



Woodlin Elementary School 2101 Luzerne Ave. Silver Spring, MD 20910 www.woodlinpta.org

Woodlin Elementary School PTA, Inc. 2013-2014 Volunteer Handbook

Welcome! We are very glad that you've taken time out of your busy schedules to become a Woodlin PTA Lead Volunteer for the school year!

You are part of a team that pulls together to make the overall Woodlin Elementary experience valuable for its students, teachers, staff, parents and the community at large.

The PTA volunteer handbook includes the following information:

Contents	Page
Lead Volunteer Instructions, Duties & Responsibilities	2
PTA Calendar of Events, Monthly Programs, Board Meetings	11
PTA Organizational Flowchart	13
PTA Board Officers, Board Members and Lead Volunteers List	14
PTA Lead Volunteer Job Descriptions	15
Overview of PTA Activities	23
Doing Business with the PTA	24
PTA Reimbursement Form	25
Proper Use of PTA Funds	26
Master Calendar Request Form	28
Deposit Form	29

Your PTA Board and fellow Lead Volunteers look forward to working with you throughout the program year!

Sincerely,

Woodlin PTA Board



Volunteer Instructions, Duties & Responsibilities

I. Transition from Previous Lead Volunteer to Current Volunteer

By now, we hope you have been in contact with the person who held your current position last year.

Note: If necessary, contact your committee chair for the name, phone number and email address of your predecessor.

This person is your best source for detailed information. Be sure to pick up historical files and program pointers from that person. Ask if he or she has given you all the electronic and paper files. **Please review these PTA materials and use them in your planning.**

At some point you will step down from your volunteer position, therefore turning your job over to another PTA volunteer. To ease the transition, make sure to keep good notes all year regarding your accomplishments, lessons learned and ideas for the future.

II. Maintaining PTA Files

Paper files: Because the PTA does not have a single centralized location for storing paper copies, we count on each volunteer to maintain the files for her or his job. Please find a convenient yet safe location for the files that you obtain from a previous volunteer and any new files you accumulate. The location should be out of harm's way (i.e., dry, weather-protected area) and where your files won't be disturbed or accidentally thrown away by a family member.

Electronic files: **Please send your committee chair (cc'ing the PTA President and Vice President) any important electronic files that need to be backed up.** They will be posted on the Board website.

III. Planning the Year Ahead

While the PTA is about building community through traditional activities, new ideas and approaches are always welcome. What was done in the past can serve as a convenient guideline; however, you may want to re-visit some of the approaches, events and details.

The PTA does not intend for your PTA volunteer duties to amount to a part-time job. To that end, consider or discuss with the President or Vice President new approaches that might improve the efficiency of your tasks, such as using select software on online apps; picking up new ideas from conferences, suggestions via www.pta.org or other schools; dividing up a task differently; or even scheduling an event at a different time of the school year.

With all this in mind, our PTA calendar and approach to PTA activities should not interfere with Woodlin Elementary School's (WES) calendar/school activities and the many expectations of returning families. Therefore, please **discuss any major changes** you would like to make with the PTA President, Vice President, or your Committee Chair before you make any changes to your volunteer duties and commitments.

If you have an idea for a **new activity or event** that you want to occur as a PTA event/activity, the idea must be reviewed/approved by the PTA Board. This ensures that we are not "stepping on each other's toes," that overlapping committees are involved, and that any new events/activities are coordinated with existing events/activities. Also: the WES Principal has final authority over whether any PTA events/activities will occur during the school day.

WES' calendar can be reviewed at <http://www.montgomeryschoolsmd.org/schools/woodlines>. The Woodlin PTA calendar can be accessed via its website (www.woodlinpta.org).

IV. Who Is There to Help You?

a. Volunteers Who Work With You

- i. During the start of the school year energy runs high. **It is also the best time to recruit volunteers since interest is usually very at this time of year. Recruiting at this time is ideal!** Note: Some Lead Volunteer positions need others to assist (e.g. Staff Appreciation); some are single-person jobs that must be publicized (e.g. Listserve, Giant/Safeway promotional programs). A few are single-person jobs that are behind-the-scenes (e.g. Webmaster).
- ii. **Each lead volunteer should discuss with the committee chair how they will advertise and/or recruit help for their program/task.** The PTA listserv is a quick and easy way to market your event while looking for event volunteers.
- iii. Let others know that you are a Lead Volunteer so you can get comments and ideas to use in your planning. Use the PTA monthly programs, bus stop chats, WES teachers and your Committee Chair to help identify people who can assist you.

- b. The Volunteer Coordinator can give you the names of people who have expressed interest in different types of volunteering on the start-of-year volunteer form, and can give you advice on finding volunteers. (Note: The Volunteer Coordinator is not responsible for recruiting volunteers for PTA events. He/she is only there to provide you with the names of interested volunteers.
- c. **If you find you are falling behind schedule, ASK FOR HELP!** Please contact your Committee Chair ASAP! Do not wait until the last minute to notify the PTA that you need help or that you will be unable to coordinate an event, etc. Always keep your committee chair in the communication loop.
- d. **If you need program help/advice** for your committee or event, please contact your Committee Chair, the PTA President or Vice President.
- e. **If you are concerned about a PTA matter**, contact the President or Vice President.

V. Communicating with your Committee Chair and others

- a. Your Committee Chair submits a verbal or written committee report at the monthly PTA Board meetings. Please keep her/him up-to-date on your activities. Ask how he or she would prefer to get updates: a brief call before meetings, or an email.
- b. Let your Committee Chair know whether you prefer email or telephone communication. If email communication works for you, please check your email daily. It's helpful if you let the sender know you received the email, just by a "Thanks" or "Okay" or "I'll check on it" reply.
- c. If your PTA volunteer work overlaps with other volunteer work/positions, please keep those other people "in the loop" about anything that would be relevant to them. When in doubt about whether or not to "cc" someone on an email, err on the side of caution by including more people rather than fewer in your email exchanges.

VI. Money Matters

- a. Many PTA volunteer tasks require spending money. In this year's Budget (to be approved at the September meeting by the membership), the Board has built in an estimate of how much money you will need to complete your task(s) and/or event successfully. Once the budget is approved for the school year, the Board will notify you re to your task/event budget.

Please do your best to stay within budget since the planned fundraising supports the particular budget established for your task/event. Alert your Standing Committee Chair if you anticipate any difficulties regarding staying within budget. Please contact your Committee Chair to request budget changes. Note: See handbook section 'Doing business with the PTA' for details.

- b. The Woodlin 'PTA Request for Reimbursement' Form must be completed when requesting reimbursement for your PTA expenses. Complete the form (which can also be downloaded from the PTA website), attach applicable receipts and submit them to your Committee Chair for sign-off. Once your Committee Chair has signed the form, an envelope containing this documentation can be put in the Treasurer's mailbox in the school copy room or sent to the PTA Treasurer via WES backpack mail. The Treasurer will mail a check to you at the address provided on the Reimbursement Form. Please try to submit receipts for reimbursement within thirty (30) following expenditures.
- c. Review the 'Proper Use of PTA Funds' for more information/details in re to your PTA expenses.
- d. **Do not sign any contracts!** Only the PTA President may sign a contract. No contract may be signed that obligates the PTA to service beyond the current school year.

VII. Scheduling Events / PTA Calendar

- a. The dates for most PTA events have are usually scheduled by the beginning of August (with WES review/approval). Please look at the enclosed calendar for a listing of WES and PTA's schedule for the current school year. Note: The PTA President sets dates for all PTA meetings, events & programs by the end of August. Please look at the enclosed calendar for a listing of WES and PTA's schedule for the current school year.
- b. If your event/activity has not already been scheduled or if you would like to change the date of a scheduled event, please discuss proposed dates and alternative dates for your event(s) with your Committee Chair or the PTA President. **No events may be scheduled on the WES Master Calendar without prior approval from the PTA President and/or Board in consultation with the WES principal.**
- c. **Dates for additional PTA events that have not already been set by the PTA Board must be placed on the Master Calendar.** Please complete the Master Calendar Form (after checking with your Committee Chair) and submit it to the WES Principal for review. The

principal will forward these to WES front office who will then add it to the Master Calendar with a copy returned to the PTA for verification.

d. **To reserve WES space for your event/activity please contact the PTA board member who is responsible for making reservations at WES (normally the PTA Vice President or PTA Secretary).** The contact person requires at least three (3) weeks notice in advance of the event. You must provide the following information:

- i. Date/time (start and end) for the event.
- ii. The room or rooms needed for the event.
- iii. Whether any extra time for set-up/clean-up will be needed.
- iv. **Note that the County charges the PTA for use of school space, so please request space only for the time needed for the event.**
- v. Reservation requests submitted by the PTA on or before August 15th are guaranteed. However, after August 15, the availability of the space is not guaranteed. If another group has already reserved it before us, we will not be able to use the space at that day/time. Therefore, no new activity requiring school space can be considered definite unless/until the PTA Vice President or Secretary has told you that the space has been obtained. Note: The PTA has reserved a small number of placeholder dates for use of the school to accommodate unplanned events. Please check with the PTA Vice President or Secretary to see if any of those dates will accommodate your event before submitting a formal reservation request. The media center is not permitted for reservation. In addition, please note that all AV needs including LCD projectors, microphones, etc must be included in the ICB reservation. The school is not permitted to lend AV items to groups that reserve space in the building.

e. All logistics needs (tables, chair set-up, etc.) should be communicated to the designated PTA's ICB contact and WES Building Services staff at least a week in advance of the event.

VIII. Thanking Those Who Help You

- a. When running an event or activity, **please make sure you have a way to document the names of all the people who volunteered, so that no one is forgotten.**
- b. Submit a "thank you" (a few sentences will be fine) to be published in the newsletter, send a personal email or note or make a simple phone call. Also, publishing your thanks on the PTA listserve is acceptable.
- c. Don't forget to thank student volunteers or the school personnel!

IX. Publicity

- a. Use the **Woodlin PTA Listserve** to publicize your needs and events. Unless the material you want to post to the listserv is very urgent, please consider forwarding a draft of the material to another PTA member who is familiar with the topic, so s/he can serve as a second pair of eyes. The reviewer might spot something ambiguous or incomplete.

Then just post the information on the PTA Listserve. **Lead Volunteers are strongly encouraged to join the listserv.** The listserv is a great way to stay up-to-date with different Woodlin issues and activities that might impact your PTA volunteer work. Sign up to be on the listserv by going to www.woodlinpta.org and then 'click' on "PTA Listserve" and follow the directions as prompted.

- i. **Use precise dates when posting on the listserv** such as "Tues. Sept. 11th" or "Tues. 9/11/12." Avoid using "tonight" or "tomorrow" (unless you follow it with the event date) since not all listserv members will read your posting the day you sent it out. Note: Many listserv members receive postings as a 'weekly digest' (not daily emails) in which all listserv postings for that week are compiled as one email message.
- ii. **Use clear subject titles in your listserv postings** such as "Woodlin Movie Night – Sat. Oct. 13th" or "In Need of Spring Fair Volunteers." Avoid teasers such as "check this out" or "We're looking for..." since these type of headers are too vague and will more than likely cause your posting to be overlooked or deleted without it being read.
- iii. **If at all possible, do not send attachments.** 'Weekly digest' listserv members cannot receive attachments due to formatting constraints. Plus, members who can receive attachments are sometimes unable to open attachments for various reasons. Basically, it's best to avoid use of attachments. Place your attachment (saved as a PDF) in one of the listserv files (with directions in your posing on where to locate it) or request to have it posted on the PTA website so that you can provide a weblink to the attachment in your listserv posting.

b. Use the **Woodlin PTA Website** to publicize your needs and events. To get a flyer or any other type content put on the Woodlin PTA website, email the PTA Website and/or the PTA's webmaster who will then update the website.

c. Flyers

- i. As of 8/1/2012 **all PTA publicity (flyers/brochures/etc.) are required to have the Woodlin Elementary School PTA header at the top.** You should have received via email a template that includes the PTA header so that you can readily create your flyer.
- ii. **Whenever possible, please create flyers electronically in Word format.** Most of us have access to Word, so it is easier to email, open and review a Word file. If you need someone to create a flyer or other document for you, please contact the Volunteer Coordinator, who can give you names of people who have indicated an interest in doing this type of work.
- iii. Please **allow time for your flyer (emailed version) to be reviewed by a Board member or your Committee Chair.** Many times this catches typos, incorrect dates, ambiguous or incomplete information that could confuse or cause misunderstanding among parents and teachers. It is important that you do not post conflicting information on your marketing materials.

- iv. **Ivory paper:** As of 8/1/2012 **PTA volunteers are expected to use the ivory-colored paper (PTA paper supply at WES) or another color paper of his/her choice (see vi. below).** If you are photocopying at WES (see viii. below) you may use the PTA paper supply labeled 'PTA Volunteers Paper' just make sure to remove it when you're done copying. Remember - please do not use WES paper! Also, please do not interpret that PTA paper is "free". **Excessive use of paper reduces PTA funds available to spend on other things.**
- v. **Other color paper.** If you prefer, you may use a color other than ivory for flyers. You can still make your copies at Woodlin. Purchasing special paper is a legitimate expense for your activity (provided that it fits within your budget). **Note: Do not use yellow paper for your flyers—that color has been set aside for WES' use.**
- vi. The school-generated list posted on the wall next to the school copy machine can help you determine **how many copies to make.** The list shows how many children are in each classroom and how many "Youngest in Family" are in each classroom. Distributing a flyer only to the youngest in each family saves paper, but may create some confusion (particularly if there is a substitute teacher). If you choose to distribute your flyer only to the youngest in each family, include a note on the top of the pile of flyers delivered to each classroom indicating that they should go to the "Youngest in Family."

vii. **School Copy Machine**

1. The school requires that all users be trained on the digital copier. The PTA will alert all new volunteers to the schedule of copier trainings. As part of the training, PTA volunteers will be told the code to use when photocopying materials for the PTA.
2. The school office has recommended that the best times to use the school copy machine are:
 - from 9:30 a.m. to 11:00 a.m.
 - from 1:30 p.m. to 3:00 p.m.

When copying, please give priority to teachers and staff. If a teacher or staff member is waiting to copy, please pause or stop your copying job to allow them to copy.

3. For large photocopying jobs (the newsletter, the directory, etc.), please **reserve the school copier** by calling Mrs. Hale at the school office.
4. As a rule of thumb, it takes about 15 minutes to photocopy a one-sided flyer on the school copier.
5. There is no charge to the PTA for using the school copier (other than the fact that the PTA is contributing to the cost of purchasing the school's supply of white paper).

d. PTA Newsletter

- i. **Deadline dates for each month's newsletter will be sent out by via listserve or email by the Outreach Committee Chair. The deadline is usually the last week of each month.**
 - ii. Please submit by the deadline brief articles or announcements about upcoming activities and any volunteer needs. For example, if you need volunteers for an event in December, you need to submit your article by the November deadline, so it can be in the November newsletter.
 - iii. Please also submit a brief article that recaps a past activity (quotations are good!) and lists the names of EVERYONE (including students) who volunteered for a task for that event. The newsletter always has room to print thank you lists!
 - iv. Please submit articles and announcements as you want them to appear.
 - v. Please email your articles to the Newsletter Coordinator as an attached Word document, preferably in Times New Roman, 10 pt. font size. An alternative is to type the article in the body of your email.
- e. Some main events such as the Winter Festival, Silent Auction and Spring Fair also need **community publicity** in the neighborhood listserves, the Gazette and the Silver Spring Voice. The Board maintains a list of contacts for neighborhood listserves.
 - f. Help us share the good times! **Make sure someone takes photos at any activities you run.** Photos may be included in the newsletter or made accessible in other ways. You can also contact the PTA's photographer/historian volunteer to see if he/she is available to document your event.

X. Monthly Program and Meetings

- a. **PTA Monthly Program/Meeting (also known as the 'PTA General Meeting') is generally held 6:30-8:00 p.m. on the first Tuesday of each month, with pizza served from 6:00 p.m. – 6:30 pm.** Childcare is provided at the program. The PTA President and/or your committee chair may contact you in advance to confirm whether you will be available to give a report or if your task/event is in an active period. Please feel free to contact the President and/or Vice President if you would like an announcement or agenda topic added for discussion at a program during its WES/PTA business section of the program or if you have an idea or a future program topic.
- b. If your event or task involves other volunteers working under your coordination or supervision, please **convene meetings of your volunteers** whenever needed. Refreshments help.

XI. Standards of Behavior

- a. As a PTA volunteer, you are a representative of the PTA and of the Woodlin community. Please remember that how you conduct yourself reflects on the PTA and the families of this community. We are all committed to a vibrant and strong Woodlin community.

- b. Above all, the safety of our children is paramount. It is expected that when you are working in an environment where children are present, you will conduct yourself in a manner that assures their safety.
- c. Please also remember that children hear and learn from the examples of adults. Always treat one another respectfully. If working with children outside of school hours, insure that both parents and teachers are clear about any plans that would change dismissal or pick up procedures. It is essential to have a clear understanding between parents, teachers and volunteers about who is authorized to pick up children after an event, and what time the event is expected to conclude.
- d. While Woodlin PTA volunteers have traditionally acted in a collegial manner, as with any group some disagreements may arise on how to best present an activity or event. Your committee chair can be helpful in these discussions.
- e. If disagreements rise to the level of a significant dispute, the PTA Board President and Vice-President will assist in resolving the issue. While every effort will be made to find a solution to all disagreements, in extreme circumstances, it may be determined by the PTA Board President and Vice President, after consulting with the full board, that a volunteer should step aside, for the good of all involved. This action does not permanently preclude a parent from a volunteer leadership role in the future, although it will be taken into account when assigning future volunteer activities.

Volunteer Handbook will be posted on the Woodlin PTA Website at www.woodlinpta.org

**WOODLIN PTA & WOODLIN ELEMENTARY
2013-2014 CALENDAR OF EVENTS/ACTIVITIES**

MONTH	PTA EVENTS/FYIs	PTA MONTHLY PROGRAM/MEETING @ 6:30 pm	PTA BOARD MTG @ 7 pm
JULY 2013	Incoming K playdate: Sun. 7/14/13	n/a	Mon. 7/15/13
AUG 2013	Incoming K playdate: Sun. 8/4/13	n/a	n/a
	Welcome breakfast for WES teachers/staff: Thurs. 8/22/13		
	WES Open House/Picnic Fri. 8/23/13		
	PTA Membership Drive Kick-off: Fri. 8/23/13		
	Incoming K playdate: Sat. 8/24/13		
SEPT 2013	PTA Volunteers Meeting: Thurs. 9/12/13	Tues. 9/10/13 Topic: PTA Parent Expo	Mon. 9/16/13
	PTA Fall Fundraiser: Fri. 9/13/13 - Fri. 9/27/13		
	Green Apple Day of Service: Sat. 9/28/13		
OCT 2013	Walk-to-School Day: Wed. 10/9/13	Tues. 10/1/13 Topic: How to Help Your Child With Their Homework	Mon. 10/21/13
	Movie Night: Fri. 10/11/13		
	Help WES w/Halloween Parties: Thurs. 10/31/13		
	Distribute PTA Directory: Date TBD		
NOV 2013	International Night: Tues. 11/5/13 or TBD	Tues. 11/5/13 Topic: International Night	Mon. 11/18/13
	WES Teacher Appreciation Luncheon: Wed. 11/13/13		
	Fall Book Fair: Thurs. 11/14/13		
	Fall After School Clubs End: Thurs. 11/26/13		
	PTA Membership Drive Concludes		
DEC 2013	No Events/Activities	No Program/Meeting	No Meeting
	Winter Session After School Clubs Start: Tues. 1/7/14		
JAN 2014	Woodlin Dance: Sat. 1/25/14	Tues. 1/7/14 Topic: Teaching Your Child About Diversity and Racism	Mon. 1/27/14
	MLK Program/Event: TBD		

NOTE: Dates are subject to change. Other events may be added. Please check PTA website, contact the PTA Board or your committee chair for updates.

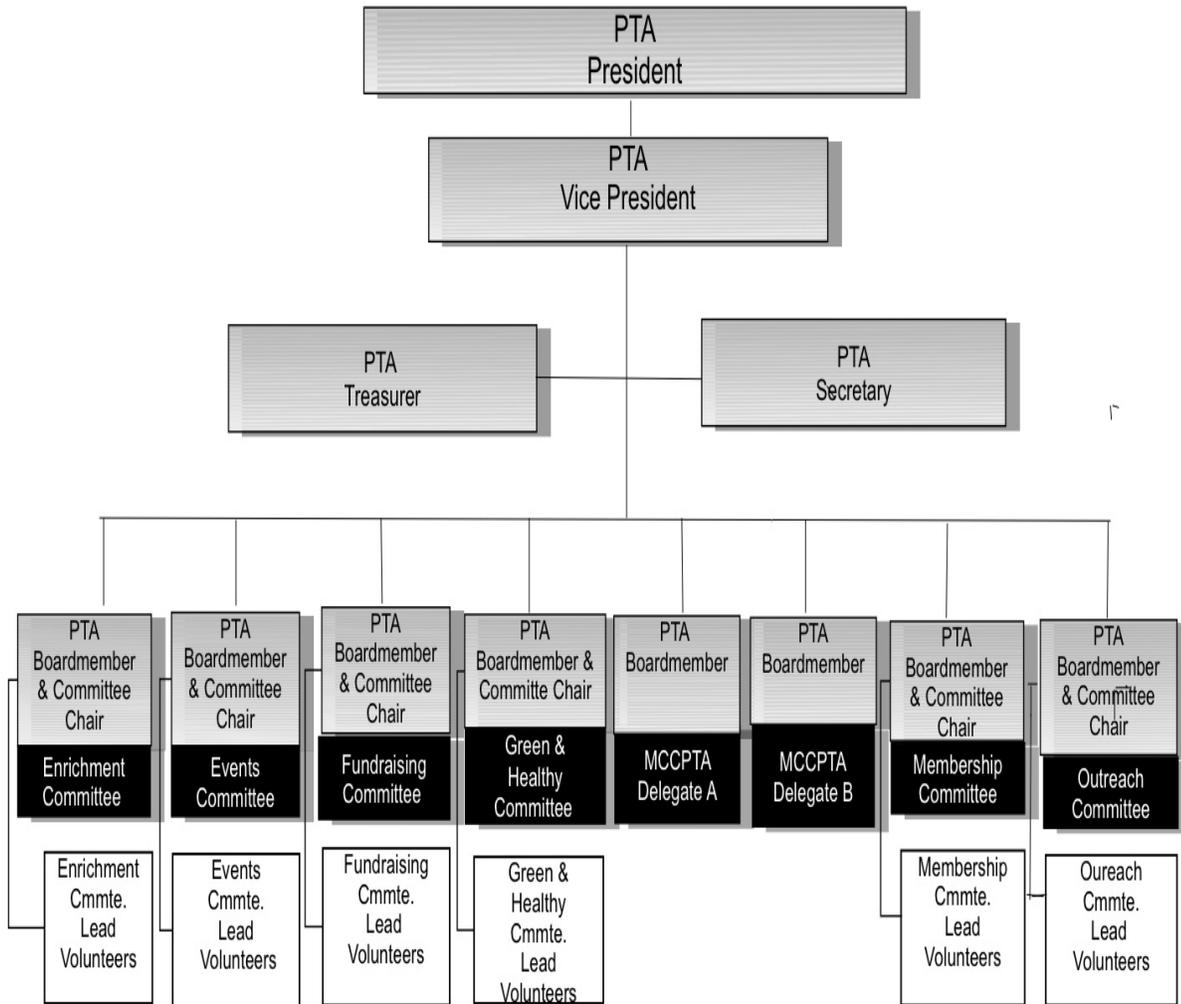
MONTH	PTA EVENTS/FYIs	PTA MONTHLY PROGRAM/MEETING @ 6:30 pm	PTA BOARD MTG @ 7 pm
FEB 2014	Winter Festival/Silent Auction: Sun. 2/9/14	Tues. 2/4/14 Topic: Black History Month Program	Mon. 2/24/14
	Help WES w/Valentine Parties: Fri. 2/14/14		
MARCH 2014	Winter Session After School Clubs End: Tues. 3/4/14	Tues. 3/4/14 Topic: Women's History Month Program	Mon. 3/17/14
	PTA Fundraiser Kick-Off: TBD		
	Winter Teacher Appreciation Luncheon: Thurs. 3/6/14		
APRIL 2014	Spring Session After School Clubs Start: Tues. 4/1/14	Tues. 4/1/14 Topic: STEM Night	Mon. 4/28/14
	Earth Day Event (World): TBD		
	5th Grade Geo Bee: Wed. 4/23/14		
	STEM Events: Tues. 4/1/14		
MAY 2014	Spring Fair: Sat. 5/3/14	Tues. 5/6/14 Topic: PTA Board Elections & End-of-Year Social	Mon. 5/19/14
	Teacher Appreciation Week: Mon. 5/5/14 - Fri. 5/9/14		
	3rd Grade Geo Bee: Wed. 5/7/14		
	4th Grade Geo Bee: Wed. 5/14/14		
	Spring Session After School Clubs Ends: Thurs. 5/29/14		
JUNE 2014	Additional Events TBD	No Program/Meeting	Mon. 6/16/14

NOTE: Dates are subject to change. Other events may be added. Please check PTA website, contact the PTA Board or your committee chair for updates.

WOODLIN PTA BOARD 2013-2014 MEETING CALENDAR

July 2013	Mon. 7/5/13 @ 7 pm
August 2013	---
September 2013	Mon. 9/26/13 @ 7 pm
October 2013	Mon. 10/21/13 @ 7 pm
November 2013	Mon. 11/18/13 @ 7 pm
December 2013	---
January 2014	Mon. 1/27/14 @ 7 pm
February 2014	Mon. 2/24/14 @ 7 pm
March 2014	Mon. 3/17/14 @ 7 pm
April 2014	Mon. 4/28/14 @ 7 pm
May 2014	Mon. 5/19/14 @ 7 pm
June 2014	Mon. 6/16/14 @ 7 pm

WOODLIN ELEMENTARY PTA ORGANIZATIONAL CHART



WOODLIN PTA 2013-2014 BOARD OFFICERS, BOARD MEMBERS & LEAD VOLUNTEERS

Copy of the contact information
(name, volunteer position, email address)
for the above PTA Volunteers
will be distributed via email to all volunteers

WOODLIN ELEMENTARY PTA JOB DESCRIPTIONS

BOARD MEMBERS			
Position	Job Description	Time of Year When Active	Requires work during school hours?
All Board Members	Each board member, in addition to her/his specific duties, serves as an advisor on all issues discussed at meetings. Each committee chair represents her/his own committee but also the Woodlin PTA. Board members are responsible for the organizational and financial management of the PTA, and vote on changes/additions to the membership-approved budget to the extent allowed in the Bylaws.	Ongoing	Yes, mainly online
President	With input from board, establishes agendas for monthly board and membership meetings; presides over meetings; serves as a member ex officio on all PTA committees (except the nominating committee); writes monthly newsletter column; meets monthly with Principal/Asst. Principal; represents the PTA at other meetings; other duties as specified in MCCPTA documents.	Ongoing	Occasional meetings during the school day are required
Vice President	Presides at monthly PTA meetings in the absence of the PTA President, serves as an aide to the President, oversees committees or events as determined jointly with the President. Handles reservations for PTA events	Ongoing	Only if filling in for the President at a daytime meeting
Secretary	Records minutes of all meetings of all PTA meetings (general, executive), attends to correspondence as deemed necessary,	Ongoing	No
Treasurer	Has custody of all funds of the PTA, keeps a full and accurate account of all receipts and expenditures in accordance with the budget, makes disbursements as authorized by the President or the executive board, presents a financial statement at every PTA meeting.	Ongoing	No
Committee Chairs	Each committee chair is responsible for overseeing the work of his/her committee. The committee chair reports on the work of his/her committee at board meetings, and provides guidance or support to each lead volunteer within their committee as needed.	Ongoing	As needed
MCCPTA Delegates (2)	Serve as Woodlin PTA's representatives for the work of the Montgomery County Council of PTA. Attend monthly MCCPTA delegate meetings and report back to the Board and/or the membership.	Ongoing	No

WOODLIN ELEMENTARY PTA JOB DESCRIPTIONS (cont'd)

ENRICHMENT COMMITTEE			
Position	Job Description	Time of Year When Active	Requires work during school hours?
ENRICHMENT COMMITTEE CHAIR	Responsible for the coordination/management and budgetary concerns of its committee and lead volunteers.	Ongoing	Occasionally to support lead volunteers
After School Clubs Coord.	For each session of clubs, develop the list of clubs to be offered, develop and distribute the registration forms, submit payments to the Treasurer, obtain rooms for classes, coordinate with (paid) safety coordinator, manage the coordination of clubs, HOS, and FLES	Select months in Fall, Winter & Spring	Mainly for copying & distributing club materials
After School Clubs Foreign Language Coordinator	Coordinate after school club foreign language program, including registration and class assignments	Select months in Fall, Winter & Spring	Mainly for copying & distributing club materials
After School Clubs Fun Coordinator	Coordinate after school fun/physical activity programs, including registration and class assignments.	Select months in Fall, Winter & Spring	Mainly for copying & distributing club materials
After School Clubs Mad Science Coordinator	Coordinate after school science program, including registration and class assignments.	Select months in Fall, Winter & Spring	Mainly for copying & distributing club materials
Cultural Arts Performance Coord.	Attend County Showcase in early fall. Together with the staff member handling Cultural Arts, choose and schedule cultural performances; (2) If staff chooses to organize an Arts Bowl, help organize any needed parent support; (3) Help organize/support other arts-related activities, such as Project Quality Time	Select months in Fall, Winter & Spring	Mainly for copying & distributing club materials
Geography Bee	Organize and coordinate all aspects of the Geography Bee. In consultation with school administration. Arrange for copying and assembly of study packets (late Feb.); publicize event (starting early March); order prizes and certificates (April); organize final bees (May); have plaque engraved with winners' names (June).	Select months in Fall, Winter & Spring	Lead organizer is generally at school during all three Bees (three different afternoons in May)
STEM Night Organizer	Meet with WES staff & other volunteers to decide on format for STEM Night. Contact vendors and organize program, handle program promotions. Set up and clean up.	Takes place during May PTA meeting	Meetings w/WES & PTA STEM volunteers usually right before school starts.

WOODLIN ELEMENTARY PTA JOB DESCRIPTIONS (cont'd)

EVENTS COMMITTEE			
Position	Job Description	Time of Year When Active	Requires work during school hours?
EVENTS COMMITTEE CHAIR	Responsible for the coordination/management and budgetary concerns of its committee and lead volunteers. Ensure that scheduled events stay 'on schedule.'	Ongoing	Occasionally to support lead volunteers
Black History Month Coordinator	Manage/coordinate/design programs and activities in celebration of Black History Month (February).	January & February	Possibly due to school-related activities
Hispanic Heritage Month Coordinator	Manage/coordinate/design September – October programs and activities in celebration of Hispanic Heritage Month (Sept. 15 - Oct 15)	September & October	Possibly due to school-related activities
International Night Coordinator	International Night (November) is a family event that often includes table displays of family heritage, entertainment and a potluck dinner. Main duties: Send out flyers soliciting family displays and potluck donations two or three weeks before the event so you have an idea of how many tables to set up. Order tables through main office. If desired, book entertainment. Purchase paper goods for dinner and provide water. On night of event, set up and decorate all-purpose room. Clean up.	October & November	Some – mainly prep work for event.
Movie Night Coordinator	Organize/coordinate Movie Night (October) event. Reserve film, equipment and WES location. Handle marketing of event. Manage other volunteers. Set-up and clean-up.	Usually scheduled in October	No
Spring Fair Coordinator(s)	Organize and coordinate all aspects of the Spring Fair (May).	March - May	No
Staff Appreciation Coordinators	Organize refreshments for periodic staff birthday luncheons. Organize other staff appreciation opportunities as needed/requested.	Ongoing, but most active at start and end of school year	Yes, during scheduled events
Woodlin Dance Coordinator	Organize an evening dance (January) at Woodlin; past dances have had disco themes. Coordinate all publicity, decorations, and refreshments, within the available budget. Arrange for sound and light equipment (has been provided free in the past by a former Woodlin family).	January	No

WOODLIN ELEMENTARY PTA JOB DESCRIPTIONS (cont'd)

FUNDRAISING COMMITTEE			
Position	Job Description	Time of Year When Active	Requires work during school hours?
FUNDRASING COMMITTEE CHAIR	Responsible for the coordination/management of annual PTA fundraisers (i.e. Silent Auction, Sally Foster, Cookie Dough, Spiritwear) and budgetary concerns of its committee and lead volunteers. The chair should be involved in any fundraising	All year	Yes
Book Fair Coordinator(s)	Coordinate a book fair to stimulate interest in books as well as to raise funds	Spring	Yes
Business Partnership Negotiator	Build partnerships with local businesses to create support for PTA activities (i.e. donations, sponsorships. Etc.). Contact/meet with businesses to market PTA program.	Ongoing	No
Dining Outs Coordinator	Coordinates with restaurants that are willing to participate. Promotes the restaurant nights through a flyer, list serves, newsletter. Follows up with the restaurant afterwards.	Having 3 throughout the year is preferable, more if they want.	No
Election Day Bake Sale Coordinator	Solicits volunteers to bring items for the bake sale, schedule volunteers for the sale day.	Fall	No
Flower Sale Coordinator(s)	The flower sale is held during the spring fair. Before the sale, the lead volunteer contacts a nursery to provide the plants, distributes the order forms, collects and catalogs the order forms, and submits the order to the nursery (including ordering extra plants for people who didn't pre-order). On fair day, the sale organizer must be present at the school in the morning for the delivery of the plants, which are then separated into individual orders. The organizer (with help from other volunteers) distributes the pre-ordered plants and sells the remaining plants.	Spring	No
Sally Foster Co-Coordinators	Coordinate the gift-wrap and chocolates fundraising program. Work involves the following: sending flyers, promoting the sale (including at back to school nights), entering completed orders, collecting money and submitting it to the treasurer, distributing the merchandise.	Fall	On occasion
School Spirit Coordinator	Coordinate selling of Woodlin t-shirts and other spirit items. Order additional shirts as needed. Develop new shirt as needed. Shirts should be sold during major school events (winter festival, spring fair), some PTA meetings and the Kindergarten meeting at the beginning of school year.	All year	No

WOODLIN ELEMENTARY PTA JOB DESCRIPTIONS (cont'd)

FUNDRAISING COMMITTEE (cont'd)			
Position	Job Description	Time of Year When Active	Requires work during school hours?
Silent Auction Coordinator(s)	The chairpersons of the Silent Auction oversee the entire auction process. Tasks include: (a) promoting the auction to listserves, newspapers and newsletters; (b) coordinating the mailings to businesses; (c) picking up or receiving donated merchandise; (d) putting together a catalog describing all donations; (e) organizing all merchandise, gift certificates, etc. to be brought to the auction; (f) coordinating the setup and all auction processes on the day of the auction; (g) coordinating volunteers for the day of the auction. The auction co-chairs should set up a committee to help with all of the above.	Fall and winter	One co-chair must check the mailbox daily during the weeks prior to auction
Sniders Receipts Coordinator	Collects Sniders receipts throughout the year. Two batches of receipts are submitted to Sniders during the school year. The receipts need to be reviewed for the appropriate year, completeness and stacked in groups of \$1000. Sniders is extremely particular about the organization of them and will toss any stacks that aren't valid. This is a great job to do on one's own time at home, but the person needs to be organized.	All year	Need to check the drop off box.
Winter Festival Coordinator(s)	A master document has been developed on the board web site that includes a 'how-to' on running the winter festival. This person should have good management skills, as this is really a management position. Most of the areas are already defined; it's just implementing them.	Winter	No

GREEN & HEALTHY COMMITTEE (cont'd)			
Position	Job Description	Time of Year When Active	Requires work during school hours?
GREEN & HEALTHY COMMITTEE CHAIR	Responsible for the coordination/management and budgetary concerns of its committee and lead volunteers.	All year	Need to check the drop off box.
Community Services Coord.	Organize events that relate to community service activities at Woodlin. Contact vendors to speak/participate at events. Market events to Woodlin elementary families and Woodlin local community	Spring	Occasionally, some events are held during school hours
Woodlin Moves Coordinator	Organize fitness/exercise activities (i.e., biking, hiking, walking, yoga, etc.) that can be enjoyed by Woodlin Families.	Fall and/or Spring	No

WOODLIN ELEMENTARY PTA JOB DESCRIPTIONS (cont'd)

MEMBERSHIP COMMITTEE			
Position	Job Description	Time of Year When Active	Requires work during school hours?
MEMBERSHIP COMMITTEE CHAIR	Coordinates with members of the committee to ensure that everyone has the contact information and procedures in place to meet the timetables set for their individual duties. Provides monthly updates to the Board regarding the number of memberships and donations that come through membership flyers.	Ongoing	No work during school hours, except possibly to drop off materials
Directory Coord.	Compile an alphabetical listing of students and families. Update handbook, calendar, and information portion. Arrange for directory printing and distribution.	Fall	No
ListServe	Moderate /monitor PTA listserve to ensure that posted materials are related to Elementary and the Woodlin community. Respond to inquiries forward messages when needed.	Ongoing	No
Membership Drive Coord.	Coordinate the annual PTA membership drive, including collecting and recording membership list.	Ongoing; most active in the fall,	On occasion when needed
PTA Meeting Childcare Volunteer(s)	Provide child care for parents who are in attendance for the monthly PTA general meetings	Monthly during school year	No
PTA Meeting Hospitality Coordinator	Help coordinate pizza, food and drinks for the general meetings. You would need to be available from about 5 PM on nights of the general meetings, of which there is one a month.	Ongoing	See description
Room Parent Coordinator	Recruit 1 or 2 room parents for each class. Create a list of room parents including emergency contact information (Mrs. Hale needs a copy of this info.). Create an e-mail list to send reminders & updates. Hold orientation meeting to explain room parent's job, which is as follows: 1 – organize Halloween & Valentine's day parties; 3 – coordinate the end of the year thank you for the teacher.	Ongoing. Most active during September & October. Reminders & Updates are sent all year.	Very little – communication with Mrs. Hale needs to be done during the day.
Volunteer Coordinator	To find volunteers for teachers & staff. Gather volunteer forms & provide lists of volunteers (from those forms) for special events. Maintain logbook & keep track of volunteer hours. Report volunteer hours to county each month. Coordinate (with Mrs. Rosenberg) & hold orientation. Post volunteer needs, hours, reminders in the newsletter & on listserv. Assist with Volunteer Appreciation Week (April).	Ongoing, but most active at start of the school year.	Orientation is held in the morning – usually the end of September.
Webmaster	Manage/update PTA website. Post PTA information on behalf of volunteers.	Ongoing	No

WOODLIN ELEMENTARY PTA JOB DESCRIPTIONS (cont'd)

OUTREACH COMMITTEE			
Position	Job Description	Time of Year When Active	Requires work during school hours?
OUTREACH COMMITTEE CHAIR	Responsible for the coordination/management and budgetary concerns of its committee and lead volunteers.	Ongoing	Occasionally
Costume Closet Coordinator	Solicit donations of gently used Halloween costumes (many costumes available from prior years). On the day of the Halloween party, help children who want a costume to select one for the parade.	October	Yes, on the day of the Halloween party only
Einstein Representative	Inform Woodlin families about Einstein activities that may be of interest, via listserv and/or PTA newsletter. Be available to answer questions about Einstein as needed.	Ongoing	No
5 th Grade Parents Liaison	Keep 5 th Grade Woodlin families abreast re 5 th Grade activities/interests. Plan 5 th grade picnic. Assist WES with 5 th grade graduation ceremony. Be available to answer questions from parents re 5 th grade issues as needed.	Ongoing	Yes – mainly to coordinate/attend picnic
LGBT Representative	Act as the LGBT liaison for Woodlin's LGBT families. Provide WES and/or MCPS news/information as it relates to the school's LGBT community. Respond to queries from LGBT and non-LGBT families.	Ongoing	No
MCCPTA Accelerated/ Enriched Liaison	Liaison for those Woodlin families interested in accelerated/enrichment programs. Keep abreast of MCPS news/information/policies re issue. Respond to queries and provide information as needed.	Ongoing	No
MCCPTA Special Needs Liaison	Liaison for those Woodlin families who have special needs children. Keep updated on WES/MCPS policy/education in re to special needs students. Respond to queries and provide information as needed.	Ongoing	No
MCCPTA ESOL Parents Liaison	Liaison for those Woodlin families who have children enrolled in WES' ESOL program. Keep updated on WES/MCPS policy/education in re to ESOL students. And families. Respond to queries and provide information as needed.	Ongoing	No

WOODLIN ELEMENTARY PTA JOB DESCRIPTIONS (cont'd)

OUTREACH COMMITTEE (cont'd)			
Position	Job Description	Time of Year When Active	Requires work during school hours?
Newsletter Coord. /Editor	Draft/publish monthly newsletter. Issue reminders for newsletter articles, receive articles, pass to the layout/editor volunteer. Receive articles from Newsletter Coordinator; prepare camera-ready copy.	Ongoing during school year	No
Sligo Representative	Organize the program for a PTA meeting program focused on Sligo, at the request of the Board. Inform Woodlin families about Sligo activities that may be of interest, via listserv and/or PTA newsletter. Be available to answer questions about Sligo as needed.	Ongoing	No
Welcome Liaison (K & New students)	Organize the K family picnic within first few weeks of school; answer questions from K families as needed	Summer months; beginning of school year	No



Overview of Woodlin PTA Activities

**Activities sponsored or supported
by the Woodlin Parent Teacher Association**

Providing Information to Parents

PTA newsletter, website, and listserv
School directory
PTA Meetings with special presentations, hospitality and babysitting services
Refreshments for other parent meetings (Parent Network, ESOL parents)
Kindergarten family get-together

Helping Children Learn and Have Fun

After school clubs: academic clubs and just-for-fun clubs
Book Fair
Grade-level projects
Special field trips
Cultural arts assemblies
Geography Bee
Coordination of after-school science classes
Coordination of Foreign Language in Elementary Schools (FLES) classes
Support for Field Day
Support for teacher-chosen classroom supplies
Scholarships for after-school activities

Coming together as a community

International Night
Winter Festival
Spring Fair
Teacher appreciation
Community service projects
Family Nights
Woodlin Cookbook
Garden supplies for the school grounds

Your Support Makes These Activities and Opportunities Possible!



Doing Business with the PTA

The Woodlin PTA has an extensive budget that we use to support our Woodlin school staff, Woodlin students, and Woodlin community. Our budget is based on annual membership dues, fundraising and donations.

Reimbursement

If you ever incur a reasonable expense when helping out with a PTA activity, you are entitled to reimbursement. Please save your receipts and submit a check request form to the PTA treasurer. Forms can be found on the PTA website at <www.woodlinpta.org> or in the PTA Treasurer's mailbox in the copy room at Woodlin.

Check Requests

Check requests are collected, processed, and mailed weekly. Maryland PTA rules require that all checks written by the PTA Treasurer be co-signed by another PTA officer. Please keep this in mind when requesting a quick turn around on a check request.

Charitable Status

The Woodlin PTA is a 501(3)(c) federal charitable organization and is registered as a charity with the State of Maryland. If you decide not to be reimbursed for any money you may spend helping out with a PTA activity, you may take a **charitable tax deduction**.

Spending Budget

If you have volunteered for a position that has a spending budget please be aware of how much is in your budget. **It is your responsibility to make sure your activity does not go over budget.** If you need a spreadsheet created to track expenditures against your budget, contact the Vice President. If you are in a fundraising position, please make sure you count all money you collect and provide a signed accounting of all money before you submit it to the Treasurer. Two people should be present for counting any funds, and the funds should be counted twice to assure accuracy.

Sales Tax

Despite the PTA's charity status, we are still required to pay sales tax. If you make a purchase for the PTA of an item that will be resold by the PTA (t-shirts, for example), you do NOT have to pay sales tax on the item. The PTA will pay sales tax to the State of Maryland based on the resale price. **If you purchase an item that will NOT be resold (such as professional photocopying, colored paper, or labels), you must pay sales tax on the item.**

Liability Insurance

The PTA is an incorporated entity with the State of Maryland and the PTA carries **liability insurance**, both of which limits the liability of an individual acting on behalf of the PTA.

Woodlin PTA Reimbursement Request

Date Requested: _____

Amount Requested: _____

Check Payable to: _____

Mailing Address: _____

Please list items purchased and cost (use additional sheets if needed). **Please attach all receipts.**

<u>Items Purchased</u>	<u>Cost</u>
Total	

Purpose of purchase or PTA activity: _____

Person making request: _____

Signature of person making request: _____

Phone number: _____ Email: _____

Signature of Committee Chair: _____

Submit to PTA Treasurer Box in Woodlin Copy Room and/or mail to the PTA Treasurer.

For PTA use only:

Received _____ Check Number _____ Date Sent _____

Revised 7-1-08

PROPER USE OF PTA FUNDS

(from Maryland PTA website <http://www.mdpta.org/>)

For many years, PTA leaders throughout Maryland have asked for a detailed guideline of how PTA funds should and should not be spent. The following list, created by Maryland PTA, was reviewed and approved by the National PTA and the National PTA's attorneys for use in Maryland.

PTA FUNDS SHOULD BE SPENT FOR:

(In alphabetical order; not prioritized)

Awards: Purchase and presentation of certificates, frames, trophies, plaques, etc., for out-standing service by students, teachers, parents, volunteers, administrators, and members of the community; especially awarding of National PTA Life Achievement Award and Maryland PTA Honorary Life Membership Award.

Communications/Publicity: Flyers, photographs (purchase of film and development), announcement boards, letters, etc., about PTA and School individuals, activities, awards, etc.

Classroom/School Enrichment Programs: special equipment or special field trips, special cultural arts presentations for activities beyond curricular demands. PTAs must ensure that the equipment or program can be demonstrated to relate to the curriculum. PTAs may fund new and/or experimental programs during the initial year, while evaluating the success of the program. Responsibility for continual funding of successful programs should then be transferred to the local Board of Education.

Committee Expenses: expenses required for standing, special and Ad Hoc committees to perform their duties.

Cultural Arts: Sponsorship of Cultural Arts programs, in particular, the National PTA Reflections program.

Family Involvement Fellowships: fun nights, puppet shows, magic shows, etc. that are held in an effort to bring about family involvement and participation.

Field Trips: PTAs may fund or subsidize extracurricular field trips for students. HOWEVER, PTAs should be aware of two areas of responsibility that they bear: 1) The IRS requires that the PTA be able to demonstrate how the field trip is directly related to curriculum.
2) The PTA may be liable for any injury or damages that occur during the field trip. Fund

Raiser Costs: The up-front costs of conducting an acceptable fundraiser. (Refer to page 27 of this publication on the Maryland PTA website for list of acceptable fundraisers)

Guest Speakers: Funding/fees for guest speakers at PTA meetings.

Hospitality: Refreshments provided for meetings, conferences, public hearings, PTA social activities, etc., including purchase/rental of coffee pots, soft drink coolers, paper ware, etc.

Leadership Training: PTA Workshops, Conferences and Conventions on the county, State and National levels. (Registration, transportation, meals, parking fees, etc.).

PROPER USE OF PTA FUNDS (cont'd)

Legislative Activity: Local, State, and National PTA-related legislative activity. Attendance at meetings, hearings and conferences dealing with education budgets, legislation relating to the health and/or welfare of children and youth, legislation related to changes in the federal, state, or local education system, etc. (fees, transportation costs, parking fees, and sustenance) development, production, reproduction, distribution, and mailing costs of flyers, letters and other announcements.

Membership Supplies: envelopes, stamps, stamp pads, flyers, posters, etc.

Memorials: planting of trees, shrubs, or perennial flower beds, or memorial donations to the

Maryland and National PTA scholarship funds: In memoriam of students, teachers, administrators, and PTA leaders who pass away.

Parent Workshops/Seminars: funding of workshops and seminars for parents with regard to education, health, substance abuse, CPR, welfare, parenting and other community issues.

Postage & Stationery: letterhead, envelopes, stamps, mailing boxes, etc. Promotional Items - items given away that promote the school and/or PTA. Pennants, bumper stickers, pencils, pens, banners, key chains etc. PTA Dues - National, State and Council dues. PTA Newsletters - development, production, reproduction, distribution and mailing costs.

PTA Publications: all officers and the Principal should receive subscriptions to "Our Children", the "Maryland PTA E-Newsletter" and the PTA Council newsletter.

PTA/School Related Celebrations: Back To School Night, American Education Week, Founder's Day, Teacher Appreciation Week, etc. (Decorations, refreshments, banners, etc.)

Reproduction Costs - for PTA-related newsletters, flyers, programs, announcements, etc. Scholarships - monetary scholarships for graduating students who have ties to the respective school. Note: In accordance with IRS regulations, the PTA bears the responsibility of ensuring that the funds presented to the respective graduates are, in fact, used to further education and/or training.

Volunteer Appreciation: celebrations, refreshments, certificates, plaques, etc. to reward ALL of your hard-working volunteers.

Master Calendar Addition Form

Name: _____

Date of Request: _____

Event: _____

Date and Time for Addition on Calendar:

Location: _____

Grade Level: _____

.....
Determination:

↑ Approved

↑ Declined

Reason: _____

Principal

Date

Office Use Only:

_____ Master calendar entry

_____ Submitted date/initials

Woodlin Elementary School PTA
Deposit Form

Date _____

Event/Activity/Fundraiser to be Credited _____

Amount of Cash _____

Amount of Checks _____

Total Deposit _____

Name of Person Providing Deposit _____

Phone Number (If any questions) _____