

Winston Campus Elementary PTA Volunteer Handbook

(Revised 8/13)

Organizational Structure of PTA

Local Unit – Winston Campus Elementary PTA — (WCE PTA) an organization of parents, teachers, and other persons interested in the welfare of children and youth. Any paid member of the PTA is invited to attend the monthly board meetings and the general membership meetings. The principal and one or two teacher representatives also attend the monthly board meetings. Our website is: wcepta.org

Council – Northwest Suburban Council — (NWSC) A group of local PTA/PTSA (Parent Teacher Association/Parent Teacher Student Association) units organized under the authority of the State PTA for the purpose of conference and leadership training.

District – District 27 — Districts are geographical divisions of the state, determined by the State Board of Managers. All local units within the boundaries of a district are part of the district and entitled to participate in any activities.

State – The Illinois PTA — was organized on May 30, 1900 in Evanston. The state serves as a connecting link between the national organization and its membership within the state. The Illinois PTA provides assistance to local units and councils through state officers, chairmen, District Directors, and leadership training. Their website is: Illinoispta.org

National – The National PTA — The National PTA was organized February 17, 1897 in Washington D.C. It is the nation's oldest education organization that unites parents, educators and the community on behalf of children and youth. PTA is a not-for-profit organization, and is open to all adults who care about children and schools. The Purpose and Mission of the PTA are printed at the end of this handbook. Their website is: pta.org

PTA and Winston Campus Elementary — General Information

Mrs. Judy Martinez and Ms. Adriana Gallegos are the secretaries for the elementary students at Winston Campus. The school's phone number is 847-963-7500. PTA board members who need to contact a member of the Winston Campus Administrative staff should call or email Mr. Andy Tieman, Principal (tiemana@ccsd15.net) or Mr. Scott Scafidi, Assistant Principal (scafidis@ccsd15.net).

PTA Files and Mailbox

The PTA has a file area in the teachers' Workroom. On the counter, next to the flat file storage at the end of the row of teacher mailboxes is a crate of committee folders. You will receive mail and communications in these folders, so please check them at regular intervals. The back of the file box has blank copies of frequently used forms i.e.; check requests, print requests, etc.

On the shelf below is a green basket for incoming mail. If you are on a committee that is expecting a lot of mail to be returned by the students and/or parents, please check this mailbox along with your folder.

PTA Meetings

Please check the WCE PTA calendar or the WCE Flyer for the dates and times of the monthly PTA general meetings. All PTA members are invited to attend these meetings. If a board member wants to be on the agenda (to talk about an upcoming event, to inform the board of a new project, with a concern, etc.), he or she should contact a PTA Presidents at least one school day before the meeting. Sometimes the Presidents may add your committee to the agenda. An example of this would be the meeting right after the Book Fair, because the board would like to know the results of the Book Fair. If no one from your committee can attend the meeting, please let the President know. You may provide a report, question or concern in writing. Remember, it is important to attend as many meetings as possible.

Plan of Work and Budgeting

Each committee must submit a Plan of Work. These are submitted in the spring (by the May board meeting) for the following school year, even when there is a change in committee leadership. The Plan of Work should include a list of items that require a monetary budget. All supplies, projects and activities should be listed separately with a dollar amount next to each. This helps at the budget meeting, as it is easier to adjust a single item from a committee's expenditures, if necessary. The budget meeting is held during the summer before the school year begins. If you have requested a big change on your committee's Plan of Work, you may want to contact the treasurer or explain the change in writing when you submit you Plan of Work in May. Blank Plan of Work forms will be emailed to you in the spring, and may also be found in the back of the PTA file.

Reprographics/Copying

Reprographics is the District 15 copy center, located in the Community Consolidated School District 15 Office / Education Center. Any time your committee requires more than 50 copies of any item, you should have it copied at Reprographics. Print request forms are available in the PTA file box. Please make sure the print form is labeled **PTA** at the top. All requests must be approved and signed by both a WCE PTA President and the school principal. The principal or office staff will send the request to Reprographics in inter-office mail. You may send a paper copy for duplication OR send email your copy job to Kathy Nyczaj at Reprographics: nyczaj@ccsd15.net (preferred). Please allow adequate time for copies to be made — Reprographics serves the whole district and is busier at some times of the year than others. All copies are in black ink only; print requests will NOT be approved for color copies.

All materials sent home from any PTA Committee MUST include:

- The words "Winston Campus Elementary PTA"
- The PTA logo (included at the end of this file)
- Your committee name
- Contact Information

Parents should always be aware of who the information is coming from.

Distribution of flyers: Printed flyers should be sent home using the **Youngest and Only numbers** for each classroom (will be provided). This saves paper by only sending one copy home per family. You should also post to our **Web page** when appropriate and utilize the monthly **newsletter** to include information or a link to your flyer.

Booklet-type Handouts

Booklet-type handouts, such as the calendar and directory must be reproduced by Reprographics. Several days in advance of your distribution date, please ask the school secretary for a set of labels for the youngest and only students. Once labeled, booklets may be placed in the appropriate teacher's mailbox for distribution to the students. Don't forget that most of the school support staff needs copies of these materials too.

Information to PTA Board Members

If you have flyers or notes that need to go home to board or committee members, you can send them through the classroom mail or email. In the front of the PTA file box, there will be a list of the board members including their children's teachers. Label any correspondence with the parent's name and the student's name (i.e. to Mrs. Jones, c/o Mark Jones). Then place the correspondence in the appropriate teacher's mailbox. Remember to allow a few days leeway; teachers check their mailboxes at different times of the day. Information in teacher's mailboxes may be confidential. Please respect this.

WCE PTA Newsletter, Winston Campus Flyer

Articles are due to the Newsletter Chairman on the 15th of each month (10th of December) for publication in the next month's newsletter. **Due to translation time, this deadline is mandatory.** Check the PTA newsletter for changes to this due date. All articles are subject to editing. Please submit newsletter information to the Newsletter Chairperson online via e-mail or in a Microsoft Word or Excel-compatible format.

Tax Exempt Forms

As a local unit of the Illinois PTA, our PTA is exempt from paying Illinois sales tax on items purchased for use by the PTA (Tax exempt number E9989-1281-03). Merchants will request a copy of the Tax Exempt letter. Copies of this letter are distributed to each chairman at the beginning of the year and can be found in the back of the PTA file box. Remember, this exemption may only be used specifically for PTA purchases, and not for items that will be resold in any way by the PTA. We must pay sales tax on items to be resold – like candy at the Sock Hop.

Reimbursements

In order to receive reimbursement for purchases for PTA committee work you must complete a WCE PTA Check Request form. This form will be emailed to you in your committee documents and can also be found in the back of the PTA file box. Please be sure to fill out the form completely. The committee chairperson must sign it BEFORE it is submitted. All receipts and/or invoices must be stapled to the back of the check request form. Remember, you cannot be reimbursed for sales tax, so be sure to use the tax-exempt letter/number when you make your purchases. Place completed forms in the Treasurer's file in the PTA file box. The Treasurer will review the material submitted and write out a check as soon as possible. The check may be left for you in your committee folder, sent home with your child or you may request to pick it up.

Scheduling Rooms and Activities

If your committee needs to schedule an activity, it must be cleared through the Winston Campus administration first. The school secretaries will help you determine what rooms are available. You must then fill out a Winston Campus Building Use Form. Copies are available in the office and provided to you via email in your committee documents.

Signing In/Out, Recording Volunteer Hours

The purpose of a volunteer log is to provide PTA local units/councils/districts with a means to track and evaluate their focus and activities. These records can be utilized when applying for evaluation of grants, demonstrating a unit's effectiveness, assessing areas of need, developing projects or local policies recognizing volunteer efforts, etc. When you are volunteering your time on the school property, you should log these hours by signing in and out of the school on the volunteer log. The Winston Campus Volunteer log is located on the counter in the main office. You **MUST** sign in and out every time you are in the building during school hours. You must also wear a visitor name badge provided by our Secretary, Mrs. Martinez.

Publicity

Please send information to be released to our Publicity Chairperson with information on any PTA event, activity or project that you consider newsworthy. Please be sure to submit this information ahead of time for more timely publicity.

Nominating Committee

The Nominating Committee is responsible for determining the proposed slate of officers for the following school year. The Nominating Committee consists of five members, three of who shall be elected by the board from its body (one nominee is selected as the chairperson), and two elected from the general membership. There shall also be one alternate elected from the board and one from the general membership. Our bylaws state that a teacher must also be present at the Nominating Committee meeting as an advisor, and the principal is also invited to attend as an advisor. The Nominating Committee is usually elected in November. The Nominating Committee holds a meeting to determine the slate of officers for the next school year. The election is then held at the April board meeting. Further information will be provided to the committee.

Committee Procedure Books

A Procedure Book is a file (preferably in notebook form) that contains information describing an office or committee of the WCE PTA, when and how the job should be done, recent history including successes and failures, resources and contacts which have proven helpful, copies of Plans of Work and End of Year Reports, and suggestions for the future. A Procedure Book is the property of the WCE PTA, not the property of an officer or committee chairman. It is intended to be helpful and to set forth some direction to help facilitate the work of the PTA, but is not intended to limit the creativity of the individual who accepts the chairmanship.

It is the responsibility of EVERY chairperson to keep and maintain a current procedure book. The book is turned over to the President or the new chairperson at the end of the current term. The Procedure Book should contain the following:

- Your name, phone number and the term you served
- Your Plans of Work and calendar
- Any information pertaining to your committee supplied by the State or National PTA
- A current budget
- All correspondence pertaining to your committee
- Copies of any reports that you send to anyone
- Relevant notes from workshops or conventions attended
- All relevant newspaper or magazine articles
- A copy of your End of Year Report
- Evaluation of the year's work with suggestions for improvements

Be aware that the Procedure Book may be the only history of this committee and is part of the history or the WCE PTA. It's contents should not be discarded without authorization.

End of Year Report

Tan End of Year Report must be completed by each committee and submitted to the President. The End of Year Report includes: accomplishments/goals that were met by your committee; a description of all projects, events and activities including the total amount spent on each; a list of all goals/activities that weren't met; suggestions for the future; a description of any workshops that you attended during the year; and any other pertinent information. This report is due at the May board meeting. Please also keep a copy in your committee Procedure Book.

Please remember that ALL work, activities and money spent by our WCE PTA must be in order to serve the mission and purposes of the National PTA. These are printed below. Please consider this as you plan anything pertaining to PTA. Together, we can make a difference in our children's educations.

The Mission of the Parent Teacher Association

- To support and speak on behalf of children and youth in the schools, in the community, and before governmental bodies and other organizations that make decisions affecting children;
- To assist parents in developing the skills they need to raise and protect their children;
- To encourage parent and public involvement in the public schools of this nation.

The Purposes of the Parent Teacher Association

- To promote the welfare of the children and youth in home, school, community, and place of worship.
- To raise the standards of home life
- To secure adequate laws for the care and protection of children and youth.
- To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.

To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

