

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, copying 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 email 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:
 - Daytime- Call the school office
 - Evening- Please submit an application to the PTA president for PTA approval. (New policy this year prevents us from booking meetings at night in Strawbridge without accruing a fee). Please consider holding meetings at a coffee shop, the public library, or take turns hosting at committee members homes.
 - Custodian Assistance- contact school office.
7. Prepare memos and email 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:
 - PTA E- mail- send all approved messages to the PTA E- mail coordinator Rebecca Sheehan, strawbridgepta@gmail.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 is only 1-2 days.
 - PTA WEBSITE- E mail approved documents to the website coordinator, Rich Inzana, at webmaster@strawbridgepta.org as an

attachment or send a hard copy through 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.

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 180 copies, which should be left in the school office by Wednesday afternoon. Turnaround is 3-7 days.

Daily Announcements- You may contact Ellen C. or Eileen Smith for any announcements that need to be placed on the morning announcements.

5. Collect and 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 is located in the main 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.
6. Plan to attend PTA Meetings prior to and immediately following your event to make reports.
7. 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.
8. Complete the enclosed “ Feedback Forms”. This information is valuable to future chairpersons for this committee or event.
9. **Return this folder with all pertinent correspondence and planning tools to the PTA Presidents mailbox at the school no later than one month following the committee or event.**