

Committee Chair 2022-23 Training

Doss Elementary

Attendee sign in

Please sign in [HERE](#) if virtual and as you review the slides & video if you could not attend the training.

THANK YOU, THANK YOU!!

This year alone, Doss Elementary will benefit from the dedication of:

- 70+ Lead Room Parents
 - 30+ Committees
 - 50+ Committee Chairs
- Hundreds of volunteers, thousands of hours

YOU help us reach our goals
YOU help us enhance our students' school experiences
YOU represent our school and community

Thank YOU for sharing your time with our school!

Contact Info

Nishi Goel	President	832.549.4876	<u>president@dosspta.org</u>
Todd Waldman	1st VP/Prez-elect	512.541.5181	<u>1stvp@dosspta.org</u>
Scott Neuendorf	Treasurer	–	<u>treasurer@dosspta.org</u>
Kevin Rutkowski	Asst Treasurer	512.461.0530	<u>admin@dosspta.org</u>

Agenda

1. General Volunteer Information
2. Committee Chair Specifics
3. Treasurer/Financial Information

General Information

- Don't forget to complete your background checks
- Don't forget to become a PTA member
 - If it is cost-prohibitive, please email president@dosspta.org
- Don't forget to sign in and out each time you come to school
- Don't forget we have supplies in the shed from previous years and events
- If ever there is fire drill, lockdown drill or weather drill, please participate accordingly. Follow teacher & staff directions.
 - Fire drills - go outside with the nearest classroom
 - Lockdown drills - go to the nearest classroom and stay locked indoors

Historical Documentation

- Your committee might have historical documentation (paper or digital)
- Connect with your past committee chair(s) to get details about your committee
 - Ask a lot of questions & take digital notes
- Document as much as you can!
- We are now using @dosspta.org accounts for committees if you want them
 - This means no more shared drives or missing passwords and re-authentication :)
 - You will have a committee Drive where you can keep all documentation
 - Let Nishi know ASAP

Communication with the PTA President

Keep the President & the Doss PTA Exec Board In the Loop

- Copy and include the President on pertinent emails
- Contact the President with any issues, concerns or problems
- Meet with the President regularly (in-person or virtually) as you plan your events
 - The President is automatically a committee member
 - If you are asking for donations, in-kind or monetary, other than for teacher gifts, please first run it by the President
 - LESS ASKS THIS YEAR!
- Be sure to loop the President in when sharing Marketing information (Marquee, Blast, Social Media, Wednesday Folders flyers, Emails, etc) OR send it to the President to disseminate
- You are our eyes & ears so please keep us informed of rumors or issues

In the event of injury or incident on campus or at a school/PTA-sponsored event, inform the President AND Principal IMMEDIATELY

Communication Methods

- Blast

- Email requests to Todd at 1stvp@dosspta.org by Tuesday NOON prior to the Wednesday night distribution
- Copy president@dosspta.org
- Include text, contact info for questions, any images or links and dates to run

- Marquee

- Information pulled from the Blast so make sure it gets in there! Marquee is updated on Sundays.

- Social Media

- Email requests to Marquette at marquette@austin.rr.com AS SOON AS you know you will want social media help
- Copy president@dosspta.org
- Include text, contact info for questions, any images or links and dates to run

- Wednesday Folders

- See the how-to document [HERE](#)
- YOU are responsible for copying, counting and stuffing!
- Report copy counts back to president@dosspta.org

Communication Methods

- **PTA-Principal Meetings**
 - President, 1st VP and Principal meet weekly
 - Great venue for us to bring up any changes, issues, questions
 - Chairs may be invited to join the meeting for updates
- **Konstella**
 - All committees are set up in Konstella - PLEASE REVIEW REGULARLY FOR NEW SIGNUPS
 - Introduce yourself to your committee
- **Grade level Facebook Groups**
 - GLCs should be able to share
 - PTA does not manage those groups
- **Doss Wide Communication should go through Dr. Steenport or the President**
 - Teacher/Staff communication should go through Dr. Steenport or Tracy Sheridan (always copy the President)
- **Morning Announcements**
 - Send content and dates to run to president@dosspta.org

Communicate Using Konstella

Use Konstella to communicate with your committee members.

Nishi or Todd will send messaging via Konstella committees.

Documents will be shared in Konstella as well.

If a parent doesn't have access to Konstella or email, please using print correspondence.

Board and Leadership

2022-23 1st Grade LRPs & GLCs

This is a list of all 1st grade LRPs & GLCs.

2022-23 2nd Grade LRPs & GLCs

This is a list of all 2nd grade LRPs & GLCs.

2022-23 3rd Grade LRPs & GLCs

This is a list of all 3rd grade LRPs & GLCs.

2022-23 4th Grade LRPs & GLCs

This is a list of 4th grade LRPs & GLCs.

2022-23 5th Grade LRPs & GLCs

This is a list of 5th grade LRPs & GLCs.

2022-23 Committee Chairs

List of all Committee Chairs

2022-23 Grade Level Coordinators (GLCs)

This is a list of the 2022-23 GLCs.

2022-23 Kinder LRPs & GLCs

This is a list of all of the Kinder LRPs & GLCs.

2022-23 Lead Room Parents

This is a list of all lead room parents for 2022-23.

2022-23 PreK LRPs & GLCs

This is a list of all the preK LRPs & GLCs.

Konstella

Send announcements (email-like), messages (chat-like), sign ups, and events for your committee through Konstella. [Here is a how-to doc.](#)

My Creations

+ CREATE

Add to Doss Elementary School



Announcement

e.g. boxtop winners



One-Time Event

e.g. early dismissal day



Recurring Event

e.g. monthly PTO meeting



One-Time Sign-Up

e.g. walkathon sign-up



Recurring Sign-Up

e.g. daily yard duty



Sales

e.g. school t-shirts



Donations

e.g. direct donation



Preference Sheet

e.g. room job preferences



Committee

e.g. PTO executive board



File Folder & Link

e.g. PTO meeting minutes

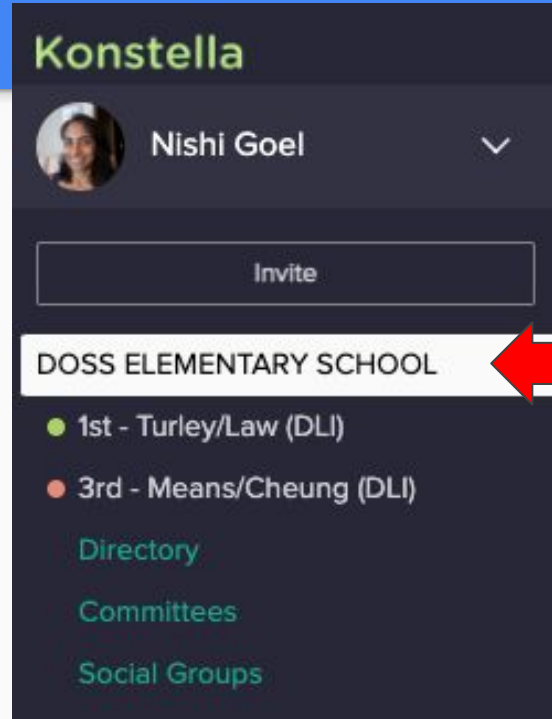


Photo Album

e.g. Halloween photos

Konstella

View class specific announcements, messages, events and signups when you click on the committee but view everything you are associated with (parent, LRP, GLC, committees) by clicking DOSS ELEMENTARY SCHOOL.



Pictures for Yearbook & Social Media

- Make sure to ask permission before taking pictures of student faces
 - If being used on social media, ask the guardian if they are OK with that
- More info to come about how to share pictures for the yearbook.

Main Calendar

I am keeping track of all events to avoid conflicts in programming.

I meet with Adriana Amador regularly to sync calendars.

PLEASE let me know dates as soon as you have them so I can add it to my main calendar.

Collaborate!

- Consider collaborating with other committees for your work & events
- Example
 - September is Hispanic Heritage Month
 - Cultural Heritage Committee can work with Doss Arts for an art display of art by Hispanic artists
 - Spirit Store (i.e. a small committee) needs to distribute good after orders come in
 - Use the Doss Distribution Gang as a group of volunteers that can help

Graphic Design Needs

- We now have a list of parent-volunteer graphic designers that we will use for artwork
- Please send president@dosspta.org your needs as soon as you know it so you can be matched with a designer not working on another project
- Our designers hardly say NO so we need to make sure they do not burn out!
- Please do NOT go to designers that you have used in the past.

Website Needs

- If you need to update anything on the website, PLAN AHEAD!
- Please email the EXACT changes with images, links and text to webteam@dosspta.org and copy president@dosspta.org
- If it is a quick change, I might make the update and save the “hard” changes for the team.
- If you have not heard back from the webteam within 2 weeks, please let me know.

Bookmark this URL!!

[PTA Forms and Documents](#)

You will find all the documents you need here:

Building Use Form

Sales Tax Exempt Form

Check Request Form

Deposit Request Form

Building Use Form (BUF)

- This is the primary tool for managing building space
- **MUST be submitted for ALL events, meetings, trainings & presentations**
 - Classrooms during school hours are the exception
- Need to secure the space for your event ASAP!
 - I have submitted BUFs for many events that I had dates for.
- Adriana Amador receives submissions and reviews them. If you have not heard from her within 72 hours, then you are GOOD TO GO!
- Some events (H'Owl, Dances) will also need to complete a Facilitron form

Budgets

- **KNOW YOUR APPROVED BUDGET!**

- Income, Cost of Goods Sold, and Expenses
- Track budget spent and amount remaining
- PTA cannot reimburse over approved budget amount

- **BUDGET AMENDMENTS**

- Three budget cycles during the FY year - October, February, and May
- Complete a Budget Request Form** to request a budget amendment and submit to the Treasurer
 - Budget Request Forms for October cycle due Friday, September 30th
- All amendments to the PTA budget are voted on at a general membership meeting

Purchases

- **When purchasing items for your grade/class/committee:**
 - Know your approved budget and DO NOT spend more than this amount (email PTA Treasurer at treasurer@dosspta.org to confirm your approved budget)
 - Use the SALES TAX-EXEMPT FORM
 - Items purchased must be 100% for school use only.

Check Request Process

Complete a Check Payment Request Form

- You MUST have **TWO** signatures (not related by blood/marriage) and 2nd must be a PTA member (i.e. purchased a membership for the current school year).
- Itemized receipts and/or invoices must be attached and proof of payment must be clear.
- Sales tax is NOT reimbursable
- Gift cards: \leq \$25.00 and must be for a specific retailer (i.e. NO Visa gift cards)
- All check requests must be submitted within 45 DAYS of your event.

Give Completed Check Request to Treasurer

- Place in the PTA Lockbox located at the school (right inside the front door), OR
- email to Treasurer at Treasurer@dosspta.org or Admin@dosspta.org

Treasurer will reach out to you when your check is ready for pickup OR if check is to a business, Treasurer will mail.

- PLEASE, cash your reimbursement check in a timely manner!



Deposits

- **Encourage all payments to the PTA to be made in one of the following manners:**
 - Check sent to the PTA PO Box (PO Box 28370, Austin, TX 78755)
 - PayPal (coordinate with Treasurer if you need an invoice sent)
 - One Cause / BidPal for No Hassle and Spring Party
- **Payments handed to Treasurer require a Deposit Request Form**

Deposit Request Process

Complete a Deposit Request Form

- Activity = PTA Budget Line Item or Committee
- In each row, write "Cash" or the check number in first column - **NO CASH TRANSACTIONS PLEASE**
- In the second and third columns write the associated name and dollar amount
- Sum each column and add subtotals for currency, coin and checks.
- Sign and date
- FOR CASH, you MUST have TWO records of count and TWO signatures (not related by blood/marriage).

Give Completed Deposit Request Form and Payment to Treasurer

- Make sure Deposit Request Form and payment stay together (use envelope if necessary - please do not staple checks)
- Place in the PTA Lockbox located at the school

PIE Sponsors & Donations

- Minimize monetary and in-kind donations from your committees & parents
- Track all in-kind donation amounts
- If you need more money, plan ahead so you can request prior to budget cycle amendments
- Work with Carrie Brown (pie@dosspta.org) to see if she has sponsors that have provided things like gift cards for food or coffee (Epoch) that you might be able to use
 - PostNet is donating the cost of banners so all copies will be discounted but will require payment
- Carrie will ensure signage and SWAG for events requiring them (H'Owl, Spring Party)
 - If you have in-kind donors, let her know so she can track them and create signage for your event

Don't Forget to Say Thank You!

- Send key volunteer names to president@dosspta.org for recognition in the Blast
- Send a shout out in your Konstella committee feed
- Thank any donors
- Thank your volunteers

Documentation for Committee Chairs

This training deck & meeting recording will be available on Konstella and on the PTA website under PTA > Committees & Volunteering

All documents linked within will be shared (if not already) via Konstella

Thank YOU again!!!

Questions?