Receptionist	Lorraine Robertson	robertsonl1@fultonschools.org
Data Clerk	Amy Dulion	dulionaw@fultonschools.org
Curriculum Specialist	Danielle Evangelista	evangelista@fultonschools.org
Counselor (504s)	Jennifer Weeks	weeksj@fultonschools.org
IST (IEPs)	Beth Hudec	hudec@fultonschools.org
Cafeteria Manager	Bethany Lopez	Lopezb3@fultonschools.org
Media Center	Allison Bauer	bauera@fultonschools.org

PTA BYLAWS

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

PTA ORGANIZATION

National www.pta.org
State of Georgia PTA www.georgiapta.org
Regional
District 10
***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 will use to conduct PTA-related business. 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.
- Tell 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. If collecting money, check your box often. If you cannot, communicate with your VP.

NORTHWOOD PTA CALENDAR

The PTA calendar is included on the Membership Toolkit app and online at www.northwoodpta.com.

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- 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 the 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, Membership Toolkit, 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 Varsity website.
During your event(s), please take pictures! Send pictures to yearbook@northwoodpta.com to be included in our yearbook.

WORKING AT SCHOOL

- 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.
- It is preferred that all volunteers wear a Northwood PTA volunteer shirt, so they can be easily identified.
- 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. **All approved volunteers must re-apply for volunteer status every two calendar years.**
- 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 will be no exceptions. Both the appropriate form and training needed to be completed can be found within the link above. We are considered mandatory reporters, which is why the training is required.

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 when 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 is always a good idea to check here first before ordering. Please return unused supplies in the same location where you found them.

EVENT PLANNING

- **Contracts -** When your committee role requires a contract/agreement 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.
- **Costco Card -** We have a Costco Card that is only linked to the Co-Presidents. If you wish to use Costco for your supplies, please get 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, have 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.
- **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 at volunteer@northwoodpta.com. They can coordinate the appropriate BETA volunteers. Please note that teenage volunteers need supervision and clear instructions!
- **Resource Officers -** Fulton county requires events that are taking place on school premises to have a resource officer, please request a resource officer 4 weeks in advance of your event. Coordinate the resource officer with the Presidents at president@northwoodpta.com.
- **Volunteer Coordinating -** If your event requires volunteer signups, send your request to volunteer@northwoodpta.com. They will set up your event through our Membership Toolkit app and solicit volunteers. Your VP can get you a spreadsheet of all of the volunteers signed up for your event. Our app will send reminder emails and a thank you 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. The cost is ~$15 per bag.
- **PTA Office -** At the end of an event, please, 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 volunteer@northwoodpta.com. They will need a description of what you need the volunteers to do, when you need them (specific time slots, etc.). A list of volunteers received/coordinated will be provided. 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 ask 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 by Monday 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 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.**
  - **Explorervision -** Should you want something for your committee to be mentioned on "TV" in the morning, please discuss with your VP, then forward information to the school Media

Specialist, Allison Bauer at BauerA@fultonschools.org, 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 Verification 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 the ***Funds Verification*** Form.
- To prepare a deposit, two people (the Committee Chair and VP over the Committee) count the money and sign the ***Funds Verification 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 the PTA Treasurer. If money collected is for more than one item/event, complete a separate ***Funds Verification Form***.
- If petty cash was used to make change at your event, when counting funds, count $150 first and set this amount to the side. Petty cash is used to make change during the event, then at the end of the event, the $150 is included on a separate ***Funds Verification Form*** and indicated as such. Anything over the $150 is counted as income from the event.
- Any money received should immediately be turned over to the PTA Treasurer for deposit (within 24 hours). ***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.

REIMBURSEMENT PROCESS - *Check Request Form*

- The National PTA determined that we may only reimburse expenses by paper check. If you need to have a vendor prepaid, 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. There is no PTA credit or debit card.
- **Please talk to your VP or a PTA President before spending funds.**
- **No money will be reimbursed without a receipt**
- A ***Check Request Form*** is required along with the receipt(s) when requesting reimbursement.
- Submitting Forms: Place them in the PTA mailbox in the front office or in the Treasurer folder in the PTA Room. Reimbursement checks will be cut once per month and distributed at the board meeting except for very large expense reimbursements. If not present at the board meeting, the check will be placed in the Treasurer's folder in the PTA room for pickup.
- When a check is to be made out directly to a vendor, please indicate the vendor name and address

on the form.

- **Please cash all reimbursement checks you receive within 10 business days of receipt.**

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, our website, Northwoods website, and our social channels, 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 at NorthwoodPTA.com Volunteer page (www.northwoodpta.com/volunteer) under the Forms section.

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