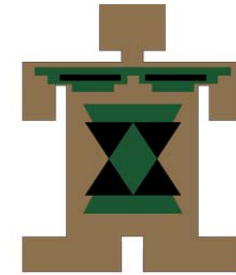


---

# BROKEN ARROW PTA VOLUNTEER LEADER HANDBOOK

---



Committee: \_\_\_\_\_

Budget Amount: \_\_\_\_\_

PTA Executive Team Member: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**BROKEN ARROW ELEMENTARY PTA**

**[www.brokenarrowpta.org](http://www.brokenarrowpta.org)**

**PTA ID Number: 00019486**

5901 Alden Street • Shawnee, Kansas 66216-3849

Phone: (913) 993-2300 • Fax: (913) 993-2399

July 2017

# Contents

PTA Committee Chairperson Responsibilities .....	2
Tips For Success .....	2
PTA Information .....	3
Broken Arrow PTA Basics.....	3
Websites .....	3
Broken Arrow Office Staff and Equipment .....	4
Facility Use.....	4
Custodian Assistance .....	5
Money Matters.....	5
PTA Committees .....	7
Grade-Specific Activities.....	7
Subject/Skill-Specific Programs .....	8
Fundraisers .....	9
School Representation .....	10
Classroom-Specific Activities .....	10
Creative/Marketing .....	11
Staff Appreciation Events .....	12
School Community Events .....	13
One-Time Events .....	14
Administrative Tasks.....	15
PTA Executive Board.....	16
PTA Executive Officer Responsibilities .....	16
Officers .....	16
Leadership/Exec Team Tasks.....	18

## Treasurer

- Responsible for all money matters regarding the Broken Arrow PTA, as well as compliance with local, state and national guidelines, practices and bylaws.
- Responsible for all reimbursements made from the PTA accounts.

## Treasurer-Elect

- Shadows the Treasurer and is involved in the inner workings of money matters for the PTA.
- Responsible for all deposits coming into the PTA accounts.
- Moves to Treasurer in the subsequent year.

## Leadership/Exec Team Tasks

### Back To School/PTA Information Packet (summer)

- Gather documents and information from PTA leaders and committees and put together in a packet to be passed out to families as they return to school.

### Direct Donation (school year)

- Send home information with a remittance slip encouraging the benefits of direct donation.
- Collect and deposit the donations and create tax receipts as requested. (Donation information is kept confidential.)

### Volunteer Appreciation (Spring)

- Honor dedicated PTA volunteers at a volunteer appreciation event toward the end of the school year.

### Meeting Hospitality (school year)

- Arrange for light refreshments to be available during PTA meetings.
- Ensure there are sign in sheets, copies of handouts, name tags, etc. set out for PTA Meetings.
- Arranges for child care if possible.

- Continually promotes awareness of PTA contributions to the BA community and encourages involvement of families and staff throughout the year.

#### **President-Elect**

- Shadows the President and is involved in the inner workings of PTA as it relates to all committees, SMAC, state and national PTA, bylaws and money matters.
- Moves to President in the subsequent year.
- Serves as Nominating Committee chair to put together an Executive Team and request volunteers to chair committees.
- Serves as Cultural Arts chair to contact teachers about submitting requests for funding for field trips and cultural activities/events for the following year.

#### **VP Community Services**

- The point person for committees which seek to build the BA community within and to the broader neighborhood.
- Appointed to step up if the President or President-Elect cannot fulfill their duties.

#### **Secretary**

- Responsible for recording the minutes of the general PTA meetings.
- Works closely with the President to maintain Google Drive documents/files and create the Back to School Information Packet.
- Responsible for correspondence to Broken Arrow Staff and PTA members for significant events (deaths, weddings, illness, births, etc.).

#### **VP Education**

- The point person for committees that seek to bring extra educational opportunities to BA students.

## **PTA Committee Chairperson Responsibilities**

- All chairpersons need to be PTA members for the current year they are serving.
- Report to their Executive Board member with questions, concerns, for guidance, and to provide updates for meeting agendas, etc.
- Be familiar with budgets and paperwork procedures for handling money matters and do so in a timely manner.
- Contracts for any committees are to be signed by the PTA President.
- Attend regular PTA meetings and present updates regarding their committees.
- Provide information for the newsletters, emails, website, etc.
- Update PTA information in a timely manner when committee has concluded, including completing the Committee Summary Report.
- Promote the PTA positively and encourage involvement.

### **Tips For Success**

- Plan and prepare as much in advance as possible. Volunteers, school staff, teachers, etc. are better able to respond to advance notice.
- Communicate as much as possible. Send emails and texts, make phone calls, send home fliers, post to Facebook, write Trailblazer articles/advertisements, share reports at PTA meetings, etc.
- Check the PTA Mailbox regularly.
- Contact your Executive Team member with any and all questions.
- Volunteer sign-up sheets: Put out at the first PTA event (and others), PTA meetings, send through BAPTA News email with Sign Up Genius, etc.
- Turn in money and paperwork in a timely manner.
- Update your committee folder on the Google Drive with relevant files and notes.
- Remember to thank your volunteers in person, with a card, in the Trailblazer, etc.
- When planning for rewards/incentives/celebrations please utilize non-food rewards, such as extra recess, "Blazer Bucks", etc.

## PTA Information

### Broken Arrow PTA Basics

**Executive Team Members:** Each committee has an Executive Team member to whom they should direct questions. This person is indicated on the PTA Leadership contact list.

**Google Drive Documentation/Forms, etc.:** A Google Drive folder exists online with resources (forms, past years' summaries, etc.) related to each committee. If you have not received a link via email, please contact your Executive Team member.

**Mailbox:** Each committee has a folder. This folder is in the file cabinet in the closet in the school office. Please check your folder regularly for information.

**Trailblazer Newsletter:** This newsletter is sent out once a month. You will receive an email each month indicating the submission deadline.

**BAPTA News:** Send emails to [baptanews512@gmail.com](mailto:baptanews512@gmail.com). Use this PTA email delivery system to advertise your events and/or share information. Please be wise in the volume and frequency of your emails. A moderator checks emails before sending.

**Facebook:** Use Broken Arrow PTA Facebook page to advertise and/or share information. All posts require approval.

**PTA Storage:** Besides the three drawers in the file cabinet in the school office closet, PTA also has storage cabinets between the two kindergarten rooms down the hallway next to the MPR. These cabinets contain hospitality items (paper products, drinks, coffee supplies, etc.), carnival games, prizes, decorations. All items should be kept neatly in clearly marked containers. PLEASE CHECK HERE BEFORE MAKING PURCHASES.

### Websites

**BAPTA:** [www.brokenarrowpta.org](http://www.brokenarrowpta.org)

**SMAC (Shawnee Mission Area Council) PTA:** [www.smac-pta.org](http://www.smac-pta.org)

**Kansas PTA:** [www.kansas-pta.org](http://www.kansas-pta.org)

**National PTA:** [www.pta.org](http://www.pta.org)

## PTA Executive Board

### PTA Executive Officer Responsibilities

- The Executive PTA Board consists of the President, President-Elect, VP Community Services, Secretary, VP of Education, Treasurer, and Treasurer-Elect.
- The Executive PTA Board serves June-May.
- Must be a PTA member for the current year.
- Report to the President with questions, concerns, guidance, and to provide updates for meeting agendas, etc.
- Communicate with their committee chairpersons monthly with meeting reminders, newsletter reminders, special instructions, request committee updates, etc.
- Be an advocate for their committees regarding budgets or any changes that would benefit or negatively affect those committees.
- Be familiar with their committees' descriptions, budgets and paperwork procedures for handling money matters and encourage them to do so in a timely manner.
- Try to attend all Budget, Executive Team and general PTA meetings and present updates regarding their committees.
- Update PTA information in a timely manner at year-end.
- Promote the PTA positively and encourage involvement.

### Officers

#### President

- Responsible for leadership of the Broken Arrow PTA.
- Conducts PTA Executive Board and general meetings, signs all contracts, and maintains compliance of bylaws and money matters.
- Meets regularly with the principal, and attends SMAC and district functions, as well as the state PTA conference.
- Works closely with the Secretary to maintain Google Drive documents and create the Back to School Information Packet.

## Administrative Tasks

**Skills: documentation, record keeping, computer-based work, communication**

### Membership/Directory (school year)

- Promote the PTA membership drive, collect and deposit dues, maintain membership records, provide membership lists, and create membership statistics.
- Report monthly to District and State PTA.
- Handle the reimbursement to the National PTA.
- Ensure that all committee chairs and officers are current PTA members.
- Continually promote membership at various PTA events.
- Coordinate the publication of the Directory in the Fall.
- Coordinate the Directory artwork contest by distributing information to the students, collecting the entries and scheduling a time for judging. Employ a printer as needed.
- Distribute copies of the directory to PTA members.

### BAPTA News Email (Summer and school year)

- Maintain the email account which broadcasts PTA and school news throughout the year.

### The Trailblazer Newsletter (school year)

- Create the monthly PTA and school newsletter, *The Trailblazer*, with articles submitted by PTA chairs and school staff.
- Email the final version to the school secretary for distribution and posting to the website.

### Website/Facebook (school year)

- Update and maintain the PTA website as needed ([www.brokenarrowpta.org](http://www.brokenarrowpta.org)).
- Maintain BAPTA Facebook page and serve as administrator.

### PTA Historian

- Gather materials (articles, photos, newsletters, yearbooks, directories, etc.) to be kept in the school library.

## Broken Arrow Office Staff and Equipment

- Office hours are 7:30am-4:00pm.
- While on school premises during school hours, check-in with office staff and wear visitor sticker.
- Broken Arrow office staff is available to help PTA representatives locate equipment and answer questions about usage. The best times to request help is from 9:00-11:00am and 1:00-2:30pm.
- PTA chairs are responsible for copying, cutting, counting, and distributing their own materials. PLEASE ASK ANOTHER PARENT OR THE OFFICE STAFF TO REVIEW FLIERS, ETC. TO ENSURE INFORMATION IS CORRECT.
- PTA volunteers may use the copy machines in the workroom or the one in the office. PTA has its own copy card in the mailbox folder file cabinet drawer. Colored copy paper is available in the workroom. Consider half-sheet or two-sided copies to save paper and expense. Copiers are reserved for school staff use prior to 8:30am and from 3:30-4:00pm.

## Facility Use

- Permits must be issued by the District Facilities Use Office for any evening activity or meeting. The school secretary will assist you in obtaining a permit.
- Kitchen: trays, serving utensils, freezer/refrigerator storage can be arranged through the Broken Arrow Food Service manager (available 6:30am-1:30pm). Only district food service employees may operate the kitchen equipment.
- The district has a catering department. The school secretary can assist you with contact information.
- Staff lounge should be treated as a confidential area for staff.
- Restrooms are located by the gym lobby.

## Custodian Assistance

- The head custodian will assist you with setup needs.
- Custodians are on duty from 6:30am-11:00pm.
- Provide custodians with a diagram (map of school available on Google Drive) of the requested setup. Please give at least one week notice.
- The school has approximately 250 folding chairs and 8 folding tables. Additional furniture can be borrowed from other schools with advance notice.
- Night custodians will mop and vacuum after events. PTA is responsible for picking up area and putting away supplies.

## Money Matters

- Please turn in all money requests/deposits in a timely manner; one week notice is a good rule of thumb.
- Use the Cash Box Request Form to request cash boxes from the Treasurer at least one week before your event.
- Deposits are to be turned in to the Treasurer-Elect's folder. Large deposits should be given in person to either the Treasurer-Elect or the school secretary.
- Arrange for an Executive Team member to be on hand at cash events. They can help keep change in cash boxes and remove extra cash. At the end of the day/event, at least two people need to count the cash and prepare it for deposit by filling out the PTA Deposit form.
- Checks may be taken home to add up and record for deposit with a PTA Deposit form.
- For payments collected over several days or weeks, tally checks and cash as you receive them and turn in with a PTA Deposit Form in a timely manner.

## One-Time Events

<b>Skills: planning/hosting events &amp; requesting volunteers</b>
--

### Kindergarten Welcome Coffee (August)

- Principal typically welcomes parents. PTA President can also be invited to speak to parents.
- Promote and coordinate light breakfast offerings of coffee, juice, bagels, etc. for Kindergarten parents on first day of kindergarten.
- Request volunteers for set up, serving and clean up.
- Reserve facilities and provide set up requirements.

### Donuts with Dads (October)

- Event is held early October in the morning before school. Work with principal to determine date.
- Promote and coordinate a before school event with donuts, coffee, and juice for students and male role models in their lives (dads, grandpas, uncles, etc.).
- Request volunteers for set up, serving and clean up.
- Reserve facilities and provide set up requirements.

### Muffins with Moms (Spring – March/April)

- Event is newer and can be held any weekday. Work with principal to determine date.
- Promote and coordinate an event with muffins (and/or other pastries), coffee, and juice for students and female role models in their lives (moms, grandmas, aunts, etc.).
- Request volunteers for set up, serving and clean up.
- Reserve facilities and provide set up requirements.

### Book Fair (one each, Fall & Spring)

- Work with school librarian to set dates and location.
- Promote event, and request volunteers to set up, run event, and take down.

## School Community Events

**Skills: planning/coordinating/promoting events, recruiting volunteers**

### Opening Night – Back-to-School Night (night before first day of school)

- Coordinate an evening with food and activities (including back-to-school information) provided by PTA leadership and committees, and school and community clubs.
- Plan food and request volunteers for set up, serving, cleanup.
- Reserve facilities and provide set up requirements.

### Family Movie Nights (2<sup>nd</sup> Quarter, 3<sup>rd</sup> Quarter)

- Coordinate an evening with a movie and snacks.
- Solicit snacks to be provided and request volunteers for set up, serving and clean up.
- Responsible for reserving facilities and providing set up requirements.

### Talent Show (December-February)

- Form a team, secure dates, theme, signing up the acts and crew members, decorations and set up.
- Communicate via all methods to encourage participation and promote the event to the BA community.

### Walk-or-Run for Fun (April)

- WORFF is held after school.
- Coordinate an activity with a walk/run event followed by a cookout dinner provided by Caring for Kids team.
- Reserve facilities and provide set up requirements.

### Roller Skating Parties (school year)

- Schedule all-school roller skating parties (one per semester) with Skate City in Shawnee.
- Promote the parties to the BA community and host or find someone to host each event.

- Reimbursements and Invoices are to be turned in to the Treasurer's folder. Invoices should be attached to the Reimbursement/Bill Payment Form and include who the check should be made out to and the business address.
- Reimbursement is obtained by filling out the PTA Reimbursement/Bill Payment Form and attaching your receipt. No reimbursement can be given without a receipt. Copies of receipts are acceptable. If your receipt contains personal and PTA expenses, circle the PTA expenses and total them on the receipt. Checks will be placed in your committee folder.
- The Reimbursement/Bill Payment Form requires your signature, and the signature of either the committee chair or your executive team member.
- Tax Exemption Certificate: This allows you to make purchases for the PTA without paying sales tax. You will need to have a copy of the exemption form with you. The purchase must be paid for with a PTA check. You can fill out a Reimbursement/Bill Payment Form with the exact amount to receive the check to use for your purchase.
- If your committee will be short on funds, you can complete a Budget Change Request Form and submit it to the Treasurer. The request will be approved by either the Executive Team or the General PTA membership. Please give time for this process.
- All forms are available on the PTA website and the Google Drive folder.

**Thank you for volunteering  
your time and your talents!**

## PTA Committees

### Grade-Specific Activities

**Skills: planning events, requesting volunteers, and communication**

#### 6<sup>th</sup> Grade Activities (Fall & Spring)

- This committee involves planning special activities/events such as the picnic, 6<sup>th</sup> grade shirts, Me posters, time capsule, and Graduation Day activities (ceremony and meal if desired) for the 6<sup>th</sup> grade class.
- Work closely with staff to coordinate dates and requirements for each activity.
- Recruit volunteers willing to sponsor and coordinate each event.
- Communicate with parents about the various activities.

#### Tyke Time/Kindergarten Round Up (January-April)

- Assist the principal and staff for Tyke Time and Kindergarten Round Up in the spring semester.
- Dates (3-4) are selected by the principal for an open invitation of incoming kindergartners and their families to visit Broken Arrow and participate in activities and receive information about enrollment.
- Provide snacks (and craft or activities if needed).
- Reserve facilities and providing set up requirements.
- Communicate the Tyke Time and Round Up dates and info to the BA community and area preschools.

#### Senior Reunion (Spring)

- The year-end reception for former Broken Arrow students who are currently graduating from high school.
- Locate and invite as many seniors as possible.
- Provide light refreshments after school.
- Find the time capsule from the 6<sup>th</sup> grade year.
- Reserve facilities and provide set up instructions.

## Staff Appreciation Events

**Skills: coordinating meals & requesting volunteers**

#### Staff Breakfast (August)

- Event is scheduled on a weekday morning before school starts.
- Coordinate a breakfast buffet of casseroles, fruit, Danish, juices and coffee, etc.
- Solicit food items provided by families and request volunteers for set up, serving and clean up.
- Reserve facilities and provide set up requirements.

#### Staff Luncheon (one each, Fall & Spring)

- Event is scheduled on a weekday in the fall (typically during fall conferences) and spring (during Staff Appreciation Week).
- Coordinate a lunch buffet of soups, salads, breads, drinks, etc.
- Solicit food items provided by families and request volunteers for set up, serving and clean up.
- Reserve facilities and provide set up requirements.

#### Staff Cookie Exchange (December)

- Event is scheduled on a weekday in December (near the holidays).
- Coordinate a buffet of holiday treats for teachers to choose from for taking home.
- Solicit food items provided by families and request volunteers for set up, serving and clean up.
- Reserve facilities and provide set up requirements.

#### Staff Appreciation Week (Spring)

- This event can be one day or a week of daily offerings for the staff, depending on the budget, creativity, and time constraints of the chair and volunteers.
- This event can be during the national staff appreciation week, or earlier in the spring semester.



## Creative/Marketing

Skills: artistic creativity and marketing

### Yearbook/Picture Day (school year)

- The Principal selects the dates for the individual, classroom, and all-school pictures.
- Coordinate the publication and distribution of the yearbook.
- Take pictures and collect pictures taken by others at all school events.
- Promote all picture day events (individual picture day, retake day, all-school picture) and organize volunteers to assist with individual pictures and retake day.
- Collect yearbook orders and deposit monies, pay the vendor, as well as distribute the yearbooks at the end of the school year.

### Birthday Billboard (school year; monthly)

- Promote a bulletin board with names of students who pay to have recognition for their birthday and ½ birthday.
- Create thematic design for students' names and birthdates each month (i.e. shamrocks in March, pumpkins in October, etc.).
- Change bulletin board monthly.
- Collect and deposit monies.

### Spirit Wear (Summer and school year)

- Secure a vendor, design and price spirit wear, and promote the sale of those items to the BA community.
- Responsible for collecting and depositing monies and payment to the vendor.
- Promote school spirit through classroom contests for most spirit wear, etc.

## Subject/Skill-Specific Programs

Skills: specific to each program

### Reflections Program (school year)

- Promote participation of Broken Arrow students in the National PTA Reflections program (a program that encourages students to explore creativity through various mediums – music, literature, dance, art, photography, and film).
- Communicate with parents, teachers, and students the year's theme and deadlines for entries.
- Receive entries, request judges, and communicate scores and important dates to entrants and their families.
- Help the school community celebrate students' achievements.

### Math Club 4<sup>th</sup>-6<sup>th</sup> Grades (September-February)

- Work closely with the staff Mathletics sponsor to schedule before-school meetings at 7:15am each month.
- Provide snacks and drinks for the meetings.
- Promote Math Club meeting dates and Mathletics competition dates to parents.

### Science Enrichment 6<sup>th</sup> Grade (school year)

- Work closely with the 6<sup>th</sup> grade science sponsor to schedule three dissection events in the spring.
- In the fall, dates need to be determined, and an agreed upon number of specimens need to be ordered.
- Schedule facilities for training and the dissection events. Consider all safety precautions needed.
- Solicit volunteers to be trained and assist students in small groups.
- Take inventory of all supplies needed and replenish those items well in advance of the dissection events.
- Inform staff of anticipated specimen arrival and requirements for refrigeration, etc.
- Prep (rinse, etc.) the specimens, trays, all supplies, tables, etc. for the training sessions and the student events.

## Fundraisers

**Skills: marketing, sales, communication**

### 5<sup>th</sup> Grade Fundraising (school year)

- Communicate with 5<sup>th</sup> grade parents and coordinate fundraising for the 6<sup>th</sup> grade field trip to Timber Ridge (or similar venue), and other 6<sup>th</sup> grade activities (picnic, graduation, etc.).
- Communicate with the Executive Board to limit duplication and overlap of timing with other PTA and school fundraisers.
- Recruit a team of 5<sup>th</sup> grade parent volunteers willing to chair and help with the fundraising events.
- Communicate directly with the principal and school secretary regarding fundraising estimates, etc.
- Fundraising events typically include a Pancake Dinner and Cookie Dough sales, but are not limited to those events.
- Each 5<sup>th</sup> grade class can make their own fundraising plan and advise the chair before proceeding.

### Box Tops for Education (school year)

- Promote Box Tops clipping and saving throughout the year, and collecting them for a fall and spring deadline.
- Serve as the contact person for the BTFE website
- Adhere to the deadlines, rules, and paperwork criteria.
- Trim and prepare the mailing of the coupons.
- Take care of the deposit of the dividend check.

### Amazon Smile (school year)

- Promote the use of Amazon Smile.
- Prepare dividend check for deposit.

### Cookie Dough (Fall)

- Promote the school-wide cookie dough sale.
- Collect the orders, deposit monies, and distribute the product, with the help of the vendor.

## School Representation

**Skills: communication and interest in district and state concerns**

### SMAC Representative (school year)

- Represents the Broken Arrow PTA at the SMAC (Shawnee Mission Area Council) meetings.
- Reports on district issues and notifies the appropriate committee chairperson of relevant workshops sponsored by SMAC.

### Bylaws & Legislation (school year)

- Report on Federal, State and Local legislation directly affecting our school community.
- Perform a review of the Broken Arrow PTA Bylaws and Standing Rules once every three years.

## Classroom-Specific Activities

**Skills: planning/coordinating activities, communication, recruiting volunteers**

### Parent Volunteer Coordinator (school year)

- Coordinate parent volunteers for each classroom and provide them with guidance and suggestions for serving as “room parents”.
- Provide signup sheets as needed and keep track of vacant positions until all classrooms are covered.
- Room parents are the key communicator between the teacher and parents. They inform parents of teacher needs (copies, classroom help, etc.), help with special programs in the classroom (AR Rewards, etc.), welcome new students and families with a School Information Packet, and coordinate volunteers for classroom holiday activities (Halloween, Winter, Valentine’s).