

Briarwood Elementary PTA

Program Chairperson Information

Thank you for volunteering to chair a committee! You are a critical component to the success of our school. The work you do for PTA improves and enhances the education in our classrooms. It is because of your help that our school is an enriching and rewarding environment for our students, teachers, staff and parents.

Our job, as the Board, is to support your efforts. Please don't feel overwhelmed by your commitment. We want you to have a positive experience. Remember, your job is to organize and facilitate your committee members. Please delegate and ask for help if you need it. We want you to remain happy and involved throughout your child's years at Briarwood.

Below we have compiled some helpful information about organizing your volunteers and overseeing your event. Please share these guidelines with your committee. If you ever need help, please contact the executive board with any questions, concerns or problems.

Getting Started

At the beginning of the year, please make sure you have done the following:

Become a PTA Member and School Volunteer

If you haven't done so already, please be sure to submit your required volunteer forms and sign up to be a PTA member as soon as possible. Remember, you must be a registered Briarwood PTA member to do any job where you might handle money.

Connect with your VP

All programs and events at Briarwood fall under the heading of one of 5 Board Members: 2 Program VP's, the VP of Family Nights, the VP of Fundraising, or the Board President. See the attached Org Chart to see who your liaison is.

Review your Binder/Files

There are numerous binders in the PTA office with files from previous years of your event/program. Please feel free to look at this information to help get you started on your event.

Schedule Event and/or Reserve Space

Some events and activities already have their dates scheduled and rooms reserved before the year begins. Please check the master schedule to see if any further action is necessary. If you need to change a date or need additional space, please check with your VP; they will advise how to proceed.

Review your Budget

All programs have an allocated budget, which was voted on/approved in the spring of the prior school year. You are responsible for adhering to this predetermined amount. If you foresee that you need additional funds, please contact your board liaison to discuss the details before going over budget. Please keep receipts for all expenses. There is a form for submitting the receipts to the Treasurer for reimbursement on the website (PTA Icon/Forms and Documents). All receipts must be submitted with the expense form by June 15 of the current year in order to be reimbursed. (Carnival is a possible exception)

Organizing Your Committee

Volunteers - We have parents who are eager to assist you with planning and helping at your event. At the beginning of the year, your VP will pass on a list of people who volunteered to help. As a chair, it is largely up to you how you wish to organize and run your committee.

Initiating Contact - We recommend sending out an initial email to thank them for volunteering and let them know a little about the event, the date and what type of help you need. For big events, chairs may choose to have an initial start-up meeting to introduce everyone and assign tasks.

More Help - If you find yourself short of volunteers, please contact your VP and she can help get notices out for more volunteers.

Work Room and Supplies

Work Room - There is a Volunteer Work Room on the bottom floor of the school – across the hallway from the library. There are the following tools available for PTA use: copy machine, die-cut machine, paper cutter, and smaller office tools. Teachers take priority over PTA jobs; please be mindful and considerate while using the space.

Work Room and Supplies, con't.

Copies – As PTA strives to go paperless, we try and limit each program or event to one flier. If your flier can fit on a half-sheet – that is even better. Please discuss your copying needs with your VP. The PTA copy code is 810. There is a list of class sizes posted on the workroom wall.

Supplies – We can use the paper located in the work room. Additionally, there are other random supplies in the PTA office (and staff lunch supplies located in the staff lounge). If you are unsure where to look – please check with your VP.

Getting the Word Out

Come to a PTA Meeting – The best way to get people to start talking about your event is to come to a PTA meeting and give a brief update about how the planning is going. It is very low-key, no official presentations necessary. (it's also a great way to get to know other parents who are involved at school!)

Methods of Communication: We have many ways of publicizing events and programs at Briarwood. Please try to use as many as possible to market your event. There is a “How to Submit” instruction sheet for electronic and paper communications attached to this packet and it is also on our website under News/How to Submit. In addition to those methods of communication, you can also make posters to go on the walls of the school or on the PTA Bulletin Board. Check with your VP and the school office before posting on school walls.

To distribute kid-mail fliers: Make the appropriate number of copies for each classroom (number count on the workroom wall), plus an extra one for each teacher. Give Barbara or Donna a heads up that you will be distributing mail to teachers' boxes. Most teachers only send mail home once per week (Fridays or Mondays), so make sure you give them a few days notice.

Planning Food at Events/Activities

If your committee/event decides to have food as a prize or at a celebration, please get prior permission from the principal. Issaquah School District has a healthy food policy and events during the school day must adhere to it. Also, please give the office staff advanced warning if you are instructing people to bring food to the office. Let them know where you would like things kept until a committee member is able to pick things up. Make it simple for the office staff, so provide a box if necessary.

Signing a Contract

If you are contracting with a vendor, all contracts require the signature of two elected PTA board members with one of them being the president. Second signatures can come from the Vice President, Secretary or Treasurer. You may give your contract to the PTA Board Member overseeing your committee to initiate approval.

It's over! Now what...

First, a big thank you! Everyone at Briarwood benefits from your time and talent. Before you wrap things up, please remember to thank all your volunteers. People giving their time and energy to Briarwood is what makes our school great.

Please thank your committee members in one or all of the following ways:

- Provide a thank you note at the close of the event.
- Publicly thank volunteers at the next PTA meeting.
- Post a thank you on the PTA website and PTA e-news.
- All thank you's to be published online need to be sent to VP of Communications, Maria Bassett (please allow 48 hr. notice)

Put away all supplies (in their proper place, so others can find it later) and *return your binder* from it's original location.

Help us improve this event for next year! Please take a few moments and fill out an Event Recap form. This will help future Chairs run the event more efficiently.