

## STRAWBRIDGE PTA - CHAIRPERSON PROCEDURES

1. Review entire information packet. Contact the previous chairperson or the existing executive board to ask any questions about your goal.
2. Discuss your budget with the PTA Treasurer. Ask if she has any applicable coupons or vouchers that could defray the expenses of your event or committee. (i.e. Thriftway vouchers, Staples coupons, etc.)
3. Prepare an agenda/time line and checklist of tasks to be completed to achieve your goal.
4. Review ideas and time line based on budget and goal.
5. Build your team of volunteers using the names provided. When needed, advertise for additional assistance via PTA e-mail or PTA website (see Step 8 for instructions.)
6. Set up meetings as needed. To reserve space for a meeting or your event at any Haddon Township school you must follow these instructions:
  - a. DAYTIME - Call the school office.
  - b. EVENING - Call the school office & submit an application for use of school facilities form (on PTA website under Forms & Fliers) to Pat Thieringer at the Community Activities office or e-mail to [pthieringer@haddon.k12.nj.us](mailto:pthieringer@haddon.k12.nj.us).
  - c. CUSTODIAN'S ASSISTANCE - Call the school office.
7. Prepare memos and e-mail messages for distribution to appropriate individuals (i.e. student body, room parents, teachers, etc.) **All correspondence must receive the principal's approval prior to release!**
8. Distribute your information through any or all of the following methods:
  - a. PTA E-mail - Send approved message to the PTA E-mail Coordinator, Rebecca Sheehan, [sheehanfamily@me.com](mailto:sheehanfamily@me.com), on an as needed basis. Information is sent to only those who signed up for e-mail correspondence and might not reach every Strawbridge household. Turn around time is only 1-2 days.
  - b. PTA Website - E-mail approved document to the website coordinators, Christine & Rich Inzana, [webmaster@strawbridgepta.org](mailto:webmaster@strawbridgepta.org), or send a hard copy via the PTA Blue Box to the attention of "Website Coordinator." Weekly updates will be made on weekends for all data received by Friday of that week. Turn around time is 1-5 days. *Use in conjunction with PTA e-mail and Family Messenger.*

- c. Family Messenger - Paper fliers which are distributed every Thursday directly to students (one per household.) Our Family Messenger Coordinator will automatically print copies from PTA E-mail messages and attachments for distribution to “paper families” only. For the rare occasion when all families receive a printed notice, the number is 190 copies, which should be left in the school office by Wednesday afternoon. Turn around is 3-7 school days.
9. Collect all return correspondence (order forms, money, RSVP’s, etc.) related to your event from the PTA Blue Box *during school hours*. The box is located near the main entrance on the left wall next to the birthday bulletin board. The key to unlock the PTA Blue Box is kept in the school office. If you are unable to do this please contact a member of the executive board to arrange for your paperwork to be sent home with your child or delivered directly to you.
10. Plan to attend PTA Meetings prior to and immediately following your event to make reports.
11. Turn in all receipts for reimbursement and/or monies received to the PTA Treasurer ASAP. Additional forms can be found by the PTA Blue Box near the school’s entrance.
12. Complete the enclosed “Feedback Form.” This information is invaluable to future chairpersons for this committee or event.
13. **Return packet with all pertinent correspondence and planning tools to the PTA President’s mailbox at the school no later than one month following the committee or event.**