

OUTLINE FOR PTA PROCEDURES

2009-2010

- PTA Newsletter:** All PTA news articles have to be emailed to Lisa Beyersdoerfer at southbaymom@hotmail.com by 3pm on Monday afternoon. If they are sent later, they will not be included for that week and will have to go out with the next week's newsletter.
- Additional Flyers:** **All** and any additional flyers or forms that need to be sent out with the newsletter **need approval from Mrs. Thurston**. Once approved, your flyer needs to be emailed 3 times. Send an email copy to Lisa Beyersdoerfer (southbaymom@hotmail.com) to have it included as an attachment to the online newsletter. Send an email copy to Leigh (reedscrip@sbcglobal.net) to post to yahoo group for those that need to find it later. Email Cherie Cole (cheriesmith2cole@yahoo.com) to have your event listed on the school Marquees. And then email a copy to Ronda (bohica2939@yahoo.com) The **chairperson is also responsible for making the necessary amount of copies to go out with the newsletter** (please check in PTA file box under "newsletter copying" for the sheet containing the current number of flyers needed for that week). You may use any color paper for your copies, *other than "lavender/purple" or "golden rod" yellow*. The stack of copied flyers needs to be placed on the shelf in the back of the PTA corner in the office. Please put a note on your stack saying "newsletter attachment".
- Handouts for Teachers:** Handouts for the teachers outside of the newsletter **need approval from Mrs. Thurston**. Be sure to give yourself extra time for approval before making copies and delivering the handouts to the teacher's boxes in the staff lounge.
- PTA Meetings:** Please try to be at as many meetings as possible. When you are not going to be able to come, please email Ronda and let her know. When you are included on the agenda for a meeting and unable to attend, please arrange to have someone report for you.
- Scheduling Events:** It is very important that Mrs. Thurston is notified before scheduling any event. Either Ann or Mrs. Thurston makes

all entries onto the school calendar. Once approved, please email Ronda regarding the date of the event scheduled.

- Custodian:** When you need the cafeteria to be set up for an event, please try to talk to the custodian in advance regarding what you need. If you can't find him, please be sure to let Ann know what you need, so she can help notify him.
- Money:** Our treasurer this year is Leah Jullia and Alisa De Angelo. Please get all PTA deposits to one of them **as quickly as possible**. Call one of them in advance when you need to give her money so that you can meet on campus. Money is only taken home in an emergency. All cash needs to be given to one of them in person, not left for them.
- Volunteers:** Please get your list of volunteers for your event or program from Karen Quevedo. You can ask for updates periodically. **PLEASE be sure to contact people on your list...**keep them informed either by calling or by emailing your group of volunteers.
- Questions:** If you have questions, concerns or need more helpers, please don't hesitate to ask Ronda on campus or email me at **bohica2939@yahoo.com** .

Thank you for volunteering your time. Being on the Reed PTA Board, or serving as a Chairperson is very important to our school and our children. I am so grateful to have so many parents who are willing to volunteer. I'm looking forward to having a fabulous year working together at Reed!

Ronda Wilson
Reed PTA President
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