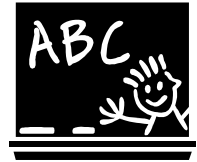


August 2011



Dear 2011-2012 Room Parents,

Thank you for volunteering to be a room parent this year. Your children will benefit from your time, energy, creativity and presence in their classroom!

As a past room parent and currently the PTA Treasurer, I would like to welcome you and offer a few helpful hints for getting reimbursed for various classroom activities.

In September, our PTA collects contributions from all parents for a “room parent fund”. You will use this fund for your classroom parties/activities. By early October you should know how much is in your specific classroom’s “room parent” fund. Please keep this amount in mind as you plan your parties throughout the year.

I will constantly update Tami Haas, who is the Room Parent Coordinator, with the balance remaining for each classroom, at the end of each month. She will periodically send you an update.

Feel free to contact her or myself if you need to know your current balance. Keep in mind, that when your fund has been used up, I can no longer reimburse you for classroom activities and parties, so please use your fund wisely and communicate with your other room parents regarding who is requesting money from your fund.

To be reimbursed for items bought for classroom activities please use the “**Check Reimbursement Form**” that is in your Room Parent packet and also above the PTA Blue box in the lobby of the school. **ALL REQUESTS MUST BE MADE ON THIS FORM WITH A RECEIPT ATTACHED. Please circle or note, which items are for reimbursement on your receipt.** Please also use the Tax Exempt form (ST-5 TE) which is found in your packet as well as on our website (strawbridgepta.org) when purchasing items.

If you need a copy of your receipt for your own personal files, please copy it before submitting to the PTA. We will not be able to give you a copy after the paperwork has been received.

It is also very important that you note, for which class you are room parent. An example on the check request form for a room parent for Mrs. Morgan would write: “RPF 3M” in the “committee section” and what you are requesting reimbursement for in the “reason for check” section.

The other Treasurer form that is in the Blue Box is a *Deposit/Receipt Voucher* form, which you should not need.

PLEASE do not use that form for your check requests. If the Check Reimbursement forms are gone, please let me know ASAP so I can restock. There is also a link on our PTA website (strawbridgepta.org) for the forms.

Please put your completed “check request form” with backup receipts attached, in an envelope marked “PTA Blue Box Attn: Lisa Evans, Treasurer”. I pick up from the Blue Box a few times a week and turn around the checks within a day or two. If you have not received your reimbursement monies within a week to 10 days, please email and let me know. If it is an urgent matter, please drop your request at my home, 203 Harding Ave. and put it in the “letter slot” of my door.

Thank you for taking your time to volunteer to be a Room Parent for the 2011-2012 school year! If you have any questions or concerns, please do not hesitate to contact Tami Haas or myself.

Sincerely,

Lisa Scalia Evans

PTA Treasurer

treasurer@strawbridgepta.org

869-9335

