



## J. A. Coles PTA

Dear Committee Leads,

Welcome to a new school year! Thank you for service and commitment to our PTA. Your time and dedication are greatly appreciated by the parents, teachers and most importantly the students.

Forms that you will use most as a committee lead are:

- SHARE INFORMATION: Committee Information Form, Building Usage Forms, Event Highlight Submission
- FINANCIAL: Check Request, Check/ Cash Deposit Forms

All committee lead documents are located on the Coles PTA website, [spfk12.org/colespta](http://spfk12.org/colespta). If your committee is responsible for collecting money, keep in mind that these are PTA funds and need to be deposited quickly. Please include backup on all deposits (check number, name, amount, total # of checks, and total dollar amount). You may use the deposit form or attach a spreadsheet with the required information. When collecting checks, please confirm that the dollar amount matches the written amount on the check and write on the back of the check 'FDO' (for deposit only). If your committee needs to make a purchase greater than \$200, please contact our PTA treasurer, Christine Schiumo at [Schiumom@gmail.com](mailto:Schiumom@gmail.com) and she can use the PTA card. Please fill out the Check Request form. The form must be signed by a committee lead and then sent to Christine Schiumo with all receipts attached. If you do not have a co-lead, then your Board Advisor should co-sign the form. **No receipt = no reimbursement!!** Please direct all budget questions to Christine Schiumo.

At the completion of your event, please submit an email to me at [JAColesPTAPresident@gmail.com](mailto:JAColesPTAPresident@gmail.com), so that we may use the details in our weekly PTA emails, as well as promote the PTA externally in the local newspaper, web versions and other external sources. Please send the email within 48 hours of event completion.

All flyers that need to be distributed, either paper or electronically, must be submitted to me for approval. I will then forward them on to Dr. Wetherell for her approval. Please allow at least 2 weeks for flyers to be approved and distributed. Committee Information Forms must be submitted for all activities taking place at the school. They must be filled out and given to me 4 weeks+ prior to your event.

Please keep in mind that a representative from each committee should attend PTA meetings prior to and immediately following your event to ask questions, advertise and report on successes: **November 13, 2019 @ 8:50am**, **January 15, 2020 @ 7:00pm**, **March 12, 2020 @ 8:50am**, **May 6, 2020 @ 8:50am**, **June 14, 2020 @ 7:30pm at external venue.**

If you have any questions, please contact your committee PTA Board Advisor or me at [JAColesPTAPresident@gmail.com](mailto:JAColesPTAPresident@gmail.com).

Thank you again for volunteering and I look forward to working with you.

*Claudine Doyle,*  
PTA President