

PSE PTA BOARD

“How To’s”

1. Get Reimbursed/Pay For Something

- a. If necessary, add up your receipts or paid invoices.
 - i. You need two “tapes” (paper copies) of how you got to the total, so use a 10-key (adding machine) in the office supply closet in the Parent Room or use an Excel sheet and print it out.
 - ii. Make sure to include two tapes from the 10 key or two separate Excel sheets.
 - iii. If it is a contract that hasn’t been paid yet or requires a deposit, attach the contract with a note that it needs to get signed (only the President and President Elect have signing authority).
- b. Fill out a Check Request (available on the PTA website or next to the PTA file folder mailboxes in the teacher workroom).
- c. Put it in the Treasurer’s file folder. **CHECKS ARE WRITTEN ONCE A WEEK. SUBMIT BY WEDNESDAY (END OF SCHOOL) TO RECEIVE ON FRIDAY.** Requests received after this cut off will be processed the following Wednesday.
- d. Note: We do not have a "petty cash" fund, so all expenses must be allocated to your committee's budget (ask the Treasurer if you need that information) or be approved as a PTA discretionary expense (ask the President if you need to do this).

2. Get A Cash Box For An Event (i.e., a box that you can make change from):

- a. Fill out a Cash Request form (available on the PTA website or next to the PTA file folder mailboxes in the teacher workroom).
- b. Put it in the Treasurer’s file folder and send her an email telling her it is there.

3. Deposit Money You Collected

- a. Add up checks and cash.
 - i. You need two “tapes” (paper copies) of how you got to the total, so either use a 10-key (adding machine) in the Parent Room in the office supply closet or use an Excel sheet and print it out.
 - ii. Make sure to include two tapes from the 10 key or two separate Excel sheets.
- b. Fill out a Deposit form (available on the PTA website or next to the PTA file folder mailboxes in the teacher workroom).
- c. Put it in the PTA cabinet drawer for deposits (in the Records room next to Mrs. Toth’s office). Send the VP of Finance an email telling her it is there.

4. Put Items Up For Sale on Pay4SchoolStuff

- a. Contact the Online Payments (P4SS) Chair 2 weeks before you want the sale to begin (3 weeks for bigger sales like Spirit Wear or Rocket Raffle).

5. Make Copies

- a. To make less than 50 copies, use copy code 05350 on one of the regular machines.
- b. To make more than 50 copies, use the Rizzo machine in the office. Mrs. Berlacher or Mrs. Berger can show you how to use it.

6. Reserve A Bulletin Board (great way to promote an event!)

- a. We can use the two boards in front of the office; send an email to the Secretary with your requested dates.

7. To Send A Message To The PTA Board

- a. Send the message to the Secretary with a cc to the President.
- b. The Secretary will forward it onto the Board (so we can make sure the Board isn't getting a zillion emails :)

8. Send An Eblast

- a. Send the message to the Secretary with a cc to the President.
- b. The Secretary will forward it onto Ms. Keith. We do it this way because the school has asked that all Eblast requests come via a single person.
- c. Note that Eblasts will also be posted on our Facebook page.

9. Send A Message Out Via Room Parents

- a. Send the message to the Room Parent Chairs with a cc to the President.
- b. The Chairs will forward it to the Room Parents asking them to distribute.

10. Submit An Article For Rocket Review

- a. Send the article as text in an email or as a Word document to the Rocket Review Chairs. Attach any pictures you would like included. *The deadline is usually the Friday before publication at 5:00.*
- b. Find detailed instructions and deadlines on the PTA website under "Rocket Review."

11. Submit Content For The PTA Website

- a. Send the text in the body of an email (1-2 days notice) to the Website Chair and attach any pictures.

12. Send An Email To The Staff Or Make A Facilities Request

- a. Send it to Mrs. Toth, with a cc to Mr. Barnes, Mrs. O'Connor, and the President.

13. Get Volunteers For Your Event

- a. Start with the list of volunteers for your committee that we obtain via the Back to School Forms, Fees and Purchases. This information will be sent to you from the Volunteer Coordinator.
- b. Depending on your event, we can also email a larger volunteer base, including the Board and other "known" volunteers. Contact the President and Volunteer Coordinator if you would like to do this.

PTA EMAILS

President	Lauren Shouvlin	laurenshouvlin@gmail.com
Treasurer	Lori Toney	loriatoney@gmail.com
Secretary	Shanna Hodges	hodgesshanna@yahoo.com
VP Finance	Michelle Kidd	Mishurr77@yahoo.com
Online Payments	Genie Ombach	gombach@gmail.com
Rocket Review	Jen Putnam	Jenniferputnam07@yahoo.com

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PTA EMAILS

Room Parents	Kerry Carreno	Kerry.leisher@hotmail.com
	Kim Salter	kim@saltydiver.com
Volunteer Coor.	Sarah Elliot Burton	Sarah.j.elliott@gmail.com
Website	Genie Ombach	gombach@gmail.com

OFFICE EMAILS

Principal	Jane Armbruster	Si-jeun.armbruster@cms.k12.nc.us
Asst. Principal	Linda O'Connor	linda.oconnor@cms.k12.nc.us
Sr. Admin.Sec.	Sandra Toth	sandra.toth@cms.k12.nc.us