



Committee Chair Meeting 2017-2018

DOSS ELEMENTARY SCHOOL

Welcome

Thank you for your time and commitment to Doss!

- 50+ committees
- 90+ Committee Chairs
- Endless Volunteers
- Couldn't achieve our goals without dedicated Committees
 - Serving our students, staff and families
 - Representing our school and community



2017-18 Committee Chairs

Check Chair Listing for accuracy

- Submit edits to president@dosspta.org

Committee Openings

- Chairs - Healthy Lifestyles, OWL Center
- Co-Chairs- Cultural Heritage, Reflections

Volunteer Packet

- Actively collecting Volunteer Forms
 - MTT, Doss News, Online
- Volunteer Forms distributed directly to Chairs
 - Optimize your volunteers and make them feel welcome



PTA Property

Dungeon - Storage

- Entry to the dungeon is outside, below the cafeteria, near trashcans
 - Request key from front office
- Long-term storage
- Reserved for larger PTA items
- Pack items properly & mark them clearly
 - Needed for use year-over-year
- Return things to where you found them



PTA Office

PTA Closet - Office

- End of Kinder hallway near the Atrium
 - Opposite side of the copy room
- Committee Chair hanging folders for mail/forms etc.
 - Check regularly
- Lockbox on the wall for Committees that have money coming in
 - ALL CASH GOES IN LOCKBOX!
- All necessary Financial forms are in the PTA office
- **DO NOT STORE ITEMS IN THE PTA OFFICE**



Communications

Wednesday Folders

- All inserts must be approved in advance by Principal & PTA President
 - Email files to President & VP by Monday prior for approval
- Place in WF box prior to Tuesday at noon
 - VP will place in teacher mailboxes prior to pick up on Tuesdays
- Recommended print quantity
 - Separate inserts by teacher
 - 34 stacks with 22 copies each for K-4th
 - 6 stacks with 28 copies each for 5th
- Save Paper and Save Money
 - Use ½ sheets when possible
 - If using a printer service, they will sort materials by stacks of 22 for you



Communications

Doss News - Blast

- Submit blurbs/logos by Monday prior to blast@dosspta.org
- VP drafts Doss News by Tuesday
- President reviews and sends Wednesday evening

Morning Announcements

- Students are a surprisingly good resource
- THESE ARE VERY PRODUCTIVE & HELPFUL FOR YOUR EVENT!
- Email VP with your announcement and preferred dates (if applicable)

Doss Website

- Check your committee page and send updates to president@dosspta.org
 - Dosspta.org/PTA Committees – Click on your Committee to access page



Communications

LivingTree

- Calendar
 - President updates LivingTree calendar and it's pushed out to dosspta.org automatically
 - Check your Committee dates on LT to ensure accuracy
- Groups
 - Every Committee has a "group" in LivingTree for communication purposes
 - If you would like to utilize this for your planning communications, contact president@dosspta.org to be added as an administrator of the group
 - You may invite volunteers into your group once you are added as an admin
- Messages
 - Principal and President are the only people who can send Doss-wide Communications
 - President will include important Committee Information upon request and receipt of information



Communications

Indoor Marquee

- Temporarily out of service
 - New projector in October budget cycle

Outdoor Marquee

- 2nd VP will update based on PTA calendar

Social Media

- Facebook & Instagram
 - Send event pics to president
 - Cannot include children
 - Can include campus, volunteers, staff, etc...
- Follow us on Instagram at DossOwls



Building Use Forms

BUF's

- This is the primary tool for managing building space
- MUST be submitted for all events, meetings, trainings & presentations
- Need to secure the space for your event ASAP!
- Submit to Sherrise Palmer as soon as date is confirmed
 - s.palmer@austinisd.org



Finance & Budget

2017-2018 Budget

- Review your budget carefully
- This outlines your preliminary program budget and income goals
- **YOU CAN NOT GO OVER BUDGET**
 - PTA can not reimburse over approved budget amount
- Your input and review is critical
 - Amended budget requests are due by September 22nd to treasurer@dosspta.org or via hard copy in the PTA office
- All questions regarding the validity of an expense or the budget process should be brought to the Treasurer's attention.



Deposits

IF you are collecting money for sales or donations

- Complete deposit form and turn in to PTA Office drop box

If **CASH** is collected

- 2 people must count the cash immediately after the sale/event
- Both counters must sign the deposit slip

Complete the Form Appropriately

- In each line item, write "Cash" or the check number in first column
- In the second and third columns write the associated name and dollar amount
- Finally sum each column, & add subtotals for currency, coin and checks



Reimbursements

When purchasing items for your committee:

- PTA cannot reimburse Sales tax – exemption form in PTA office or dosspta.org
- Items purchased must all be 100% for school use

Check request process:

- Check request form must have **two** signatures (not related by blood/marriage)
- All receipts and invoices (proof of purchase/payment) must be attached
- Gift cards – value of \$25 or less and must be for a specific retailer (i.e. no Visa gift cards)

Committee Chair Responsibilities

- Ensure all committee members know process
- Track your budget - stay aware of expenses

Cash reimbursement checks in a timely manner – this is helpful during month end close



Partners in Education (PIE)

PIE Program – Year Two Proves Successful

- PIE Chair in charge of all solicitation, tracking and relationship management
- Committee Chairs work with PIE Chair to ensure fulfillment of benefits for each level of sponsorship (if applicable)
 - Directory, H'Owl and Spring Party, Daughter/Son Events have sponsor obligations
 - Review detailed benefits list for your program
 - No exceptions or negotiations will be made to ensure equity among partners

In-Kind Donations

- If a business makes an in-kind donation, please report this to PIE Chair immediately
 - In-kind PIE credits accumulate for partners and they get additional benefits
 - Let in-kind partners know you will report this donations for tracking
 - Follow-up with a Thank You note



PIE Levels 2017-18

Diamond - \$4,000 and up

Loewy Law Firm
Capitol Pain Institute
Ranger Excavating
Lauren Hurst Acupuncture

Arnold and DeSantis Orthodontics
Lawn Pop
Poplin Orthodontics

Platinum – \$2,500 – \$3,999

Chapman Law Firm
Austin Yard Cards
Kristin Griffin Studio

Orpheus Academy
Austin Office Space
Douglas Residential

Gold – \$1,500 – \$2,499

iKids University



PIE Levels 2017-18

Silver \$750 – \$1,499

Boundless
Austin Orthodontic Arts
Loving Pediatric Dentistry
Data Movers
A+ Federal Credit Union

Holdfast Wealth Management
Coach Mo's Elite Fitness
Journey Martial Arts
Freytag's Florist

Bronze \$500– \$749

Homesville Real Estate
QA Sherpa

Texas Orthopedics
Christie Physical Therapy

Owl Level \$150 - \$499 (new level)

Dinner Elf



Annual Sponsorship Goal - \$44,000

Sponsorships commitments to date - \$39,900

In-kind donations to date - \$19,879

HOOT – HOOT!!!!!!!



Keep President Informed

President is the **ONLY** individual authorized to sign contracts for PTA-funded events

- Always request a signed contract with date, time and financial information— F&B, Venues, Music, etc.

President is a member of all committees

- Invite President to your committee planning meetings, especially if:
 - Your committee is considering doing something different
 - Your committee is working on something school-wide that affects or concerns all Doss families or PTA at large
 - Your committee is hosting a fundraiser or considering soliciting for its event
 - President needs to authorize all “asks” to our parents.

Copy President on pertinent emails & keep them informed

- Contact President **FIRST** with any issues, concerns or problems

President would rather have too much information than not enough

Please let me know if you have wonderful volunteers that you’d like to recognize



Keep Principal Informed

Communications

- President/VP meet weekly with Principal
 - Opportunity for us to review plans, solicit feedback and request final approvals
 - Chairs may use a portion of this time for meeting with Principal when necessary
 - Share themes and creative with President (if applicable) for final approval from Principal
- Principal/President will support your committee with Announcements, LivingTree, Doss News & Social Media
 - Chairs to write up information for inclusion and submit in advance

Incidents, Injuries, Concerns

- In the event of an injury or incident on campus or at a school-sponsored event, inform the President and Principal IMMEDIATELY!



THANK YOU!!!

We are stewards and representatives of the Doss Community
Share our appreciation with your volunteers and partner contacts

You make our school proud!
You make our community strong!

THANK YOU!

We are fortunate to live in a community of wonderful volunteers!

