

PTA CHAIRPERSONS RESOURCE INFORMATION 2008-2009 SCHOOL YEAR

1. MASTER CALENDAR SCHEDULING

- Plan your date as far ahead as possible.
- Double-check that your required location has no conflict.
- Confirm your date with the PTA President and Sandy O'Toole.
- Write your event, name and number in pencil on the Master Calendar (located in the school office).
- Send an e-mail to info@courregespta.org to add an item to the online calendar on the web site.

2. VOLUNTEER SIGN-UPS

- You should have received a list of individuals who signed up to volunteer for your committee. Please contact each of these individuals, even if you can't use them all, to at least thank them for volunteering. **The biggest complaint** we've had from would-be volunteers is that no one ever called them after they signed up to volunteer.
- **Please use as many volunteers as possible.** We would like to get as many people involved with PTA activities.
- If you have more volunteers than you need, please plan on calling those names that you don't recognize, or is new to the school, rather than immediately defaulting to the veteran volunteers. One of our goals is to draw new parents and parents who have never volunteered before into the PTA.

3. PTA CABINET

- The PTA Cabinet is located on the left side of the double doors as you enter the school.
- Please remind your volunteers to **sign in** and **wear a badge** when they are on campus volunteering. It is very important that we keep track of the amount of volunteer hours we accumulate during the 2006-7 year.
- Executive Board member's files and Publications are in the top drawer. Chairperson's files are located in the bottom drawer.
- Use these files to correspond with each other. Please check yours regularly.

4. FLYERS

- All flyers that are going to be distributed to students **MUST BE APPROVED BY THE PRINCIPAL AND PTA PRESIDENT OR EXECUTIVE VP.**
- **Unapproved materials WILL NOT be photocopied**

5. PUBLICATION PROCEDURES - see attachment

6. REIMBURSEMENTS - see attachment

7. MONDAY ENVELOPES

- All materials that are sent via Monday Envelope must be submitted to Melinda Lynch at least two weeks prior to distribution.
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8. COMMUNICATIONS

- "Cougar Tales" is a weekly one-pager prepared by Sandy O'Toole, Courreges Office Manager. Articles for the Cougar Tales must be submitted to Sandy on the Wednesday morning prior to the Monday edition in which you want it printed, space permitting. Leave a note for Sandy in the office or email her at OtooleS@fvsd.k12.ca.us
- Your article can also be posted on the website. Email your article to John Yao at jyao@socal.rr.com. Please write articles as you want it to appear. It is not the responsibility of the website chair to edit articles.
- Brief reminders for events and a need for volunteers can be posted via "email alert". Contact John Yao at jyao@socal.rr.com. Please write the blurb as you want it to appear. It is not the responsibility of the website chair to edit articles.

9. PTA MEETINGS

- It is mandatory that all PTA Chairs attend the PTA Meeting just before and after his/her event date. Please be prepared to present a short report in regards to your event.
- We appreciate your attendance at as many PTA meetings as possible.

10. MONTHLY REPORTS

- This year, I would like to try something new. Each month, I will ask each chair to report on their progress. This is a good opportunity to voice any concerns, share ideas, or just let me know that everything is on track. You can either call or email me to let me know what is going on, even if the response is just “nothing to report.” Check your folders in the PTA filing cabinet for incentive prizes!

PTA Resource People

Nicola Weiss	PTA President	963-5258	Cn.weiss@verizon.net	PTA policies/questions
Melinda Lynch	Executive VP	962-9123	melinda.lynch3@verizon.net	PTA policies/questions
Michelle Eichinger	First V.P.	596-7431	mrseichinger@dslextreme.com	helps with information/ideas
	Treasurer			budget/reimbursements
Laura Villafuerte	Financial Secretary	593-6355	lvillafuerteCPA@earthlink.net	collects/deposits PTA funds
John Yao	Website chair	968-5563	jyao@socal.rr.com	Manages/updates website
Melinda Lynch	Publications	962-9123	melinda.lynch3@verizon.net	photocopying
Libby Frolichman	PTA Alerts	962-3620	libbyvince@socal.rr.com	organizes weekly distribution

Thanks for all of your hard work! You are what make Courreges such a success!